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## Getting it out there - Technical Services for Everyone

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# Getting it out there

Technical Services for everyone

Karen McMullen

*Serials Acquisition Librarian*

Derek Wilmott

*Serials Cataloging Librarian*

Thomas Cooper Library

University of South Carolina

May 2005

# What does the Acquisitions Department do?

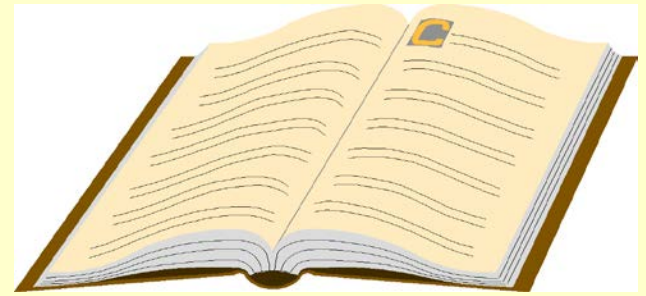
Acquisitions is responsible for acquiring materials which have been selected for addition to the library collection.

## Formats include:

Books	Manuscripts
Microforms	Computer files
Music scores	Electronic resources
Sound recordings	Videos & films
Serials	



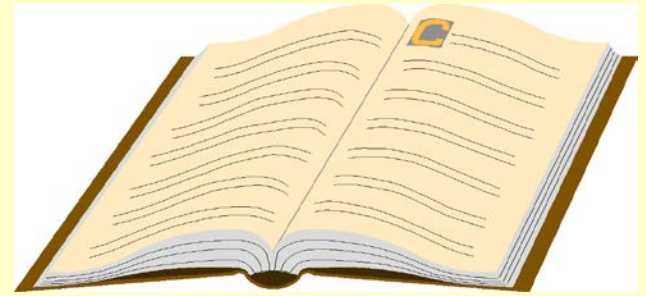
# Terminology



**Approval plan**: An agreement between a library and a vendor that allows the vendor to ship a range of titles in a particular subject area designated by the library to the library. Library staff examines the shipped titles and decides what to keep and what to return to the vendor.

**Blanket order**: An agreement between a publisher and a library in which the publisher sends all titles published in a certain subject area to the library. Library may not return any title.

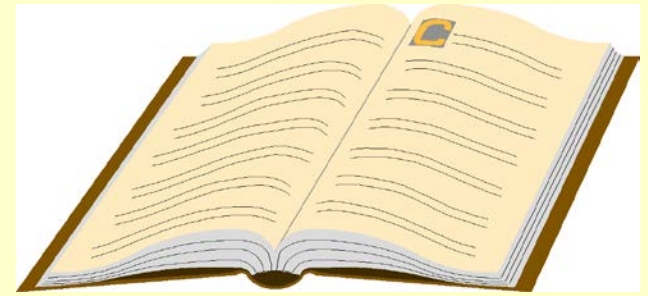
Terminology continued:



**Standing order**: Library places an order of a particular title with a publisher or vendor with the understanding that subsequent volumes or issues will automatically be sent to the library.

**Vendor**: A wholesaler from whom the library materials are purchased. Also known as book dealer, jobber, subscription agent.

Terminology continued:



**Serial**: A title that is published consecutively in parts, and is intended to be published continuously for an indefinite period of time. Serials may have a regular publishing schedule such as weekly, monthly, annually, or it may be published irregularly.

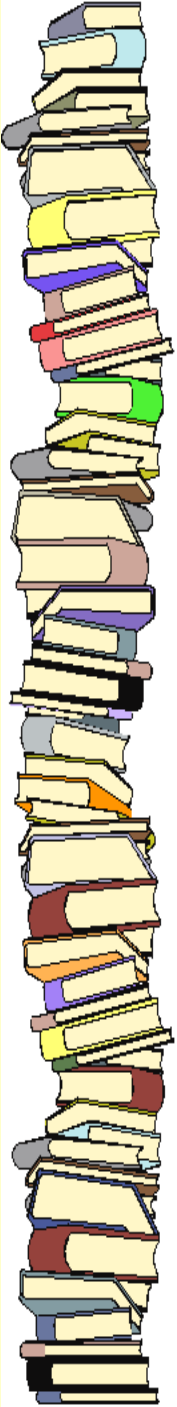
# Why use a vendor for ordering books?



