



Technical Services Committee

Meeting Agenda

Date/Time: Wednesday, May 16th, 2018, 10:00am

Location: Cedar Grove Public Library, 1 Municipal Plaza, Cedar Grove, NJ, 07009

Anticipated Attendees:

Nick Bastean, Carla De Luise, Laura Henderson, Pat Joyce, Jennifer Larrinaga, Carol Loden, Paddi McClure, Luca Manna, Laura Pluymers, Annette Sellars

Objectives:

- 1. Continue to Explore the Use of Data and BLUECloud Analysis for Item and Database Maintenance**
 - a. Webinar feedback
- 2. Host Technical Services Summit**
 - a. Discuss Presentation of Topics
 - i. Pipe Z
 1. Changes from previous summit
 2. Discuss inclusion of results when |Z is used outside scope
 3. Format/Length of pamphlet
 - ii. DVD Duplication with Combo Packs
 1. Organize information for presentation
 - a. Highlight major changes
 - b. Prioritize information
 2. Compare with previous summit and recommend format/length of pamphlet
 - iii. Blue Cloud Analytics
 1. Organize information
 - a. Webinar sequence
 - i. Chronological, Alphabetical, Other?
 2. Highlight specific benefits of reports
 3. Agree on length and format of pamphlet
 - b. Create 5-10 Questions for Q&A Session
 - i. Focus of questions
 1. Should we source questions?
 - a. If so, from where/whom?
 - ii. Scope of answers
- 3. Identify Deficiencies and Develop Training for New and Existing Staff**

- a. Continue to identify deficiencies
 - b. Develop training for existing staff beyond creation of training manual
- 4. Identify and Recommend Solutions for Item and Bibliographic Metadata Related Issues in the Catalog**
 - a. Identify metadata issues in the catalog