

Janna's Winnefox Board Report

Hi everyone,

My name is Janna Putzer and I'm the clerk for the WCTS office.

My main role is to catalog items for most of the 19 libraries that WCTS services.

Cataloging means that I enter items such as books, DVDs, audiobooks, games and kits into the library system's catalog so that they can be available to all Winnefox patrons. This includes items purchased from selection lists (more on these later), other items that libraries specifically request, and items sent to us from the libraries in the van delivery, many of which are donations.

In order to catalog, I use two different software programs – WorkFlows and BlueCloud. I use one or the other depending on whether the items were purchased from selection lists or if they were sent to us as donations.

Cataloging entails adding each item either to an existing record or creating a Short Record, which needs to be made when an item is not already in the system. For Short Records, I provide Oshkosh Public Library's Technical Services with specific information about the item and then they find the rest of the information needed to turn it into a full record. When cataloging, I choose which library I'm adding an item for and enter the information such as item type, age level, and where that library is most likely to shelve it. Patrons will see all of this reflected in the online catalog, which will tell them what area of the library they need to locate to find what they need.

After cataloging, I make a spine label with the call number, which will go onto each item. This label helps staff with shelving the item and helps patrons while browsing. If items aren't currently being sold in stores yet, I put a bookmark in each so that the libraries know not to put it on their shelves until a specific date. This is known as the "Street Date". Each item then gets stamped or labeled with the owning library's name and address and most books are fitted with protective covers before being sent out to the libraries via the van delivery.

In addition to cataloging for our libraries, I also add new books to our Large Print and Wonderbook collections, which are owned by WCTS and are provided on a rotation schedule to participating libraries.

I occasionally help Crystal Marschall, WCTS Coordinator, create selection lists and help with ordering, as well. We use resources such as Library Journal and Booklist, as well as other book review magazines and websites to help us compile these lists. They are created every month and contain newly published or yet-to-be published books and DVDs. The libraries use them to decide what to order. Once they are received in our office, I check them in using an Excel spreadsheet. I enter prices, discounts and quantities for each, so that Crystal can reference it when invoicing the libraries each month.

I also make new cover art for DVDs. Libraries will occasionally send DVDs to us with the cover insert damaged or missing. I make new ones in Microsoft Publisher using existing photos of DVDs I find on Amazon or Google. I also do this when separating TV shows into individual seasons.