

April 3, 1996

TO: Michael Kouchakjian, Director AUA  
FROM: Ani B. Boghigian, Consultant  
RE: AUA Library Projects

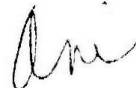
Michael--

I hope this fax finds you and yours well. I have just faxed some library projects that Roupen will be working on in the coming months. I wanted to put things in perspective and give him some hints as to how to go about the whole thing. I have cc'd both you and Diana, because I would be very grateful if you follow the Library closely for a few months, until things fall into place. I don't know when I'll be coming, but I will be coming sometime this year per my consulting contract (summer?).

This is a very critical time where our Library automation is concerned. As soon as our network is fully functional, we can begin thinking of departmental "sites" and fully include the entire building as a "Library" (to give you an idea of future plans).

Also, when I met with Mihran we discussed the Phase II remodel (of the Storage area, etc.) and agreed that it should move forward. Of course, if there are funds!!! Something you are all to aware about!!! Can you give me any idea as to whether we'll be afforded any funds for continuing the Library remodel? In any case, there are other projects that have greater priority. May I remind you of the Textbook Distribution Site, away from the Library????!!!!!! Yes, I will come back to haunt you!

But seriously, thanks for your ongoing support and help. I want you to know that you are appreciated!!!!



April 3, 1996

cc: Michael Kouchakjian  
Diana Kizakian

TO: Rouben Karapetian, Acting Director, AUA Library

FROM: Ani B. Boghigian, Consultant *AW*

RE: AUA Papazian Library: projects for the next three months

These can be prioritized according to your needs.

Project 1:

Begin use of new circulation system and patron registration. New library cards and specially printed barcode id's should be used. Meet with your staff and discuss the best ways to implement this. It involves the following steps:

- a) Retrain staff in use of Circulation system. Go through the checkin and checkout procedures.
- b) Begin patron registration using new library cards and patron barcodes.
  - Start from scratch and reregister AUA students first.
  - It is better to input everything again than to upload the old DTI circulation patron files, as they are outdated and are not uniform in entry.
  - Have Diana show you the different patron categories in the computer, if you already haven't done so. Library privileges differ according to the person's status (i.e., AUA student, Other University student, General patron...)
  - Make sure all staff know these differences.

- Make sure staff input in the same way (e.g., all CAPS, etc.)

c) Continue cataloging as many books as possible. When you're fully using the new system (both cataloging and circulation) there will be times when a patron brings a book to check out that has not been cataloged. In order to save time, I showed Diana how materials can be "quick" cataloged (with trap message in Circulation that shows "Catalog when returned") so that it could be checked out quickly, so that the patron will not have to wait for a long time.

- d) I suggest you use the terminal at the "Reference Desk" for patron registration, in order to avoid too many people at the Circulation counter.

For example, you can begin Patron Registration with a "Patron Registration Week". Announce that on Monday, for example, all students whose last names begin with A-D will may apply for their cards. Print the Patron Registration forms I created and put them on the Reference Desk so that students and patrons can pick them up and begin filling them out. This will save you time during inputting and you will have a ready-made master file.

- 2- In general, use the Reference desk as much as you can. I had asked one staff member to always sit at this desk, taking turns with the others, and hand out newspapers, all materials on reserve, including textbooks on reserve, from this desk.

#### Project 2:

Set up the patron computers (the ones in the Reading Room). Retrain staff in how to search the "OPAC" (Online Public Access Catalog).

Have "Using the OPAC" brochures printed

- 1- Schedule sessions for training, for AUA ESL students (talk to Atken) and for regular students. You can announce when a "class" will be held, or arrange this through the instructors. It is very important to hold these sessions, so that people can approach the OPAC with confidence, and so that they will be used independently.
  
- 2- Make sure there are locks on the computers in the Reading Room (do we have special computer equipment locks in our Storage?), and that students cannot access anything but the OPAC (they shouldn't be able to play with these computers for anything other than catalog searching).

Project 3:

Now that USIS has moved, we have many concerns. Here are some:

- 1- Transferring all of their database of circulating items to our online catalog. Robyn Greenlund (our Datatrek trainer) and I copied all of their circulating items onto a diskette. Please find this diskette. You can upload this information using the *Databridge* module. I would suggest copying this diskette first, then trying to upload. We have documentation for using this module. It should be fairly easy. If you encounter problems, you can contact Datatrek help, or even Robyn at her e-mail address: RGreenlund@delphi.com

Explain to her that you are the new director, and would she please go over the steps involved to uploading the USIS Library files into our system via *Databridge*. OK? ;-)

- 2- Talk to Arthur Davtian and Michael about ordering new shelving (I think 6 or 7 are needed) of the double sided open shelving we have that USIS did not, so that our shelves will be uniform (look the same).
- 3- Negotiate with USIS to keep "on short loan" (if they won't give them to us for good), of all the "Small Business" handbooks and some other directories that you will desperately need when the quarter begins.
- 4- According to our agreement with USIS, the periodicals collection was to remain with us. Is this the case?

#### Project 4:

Begin using the serials module. Have Igor add the module if he already hasn't (he has the software). I will send you the documentation so that you can study how it works and train the staff. There is currently a card file for all periodicals. This card file should be transferred to the Serials module entirely. The Serials module should be accessible to patrons on the OPAC, or someone sitting at the Reference Desk can help with patron inquiries regarding periodicals.

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I think this is enough to keep you all very very busy for a few months. Please contact me if you have any questions. Of course you have local concerns that I don't know about that need to get done, but these projects were begun, and now must be completed in order for the Library to operate efficiently.

Please let e-mail or fax me with your comments, questions, and concerns. I am here to help you.