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Getting it out there - Technical Services for Everyone

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Getting it out there

Technical Services for everyone

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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
- Microforms
- Music scores
- Sound recordings
- Serials
- Manuscripts
- Computer files
- Electronic resources
- Videos & films
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.
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
Jugglingserialscontrol

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

Team effort!
Listservs and Workshops

Autocat - [http://listserv.acsu.buffalo.edu/archives/autocat.html](http://listserv.acsu.buffalo.edu/archives/autocat.html)
Serialst - [http://www.uvm.edu/~bmaclenn/serialst.html](http://www.uvm.edu/~bmaclenn/serialst.html)
AcqNet - [http://www.acqweb.org/acqnet.html](http://www.acqweb.org/acqnet.html)
Program for Cooperative Cataloging (BIBCO, CONSER, NACO, SACO) - [http://www.loc.gov/catdir/pcc/](http://www.loc.gov/catdir/pcc/)
  Cataloger’s Learning Workshop - [http://www.loc.gov/catworkshop/](http://www.loc.gov/catworkshop/)
Sources for training and continuing education for catalogers and cataloging paraprofessionals - [http://www.arches.uga.edu/~eholmes/Trainingbib.html](http://www.arches.uga.edu/~eholmes/Trainingbib.html)
SoliNET Workshops - [http://www.solinet.net/workshops/workshops_workshops_home.cfm](http://www.solinet.net/workshops/workshops_workshops_home.cfm)
Online Reference and Tools

AcqWeb - http://www.acqweb.org/
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/
Associations and Organizations

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