

**TECHNICAL SERVICES
2004 SUMMER PROJECTS**

Draft on 5/11/04, updated on 7/9/04, 7/28/04, 9/14/04

Xudong Jin

1. Make a new \$2,000 Dewey TechPro contract for original cataloging (by June 15, 2004) **Done**
2. Load Methodist RetroCon MARS records when it is done by OCLC. Nine hundred cards were sent to OCLC. Will load MARS records in the week of July 5th after the CONSORT overlay problem solved (**Done**) Coordinate the processing after the load Ongoing
3. Work with other T.S. Website team members to establish T.S. Website Ongoing
4. Check Databases and update Internet resources for my liaison areas (Fine Arts) **Done**
5. Make OCLC Fixed Fee Price proposal (by June 30, 2004) **Done**
6. Make OhioNet prepayment proposal (by August 10, 2004) Will work after receive the OHIONET 2004/2005 Price List **Done**
7. Coordinate a T.S. budget and equipment plan (by July 15, 2004) **Done**
8. Create an empty T.S. Statistics Report worksheet for 2004/05 with users name changes (by July 30, 2004) **Done**
9. Prepare library statistics for all kinds reports, such as Oberlin Group, State of Ohio, ACRL etc. Ongoing
10. Attend CONSORT Catalog and CD subcommittee meetings (ongoing)
11. Attend OhioLINK DMS meetings (ongoing)
12. Install OCLC Connexion new version and test printing labels and exporting functions (by May 18, 2004) and create T.S. OCLC Connexion macro languages (by June 15, 2004) **Done**
13. Coordinate millennium Acquisitions and serials training at Wooster; OWU should use III cataloging, Acquisitions, and serials models early 2004/05 year (by August 31, 2004) Ongoing
14. Coordinate the project of books published before 1801 (by August 31, 2004) Ongoing
15. Coordinate Stack Books for Possible Transfer to Archives 450-500 cards (by July 31, 2004) Ongoing
16. Complete the delete withdrawn records (301 problem records) project (by August 31, 2004) Ongoing
17. Coordinate a project of moving 40 shelves of UN documents to CONSTor (by July 31, 2004) **Done**
18. Plan an honors paper project for 2004/05 Ongoing
19. Coordinate liaisons' responsibilities change (by June 30, 2004) **Done**
20. Continue to oversee Dewey project; let my summer work study student work on the project (ongoing)
21. Add 168 shelves to the Dewey review area (by August 31, 2004) **Done**
22. Chair PromptCat Users Group meeting at ALA in Orlando (by June 27, 2004) **Done**

23. Serve as President of CALAMW; appoint all committee chairs and committee members (by August 15, 2004) **Done**
24. Clean office (by August 31, 2004) Ongoing

Barbara Wiesner

1. Complete 03-04 Blanket PO's for CRC (2) and T&L. Cancel any orders not received by June 30, 2004. Reopen new blanket PO's for next fiscal year (before ordering next years CRC or T&L books). Also transfer, or cancel any outstanding NewFac orders from 03-04. (June 30 – July 15). **Done**
2. Complete Fiscal end and print year-end reports between Jul 12-31, 2004. **Done** July 13, 2004
3. Complete Rollovers before beginning new fiscal year. **Done**
4. Get determination from Theresa about any outstanding orders on the temporary codes for 03-04 only. These include all the fines and fees slip codes and several of the gift codes that were to be spent by June 30, 2004. Move fines and fees outstanding slip orders to original slip fund codes per TB. **Done**
5. Liaison changes work: Must be completed before I can begin the next fiscal year. Change fund code names to reflect particular liaison now in charge of area. Adjust all liaison fund reports to reflect areas lost or gained. **Done** pending additional changes
6. Acquisitions Database maintenance:
 - a) fund maintenance (delete old fund codes no longer in use) (ongoing through summer)
 - b) vendor maintenance (delete old vendor codes no longer in use) (ongoing through summer)
 - c) delete old paid fields on SO's as needed (ongoing through summer)
 - d) update and move paper financial files **Done**
 - e) delete old orders to pre 6-1-03 (Ongoing as time allows)
 - f) Notify Xudong about any fund codes that will need to be removed from GOBI. Ongoing
7. Maintain regular Acquisitions duties of ordering and invoicing. (ongoing)
8. Learn III Millennium. In Process
9. Learn OCLC Connexion. In Process
10. Appropriate Allocations on CONSORT for new fiscal year when received (Department book funds allocated 9/13/04 do not have endowed funding yet)
11. Work on Procedure Manual. (updates and disc file) (Postponed until Millennial, Gobi and OCLC changes) I plan to concentrate on the new procedures as we create them for Gobi, III and OCLC Connexion. In Process
12. Clean office and weed files (ongoing)

