Office Manager's Report June 2024

Interlibrary Loan (ILL): I've completed a project proposal to replace Peabody at and have submitted it to the University of Michigan School of Information today. Their program has a yearly opportunity for prospective clients to submit a project for their undergraduate capstone students to undertake throughout the academic year. I did some substantial research on the approval process, course syllabi, and previously accepted projects, and the proposal is now in the second round of deliberations.

The main focus would be making the user interface more intuitive, require less linking off of the website to utilize website documentation/ILL resources, and lead to better processing times for Peabody participants and myself. While UMSI would not be the team delivering the finished website, I hope to take the design and specifications they provide to a 3rd party vendor (potentially the Tuscola ISD) to have them build the design provided to us.

Regardless of whether UMSI picks up the proposal or not, Peabody user feedback will need to be collected in the future to help identify user needs and pain points in the current system. I will be reaching out to the ILL listserv to solicit this feedback in the coming months.

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.

WorldShare Record Manager Issues: I was able to resolve issues with WorldShare Record Manager shortly after our last meeting. The original information given to me by OCLC Support to fix the issues with diacritics had been incorrect, and after following up with the support team, the correct settings needed were provided to me.

Copy Cataloging Requests: Copy cataloging requests picked back up temporarily after the issues I was experiencing with diacritics. I processed 300 more requests for individual records that month than in April or June, but we seem to have returned to a more consistent flow of around 450/month again.

Original Cataloging: I've averaged approximately 8 requests a month, and since the start of the year, I've saved member libraries about $600 in cataloging fees so far.

I mentioned last meeting that I had an upcoming cataloging class on authority records through MCLS, and I'm happy to report that it was incredibly helpful for making better original records. Based on my average workload, I'm now comfortable making original records for items that are 45 days past their release date. What I learned most from my authority class was how I wish I'd taken it WAY earlier in my cataloging journey. Learning about authority control, access points, and how these influence bibliographic records was extremely helpful for me, but I can also see how it's a lot of information to take in if you're just learning about MARC records. Just a thought I wanted to share!

Digitization: I've been working on trying to get our workflow solidified for the digitization of WPLC's records. It's my goal over the next year to make significant headway toward that. Kate and I created an overall roadmap for the project, and I'm just waiting for some additional tech support from Bob Frost at the TISD to get it going.

Procedure Manual: Kate made a good point a couple of weeks ago that after pulling the procedures that were in our "Employee Policy" manual out, we never made a comprehensive "WPLC Procedures" manual. We still have all the information, but it's not as put together as I'd like to be. New project over the next year is going to include organizing these procedures into a usable format that is much easier to reference.

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.