

Technical Services Committee Meeting

Meeting Date: Wednesday, February 21st, 2018

Meeting Location: Wanaque Public Library, 616 Ringwood Ave, Wanaque NJ 07465

Call To Order:

Time: 10:16 By: Nick

Roll Call (Circle One):

Nicholas Bastean:	PRE ABS	Carol Loden:	PRE ABS
Carla De Luise:	PRE ABS	Paddi McClure:	PRE ABS
Laura Henderson:	PRE ABS	Luca Manna:	PRE ABS
Pat Joyce:	PRE ABS	Laura Pluymers:	PRE ABS
Jennifer Larrinaga:	PRE ABS	Annette Sellars:	PRE ABS

Additional Attendees: Isabel Rojas

Approval of Minutes:

Minutes From: Jan 2018

Motioned By: Nick

Seconded By: Paddi

Approved: **YES** YES-PENDING CORRECTION NO

Objectives:

1. Training Session Finalizations

- a. JuliusF
 - i. The 3 way search as beginning training
- b. GMD
 - i. Introducing new webinar for audiobooks, Wii games
- c. Pipeline Z
 - i. Used for parts of a whole, volumes
 - ii. Levelling the books 521 in bib - not currently accessible via enterprise from own library

iii. EZ Readers important to be searchable on Enterprise

2. Technical Services E-mail Distribution List

- a. Member follow up on additions/corrections
 - i. MEETING - MOVE SEPTEMBER TO WEDNESDAY

3. Technical Services Summit

- a. Location/Date Confirmation – Fairfield on 16th or 18th October or Wayne on 17th October? Thursday, Oct 18th at Fairfield, Dec at Wayne.
- b. Format – How do we want to structure the event?
 - i. Circ summit - q & a format was positive
 - ii. Circ summit - lecture with stations
 - iii. Training vs Q&A
 - iv. Very well attended - direction came from PALS. Was told what to cover
 - v. Packets for each area - very helpful
 - vi. DVD/Blu Ray - Include
 - vii. When to submit track-its - include
 - viii. Authority -> Database cleanup - authority record
- c. Audience – Who will be the people attending the event? What type of background/experience level will they have?
 - i. Varied from library to library
 - ii. New staff - in depth training at dedicated library vs. many hats at smaller library
 - iii. Basics – Assume knowledge of basics for people - transfers record example
- d. Scope – Where will the focus or foci be for the event? Ie., what are we going to limit ourselves to do within the two hour window? Eg., PALS specific cataloging rules/rule changes, Blue Cloud report development, metadata issue reporting, directed information, training manual presentation and evaluation, etc.
 - i. Changes - focus on what's new & different from previous summit
 - ii. Blue Cloud maybe as a pamphlet
 - iii. Q&A
- e. Topics – What within our scope do we want to cover?
 - i. DVD/Blu Ray and pipe Z |Z
 - ii. When to submit track-its
 - iii. Searching - some words need to be left out when searching
 - 1. In Workflows searching
 - 2. Also partly in Enterprise
 - iv. Handouts
 - v. Reign in/lasso if taking too long, but allow for initial to go longer for clarifications
- f. Theme – Do we wish to have a thematic element to tie in separate or divergent topics?
 - i. Back to the Basics
 - ii. Everything Old Is New Again
- g. Promotion – How will we get the word out about the event?
 - i. E-mail to directors

- ii. E-mail to distribution list
- h. Pitfalls – What has past experience taught us about these summits that we need to avoid? What can we do to improve over previous events?
 - i. Avoid sitting too long
 - ii. Break needed
 - iii. Provide food/snacks/coffee/water
- i. Other Thoughts – What else is necessary for a successful summit?
 - i. Providing information to Fairfield - Setup follows format; in September contact Fairfield with setup information

4. Training Manual

- a. Cheat Sheet
- b. Basics - Bib Record to explain what the fields are, fixed field, how the information links within the field
- c. When to use 800 or 830 and 490.
- d. Alex Cross example - if Alex Cross is in 490, then you will know your series and if it's missing, you may not know that the book is there
- e. More in depth/ Broad / When is something a basic question and when is something a track-it
- f. Images - Helpful and necessary
- g. Power point Presentation as manual?
- h. Topics
 - i. Overlap with Summit topics

5. Database ID is Title control number

Meeting Adjourned:

Time: ___ 11:54 _____

By: ___ Nick _____

Seconded By: ___ Laura_H _____

Minutes Taker: ___ Nick _____