

Technical Services Annual Report 2001/2002

JVL Technical
Services Annual
Report 2001/2002

TEAMS:

Acquisitions

**Harriett Hobbs,
Coordinator**

Data Initiation

**Dalana Block, Co-
ordinator**

Quality Control

**Jackie Schumaker,
Coordinator**

Records set:

Monographs cataloged	7,126
Bindery volumes	3,569
Processing	12,809
Gifts	13,111
Total Activity	77,169
2nd Withdrawn	6,843
BA Totals	3,941

Building on a Solid Foundation

The mission of the Technical Services Department of the John Vaughan Library is to obtain items and provide the logical organization and arrangement of materials within the collections of the John Vaughan Library for the benefit of the information seeker.

Obtaining materials consists of ordering, receiving, and paying for all monographs and serials received in the library. - Acquisitions Team

Providing the logical organization involves the decision-making process to construct logical organization of library materials within collections.—Data Initiation Team

Arrangement of materials constitutes the physical maintenance and processing of all items.—Quality Control Team

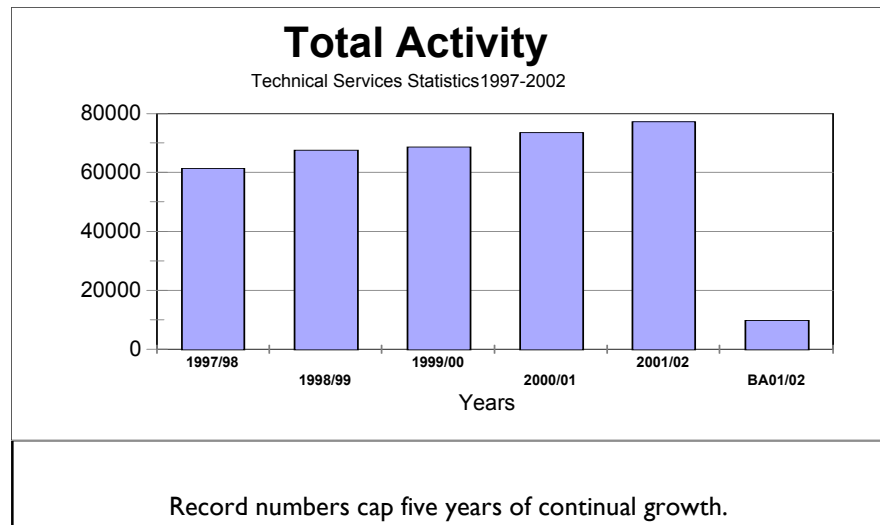
Since 1987, Technical Services has worked in a team-based management structure that allows us to continually assess our progress and improve our processes.

This year boundless energy and high expectations combined to fuel extraordinary progress. Along with major increases in regular workloads, the Department also became current with Curriculum Review Center cataloging, started a new library collection for the Broken Arrow Campus, and completed sev-

eral key projects, including barcoding of bound periodicals.

We again had a record setting year with thirteen-year high numbers of cataloged monographs, bound items, materials labeled and gifts. These numbers set records without adding in the figures for Broken Arrow. If added together, our total numbers far exceed any previous year on record.

Our theme for the year, was “Building on a Solid Foundation”. Our new vision statement, formed last year, was used as a guide for this year of using our skills, training and knowledge to venture into new territory and achieve noteworthy increases.



Projects and priorities:

Projects planned and begun last Spring gave way to important priorities as we built a new library collection in Broken Arrow and addressed needs on the Tahlequah campus as well.

From May 2001 until January 2002 staff and students from all of Technical Services barcoded 52,550 individual bound periodical volumes. This project dusted volumes, inventoried the collection, and enabled library staff and Interlibrary Loan to identify each volume and its

contents from the online catalog.

Electronic access was the focus of the project to switch online catalog holdings information from SearchBank to EBSCO-Host. In the Fall, 1,131 titles were converted or deleted in phase I of this project.