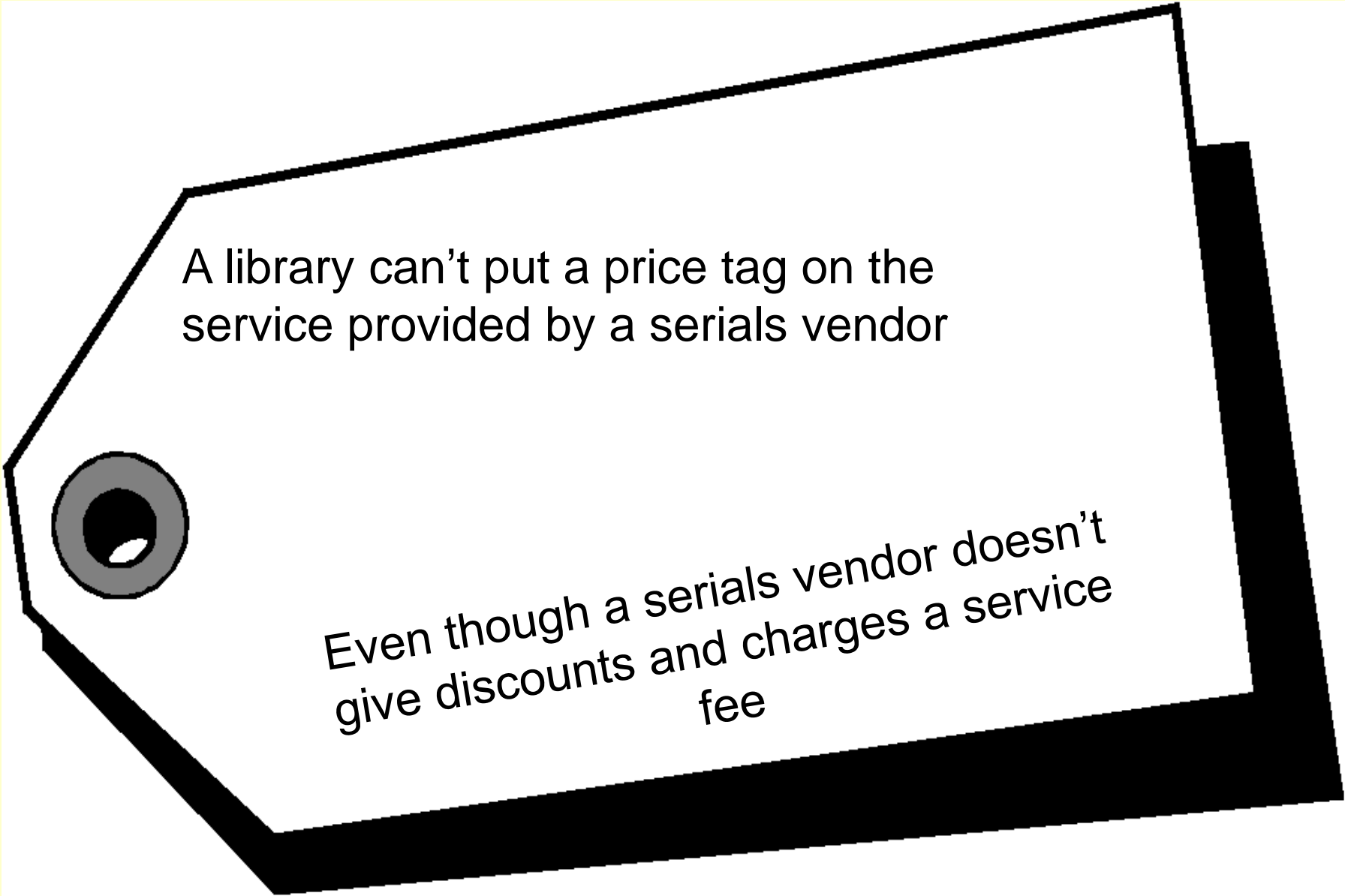
- Vendors offer more competitive pricing
- Offer customized services, such as cataloging processing of the acquired materials

