

Materials Services Division Managers' Monthly meeting

September 11, 2008

8:00 A.M.

Capitol Hill Library

Present: Karen Marriott, Janet Brooks, Heidi Johnson, Pauline Rodriguez-Atkins; guests, LaVetta Kinsey Dent, Rondia Banks.

Guests were welcomed by all present, and encouraged to participate in any discussion.

1. Materials Selection update – Janet

• Materials Selector

- Julie Ballou has accepted the DN Library Manager's position. She begins Sept. 22 at DN.
- The position is open now and Janet hopes to have a pool of good candidates by the end of the month to interview.
- In the meantime, Janet is working on the interim work arrangement.

• MSD Tech

- Kim received a good selection of applicants for the vacant MSD Tech position in MSL. Several have been selected to take typing and 10-key tests.
- Kim hopes to start interviews soon.

• Library Visits

- In August, Selectors made an annual visit to CT and a 6-month visit to DN.
- During September, selectors are doing an annual visit to DC, BC and BBM and a 6-month visit to ED.
- In October, they will make an annual visit VI and a 6-month visit to MC.
- Janet would like to schedule Ext visits for October, since we missed them in August due to RE's move.

• Collection Workshop

- Susan is going to take Julie's spot on the agenda for the collection workshop.
- Managers need to get any updates to Janet by Monday, Sept. 15.

• Meetings/Workshops attended

- Janet attended the FOI board meeting on Sunday, August 24.
- Several staff attended the retirement meetings held DN on August 28.
- Julie attended the library managers' meeting on August 27 for United Way.
- Julie had a United Way meeting on Sept. 3 and another one scheduled for Sept. 17.
- Janet, Susan and Kim attended a demonstration of Ulrich's Serials Solution on Sept. 8

- Janet is scheduled to meet with Karen Bays to prepare our Focus session.
- Janet and Anna are attending Encyclomedia on the 18 and 19.
- Anna, Kim and Lisa are scheduled for the Reference Tools workshop on Sept. 18.
- Janet will attend the Children's Services meeting on Oct. 1.

2. Technical Processing update – Heidi

- So far, the runs in September have been on average 662 labels per day as compared to August's total average of 704 labels. Technical Processing currently receives an average of 52 boxes of materials a day which is a big increase compared to August's total average of 39. TP's garage is full with boxes at this time, with just enough room for the drivers to get through. TP is very grateful that Aaron from Cataloging has been able to help unbox for a couple of hours each day.
- Sandi Gonzaga, TP's newest Technical Processor, started in her job on September 8. Until a few months ago, she had worked part-time at the Edmond Library in Circulation.
- The processors continue to be current on the processing of all rush items and are processing non-rush materials from the run about eight days ago. With all processor positions staffed again, TP hopes to once again catch up on processing non-rush materials. Heidi has spent most of her time during the last two weeks helping out the processors with their workload.
- Heidi, together with Buddy from DN, has established processing procedures for the Oklahoma Voices discs to be housed in the Oklahoma Room DN.
- Heidi is pleased to report that most of the B&T accounts continue to be current at this time. All Ingram accounts also continue to be current.
- Heidi has ordered enough supplies to hopefully last until she returns from AVL on October 6. She will meet with staff on Friday morning to discuss staff's responsibilities while she is on AVL. Heidi will forward a copy of this information to Pauline in Cataloging, and to Karen, Janet, and Kim in MSL.
- TP staff are discussing what type of basked to contribute to the United Way campaign.
- This is the first time in Heidi's 11 year history with the dept. that TP has had to use two boxes to hold workslips for orders send to B&T.
- Maintenance was once again in TP, working on CH's air conditioner. It started to leak again on Wednesday afternoon.

3. Cataloging update – Pauline

- Meetings and training attended:
 - Pauline, Aaron – OLA TSRT, August 22
 - Ursula – Retirement meeting, August 26
 - Ursula – United Way meeting, September 2
 - Ursula – GODORT, September 11

- Pauline, Karen, and Jimmy Welch met on August 29 to discuss downloading catalog records for downloadable audio materials. As a next step, Pauline and Clyde are working on making a list of LC subject headings that are equivalent to MLS genre headings.
- Veronica is helping out in MSL on Wednesday afternoons for a while, until their new MSD Tech is in place.
- Jana assisted Pauline with interviews for the Cataloging MSD Tech position on September 4 and 5. Veronica, Steven, and Jill also participated.
- Pauline has completed development of a basic catalog record for the Oklahoma Voices CDs. Once Outreach sends the CDs to CAT, she, Jana, and Aaron will work on cataloging them as time permits.
- Pauline taught a workshop on MARC formats for Mustang Public Library staff on September 9.
- Jana continues to attend Leadership MLS activities.
- Steven will continue to work in ILL one day each week until further notice. Staff have also been helping out in Tech Processing and CH as time permits.
- Cataloging plans to contribute a cat basket for the United Way auction.

