

Technical Services Ad Hoc Committee Meeting  
Fri, Feb 12, 2021 10:00 AM - 11:00 AM (EST) (Virtual)

Present: Amanda Alwyn (Laconia), Angela Brown (Amherst), Jessica DeLangie (Derry), Anne Murphy (Bedford), Martha Simmons (Hooksett)

**1. Call Meeting to Order** - Meeting called to order at 10:10 AM

**2. New Business**

a. TS Standing Committee

- i. Discussion of TS Ad Hoc Committee becoming a standing committee (ad hoc usually only for a certain time period, so discussing changing it. Creating our mission statement, our own by-laws (perhaps a sub-committee can work on that), chair becomes an NHLA voting member, possibility of getting funding, etc. Vote will be at the Executive Board meeting in April.
- ii. Action: Angela is going to get clarification from the NHLA Board on the distinction between Sections and Standing Committees to see where we would fall.
- iii. Action: Everyone take a look at other NHLA section/committee by-laws.

b. Supervising & delegating to assistants/support staff (i.e. discussing what everyone has them do and why)

- i. Topic tabled for this meeting

c. Digitization projects

- i. Hooksett: Embarking on a project to digitize NH Room collection scrapbooks (photos, newspaper clippings). Asked about other libraries' plans, past projects, tips, workflow ideas.
- ii. ALA course on digitization ~20 hours - was decent, somewhere to start
- iii. Derry: have done several projects some in-house on a scanner, some hired a company to digitize, all hosted in different places (e.g. Flickr). Reference Dept. handles the projects.
- iv. Discussion of State library plans, scanning equipment, DPLA resolution standards, ideas of where to look for project/training materials such as Northeast Document Conservation Center.

d. Cataloging projects. i.e. recataloging an entire collection

- i. Laconia: AV collection, switched to Apollo and now can import record information, added access points for actor's names, e.g. Now looking to add series information to book records and labeling concerns. How much to fix? How to go about it? Should they worry about a retrospective conversion, or just move forward with the new way of doing things?
- ii. Suggestions brought forward:

1. Create a guide for all staff to follow so everyone's on the same page with the minimum that's required for cataloging for each format.
2. Determine what's necessary for what's on spine vs. in catalog. It might not look very good with different labels, but it's probably not worth going back to change all of the old labels (patrons aren't going to care about that as much as staff, patrons just want to find the individual thing they want as long as it's not super confusing). What's in the catalog is the most important aspect for patrons identifying and finding items, the spine label information needs to be minimal for location purposes.
3. Update records as things come across your desk.

e. Topics from the Floor

f. Next meeting date: April 9, 2021 (Virtual)

**3. Adjournment** - meeting adjourned at 11:17 AM