# Why use vendors for your subscriptions

- Vendor keeps the library's subscription list in order and send an invoice once a year
- Renews titles automatically for the library
- Claims missing issues
- Tracks problem titles, suspended titles, and titles that have ceased







A library can't put a price tag on the service provided by a serials vendor

Even though a serials vendor doesn't give discounts and charges a service fee

# Tasks of the Acquisitions Unit

- Bibliographic searching and verification
- Ordering
- Claiming
- Receipt of materials
- Payment of materials



# Ordering procedures for books



- Receive the order request
- Search and verify
- Place the order
- Receive the book
- Claim titles not received
- Cancel orders for titles not received or try another source

# Subscriptions and Standing Orders

- They take more time than firm orders to start and are difficult to stop quickly
- Decision to renew or to cancel must be made well in advance
- Subscriptions represent an ongoing financial obligation
- Claims require good timing
- Replacements are often difficult to obtain



Some libraries may add more tasks to the Acquisitions unit such as:

- Collection Development
- Copy cataloging



# Issues of Serials:

- Large portion of library budgets are spent on serial titles
- Considerable staff time is spent on controlling and managing serials



# Serials control

## Check-in

- Volume/issue/month/year recorded
- Stamping of property stamp
- Adding security strip
- Statistics
- Routing
- Binding/Discard

# Serials control cont.

## Claiming

- Claims should be made immediately if issue isn't received on time
- Claims can be made directly to publisher or vendor
- Check shelves first



# Serials control cont.

## Binding

- For preservation and safekeeping, back issues are sent to binderies

# Juggling serials control



- Title changes/numbering sequence
- Missing issues
- Delayed publication
- Title ceases
- Cancellations
- E-journal management

