### Acquisitions & Licensing

**Claim/$0 encumbrance project:** In claiming ALL open orders, we were able to represent orders and budgets in Aleph with previously unknown accuracy. This project was intended to allow selectors to evaluate their intended purchases and selectively edit as necessary, considering allocations for the new fiscal year. *(Monographs)*

**Standing Order project:** The goal of this project was to review & update series order records in Aleph. We reviewed a total of 1,870 type O records. Orders, subscriptions and HOL were updated. A total of 554 titles, or 29.6% order records were converted to type S. Subscriptions records were created. *(Serials)*

**Coordinated efforts with SWETS and EBSCO representatives to update our subscriptions in their databases.** The goal was to update alpha numerical NOTIS fund codes with Aleph budget codes. Updated manually in their databases subscriptions whose fund codes didn’t match. Results – more efficient invoice payment workflow. *(Serials)*

**Object Code project:** The goal of this project was to create a workflow that lets Aleph automatically insert Object Codes into invoices. The Aleph Service will automatically insert object codes into invoices when one is available in the Quantity Note field. A total of 4,294 order records with order units UFOR1 and UFOR2 were updated. *(Serials)*

**EBSCO reconciliation:** Kerstin Rao worked closely with EBSCO, our largest serials vendor, to bring their billing records into agreement with our payment records because of problems resulting from EBSCO’s reorganization process. She helped them develop a standard format to report monthly activity. Kerstin also worked with accounting staff to reconcile accounts with materials vendors. Consequently, records can now be reported accurately and timely, and EBSCO now reports exactly as the Libraries instruct. Importantly, Kerstin’s work supplied the library with timely acquisition of previously unsupplied credits.

### Cataloging and Metadata

Completed a 13-month project to catalog the Cooper Collection consisting of over 1,000 monographs, serials, and ephemeral items. Per the curator, “These items were carefully and completely described, creating many access points for patrons seeking information on the history of science. The cataloging was done very quickly, which not only made information accessible to patrons sooner, but also set a positive example of careful, expedient attention paid to large donated collections—a possible selling point for future donors.”

### Human & Financial Resources

Security vendor contracted and second library added.

Comprehensive report system completed to update library funding and expenses monthly.

New system implemented to provide more accurate and current information regarding completed purchases and payments.

### Information Technology

**Grover:** Designed by IT staff to make SysHelps easier to submit and track by all library staff.

**XP Slipstream:** Method created to streamline security patches—several steps became one.

**3480 data storage tapes:** Carried to and converted at CNS.

**SAN server migration:** New server system designed and implemented to create reliable backup; streamlined workflow in many departments.

### Library West

**SelfCheck Implementation Task Force** - Preparing the proposal for the Provost including ROI worksheet. Planning and implementation (policies, system set-up, testing, training).

**Microform shift** (164,000 pieces) in Library West, coordinated by Dee Hawes *(Collection Access Unit)*.

**Shift of 20,000 LF** (~200,000 volumes) in ALF *(Collection Access Unit)*.

### Branches

**Education Library:** The total shift of the entire book and journal collections was finally finished last fall with the use of no outside help or extra staffing. Project was calculated and worked on by both Alex Annis and Nathan Davies with the help of Ben Walker and student assistants at Education.

**MSL Serials Unit:** Barcoded all print journals available from JSTOR.

**AFA:** Complete inventory of AFA Special Collections Materials. These materials are in 4 sections, shelved by size. Tisha devised a labeling system with item record codes that make it more efficient to locate material for patron use.