Vickie Melicher

1. Bind journals in Beeghly, Science and Music libraries. Bound journals A- I, Music, and Methodist Archives will be picked up for binding on May 14th and returned in June for

processing **Done**. Science volumes (479) are returning July 7, 2004 **Done** and the rest of Beeghly (292 volumes) will go to the bindery on that date **Done**. The final bindery shipment will be delivered on August 6th. **Done**

2. Prepare final statement of periodical spending prior to end of FY 2004 **Done**
3. Check accuracy of EBSCO and ProQuest/UMI renewal lists **Done**
4. Update Excel spreadsheets for Online Periodicals (6322) and Electronic Databases (6321) for FY 2003-2004. **Done**
5. Order fill-in periodical issues from USBE to complete bindery process for previous years before July 1, 2004. **Done**
6. Remove Academic Year Only titles from current shelves and discard **Done**. Shift 2002 “unbound” titles to the bound area of periodicals (All complete, except for those that are unable to be shelved until the shift).
7. Revise Union List of Serials. ONGOING
8. Continue Periodical Use Study tasks. ONGOING
9. Prepare shifting plans for the periodical shift after the Science library move. August Ongoing
10. Training on III Millenium. (Visit to Wooster – July 21st - **Done**) – Training Ongoing
11. Training on OCLC Connexion **Done**

Judy Orahood

1. Usual cataloging (ongoing)
2. Attend the Ohio Library Support Staff Institute (August 1-3)
3. Finish OWU author project (as Kay gives the problems back to me) Ongoing
4. Work on Special Collections project (s) (610 honor’s papers and master papers, 735 MH TechPro items, county histories, MH East, MH West, and MH, Archives and OWU collection items in my office currently) **Done**
5. Work on the project of moving 40 shelves of UN documents to CONStor (by July 31, 2004) **Done**
6. Complete CONNEXION training for OCLC (May 19, 2004) (**Done**)
7. Complete Millenium training for CONSORT (ongoing)
8. Complete work on 2004 ALAO SSIG spring workshop (**Done**)
9. Complete 2004-05 supply order (by June 1st, 2004) (**Done**)
12. Get 90 Dewey original cataloging titles ready to send to TechPro. (**Done**)

Joyce Laurence

1. Repair damaged books that are received during the summer shelf reading project. **Done**
2. Work on cataloging Gift books. **Done**
3. Process the items received from Reference summer weeding project. (ongoing) Process items from the Science/Biology Project that need location change, be sent to CONStor or be withdrawn from the system. **Done**
4. Work on cataloging Dewey/Reclassification books. (ongoing)
5. Work on Technical Services Web Site. (ongoing)
6. Training on III Millennium **Done** (still learning)
7. Prepare supply order for Book Repair 2004-05. **Done**

Martha F. Powers

1. Prepare supply order for Gov Docs 2004-2005. **Done**
2. Minor shifting in Gov Docs stacks (8/9/04) **Done**
3. Re-do posters in Gov Docs stacks (completed 6/15/04) **Done**
4. Process and catalog Map Cabinet (8/9/04) **Done**
 - a) Make sure maps are shelved in correct location
 - b) Catalog uncatalogued maps
 - c) Change location and check records on all maps
5. Process and catalog items on Oversized Shelf (8/31/04) Move to the next summer
 - a) Have a new location code created
6. Work with other T.S. Website team members to establish T.S. Website. (Ongoing)
7. Process received needs (L 2.3:, PREX 2.8:, and Serial Set) (9/30/04) Ongoing
 - a) Catalog current holdings and then fill gaps
 - b) Offer to other schools what we don't need
8. Sort Gov Docs in Computer room (8/15/04) Ongoing (2 boxes left)
 - a) Process and catalog non-duplicates
 - b) Discard or offer duplicates
9. Weed floppy disks (8/31/04) **Done**
10. Process History Department Gifts (ongoing)
11. Complete quality control work of 059 list (ongoing)
12. Move specified volumes of Serial Set into secure room (postponed indefinitely):
 - a) Designate qualifications (with Joy)
 - b) Catalog and preserve (box)