

Office Manager's Report August 2022

Interlibrary Loan (ILL): I'm currently updating the documentation for ILL policies and procedures. The changes are small in scale but will hopefully lead to quicker loan processing times and less emailing back and forth between myself and libraries requesting items from OCLC. There are two main changes that I'll be putting into the procedure manual:

1. A new process for requesting periodicals/reference/genealogy items. Since these items frequently do not circulate, it will reduce turnaround times for requests if the following process is followed. Any requests for genealogy, reference, or periodical items should have their 'Format' listed as a 'Copy' in the Peabody ticket; this option is available in the current dropdown menu where you select that an item is a book, CD, etc. Notes on whether the item is a book, microfiche, etc., are appreciated, but not necessary. Once I've completed the documentation and user guides for this process, I will circulate them to the ILL Google Group.

The second change I would like some member feedback on –

2. Our current policies for ILL state that **we do not lend out items less than 1 year old**, but *we may request items from ILL that are six months old or more*. Since good practice is to not request items that your location would not personally lend, I would suggest we adjust our policy to one of the following options
 - a. Limit our borrow requests from ILL to be for items whose publishing date is greater than one year old.
 - b. Start accepting loan requests for items that were published less than a year ago, but more than six months prior.

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: The total number of requests for records has started to increase again now that Baker & Taylor is back online, but it's still substantially lower than the 600+ I got in June and July respectively. The total records requested in August was 468, and in September it was 511. In total, for this fiscal year, I received requests for 5,704 records.

I'm also working to create a policy and procedure manual for copy cataloging/MARC record requests like the one Sheila Goode created for Peabody. As I come up on a year with WPLC, I've found what process works best for me when I do not have the physical item in front of me and have a well-established routine. To better help with consistency and future transparency, I'm hoping to make this resource available on the WPLC website once it is completed.

Beth Z & TechSparks 2022: Beth Z's team sent out a note last Friday that due to difficulties with internet connectivity, the "Artificial Intelligence Tools That Make Your Life Easier" webinar was cancelled, and that Beth Z would be creating a recorded presentation for us all instead. Another update was sent out on Tuesday this week to let attendees know that the release of the recording has been delayed. Typically, the recording of webinars is available within a week of the webinar, so my hope is to have the recording to circulate either by Friday or early next week.

WPLC Policies and Procedures: The WPLC Personnel Manual is nearly finished vetting, and we will soon be able to present it to the Board for approval. I'm steadily working on our overall Policy Manual to ensure that those policies still work for us, and the goal is to present that updated manual to the Board for approval in the coming months. As part of the process, I've been removing sections of the Personnel and Policy manuals that are more procedural in nature (ex: how the office is run, employee evaluation procedures, etc.), and they're now housed in a separate document. The Interlibrary Loan and Copy Cataloging procedures will be kept along with items like this.

WPLC Website

Administrative Council & Board Pages: I'm in the process of launching the new webpages for the 2022-2023 fiscal year. The draft pages are created and nearly ready to publish. It is my goal to finish them and have them live by the end of this week.

Website Resource Pages: The Intellectual Freedom page has been reworked and is live. The page is divided into two sections, links by topic and by organization. This way if you're looking for a specific item or just browsing a topic you can find what you want much more easily. If you have any suggestions for resources, notice that a link doesn't work, or think that a material should be placed in a different category, please email me to let me know.

Google MyMaps: I've had to place work on the Google MyMaps webpage on hold to allow for time to be spent on daily operations, start of fiscal year changes, etc., but I am excited to return to it as soon as possible. Once the webpage is live, clicking on any WPLC library on the map will allow users to see the library's name, physical address, service population, class size, and establishment type all in one bubble. It is my intention to add the State and Congressional Representatives for each library to this after the November midterms so that member libraries and their advocates can know at a glance who to contact about their love for MI libraries!

Events: 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.

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 now so that we can keep the directory up to date.