

Technical Services Meeting
August 23, 2005

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

Submitted by: Joyce Laurence

1. Head of Tech Services Report: *Jin*

- Workstation Computers: There are five computers and 3 printers available to use in the student processing area.
- OCLC Connexion Version 1.40: Judy has installed 1.40 on her computer. All other staff and student computers still have 1.30 versions. Xudong will be installing 1.40 on computers.
- Dewey Project Update: 300's are being shelved. Once the shelves are full the books can be reviewed. The reviewing process will take about 2 months.
- StAP student: Xudong and Martha will share a student for a total of six hours per week.
- My Vacation Report: Xudong visited 3 cities, attend 1 conference and visited a Public Library.
- Thanks for Sharing Some of My Responsibilities during My Vacation: Xudong expressed thanks to everyone and has resumed his responsibilities.

2. Status Reports (Last 2 Months):

- Acquisitions:
End of year report: Firm orders: 1693; YBP Firm orders: 2250, Slip orders: 832.
Titles received: 2057, volumes received: 2223, YBP firm title received: 2293,
YBP volumes received: 2333; slip titles received: 797, slip volumes received 799.
AV ordered 227, AV titles received: 230, AV Volumes received: 316.

July 2005: Firm orders: 23; YBP Firm orders:14, Slip orders: 0. Titles
received:40, volumes received:61, YBP firm title received:15, YBP volumes
received:16; slip titles received:3, slip volumes received 3. AV ordered 25, AV
titles received: 5, AV Volumes received: 8.
- Cataloging :
End of year report: net titles added:9,806, (includes purchased 4,745, Historian
gifts 705, other gifts 432, reclassified 2,798, MH East 485, Other materials 843) ;
AV titles added: 261; CRC titles added:422

July 2005: Beeghly, Science and Music Titles added – purchased: 227, Historians: 91, Gifts: 126, Reclassed: 12, Other: 2. MH books titles added: 7, East Ohio MH books titles reclassified: 104, Archives books titles added: 10, reclassified 75, OWU Historical Collection books titles added: 4. CRC books titles added: 43. AV titles added: 20, Music CD and DVD titles added: 24.

- PromptCat :
End of year report: Received: 3114 titles. Among these, 1402 were DLC, 420 were non-DLC, and 1273 were shared.

July 2005: Received: 19 titles. Among these, 9 were DLC, 2 were non-DLC, and 8 were shared.

- Gov docs :
End of year report: Cataloged current documents - 2417 titles and 3147 volumes;
Cataloged documents for the Historical Project - 597 titles and 2090 volumes.

July 2005: Cataloged current documents – 225 titles.

- Gifts:
End of year report: Received 5011 titles and 5380 volumes in total gifts.

July 2005: Received 169 volumes from The Historian and 7 volumes from other donors.

- Serials:
End of year report: 3 print periodical titles cataloged. 4 print periodical titles updated. 2 print periodical titles deleted. 1 electronic periodical cataloged. 1 deleted. 103 EJC techpro titles edited. 15 LDR's added, 3 deleted, 3 updated.

July 2005:

Last half of Beeghly bindery has been received. There are 40 boxes needing to be processed.

Lisa is working on serials cancellation project, as well as the print and microfilm renewals.

- Monographs/Serials Repair :
End of year report: Items received: 455; Items mended: 357; Items not repairable: 33; Non-repairable items returned: 3; Items sent to bindery: 1; items permanently withdrawn: 2

July 2005: Items received: 32; Items mended: 39; Items not repairable: 4.

- Quality control :

End of year report: 6 errors were found and corrected.

July 2005: 0.

3. Review of the T.S. Summer Projects: Staff reviewed summer projects. Xudong will send document to staff to update status of projects.
4. Discuss the T.S. Objectives: Xudong will forward a copy of 2004/2005 Technical Services Objective to staff for final review before posting final copy to Intranet. T.S. Objectives for 2005/2006 need to be created.
5. Student Assistants: Hours for students have been reduced in Technical Services for this year. Lisa has cut student hours at the Periodical Desk and she will advise Bonnie. Barbara will need allotted student hours, however student will not have enough work the first semester to keep busy, so they will be utilized elsewhere in Technical Services.
6. Workshops and Meetings Attended:
 - Judy and Martha: Attended the OLSSI from July 31st to August 2, 2005, which was held at Baldwin Wallace College in Berea, OH.
 - Joyce: Attended the OLSSI as a staff counselor. Attended Disaster Planning Committee meeting to finalize Disaster Plan for Beeghly Library. Attended CPR refresher course.
 - Xudong attended three In Services programs: Wireless, Millennium and OhioLINK databases. Presented his paper on Consortia at the CSLS Annual Conference in China.
7. Other Business:
 - Xudong asked everyone to send their activity reports to him monthly.
 - Judy will be active in the ALAO-SSIG Planning Committee. She is Incoming Chair this year and will be Chair the following year
 - Xudong has been elected to the Board of Directors in the Chinese American Librarians Association (2005-2008)
 - Joyce will be a member of the 2006 OLSSI Steering Committee.
 - Lisa is serving on the LIS Values Committee.
8. Next Meeting: October 5th at 9:00am