Ongoing

1. Harvesting ETD
2. Update Status NEW ADDITIONS (rotunda)
3. Interlibrary loan links in catalog
   a. Modified to include “cited in” information to facilitate statistical tracking.
4. Inventory Project
   a. LOCL has completed two sections, going well!
5. Coverage Load
   a. Law is considering loading MARC records as an alternative
6. Gift processing
   a. Follow-up on workflow-- OK to proceed after initial review?
   b. Utility of identifying binding/ISBN in a note field by Acquisitions?
7. Books “transferred” from Math Library not on shelf (still in Math Library?)
   a. Timeline for completion?
   b. Public Service problem – proposed solution?
8. New proposed collection / item location
   a. Current “Writing Center” mcwc converted to “CWC Reference” mcwcr (these books are locked up over the summer, don’t circulate, were gifts from first CWC director)
   b. New “Writing Collection” mcwc. Books recently purchased to support writing and research. They’ll circulate 14 days with 1 renewal, $.25/day. Spine Label Prefix WritColl
9. Missing books procedures
   a. Immediately updating item status to “on search.”
   b. Over a two-week period, search for the item four times.
   c. Update item status to m (missing) and insert internal note: Set to Missing month year.
   d. Run monthly lists of items set to missing more than 6 months ago (searching based on internal note).
   e. Update item code 2 to ‘m’ (MISSING, WITHDRAW).
   f. Cataloging may follow up as they deem appropriate (consult shelf list, run additional lists, properly withdraw from OCLC, update bib records as appropriate, etc.)