

Materials Services Managers Monthly Meeting
October 16, 2008
Meeting Cancelled
Following are manager updates for the month

Cataloging Update

Pauline Rodriguez-Atkins

- Meetings and training attended:
 - Ursula – United Way meeting, September 17
 - Aaron, Staff Association, September 23
 - Jill, OLA SSRT, September 25
- Steven has resigned from his MSD Tech position; his last day was October 13. He continued to work in ILL one day each week until he left.
- Kristin Hill was selected as Cataloging's newest MSD Tech, and began work on September 22. She has already begun learning to order barcodes.
- Pauline plans to interview and select a new MSD Tech for CAT at the same time as the MSD Tech in ILL. Jana will assist with interviews; Veronica will help with testing.
- Veronica continued to help out in MSL while their new MSD Tech was being selected.
- Most staff attended code of conduct orientation sessions. Those that were unable to attend have reviewed the session materials.
- Aaron attended the Online AudioVisual Catalogers conference September 26-28. He returned with a new appreciation for people who focus solely on AV!
- Ursula organized a potluck salad luncheon on October 2 as CH's United Way kickoff. Maintenance staff also attended. The luncheon raised \$69 for the cause.
- CAT and ILL staff participated in a joint V2R session on October 6. The second session will be held on October 21.
- Pauline taught a session of the Collection Management workshop on October 9. Steven attended the first and second sessions of the workshop, but was unable to attend the third.
- Almost all staff, including Kristin and Steven, attended Focus on October 13. Pauline was a session coordinator. Jana participated as a leader of the Metro Hero session, which was very popular and well received.

- Ursula has been nominated for the Outstanding Service Award.
- Outreach has sent 6 boxes of Oklahoma Voices CDs to CAT. Jana and Aaron are working on cataloging them.
- Aaron was married to Carrie Langston on October 11. Staff held a wedding celebration for Aaron on October 3.

ILL Update

Pauline Rodriguez-Atkins

- Karen and Brittany attended an Amigos online workshop on searching WorldCat on October 8 and 9.
- All staff attended Focus on October 13. They were excited to see the progress toward checking out ILL materials in VCirc.
- The annual invoice for the Trans-Amigos courier has been received. The cost increased over 20%, from \$3600 to \$4400 for the year. Pauline has arranged for the invoice to be paid from the Amigos deposit account.
- All staff attended code of conduct orientation sessions.
- The MSD Tech position for ILL was posted on September 25. Pauline has received applications and has scheduled interviews.
- ILL and CAT staff participated in a joint V2R session on October 6. The second session will be held on October 21.
- It is already necessary to order new ILL request forms. The supply ordered a few months ago was expected to last for a year, but the number of requests has gone up dramatically. Pauline has talked to Kim Terry, and the new request forms will have a place for the due date.
- ILL staff have started to take returned MLS materials to DN Circ and put them in the individual library crates there. This saves them from having to rubber band and place routing labels on materials, and Maintenance does not have to sort the materials left in the mail room. It is a tremendous time saver. Thanks to Charla Aucone for agreeing to this!

Technical Processing Update

Heidi Johnson

- The processing area has been getting slammed with materials. The average run in August was 639; in September, 759; and so far in October, 780 labels.

- Technical Processing currently receives an average of more than 50 boxes of materials a day. TP's garage area is full with boxes, with just enough room for the drivers to get through. On the day after being closed for Focus 2008, TP received 166 boxes from UPS. Even with temporary help hired to help TP deal with this onslaught of books, TP is grateful each day if the garage door still closes after UPS has left.
- Heidi and Alexis have interviewed 4 applicants for the Technical Processor opening in TP. Heidi has forwarded her paperwork to HUM, but has not heard back yet as to whether the selected applicant will start at the beginning of the next pay period, November 3.
- Heidi is pleased to report that most of the B&T accounts continue to be current at this time. Heidi has forwarded some credit memo information to CFS to have applied to the Baker & Taylor Entertainment account. All Ingram accounts also continue to be current.
- During Heidi's absence, TP staff carried on very well with help from Pauline from Cataloging and Kim from MSL with some additional help from various other staff members.

Materials Selection Update

Janet Brooks

- Personnel
 - Kim, Susan and Janet interviewed for the MSD Tech in September. The new MSD Tech, Amy Treadwell begins Oct 20.
 - Julie's last day with MSL was 9/19. Janet opened the Selector position for applications on 9/22. Twenty five applicants have been received. Janet will be interviewing 5 applicants October 14, 15, 20, and 21. She hopes to have the position filled by Nov. 3.
 - Janet is handling selection and order issues for BKSJN, AUD-J, VID-J and CD-M (with the help of others) until the position is filled.
 - Marilyn will be out on FMLA leave beginning Oct. 24 through Dec. 18. Collection processes will be handled by various selectors and Kim. If there are questions about collection or orders, they can be sent to Janet.
- Library Visits
 - During September selectors conducted an annual visit to DC, Books by Mail and Book Centers. They conducted a 6-month visit to ED.
 - During October selectors are conducting an annual visit to VI and a 6-month visit to MC.
- Collection Workshop
 - There are 6 participants in the collection workshop. Janet, Ruby and Susan are facilitating the workshop.

- Workshops/Meetings Attended
 - On Sept 15, Janet met with Karen Bays to plan the presentation on customer comments for Focus. Unfortunately because of bereavement leave, Janet won't be able to conduct the presentation with Karen. Instead, Ruby will assist Karen.
 - Anna and Janet attended sessions at Encyclomedia on Sept 18 and 19.
 - Kim and Lisa attended the reference tools workshop on Sept. 18.
 - Janet assisted with VI's reference integration project and collection shifting on Sept. 26
 - Materials Selection participated in the first session of the V2R workshop on Oct. 7. The second session is scheduled for November 7th.
 - Janet is scheduled to attend the First Amendment Congress on Oct. 22 and 23. The Student day will be held at UCO on the 22nd and the Professional Day will be at OPUBCO on the 23rd. Registration is available from the ODL website or FOI website.
 - Janet is scheduled to attend the Tech Support meeting on Oct. 28

Next meeting scheduled for November 20 at Capitol Hill. Heidi Johnson, chair.