

2CUL TSI Batch Processing Working Group

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Charge (revised Nov. 2013)

The aim of the Batch Processing Working Group is to: (1) examine current policies, practices, and workflows related to automated record loads, export, and maintenance at Columbia and Cornell, and (2) working with other 2CUL working groups and library units, propose, develop, and test consolidated and cross-institutional workflows, as appropriate. More specifically, the group is charged to:

PHASE 1

1. Compile an inventory of batch processing staff and expertise at both Columbia and Cornell; compare current job assignments.
2. Examine and evaluate reporting and decision-making structures at both institutions.
3. Compile an inventory of all policies, practices, and workflows involving automated record loading, export, and maintenance activity at both institutions -- including which unit or department is responsible for which activities.
4. Identify dependencies and limitations inherent in working with other functional areas at Columbia and Cornell, both within and beyond technical services and library systems.
5. If possible, establish baseline productivity numbers for activities and projects at each institution to allow for future assessment of potential changes and development associated with 2CUL TSI.

PHASE 2

Originally, the aim of the second stage of TSI was to begin the incremental integration of technical services workflows, practices, policies, and projects. However, with the change in direction for TSI in June 2014, the revised aim of the second stage of TSI is to pursue those collaborative projects and alliances that are most promising with regard to quality, productivity, improvement, and innovation. Based on the findings of the Batch Processing Working Group during Phase 1, this means:

1. If the decision to implement 2CUL Alma in 2015 goes forward, work together to develop and adjust workflows in the new system to maximize effectiveness for the integrated technical services operation. If the decision to implement 2CUL Alma is postponed beyond 2015, work together to develop and adjust workflows using our separate Voyager systems to the same end. Test and pilot new ideas, as appropriate, in consultation with the other TSI working groups, the TSI JSIMIN group, the TSI assessment leads, and other departments and divisions of the 2CUL libraries (including Library Systems and staff from the Starr East Asian Library).
2. Evaluate options for streamlining joint batch processing work that are independent of the decision to implement 2CUL Alma or to increase shared use of each other's Voyager systems. These options include, but are not limited to: implementation of MARC services with new vendors, when practicable; joint investigation of issues related to current MARC services (e.g. problems with vernacular script in Serials Solutions dataloads); and harmonization of some of our existing, but separate batch export routines (e.g. OCLC batch match searching). Test and pilot these new workflows, as appropriate, in consultation with the TSI JSIMIN group, the TSI assessment leads, and other departments and divisions of the 2CUL libraries (including Library Systems and staff from the Starr East Asian Library).
3. In conjunction with the Database Maintenance Working Group, investigate opportunities to share processing scripts and programming tools to further automate 2CUL database maintenance.
4. Evaluate the use of WorldShare Metadata Collection Manager.
5. Make a joint data map/dictionary of terms and MARC fields used in conjunction with record identifications for extracts between the two CULs.
6. Monitor Blacklight development at both institutions regarding implications for batch loading.
7. Maintain an inventory of relevant expertise, as needed.
8. Provide input for the creation of a space for shared TSI documentation. Edit and package existing and new batch processing documentation for optimal use in this shared space (expected sometime in 2014), keeping in mind the eventual need to distinguish between 2CUL and locally specific guidelines.
9. Provide assistance to the TSI Steering Committee in the form of feedback and, if necessary, data to measure the costs and benefits of all the preceding steps, plus any new 2CUL tasks or initiatives related to this charge. This evaluation will guide future decisions about the practicality of long-term integration of batch processing functions and initiatives.
10. Communicate regularly with the 2CUL TSI Steering Committee, through the designated liaison with that group and/or through publicly posted meeting notes, reports, or other announcements.

The group is strongly advised to observe the [Operating Principles for Technical Services Integration](#) throughout its work.

Leads: Mark Wilson (Columbia -- chair), Gary Branch (Cornell)

Other Members: Columbia: Evelyn Ocken, Gary Bertchume

Liaison to TSI Steering Committee: Boaz Nadav-Manes 3/1/13 - 4/15/14 ; Adam Chandler 4/15/14 - present

Timeline:

- Phase 1: March - July 2013; report and recommendations to be submitted to TSI SC by July 31, 2013
- Phase 2: January 2, 2014 - June 30, 2015

Meeting Notes

- 3/11/13 - Phone call (Branch, Wilson, Nadav-Manes)
- 5/7/13 - Phone call (Branch, Wilson)
- 6/6/13 - Meeting (Wilson, Ocken)
- 6/11/13 - Phone call (Branch, Wilson)
- 6/25/13 - Phone call (Branch, Wilson)
- 7/2/13 - Phone call (Branch, Wilson)
- 7/9/13 - Phone call (Branch, Wilson, Nadav-Manes)
- 7/19/13 - Phone call (Branch, Wilson)
- 7/22/13 - Meeting (Bertchume, Ocken, Wilson)

- 7/26/13 - Phone call (Branch, Wilson)
- 7/30/13 - Phone call (Branch, Wilson)

Phase 2 Meetings

- 12/05/13 - Phone call (Branch, Wilson)
- 12/20/13 - Phone call (Branch, Wilson, Nadav-Manes)
- 1/9/14 - Meeting (Bertchume, Ocken, Chong, Wilson)
- 1/16/14 - Phone call (Branch, Wilson)
- 1/24/14 - Phone call (Branch, Wilson)
- 1/31/14 - Phone call (Branch, Wilson)
- 2/26/14 - WebEx Cornell Batch Processing / OCLC project (Cornell Batch Processing ; Wilson)
- 2/28/14 - Phone call (Branch, Wilson)
- 3/7/14 - Phone call (Branch, Wilson, Nadav-Manes)
- 3/13/14 - WebEx LS-Tools demo (Branch, Chandler, Hoyt, Arroyo; Bertchume, Ocken, Chong, Wilson)
- 3/13/14 - Phone call (Branch, Wilson)
- 4/9/14 - Meeting (Witte, Bertchume, Ocken, Wilson)
- 4/11/14 - Phone call (Branch, Wilson, Chandler)
- 5/09/14 - Phone call (Branch, Wilson)
- 6/13/14 - Phone call (Branch, Wilson)
- 6/27/14 - Phone call (Branch, Wilson)
- 7/1/14 - Meeting (Bertchume, Ocken, Wilson)
- 7/11/14 - Phone call (Branch, Wilson)
- 9/05/14 - Phone call (Branch, Wilson)
- 9/19/14 - Phone call (Branch, Wilson)
- 10/17/14 - Phone call (Branch, Wilson)
- 1/9/15 - Phone call (Branch, Wilson)
- 3/20/15 - Phone call (Branch, Wilson)

Meeting notes

Batch Processing Proof Registry scorecard

Report

Batch Processing Phase 1 [Report](#).