

Meeting summary for Cataloging Advisory Council (12/05/2024)

Quick recap

The team discussed various issues related to their systems, including audio problems, changes at Troy, and a technical glitch at Baker & Taylor. They also addressed concerns about notifications and inventory management, with a focus on improving their processes and reporting. The conversation ended on a positive note with the team wishing each other happy holidays and looking forward to the new year.

Next steps

- Cataloging group to monitor and address any ongoing issues related to the Baker & Taylor ordering glitch.
- Joe Thornton to handle the patron complaint regarding telephone notifications for overdue items.
- All libraries to consider implementing best practice guidelines for running regular reports, as suggested by Peggy.

Summary

Troy Updates and Staff Departures

The meeting began with greetings and introductions, including a brief conversation about Loreen's work schedule. The main topic of discussion was the recent changes at Troy, with Loreen confirming that a new director had started and that all was well. There was also a discussion about the recent exodus of staff, including the departure of Virginia. The team also discussed the impact of Baker & Taylor's actions on Acquisitions, with UHLS expressing concern and suggesting that any updates should be shared with the Cataloging group. The conversation ended with Joe expressing his gratitude for the team's participation and looking forward to future discussions.

Resolving Technical Issue With Baker & Taylor

The team discussed a technical issue that occurred on Baker & Taylor's end, which resulted in 1,451 extra items being added to their system. The problem was identified as a system glitch that occurred on Tuesday morning, causing the system to attempt to order old items again. The team managed to resolve the issue by performing a batch cancellation, unencumbering funds, and deleting the canceled orders. This allowed them to clear out the FTP system and continue with regular orders.

Casual Meeting With Compliments and Updates

Joe, Lisa, and Peggy had a casual meeting where they discussed various topics. Joe complimented Lisa's artistic display, which was visible on their end. The group also shared positive updates, with Peggy warning Joe about a patron who might contact

him with a complaint. The conversation ended on a positive note, with everyone satisfied and no major issues to address.

Notification System and Due Dates

In the meeting, Peggy and Joe discussed the current system of notifications, particularly the lack of a notification when something is due. They agreed that the current system only provides notifications two days before and two days after the due date. Peggy also mentioned that they don't receive notifications when something is overdue. Joe suggested reaching out to Sue Dague for potential solutions.

Inventory Management and Reporting Issues

In the meeting, the team discussed issues related to inventory management and reporting. Peggy shared that she and Sierra(???), their supervisor, had developed best practices and guidelines for regular reports. They also discussed the importance of identifying and addressing issues like missing inventory and incorrect barcode scans. Rob mentioned that they occasionally delete on-the-fly records for items that are checked in, as these are usually irrelevant. The team agreed to continue sharing any issues they encounter to improve their processes.

Resolving Baker & Taylor's Issue

The team discussed a recent issue with Baker & Taylor's delivery, which was resolved. They also mentioned a chat with Xiao Fei, but decided not to delve into it. The conversation ended on a positive note with the team wishing each other happy holidays and looking forward to the new year.