

MATERIALS SERVICES DIVISION UPDATES

December 2007

Since no Materials Services Division Managers meeting was held during December, this document contains updates on the activities of each department since the November meeting.

Materials Selection

Submitted by Janet Brooks

Library Visits

- During November, selectors made an annual visit RE and a 6-month visit to SO. Because RE has been without a manager, the visit was primarily a collection review. Janet spent about an hour with each of the librarians to review collection maintenance processes and gave each one a copy of the Collection Maintenance and Management notebook.
- During December, selectors are scheduled to do an annual visit to WA and a 6-month collection review of BE.
- In January they conduct an annual visit to BI and a 6-month to CH.

New MSL Tech

- Kelly Rains resigned effective Nov. 21.
- Anna Todd, the part-time MSD tech was promoted to full-time MSL Tech. She began her full-time duties on Dec. 3. Anna is still going to school, so her schedule is adjusted to accommodate her classes. Most of her training is spent fine-tuning her work and working with Ruby to streamline her processes.

MSD Tech

- The MSD Tech position remains open.
- Kim and Janet hope to interview applicants after the New Year.

Spotlight On

- Selectors are updating the Spotlight on Black History Month.
- Janet will have the completed bibliographies to Teresa/PLA by January 2.
- The spotlight will be up on the webpage the first of February.

Meetings/Workshops

- Janet, Julie and Kim attended the X-change meeting on November 19.
- Julie met with the Leadership team and provided AdTeam with a summary of their work. The Leadership team will have their "graduation" luncheon on Wednesday Dec. 19.
- Several staff have been invited to attend the Read-About luncheon rescheduled for Dec. 28.

Technical Processing
Submitted by Heidi Johnson

- So far, the runs in December have been on average 640 labels per day which is a big decrease compared to November's average of 820 labels. Technical Processing currently receives an average of 32 boxes of materials a day which is a big decrease compared to November's average of 43.
- Many staff members in TP have been fighting viruses and allergy problems. However, TP is up-to-date on processing all types of rush materials. The processors are currently processing non-rush materials from the run eight days ago. Heidi has once again talked to Margaret, the MSD Tech housed in CAT, about helping out with processing some of the older, ordered materials in TP. TP is very grateful to be able to call on Margaret for help.
- Heidi attended the very informative training regarding sexual harrasment at the X-Change meeting Downtown on Nov. 19.
- Technical Processing is pleased to announce that all of the books sent as sample bindery to the HF Group were bound as ordered, without misspellings or other errors, and returned within the promised time frame. Heidi was pleased that the company called twice to verify information prior to actually rebinding the books. The only drawback when dealing with this company is the need to supply a binding ticket for each book sent.
- Technical Processing once again ran out of blue cards before the reorder was received. This time the dept. was out for only a few days, but adjustments to the order schedule have been made to ensure TP will have a continuous supply of blue cards at all times. TP used to reorder when the dept.'s supply had been depleted down to one stack of 15". TP will now reorder when the supply is down to the last box being opened; each box contains 4 stacks of 15" each.
- On Tuesday, Dec. 11, a leak was found in the garage area where two of the different roof levels meet. The next day, the automatic door closer in the garage would no longer automatically close the door and had to be replaced.
- Due to the ice storm and many staff members still being without power on Dec. 11, the CH Building Christmans party has been postponed to Tuesday, Dec. 18.

- Juanita Mendoza's first scheduled day of maternity leave will be January 11, 2008. The dept. gave her a baby shower on Dec. 5. Everybody seemed to enjoy eating cupcakes and drinking punch while watching Juanita open her presents.