Acquisitions Department  
Thomas Cooper Library

Head, Acquisitions Dept.  
Pukl

Administrative  
Specialist  
Meetze

Monograph Receipt Section

Monograph Ordering Section

Serials Section

Monograph Ordering Supervisor  
Haggard

Serial Acquisitions  
Librarian  
McMullen

Monograph Acquisitions  
Librarian  
Harwell

Monograph  
Ordering Specialist  
Martin

Monograph  
Ordering Specialist  
Berg

Invoice  
Supervisor  
Hall

Check-in  
Supervisor  
Woo

Monograph Receipts  
Supervisor  
Thompson

Monograph Open  
Orders Supervisor  
Vacant

Monograph  
Ordering Specialist  
Hallman

Monograph  
Ordering Specialist  
Brandon

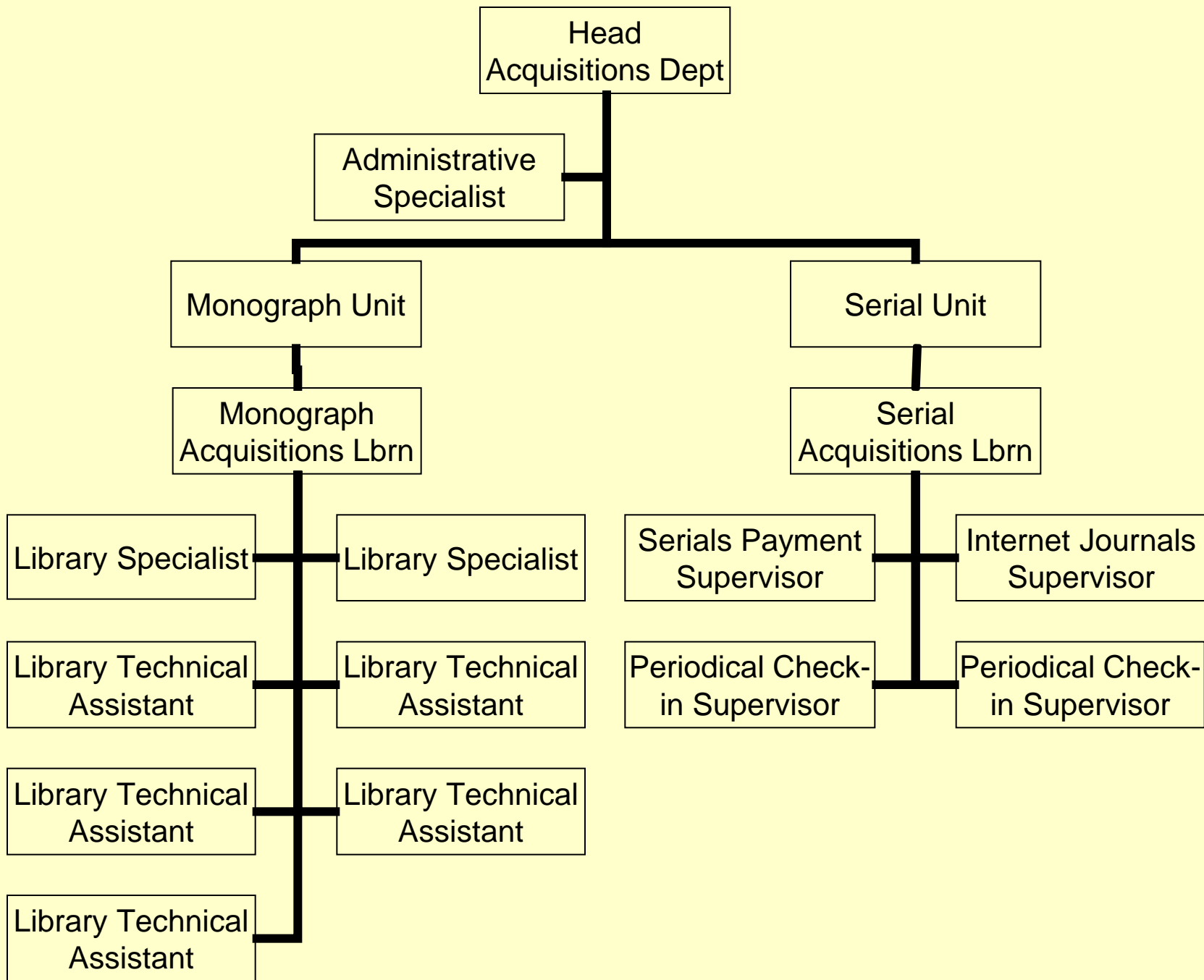
Check-in  
Supervisor  
Wilson

Check-in  
Supervisor  
Sheeks

Monograph Receipts  
Assistant  
Banks

Monograph Receipts  
Assistant  
Vacant

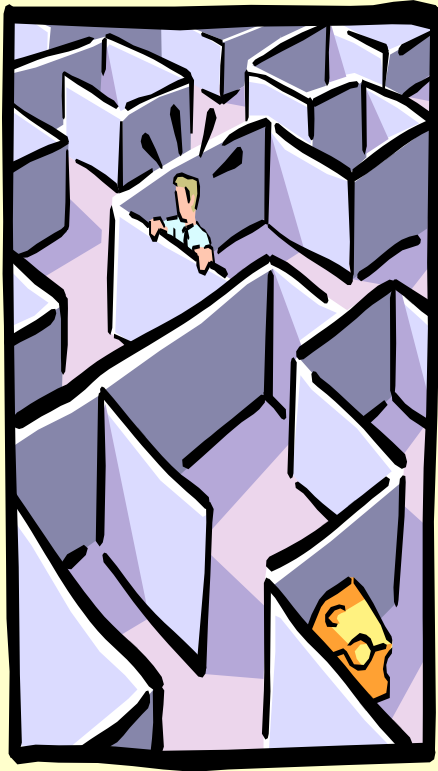
Monograph Receipts  
Assistant  
Stevenson



# Don't Panic!



# Getting it out there: Cataloging

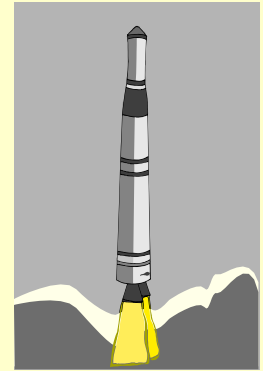


- Three functions of cataloging
- Remote E-Resources
- Professional Development
- USC Processing Services

# What do they do in the Cataloging Department

(Bibliographic Access, Database Control, Bibliographic Control)

