

## **LSS Team Meeting -- June 24, 2010**

### **Haley's ACQ/CAT Unit Report**

#### **Acq/Cat Projects 2010**

Carli Reports for Opac Cleanup  
CLEC Books (900-1200)  
Purl's for Digitized Items (approx 50)  
Inventory problem cleanup  
Voyager Check-in clean up for STO & Periodicals  
\*\*\*renewal issue from previous years  
Periodical Renewal cleanup-- Holdings maintenance in SFX and Opac  
Library of American Civilization Collection Project Request (Bill Thompson)-  
Microfiche  
JSTOR Moving Wall (Access Services & Jeff Matlak)-completed  
Media Reclassification (Access Services)  
Storage Periodical Holdings Maintenance (Access Services approx 542)  
Lost Book Cleanup (Access Services)-completed  
Chuck weeding (approx 2000)  
Jstor 5 & 6 (awaiting status from Purchasing)  
Kathleen withdrawals (90)  
Chuck Weeding (2000 titles)  
Felix weeding

Job descriptions, Staff evaluations, and PFEP paperwork hopefully completed by Friday

Depot has been loaded on all staff computers- working with Christian to identify areas that need corrections

Voyager Fiscal Year Rollover FY10 will take place July 6<sup>th</sup>-

Completed the Materials Withdraw Procedures with Peggy and T.J.

#### **Barb's Curriculum Unit Report:**

- The first week of break we received via C & I a textbook series of math for the middle school. I have that in my office and I will be sending it over to cataloging for processing as soon as we get through the CLEC items for this year.
- As have all of you, I have completed my job description revisions, the evaluation process and my goals for 2011. All of the documentation for that has been turned into the administrative office.

- I have completed the job description revision, evaluation process, and PFEP documentation for David. All of the necessary paperwork has been turned into the administrative office.
- The yearly inventory is complete. David and I completed the last section to be done which are the elementary level textbooks. We generally do this section because of the confused way they appear in the inventory spreadsheets do the variations in the way they are cataloged. We have found that it is just too frustrating for the student assistants.
- On Thursday, June 10 at about 9:30, we completed one of my major goals for the Curriculum Library. That was to have weeded the entire collection at least once in a three to four year time period. David and I finished going through the 900's on Thursday and that was the last section in the west room that we had not done. David has been a great deal of help in this project. He has kept me going when I get discouraged and helped me keep my eye on the goal so to speak.
- Since we had about five small book trucks of items we pulled from the 900's, David is working on doing the withdrawal of those items. He will then be sending the books themselves over to Greg in Acq/Cat to possibly be used for the book sale.
- The weeding of the 900's resulted in the decision to move about 16 items to different dewey numbers. The online report a cataloging error forms have been filled out for all of the titles and the books themselves have all been sent to cataloging for the necessary changes.
- This is by no means the end of the weeding project though. We have begun looking at charges and browses from the CLEC items received in publications years 2000 to 2006 or so. We are looking at fiction items to see what has not been used very much so that we can make possible room to keep more of the fiction CLEC items in the next couple of years at least. (this all relates to the space issues in the east room) This is just a stop gap solution for right now.
- We are now weeding the 820's to 899's section of the east room. We will have books to go to the book sale from that area. David will be doing the withdrawals for them and then boxing them to go to Greg. As of this morning we had about 9 book trucks of items waiting to be withdrawn and sent to Greg.
- We have been trying out a test run of the LibTrak that all the circulation areas will be using in the near future. What we have been using is a version that has been set up for our collection. It is not complete at this time but we have been entering data into it. We have been recording and asking questions that come up during the process of learning and using the program. It is my understanding that Music, Physical Science and QC Libraries will be using it as well. I would encourage each of those areas to write down and make known the questions and/or concerns they have as they begin to use the program. This is something that needs to be of a benefit to each of our areas as well as to be used by Access service and the Administrative office for comparison and yearly reports.
- We are still working through the process with the CLEC items. We have sent over to cataloging all the items we are keeping for our collection from them. As of Tuesday morning we began sending the two book trucks full of remaining items to QC to be reviewed. This will be done one box at a time through the courier that goes to QC.

- I am not sure if there will be any graphic novels there will to go to Greg for the Malpass collection this year as we have started our own list of graphic novels in our collection and adding to it somewhat this year. By the end of August or the first part of September I hope to have some figures on the breakdown of where all the items donated this year went.

We still have several projects to do this summer. They include:

- ☞ We will be shifting the 028.5 portion of the collection to give us more space in the free standing units in that section. We will be using more of the shelves added to that end of the east room by last year's shelf revamping project.
- ☞ We will be looking more closely at the big book collection to see what needs to be replaced, pulled, etc.
- ☞ I will try to catalog some more the test collection that is not currently on the system. I hope to get this done by January of 2011 if not before.
- ☞ I am looking at what areas to spend the 2011 materials budget on. I have already made a list of some countries we need to buy newer materials on etc. It shouldn't take me long to spend out the monies I will/may get this next year.
- ☞ Looking at hiring at least one to two student assistants for Fall semester.
- ☞ When we receive the items from the Lueck collection, we will be preparing them to go to cataloging. At the current time we have no idea how many there will be or when we will get them.

## **Peggy's Access Services Unit Report**

### **Update on Summer projects:**

#### **Shifting:**

- All wings have been shifted except HM-LB because of the withdrawing of that section
- All end labels have been completed as the wings were finished.
- Maps are ready to be laminated and put back on for the finished wings.

#### **Inventory:**

- A-DA done
- Currently doing inventory in DB-GB and GR-HJ

#### **Job Descriptions, Evaluations & PFEP:**

- Working on final revision of staff documents
- Hope to complete the evaluation process next week

#### **Training Documentation:**

- Rewriting all training documentation for student assistants
- Training new students

#### **Access Services Webpage:**

- Working with Hunt for content with new library webpage for unit
- Rewriting some content

#### **Withdraw Procedures:**

- Working with Haley and T. J. on withdraw procedures
- Created map of Withdraw shelves

#### **Media Collection:**

- All media will be reclassified with Library of Congress

- Working with Haley on procedures for pulling the material

### **T.J.'s Report**

- Branches that report to TJ are not included in the weeding Project – continue with what you're currently doing.
- Take a look at the new web pages (WIU/library) to discuss next meeting
- Holding on purchasing – meeting with President and Vice President
  - Still waiting to hear a report

### **EPC**

- Not putting signs up with media regrouping
- Chet is moving computers to get away from fire alarm pull stations

### **Documentation**

- Use liz more
  - Not for job descriptions or evals
  - Policies and procedures

### **Recommendation to provost from Phyllis and group about free/cost for printing**

- Major shift in way university works

### **View Find/iShare Accounts**

- Peggy discussed
- Everyone needs to make an iShare account to be able to answer questions
- Liz FAQ/tutorial documentation

### **PAA's**

- 30pts in 4yrs is possible
- Linda – committee

### **Student Help (Fall)**

- What do you want and what do you need to operate
  - Full staff vs. bare bones
  - Number of students not \$
  - Make sure everyone has back up

### **Facilities**

- Charles Darnell
- Sink Hole
- Other requests
- Incident reports are helpful