

TECHNICAL SERVICES 2009 SUMMER PROJECTS

Updated 09-14-2009

Xudong Jin

1. Load PromptCat EDX records from OCLC (Ongoing)
2. Under Theresa's leadership, work on OHIONET cataloging payment plan and try to reduce the cataloging cost for 2009-2010 (appeal request was sent on May 30, 2009). And make a prepayment proposal by June 30, 2009 (Done)
3. Coordinate liaison responsibilities for 20009-2010 (Ongoing)
4. Work as a search committee member for Associate Director and Head of Public Services search (Ongoing)
5. Coordinate a T.S. budget and equipment plan and sign the majority supply orders for 20009-2010 (by July 1, 2009) (Ongoing)
6. Make YBP payments (Ongoing)
7. CONSORT problems and routine work including password (Ongoing)
8. Create an empty T.S. Statistics Report worksheet for 20009-2010 (by June 30, 2009) (Done)
9. Work on CONSORT library annual statistics (Ongoing)
10. Prepare library statistics for all reports, such as Oberlin Group, State of Ohio, ACRL etc. (Ongoing)
11. Work on OCLC TechPro Project for rare books and complete it by June 30, 2009 (Done)
12. Create default Bib and Item templates for Emily and assist her for creating brief Bib records of AV formats in her collection (Ongoing)
13. Verify hundreds of LC Subject Heads for Carol and Emily for the metadata cataloging for the digital project (Ongoing)
14. Attend CONSORT Catalog and CD subcommittee meetings (ongoing)
15. Attend OH 5 Next-Generation Library Initiative workshops with other librarians and join a group work to make draft grant proposal (Done)
16. Install OCLC Connexion newer versions and insert macros, test printing labels, and exporting function to the T.S. staff's and shared computers (Ongoing)
17. Review original cataloging records made by other T.S. staff (Ongoing)
18. Work with Pete to deal with thousands of LP gifts located at the second floor (Ongoing)
19. Continue to oversee Dewey project (Ongoing)
20. Continue to work on gift books including Historian, Math, and other gift books(Ongoing)
21. Contact Better World and manage to send boxes of books to the company (Ongoing)
22. Train my summer student to work on processing Gifts (Ongoing)
23. Train my summer student to complete Lincoln Collection cataloging (Done; Judy finished the last part)
24. Mangle a potential MLS volunteer to work for cataloging (Project cancelled)

25. Continue the cataloging quality control work (Ongoing)
26. Order to replace or withdraw not repairable books (Ongoing)
27. Coordinate temporary T.S. workflow change during Barbara's medical leave (July 23rd through October or later)
28. Work with Kristine, cover the acquisitions work starting middle of July until Barbara's back including some of the Barbara's incomplete summer projects (Ongoing)
29. Attend LIS retreat on July 31, 2009 (Done)
30. Attend ALA in July and complete the ALA activities
 - ALCTS CMDS Policy & Planning Committee (Done)
 - ALCTS Best of LRTS Award Jury (Done)
 - IRC-East Asia & Pacific Subcommittee (Done)
 - 2009 Spectrum Professional Options Fair (Done)
 - Vice President of CALA, become the President on July 13, Monday (Done)
31. Work as CALA President, make committee chairs and members appointments for more than 30 committees and task forces (by July 31th, Ongoing)
32. Work as CALA Annual Program Committee Chair, make the program brochure, Webpage by June 30 and conduct the program on July 12th (Done)
33. Clean office (Ongoing)

Barbara Wiesner

1. Complete 08-09 Blanket PO's for CRC (2) and T&L. Cancel any orders not received by June 30, 2009. Done
2. Reopen new blanket PO's for next fiscal year after fiscal end. Done
3. Transfer, or cancel any outstanding NewFac orders from 08-09 that are not received by June 30, 2009. Done
4. Compare Consort balances against Jenzabar. Notify Accounting about any errors. Done
5. Complete Fiscal end and print year-end reports July 13, 2009. Done
6. Complete Rollovers before beginning new fiscal year. Done
7. Work on Gale Prepay Invoice for next fiscal year/pay bill after fiscal close if here before July 17, 2009. Done
8. Get determination from Theresa about any outstanding orders on the temporary codes that will not be used in the following fiscal year. Including Tom Green's endowed funding. Done
9. Liaison changes work: Change fund code names to reflect particular liaison now in charge of area. Adjust all liaison fund reports to reflect areas lost or gained. Pending / changes not received
10. Adjust fund reports remove NewFac and other one year/temporary funding. Done
11. Acquisitions Database maintenance:
 - a) Create list of orders received 7-1-07 through 6-30-08 for Xudong to copy. Done
 - b) Delete old orders with received date up to 12-31-07. On hold
 - c) fund maintenance (delete old fund codes no longer in use) On hold
 - d) vendor maintenance (delete old vendor codes no longer in use) On Hold
 - e) delete old paid fields on SO's as needed On hold

