

**Materials Services Division
Managers' Meeting
Minutes
June 16, 2005
Capitol Hill Library
8:00 a.m.**

Present: Janet Brooks
Heidi Johnson
Karen Marriott (excused)
Pauline Rodriguez

Cataloging Update

Pauline

Crystal has announced her resignation from the library system; her last day at work will be June 30. Party plans are in the works.

The Cataloger position was posted on June 13, with a deadline of June 24. Pauline hopes to look over applications around June 30; if not, after July 6. Her goal is to have someone in the position by July 18.

The new box of labels with perforations arrived on May 31. The labels seem to have more problems than the original batch, but are a vast improvement over the unperforated ones. The other four boxes have not been returned as yet.

Heidi sent a nice note to Pauline, complimenting Laqueta and Margaret on their good work in helping with processing. She commented that Tech Processing would not have been able to meet its output goals without them.

Margaret and Laqueta have also been instrumental in allowing the Cataloging Technicians to get training recently. On June 15, all three Cataloging Technicians attended the Lunch 'n Learn "How to Speak Up without Putting Others Down", and on June 16, they attended an all-day workshop on using the OCLC Connexion browser. The MSD Technicians have done a great job of taking over ordering and printing barcodes, to allow all the Cataloging Technicians to be out at the same time.

Along with several other library staff, Pauline visited the Dallas County Community College District technical services department on June 9. She did not learn as much as she had hoped to, but did come away with some ideas about office layout and workflow.

Meetings/workshops attended:

Pauline – Document Storage and Retrieval Committee, June 1
Pauline, Jana, Crystal – TSRT, June 3
Jill, Paula, Veronica – How to Speak Up without Putting Others Down,
June 15
Jill, Paula, Veronica – OCLC Connexion Browser, June 16

MaryGrace has worked on and off during June, as Jana and then Clyde have been on vacation. She will come in the week of July 11, to provide some coverage while the Cataloger position is open.

Kim visited Cataloging on June 10. She viewed a demo of the new barcode ordering and printing software, and was duly impressed. She also discussed the reasons that cause a title to be placed on a new bib record.

Pauline has been participating in interviews with Phil for the CH half-time librarian position.

The first DVDs have been cataloged. Initially, the media icon displayed as a videocassette in the catalog. When the barcodes were ordered, the media code and loan period did not default to DVD and 7 days, causing extra work for the Technicians. These problems have now been resolved.

After Pauline provided him with documentation of item numbers, Jim Welch was able to locate the software problem that caused materials to be improperly coded as rated “R”. He also removed the “R” rating from all non-video items. There might still be a few videos incorrectly coded, but there have been no more reports since the correction.

At a meeting on June 14, Cataloging staff worked together to create a relationship diagram showing relationships between different positions in the department. This information will be useful in making suggestions for a new layout. Pauline plans to conduct a series of meetings on workflow and layout.

Pauline will be out of the office June 23-29, for ALA and some AVL. She will be back June 30 and July 1, then out until July 6.

Materials Selection Update

Janet

Library Visits

- During May the selectors completed an annual visit to WA and 6-month collection reviews of CT and VI.
- During June the selectors are conducting annual visits to CH and DC and a 6-month review of ED.
- During July they conduct a 6-month collection review of RE.

New MSD Tech.

- Kelly Wolf started May 31st. She spent the first week in MSL learning about order entry, 709s, SR Lists, and worked some in the basement.
- During the week of June 6-10 she was in ILL the full time.
- She is now splitting her time between ILL and MSL, continuing to learn the job.

CAT Technicians in MSL

- MSL is looking forward to having Jill, Veronica and Laqueta visit on June 24.

Budget

- Selectors are finalizing FY05. Most of the funds are at 100%. Selectors are spending the balance in the CO fund and SELFU.
- Thanks to Heidi for letting the lists exceed the 5000 item limit. List up to this point did not exceed that amount, but List 52, will be just over 6000 items.
- There are 3 more lists to go out for FY05, June 16, June 23 and June 28th.
- Selectors are finalizing the fund divisions for FY06. The funds are basically staying the same as FY05. Some adjustments were made to accommodate the increases in the LP standing orders and Ruby's AUD-2 fund. Janet has forwarded recommendations to Karen.

Meetings/Workshops

- Kim worked in Tech Processing/CAT on June 10th.
- Janet attended her last YA Sequoyah meeting in Pond Creek on June 10.
- Janet is attending the Commission meeting on June 16.
- Ruby has a staff recognition meeting on July 6.
- Kim is scheduled for the management workshop on July 12.
- Marilyn is scheduled for the Adult programmers meeting on July 13.

MSL Staff Recognition

- MSL Staff will be having their annual recognition lunch on June 29th between 11:30-2:00.
- Staff can be reached during this time at ext. 3816.

Staff on AVL

- Several MSL staff are on AVL the first week of July. Refer to the department calendar to see when people are scheduled off. Janet will be out of the office from July 1-8. She'll be back on July 11. Ruby will be "in charge" at that time.

