Acquisitions Committee Meeting

November 2, 2018

**Present:** Malin Abrahamsson (HC), Graciela Canada (BC), Wanett Clyde (NYCCT), Kevin Collins (OLS), Louise Fluk (LG), Greg Gosselin (OLS), Maria Kiriakova (JJ), Anna Li (CC), Nancy Macomber (OLS), Jennifer Noe (KBCC), Sean O’Heir (CC), Erin Pellerin (ME), Ken Rosenberg (QC), Madeline Ruggiero (QCC), Nelson Santana (BX), Carmita Semanate (QCC), Linda Wadas (BMCC), Mike Waldman (BB) [chair], Cathy Weng (OLS)

**LSP migration**: Greg Gosselin announced a revised schedule for migration to the new library services platform with a go live date of summer 2020.

**Budgets**: Kevin Collins suggested that if you are revising your budget structure, do it before the next Fiscal Year End, so that you are using the budgets you plan to use in the LSP.

**Retired sub-libraries and open orders**: Many sub-libraries have been retired with most campuses now having only one (xx001). Any open orders still attached to retired sub-libraries must be changed to reflect the active sub-library.

**Obsolete vendor codes**: The vendor codes carried over from NOTIS with D- followed by 9 digits should not be used. These are especially common in old serials orders. Kevin ran open order reports (in Task Manager: xx\_fye\_serial or \_mono or \_standing) on October 31st. These reports include the vendor code so you can quickly see if you have any orders that need to be revised. The D-nnnnnnnnn vendors should be replaced by the current Aleph vendor code. If no Aleph vendor code exists, a new vendor record should be created.

**Old serial orders**: Some campuses still have open orders for serials that are no longer received. Many of these orders are attached to retired sub-libraries. Nancy Macomber distributed a list giving the number of open orders for serials and the other order types. [Note: Even if you have very few or no open serial orders, you might have open subscriptions. Check your serials claim report.]

**Cleaning up old serial orders**: In addition to closing orders and subscriptions for titles that are no longer received, take a look at the sub-library and vendor code for active orders and revise them if needed.

**Collection development & suppressed book records**: Kevin questioned the need to retain records for lost/missing books and other suppressed records. Louise Fluk volunteered to draft a policy to guide us in handling these records. [Note: Louise circulated a draft policy to the Tech Services list on November 14th.]

**LC Resource File use**: Cathy Weng asked about use of the LC Resource File in acquisitions. No one reported more than occasional use with most not using it at all.

**Workflow for books cataloged by OLS**: Cathy is reviewing procedures in the cataloging unit and asked about when invoices for books cataloged by OLS are entered in Aleph. Most do it after the books are received, not when they get the invoice.