
Pals Plus Technical Services Committee Minutes

Location: Zoom Online Meeting

Date: Wednesday, July 22, 2020

Time: 11:00a.m.

Call to Order

Time: 10:30am

Attendance

Present:

Nick Bastean

Pat Joyce

Luca Manna

Jennifer Larrinaga

Carol Loden

Paddi McClure

Absent:

Laura Pluymers

Isabel Rojas

Annette Sellars

Approval of Past Minutes

Minutes from: June 22, 2020

Motioned by: Jennifer

Second by: Pat

Approved: Yes

Minutes

OLD BUSINESS:

- Review minutes from June meeting to approve.

NEW BUSINESS:

- Starting to prep for Tech Manual. Treat this as a “recipe”.
- Main points for manual:
 - Log into Workflows
 - Searching> Keyword/ISBN/Title/Author
 - Workflows Wizards
 - Identifying correct record
 - Transfer Holdings
 - Discarding Books > Weeding
 - Replacing Books > Lost/Damage (reinstate books)
 - New to Old
 - Smart Port
 - Julius F Records
 - DVD/Blu-ray/Combo > addendum
 - How to link Magazines> addendum
 - Upload records
 - Withdraw Record (when linking new items)
 - Delete new record (when linking new books)
 - How to remove item (withdrawn items/discharge items) steps needed to do it properly
 - Do not get too specific with item cat numbers
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- Luca will share the manual he was work on with Emma
- Jennifer will email the list of main points out to the committee members.
- General Cataloging vs “local” library specifics for their needs

ADJOURNED: 11:58am

Motion Nick

Seconded: all