

## Technical Services Meeting Minutes May 9, 2002

Present: Carol Holliger, Xudong Jin, Joyce Laurence, Judy Orahoad, Martha Powers,  
Barbara Wiesner

### 1. Head of Technical Services Report: Jin

- Dewey Books Relocation: The deadline of April 26<sup>th</sup> was met. Xudong had the help of some students who worked about ½ a day to move and box books. The next project is to process the withdrawn 100s and send them to the Kenyon Bookstore.
- Finefrock/Kenyon Book Sale: It was agreed to try this process for one year. On April 18<sup>th</sup>, Jack from Kenyon came and picked up about 1,000 books, which included withdrawn Dewey books from several years ago and Gift Books that had been on our Book Sale table for more than half a year. We will soon be receiving \$212.00 from Kenyon for the Book Sale and there are still 232 books on the list for sale. The remaining books that Kenyon did not feel would sell were recycled.
- GOBI Select Next Year: Acquisitions started using GOBI Select at the end of October last year. This might be moved to Public Service Librarians, but there are two concerns. This might increase errors and the librarians might prefer to use Slip Order forms. At this time, Acquisitions will continue with GOBI Select. Ohio Wesleyan is responsible for quality control of the database when cataloging; if duplications of bibliographic records used to attach order records are found in CONSORT, the procedure will be to add a local note (590) to the bibliographic record stating "Duplication." This field will not display to the public. Xudong will let the CatSys committee know of this change and will make a list of the duplicates for review about once a month.
- Music Performance Scores: Tom, Judy, Margie, and Xudong met to discuss cataloging of music performance scores. There are about 1800-2000 titles. It was recommended to outsource these because of limited staff time. Xudong will send 15 samples to TechPro for a quote. Most likely, it will cost \$13-\$15 per record. Margie will have a StAP student next fall. Judy will train Margie and the StAP student to process the shipment, load records, attach holdings, make labels, and attach barcodes.
- Air Quality in TS: On March 27<sup>th</sup>, Chris Setzer from Buildings & Grounds agreed to purchase HEPA Air Cleaning Filtering Systems for Technical Services. The Technical Services Staff will need to learn how to replace the filter. Joyce agreed to speak to Bonnie about the status of the air filter and tell her we will be responsible for the routine filter changes after the filter is installed.

### 2. Status Reports:

- Acquisitions: In April, there were 229 firm orders and 6 slip orders processed. 657 titles, 671 volumes, 288 slip titles, and 15 videos were received. 945 titles were invoiced. At the end of April, there were 5,524 orders. Last fiscal year Acquisitions processed 4,672 orders. We are now 7 weeks away from the end of the 2001-2002 fiscal year.
- Cataloging: During the month of April 2002, 1,184 titles were cataloged and 1,236 volumes were cataloged. In the previous April, 1,050 titles and 1,710 volumes were

cataloged. In April 2002, no Dewey books were reclassified; last April, 186 were reclassified.

- PromptCat: Last month, there were 5 GOBI Select and 2 Direct Orders for a total of 7 orders.
- Government Documents: In April, there were 256 titles and 385 volumes cataloged. For the Historical Project, 199 titles and 227 volumes were cataloged. Last year in April, there were 488 titles and 576 volumes cataloged. Last month, fewer documents were received as a result of a problem with print shipments in the GPO Printing Office.
- Gift Books: In April, 176 gift books were received. Last year in April, 449 gift books were received. We did receive a box of Historians last month.
- Serials: Carol is working 16 hours a week in Archives, 8 hours during the week and 8 hours on Saturday. When there is no coverage upstairs, she will place a sign on the Archives door stating to call her extension if someone needs assistance. It is currently bindery time. She may need to call on others for student help. She will be over at Methesco on May 10<sup>th</sup> and 16<sup>th</sup>. Joyce will continue to help Carol. For print periodicals, \$218,385 has been spent so far this fiscal year, and the estimated expenditure is \$222,502. For online journals, \$77,265 has been spent and the estimated expenditure is \$91,289. For microfilm, \$19,289 has been spent and nothing else is anticipated. For electronic databases, \$10,625 has been spent and the estimated expenditure is \$11,100.
- Book Repair: 44 items were sent to Joyce for repair. 40 were mended and 1 was non-repairable. 1 non-repairable item was returned and then sent to CONSTOR. Carol also stated that she appreciated the speed with which Joyce repairs her items.
- Quality Control: Xudong looked at 28 processed records. Some of the problems included 6 digit barcodes. Circulation found most of the problems. Other problems are call number related. On the label, the call number is correct, but in the system, it is incorrect. Xudong fixed most of errors and notified Judy. Between April 15 and May 3, Judy checked 100 newly cataloged records and found no errors.

