

**TECHNICAL SERVICES
2005 SUMMER PROJECTS**

Draft on 5/16/05, revised 6/17/05, revised 8/23/05

Xudong Jin

1. Load PromptCat EDX records from OCLC (Michael did it during my vacation) (Ongoing)
2. Make OCLC Fixed Fee Price proposal (by May 31, 2005) **Done**
3. Make OhioNet prepayment proposal (by June 18, 2005 before my vacation) **Done**
4. Coordinate a T.S. budget and equipment plan and sign the majority supply orders for 2005/06 (by June 18, 2005 before my vacation) **Done**
5. Arrange YBP payments (work with Bonnie before my vacation) **Done**
6. CONSORT problems and routine work including password and account (Judy took care of it during my vacation) (Ongoing)
7. Create an empty T.S. Statistics Report worksheet for 2004/05 with users name changes (by June 18, 2005 before my vacation) **Done**
8. Work on CONSORT library monthly statistics (trained Judy to do it during my vacation) (Ongoing)
9. Prepare library statistics for all kinds reports, such as Oberlin Group, State of Ohio, ACRL etc. (**Done**)
10. Attend CONSORT Catalog and CD subcommittee meetings (ongoing)
11. Attend OhioLINK DMS meetings (ongoing)
12. Install OCLC Connexion new version (1.40) and insert macros, test printing labels, and exporting function to the T.S. shared computers if we have any replacement (Judy did for the shared computers during my vacation) (**Done**)
13. Coordinate Vickie's training for Lisa (total six times or less before June 30, 2005, will make the arrangement before June 19, 2005) (**Done**)
14. Coordinate millennium serials training for Lisa at Wooster by Day Logan (by June 18, 2005 before my vacation) **Done**
15. Coordinate the books published before 1801 project (relocation issue) **Done**
16. Review original cataloging records made by other T.S. staff (save and resave every these records for me during my vacation) and complete few original cataloging items (No original records were created during my vacation)
17. Coordinate liaisons' responsibilities change (by June 18, 2005) **Done**
18. Continue to distribute the Choice Cards and YBP yellow slips (trained Martha to do it during my vacation) Ongoing
19. Continue to oversee Dewey project. Let the summer work study students work on the project, putting 900s in boxes and shelving 300s for review (Judy continued to oversee the project during my vacation) (Ongoing)
20. Continue the cataloging quality control work (Judy continued the work during my vacation) (Ongoing)
21. Complete one staff evaluation (by June 15, 2005) **Done**
22. Work on not repairable books (Ongoing, waiting for replacement book budget)

23. Complete the CALA Midwest Chapter President Report (by June 18, 2005) **Done**
24. Prepare seminars in Yunnan University and Yunnan Library Association in China in late June and early July (**Done**)
25. Prepare the presentation at the 2005 Chinese Society for Library Science in Guilin, China from July 20-23 (**Done**)
26. Clean office (by June 19, 2005) (**Done**)

Barbara Wiesner

1. Complete 04-05 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). **Done**
2. Transfer, or cancel any outstanding NewFac orders from 04-05 that are not received by June 30, 2005. **Done**
3. Complete Fiscal end and print year-end reports between Jul 12-31, 2005. **Done July 12, 2005**
4. Complete Rollovers before beginning new fiscal year. **Done**
5. Get determination from Theresa about any outstanding orders on the temporary codes that will not be used in the following fiscal year. **Done unless more come up**
6. 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**
7. 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 6-1-04 (Ongoing as time allows)
 - f) Notify Xudong about any fund codes that will need to be removed from GOBI. **Done**
8. Maintain regular Acquisitions duties of ordering and invoicing. (ongoing)
9. Continue to work on III Millennium procedures. In Process
10. Learn New OCLC Connexion before ordering begins next fiscal.
11. Appropriate Allocations on CONSORT for new fiscal year when received.
12. 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
13. Clean office and weed files (ongoing)

Lisa Hoops

1. Bind journals in Beeghly, Science and Music libraries. **Processing still ongoing**

-Beeghly A-I and Music picked up for binding May 27th and will be returned June 23rd.

Done

-Science will be picked up for binding June 23rd and returned July 21st. **Done**

-Beeghly J-Z and Archives will be picked up for binding July 21st and returned August 18th. **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 September 1st for EBSCO, have not yet received Proquest/UMI. **EBSCO done**
4. Update Excel spreadsheets for Online Periodicals (6322) and Electronic Databases (6321) for FY 2003-2004. June 17th **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 2003-04 "unbound" titles to the bound area of periodicals **Ongoing**
7. Continue training for the job in general, including USBE, Union List, Serials Solutions, and the reference desk. **Done**

Judy Orahood

1. Usual cataloging. (ongoing)
2. PromptCat cataloging (ongoing)
3. Catch up processing (ongoing)
4. Reclassify Dewey books as time allows (ongoing)
5. Train and supervise Whitney to reclass Special Collections **(done)**
6. Train and supervise Kelly (practicum students) to reclass books going to stacks **(done)**
7. Train and supervise Eva to process materials (starting June 9th) **(done)**
8. supply order to Xudong by June 1st, 2005 **(done)**
9. attend ALAO SSIG Spring Meeting May 13, 2005 **(done)**
10. attend and work for OVGTSL on May 14, 2005 **(done)**
11. attend OLSSI (if approved) July 31, August 1&2 **(done)**
12. attend library retreat August 4, 2005 **(done)**
13. responsibilities as assigned by Xudong from June 19th-August 9th
 - CONSORT problems and routine work including password and account (Ongoing) **(done)**
 - Work on CONSORT library monthly statistics(Ongoing) **(done)**
 - Install OCLC Connexion new version (1.30) and insert macros, test printing labels, and exporting function to the T.S. shared computers if we have any replacement (by June 18, 2005 before my vacation. If we receive these computers after June 19th, Judy will do) (Ongoing) **(done)**
 - Install Millennium Silver on same computers. **(done)**Continue the cataloging quality control work (Ongoing) **(done)**
 - Oversee Dewey project. Let the summer work study students work on the project, putting 900s in boxes and shelving 300s for (Ongoing) **(done)**

- Oversee moving of computer table into Technical Services, moving processing area around, adding single sided shelves to north wall (if available), rearrange T.S. shared computer area, draw up a rough plan (by June 30) **(done)**

Joyce Laurence

1. Work on cataloging Gift books. (Done)
2. Assist in summer binding of Journals in Beeghly, Science and Music Library. (Done)
3. Process the items received from Reference summer weeding project. (Done)
4. Work on cataloging Dewey/Reclassification books. (ongoing)
5. Complete the relocation of Pre-1800's books in Archives. (Done)
6. Process new books to go on shelf.

Martha F. Powers

1. Prepare supply order for Gov Docs 2005-2006. Done
2. Prepare materials for StAP student (who will be doing 2 hrs of work a week on the Serial Set cataloging project beginning fall semester). Done
3. Make corrected labels for mf and cd-rom cabinets. Done
4. Sort Gov Docs in Computer room. (on hold)
5. Clean back corner of Gov Doc stacks. Done
6. Process Lyman gifts. Done
7. Process and catalog items on Oversized Shelf. (on hold)
 - a) Have a new location code created.
8. Distribute the Choice Cards and YBP yellow slips to liaisons when Xudong is on vacation
9. Forward OHIONET, YBP, Innovative mails sent to Xudong to Bonnie in case some of them may be invoices or other important issues with a deadline. Done
10. Prepare Morbidity and Mortality Reports to be sent to CONSTOR. (on hold)