

## **Office Manager's Report August 2023**

**Interlibrary Loan (ILL):** ILL has been fairly busy this summer, which is great! I'm happy to see people making use of the service. I need to go back and add captions to the ILL instructional video that I made a few months ago to make sure it complies with accessibility standards, and I'll do that as soon as I can.

A reminder, if you are not currently participating in ILL and would like to join, please feel free to reach out to me via email. Additionally, if you wish to adjust any lending terms (such as the items you are willing to lend through OCLC), please let me know. The main guideline in place is that you do not make requests for items through OCLC that you would not lend out in kind.

**VLC Library MARC Record Requests:** Record requests have been steady lately. I'll be taking a serials cataloging class next week to learn more about them and help identify better ones when those requests come in. I don't typically get many serials requests, but some of them can get tricky for me (especially when it comes to comics with varying publication start/stop dates).

**WPLC Website:** I want to start working on accessibility features for our website to make sure that the information contained on it has as few barriers to access as possible. Part of that is going to be creating an accessibility statement along with a list of known issues and a roadmap for reaching our accessibility target goals.

**WPLC Policies and Procedures:** We are still waiting to hear back from Foster Swift about WPLC's policy manual. Once we do, Kate and I will be able to review it for corrections and send it to the Board for approval.

**Event Calendar:** If there is an event that you think would be of interest to WPLC members (webinars, conferences, etc.) and you do not see it on the WPLC website's calendar page, please feel free to forward it to me! I would appreciate the tip and be happy to add it to the calendar. I try to keep expanding the net of resources I pull from to make sure that a variety of events are offered and that those included on the calendar are as broadly useful to you all as possible.

**Changes to business hours, contact info, etc.:** If there is a change to your website, operating hours, or contact information for your library, please let us know so that we can keep the directory up to date.