

**Materials Services Division  
Managers' Monthly meeting  
December 20, 2012**

The regular meeting being cancelled, the Materials Services Managers provided updates of departmental activities in lieu of minutes.

**1. Department Highlights**

- ★ Since the beginning of November, MSL has submitted orders for 6,358 titles with a total of 33,159 items. During the first two weeks of December, 2,652 titles were ordered with a total of 13,196 items. The December orders included fiction replacements.
- ★ The average daily run for November was 939 items per day (down from October's 1040 items), for a total of 18,779 items in November. The average for December so far is 804 items per day. The processors are still current on processing all "rush" materials; they are processing non-rush materials from December 7, which is from the run 9 working days ago. Study guides and dated materials like continuations are also current.
- ★ During November, TP received a daily average of 58 boxes of materials a day, for a total of 1,165 boxes. The daily average in November so far is 39 boxes. Receipt of materials usually slows down somewhat during the holidays.
- ★ Average turnaround time for new titles in Cataloging in November was 1 working day; average for the first five months of FY13 is 1 working day. This includes only time that materials were in Cataloging; it does not include time in Technical Processing.
- ★ In November, the average turnaround time for borrowing materials in ILL was 12 calendar days. This includes only time from the date requests are sent out from ILL to the date that they are received in ILL; it does not include routing time between MLS libraries and ILL.

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**2. Materials Selection update – Janet Brooks**

- ★ Library Visits
  - ☆ During November, selectors completed annual visits to RE and WR. They also did a 6-month collection review of SO.
  - ☆ In December, selectors conducted an annual visit to WA and a 6-month to BE.
  - ☆ In January, selectors are scheduled to do an annual visit to BI and a 6-month visit to CH and NW.
- ★ Staff
  - ☆ Lessa Keller-Kenton started Nov. 26 as the new part-time MSL Tech. She is learning procedures for the basement and handling orders.

- ☆ There are a number of MSL staff scheduled off during the week after the Christmas Holiday. Janet is one of the staff scheduled off. Melissa is in charge of the department while Janet is out.
- ☆ Volunteers
  - ☆ MSL had several volunteers helping with materials in the basement during November and December. Two of the volunteers were from Francis Tuttle. They helped Lori get the "hot titles" sorted, assigned, and/or shelved.
- ☆ Workshops/Meetings
  - ☆ Marilyn attended a genealogy workshop on November 14.
  - ☆ Janet attended the Xchange meeting on December 3.
  - ☆ Janet and Karen met on Dec. 5 to discuss updating procedures for handling withdrawals and transfers.
- ☆ Almonte
  - ☆ Staff are transferring withdrawn material to AL.
  - ☆ Selectors are adding AL to replacements and new orders.
  - ☆ Selectors will meet with new AL librarians on Jan. 4 to review MSL procedures.

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### **3. Technical Processing update – Heidi Johnson**

- ☆ Transfer of materials to Almonte is progressing at a steady pace; new orders also continue to come in. There are currently 154 boxes of AL materials in storage in Maintenance.
- ☆ Baker & Taylor's and Ingram's accounts are current.
- ☆ Heidi attended the safety committee meeting scheduled for Tuesday, October 30, 2012, at RE. The next meeting is scheduled for early December, location yet to be determined.
- ☆ Heidi attended the X-Change meeting scheduled for December 3, at SO. This was Heidi's first visit to Southern Oaks after the remodeling and reopening.
- ☆ Aaron Bluitt (LO) toured Technical Processing on Dec. 12. He was very impressed with MLS's behind the scenes operations.
- ☆ Heidi met with Lori Piccolo for a walkthrough of the Service Center to find a private location to accommodate breast-feeding mothers per Dept. of Labor regulations.
- ☆ On December 10, Karen Strange conducted a mini-workshop for the newer processors to explain and demonstrate the special processing requirements of Oklahoma collection materials stored in protective envelopes to help preserve them.
- ☆ Heidi is requesting a weather curtain to be installed across the "garage door" leading from the loading dock into the sorter room. When both the loading dock doors and that big door are open, it creates a strong draft into TP. Heidi would like to find a way to prevent this draft from affecting the health of staff working in and

close to the sorter room. After a discussion with Patrick Williams from Maintenance and Lloyd Lovely in the Business Office, it was decided that Patrick will find out particulars by the first week in January. Also, whether this can still be done this winter or whether this item needs to be added to next fiscal year's budget requests.

