

TECHNICAL SERVICES MEETING
January 11, 2005

Present: Joyce Laurence, Vickie Melicher, Judy Orahood, Martha Powers, Barbara Wiesner
Minutes by: Joyce Laurence

Head of Technical Services Report: Jin

- **Dewey Project Report:** Xudong provided statistics for the Dewey work done. Statistics are as follows:
Dewey project started with an estimated 32,847 books need to be reclassified. To date (Dec. 04) 13,569 (46.42%) books have been reclassified, leaving approximately 17,605 (53.58%) books need to be reclassified.
Yearly totals for items cataloged: 2000/2001: 958; 2001/2002: 1674; 2002/2003: 4935; 2003/2004: 3614; and as of Dec 04: 2388.
- **Supplies:** In May or June will draft a plan for buying supplies for the next fiscal year.
- **OCLC Connexion Client 1.20:** Has been installed on each of the staff's computers. Xudong needs to install on student/shared computers.
- **CONSORT Order Numbers Change:** On the afternoon of Dec. 10th Xudong received an e-mail message from Michael advising that an update was going to take place that evening changing all the order numbers on the system. All order record numbers would have a "0" added as the second digit and the last digit was changed on the original number. This short of a notice created problems for both Acquisitions and Serials. This was too short of a time period for notification of this change.
- **T.S. Staff Activity Report:** Xudong has modified the report. He will send the new version to everyone. All Technical Services staff should send him an updated report monthly.
- **Quality Control:** Hundreds errors were found in ITYPE, ICODE1, ICODE2, IUUSE2, etc. Xudong will make new spread sheet and clean up.
- **Music LP's:** The cataloging of Music LP's will be postponed.

Status Reports (Last Month):

- Acquisitions – Wiesner: 193 Firm orders; 232 YBP Firm orders. 144 Titles received; 149 vols. received; 136 YBP Firm titles received; 146 YBP Firm vols received, 1 slip title received and 1 slip volume received. 5 AV ordered; 14 AV titles received; 15 AV vols. received.
- Cataloging - Orahood : 164 titles added; 176 vols added; 23 Historians titles and vols. added; 14 titles and vols reclassified; 2 MH East titles added; 4 MH East vols added; 3 other titles and vols added.
- PromptCat – Jin: 238 total volumes received. 91 DLC; 14 non-DLC and 133 shared records.

- Gov docs – Powers: total current docs cataloged: titles - 145, volumes – 162; total historical docs cataloged: titles – 40, volumes – 45.
- Gifts – Powers: Other gifts received: titles – 729, volumes – 731; Historian gifts received: titles (& volumes) – 119. The Turk donation and the Easton donation has been processed and now awaits liaison review.
- Serials – Melicher: Nothing this month to report.
- Monographs/Serials Repair – Laurence: 21 items received and 20 items mended.
- Quality control – Jin & Orahood: No items in December.

Process change for serials check-in - Melicher:

Vickie is in the process of changing procedures for serials. Newspaper procedures have already been changed. Serials will be converted to Millennium and an item record will no longer be created or barcodes used for current periodicals. Vickie will need to clean up some cataloged records and delete some item records.

Update on T.S. Website: Laurence

The web site team met and discussed adding procedures to the web site. One way – add files as a word document – by adding the word documents onto the server, link from web page to word file on server, this would need to be explored further. Joyce research the price of a PDF file reader which cost \$99.00; \$106.68 with tax. The software is available in OWU bookstore (no discounts) it can be purchased and billed to the library.

Workshop attended – All

No one attended any workshops since last meeting.

There were 3 in services programs offered the first week in January. In service programs were a demonstration on ARTstor; tour of career services and speaker from American Red Cross.

Other Business – All

- Career services has a small library less than 100 items. May consider having items added to CONSORT.

Next Meeting: February 15, 2005