

Elaine Druesedow

- Catalog databases and e-journals in Aleph.
- Activate and edit SFX targets, target services, and title portfolios (individually or in batches using prepared Excel spreadsheets and the SFX DataLoader); create local targets and portfolios for titles not found in SFX global, when possible; keep records on titles not able to be activated in SFX (e.g. those lacking ISSNs).
- Verify ISSNs in SFX and Aleph; resolve ISSN discrepancies.
- Create monthly file MARC records of new, changed, and deleted titles in SFX using SFX MARC Enhancement. Maintain liaison with SFX for the MARCIt service.
- Review and resolve SFX monthly reports for additions, changes, and deletions of targets, target services, and portfolios.

Gwyneth Duncan

- Load monthly file MARC records of new, changed, and deleted titles in SFX into Aleph.

Debi Eason

- Provide information on electronic journal subscriptions, licensing agreements, and access information; investigate and resolve interruptions in service and access to electronic packages and individual titles.
- Review and resolve SFX monthly reports for additions, changes, and deletions of sources.
- Pursue online access of new titles in active targets.
- Activate and edit SFX targets, target services, and title portfolios (individually or in batches using prepared Excel spreadsheets and the SFX DataLoader); create local targets and portfolios for titles not found in SFX global, when possible; keep records on titles not able to be activated in SFX (e.g., those lacking ISSNs).

Emily Jackson Sanborn

- Contact SFX staff regarding missing targets and portfolios, errors in portfolios, etc.
- Configure SFX sources, including SFX setup, with electronic vendors, establishing usernames and passwords for SFX.
- Review and resolve SFX monthly reports for additions, changes, and deletions of sources.
- Troubleshoot all SFX non-server related problems with patrons and staff.
- Communicate issues, upgrades, problems with library staff and patrons (when appropriate).

Aura Janze

- Activate and edit SFX targets, target services, and title portfolios (individually or in batches using prepared Excel spreadsheets and the SFX DataLoader); create local targets and portfolios for titles not found in SFX global, when possible; keep records on titles not able to be activated in SFX (e.g., those lacking ISSNs).
- Verify ISSNs in SFX and Aleph; resolve ISSN discrepancies.
- Test SFX sources and targets.
- Contact SFX staff regarding missing targets and portfolios, errors in portfolios, etc.
- Run scheduled queries for SFX statistics; retrieve and store monthly statistical reports.
- Retrieve, sort, and store SFX monthly update reports.
- Review and resolve SFX monthly reports for additions, changes, and deletions of targets, target services, and portfolios.
- Prepare list of new portfolios in active targets of titles currently received in print that may be available for online access.

John Little

- Configure and maintain the SFX server.
- Run weekly updates from SFX_test to SFX_local.
- Prepare monthly lists on status of targets, including AutoUpdate, AutoUpdate/AutoActivate, and NoAutoUpdate/NoAutoActivate.
- Run monthly SFX global updates.

Jim Matthews

- Configure and maintain the SFX server.