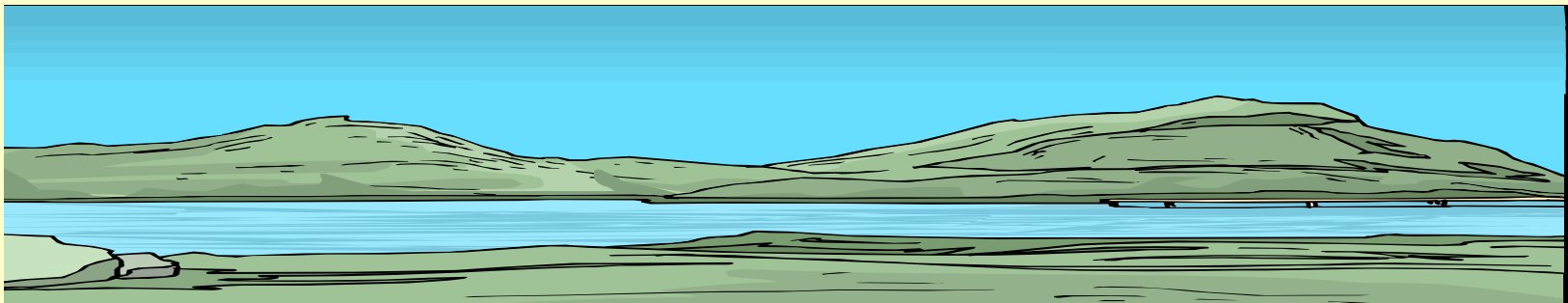
## Cataloging has three main functions



- Catalog and classify materials
  - Determining authorship and access points
  - Assigning subject headings and call numbers
    - Call numbers serve two purposes
      - » Physical or virtual Locations
      - » Collocate like topics

# Cataloging: Three Main Functions (Cont.)

- Physical preparation of materials for use
  - Print, microfilm, direct e-resources, and other audio/visual materials
    - Labels for location
    - Book pocket and due date slips or bar code
    - Binding and security labels





# Cataloging: Three Main Functions (Cont.)

- Maintain the catalog records
  - Authority Work
    - Name and title authority
    - Subject authority
  - Correcting errors in records
  - Removing or suppressing records for lost or withdrawn materials
  - Updating changes in location
  - Updating major or minor changes in a bibliographic record
    - Cancelled or ceased subscriptions



# Cataloging Tools

## Essential:

- Anglo-American Cataloging Rules
- AACR2 Rules Interpretations
- DDC 22ed.
- Cutter-Sanborn Tables
- LC Cutter Table
- Library of Congress Classification Schedules
  - Classification Web (Class Web)
- MARC21 (Authority, Bibliographic, Classification, Holdings, etc.)
- MeSH (Medical Subject Headings: NLM - National Library of Medicine)

## Useful:

- Autocat, Serialst, etc.
- Program for Cooperative Cataloging
  - CONSER (Cooperative Online Serials Program)
    - CONSERline
  - BIBCO: bibliographic records for books and sets
  - NACO (Name Authorities Cooperative Program)
  - SACO (Subject Authorities Cooperative Program)
- OCLC WorldCat (Online Computer Library Center)
  - Connexion
- RLIN (Research Libraries Information Network )

# Professional Development

(Continuing Education)

- Listservs (Autocat, AcqNet, Serialst, etc.)
- Scholarly Journals (Serials Librarian, Cataloging & Classification Quarterly, Acquisitions Librarian, Library Resources & Technical Services, Technical Services Quarterly, etc.)
- Online Tools (Cataloger's Desktop, Class Web, OCLC web pages, etc.)
- Library associations, mentor programs, and Continuing Education classes / SLIS (SCLA, USC – SLIS, ALA, SCLA, etc.)

