

TECHNICAL SERVICES MEETING MINUTES - November 8, 2005

Present: Hoops, Laurence, Orahood, Powers, Wiesner, Jin. Szabo

Submitted by: Orahood

Peter Szabo

- **Ensemble Music:** Peter has 50 (he called today – it is more like 100) music scores he would like cataloged. He would also like KAPCO covers on them. Judy agreed for him to bring them over in batches of 25, when she returns them he will bring 25 more.
- **MARC records from the Music Library Service Company :** The records are from OCLC's Cataloging Partners program for CD's purchased by the Music Department. The cost is \$1.00 per item for unedited MARC records from OCLC. Peter will check with the Music Department to see if they will pay for it. He will also talk to Theresa about it.
- **New location code suggestion: Music Library Miniature Scores :** Peter would like to shelve the miniature scores in a different location than the other scores. He has asked for a new location code to be made. He will have his students make the location changes and attach stickers that designate the location.
- **LP status report:** in October Peter cataloged 30 LP's

Head of Tech Services Report:

- Operating supply budget- Do an inventory of your supply needs and report to Xudong. Periodicals needs an additional microfilm cabinet. Xudong will find out how much money T.S. has left for supplies.
- Dewey Project Update- Hilda finished reviewing the 300's on the shelves. The shelves we are putting the reclassified books on in T.S. is filling up fast since we have several students reclassifying books.
- RDATE in order records. Orders received two weeks ago are suppressed from the Public Catalog. One glitch is for order records that are not transferred to the cataloging record at the time of cataloging.
- T.S. Statistics- adding another line to the stats sheet to keep track of how many item records are being added by Joyce on materials that do not have cataloging available. Martha, Joyce and Judy will start running lists to count volumes cataloged. Xudong has written procedures to follow starting November. It is hard to find an empty list to use often. OWU lists are 101-150 and 201-230.
- Judy and Martha work at the Info Help Desk- They each are spending 2 hours a week answering phones and making work orders at this time.

Status Reports (Last Month): In October

- Acquisitions – 223 firm orders were placed; received 119 titles and 149 volumes; 4 AV orders were placed; 6 AV titles and 10 volumes rec'd; Barbara still does not have the budget.
- Cataloging- 174 purchased books, 168 Historian gifts, 17 other gifts, 41 reclassified, 4 other were cataloged to the stacks in Beeghly, Science and Music. 332 titles were reclassified for CONSTOR. 52 titles were reclassified for MH East, 52 were reclassified for Archives, (yes, that is correct, I double checked) 61 titles were cataloged for CRC, 17 titles were cataloged for AV. 30 LP's were cataloged.
- PromptCat- rec'd 97 titles; 50 DLC, 3 non-DLC; 43 shared
- Gov docs- 240 current titles and 2 Historical titles were cataloged
- Gifts- rec'd 168 Historian gifts; and 950 titles and 1230 volumes gifts from other donors.
- Serials- Lisa has caught up the cataloging backlog. She is updating all of the appropriate records to reflect the recent cancellations. This will take awhile. She is also updating the Science holdings to reflect actual locations.
- Monographs/Serials Repair- 31 items were rec'd for repair; 48 were repaired and 1 could not be repaired. There is no money for replacements right now.
- Quality control- Xudong found 3 call number errors. Judy updated 902 Special Collections records to ITYPE 120 and 1,029 Music records to ITYPE 138 in October.

T.S. Objectives: Review and update in your color, circulate in order

T.S. Web Site: All departments are listed, but content is under discussion. Please get your department description to Joyce.

Workshops and Meetings Attended: The entire staff went to ALAO this year. It was held in Columbus at the Fawcett Center for Tomorrow.

Next Meeting: January 5, 2006.