

## TECHNICAL SERVICES 2007 SUMMER PROJECTS

### Xudong Jin

1. Load PromptCat EDX records from OCLC (Michael does it during my vacation in July) (Ongoing)
2. Make OHIONET prepayment proposal (by June 15, 2007) **(Done)**
3. Complete Serials Librarian search (by June 4, 2007) **(Done)**
4. Coordinate the new Serials Librarian's departmental orientation and training as well as arrange a time with Human Resources for her payroll signup **(Done)**
5. Coordinate liaison responsibilities for 2007/08 **(Done)**
6. Coordinate a T.S. budget and equipment plan and sign the majority supply orders for 2007/08 (by June 19, 2007) **(Done)**
7. Arrange YBP payments (work with Bonnie before my vacation) **(Done)**
8. CONSORT problems and routine work including password and account (Judy takes care of it during my vacation) (Ongoing)
9. Create an empty T.S. Statistics Report worksheet for 2007/08 (by June 18, 2007) **(Done)**
10. Work on CONSORT library statistics (Ongoing)
11. Prepare library statistics for all reports, such as Oberlin Group, State of Ohio, ACRL etc. (Ongoing)
12. Work on OCLC RetroCon contract for Ohio Methodist History collections (ongoing)
13. Install OCLC Connexion and Millennium for Carol Holliger and train her for copy cataloging of Methodist collection books **(Done)**
14. Attend CONSORT Catalog and CD subcommittee meetings (ongoing)
15. 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 vacation) (Ongoing)
16. Review original cataloging records made by other T.S. staff (save and resave these records for me during my vacation)
17. 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 vacation) (Ongoing)
18. Train one of my summer students to reclass Dewey books **(Done)**
19. Continue the cataloging quality control work (Judy continues the work during my vacation) (Ongoing)
20. Work on not repairable books (Ongoing)
21. Investigate paperless Acquisitions with Barbara
22. Lead and conduct a 5-day seminar in Yunnan Library Association and Yunnan Provincial Library (July 16-20, 2007) **(Done)**
23. Attend LIS retreat on July 31, 2007 **(Done)**
24. Clean office (by June 20, 2007) (Ongoing)

## **Barbara Wiesner**

1. Complete 06-07 Blanket PO's for CRC (2) and T&L. Cancel any orders not received by June 30, 2007. 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 06-07 that are not received by June 30, 2007. Done
3. Work on Gale Prepay Invoice for next fiscal year/pay bill after fiscal close. Done
4. Complete Fiscal end and print year-end reports between Jul 12-31, 2007. Done
5. Complete Rollovers before beginning new fiscal year. Done
6. Get determination from Theresa about any outstanding orders on the temporary codes that will not be used in the following fiscal year. Ongoing
7. 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
8. Acquisitions Database maintenance:
  - a) Delete old orders with received date up to 12-31-05. (Ongoing as time allows)
  - b) fund maintenance (delete old fund codes no longer in use) (ongoing through summer)
  - c) vendor maintenance (delete old vendor codes no longer in use) (ongoing through summer)
  - d) delete old paid fields on SO's as needed (ongoing through summer)
  - e) update and move paper financial files Done
  - f) Notify Xudong about any fund codes that will need to be removed from GOBI. Done
9. Maintain regular Acquisitions duties of ordering and invoicing. (ongoing)
10. Learn new procedures for the upgraded GOBI (YBP) system. Ongoing
11. Create a new All Funds Report due to Millennium Changes to editing reports. Done
12. Investigate Paperless Acquisitions possibilities with Xudong. Ongoing
13. Continue to work on III Millennium procedures. (ongoing)
14. Appropriate Allocations on CONSORT for new fiscal year when received.
15. Work on Procedure Manual. (ongoing)
16. Clean office and weed files (ongoing)
17. Attend LIS Staff retreat July 31, 2007. Done

## **Kristine Kinzer (made by Xudong for Kristine)**

1. To be trained by Vickie Melicher, Clinton Baugess, and Xudong Jin in the first month done
2. Bind journals in Beeghly, Science and Music libraries with Clinton's assistance.
  - Cancelled Beeghly titles and Music picked up for binding May 30<sup>th</sup> and will be returned end of June. done
  - Science titles will be picked up for binding end of June and returned end of July. done

-Beeghly J-Z and Archives will be picked up for binding end of July and returned end of August. done

