

**Materials Services Division  
Managers' Monthly meeting**

**June 16, 2011**

**8:00 A.M.**

**Service Center**

Present: Karen Marriott, Janet Brooks, Heidi Johnson, Pauline Rodriguez-Atkins.

**I. *Old Business***

**1. DVDs containing multiple discs or guides**

- a. After discussion, the group agreed that the current rules for handling these materials remain as follows:
  - Sets of 4 or less discs will generally be cataloged as sets, unless:
    - o Each disc in the set contains a complete work.
    - o Separating the discs will significantly reduce processing time.
    - o Materials Selection staff specifically requests that the discs be cataloged separately.
    - o Keeping the parts of the set together will require that the set be processed in a hanging bag.
  - "Bonus feature" discs will be included with sets as long as the total number of discs does not exceed 4.
  - If each disc in a set is cataloged separately, all "bonus feature" discs will be discarded.
  - Books and/or guides will be retained with DVDs if they are determined to be essential by the Cataloger, even if this means that the set must be processed in a hanging bag.
  - Cataloging staff will follow these guidelines and avoid contacting Materials Selection for decisions as to whether to catalog multiple disc DVDs as sets.
- b. Pauline will review these guidelines with Cataloging staff.

**2. NW collection and transfers**

- a. Item tabled until July meeting.

**II. *New Business***

**1. Supply issues – Heidi**

Heidi reviewed the status of issues regarding various processing supplies.

Book jacket covers purchased from Demco continue to cause problems in processing. John Rahhal has continued to pursue contact with the company, but had little success for some time.

In the meantime, Technical Processing received sample products from another company. The Processors found the product very easy to work with, but the cost is significantly more than Demco's products.

Demco representatives have now contacted John and Heidi with the information that the company changed material suppliers for a while. This resulted in the defective product received by MLS and evidently several other libraries. Demco has now returned to its original supplier; Heidi is waiting for information about having the defective product replaced.

### III. *Updates*

#### 1. **Technical Processing update – Heidi**

- a. Statistics show the number of items processed on average per day in May was 795 for a total of 16,690 processed items. The daily average so far in June is 772 items. The processors are current on processing all "rush" materials and are processing non-rush materials from June 13.
- b. During the month of May, TP received an average of 46 boxes a day, for a total of 976 boxes of materials. So far in June, TP received an average of 60 per day with a total of 665 boxes.
- c. The bindery returned the materials to be rebound exactly three weeks after picking them up. The Processors are working on reprocessing them right now, and so far, have not found any problems with any of the rebound materials.
- d. Even though Jack with Southwest Solutions agreed with Heidi that the turnaround times for reinforcing the plastic book tubs needs to improve and has talked to the company about this, no more batches since the ones in May have been returned yet. Heidi has contacted Jack to find out about the current batch sent to the company over a month ago.  
There was a glitch in last week's invoice close-out and quite a few of the Baker & Taylor invoices from the "On hold/invoices in process" list showed up on the Business Office's close-out list while the invoices were still held in TP. No one has been able to discover so far what has caused this. Jimmy was able to delete the affected invoices, but also had to unreceive all of the orders on these invoices. Tanaz has re-received them now and the invoices have been re-entered.
- e. Big Bin was down for almost four days during which time nothing could be binned or retrieved. TP had materials stored in tubs all over the dept. Cataloging was very helpful in processing only materials that were still accessible in book tubs waiting to be stored. This cooperation between depts. helped a lot in still getting materials to customers even without the vertical lift being functional. Apparently a board had burned out and it took a couple of days to receive a new part and then another day to install it. .
- f. TP staff have all completed their 2nd quarter safety training.
- g. Technical Processing enjoyed their annual Staff Recognition pizza party on June 14.
- h. Stuart Williamson and Kay Bauman from Planning Services met with TP staff on June 7 to share and discuss the mid-point results of the strategic plan in advance of the plan's upcoming final year.

## 2. Materials Selection update – Janet

### a. Library Visits

- During May, selectors made an annual visit to SO and a 6-month visit to VI.
- During June, selectors are making an annual visit to BE and a 6-month to WA.
- Selectors are scheduled to make an annual visit to CH and a 6-month visit to BI in June.