4. ILL update – Pauline

- Most of the problems with the Trans-Amigos courier have been resolved. At least some were due to issues with Downtown security. Deliveries have been coming regularly and early in the day recently.
- Pauline, Karen Marriott, and Jimmy Welch met on August 29 to discuss the possibility of circulating ILL materials through the regular circ system.
- ILL was spotlighted in the September issue of Shelflife.
- The ILL agreement with El Reno Federal Correctional Institution has been completed and signed by both parties.
- ILL has suspended placing ILL requests for VI customers until the library reopens. This will help make sure that requests do not arrive while the library is closed. Pauline has communicated with LaVetta and Julianna about due dates that fall during the closed period.

5. Administration update – Karen

- **Northwest Library**
 - The design for the library is in process.
 - At this time, groundbreaking is expected to be in summer 2009.
- **Service Center**
 - There are construction trailers at the building site, and dirt is being moved.
 - The vertical lift for Tech Processing is on the September Commission agenda.
- **Ralph Ellison**
 - The ground breaking was held on September 9. It was a nice ceremony.

- **Southern Oaks**
 - The city needs to move to finish using the 2000 bond package monies. Preliminary planning has begun.
- **MP3 audios**
 - Karen has placed the first order for downloadable audios in MP3 format.
 - The newest bestsellers are not available, however.
 - About 200 titles have been ordered. Karen would like to have about 300 available when the service is opened to the public.
- **Budget**
 - The Finance Committee met on September 3 and approved the budget; it will go to the Commission on September 18.
 - Revenue figures reported by the county are higher than anticipated.

6. Cataloging Bonus DVDs – Managers

- Pauline distributed copies of the relevant Cataloging procedures, which were developed in March 2006, when feature film DVDs were first being cataloged.
- The procedures state that:
 - No more than 4 discs may be cataloged together as a set.
 - If a set consists of more than 4 discs, it is to be split up and each disc cataloged individually.
 - Discs containing “bonus” features will remain with a set as long as the set does not exceed 4 discs.
 - If a set is separated, the “bonus” disc will not be cataloged individually; it will be forwarded to the book sale.
- Pauline explained that there have been some problems recently because a bonus disc was accidentally cataloged. The disc was withdrawn, but customers continue to request it, because the catalog record remains.
- Heidi explained the reasoning behind the 4-disc limit. She has been unable to find a container for more than 4 discs that will stand up to book drops, multiple circulations, etc.
- There was discussion of how large the problem is, and whether customers consider bonus discs important.
- Pauline stated that Cataloging cannot remove the record for the bonus disc, but that she can request IT to do so.
- Pauline suggested a change in procedures, as follows:
 - The 4-disc limit will remain in force.
 - If a set is split up, and one disc is a bonus disc, that disc will be included with the last disc of the set, and cataloged as a two-disc set.

- Everyone discussed the impact that this action might have. Several questions were raised, and Pauline provided answers.
 - Q: What would happen if additional copies of the set were purchased, and the bonus features were different.
 - A: The new copies could still be added to the existing record. Current Cataloging procedures allow for additional copies to be added to a record, provided certain parts are the same. Under these guidelines, different bonus features do not require a new record.
 - Q: If the bonus disc was lost, would the two-disc set be considered damaged? Would the bonus disc have to be replaced?
 - A: No, and no. The bonus disc is just that, a bonus. The original film would still be intact. Libraries could simply place a "no bonus disc" or some similar label on the container.
- It was agreed that Pauline will ask IT to remove the problematic record.
- Pauline will take the idea of including bonus discs to a future library managers' meeting, probably in November.

7. Materials Services Division Technician appraisal draft

- Karen explained the function of the Materials Services Division (MSD) Technician position to the guests.
- She stated that Right Management had sent her a draft of the appraisal standards for the position.
- Karen has revised the draft. She distributed copies and asked managers for comments.
- Comments are due to Karen by September 18.

8. Questions/Miscellaneous

- Janet reminded managers of the upcoming Collection Management workshop on September 25, October 2, and October 9.
- She also reminded everyone that updates to the manual are due by September 15.

The next meeting will be on October 16, 2008, 8:00 A.M., at Downtown. Janet will chair.