

## Technical Services Meeting Minutes June 11, 2002

Present: Jin, Holliger, Laurence, Orahood, Powers, Wiesner.  
Minutes submitted by Barbara Wiesner.

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

- ◆ Group approved a change in the Feb 12 meeting minutes of a code change to “s” in processing withdrawn titles. This change will make future reference to the directions easier.
- ◆ Thursday through Monday Xudong will be at ALA. He will be giving a brief presentation to the PromptCat Users Group about using PromptCat with a shared catalog. Xudong will also attend a GOBI Edition 2 demonstration and then train Joyce and Barbara when needed.
- ◆ OWU has about 2000 music instrumental scores that need cataloging and it was recommended that outsourcing be used to catalog these. The quote for each record is around \$10 and this will likely be done over time as budget allows. Judy will be training Margie and her StAP student to do other in house processing of the materials and records.
- ◆ OCLC ACAS Service. This was a list comparison service that Margo selected and we received lists of books that we should own but don't. Xudong will share this with the CD librarians.
- ◆ CALAMW 2002 annual conference: Xudong attended the Chinese American Librarian Association Midwest Chapter of this last Friday and Saturday. Xudong chaired a discussion group on CORC. The conference was successful and had TV and newspaper coverage (URL: <http://www.uic.edu/depts/lib/projects/resources/calamw/02presentation>).

### 2. Status reports:

- ◆ Acquisitions: *Wiesner*
  - ◆ In May 2002 we placed 55 firm orders and four YBP slip orders. Acquisitions received 351 titles (363 vol) and 22 slip titles. Five AV orders were placed and 3 AV received. This compares to May 2001 when we received 720 firm orders and 81 slip orders. The difference is most likely due to the fact that last year many endowed orders were placed late due to a misunderstanding of some Liaisons re spending endowed funding.
  - ◆ This fiscal year through the end of May we placed 5583 orders (firm and slip). We ended last year placing 4671 orders. The increase is due to a higher book budget this year.
  - ◆ As of 6-10-02 we still have 219 outstanding orders at least 32 of these orders are not yet printed.
- ◆ Cataloging: *Orahood*

In May 2002 706 net titles (708 vol) were processed this compares to last years 1253 (1688 vol) when Docs were included in the total and we also had a Kent State Student.

- ◆ PromptCat: *Jin*  
Not much activity in May: 4 orders, 25 received. At the next meeting Xudong will present a year-end report on PromptCat.
- ◆ Gov Docs: *Powers*
  - ◆ In May 2002, 379 titles (561 vol) were processed, which includes the Historical Project. This compares to May 2001 when 416 Titles (496 vol) were processed. No Historical Project items were processed.
  - ◆ Joy is currently weeding shelves and Martha has about 6-7 shelves to work on. Once Martha is finished the books will sit waiting to see if other libraries want them.
- ◆ Gift Books: *Powers*
  - ◆ Two gift books were received and processed in May.
- ◆ Serials: *Holliger*
  - ◆ The major focus has been on bindery. One half of Beeghly is ready and Biology and Science are completed and ready to be picked up.
  - ◆ Glitch this summer is that Proquest is being replaced by EBSCOhost on OhioLINK, effective July 1, 2002. Proquest titles on the periodical union list may have to be deleted manually.
  - ◆ The move from Methesco is done. There are 50-75 moldy books that are wrapped in clean newsprint and boxed in the computer room. They will need to be de-duped and dealt with.
- ◆ Book Repair: *Laurence*  
One hundred thirty two damaged books were received, 112 were repaired, 10 were not repairable, 3 non-repairable were withdrawn. In the summer shelf reading project six repairable titles were sent to liaisons for evaluation. Joyce will update Procedures for Handling Damaged Materials and forward to the group. Judy will create a procedure for withdrawal books.
- ◆ Quality Control: *Jin*
  - ◆ Judy, Whitney and Amy worked on the \* barcode cleanup. They spent 60 hours fixing 610 and have 60 left that are currently checked out items.
  - ◆ Judy will be making a list for Martha of Gov Docs needing the same treatment..
  - ◆ Xudong continues to work on problems when received. In May Xudong corrected 28 problem records.
  - ◆ Judy reviewed 171 volumes of cataloging and found no errors.

\*For the next Meeting Xudong wants each of us to give yearly reports compared to last year.

### 3. Ohio County History Series reclassification:

These are currently in Archives and Hilda said some are in LC but about 2/3 are still in Dewey. They are used for genealogy and may be moved to MH. Judy will contact Hilda about this special reclassification project and only bring down a manageable work load as she has the time to work on them. Judy will return reclassified items before bringing down more TS does not have the room to store the whole project. Based on Carol and Xudong's rough estimate, they are 200 volumes in total.

4. Helen Steck's Gifts:

Xudong and Martha reported that there is a collection of over 1000 titles in this gift collection. The donor wants us to box and pick up the items before the end of June 2002. After this date, the estate will be auctioned. Martha will need student help and will contact Bonnie to see if there is any problem using student assistants for this off campus work. Xudong has estimated a need of about four hours of student help. They estimate 30-40 boxes of books. Perhaps this would be a good project for Roger. (After the meeting, Xudong reported this to Theresa. As a result, Xudong would go to the place and select books if the donor agreed.)

5. T.S. core Competencies:

Wednesday June 19, 2002 will be part one of the TS Camp dealing with core competencies. It is currently scheduled for 10-12 in AV27. Xudong will try to have an agenda in our hands by the end of Wednesday the 12<sup>th</sup>. If this is not possible we will have an agenda on the 18<sup>th</sup>. A pizza lunch will follow the morning camp.

6. Summer Projects:

We all reviewed TS's summer projects and made some changes. Xudong will update the document with changes made in the meeting and email it to the group. We can add any changes in our editing color and send our changes to the group. Xudong said we should prioritize this list if possible and add projected dates of completion if known.

7. Review of T. S. Objectives:

We all reviewed and edited the 3-18-02 version of T.S. objectives. Xudong will send us the edited version for us to update with our editing color and send back to the group.

8. Workshops attended:

- ◆ Carol attended the Copyright presentation on Campus and said that it was fabulous and that it made OWU look good.
- ◆ Judy and Joyce will be attending the Ohio Support Staff Institute Conference Meeting planned for August 4-7.
- ◆ Xudong Attended the CALA conference (see his report above)

9. Other Business:

- ◆ Judy worked on the Ohio Support Staff Flyer and registration forms and sent them out by June 5.
- ◆ Carol, Judy and Joyce all expressed a need to order new supplies ASAP as we can in the new fiscal year. Carol has projects on hold waiting until we can get

supplies and Judy and Joyce's supplies are dwindling dangerously low as well.

- ◆ T. S. Area reorganization. We all discussed moving some shelving in TS to allow for a more efficient use of the current shelving we already have. This will possibly open up more space for the Gov Doc's office. Xudong also mentioned he had three shelves installed in the old Computer room.
- ◆ Cataloging manuals that are currently shelved in Gov Docs will be moved to TS. Martha will update all the manuals and give a list of items moved in next months meeting minutes.
- ◆ June 14 ALAO will hold its SSIG meeting here in the Green Room
- ◆ Monday June 17 from 9:30 Judy will be at Easton Shopping Center drumming up donations for drawings and raffles.