

# Library Annex Daily Tasks

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### Tasks that are set in stone and are not flexible

- Morning shipment of materials back to Campus 10:00 am
- Afternoon shipment of materials back to campus 2:30 pm
- Patron walk-ins 9:00 am - 4:00 pm
- Inter Library Loan Tasks (during normal hours in case of the need to have questions answered by Campus ILL office)
  - Borrow Direct - must make morning/afternoon shipment same day as requested
  - Rapid - must be scanned same day as requests received
  - Loan - must make morning/afternoon shipment same day as requested
  - Ariel - must be scanned same day as requests received

### Tasks that can, to a certain extent, be flexible

- Document Delivery for Cornell Faculty/Staff and students
- Olin processes requests 3 times daily 9:00 am , 2:00 pm and about 10:30 pm.
- Scanning at the present is done first thing in the morning and then again in the afternoon to closing.
- Mann processes requests 9:00 am the bulk and throughout the day hit and miss.
- Scanning at the present is done first thing in the morning and then again in the afternoon to closing.
- Refiles---Putting away of returned items
- A refile is processed first thing in the morning before the 10:30 shipment and again after the 10:30 shipment of everything that has arrived, Doc. Del. Items, arield and Rapid items as well.

### Other daily tasks flexibility optional

- Accessioning/verifying/shelving of materials arriving from Campus Libraries -RMC
- Retrieving/processing of materials for Google scanning

### Other tasks that occur at the Annex and are handled by various staff assigned

- Withdrawing from the LAS requests from central campus/statistics (Michele Payne)
- Simple/common IT issues (John Howard)
- Planograph update daily (LuAnn Beebe)
- Location flips with voyager daily/unit addition statistics (LuAnn Beebe)
- Voyager Reporter daily (John Howard)
- Tracking/filling of partial shelves (LuAnn Beebe)
- Battery Maintenance (All Staff)
- No Voyager Problem solving; created from Flip report processed daily (LuAnn Beebe)
- Accession/verify special format materials; once a month (LuAnn Beebe)

# Reports Generated for accuracy of voyager/LAS that need to be run and cleaned up

-3 reports generated from the daily location flip that should be cleaned up daily, however the one report is so large that the reports are usually cleaned up once every 3 months. (Cammie Wyckoff)

-Item Status report from voyager is only run once a year. However should be run more frequently, since the item status is what causes difficulty with patrons requesting materials through the proper channels. The report is usually so large that it take a year to get through it with only working on it in our spare time.(Michele Payne)

-De-Duplication report that has been sitting on my desk for maybe 2-3 years, and has not yet been delt with. This should also be run more frequently, but is not, since we have not de duped using the first report.

-Report Cleanup of voyager records with Annex location, however are not in the LAS. Have asked Surinder to run; but has not yet happened, will probably be a lot of cleanup. Future projects that will be happening at the Annex-Mann 3-4 phase project move; we will attempt to fill all of the partial trays with the remaining Mann temp. materials that will need to go into the new warehouses.

-Continuation of cleanup of Old Annex, about 10% still not under the LAS

-Engineering pamphlets, etc.

-Circulation of an item 3 or more times should be withdrawn from the Annex and sent back to campus, needs to be implemented.

Updated 10/8/08 cjl