3. Prepare final statement of periodical spending for FY 2006-07 after all invoices have been processed done
4. Check accuracy of EBSCO and ProQuest/UMI renewal lists – EBSCO and NAPC (microfilm) renewals completed. Still waiting for UMI
5. Update Excel spreadsheets for Online Periodicals (6322) and Electronic Databases (6321) for FY 2006-2007 by 7/1/07 (ongoing)
6. Order fill-in periodical issues from USBE to complete bindery process for previous years done
7. Remove Academic Year Only titles from current shelves and discard. Shift 2006-07 “unbound” titles to the bound area of periodicals done
8. Shifted Beeghly basement periodicals to encompass the shelving left empty from the move of Indexes and Abstracts to the third floor done
9. Create spreadsheets for electronic journals and databases, including OhioLINK, OHIONET, CONSORT, OWU own subscriptions, gifts, and free one. The spreadsheets should be maintained and updated and reported in the future – Vickie is working on. I e-mailed her the first week in Sept. and she reported to be almost finished
10. Create and place new end of stack labels for bound periodical shelves and update stack chart done
11. Remove and replace spine labels for A & I shelved in reference. (ongoing)
12. Attended staff retreat
13. Attended one OhioLINK workshop
14. Attended one OhioNet workshop
15. Attended one lecture at OSU

### **Judy Orahood**

1. Usual cataloging. (ongoing)
2. PromptCat cataloging (ongoing)
3. catalog books for the GLB library when/if Eric Johnson brings them to Beeghly. (just brought over 9/7/07)
4. Keep up with processing (ongoing)
5. Methodist materials cataloging (Bibles, Hymnals and MH East items)(ongoing)
6. Catalog fraternity journals for OWU collection (some are done)
7. Catalog two boxes of manuscripts for OWU collection (ongoing)
8. Reclassify Dewey books as time allows (on hold?)
9. Review procedures with and supervise Eva Della Lana for materials processing (starting June 18th) (DONE)
10. Train and supervise Nick Goulette for materials processing (starting after summer school) (DONE)
11. Train and supervise Elizabeth Davis on materials processing (when she begins working in cataloging) (DONE)
12. Catch up CRC cataloging (DONE)

13. Teach Elizabeth and Eva copy cataloging for CRC materials after processing is caught up (DONE)
14. supply order to Xudong by June 1<sup>st</sup>, 2007 (DONE)
15. attend ALAO Leadership Retreat, June 7, 2007 (DONE)
16. begin working with planning committee for ALAO SSIG Fall program for Annual Conference 2007 and for Spring conference 2008 (ongoing)
17. attend library retreat July 31, 2007 (DONE)
18. Take vacation (DONE)
19. responsibilities as assigned during Xudong's vacation (June 27 – July 26): (DONE)
  - CONSORT problems and routine work including password and account (Judy takes care of it during my vacation) (Ongoing)
  - 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 vacation)
  - Continue the cataloging quality control work (Judy continues the work during my vacation) (Ongoing)
  - 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 vacation) (Ongoing)
  - Review original cataloging records made by other T.S. staff (save and resave these records for me during my vacation)

### **Joyce Laurence**

1. Continue working on Cataloging new books. (up to date)
2. Work on cataloging Historian books. (done)
3. Catalog Gift books. (On going)
4. Catalog and process Continuations. (On going)
5. Work on repairing monographs and serials and books received from summer shelf reading project. (On going)
6. Process the items received from Reference summer weeding project and shelf weeding project. (done)
7. Work on cataloging Dewey/Reclassification books. (several more to catalog)
8. Prepare a supply order for Monographs and Serials Repairs. (done)
9. Catalog Archives of Ohio United Methodism Collection books. Specifically the West Ohio Conference Dewey and gift books and East Ohio Conference books not previously cataloged. (On going)

### **Clinton Baugess**

1. Update procedures for Government Documents and Gift Materials. DONE
2. Prepare supply order for Gov Docs 2007-2008. DONE
3. Continue usual cataloging and processing of new titles. Ongoing

4. Continue historical cataloging. Ongoing
5. Continue processing of gift books. Ongoing
6. Train and supervise student to work on historical cataloging of Hearings (Y 4). DONE
7. Remove duplicates from ERIC microfiche. DONE
8. Complete Ohio5 FRUS project for OWU. DONE
9. Work on hearings consolidation project with Ohio5. Ongoing
10. Gather materials to be sent to TechPro for original cataloging in fall semester. Ongoing
11. Review Government Documents listed as "In Process." Change appropriate titles to "Lib Use Only," all others to "Check Shelves." DONE
12. Supervise student for serials check-in and bindery. DONE
13. Work on bindery shipments until the new Serials Librarian is hired. DONE
14. Assist in training of new Serials Librarian. DONE
15. Continue work on Retreat Committee, finalizing retreat. DONE
16. Attend library retreat on July 31, 2007 DONE