### b. Budget/Lists

- Selectors continue to work finalizing FY11. Individual funds are encumbered, except for a few small balances for some agencies. Selectors are making selections and submitting orders for the balance of the various Selector's funds.
- MSL anticipates that List 51 will need to go out on Tuesday, June 28. This should allow Selectors to make final selections for any funds that come back because of discounts or cancellations.
- Janet inquired when figures for FY12 would be available for selectors to discuss increases or decreases to funds within each library's total. Karen indicated that she will have funds input in the program by Friday, June 17. She said we will probably get more funds after the final budget is approved and we can make adjustments at that time. She needs to allow funds for Playaways.
- List 1 for FY12 is scheduled to go out July 7.

### c. Volunteers

- Lisa's sons and Katie Leenders volunteered for MSL at various times in June. They helped with shredding, distributing marketing materials, and removing RFID tags.

### d. Meetings/Workshops

- Ruby attended the Librarians' Forum on June 14 and conducted a mini session readers advisory.
- Lisa attended the Customer Service workshop at the Edmond City Complex on June 14.
- Lisa is scheduled to attend the Staff Association meeting on June 24.
- Janet is scheduled to train RE's new librarians on June 29. She is also scheduled to work with Tera, DC's new library manager on July 6.

## 3. Cataloging update – Pauline

- a. The national libraries (Library of Congress, National Agricultural Library, and National Library of Medicine) have announced that RDA, the new cataloging "rules", have been adopted. However, it will not be implemented until January 2013 at the earliest. Implementation at that time is contingent upon several conditions, mostly having to do with making guidelines more clear and providing training. Pauline plans to continue to work with Jimmy in IT to make sure that the system is prepared for implementation.

- b. Aaron Killough has announced his resignation, effective July 15. He will become Coordinator of Metadata and Cataloging Services at the University of Central Oklahoma. The Cataloger position has been posted and Pauline hopes to begin reviewing applications the first week of July.
- c. Pauline attended the Dewey 23 workshop at OCLC headquarters on June 7, and found it very informative. She is in the process of reviewing the areas of change and will make recommendations for reclassification at the July meeting.
- d. Joan Kendall, circ clerk from ED, is working temporarily in Cataloging as a Materials Services Technician, until approximately June 26. Vickie Ross, Cataloging Technician, is replacing Joan as a circ clerk at ED during that time.
- e. The Materials Services Technicians have been focused on processing NW nonfiction transfers for the past several weeks. They have now caught up with all such materials that have been unboxed, and are working on materials being transferred to other libraries.
- f. Ursula Ward and Sharon Bish, DN, have determined that they do not recommend any changes to the system's federal depository selections for next year. Ursula has notified Karen of this information.
- g. Pauline met with Karen and Heidi on May 26 to review the draft evacuation procedures for the Service Center. A follow-up meeting with Patrick Williams, MTC, is scheduled for June 17.
- h. CAT and ILL staff met with Stuart Williamson from Planning on June 10 to discuss the midpoint results of the system's strategic plan.
- i. CAT and ILL staff were appreciated on June 10 with buttons, paperweights, and ice cream. Aaron Killough, Paula Hannapel, and Brittany Barber received Super Star awards for their exceptional contributions to the departments' successes.
- j. Stormy Lee, ILL Technician, was married on May 25 and is now Stormy O'Haley.
- k. All CAT and ILL staff have completed safety and Summer Reading training.
- l. Vickie assisted with the Summer Reading kickoff at ED on June 1.
- m. As is normal for this time of year, staff have not attended meetings or training sessions in the past few weeks.
- n. Pauline will be out June 21-29 for ALA (including the RDA pre-conference). Aaron and Mary will be acting supervisors while she is gone.

#### **4. Administration update – Karen**

- a. The Finance Committee has met and approved the preliminary budget, pending the report on the Classification and Compensation study.
- b. The preliminary budget will be presented to the Commission on June 16.
- c. The Commission will consider some changes in wording in SF 200 of the Policy and Procedures manual on June 16.
- d. The June Commission packet includes the annual Information Technology report.

The next meeting will be on July 21, 2011, 8:00 A.M., at the Service Center. Janet will chair.