

Technical Services Meeting Minutes July 28, 2004

Present: Jin, Laurence, Melicher, Orahood, Powers and Wiesner

Submitted by: Melicher

Head of Technical Services Report: Jin

- *Outsourcing Projects* – The cards should be received for the Methodist titles in the next week. The contract was for \$2,000 and there will be 785 records. This year we may continue with the Methodist, Dewey and Government Documents outsourcing projects.
- *Connexion* – Those that have been using Connexion feel that it works well.
- *Prepayment Plan* – Xudong received the price list for this year. August 15th is the deadline for the highest discount. The price has increased, but will not impact since we use the fixed fee plan.
- *Dewey Project* – Carol Hallenback will continue to work this year for 130 hours/year as approved by Theresa.
 1. Joyce has agreed to join the Dewey committee with Judy and Xudong.
 2. Two lines of shelves will be installed for the Dewey project on the 2nd floor.
 3. Xudong is having the students who work on the Dewey project count their work.
 4. Bernard has asked to use the shelf in the computer room for reserve papers. Xudong is going to follow up with Bonnie about the plans for the computer room and the Dewey committee will discuss the physical arrangement of Technical Services and the possible addition of shelves from the computer room.
- *Millennium Authorized Functions* – Xudong is working to get the appropriate functions set up for the staff. The staff need to notify him which functions we still need access to.
- *OWU Total Items* – Xudong is working on the library statistics. There are 380 records with incorrect lcode2, most of which are old records. There are also some errors in the lcode1 field.
- *TS Statistics form for 2004/05* – Xudong is working on completing the new spreadsheet and will send it out to Barbara once complete.

Status Reports for

- *Acquisitions:*
 - June - orders: firm orders – 14, ybp firm – 69, slip orders – 36. Titles received – 224, volumes received – 232; YBP titles and volumes received – 119, slip titles and volumes received - 101. AV orders placed – 6, received – 10. These numbers actually run through the fiscal end July 13, 2004.

- Year 03-04 – Total Books ordered – 5,539; Total titles received – 5,623; Total volumes received – 5,902; AV ordered – 203; AV titles received – 195; AV volumes received – 228.
- YEAR 02-03 – Total Books ordered – 5450; Total titles received – 5789; Total volumes received – 6009; AV ordered – 216; AV titles received – 200; AV volumes received – 212.
- Barbara plans to train on Connexion with Joyce.
- *Cataloging:*
 - June - Numbers of items cataloged: Purchased books: 425 titles, 443 volumes, Historians: 498 titles, 515 volumes, Gifts: 1 title, Reclassified: titles 45, volumes 65, MH East: 33 titles, 147 volumes, Other Materials: titles 3, volumes 52
 - Year 03-04 - Numbers of items cataloged: Purchased books: 5,170 titles; 5,462 volumes, Historians: 1,569 titles; 1,595 volumes; Gifts: 276 titles; 317 volumes; Reclassified: titles 2,878 volumes 3,614; MH East: 113 titles, 311 volumes, Other Materials: titles 41, volumes 111. Total titles added: 10,047, total volumes: 11,410. AV titles: 166, volumes 203. CD's for Music titles: 15, volumes 25. CRC titles added: 1,046, volumes 1,136.
 - Year 02-03 Number of items cataloged: Purchased books titles 5208; volumes 5439, Historian gifts titles 1851; volumes 1881, other gifts titles 1091; volumes 1165, Reclassified titles 4564; volumes 4935, Total titles added 11,746; Total volumes added 12,629, AV titles 371; volumes 408, CD's for Music 91 titles; 116 volumes, CRC titles added 1280; volumes 1328.
- *PromptCat:*
 - June - Received 194 firm, 111 DLC, 29 non-DLC, 50 shared.
 - Year 03-04 – Received 3,481 titles, 1,790 DLC, 518 non-DLC, 1,158 shared.
 - Year 02-03 – Received 1,565 titles, 1,212 DLC
- *Gov docs:*
 - June - Cataloged: Current - titles 210, volumes 256, Historical - 181 titles, 207 volumes.
 - Year 03-04 - Cataloged: Current - titles 3,127, volumes 3,969, Historical - 983 titles, 2,436 volumes.
 - Year 02-03 - Cataloged: Current - titles 4,047, volumes 4,807. Historical - 696 titles, 1,494 volumes.
- *Gifts:*
 - June - Received 626 Historian titles and 59 Other titles
 - Year 03-04 - Received 3,032 titles and 3,047 volumes.
 - Year 02-03 – Received 4,140 titles and 4,148 volumes.
- *Serials:*

- Bindery – Received 479 volumes, processing complete. Sent out 292 volumes, which will return the first week of August.
- Year 03-04 - Print Periodical Cataloged – 15 and 504 EJC Techpro edits, 25 LDR's added, 5 LDR's deleted, 4 LDR's updated.
- Monographs/Serials Repair:
 - June - Items received 85, mended 95, not repairable 4.
 - Year 03-04 - Items received 733, mended 664, not repairable 45, review nonrepairable 25, sent to bindery 10, permanently withdrawn 13.
 - Year 02-03 – Items received 542, mended 491, not repairable 24, review returned 9, sent to bindery 7, permanently withdrawn 5.
 - There has been an increase of items received and mended this year due to Dewey/Reclassification books going to stacks and Government Documents in need of repair.
- *Quality Control*
 - June – none
 - Year 03-04 – 67
 - Year 02-03 – 68
 - Year 01-02 - 127

Millennium Issues:

- We will gather questions and issues with Millennium individually then we will meet as a group to determine the questions and issues for Michael prior to his visit on August 10th.

Review of Summer Projects – We reviewed the summer projects document. Xudong will route the document for everyone to update their portion.

Workshops Attended:

- Xudong, Joyce and Judy attended the OCLC Day on 7/26.
- Xudong, Joyce, Barbara and Vickie attended Millennium training at Wooster on 7/21.
- Xudong and Vickie attended the ALA Annual Conference on 6/25-6/28 in Orlando Florida.

Other Business:

- Kay would like to have the Honors projects cataloged. Xudong will work with Judy on this project.

- Xudong is creating a spreadsheet for each person in TS to track attendance at workshops and conferences. Once complete he will forward them to the staff members to update.

Next Technical Services Meeting – Tuesday September 7th