### 3. New Locations for East and West Ohio Meth History

- Xudong, Carol, and Judy prepared the Proposal for Cataloging/Reclassification of East & West Ohio Methodist Archives Materials. Xudong made a presentation at the April inaugural meeting of the Joint Archives Committee. The proposal also suggested a budget for outsourcing.
- Two new locations were created: obsme – East Ohio Meth History and obsmw – West Ohio Meth History. Carol will explore the options for adding “MH West” to the current Methodist History labels.
- The TechPro quote expires at the end of October 2002. Carol will mention this at the next Joint Archives Committee meeting.

### 4. T.S. Student Assistants for this year and next year

- Since the library increased the book budget this year and we are working on several projects, such as gift books, Dewey books, etc, T.S. needs more student help for next year.

- Acquisitions is budgeted to have 14 hours of student assistance each week. Barbara would prefer to hire two good students and have at least 20 hours of student help each week. She would need to be able to farm out the student help during some of the year when student Acquisitions work is slow.
- Government Documents has 20 scheduled hours of student assistance, but this year only 11 hours were covered. Next year, 20 hours needs to be maintained to continue work on the Historical Project and Gift Books.
- Cataloging had 40 hours per week of student assistance budgeted last semester. Those hours were not kept filled most of the semester. Next semester in order to improve the flow of materials to the shelves all 40 hours should be filled. If possible, more of the hours should be made non-work study. This would make it more possible to fill them.

#### 5. T.S. Core Competencies

- It was decided that only 2 – ½ days were needed. The tentative dates are Wednesday June 19<sup>th</sup> and Tuesday June 25<sup>th</sup>. The camp will start at 9am and go until approximately 12pm. On the 19<sup>th</sup>, we will have lunch together.
- Each person will be responsible for presenting information concerning certain competencies. On June 19<sup>th</sup>, Carol will cover OhioLINK access competencies. Judy will review the INNOPAC manual. Barbara will briefly discuss what she does in Acquisitions. On June 25<sup>th</sup>, Martha and Joyce will cover CONSORT and OCLC searching competencies with the exceptions of searching using truncation and serial searches, which Carol will discuss. Judy will present information on creating lists and Xudong will discuss statistics reports and loading and outputting records via FTP. Judy, Carol and Xudong will cover ownership, contribution, and display.
- We also felt that there was a need for Virus training and XP training. Xudong will speak to Tom about having an inservice since this may be useful to all library staff.
- For the TS Camp, whatever presenters speak on will also be included in a manual for future reference.

#### 6. T.S. Summer Projects

- By May 23<sup>rd</sup> all Technical Services staff should send a list of summer projects to Xudong.
- Judy suggested reorganizing the Technical Services area to make better use of the room and of bookshelves in the room, which we are unable to access due to walls and tables being in front of them. We should also make better workspaces and clear the room of all the boxed up Dewey Books, withdrawn books, and booksale books.

#### 7. Workshops Attended

- Xudong and Judy attended the “Planning for Life After Passport” OhioNet workshop. In December 2002, there will no longer be support for Passport for Windows. Some problems currently are that the new program does not have shortcuts or OCLC Macro Language functions, but should have it soon after June 30<sup>th</sup>. CATME is also an option and could be used between December 2002 and December 2003 as a last resort.

#### 8. Other Business

- Carol will be attending the Copyright Workshop at OWU on May 30<sup>th</sup>.
- There is a display with pictures of the Methesco move beside the Circulation desk.
- Carol has completed 50% of the cataloging for our electronic journals that come free with print. As per the recommendation of the Cat/SYS committee, each CONSORT school having access to an electronic journal will create its own check-in record, and the “Connect to” statement will no longer include individual school names.
- Xudong announced that we will not have a Practicum student this summer, but we will probably have one for the fall. This may impact the Dewey Project.
- The next meeting will be on Tuesday, June 11<sup>th</sup>. We will discuss Technical Services Camp, Objectives, and also the summer projects.

Respectfully Submitted,  
Martha Powers