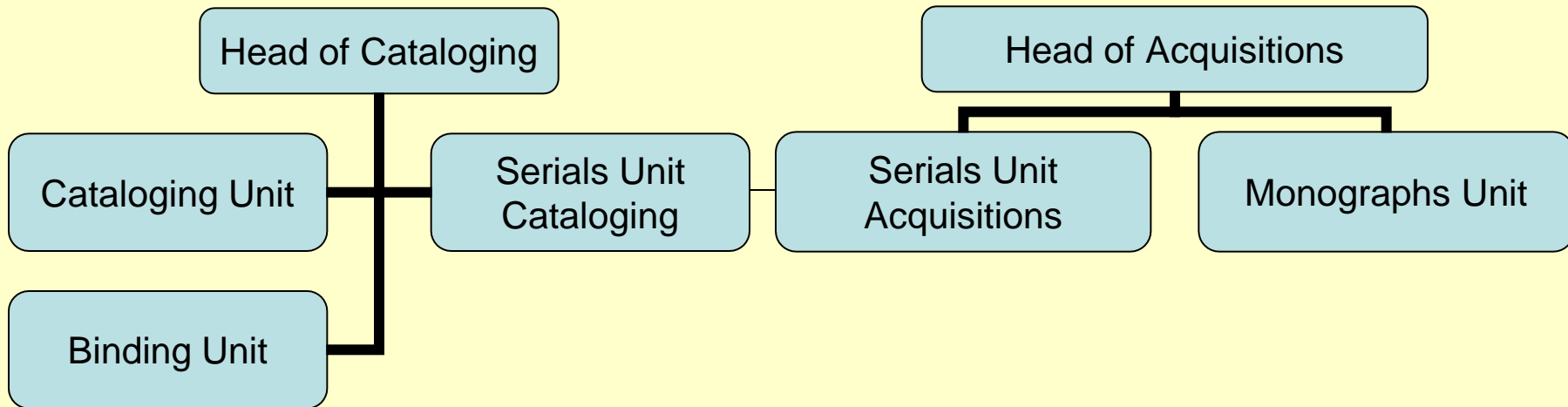
# Catalog Remote E-Resources

- Many different types
  - E-Books, E-Serials, Websites, Databases, etc.
- Requires constant maintenance
- Changes Technical Services Workflow
  - More collaboration between
    - Technical Services and Public Services
    - Acquisitions and Cataloging Staff

