

PDQ (Processing and Delivery Quadrant)  
 May 24, 2004  
 Minutes

Present: Bangalore (minutes), Bloss, Daugherty (Chair), Shuler (Guest), Kresnoff, Lambrecht

Absent: Starkman, Wang

1. Minutes: Minutes of April 27, 2004 meeting approved.
2. sPeedyDQ Task Forces: nothing new to report.
3. Moving experiences:
  - 3.1. Other Documents (Non-SuDocs titles for 2S and Warehouse): A joint Acquisitions/Cataloging/Documents meeting on May 24, 2004 resulted in a statement of general agreement outlining processing steps for non-SuDocs "Shelved by title" serials transferred to 2S or Warehouse. Shuler (compiler of the document titled "Processing steps for non-SuDocs titles") and A. Quinn will design a checklist: as each step in the process is completed, the individual responsible will sign off on his or her portion.
  - 3.2. Brief guide for transferring materials: Multi-unit, multi-year transfer projects accommodating accountability: PDQ agreed to use Shuler's document as a model to outline processing steps. The unit originally housing items to be transferred is expected to measure shelf space in order to plan for shelving in the new location.
4. Current priorities list: No updates.
5. Security Council: The Council has considered preparations for the Voyager upgrade. Circulation needs to rebuild all tables; minor changes for other modules. Some upgrading of hardware may be involved. Did not upgrade earlier (Dec 2003) because of problems with UB. A software bug fix for Universal Borrowing (UB) released this week may make upgrading to Voyager 2001.2.1 possible over two weekend days in August 2004. Go/no go decision by ILC SO in early June. Weekday downtime not expected, but units may plan for possibility.
6. CIRCWRKS: CUB to discuss best practices at upcoming forum.  
 Billing reconciliation: No consensus on whether fiscal responsibility for items never returned to other institutions should be borne by patron's affiliated institution (currently patron is responsible).  
 Item lost in transit: Who should pay? Topic under discussion by ILC SO members.  
 Alumni borrowing: Policies and practices to be looked at for consistency across ILC SO membership.

## 7. TechWrks:

7.1. Stand-alone CDs: To be housed in secure locations for now. Future locations: Shuler proposed that CDs be housed in the Daley Microforms area. Daugherty may consider locations close to Circulation checkout stations. LHS will discuss open stacks media shelving including CDs.

7.2. Withdrawal/deletion of items missing over 6 years: Distributed processing is progressing. LHS remote sites trained in cleaning up records. End users will be better served as we catch up and establish a regular cycle of missing item cleanup.

7.3 Non-standard call numbers: No update on accession type call numbers (e.g. Videos) A project to classify all library materials would not be feasible at this time.

7.4. Printed material with accompanying CDs: Pilot project to reunite printed material on bookstacks with companion CD(s) housed in Locked Case to begin soon. As users return CDs, the Catalog Department will fix records and Shelf Prep will process each book (or printed serial) plus CD as one unit.

8. Bindery: Tabled.

9. GAR Billing: Tabled.

10. Quad/Ensembles list: To be updated online.

11. Future meetings (10:30 am-12:00 noon)	Minute-taker
June 8 (228 LHS Chicago)	Bloss
June 22 (Catalog Dept. Conference Room)	Daugherty