

Technical Services Meeting Minutes
October 9, 2001

Present: Jin, Holliger, Laurence, Wiesner, Orahood
Minutes submitted by: Orahood

1. Head of Technical Services Report: Jin
 - New position
38 people applied, 4 were picked for interviews, 1 withdrew so there will be 3 interviews this week
 - StAP and Practicum Students
StAP student - Sumi is still in training
Practicum student - Grace is very good, but slow.
 - New Cataloging Workstation and Additional OCLC User
Label printers will be added to Joyce's office and the Government Documents office.
OCLC will be added to Barbara's computer and to the computer in Government Documents. With so many people having OCLC Passport software on their computers it is possible that 9-10 people could use OCLC, some in their work areas, some in the T.S. workstations. We only have 3 user's licenses so our OCLC internet charges will probably go up. We will manage the OCLC login time if needed.
 - Deliver CONstor books
Roger will deliver the next load. After that the new person will take over deliveries.
2. Status reports:
 - Acquisitions - Wiesner
Ordered 245 firm orders, 156 volumes and titles received, 2 gift books received, 131 Historian gifts received, 21 AV orders were placed, 5 AV received.
 - Cataloging documents and book repair - Laurence
Documents - 185 titles were added, 145 volumes were added, 15 check-in records were added
Book repair - Received 73 items for repair, 67 were mended, 1 was non-repairable, 1 was withdrawn,
 - Cataloging - Jin
511 titles were cataloged, 580 volumes were cataloged
 - Serials - Holliger
Carol has been working on the Union List all month, many changes were made. She finished it October 8, 2001. Her e-mail isn't working. She added 891 periodicals and 28 Microfilm reels in September. She is having problems with one student worker who isn't catching on. She would like to switch to another position if possible.

3. Dewey Reclassification Project. Handle materials not found on OCLC, LC numbers not found, putting the labels on the books, boxing up materials - Jin and Laurence
Carol Hallenbeck has 100 hours to work on the project. Judy suggested we have Carol do the higher level work, such as LC number not found and original cataloging. Xudong needs to review the original cataloging work for a while. New code for reclass of Dewey : ICODE 2: 1 (code is for OWU Dewey)
Judy and Xudong will make changes to the reclassification directions with the new CONSORT log in, etc.
4. Air quality in Technical Services area - All
The air in Technical Services is still dirty and causing problems. Grace and Joyce are both bothered by the dust. Joyce brought in a humidifier which helped a little, after three days she had to take it home and clean it. Xudong and Joyce will find out from Bonnie what progress has been made.
5. Handle use of the bookcarts for special projects - Jin and Laurence
Book trucks are filing up with materials from reclassification and then sitting full so they can not be used. Recommended way to speed up Judy will do not founds, add LC call numbers and original cataloging. Xudong will check original cataloging. Do only I level cataloging on OCLC for these books.
Processing students will take over labeling and boxing up reclassified items after Grace and Sumi's work is checked.
6. Technical Services September Meeting Minutes - All
T.S. staff will review September minutes and report changes to Barbara using their colors.
7. Other Business - All
All item records for cataloged materials should have the CONSORT initials of the cataloger added to the note (x).
Old system printer has another problem. Laser printer is not selected for printing orders so Barbara can't print orders.
We need an updated printed copy Bibliographic Standards and Formats from OCLC. Xudong will look into getting one.
Carol will be going to the Charleston Library Conference in Charleston, South Carolina from October 30-Nov. 2. Joyce will be her back-up.
T.S. Department will be painted over Christmas Break. We need to pull everything four feet from the walls the day before break. The question was asked if we will be able to work while they are painting.
Computer station 13 needs a new power strip. Joyce will take care of getting it replaced.

THANK YOU to Joyce and Xudong for keeping cataloging running while Judy was on medical leave.