

Office Manager's Report February 2024

Interlibrary Loan (ILL): ILL has continued to be busy. I'd like to start doing an annual check-in with all WPLC libraries and libraries who contract with us to review their status with the program, update any policies for lending, and ensure that my contacts are accurate. I'm looking to send a survey out in March requesting this info.

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.

Copy Cataloging Requests: MARC record requests seem to have (fingers crossed) finally slowed down this month. I reported in December that I was averaging an increased load of 450-600 each month. In January that number peaked at 738 requests. I've been trying to get copy cataloging requests turned around within 2 business days of receiving the list, and that's typically manageable on the average work week.

Office Technology: I've been working on replacing some of the outdated equipment in our office so that Kate and I can spend more time on actual work and less time on troubleshooting or waiting for slow computers. I'm really pleased with the upgrades we've made to Kate's work setup, and it seems to be working out much better than the previous PC.

Original Cataloging: I had a two-week delay getting access to my Original Cataloging program in January, but we are up and running! If you were unaware, as of January 1st, 2024, Susan Pritz is no longer doing our original cataloging as I have taken on this task. This is 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. At this time I've completed original records for approximately 20 items, and I'm sure there will be more on the way.

After taking another course through MCLS, I'm now eligible for the Advanced Cataloging Certificate they offer. I received my Basic Cataloging Certificate in June 2023, and I've applied for my Advanced one at this time.

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.