

TST Report to Cabinet and the Libraries June 27, 2008

We are proud to announce our new Team Leader Tom Marshall who will begin leading one of the best teams in the Library come July 1st.

Achievements:

All TST:

- We are meeting our key quality standards. We made a conscious decision to let some quality standards slide to accommodate getting the Dewey reclassifications done in coordination with the Main Library shifting project.
- We added more staff, student, and temporary employee resources to reclassifying the Dewey's in order to finish in line with the shifting work.

	2007	Jan. 2008	Feb. 2008	March 2008	April 2008	May 2008	June 2008	Total:
Withdrawals	59,430	3,716	4,350	3,468	1,891	1,188	1,250	75,293
Dewey Reclasses	25,273	4,537	8,260	9,802	12,642	11,076	6,710	78,300

There are approximately 1,700 Dewey volumes left on the shelves.

By hiring another temporary employee and having most of our staff members working on the Dewey's we will be finishing the rest of the 800's by June 30th and accomplishing our deadline goal.

There will be a lot of cleanup work to come in the following months. For example, there are active records for volumes that are not on the shelves within the sections that we are finishing. We suspect that they have been lost and should be withdrawn but we will need to investigate further.

Once the Dewey reclassification is finished, we will return to meeting our quality standards and being flexible to manage other new, unique collections that need to be cataloged as well as improve access for existing collections that are not accurately reflected in the catalog.

- TST will be taking on new work involving processing for Special Collections archives. 10 team members are signed up for the online Archival training and 5 have taken in-house training from Shaun Sutton.

Special Formats & Metadata Services (SFMS)

1. Deselection continues but at a slower rate since we placed Dewey reclasses and cataloging a unique collection as higher priorities.

2. Escarcega Collection has been completed and we once again met our deadline on May 30th.
3. With sadness we all said goodbye to Liz Bezanson and wished her a great retirement.
4. Chuck is almost finished cataloging the Cristero Movement collection “The collection is from a family library related to a civil conflict in Mexico in the 1930’s”.

We are meeting all quality standards except:

- 100% of print materials that are duplicated in JSTOR are reviewed annually for withdrawal.
- 5 hampers will be filled each week with deselected print materials 95% of the time.
- We have a plan in place to become current with scores cataloging by June 30, 2008.

Ordering & Physical Processing Team (OPPT)

1. While struggling with some quality standards due to labeling the Dewey re-classes, we are currently caught up in Physical Processing.
2. We started doing physical processing of the Escarcega Collection and have created phase boxes or paper jackets for approximately 103 items.
3. So far we have eliminated paper form selects for Aux Amateurs de Livres. We expect Casalini and Coutts forms to stop coming in paper form within a month or two. The forms will come to selectors through email.

We are not meeting the following Quality Standard due to increased functional work hours assigned to Dewey relabeling;

- 100% of outstanding monographic orders are claimed at established claim cycles (which varies by vendor)

Electronic Resources Team (ERT)

1. We have created metadata for 1,027 electronic theses and dissertations that have been scanned for the Hydrology Project.
2. We recoded all electronic monograph records so customers can limit searches in the Catalog.
3. Team members performed quality control on Western Waters digitized documents. We will create metadata for this collection in the near future.

We are meeting all quality standards except:

- Upon notification that titles are accessible and record is available, electronic resources, excluding Serials Solutions materials, will be cataloged within one week 95% of the time.

- Serials Solutions and Marcive file load problems will be cleared up within two weeks.

We are not meeting these two standards because all team members are contributing time to the reclassifying of Dewey materials.

Receiving, Copy Cataloging and Maintenance Team (RCCM)

- We continue to work with AHSL staff in the Millennium serials and claims modules and plan to provide further training for serials holdings and receiving processes for monographs.
- We have added the BHB United Kingdom (UK) books to the outsourced materials we receive from BNA. This spring we plan to document additional receipts and complete data collection for the additional staff time necessary to perform this process.
- Receiving staff is participating in the Dewey re-classification to LC project currently underway in TST.
- Sue will be in charge of the CPNM room – taking over the processing of Newspapers and Journals; placing tattle tape and date stamping the material when they arrive. (This process use to be done by MAT).