

Office Manager's Report December 2023

Interlibrary Loan (ILL): ILL has continued to be busy in the latter half of this year. I'm excited to see libraries that haven't requested much since I was hired start to put in a few more requests here and there. I get super jazzed to see patrons making use of the service, and I love seeing what sort of special items they're looking to get from libraries across the U.S.

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.

MARC Record Requests: Record requests have been much heavier over the past several months. Where I was averaging around 350-400 a month over the summer, I've been getting between 450 – 600 the past two months. I do tend to see an increase in record requests at the end of the calendar year, so I'm staying on top of those as they come in.

Original Cataloging: As of January 1st, 2024, Susan Pritz will not be doing our original cataloging, and I will take on this responsibility. This will be a service that we offer to member libraries for no additional charge. I have created a new [Original Cataloging Procedures](#) guide that is available on our website detailing the information that I will need from your item. This is going to be a very new process that is likely to be changed along the way as I figure out what works best with my workflow. For now, I'd like to limit requests for original MARC records to be limited to items that are at least 60 days past their release date. I've found during copy cataloging that most items have a suitable record available in OCLC within 30 days of their release date, sometimes 45. Depending on how this new service goes, I may look at adjusting the wait time after release date until a record can be requested. The procedures are on the WPLC website now.

To help round out some knowledge gaps, I recently took a Library of Congress Subject Headings course so that I can better flesh out our original records. I also have a couple of other classes lined up in the next few months that will make me eligible for an advanced cataloging certificate from MCLS upon their completion.

WPLC Website & Event Calendar: We're going to be doing an overview of the website later during the meeting, so I'll keep my comments short here. If 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.