Pals Plus Technical Services Committee Minutes

Location: Zoom Online Meeting

Date: Wednesday, August 19, 2020

Time: 10:30a.m.

Call to Order
  Time: 10:30am

Attendance

Present:	Absent:
Nick Bastean	Laura Pluymers
Pat Joyce	Isabel Rojas
Luca Manna	Annette Sellars
Jennifer Larrinaga	Carol Loden
Paddi McClure	

Approval of Past Minutes
  Minutes from: June 22, 2020

  Motioned by: Jennifer

  Second by: Pat

  Approved: Yes

Minutes

OLD BUSINESS:

- Review minutes from July meeting to approve.

NEW BUSINESS:

Where do we see us, Tech Committee, going for the remainder of the year?

- We can continue to hold meetings
- A summit does not seem likely this year
- Continue to work on the manual
- Members who attended the meeting selected what topics they wanted to work on.

We decided that a Summit this year is not feasible. We will continue to work on the Tech Services manual. I will be assigning topics to people who were not at the meeting. You can compare your topic to the manual that Luca had sent everyone. The goal is to *not* to rewrite the topic, but to update it to PALS PLUS system/what we currently do. Images are welcomes as many of us are visual learners.

List of assigned topics so far:

- Jennifer: Julius F
- Nick: Identifying right record
- Pat: Transfer holdings
- Carol: Searching- Keyword-ISBN-Title
- Paddi: Wizards
- Laura: Discarding Books (example: when weeding)
- Isabel Rojas: Replacing Books – lost/damaged
- Annette: New to Old

It would be very helpful to have as much done on your topic as possible by the next meeting, which is on September 16th. You should refer to any preexisting information that I in PALS PLUS regarding your topic. If you have, any questions please feel free to message, me. If you cannot make it to the September meeting please email me your topic.

- For the manual screen shots over videos is preferred.
- We want to try to keep the same language/tone in this manual throughout it.

ADJOURNED: 11:58am