

Technical Services Meeting Minutes

March 23, 2009

Attended: Kristine Kinzer, Joyce Laurence, Judy Orahood, Barbara Wiesner, Xudong Jin

Minutes submitted by: Joyce Laurence

1. Head of Tech Services Report: *Jin*

- **Cataloging Costs for the 2009-2010 Academic Year (Group discussion later):** Cataloging cost need to be reduced starting July 1st. Judy, Joyce and Xudong met last week to discuss ideas of ways to change cataloging policies and cost.
- **Cataloging Work before June 30th and after July 1st:** Paid for unlimited cataloging unit June 30th. Will need to catalog as many items as possible before July 1st. Will need to limit items cataloged and change cataloging policies after July 1st.
- **OH5 Next-Generation Library Initiative:** Ohio 5 Library Directors decided to apply for Mellon Grant. Application needs to be submitted by August 1st. Librarians from Five Colleges held workshop at Kenyon on March 20th. Three groups were formed: Digitalization collection, Content dm, and collection development.
- **CONSORT Catalog Subcommittee Meeting: Meet February 2nd.** Start to use 956 field for url's records contributed to OHIOLINK.
- **Alice Essinger:** Working part-time for COSORT. Will work at OWU library on Thursdays.
- **Problem with Millennium:** Technical Services staff has been experiencing problems with Millennium shutting down since March 9th. Was reported to Michael; Michael ran test and indicated the problem was local. Xudong contacted Dave Henderson. Dave and Harold are checking on problem. Problem still continues; Xudong asked staff to e-mail him with problems.
- **One Hundred Gift Books from Nippon Foundation (Japan):** There are three boxes of gift books received. Books need to be processed and cataloged. A special book plate will be needed.

2. Status Reports (Last 3 Months in two years):

- Acquisitions – *Wiesner*

December 2008: 252 orders; received 136 titles (167 vol.); 9 AV orders; received 28 titles (40 vol.)

January 2009: 387 orders; received 347 titles (378 vol.); 26 AV orders; received 13 titles (15 vol.).

February 2009: 523 orders; received 317 titles (340 vol.); 2 AV orders; received 23 titles (35 vol.)

- Cataloging - *Orahood*

December 2008-225 New titles, 40 MH East, 1 MH West, 56 Archives, 30 OWU, 11 CRC, 34 AV, 376 Historical Government Docs

January 2009-433 new titles, 3 MH, 46 Archives, 30 OWU, 31 CRC, 29 AV, 1 Music CD & DVD, 441 Historical Government Documents

February 2009- 416 new titles, 28 MH, 48 Archives, 18 OWU, 61 CRC, 33 AV, 904 Historical Government Documents

- PromptCat – *Jin*

December 2008: Received 145 titles (65 DLC, 16 non-DLC, 64 Shared)

January 2009: Received 106 titles (48 DLC, 7 non-DLC, 51 Shared)

February 2009: Received 150 titles (59 DLC, 23 non-DLC, 67 Shared)

- Gov docs – *Laurence and Orahood:*

December 2008- new titles added: 163 prints; 0 MF; 3CD; 0 DVD

January 2009 – new titles added: 184 prints; 7 MF; 0 CD; 0 DVD

February 2009: new titles added: 115 prints; 3 MF; 2 CD; 0 DVD

- Gifts – *Jin*

Hundreds of gift books received in the previous three months. One faculty asked to send her a document includes all the titles, authors, and date information.

- Serials – *Kinzer*

December 2008 - 6 bib records updated with 229 field

January 2009 - 1 bib record updated with 229 field

February 2009 - 1 bib record updated with 229 field

- Monographs/Serials Repair – *Laurence*

December 2008: Items received – 37; mended – 20

January 2009: Items received- 16; mended – 13

February 2009: Items received-26; mended-39; not repairable-2

- Quality control – *Jin & Orahood*

There were no error records found in the previous three months.

3. Cataloging Costs for the 2009-2010 Academic – *All*

- Ways to save:

1. Searching: try to keep to one search technique. When copy cataloging can search by ISBN number.
2. Exporting records
3. Reduce amount of time online. 1) Set auto-log off for shorter time. 2) Use batch function when updating and deleting holdings.
4. OCLC credits: 1) Original cataloging (done offline); 2) Upgrading OCLC record holdings; 3) Deleting OCLC holdings
5. Have only three users; alert message if fourth person logs on.

Joyce and Judy have already implemented some of these cost saving techniques.

- Cataloging staff should hold back on withdrawing items from CONSORT till after July 1st. to receive credit from OCLC for deleting holdings.
- Kristine will assist in cataloging gift books that have been accepted, but not yet cataloged. She will continue cataloging till June 30th.

4. Multiple Bib Records on CONSORT When Ordering – *Wiesner*

Barbara asked about incomplete bib. records on Consort from other libraries and whether or not to use some of them for orders or key in our own temporary bib. Some of these bib's have items attached from other libraries but they are not complete marc records. Sometimes the temporary bib. records from other Consort libraries do not have enough information for an order and we must key in our own bib record. The issue of electronic resources bib records is still a problem. If Consort has an electronic resource record that includes the hardcover ISBN we must key in a bib and order for that title. Xudong will bring up issue again in the next Consort CD meeting as it was never resolved.

5. Workshops and Meetings Attended – *All*

- Judy: attended a couple ALAO-SSIG planning meetings
- Joyce: attended Gov. Docs. Ohio5 meeting held at OWU
- Xudong: trip to China (TEW Grant) - visit Universities and cities

6. Other Business – *All*

- Barbara is receiving a lot of orders. Kristine and Xudong need to give Barbara a schedule indicating when they would be available to help with ordering.
- Xudong taught a Chinese course; needs to grade 10 papers.
- Joyce informed Xudong there are five boxes of books for Book Sale table.

7. Next Meeting – *All*

April 23rd