

**Technical Services Committee Meeting
TS Committee Meeting**

Tuesday, June 28th 2:00 – 3:00pm

Location: Virtual

In attendance: Amanda Alwyn (Laconia), Angela Brown (Chair, Amherst), Nora Cascadden (Concord), Natalie Moser (Laconia), Anne Murphy (Bedford), Ellen Neilley (Antrim), Alex Planchak (Manchester), Cheryl Rasmussen (Greenfield), Jo-Ann Roy (Moultonborough), Merrily Samuels (Hampstead), Martha Simmons (Hooksett)

1. Call Meeting to Order

- Welcome to our new members!

2. New Business

a. NELA/NHLA Fall Conference in-person meeting? Who is attending the conference?

- Anne and Martha will be attending and are interested in helping out with a TS presentation if we decide to do one.
- Amanda will be attending with the Paralibrarian Section.
- Natalie is attending for READS and would be interested in attending a meeting if we had one to meet everyone in person.

b. Update on TS Committee Chair

- Alex will be interim Chair while Angela is out - Thank you, Alex!

c. Content for TS Committee page on NHLA web page

- **Action item:** Anne will check with the NHLA webmaster about wording for Cataloging Resources links (worded for use with an accessibility reader).
- If you have feedback about the website or are looking for a resource or minutes, etc. ask Anne or Angela.

d. Fall (September?) Ask-a-Cataloger panel/presenter volunteers?

Presentation ideas?

- August 23 is next meeting so we will prepare for that date.
- Anne, Angela, and Martha will work on a panel presentation. If anyone else wants to join in, please email Angela.
- **Action item:** Merrily has questions and will submit them ahead of time to Angela. Examples: How cataloging and subject headings influence retrieval when at Reference and when to retain, add to, and delete subject headings (e.g. varying headings in print vs. large print records)
 - Library of Congress has resources on these topics, and it was suggested that subject analysis might be a good topic for a how-to panel.
- Ellen suggested discussing authority control and subject headings.

e. Discussion topic: All things acquisitions! Many libraries are coming to the end of their fiscal year and the acquisitions department is often in full swing during this time! Let's talk about acquisition workflows, management, issues, and more!

- Brief overview of what acquisitions is: Whether it's through an ILS or not, acquisitions covers the ordering, tracking, and receiving of materials. It often also encompasses invoicing and paying, and perhaps getting them into the system (though this can blend into cataloging) and processing. There may be a connection to funds or not depending on if you have an ILS acquisitions module.
- Martha shared a workflow tweak that saved confusion and time for the staff

involved in acquisitions, cataloging, and processing. When an item is received it gets a Hold slip. The slip stays in the item through cataloging and processing as well so all staff know it is a high priority for their workflow, and so items can be organized more easily. They made dedicated, reusable slips for Holds and also Not New replacement items, Summer Reading, Staff Purchases, and other things of note that require attention and specific actions.

- Two members suggested running a report for what items have holds on them (that are In Process status), which can be helpful for organizing especially if you have a lot of items to work with at once.

f. Topics from the Floor

- Antrim library checked with the State about discounts on WebDewey, but there isn't a discount available through the State or to individual libraries. Libraries in the GMILCS consortium subscribe to it cooperatively and find it very useful.
 - Bedford's Reference staff recommends searching other libraries' websites to check their catalogs for what Dewey numbers they have assigned.
 - Similarly, you can look items up on WorldCat <https://www.worldcat.org/> to find out how other libraries are classifying them.
- How to find Library of Things items easier?
 - Martha enters a 690 local note field (690_7 Library of Things.). See the TS Committee presentation on 6XX fields for more details.
 - Angela uses 246 alternate titles to enter varied search terms to cover all the ways people might search for that item.
- Which vendors do you use for books? Most use either Ingram or Baker & Taylor. Discussed B&T often slower shipping than Ingram and recent Ingram delays due to change to a 15-day hold (can opt out of this or request a rush on certain high-demand orders) and slow customer service. Suggested to

contact Ingram representative directly by email.

g. Next virtual meeting date: August 23, 2022

3. Adjournment