

Adult Services Librarian Report April 2022

Cataloging/Collection Development

In an effort to ensure new materials are available to our patrons the day they release, I cataloged our backlog of half a year's worth of materials to catch us up from our deficit. Now cataloging staff have a clean slate to work from and can focus their attention on new materials.

During my week of cataloging I noticed there were many repeated actions taken during the process of adding an item to our collection. Staff must click the mouse about 20-30 times for each item added to the system. The number of clicks is even greater for the collection development cleanup project Angela and I are working on. These clicks can be automated with the proper tools.

With this in mind, I dusted off my computer programming skills from college and built a custom program using the Python programming language. The program allows staff to scan one of our items and automatically retrieve all relevant metadata from Carl Connect, Infosoup, Ingram, and Goodreads. It then displays the information to staff in a single window, allowing them to change metadata with a single click of the mouse. This reduces what is easily 50 or more individual clicks, taking 2 minutes per item, to about 4 clicks, taking 10 seconds per item, when using the program. The program will allow staff to process 12 times more materials while also reducing errors and making the task less tedious to perform. This is significant, as we eventually be scanning every item in the library. Similar programs can be built to automate repeated processes for other library tasks as well.

Note that the work on these projects has pushed back the expected timeline for the training documentation previously anticipated to be ready by June.

Meeting Rooms

I have cancelled our subscription to Skedda, the meeting room software we have used for six years. All external and internal conference room bookings will now be managed using the library's website calendar. Cancelling our subscription saves the library \$290/year and eliminates the need for staff to enter the same meeting multiple times in separate software. We will continue to use the free version of Skedda to book our study rooms and local history room because staff are familiar with using it and it is free.