

Technical Services Meeting Minutes
December 8, 2004

Present: Jin, Laurence, Orahoad, Powers, Wiesner.

Submitted by: Barbara Wiesner

Head of Technical Services Report: Jin

- Budget Issues: Budget situation is the same. No increases for OCLC or Operating Budget. Continue to think about how we can save supplies. Vickie has proposed that we do not create item records for current periodicals. So far no decision has been made re this proposal.
- Dewey Project: We are making progress on the 1st phase of pulling main entry cards and checking Consort. Twenty boxes of 300's are ready to shelve. Reviewing of 900's is still ongoing. Carol Hallenbeck continues to work on mostly original cataloging but other Dewey cataloging has stopped. Due to the supplies issue Special Collections has been notified to not send Judy more than 5 titles a month per person.
- Supplies Issues: Let Xudong know if anyone has ideas of how to conserve our supplies for this fiscal year.
- OCLC Connexion Client 1.20: Xudong has installed this on his computer and will install on other TS computers this coming week.

Status Reports:

- Acquisitions Wiesner: In October 2004 we placed 73 firm orders, 151 YBP firm orders and 9 slip orders. We received 87 firm titles (94 vol.), 140 YBP firm orders (141 vol.) and 58 slip titles and volumes. Ten AV titles were ordered and we received 40 AV titles (46 vol.) In November 2004 we placed 98 firm orders, 166 YBP firm orders and 8 slip orders. We received 107 firm titles (120 vol.), 127 YBP firm titles and volumes and 11 slip titles and volumes. We ordered 16 AV titles and received 24 AV titles (32 vol.)
- Cataloging Orahoad: In October: purchased materials we added 134 titles (136 vol.), 91 Historian (92 vol), 29 other gift titles and volumes, 465 titles were reclassified (574 vol.), 31 MH East, CRC 37 titles (76 vol.) and other 372 titles (376 vol.). In November: purchased materials 401 titles (401 vol.) were cataloged, 36 gift titles and vol., MH East 16 titles (19 vol.), CRC 59 titles (60 vol.) and other 203 titles and volumes.
- PromptCat Jin: October total of 195 titles: 80 DLC, 39 non DLC, 75 shared. November total 138: 66 DLC, 10 non DLC, 60 shared. Total this year including December is 671.
- Gov Docs. Powers: October: 235 current titles (297 vol.), 82 Historical titles (139 vol.). November: 185 current titles (263 vol.), Historical 85 titles (112 vol.)
- Gifts Powers: October: Historian gifts – 186 titles, non-historian gifts – 125 titles (131 vol.). November: non-Historian gifts – 15 titles. Received 6 boxes of Historian and 9 boxes of Turk gifts. The Turk gifts will be the last boxes

processed as normal. Subsequent gifts will be processed under new procedures re: supplies issues.

- Serials: Added 2 LDR's
- Monographs/Serials repair Laurence: In October 46 were received, 47 were mended and 4 were non repairable. In November 22 were received, 28 were mended and 1 was non repairable.
- Quality Control Jin: Three items in October and one in November.

Review of T. S. Objectives: All objectives were reviewed in respect to budget/supplies issues. Xudong will make changes and route for other changes.

Update on T. S. Website: Joyce has designed the home page and Cataloging web page. Judy has supplied Joyce with cataloging links and procedures. The website team has meet and needs to research the process they will use to add procedures to each site. They will submit their findings to Xudong.

Workshops Attended:

- Xudong attended a DMS meeting which discussed Authority Control.
- Xudong, Judy, Martha and Joyce attended the ALAO annual conference. Joyce received Ohio Library Outstanding Support Staff Award.
- Vickie attended Olinks training at the State Library of Ohio and a Marketing Meeting for OhioLINK.

Other Business: none this time.

Next meeting: January 11, 2005.