

TECHNICAL SERVICES MEETING MINUTES

September 26, 2006

9:30 AM in the Green Room

PRESENT Lisa Hoops, Joyce Laurence, Judy Orahood, Barbara Wiesner

MINUTES: Judy Orahood

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1. Head of Tech Services Report: *Jin*

- CONSORT and Millennium Problems - There has been no improvement in the frequency in CONSORT freezing up.
- Martha's Responsibilities - Judy is responsible for the cataloging of Government Documents until a replacement is hired. Xudong is responsible for the processing of all gift books. (Historian, Math, Kuivinen, and Courtney gifts have priority processing and cataloging.) Joyce is responsible for the mailroom duties. Lisa and Xudong are the backups for mailroom.
- Technical Services and Government Documents Assistant Search - Xudong, Joyce, Joy, Rosalind and Judy are on the committee. The deadline for applications is October 9th. The committee will begin meeting that week.
- Storage Consultants Visit

The lease on the Newark facility ends soon. Consultants came and toured the libraries, met with librarians, faculty and administrators of all Five Colleges of Ohio schools.

- My Study Leave Report - Xudong taught a seminar in Shanghai. He led a team that taught five day workshops in China. A three year contract with CALA was signed that workshops will be taught every year. Xudong may lead one workshop next summer. He hasn't decided yet.

2. Status Reports (Last 3 Months, June, July, August and Annual):

- Acquisitions – *Wiesner*: For *fiscal year 2006-07* through August 31, 2006: we ordered 57 titles and received 66 titles (106 volumes) For AV we ordered 46 titles and received 31 titles (81 volumes). Acquisitions is in the process of changing our ordering process on Millennium from Bisac to Edifact in order to handle 13 digit ISBN's. So far we have Edifact ordering set up with Emery Pratt but have been having problems getting a response from YBP staff to set up the Edifact accounts.
- Cataloging - *Orahood* In June '06 a total of 369 books and 32 AV items were added to the collection. In July '06 302 books and 41 AV, In August '06 272 books and 85 AV items were added to the collection. Yearly totals in 2005-06

were 8,984 books, 315 AV items added to the collection. A total of 2,636 titles were reclassified in 2005-06.

- PromptCat – *Jin*
Received 17 titles in June, 2006 (14 DLC, 1 non-DLC, 2 Shared)
Received 10 titles in July, 2006 (2 DLC, 4 non-DLC, 4 Shared)
Received 25 titles in August, 2006 (12 DLC, 2 non-DLC, 11 Shared)
Received 2201 titles in 2005/06 (991 DLC, 219 non-DLC, 986 Shared)
 - Gov docs – *Jin/Orahood* In June '06 due to a large amount of print titles being removed from the collection -385 print titles were “added” and 130 other format titles were added to the collection. In July '06 14 print titles were added, July '05 136 print titles and 89 other format items were added, In August '06 160 print titles and 118 other formats were added, Yearly total for 2005-06 was 925 print titles and 803 other format items added to the collection.
 - Gifts – *Jin*
 - Serials – *Hoops* June: 2 print titles added, 3 updated, 5 LHR's added, 6 updated. 2005-06 totals: 20 print titles added, 29 updated, 3 deleted, 1 film updated, 1 deleted, 3 electronic titles added, 24 EJC titles edited, 1 database title added, 18 LDR's added, 16 deleted, 42 updated. Database updating was done for the nearly 300 titles that were cancelled. In May 214 volumes were sent to the bindery, in June 275, and in July 301.
 - Monographs/Serials Repair – *Laurence* In June Items received to mend: 23 books; Mended 46. July: received to mend: 8 books; Mended:34; August: Received to mend: 6 books; mended 17. For the fiscal year 2005-06 Received to mend: 341; Mended: 354; Not repairable: 33; Returned: 5; sent to bindery: 1; Withdrawn:4.
 - Quality control – *Jin & Orahood* The usual types of quality control changing call numbers, adding items to the system that had never been added and moving items to CONSORT were completed in the time period discussed. A total of 30 items were relocated to CONSTOR in June '06 and 94 were relocated in July '06, none were sent in August. A total of 117 were relocated there in 2005-06. The total corrections by Xudong in 2005/06 are 12.
3. T.S. Summer Projects – Make changes to the document in your color and send to Xudong. He will put them together and send it out to us.
 4. T.S. Objectives for 2006/07 – Xudong will update his and route it in order. Return to Xudong by Friday Sept. 29.
 5. Workshops and Meetings Attended – *All*
Xudong attended the 2006 Library Society of China and presented a paper there.
Joyce attended OLSSI, worked on the retreat team, took a CPR refresher course and participated in the phone training
Lisa attended in services and phone training

Judy attended OLSSI, the library retreat, an ALAO Board Meeting and phone training

Barbara attended the library retreat and phone training.

6. Other Business – *All*

Xudong thanked the staff who took care of his responsibilities while he was away.

Judy commented that several of the Courtney gifts are in poor condition. She wonders why we are adding them to the collection as they fall apart while they are being cataloged.

7. Next Meeting – *All*

The next meeting is November 7th, 2006.