Collection Management Group – Meeting
June 14, 2017

Call to Order and Roll Call
Robert Krack Chair, 2:43 P.M.

Meeting Location: via Skype teleconferencing

Members Present: Robert Krack (Alex), Katherine Gomez (Alex), Soo Lee (Kilmer), Mike Mansouri (Kilmer), L. Melanie Miller (Math), Anthony Timek (LSM), Jamie Smith (TSB), Elizabeth Ciallella (Smith), Elsa Alves (Institute of Jazz Studies), and Theresa Macklin (Camden), Alejandro Arencibia (Dana)

Guests Present:

Members Absent: Devin Gingery (Douglass & Chang), Irina Radeva (Douglass), Fred Onorato, Shirley Peck (technical issues)

Information Sharing
Please see end of minutes.

I. Ex Libris / Alma Discussion (Rob)
   - Discussed the presentations
   - No timetable for implementation yet
   - Question: Will there be a sandbox or test environment for staff? No, Ex Libris staff had access to a sandbox during the presentations, but there will be training sessions on the new software.
   - Went through documentation on the Ex Libris site.
   - Question: How does Alma handle inventory? It would work the same as Workflows except it reports might be able to run immediately rather than at set intervals. Collection Management’s CS3000 scanning tool is compatible with Alma’s inventory procedure.
   - Question: Can Alma generate automatic reports such as missing or in-transit? Yes.
   - Comments: A sandbox or test environment for staff would have been useful for staff-level evaluation and training.

II. CSRS Restructuring (Jamie)
   - Jamie sent an e-mail regarding changes and how to address items. Specifically, how to fill out the DTS Trouble Ticket. Access Services staff should only be picking one item (the primary problem). For example, if an item is to be transferred, only “Transfer” should be ticked-off. It should be assumed that the item will be re-labeled. Also note that the ticket might be
changed.

- Routing items correctly will be addressed in an e-mail soon
- Collection Management sometimes have issues with In-Process material, which we used to address by contacting Jamie. This has changed, and now Collection Management staff should contact Mary Beth Weber until a permanent position in cataloging has been filled who will assume that duty.

III. Final Comments
- If a contract is signed, we would need to transition to Alma before the end of the 2017 calendar year, which is when the Sirsi Workflows license ends
- It is likely that both systems would run concurrently during the transition
- There were no objections to the change

IV. Adjournment
- The meeting ended at 3:20 pm
Information Sharing

Alexander

- We have a new employee, Katherine Gomez who took over responsibility for the Government Documents collection and is working nights on Sunday through Thursday. Katherine comes to us from the New Brunswick public library.

- The card pulling project in the Government Documents is complete. Shelving has been heavy at the end of the year, and we are still receiving books from ILL returns. We completed a mini-shift in the Reference area to incorporate a small series into the collection. The shift started during intersession to minimize the number of people who would be affected by the noise. The books and shelves were also in dire need of vacuuming.

- Rob attended the Let's Circulate conference at TCNJ to present on the space management database 2.0. We haven't done a presentation on space management since the initial version, and 2.0 has significant upgrades that should be highlighted.

- We are beginning work on pulling duplicate copies here at Alex. As selectors are making decisions and notating them on Excel spreadsheets, they are forwarding them to Collection Management. Collection Management is keeping the best copy where selectors have notated that decision and are sending the remaining copies to CSRS for withdrawal and donation to Better World Books.

Carr / Kilmer

- **Soo Lee:**
  - Continuing the Annex cataloging project, creating brief records for Gov. Doc. monographs.
  - Moved the RecRead books for the summer to the front of the library by the computer lab.

- **Mike Mansouri:**
  - I began the general inventory project at Annex starting last month.
Jazz Studies

- Completed the following inventory projects:
  - RCA LPs (about 2000 items)
  - DISCOG and REF collections (about 1400 items)

- In the process of changing the location of oversized CDs from MEDIA-FO or C-DISC to CD-FOLIO and then relabeling each item. To date, about 200 items have been modified.

LSM

- Completed part of the PER shift and accommodated at least half of overflow items. Most of the overflow are recently bound items.
- Completed small DOCUS shift to accommodate re-catalogued USGS Bulletins.
- Processing and shelving Alcohol Studies transfer items into the second floor overflow. REF and FOLIO items are shelved accordingly.
- Started the STACKS duplicate weeding project with Mei Ling in cooperation with our subject librarians. To date, about sixteen carts of items have been pulled.
- In the middle of updating range guides for STACKS using the new template. The same will be done for PER.