Greetings All,

Michael Norman and I, along with staff in CAM and Central Access Services have begun a major project to move a large amount of material to Oak Street from the serials processing backlog in the Stacks. This will help create more space in the Stacks for transfers from departmental libraries and for the new service initiatives.

In order to be successful, we will need help from other library units. With Paula's approval and encouragement, we are recruiting people from other libraries to help with this project. We will need people with a variety of skills to help in all stages of the project.

Beginning immediately, we will need catalogers and other people who can help identify material with good bibliographic records. This summer, we will need people to help work with the student teams pulling material from the shelves, teams to help with final review before items go to Oak Street, and people to help box items to send to Oak Street. We may also be able to use some people to help accession material at Oak Street. Training will be provided in all areas.

Involvement can be for a minimum of two to three hours per week for a short period of time, or for longer periods of time for various stages of the project. We will work with library units to help redistribute staff and provide coverage as needed.

More information about this project and the impact on the library will be presented at the next New Service Model Forum recently announced via libnews by JoAnn Jacoby. This forum will take place on Nov. 21 from 3:00-4:30 in Room 66.

If you are interested in being involved with this project, please email Susan Duncan <sbduncan@uiuc.edu>. If you have any questions about the project, you can contact me or one of the Oak Street Test Project team members.

Thanks!
Mary

Project Timeline

- November 2008-May 2009: Recruit and train additional catalogers to help with bibliographic preparation. This may require a redistribution of library resources or hiring additional contract catalogers or GAs. Some cataloging can also be completed during this process.
• Summer 2009: Continue bibliographic work. Hire student crews dedicated to the project to move the material from the shelves to Oak Street. This will require several key staff people to supervise various steps in the process and may also require a redistribution of library resources. Some cataloging can be completed during this process. Some shifting can also be completed during this process as space is made available.

• Continue the project through the Fall semester, and Spring semester on a smaller scale as time and resources permit. Complete the project during the following summer (August 2010) as needed.

People are needed to help in these areas:

Bibwork team – People will work from a list of items from the stacks processing backlog to review and identify material with good bibliographic records and records needing additional work. These people will then write notes on bib printout sheets and insert "bib streamers." The bibwork team does their work in advance of the shifting team. (Mark and Stuart will provide training)

Shifting team – People assisting here will be supervising students who work during a specific shift. These people will record item information, apply barcodes as necessary, and take carts full of items to Room 7A, located in the basement near Acquisitions. (Dan will provide training)

7A Team - People assisting in this area will also be supervising students who work during a specific shift. They verify information on bib note printouts, photocopy pages from books that have bib streamers, and prepare items for shipping. Attention to detail is essential since catalog records will be added using this information. (Mark, Mickie or Stuart will provide training)

Oak Street Test Project Team: Gil Witte, Susan Hill, Stuart Albert, Mark Lindner, Dan Hill, Mickie Bailot. The Oak Street Test Project took place during the week of October 13-17 when we tested the new work flow for effectiveness with the assistance of facilities staff and Oak Street staff.