

Tech Services Minutes  
February 21, 2007

Note: Minutes were not started at the beginning of the meeting. Minutes are from memory until item 8.

Attendees: \* denotes people who enter magazines

ALG	Alyce Suttur	
APL	Charles Ledvina	
APL	Kathy Beck	
APL	Marty Swenson	
APL	Linda Muench	*
APL	Mary Campbell	*
APL	Michael Nite	
BCL	Val Husom	*
CPL	Gale Hoffman	
FPL	Jill Kosousky	*
HPL	Carolyn Habeck	
KIM/LIT	Barbara Wentzel	
LAK	Pam Ellington	*
LIT/KIM	Theresa Van Himbergen	*
MAN	Ellen Connor	*
MAR	Darla Drick	
MAR	Lisa Hein	
NLP	Brenda Kemp	*
NLP	Gloria Wolfgram	
NLP	Janet Reidenbach	
OCO	Jennifer Hollihan	
OCO	Wendy Spice	
ONE	Kymberley Pelky	*
OWLS	Holly Ledvina	
OWLS	Emily Koss	
OWLS	Gerri Moeller	
SCA	Sue Vater Olsen	*
SEY	Kim Klarner	
SHA	Penny Habeck	
SHA	Cassie Cummings	*
SHI	Becky Rickel	*
STR	Joe Clabots	
WAU	Paula Reedy	
WAU	Ruth Hoppe	
WAU	Maria Gutt	*

1. Upgrade to new client for OCLC libraries version 1.7 and patch for updates.  
If you are an OCLC library you should have gotten e-mail instructions on how to upgrade. Please contact Holly if you have questions.
2. Review of periodicals holding statement after the new year – redux on deleting and adapting cards
3. Email list of people who enter magazines so if there is a problem everyone knows who to contact  
Periodicals 2007
  - a. Forcing holdings statements to merge for the new year  
Please merge you holdings statements to make it easier for patrons to view what you have
  - b. Deleting old issues 200?-2005? What is the policy for holdings?  
Delete your old issues per your policy
  - c. Remove holdings record for non-current year holdings?
  - d. Adding gift issues of serials – no holdings records will be created, add as an item or pamphlet
4. Attaching items ASAP  
If you have sent a copy of an item to tech services in order to get a bib record, please attach the item in a timely manner. It makes it patron friendly (placing holds) and eliminates the cost of adding a bib record twice.
5. When the record has been downloaded from OCLC – no holds can be placed on the item unless there is an order record or item attached  
Please contact tech services so when short bib records are “replaced” with full records. This way the files can be merged and holds do not need to be moved from the short record to full record.
6. Check holds tab when adding an item – it’s not happening as it should  
Check in items after processing them so they can be trapped for hold
7. Setting duplicate barcodes to discard  
If you have duplicate barcodes, please contact tech services to delete one of them. Simply setting the item to “discard” and “discard” will not solve the problem.
8. The minutes from this meeting should be posted on OWLSnet. They should not be seen as a substitute for attending the meetings because jokes are not recorded in the minutes.
9. ISBN 10 & 13 will both display when searching even though there is only one bib record. i.e. King Arthur and the Knights of the Round Table by Hall. Innovative is working on a patch.
10. “Library use only” items can not have holds placed on them.
11. When entering periodicals “Update holdings” should equal “yes” and “open ended” should not be checked for proper display. See Millennium Info on OWLSnet and Adding serials for complete instructions.
12. Irregular arrival dates for periodicals were discussed.
13. When merging journal holdings both “apply changes” and “save”.
14. The new name of this group is Tech Talk.