

TECHNICAL SERVICES 2006 SUMMER PROJECTS

Draft on 5/22/06, updated 08/01/06

Xudong Jin

1. Load PromptCat EDX records from OCLC (Michael does it during my study leave) (Ongoing)
2. Make OhioNet prepayment proposal (by June 28, 2006 before my study leave)
3. Continue to work on some of Barbara's responsibilities during her medical leave, focusing on funds, contacting vendors, special orders, Visa card orders, reimbursements, cancellations, problems, monthly and year end process, statistics, and sharing regular book orders, receiving and invoices with Joyce (Ongoing)
4. Complete end of year process for Acquisitions on July 6th as planned if Barbara does not come back
5. Coordinate a T.S. budget and equipment plan and sign the majority supply orders for 2006/07 (by June 20, 2006)
6. Arrange YBP payments (work with Bonnie before my vacation)
7. CONSORT problems and routine work including password and account (Judy takes care of it during my study leave) (Ongoing)
8. Create an empty T.S. Statistics Report worksheet for 2005/06 (by June 20, 2006)
9. Work on CONSORT library monthly statistics (retrain Judy to do it during my study leave) (Ongoing)
10. Prepare library statistics for all reports, such as Oberlin Group, State of Ohio, ACRL etc.
11. Attend CONSORT Catalog and CD subcommittee meetings (ongoing)
12. Install OCLC Connexion newer versions and insert macros, test printing labels, and exporting function to the T.S. staff's and shared computers (Judy does it during my study leave)
13. Review original cataloging records made by other T.S. staff (save and resave these records for me during my study leave)
14. Continue Jennifer's liaison responsibilities (Ongoing)
15. Continue to oversee Dewey project. Let the summer work study students work on the project, withdrawing and putting reviewed 300s books in boxes and shelving other 300s for review (Judy continues to oversee the project during my study leave) (Ongoing)
16. Put request for continuing to hire a part-time catalog for Dewey Reclassification Project for 2006/07
17. Continue the cataloging quality control work (Judy continues the work during my study leave) (Ongoing)
18. Complete one staff evaluation (by June 15, 2006) (done)
19. Work on not repairable books (Ongoing)
20. Prepare and complete 10-day workshop in Yunnan University
21. Attend Library Society of China 2006 Conference in Kunming, China in July
22. Visit Shanghai University of Political Science and Law

23. Clean office (by July 7, 2006)

Barbara Wiesner

1. Complete 05-06 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 05-06 that are not received by June 30, 2005. **Done**
3. Complete Fiscal end and print year-end reports between Jul 12-31, 2006. **Done July 12, 2006**
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. Ongoing
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.
8. Maintain regular Acquisitions duties of ordering and invoicing. (ongoing)
9. Continue to work on III Millennium procedures. In Process
10. Appropriate Allocations on CONSORT for new fiscal year when received.
11. Work on Procedure Manual. In Process
12. Clean office and weed files (ongoing)
13. Attend LIS Staff retreat August 3, 2006.

Lisa Hoops

1. Bind journals in Beeghly, Science and Music libraries.
 - Cancelled Beeghly titles and Music picked up for binding May 30th and will be returned end of June. **ongoing**
 - Science titles will be picked up for binding end of June and returned end of July. **ongoing**
 - Beeghly J-Z and Archives will be picked up for binding end of July and returned end of August. **ongoing**
2. Prepare final statement of periodical spending for FY 2005-06 after all invoices have been processed **ongoing**
3. Check accuracy of EBSCO and ProQuest/UMI renewal lists **Not yet rec'd**

4. Update Excel spreadsheets for Online Periodicals (6322) and Electronic Databases (6321) for FY 2005-2006 by 7/1/06 **ongoing**
5. Order fill-in periodical issues from USBE to complete bindery process for previous years by 7/15/06 **ongoing**
6. Remove Academic Year Only titles from current shelves and discard. **Done** Shift 2005-06 “unbound” titles to the bound area of periodicals **Ongoing**
7. Create and place new end of stack labels for bound periodical shelves and update stack chart **ongoing**
8. Remove and replace spine labels for A & I shelved in reference. **ongoing**

Judy Orahood

1. Usual cataloging. (ongoing)
2. PromptCat cataloging (ongoing)
3. catalog books for the GLB library when Eric Johnson brings them to Beeghly.
4. Keep up with processing (ongoing)
5. Methodist materials cataloging (Bibles, Hymnals and MH East items)
6. Catalog fraternity journals for OWU collection
7. Catalog two boxes of manuscripts for OWU collection
8. Reclassify Dewey books as time allows (ongoing)
9. Review procedures with and supervise Eva for materials processing (starting July 5th)
10. Train and supervise Stephen for materials processing (starting May 30th)
11. Train and supervise Elizabeth Dewey Reclassification procedures (by the end of June)
12. attend ALAO SSIG Spring Meeting May 12, 2006 (**done**)
13. supply order to Xudong by June 1st, 2006
14. attend ALAO Leadership Retreat, June 5-6, 2006
15. begin working with planning committee for ALAO SSIG Fall program for Annual Conference 2006 and for Spring conference 2007
16. attend OLSSI July 23, 24, 25, 2006
17. attend library retreat August 3, 2006
18. responsibilities as assigned by Xudong during his trip to China (July 10-August 29, 2006)
 - CONSORT problems and routine work including password and account (Ongoing)
 - Work on CONSORT library monthly statistics(Ongoing)
 - Install OCLC Connexion new version (1.60) and if necessary insert macros, test printing labels, and exporting function to the T.S. staff and shared computers if we have any replacement
 - Continue the cataloging quality control work (Ongoing)
 - Oversee Dewey project. Let the summer work study students work on the project, withdrawing and putting 300s in boxes and shelving 300s for review (Ongoing)
 - Review Save and resave original cataloging records made by other T.S. staff (save and resave these records for me Xudong during my his study leave)

Joyce Laurence

1. Work on cataloging Gift books.
2. Work on Cataloging new books.
3. Work on Book Repair.
4. Continue to work on Acquisitions responsibilities during Barbara's medical leave.
 - Process orders, new books received, invoices, Standing Orders, Prompt Cat list, and supervise student's assistants.
 - Work on the Gale pre-pay standing order invoice.
 - Pull Invoices for English department books purchased with grant money, after receiving list of titles from Xudong
 - Work on Visa bill for Acquisitions for the summer.
5. Process the items received from Reference summer weeding project and shelf weeding project.
6. Work on cataloging Dewey/Reclassification books.
7. Work on supply order for Repairs.
8. Attend the OLLSI from July 23-25, 2006
9. Continue to work on the retreat committee projects.

Martha F. Powers

1. Fix posters in Gov Doc stacks – Done
2. Prepare supply order for Gov Docs 2006-2007 – Done
3. Clean office / sort files (6/15/06)
4. Minor shifting in Gov Doc stacks (to make room for recent gifts) (6/30/06)
5. Send Monthly & Morbidity Weekly Reports to CONSTOR (7/1/06)
6. Update procedures for Government Documents and Gift Materials (7/15/06)
7. Put ERIC fiche back in order – Done
8. Sort Gov Docs in Computer room (7/31/06)
9. Prepare materials for StAP student (8/1/06)
10. Finish cataloging C 18, last priority class (8/15/06)
11. Catalog SI 1.30: (8/31/06)
12. Prepare list of History Department Gov Doc gifts to offer (9/1/06)