Two projects developed during the year as priorities. Cataloging backlogs in children's books and serials had developed due to vacancies and training in previous years, an increase in

amount of materials and a new focus on ordering due to the Broken Arrow funds. Children's Y Collection books were cataloged in a five month period and serials were started near the end of the year. A total of 1,353 Y Collection titles were cataloged this year, compared to 186 last year.

Creating a library collection for Broken Arrow was a main focus of our efforts and a thread through all of our team reports.



Projects helped Technical Services provide access to print and electronic information in varieties of formats for many collections.

Acquisitions Team

To refer to this year's order cycle as *different* would be an understatement. The addition of the Broken Arrow campus into the mix required tracking two budgets, the Tahlequah campus and the Broken Arrow campus.

Initial orders for the year were placed in July, with a concentration on supplying materials for the new Broken Arrow facility. Unlike previous years when there were periods of down time where ordering and receiving was concerned, this year both processes were continual until May 2002.

New subscriptions were placed for 113 titles on the Tahlequah Campus, with 370 cancellations. Of the new subscriptions, 71 are paper, while 42 are electronic. There were 122 new subscriptions for Broken Arrow.

Approval plan:

In our third full year, we re-

ceived 2,472 books through the Blackwell approval plan, compared with 2,500 last year. These books cost \$96,550 compared to \$101,000 for a comparable number of books last year. An Approval plan for the Broken Arrow campus has not yet been activated.

Gifts:

The Tahlequah campus received a 15 year high of 13,111 items as gifts. The Broken Arrow campus received 2,830 gift items, bringing the total for the two campuses to 15,941 gift items received for the year. This easily more than doubled the 6,631 gifts received in 2000/2001.

Over 600 boxes of law books were received. The Broken Arrow campus received 1,770 of these volumes. Student worker Ryan Harp helped in preparing these volumes for processing.

Annual and semi-annual events

also added to the gift total. This year's Indian Symposium, which was the 30th anniversary of the event, resulted in a gift of 174 books. The Fall 2001 and the Spring 2002 Scholastic Book Fairs were very successful again this year, yielding 372 books. The Broken Arrow campus received 70 of these 372 gift books.

Each year these gift materials are added to the dollar value worth of the Library collection through the Purchasing Office.

Next year's challenges include:

- *Replacement of MATSS ordering computer.
- *Research multiple receiving sites.
- *Examine tasks and workflow.

Harriett Hobbs,

Coordinator

Elizabeth Hamilton,

Secretary

Dana Letts

Donna Ford

Diane Morgan

Student: Jessica

Coplen



Curriculum Review Center materials set a record for number received and will be cataloged in the coming year.

Acquisitions Statistics

Budget/ Titles	2000/01	2001/02	Broken Ar- row
Serials	\$490,697	\$502,267	\$40,827
Firm Orders*	\$ 61,000	\$ 83,000	\$ 9,173
Approvals \$*	\$100,000	\$103,700	0
Approval #	2,500	2,472	0
Etter Funds	\$11,405	\$ 4,011	0
Titles ordered	1,823	2,253	1,002
Gifts	6,631	13,111	1,130

*Includes Library Fee money

Data Initiation Team

Total titles cataloged for the online system were 7,126 for Tahlequah and Muskogee and 1,283 for Broken Arrow.

Monographic titles cataloged this year for JVL and Muskogee were 5,448, not counting curriculum materials and Y Collection. 2,338 of those were approval books and the remaining were firm orders and gifts. All team members participated in cataloging approval and Broken Arrow books. Donna and Lou Ann performed regular cataloging production.

Curriculum Materials:

Cataloging curriculum materials was a focus area for Data Initiation again. We began pulling social studies and the arts in July 2001. All were pulled by April 1, 2002. We became current with Curriculum Review Center cataloging as of April.

