

# Technical Services Committee Meeting

Meeting Date: Wednesday, December 19<sup>th</sup>, 2018

Meeting Location: Wayne Public Library, 461 Valley Rd, Wayne, NJ 07470

## Call To Order:

Time: 10:13 By: Nick

## Roll Call (Circle One):

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

Additional Attendees: Isabel Rojas; Heather Caldwell \_\_\_\_\_

## Approval of Minutes:

Minutes From: September 2018

Motioned By: Nick

Seconded By: Jennifer

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

Note Luca may not have seconded the minutes. Paddi?

## Objectives:

### 1. 2018 Review

#### a. Feedback – What Did We Do Well?

- Summit: Discussion went well.
- We progressed through the charges.

#### b. Feedback – Where Can We Improve?

- Localize the meetings. Do not have such a wide variety of locations going forward.
- More vocal about the meetings as well.
- “Start a conversation” we have the email group, but nobody uses it.
- Magazine orphan records will be an issue for 2019.

## **2. Summit Feedback**

### **a. Further Thoughts**

Good turnout for the Summit

It’s possible to conduct future Summits through Adobe connect. And have them twice a year.

Benefits:

- Fewer topics, greater detail
- Create a synthesis of what was discussed, so at least something can be discussed later.

## **3. Continue to Explore and Develop Standardized Metadata Creation Practices in Compliance with Current Cataloging Trends and the Needs of the Consortium**

### **a. Magazine Orphan Records Follow-Up**

- No magazines were linked to magazine records.
- Created a summary holding - to identify what the library held e.g. One year, plus one (linked to dummy records).
- Summary holding prevent holds from being placed.
- Magazines aren’t designed for travel.
- Digital library might not be effectively promoted due to issues of complication that can’t be easily or quickly solved by staff.

## **4. Identify Cataloging Duplication and Workflow Issues**

- a. JuliusF record - who is and who is not searching effectively.
- b. Track-it filing.
- c. Let’s get people to report issues.

## **5. Identify Deficiencies and Develop Training for New and Existing Staff on Core Linking/Cataloging Skills**

- Put a proper plan in place to disseminate information to act as a pseudo forum for training.

**Meeting Adjourned:**

Time: \_\_\_\_\_11:38am\_\_\_\_\_

By: \_\_\_\_\_Nick\_\_\_\_\_

Seconded By: \_\_\_\_\_Laura\_\_\_\_\_

Minutes Taker: \_\_\_\_\_Nick\_\_\_\_\_