

## Technical Services Minutes

May 12, 2009

Present: Kristine Kinzer, Joyce Laurence, Barbara Wiesner, Xudong Jin  
SUBJECT: Technical Services Meeting Minutes  
MINUTES: Judy Orahood

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### 1. Head of Tech Services Report: *Jin*

- Cataloging Costs for the 2009-2010 Academic Year update

The deadline for the OhioNet renewal is June 1<sup>st</sup>. The government documents we are responsible for have to be cataloged. We also have to catalog new books, Historian, Math gifts and selected gifts, and special collection books. Next year we could do more original cataloging to earn credit.

- Cataloging Work before June 30<sup>th</sup> update

Do as much copy cataloging as we can before June 30<sup>th</sup>.

- OH5 Next-Generation Library Initiative

This is a Mellon Grant. It is for \$750,000. Six people from OWU are going to the workshops. The proposal will be completed in late July.

- OCLC TechPro Project for Rare Books

19 books are going to OCLC TechPro.

- OhioLINK Databases Cut

32 databases were suggested to be cut.

- Technical Services Summer Projects

Update summer projects, send it to Xudong. Since the colors are different with the 2007 version, each person should pick a new color and let everyone know what the color is. **Judy's new color is orange.** **Barbara's color is purple.** **Xudong's color is red.** **Joyce's color is green.** **Kristine's color is blue.**

- Technical Services Summer Student Work

Schedule ok.

- Barbara's Medical Leave

Barbara's medical leave will begin July 23rd. She will be out for 3 or more months. Her electronic procedures will be updated before the medical leave begins. Xudong and Kristine will share Barbara's work while she is out. They may need to create fund codes. Xudong asked Barbara for a demo before she leaves.

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

- Acquisitions – *Wiesner*

**March 2009** we ordered 952 titles; received 646 titles (717 volumes.) We placed 12 AV orders and received 4 titles (4 volumes)

**March 2008** we placed 919 orders; received 517 titles (541 volumes.) We placed 12 AV orders; received 24 titles (25 volumes)

**April 2009** we placed 230 orders; received 745 titles (787 volumes.) We placed 0 AV orders and received 11 titles (11 volumes)

**April 2008** we placed 509 orders and received 1015 titles (1061 volumes.) We placed 6 AV orders and received 9 titles (9 volumes.)

Barbara is working on summer projects and procedures now. Xudong will continue Barbara's summer projects when she leaves. Some Summer Projects will be on hold until Barbara returns. She hopes to complete the Gale prepay bill before she leaves.

Cataloging - *Orahood* **March 2008** 423 items were cataloged for Beeghly, Science, Music and Ref. 15 MH titles were cataloged, 37 East Ohio items were cataloged, 51 West Ohio items were cataloged, 25 Archives titles were reclassified, 14 OWU titles were cataloged, 55 CRC titles were cataloged, 27 Music CD's and DVD's and 14 Music LP's were cataloged. **March 2009** – 587 titles for Beeghly, Science, Music and Reference were cataloged, 15 were cataloged for MH, 81 Music LP's were cataloged. **April 2008**-910 titles were cataloged for Beeghly, Science, Music and Ref. 19 MH titles were cataloged. 22 Archives books were reclassified, 43 CRC books were cataloged, 156 Music LP's were cataloged,. **April 2009** – 833 titles were cataloged for Beeghly, Science, Music and Ref., 34 for Archives, 9 for CRC and 9 for AV

- PromptCat – *Jin*  
March 2009: Received 467 titles (197 DLC, 70 non-DLC, 200 Shared)  
April 2009: Received 426 titles (205 DLC, 61 non-DLC, 159 Shared)  
March 2008: Received 518 titles (232 DLC, 83 non-DLC, 203 Shared)  
April 2008: Received 508 titles (233 DLC, 86 non-DLC, 189 Shared)
- Gov docs – *Laurence and Orahood* **March 2008**- 97 print titles added; 3 MF; 0 CD; 0 DVD ; Historical Government documents- 352. **March 2009**- 53 print titles added; 14 MF; 2 CD; 0 DVD ; Historical Government Documents -251  
**April 2008** 122 print titles added: 0 MF; 0CD; 0 DVD ; Historical Government Documents- 211 **April 2009**- 114 print titles added; 26 MF; 4 CD; 3 DVD ; Historical Government Documents 177.
- Gifts – *Jin* We received hundreds of gifts from retiring faculty and other people this summer. With students help, these gifts were under processing.
- Serials – *Kinzer* March 2008: 0. March 2009: 13 print titles added on OCLC; 48 print titles updated on OCLC; 1 print title deleted from OCLC. April 2008: 0. April 2009: 4 print titles added on OCLC; 5 print titles updated on OCLC.
- Monographs/Serials Repair – *Laurence* **March 2008: 26** Items received- 20 mended – 1 item not repairable. **April 2008:** Items received-37; mended-15; not repairable-4; **March 2009:** Items received -15; mended – 28; item not repairable-1. **April 2008:** Items received-18; mended-5; not repairable-0;
- Quality control – *Jin & Orahood*

### 3. Workshops and Meetings Attended – *All*

Joyce attended the OH5 Govt. Docs. meeting on April 28

Kristine attended the ALAO TEDSIG spring workshop. She took notes and submitted a 16 page (double spaced) report that will be published in the September 2009 issue of *Serials Review* (a quarterly peer-reviewed journal).

Xudong attended an OCLC Collection Development workshop.

### 4. Other Business –

Xudong says put two months stats in minutes. (March and April, this year and last.)  
Xudong will not be going to China this summer.  
Kristine says there will not be much binding this year. She will be using some  
Archival boxes after July 1<sup>st</sup>.

5. Next Meeting – *All*  
The next meeting will be June 18<sup>th</sup>.