This was the first time we have been current since 1994. Everyone on the team participated in cataloging. A total of 326 titles and 1,925 volumes was added to the collection

Y Collection:

This year DI geared up for a Y Collection cataloging project to

eliminate a 3-year backlog. The project started in October 2001 and was finished in February 2002. 1,353 Y Collection books were cataloged and added to the collection in JVL and 78 titles were cataloged for Broken Arrow.

Dalana Block,
Coordinator

Donna Ford,
Secretary

Harriett Hobbs

Jeanne Pry

Lou Ann Rhea

Jackie Schumaker

Linda West

Students:

Samantha Clifford

Stephanie Newberry

Task	Person	2000/2001	2001/2002	Broken Arrow
Monographs	Lou Ann, Donna	2,370	3,110	1,283
Approval Books	All DI members	2,325	2,338	0
Curr. Mats.	All DI members	280	326	0
AV	Jackie, Linda	127	104	79
Music	Linda	68	110	4
Original	Jackie	22	11	9
Serials	Harriett Jeanne	75	73	82
Y Collection	Harriett, Lou Ann, Jeanne, Linda, Jackie, Donna	186	1,353	78

Data Initiation Team Continued

Original Cataloging:

Jackie added 30 original cataloging records to OCLC. Twenty-one titles were for JVL and nine were for BA.

Other cataloging tasks in Technical Services included: Authority control, music, AV, and serials.

Library of American Civilization Project:

In 1999, Vision for the Future money was used to purchase cataloging for a unique collec-

tion of microfiche called the Library of American Civilization. A project to inventory and barcode these materials found a problem with the purchase of the cataloging. 557 records were not provided and had to be cataloged locally. Gayla worked on this project and barcoded 7,286 microfiche.

2001/02 Challenges:

Projects on hold for the year included: Oklahoma Documents cataloging and barcoding project, additional work on electronic cataloging, and the

next phase of the project to retire the paper shelf list.

Challenges for next year include: Providing access to cataloging tools at individual desks, exploring the possibility of purchasing cataloging and processing for Broken Arrow materials, Special Collections video cataloging project, distribution of jobs and streamlining of processes, purchase automated authority control - pending funding, OCLC TechPro music cataloging project, pending funding.



Library of American Civilization microfiche were barcoded through a special project.

Quality Control Team

Broken Arrow:

In early 2002 there was a joint DI and QC project to catalog, barcode, build holdings, and create Union List records for a collection of law books for Broken Arrow. Over 2,500 books were barcoded, and 164 OCLC Union List records were created.

Broken Arrow procedures were written and training was given to Pamela Louderback to add periodicals check-in, union list and holdings records.

Limited Retention Inventories:

The JVL limited retention inventory was done on March 18, 2002, during spring break. It was completed in four hours. Teams who participated were: Lou Ann & Donna, Jeanne & Gayla, and Dalana & Elizabeth.

Linda did the vertical file inventory. The Muskogee limited retention inventory was done on May 13 by Dana, Elizabeth, Jeanne, and Linda.

Check-in:

Melissa Bell took over from Karie Harrison as the check-in student in Fall 2001. Dana checked in the loose-leaf services, and Jeanne checked in continuations. Total items checked-in were 22,625: 6,821 newspapers; 12,535 magazines; 2,434 loose-leaves; 835 continuations.

Bindery:

The bindery operation has gone smoothly. Elizabeth sent a total of 3,569 items to the bindery this year, a 12.8% increase over last year. This year it was time to request bids on our bindery operation. The ven-

dors' responses were received in early May, and the decision was made to remain with Heckman Bindery.

Withdrawn Database:

The withdrawn database finally became functional. Dalana was trained and began using it in February 2002. At the end of the fiscal year, it contains 1,443 records. A training session for searching the database was held for Circulation and Technical Services staff.

Withdrawing:

Dalana had another busy year for withdrawing. 6,849 items were withdrawn, making this the second highest year, after last year's record high.