- f) update and move paper financial files Done
- g) Notify YBP about any fund codes that will need to be removed from GOBI. Done
- 12. Maintain regular Acquisitions duties of ordering and invoicing. (ongoing)
- 13. Standing Order Review: check current; contact vendors for status report on those not received; close any checkin records if series ceased. on hold
- 14. Investigate Paperless Acquisitions possibilities with Xudong. On hold?
- 15. Appropriate Allocations on CONSORT for new fiscal year when received. Most likely these will come in the fall semester when Theresa does the budget. When we know the department book budget (August?) department and Standing Order budgets can be appropriated also Chuck's AVCTR fund. Ask Theresa if OK first. Pending Budget
- 16. Work on Procedure Manual. on hold
- 17. Clean office and weed files on hold
- 18. Attend LIS Staff retreat July 31 will not be attending this year.
- 19. Train Xudong, Kristine and Joyce for Acquisitions Procedures before July 17 Done

Kristine Kinzer

- 1. complete processing of the EBSCO annual renewal (due 9-15)
- 2. complete processing of NAPC (microfilm renewal) (due 9-15)
- 3. complete processing of OhioNET annual renewal (done)
- 4. summer print periodical organization. Move "current" titles to stacks. Put volumes in archival journal storage boxes and affix printed label. Complete this for the branches and Beeghly. Bind on Byrd approved special collections titles (done)
- 5. Finish updating OCLC's local holdings on journal titles before July 1st (done)
- 6. shift the Beeghly basement print periodicals (using work study students) so that "current" titles will fit on stacks shelving (done)
- 7. update the suggested databases web pages for my liaison areas (will try for Christmas break)
- 8. update my journalism information literacy sessions (still completing)
- 9. update Serials training manual (ongoing)
- 10. copy catalog gift books and special collections books before July 1st (done)
- 11. take vacation (done)
- 12. attend staff retreat (done)
- 13. clean office and files (print and electronic) (done and ongoing)
- 14. shift (with a work study student) the periodicals on the 3rd floor of Beeghly and combine titles where they were separated (done)
- 15. train and supervise work study students (done and ongoing)
- 16. prepare supply order (done)
- 17. assume acquisitions duties: sort mail; process GOBI orders after Xudong verifies funds; pay invoices (done)
- 18. work on Twitter project with Jim Underwood (journalism department) (ongoing)

Judy Orahood

1. As much cataloging of all types by June 30th and then as allowed by Xudong after July 1st (ongoing)
 - Historical government documents (Shannyn, Nick and I are working on this) (ongoing project) (Shannyn and Nick are gone-I continue)
 - Usual cataloging (ongoing)
 - PromptCat cataloging (ongoing)
 - Catalog books for the GLB and Women's Resource Center as needed (ongoing)
 - Keep up with processing (ongoing) (students, unless none working)
 - Methodist materials cataloging (those not reclassification) (ongoing)
 - Reclassify Archives and MH books (ongoing)
 - CRC cataloging (Eva Della Lana will do) (Eva did)
- 2.) Supply order to Xudong by July 1, 2009 (done)
- 3.) Learn more about RDA (Resource Description and Access) (attended workshop Sept. 11, 2009)
- 4.) Delete and relocate items from the Reference weeding (ongoing)
- 5.) Continue cleaning out old files (ongoing)
- 6.) Finish Lincoln project (done)
- 7.) Attend LIS retreat on July 31, 2009 (done)

Joyce Laurence

1. Continue usual cataloging and processing of current Government Documents.
2. Working on Consolidation Project with Ohio5
3. Complete any clean-up that appears as part of Consolidation Project
4. Withdraw and drop OCLC holdings for paper and microfiche items from consolidation project after July 1st.
5. Shifting Government Documents.
6. Continue working on Cataloging new books.
7. Work on cataloging Historian books.
8. Catalog Gift books.
9. Catalog and process Continuations (Standing Orders).
10. Work on repairing monographs and serials items, as well as books received from summer shelf reading project.
11. Withdraw items received from Reference summer weeding project and shelf weeding project after July 1st.
12. Prepare a supply order for Monographs and Serials Repairs 2009-10 before July 1st.