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LACUNY Acquisitions Roundtable Meeting Minutes, April 2000

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Minutes of the Acquisitions Roundtable

April 18, 2000

Present: Joanna Bevacqua (BMCC), Christine Bruzzese (QCC), Ching Cheng (ME), Marsha Clark (Central), Douglas Duchin (BB), Jeanne Galvin (KCC), Carol Gee (LE), Maxine Genn (QCC), Jacqueline Gill (CC), Delores Grande (JJ), Nancy Macomber (QC), Ofelia Rabassa (GC), Linda Roccas (SI), Sharon Swacker (NYT), Susan Vaughn (BC), Micaela Waldman (BB), Yvonne Webb (HC), Pat Young (Central)

Tracking of books cataloged by Central Office: Pat reminded attendees that when libraries received books cataloged by Central Office, they must remember to check them in. These books have been charged out by Central Office to pseudo patrons representing individual libraries; the only way Pat can ascertain that they have actually arrived at the library is for the library to check them in. Otherwise Pat has no way of knowing whether the books have reached the library or have been lost in transit.

Suggestions to monitor Coutts's services

The attendees agreed that two areas of Coutts's services need to be monitored:

(1) Timeliness: To determine whether Coutts can keep their time limit, it is important to determine the length of time between the ordering date and the delivery date. To solve the problem, Pat will work with Central Office programmers to add an order receipt date to the invoice number. This way, Pat can print out reports by the date of receipt. By looking at the receipt dates, we would automatically be able to calculate the average fill time for orders received. To calculate the percentage of orders not received, we would need to have a count from the NOTIS system of orders closed and orders placed. The difference between the two would be the number of orders not filled and not cancelled.

(2) Status reports: The attendees are concerned about the irregularities of status reports they get from Coutts: frequency, meaning, unauthorized cancellations, etc. To understand the Coutts workflow better, it is suggested that someone from Coutts who is actually involved in the workflow to come in person during the third week of June to explain the various processing operations, including how the reports are generated and sent. The attendees also want to see a demonstration of the Coutts website. Carol Gee is going to contact Keith Schmidel to make arrangements.

Fiscal Year Closing Report

The trial report will be run in the first week of June; the real report will be run on June 28th. Pat reminded people to start a sub fund when the original fund is getting too large. Once it gets over the limit of its scope, the fund cannot be used again no matter what.

Submitted by Carol Gee

Lehman College Library