

Agenda: Access Services Committee

- June and July 2017

Minutes: Tokar

Announcements and information sharing for the June 2017 and July 2017 Access Services Committee meetings are being distributed electronically in lieu of meeting in person since many staff were on vacation or unavailable to attend in person.

Next minutes: Voorhees, Young, Barbalace, Fizur

Next meetings:

- August 24, 2017, 2:30-4:00, Pane Room (meet and greet for new staff; no teleconferencing)
- September 21, 2017, 2:30-4:00, Alexander: Pane Room, Dana: Special Collections
- October 26, 2017, 2:30-4:00, Alexander: Pane Room, Dana: Special Collections, Robeson: 290, Smith: C916
- November 16, 2017, 2:30-4:00, Alexander: Pane Room, Dana: Special Collections
- December 21, 2017, 2:30-4:00, Alexander: Pane Room, Dana: Special Collections (may be a holiday party at Janet Croft's place again)

Reports

Janet Brennan Croft, Chair

- We have active staff searches in several units, which they will report on individually. We also have an active search in progress for the new Shipping and Receiving Coordinator and hope to complete it soon.
- An annual report briefly highlighting our 2016-2017 activities has been turned in to Jeanne Boyle.
- I have turned in a preliminary report of the 24/5 hours at Alex and Carr to Jeanne Boyle for approval before it goes to Kris Maloney.
- Dee Magnoni, our new VP for Information Services and Director of NB Libraries, will start August 7. We will try to arrange for her to attend one of our meetings as soon as possible after that, so she can get a feel for what we do and how we are organized.
- A contract with Ex Libris was signed. We are hoping that someone will figure out funding for Sensus Access.

Maggie Harris-Clark, Dana

- We are still in the midst of our Inventory project of our circulating collection.
- We are during a visual scan of our bound journal collection for mold.

Dianne Hamlette, RWJ

- The patron records for the incoming St Peters University Hospital residents were loaded by IT and barcodes were assigned for remote access.
- The incoming JFK Rehabilitation residents were manually registered and assigned barcodes.
- We discarded shelving, old V tel, VCR, and other large equipment.
- Two computer stations outside the library were removed.
- The area behind the circulation desk was painted, as well, as the photocopier area.
- New V-tel equipment was installed in small computer lab

- A new tv monitor was installed outside the library

Rob Krack, Alexander

- Rob attended the Let's Circulate conference in June and gave a presentation on the updated version of the space management database that was created last year.
- We have begun pulling duplicates from the lists provided by selectors for call number areas that they have reviewed.
- The first Skype meeting for the Collection Management Group went well, but there were two group members who had hardware or software problems. Joseph Abraham was able to correct the problems afterwards and the next Skype meeting should go smoothly.

Barry Lipinski, Carr

- We are interviewing candidates for the LAssoc II position. Effective Monday, July 17, 2017, Soo Lee assumed the duties and responsibilities for the Library Associate II Resource Sharing Coordinator at Carr Library.
- For the third consecutive summer, Carr is hosting a series of Resource Fairs for New Student Orientation and Family Programs.

Eric Fizur, Camden

- Vibiana Cvetkovic has taken on different responsibilities and will no longer be Head of Access Services. Currently there is no faculty in that role.
- We are in the process of renovating our roof and HVAC system. Due to this we had to close eight study rooms, relocate a few librarians, and one video conference room has no AC and the other is unavailable.

Darryl Voorhees, Imaging Services

- The bid processes for the public scan stations (RUL wide) and the multifunctional copiers (University wide) are now complete. The results being that our current equipment in both fleets will be replaced soon by the current vendors, (Scannx and Ricoh respectively). We are still targeting summer, if feasible.

Andy Martinez, Douglass

- We completed a project where we discharged the 2,000+ moldy books that were removed from the Performing Arts Library and sent out for remediation. All of the items were discharged and have been shelved back into the PAL collection.
- We have started a project to shift the Performing Arts Library collection. This work will continue into the Fall semester.

Yini Zhu, Smith

- Circulation Department is interviewing for a part-time Librarian Technician position. The new person will cover evening and weekend hours.
- June was a busy month for the Circulation Department. The house staffs are completing their residency at the end of the fiscal year, these residents needed to be signed off on clearance to verify no library items charged out on their library accounts.
- There were also some building maintenance work that included replacing ceiling tiles and light due to ceiling leaking.
- Health Sciences ILL Departments (Smith and RWJ) had a joint meeting with RUL ILL Services. Topics at the meeting included new ILL procedures as well as NLM DOCLINE updates.

- Media/Computer Department compiled new instructions for new students and residents on how to use Rutgers email system on mobile devices.

Krista Haviland, RSG

- New PALCI passwords were distributed in July.

Michele Tokar, LSM

- We are interviewing candidates for the Library Associate II evening position: Reserve coordinator and CM duties. The position should be filled prior to the start of the fall semester.
- We have begun pulling duplicates from the stacks. Mei Ling Lo is coordinating the reports/lists with Jamie and her team. Mei Ling is sharing these lists with selectors for call number areas they oversee. Anthony is overseeing the pulling of items and organization of items for selector review. So far we have pulled over 1000 items.
- The duplicate weeding project has created a large new missing list for LSM. Many items have not been found on the shelf. Some of these items date back to the 2004 weeding project.
- Anthony has received most of the 1200 items from the closing of the Alcohol Studies Library. These items are being discharged and placed into the stacks at LSM or overflow shelving at LSM. We plan to do a major shift in the near future and assimilate all the materials into the main stacks collection.
- LSM will start a Gov Docs cleanup in the fall. We have found some SSNs on the old handwritten checkout cards. All Gov Docs will need to be checked. Anthony will oversee this project.

Dean Meister, Annex

- We have finally been able to update the Annex Spine labels to include a barcode. Mike Makmur has been working on this for us and has come up with a working template.
- When processing a new transfer to the Annex we can just scan the spine barcode into the STAFFNOTE instead of keying it in manually. When scanned the spine barcode includes the Annex Shelf location. This will decrease our processing time and increase our accuracy.

Respectfully submitted,
Michele Tokar