Technical Processing Update

Heidi

- The runs have been on average 534 labels per day. TP currently receives an average of about 38 boxes of materials a day.
- Heidi has noticed some improvement on statements received from B&T's accounting dept. On the adult account, the oldest item now is dated 2-25-05, so all the old items from 2004 have finally been taken care of. Apparently B&T is now working on the juvenile account; the latest statement received is

now current through Dec. 2004 which is better than last month's Dec. of 2003. Heidi hopes this trend will continue.

- Jim Welch is still tweaking TP's new system. It seems that during every weekly close-out, new problems are noticed and Jimmy needs to jump into action. As he put it, TP's system is very complex as it impacts other complex systems, like accounts payable or the materials budget left for the agencies. It seems as if every time Jimmy has fixed one kind of problem, another one appears. Christy also has discovered the button that will undo everything she just did.
- Josh has volunteered to take over ordering supplies from the Business Office. He started 2 weeks ago, after temporarily filling in while Heidi was on vacation. Josh did such a good job that Heidi gladly turned over this duty to him.
- After TP returns defective/damaged materials to vendors, a form is sent to the owning library as to its status; like, whether the vendor will send a free replacement copy, or whether the library will receive credit and Materials Selection will need to reorder, etc. So far, this was done on a printed sheet of paper with the pertinent information filled in. Christy has made this form into a Calypso template and now notifies the library manager by e-mail. In the past there have been problems with some of these forms being misrouted, and since TP did not keep copies, the information was unavailable if a library had a question about a returned material.
- Heidi has talked to Anne Fischer about use of her former office upstairs as a storage area for processed DVDs awaiting shipment to the libraries. She was agreeable to this proposition, only asked that the room be locked at the end of the day. Since the janitors do not have access to this room, it is quite dirty. Heidi has talked to Phil about making arrangements with the janitorial company for a one-time cleaning of this room so it can be used for DVD storage.
- Quality Book Binding Co. e-mailed on Tuesday, June 14, 2005, that they will need to move their scheduled pickup. They were supposed to return the spring bindery group and pick up the second genealogy bindery group on Tuesday, June 14, 2005, and are now rescheduled for Tuesday, June 21, 2005. Heidi reminded them of the library's upcoming fiscal year end, and the need to get their invoice paid out of the current fiscal year's budget.
- Like Pauline, Heidi visited the Dallas County Community College District technical services department. She did not feel that she gained much new knowledge regarding processing of materials or the perfect processing setup. MLS processes about 5-6 times as many items per year as the dept. visited.

- Josh is scheduled for guard duty the last week of July and the last week of September of 2005.
- Heidi talked about some recent experiences with Random House's customer service dept. after they bought out Books on Tape.
- Bobbie, circulation clerk at CT, is interested in coming to TP and having Loretta show her how she opens and repairs videos. Loretta is supposed to schedule some time with her shortly.

Administrative Update

Karen

Due to Karen's absence, there was no administrative update.

DVDs

all

Pauline discussed issues and changes in cataloging for DVDs:

- Cataloging will no longer put a separate note saying "DVD" in records for feature films; the note "DVD release of the motion picture" is sufficient. For non-feature DVDs, the "DVD" note will remain.
- Records for feature film DVDs contain MPAA ratings. However, some DVD containers include a note that bonus features are not rated, although the film itself is. If this is the case, the record includes a note "Special features not rated" immediately after the MPAA rating note.
Janet asked what sort of material is included in unrated bonus features, and if G or PG DVDs include them. Pauline responded that some do; bonuses usually include interviews, trailers for the film, "making of" documentaries, etc. She has not noticed anything that would be inappropriate for the audience described by the ratings, but will keep an eye on it.
- Cataloging has to be careful about the length of notes in DVD records. If the notes are too long, the added entries do not display.

Pauline stated that Cataloging has already been receiving DVD gifts, and asked how to handle them. The managers agreed that if the gift is already in system **as a DVD**, it can be accepted; otherwise, it will be forwarded to MSL.

The guidelines for withdrawing video cassettes after 100 circulations will continue to be followed.

Heidi mentioned that after receiving the first DVDs in Technical Processing, some slight modifications needed to be made in the preliminary guidelines for the processors. Details, like placement of disclaimer sticker, what needs to be kept with the DVD or can be discarded, etc., were clarified.

TP discovered that the artwork of some DVDs is just slightly too big to be transferred into MLS's case. When trimming the artwork to make it fit, trimming away parts of words cannot always be avoided; however, processors will try to trim as little as possible.

Miscellaneous

Pauline explained that Cataloging has always checked all new adult materials for rushes, whether or not the workslip says 709. She recently did a short three-day study, and discovered that almost 90% of materials for which the workslip says 709 are actually rushes. She proposed that Cataloging consider all materials with the workslip marked 709 as rush, and only check those that are not marked. This will cut the amount of time spent checking for rushes by about half. The managers agreed to this.

The meeting adjourned at 9:55 a.m. The next meeting is scheduled for July 21, 2005, 8:00 a.m., at the Downtown Library. Janet will chair.