Cataloging
Submitted by Pauline Rodriguez-Atkins

- Brittany Barber has been selected as the new MSD Tech based in CAT. Her first day will be December 18.
- The new phone system has finally been installed! Extensions for all staff are correct as they appear in Who's Who.
- The results of the cataloging survey issued earlier in the year have been posted on the Intranet.
- Meetings and training attended:
 - Pauline – X Change, November 19
 - Ursula – Federal Depository Libraries meeting, November 29
- Pauline visited Scott-Rice with Karen Marriott on November 30 to view possible options for furniture in the new building.
- ODL staff's visit to the MLS depository was scheduled for December 10, but did not occur due to weather. There is no word yet on a reschedule date. UPDATE: The visit has been rescheduled for January 4, 2008.
- The CH Christmas luncheon was scheduled for December 11, but has been rescheduled for December 18.

The workload increased even more dramatically during November than during October, as compared to the previous month. The increase in new titles cataloged is particularly impressive, given that in the past three fiscal years, only four months have recorded a higher total.

November statistics as compared to previous month

	Oct. 2007	Nov. 2007	Percentage change
Titles Cataloged	1,690	1,899	12%
IS Titles with Copies Added	1,595	1,438	-10%
All Titles Added to Collection	3,285	3,337	2%
Labels Printed for New Materials	15,803	16,225	3%
Average Copies per Title	4.81	4.86	1%

The total number of barcode labels printed for new materials is one of the highest recorded for a single month.

November statistics as compared to previous year

	Nov. 2006	Nov. 2007	Percentage change
Titles Cataloged	1,584	1,899	20%
IS Titles with Copies Added	1,218	1,438	18%
All Titles Added to Collection	2,802	3,337	19%
Labels Printed for New Materials	13,524	16,225	20%
Average Copies per Title	4.83	4.86	1%

In categories with percentage increases, the increases are greater than at any time earlier in the fiscal year. In categories with decreases, the decreases are less than they have been at any time during the year.

Fiscal Year statistics as compared to previous FY

	2006-2007	2007-2008	Percentage change
Titles Cataloged	7,569	7,941	5%
IS Titles with Copies Added	8,051	7,585	-6%
All Titles Added to Collection	15,620	15,526	-1%
Labels Printed for New Materials	66,394	71,123	7%
Average Copies per Title	4.25	4.58	8%

Interlibrary Loan
Submitted by Pauline Rodriguez-Atkins

- The removable colored labels have been received. Hopefully, their use will be implemented before the holidays.
- Stuart in PLA has developed a system that will reduce the amount of time spent downloading data for labels.
- UPDATE: Implementation of the removable labels began on December 17. A few bugs remain to be worked out, but overall staff are happy with them.

The ILL workload has remained relatively stable. In November 2007, ILL staff submitted 476 requests to borrow materials from other libraries, nearly identical to October's total. Of these, 348 requests were filled, and 148 were denied by all libraries contacted. 57% of requests were filled by the first library contacted. It is worth remembering that at least some of the filled and unfilled requests had been submitted during October; and some of the requests initiated in November were not filled until December. This explains the fact that the totals do not always add up to 100%.

FirstSearch	Requests initiated	Requests Filled		Requests Not Filled	
October	488	398	82%	52	11%
November	476	348	73%	51	11%

ILL receives requests to lend MLS materials via both FirstSearch and AGent. As with requests to borrow, some requests were received in October, but filled in November; some were received in November, but filled in December. Requests received through AGent tend to be filled more frequently than those received through FirstSearch. This is likely because more popular titles are requested through FirstSearch.

November	Requests received	Requests Filled		Requests Not Filled	
FirstSearch	1381	643	47%	757	55%
AGent	495	281	57%	214	43%
Total	1876	924	49%	971	52%

The most common reason for declining a request to lend remains the fact that all MLS copies of a title are on loan. A smaller percentage are requests for materials no longer owned by MLS. I am pleased to note that the percentage of unfilled requests due to delays in response has continued to shrink, from 18% in October to 11% in November.

	All Copies Loaned		No Longer Owned		Combined	Aged to Next Lender	
FirstSearch	427	56%	107	14%	70%	96	13%
AGent	132	62%	41	19%	79%	14	3%
Total	559	58%	148	15%	73%	110	11%