Cataloger’s Meeting July 16, 2002

The catalogers (Mikey King was not present today) discussed revisions to the dept. annual report draft. [I made corrections and resent the report as an attachment and will review again before sending to Anne Marie tomorrow and have requested one more review by dept.]

I also asked the catalogers to think of goals for this six months (July-Dec. 2002). The Library Human Resources Officer will probably call for these soon. After last week's faculty meeting, it is apparent that the library faculty will now be on the calendar year review schedule. I think we should set up a minimum of goals for each area, so be thinking of what you would like to accomplish and what new committees that you should be on. Use last year's document as a template for these goals. We did not set a date for this; could you have a draft to me by the 19th?

We discussed OCLC Connexion and the OCLC online class. Mary, Kate and I would like to take this class. I will forward the information to everyone. [Mikey has already responded that she would also like to take it.] Generally our feeling is that the product is not yet functional and we will not make the switch soon but that we want to start becoming familiar with the differences between Connexion and Passport.

Agenda for next week: work statistics, review of these and which should we continue with all that we are presently keeping?, how can we automate totaling of the work statistics? an easy method would be best!! I thought we might break this up into categories: the Miscellaneous Statistics sheet; cataloger's authority work, database maintenance work stats, and ?? I think we should standardize as much as possible across the units.

Thanks,

Cheryl