

Office Manager's Report August 2025

Peabody Update Project: Over the past few months, I've been evaluating the pros and cons for several potential routes moving forward with the Peabody project. At the core of my decision making is balancing cost with the ease of use for Peabody's replacement. In addition to the conversations I've had with web developers about the option of building our UMSI site from scratch, I've also received several product demos from OCLC and other vendors to assess affordable, off the shelf solutions. I've also reached out to several other lending groups who participate in WorldShare ILL in a way similar to WPLC's setup. Their knowledge has been extremely valuable in evaluating the options available to us.

A common issue amongst the off-the shelf solutions has been our ability to manage loans out to other libraries. Reciprocal lending is a key tenet of ILL, but OCLC's own software is not built in a way to allow lending of items from our ~50 participants. I intend to keep working on this daily and am providing updates to Kate as I have them.

Interlibrary Loan Mailing: As a reminder, media mail packages shipped via USPS come with tracking information. I highly recommend holding onto any tracking numbers until a request has been marked by me as 'Completed.' I've continued to receive reports of issues with packages being delayed or issues with delivery, and keeping this tracking number is critical to locating these items. Some items borrowed through OCLC are rare and expensive to replace, and a tracking number can potentially help you avoid costly replacement fees from lenders.

Original Cataloging Requests: I've been steadily receiving original cataloging requests over the past few months, and I'm happy to see members making use of the service.

Copy Cataloging Reminder: I wanted to give a short reminder for those VLC libraries that send me info for copy cataloging. When sending me bib info or OCLC numbers, please make sure that you're using the copy of the item you have in your hand as reference. Vendor/publisher websites often use prepublication information in an item listing rather than the actual number of pages in an item. If a book's pagination is different from a record by more than 3 pages, it is supposed to have its own record. This may mean that I need to create one in OCLC, but they're simple to do and won't take long. So please, keep in mind that if I ask you to confirm the pagination of the item, that I need you to check your physical copy of the book rather than any listing from a vendor, catalog, etc.

Annual Meeting: Sign up is live on the website until end of the day on September 17th. Group registrations aren't available; please have each individual attending fill out the form once. We are collecting allergy/dietary restriction information to share with the caterer, and we appreciate your cooperation.

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.