Technical Services Committee Meeting

Meeting Date: Wednesday, March 28th, 2018

Meeting Location: Bloomingdale Public Library, 101 Hamburg Turnpike, Bloomingdale, NJ 07403

Call To Order:

Time:___10:15_____   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: _Elise Bedder, Isabel Rojas_____

Approval of Minutes:

Minutes From: _____Feb 2018_____

Motioned By: _____Nick_____

Seconded By: _____Laura_____

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

New Business:

1. **Host Technical Services Summit**
   a. Review of 2011/2013 Summit Materials
      i. Discuss changes requiring summit coverage
      ii. Tabled to Next Meeting
   b. Blue Cloud Pamphlet
      i. Topics
         1. Carla Webinar Cheat Sheet
         2. 4 Major Ones, based on the webinar series

3. Simplified
c. Create & Assign (where necessary) Summit Preparation Tasks & Checklist
- Topics:
    - Pipe Z
    - DVD Duplication with Combo Packs
    - Blue Cloud Analytics
- Q&A
    - Pre-arranged questions 5-10 Q's
    - Get questions from directors/staff to be asked or answered
    - Call number on the reverse page - sometimes there is a disagreement between where publisher wants cataloged, but where staff believes an item will circulate best
    - Author name in 100 field. - Can be changed by library for call number, but the field itself cannot, as it's been authorized by Library of Congress

Question 1: MARC Profiles from Baker and Taylor
Core elements
Summit, will have been working toward that goal

2. **Technical Services Training Manual**
a. Draft Table of Contents
    i. Basic
        1. Searching For & Identifying Your Item
        2. Linking - Adding Your Item
        3. Adding A Call Number
        4. Modifying/Editing Your Item
        5. Transferring Your Item
        6. Transferring Your Item with Holds
        7. Juliusf - What to do when there isn't a record
        8. GMD
        9. |Z & why it's important
        10. When to submit a Track-It
        11. Importance of consistency?
    ii. Advanced
        1. Reading Level
            a. Lexile Number
            b. Scholastic Number

b. Structure of Manual
    i. Web based training
    ii. PALS will be transitioning the wiki to something more workable
    iii. Incorporating the manual with video, pictures, & words - web based tool
    iv. Wordpress
    v. Link to a PDF, but drawbacks

      vi. Downloadable, printable

Task of Technical Services Committee to update the membership on changes to the training manual. In year 2 of 5 year contract with Sirsi, but looking for a web based client services.

3. **Continue to Identify Cataloging Duplication and Workflow Issues**
   a. Authority
   b. Costs a significant amount of money
   c. Or is labor and time intensive
   d. Do the reviews in Baker and Taylor help? Do they help for $17,000 per year? Costs appx $900/library. Marc records are part of the deal.

Meeting Adjourned:

        Time: _____11:43pm_____

        By: _____Nick_____

        Seconded By: _____Laura_____

        Minutes Taker: _____Nick_____