

MATERIALS SERVICES DIVISION UPDATES

December 2008

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 to RE and Janet had a meeting with Michael on 11/25/08 to go over collection procedures.
- Selectors also conducted a 6-month collection review of SO
- Ruby and Melissa made a trip to JN to work with the new tech at that location and so Melissa could get a feel for the needs at the extension.
- During December, selectors are making annual visits to WA and a 6-month visit to BE.
- During January they are scheduled to do an annual visit to BI and a 6-month to CH.

Staff

- Melissa Weathers began in the department on November 11. Her training is continuing, but she is picking up the processes fairly quickly and has done several orders already.
- Amy has settled into the office routine and is taking on more responsibilities.
- Marilyn continued to be on FMLA leave during November. All MSL staff helped manage Marilyn's areas of the collection while she was gone. Marilyn returned to work on December 2.

Northwest

- Storage space in compressed shelving is decreasing. Janet, Kim and Julie met to discuss some alternative storage arrangements. Selectors have reviewed their areas to see what can be boxed and stored to allow for shelving of new material and the building of areas we've placed on hold until closer to the opening. AV will be stored in the MSL basement area.

CD Settlement collection

- Melissa, Kim, Amy and Denise are beginning work on consolidating the CD settlement collection in MSL basement. We received storage boxes and staff will work out how to store and inventory the collection.
- Melissa will assign many of the CDs before storing and inventorying or send them on to the Friends.

Workshops/Meetings Attended

- Ruby attended the Prepare, Respect, Safety training on 11/6
- Selection staff participated in the second session for V2R.
- Anna and Kim attended the Reference Tools workshop at ED on 11/19.
- Lisa and Amy attended training on the ILL/VCirc process on 11/20.
- Janet had a Safety Committee meeting on 12/2/08 to review a PEOSH inspection of ED.
- Melissa attended a NW Users' Committee meeting with the architects on 12/2/08.
- Janet and Ruby attended a Government documents meeting on 12/4/08
- Janet assisted with interviews for the DC manager's position on 12/5 and 12/8.

Holiday Schedule

- Janet shared a copy of the holiday schedule for MSL with other managers.

Technical Processing **Submitted by Heidi Johnson**

- The average daily run in December was 709 labels as compared to November's 852 labels. The dept. processed 14,887 items in December as compared to November's 15,332. Through the end of December, TP has processed 89,820 items for FY09.
- In December, Technical Processing received an average of 38 boxes of materials a day as compared to November's average of 40 boxes.
- Kimberly Clark will start as TP's new processor on January 12, 2009. Her first day in the dept. will be on January 13. Thanks go to Kim Rickey in MSL for helping Heidi with the interviewing process.
- Heidi has been spending most of her time by either helping with processing materials or unboxing/entering materials in the receiving area, with making some calls to vendors about problem materials received. Many thanks go to the MSD techs from CAT who helped unbox materials in TP during staffing shortages and who also helped out with processing some of the materials.
- Once TP is fully staffed again, Heidi plans on catching up filling out the dept.'s statistics and vendor tracking information. TP has been tracking vendors' performance, but Heidi has yet to transfer this information to the appropriate Excel files for future reference.

- Heidi is working with B&T's accounting dept., CFS, to devise a way of providing check breakdowns of payments to the appropriate people at CFS. Apparently there are issues with information sent with the checks to the lockbox at the bank not being forwarded to CFS after the bank posts the payments. This makes it difficult for CFS to apply credits to the correct open invoices. Daisy from CFS and Heidi have discussed various ways of dealing with this problem and will continue to try to find a solution as soon as Heidi receives her next statement from CFS.
- All Ingram accounts continue to be current.
- The Capitol Hill building's Christmas luncheon on December 9 turned out very nice, with plenty of good food and congenial company. A good time was had by all.
- Loretta has to have knee surgery which is scheduled for January 20. She expects to be off for 2-3 days.
- Heidi plans to attend the workshop on MLS's culture survey on January 12 at BI.
- Amy from Materials Selection spent the day in TP on December 15, helping to receive materials and entering invoices.
- Heidi attended the Read About It luncheon on December 19. She is also scheduled for a booktalk taping on January 16.

Cataloging
Submitted by Pauline Rodriguez-Atkins

- Meetings and training attended:
- Veronica – ILL VCirc training, November 20
- Jill – OLA SSRT, December 11
- Cataloging staff attended Veronica's Naturalization Oath ceremony on December 5.
- Steve Beleu and Clif Broadworth from ODL made their annual federal depository visit on December 4. Pauline was unable to attend, and thanks Janet Brooks for attending in her place. Ursula also participated in the meeting.
- Kristin and Lisa have been working extra hours to help out with coverage during the holidays.

- The CH building Christmas potluck luncheon was held on December 9, and was a festive occasion. Kristin and Lisa served on the planning committee; other staff helped out as needed.
- Pauline has worked a very limited schedule since November 21. She appreciates all Cataloging staff for their great work in keeping the department operating during her absence.

Interlibrary Loan
Submitted by Pauline Rodriguez-Atkins

- Pauline presented training in the new ILL VCirc integration on November 18, 19, and 20; Karen and Brittany presented a session on November 21.
- The VCirc integration was implemented on December 1. A few glitches have been reported, but overall the process has gone smoothly.
- The new Velocity courier service has also proceeded with only a few problems.
- Pauline has worked a very limited schedule since November 21. She appreciates all ILL staff for their great work in keeping the department operating during her absence.
- New ILL request forms are in the works.
- Nicholas has worked extra hours to help out while Pauline has been off, and to make up for holiday hours.