

# ATS Team, Academic Year 2024-2025

Last updated 8/9/2024

## Overview:

The ATS Team coordinates work between the access and technical services units of the library to ensure resources are available to patrons in a timely fashion and that the library's catalog accurately reflects what is on the shelves.

## Relevant Library KPIs:

- Course reserves
- Electronic resources
- Online catalog
- Physical circulation

## Objectives:

- **Objective #1:**
  - Ensure optimal workflows between access and technical services activities
  - **Why:**
    - To ensure patrons have timely access to needed materials
    - To ensure accuracy between the library's catalog and the library's shelves.
  - **How:**
    - Coordinate steps between processing and shelving new materials.
    - Coordinate training and supervision of student employees performing ATS and mailroom tasks.
    - Coordinate the withdrawal/catalog deletion of withdrawn physical materials.
    - Coordinate activities for the relocation/re-cataloging of any physical material collections.
    - Coordinates searches for lost and missing items and ensure catalog reflects most current status.
    - Regularly review "in transit" items.
  - **Success looks like:**
    - Quick turnaround between material arrival and shelving.
    - Limited errors in cataloging and availability of materials on shelves.
    - Limited "in transit" for longer than 30 days.

## Fall Update:

Access Services: This Fall Aarika extensively searched for lost and missing books, even going so far as to bring in a video camera that could look in between the shelving units! We are due for another extensive search this March over spring recess. Haley has done an exceptional job this Fall training students in mending and newspaper processing. She trained 4 students in mending and 5 in how to process papers. This has had a significant impact on the turnaround time for both workloads. There are still a few outliers on the "in transit" status but I have been able to notably reign it in and mostly determine where and why we were having so many long-term issues.

- **Metrics:**
  - # of new physical materials received/shelved
  - # of physical materials withdrawn
  - # of lost and missing items: Lost: 661 Missing: 674

**Team/Unit Members:**

**Leads:**

Alisa Melior (AS)  
Johnson, Clinton (TS)

**Access Services:**

Aarika Dobbins  
Haley Hunter  
Suzie Davis  
Victoria Kerr

**Technical Services:**

Abby Kirkham  
Matthew Strupp  
Rachel Kerr  
Samantha Thompson-Franklin

**ILL:**

Dakota Willett  
Dakota Woodward

**Reporting to:**

- Rami Attebury

**Scheduled Meetings Fall 2024:**

Sept 16<sup>th</sup>  
Nov. 4<sup>th</sup>  
Dec 16<sup>th</sup>

Meeting Notes (Victoria Kerr):