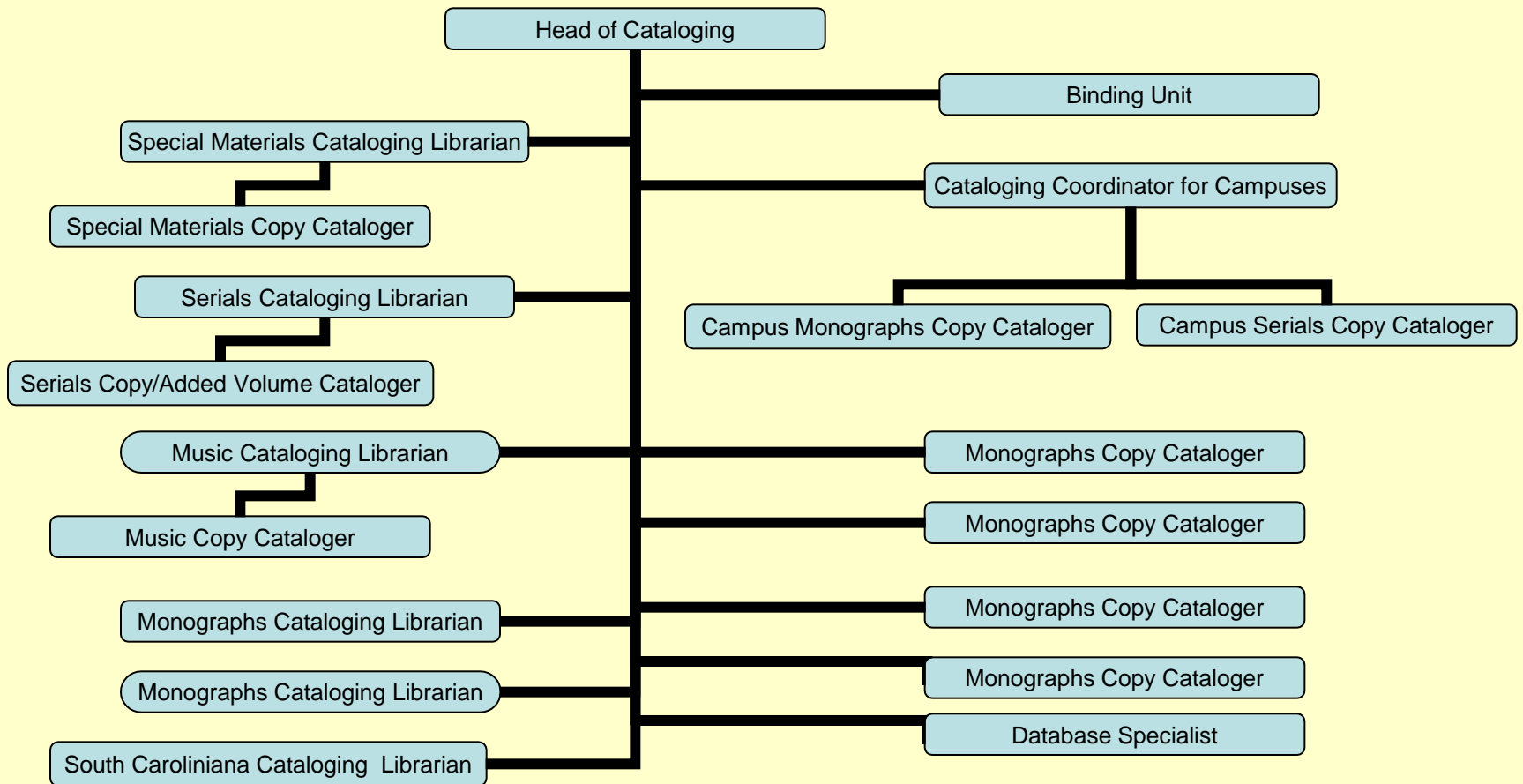
# USC Libraries – Processing Services

- Formerly: Technical Services Division
- Merging elements of Acquisitions and Cataloging Departments
  - Monographs Acquisitions Unit
  - Serials Unit
  - Cataloging Unit
  - Binding and Preparations Unit

