

Coordinator's Report April 2026

Cataloging: Wait times for original and copy cataloging were surprisingly stable when Polaris first went online, but I've had a surge in both over the past month. I am prioritizing cataloging requests and trying to make sure those get back within a week at the VERY latest. If I'm fairly caught up when I receive an email, it's usually within the first 1-3 days. Original cataloging is farther behind as it just takes longer to do. I've also received a higher amount of these requests than usual over the past month, so my turnaround times are going to be closer to the 2 week window I reserve for myself. If it's been longer than 2 weeks since you requested an original record, please feel free to email me. The likelihood is that I have it at the top of my queue and I am just trying to complete more time sensitive work before I get to it.

Clio/Interlibrary Loan: Onboarding training for Clio is happening this week! Our first session was Monday morning, and we will be having a second one Thursday, 4/23, from 1:30pm – 3:00pm. Peabody is still scheduled to be shut down at the end of May.

After you have completed training, please place any new requests for materials in Peabody. Old requests submitted in Peabody should be finished in Peabody.

General Update: Kate is already aware of it, but my workload is *very* swamped at this point in time between the influx of cataloging requests, managing Peabody AND Clio at the same time, creating training documentation, videos, and webinars for the new system, and all my other daily tasks. What I work on during a given day is currently driven by what is most time sensitive, so please be patient if you need something from me and it takes a minute for me to get back to you.

Changes to business hours, contact info, etc.: If there is a change to your website, operating hours, or contact information for your library, please let us know so that we can keep the directory up to date.
