

Meeting Notes, 12 August 2010

Library Annex Task Force Meeting Notes: August 12, 2010

Attendees:

Eli Brown; Barbara B. Eden; Jim LeBlanc; Daniel J McKee; Howard Raskin; Donald W Schnedeker;

Scott Wicks:

The meeting revolved around the review of the Library Annex Daily Tasks list and the list of Current Special Annex Projects.

We reviewed the operational piece and agreed to edit the document on the WIKI . We discussed editing this document into sections, such as basic services, enhanced services, and ones that can potentially be supported in a more centralized fashion,. Future discussions will be to clarify the list of special projects.

Questions for further discussion:

- What can be done at the unit level to speed up the ingest process at the Annex
- There needs to be a document created that states what needs to happen to individual materials before they can be transferred to the Annex
- What is the staffing necessary to manage the day-to-day activities
- How can we support library patrons at the Annex who require reference assistance
- Is the Library Annex a Library
- What about the physical isolation of the Annex staff

What are the Basic services that should be offered:

- Weekend hours
- Reference
- Shipping requirements
- Enhance Scanning
- ILS workflow ; is there a way to expedite this
- Does the Annex need a public service point

To Do:

Barbara will add all of the annuals stats to the wiki (done)

Barbara will add to the WIKI the Library Annex Daily Tasks list for editing (done)

Note taker: Barbara Berger Eden