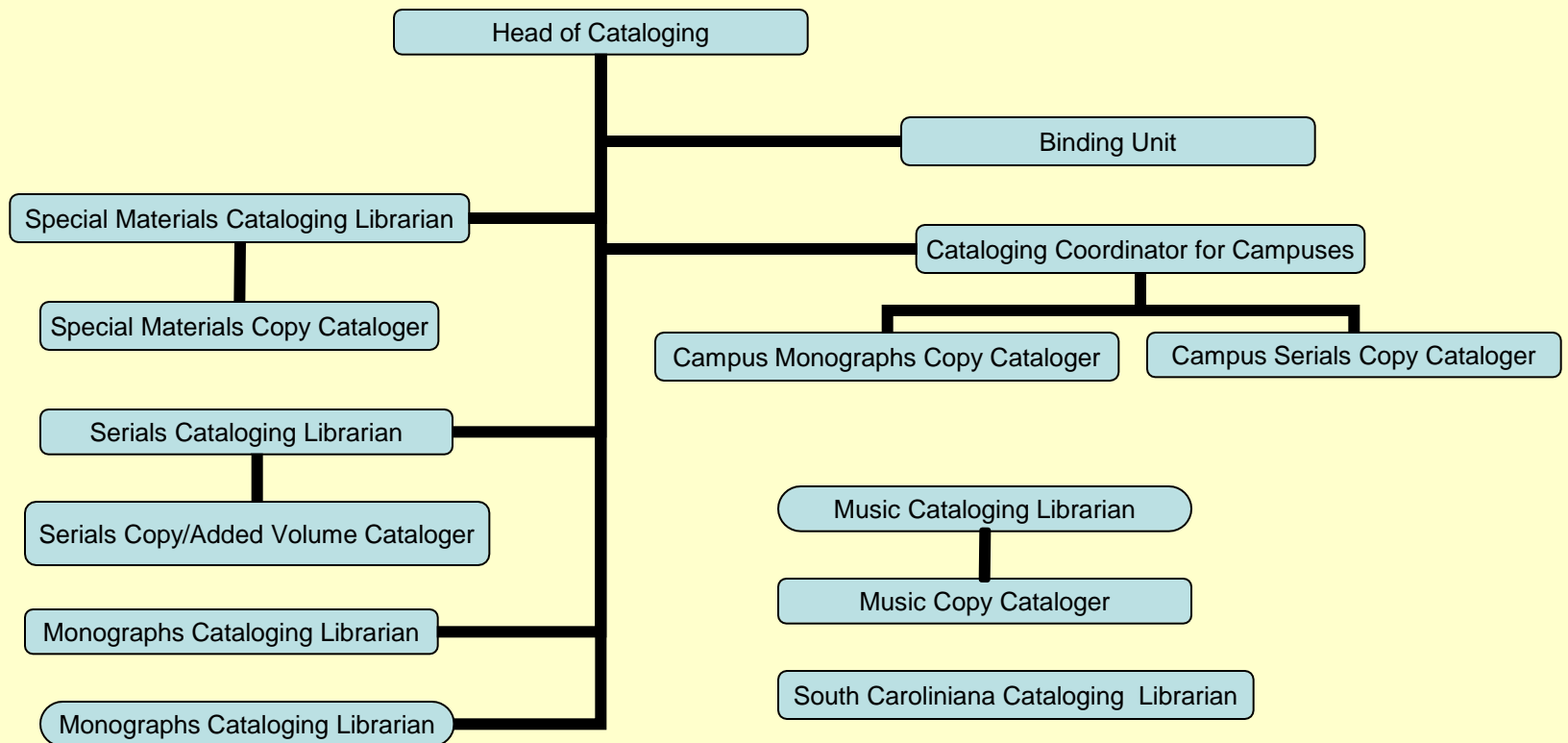
# Processing Services



# USC Cataloging Department 2003



# Cataloging Department 2004





# Technical Services

Team effort!



# Listservs and Workshops

Autocat - <http://listserv.acsu.buffalo.edu/archives/autocat.html>

Serialst - <http://www.uvm.edu/~bmaclenn/serialst.html>

AcqNet - <http://www.acqweb.org/acqnet.html>

Program for Cooperative Cataloging (BIBCO, CONSER, NACO, SACO) - <http://www.loc.gov/catdir/pcc/>

Library of Congress – <http://www.loc.gov>

Cataloger's Learning Workshop - <http://www.loc.gov/catworkshop/>

Sources for training and continuing education for catalogers and cataloging paraprofessionals -

<http://www.arches.uga.edu/~eholmes/Trainingbib.html>

SoliNET Workshops -

[http://www.solinet.net/workshops/workshops\\_home.cfm](http://www.solinet.net/workshops/workshops_home.cfm)

# Online Reference and Tools

AcqWeb - <http://www.acqweb.org/>

Cataloger's Reference Shelf - <http://www.itsmarc.com/crs/crs0000.htm>

USC Libraries Cataloging Manual -

<http://www.sc.edu/library/techserv/catalog/catman.html>

LC Cataloging Policy & Support Office - <http://www.loc.gov/catdir/cpso/>

Cataloguer's Toolbox - <http://staff.library.mun.ca/staff/toolbox/>

Classification Web - <http://classificationweb.net/Auto/>

OCLC Connexion -

<http://www.oclc.org/support/documentation/connexion/browser/>

OCLC WorldCat - <http://www.oclc.org/worldcat/>

Internet Library for Librarians - <http://www.itcompany.com/inforetriever/>

# Online Reference and Tools

Library Technology Guides - <http://www.librarytechnology.org/arl.pl>

OCLC Bibliographic Formats and Standards -

<http://www.oclc.org/bibformats/default.htm> OCLC MARC 21 Concise

Format for Bibliographic Data -

<http://www.loc.gov/marc/bibliographic/ecbdhome.html>

D-lib magazine - <http://www.dlib.org/dlib/July95/07contents.html>

Cataloging Calculator - <http://home.earthlink.net/~banerjek/calculate/>

Tools for Serials Catalogers -

<http://home.earthlink.net/~banerjek/calculate/>

DMOZ / Open Directory Project -

[http://dmoz.org/Reference/Libraries/Library\\_and\\_Information\\_Science/Journals/](http://dmoz.org/Reference/Libraries/Library_and_Information_Science/Journals/)

# Associations and Organizations

- International Federation of Libraries Associations and Institutions (IFLA) - <http://www.ifla.org/index.htm>
- American Library Association (ALA) – <http://www.ala.org>
- South Carolina Library Association (SCLA) – <http://www.scla.org>
- Technical Services Section / SCLA - <http://www.scla.org/TechnicalServicesSection/HomePage>
- Association of Research Libraries - <http://www.arl.org/>
- Association for Library Collections & Technical Services (ALCTS / ALA) - <http://www.ala.org/ALCTSTemplate.cfm?Section=alcts>
- Southeastern Library Association - <http://sela.jsu.edu/>