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#### **4. Cataloging/Interlibrary Loan update – Pauline Rodriguez-Atkins**

- ★ 2,624 new titles were cataloged during November, making the fourth consecutive month in which more than 2,500 titles have been cataloged. This is an all-time high for a single month, and brings the total for FY13 to 12,886 titles cataloged, including 2,973 e-media titles.
- ★ 21,322 barcode labels were printed in November. Of these, 2,533 were used for reprocessing materials to be added to the Almonte collection, leaving 18,789 labels printed for materials added to the MLS collections. 112,385 barcode labels have been printed in FY13, a 12% increase over the same period last year.
- ★ During November, the average ratio of copies to titles was 4.1 copies per title, bringing the average for FY13 to 5.05 copies per title.
- ★ With the increasing number of barcode labels being printed, the Cataloging Technicians quickly discovered that a defect in the latest batch of blank labels. Labels toward the end of each roll did not print correctly, and a large number of labels were being wasted. Pauline contacted the vendor, Reliance Label Solutions, who were very responsive. As of 12/20, Reliance has identified the defect and is making arrangements to replace the entire batch of labels.
- ★ The Cataloging Technicians met with Pauline on November 19 to discuss the possible ways that the new cataloging guidelines, Resource Description and Access (RDA), might impact their work. They will continue their discussion later.
- ★ Brittany Barber will transfer to a new position at the Choctaw Library effective December 24. Staff held a going-away party on December 19 to wish Brittany well in her new job.
- ★ Also effective December 24, Alex Hinton will transfer from his current part-time ILL Technician position to the full-time position. Pauline plans to begin work on filling the part-time position after the new year.
- ★ ILL received 845 requests from MLS customers to borrow materials from other libraries in August, forwarded 94% to lending libraries, and borrowed 598 items for MLS customers.
- ★ ILL staff evaluated 1,572 requests to lend MLS materials to other libraries in November, and was able to lend 639 materials, for a rate of 35% of requests filled.
- ★ Representatives from Triple I visited the Service Center on November 29, to view Cataloging and Interlibrary Loan processes as part of the selection process for the new ILS. They were knowledgeable and interested in all operations.
- ★ The Service Center Staff Christmas potluck lunch was held on December 5. As usual, there was an abundance of food, and a good time was had by all. Thanks to all the staff who assisted with setup and cleanup to help make the event a success.
- ★ On December 10, Pauline assisted with capstone project interviews for students completing the Library Technical Assistant program at Rose State.
- ★ Aaron Bluitt, new Assistant Director of Library Operations, visited Cataloging and Interlibrary Loan on December 12. He was very interested in all aspects of department operations, and staff enjoyed interacting with him.

- ★ Meetings and training attended:
  - ★ December 3 – Pauline, X Change
  - ★ December 11 – Ursula, Metrodocs meeting
  - ★ December 11 – Clyde, Connect Forum
- ★ Pauline will be on AVL December 26-31. Some staff in both Cataloging and ILL will also be out during that time, but both departments will be staffed and available to provide assistance. Mary Long will be the lead contact person while Pauline is out.

### **2013 Meeting Schedule**

- ★ The schedule for MS Managers' meetings for 2013 has been established and approved. All meetings will be held at 8:00 AM in the Service Center meeting room.

<b>Date</b>	<b>Chair</b>
January 17, 2013	Janet Brooks
February 21, 2013	Heidi Johnson
March 21, 2013	Pauline Rodriguez-Atkins
April 18, 2013	Janet Brooks
May 16, 2013	Heidi Johnson
June 20, 2013	Pauline Rodriguez-Atkins
July 18, 2013	Janet Brooks
August 15, 2013	Heidi Johnson
September 19, 2013	Pauline Rodriguez-Atkins
October 17, 2013	Janet Brooks
November 21, 2013	Heidi Johnson
December 19, 2013	Pauline Rodriguez-Atkins

The next managers' meeting is scheduled for January 17, 2013, 8:00 A.M., at the Service Center. Janet will chair.