

Technical Services Strategic Planning #2  
November 14, 2001

Present: Jin, Wiesner, Powers, Laurence, Holliger  
Minutes submitted by: Orahoo

We need to plan for 3 - 5 years. We will submit two documents; one will be for the O.W.U. Library Plan and one for the Technical Services Plan. We noticed when we were reading other library strategic plans that mostly they were from larger organizations where they might have 50 people in Technical Services.

1.) Cataloging and reclassification backlogs.

Include if more money and more equipment are needed.

For example: cataloging backlogs, Dewey (3 years, 30,372 items), Gifts (1 year, 2000 items), Scores (3 years, 6,800 items), finish Special Collections reclass (7,791 items), Historical Government Documents (25 years, 132,063 items), microforms need to have separate records

2.) Each person should make a plan for **new technology changes in their area** and send them to Xudong.

Include if more money and more equipment are needed.

For example: replace computers, printers, bar code readers etc. every three years

New technology

More electronic ordering and invoicing in Acquisitions

Government Documents is changing to electronic formats faster than other materials; Marcive

PromptCat may be used for more cataloging

Possibility of more serials going to electronic format

Serials more sophisticated list using electronic journal finder

Collection Development updated CD policy, more consortial work, more titles, less duplicates

Preservation new formats needing preservation, new equipment, more bindery money

3.) **Quality control**

Authority work

Spellchecking

URL checking

Material allocation formulas

Electronic version of all procedures on T.S. web page

Complete T.S. web page

**4.) Physical space**

- Air quality
- Reorganize T.S. working area
- Space to work on projects
- Space to store items

**5.) Training staff**

- Crosstraining
- New technology
  - Equipment
  - Formats
- Learning to use equipment, software, spellchecker

Next meeting November 27<sup>th</sup>, will be a Technical Services/Strategic Planning meeting in the Kleist Room at 9 a.m. This will be a long meeting.