Jackie Schumaker,
Coordinator

Dalana Block, Secretary

Elizabeth Hamilton

Dana Letts

Jeanne Pry

Lou Ann Rhea

Students:

Joanie Bedwell

Melissa Bell

Ryan Harp

Karie Harrison

Renee Myhre

Samantha Clifford



Teams barcoded over 52,000 periodicals from May 2001 until January 2002.

Quality Control Team Continued

Outreach:

The annual textbook give-away was held September 19-21, 2001, in room 219. This year, for the first time, we invited private and Christian schools and home-schoolers to come in the week after the give-away to the public schools.

They were allowed to purchase materials for 50¢ per item. We raised \$62, which went into the same account as the used book sale money, and which is used to purchase new library materi-

als.

Relocations:

Dalana responded to Resource Coordinator requests to relocate 2,064 items, as compared with around 500 per year during the previous two years.

Added volumes and copies:

9,802 volumes were added to JVL and/or Muskogee, and 2,482 added volumes were processed for Broken Arrow.

Coordination Team

Personnel:

Most training was complete, giving us the first fully trained working staff since 1994. In addition, we received permission to hire a full-time temporary Library Technician II for the year. Gayla Hart started working for us in December 2001 and helped to process materials for the Broken Arrow Campus.

Budget, Supplies, and Equipment:

The major supply purchase this year was plain security targets. We ordered extra targets to support the new library for Broken Arrow. We also ordered printed targets for the Broken Arrow campus and other supplies, including a large quantity of pamphlet boxes for new periodical subscriptions. Three PCs were replaced in our rotation plan. Next year, we have a need for four more PCs and an

additional laser printer for printing book labels.

Students:

Student workers are essential to the success of Technical Services. Even though we employed an extra Work Study student to support the large quantity of weeded materials, Technical Services was within out budget allocation for both Institutional and Work Study students. Institutional students support key areas not covered by full time staff.

Online Services:

The VTLS Online Catalog received an upgrade in the Summer of 2001 to add filtering by location. This allowed efficient searching for different campuses and locations. Two new services were added: a list of new books, now produced monthly, and an index to online fulltext journal titles, purchased quarterly, were added to the

Revision:

Jackie did the revision of new trucks of continuations, bound periodicals, and microfilm. After Jackie wrote manual pages, Dana, Dalana, and Elizabeth have been trained to help her revise microfilm and bindery trucks.

Challenges for next year:

- *Study distribution of jobs and streamlining of processes.
- *Study maintaining links to fulltext holdings on remote databases for such products as WilsonWeb, EBSCOHost, and First Search.



While setting records for withdrawing materials, many more weeded titles await processing.

Library website.

This was an unusual year. The workload was high and extra projects were added to that. Our challenges for next year involve fewer projects, reducing backlogs, and examining our jobs and workflow for improvements. Our record performance this year was achieved through the efforts of competent, well trained staff, dedication, high expectations and hard work.

Linda West,

Director

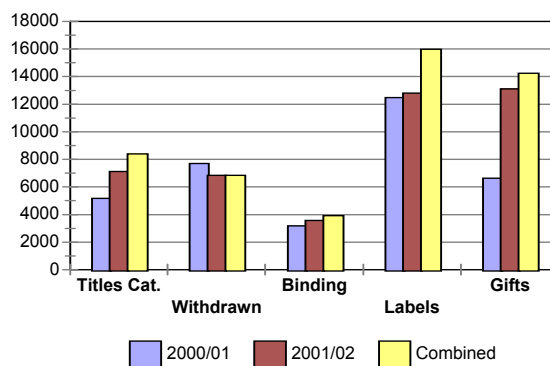
Jeanne Pry, Secretary

Donna Ford

Lou Ann Rhea

Broken Arrow Comparison

2001/02 with Broken Arrow



Professional Activities Calendar

Dalana Block

C. Contributions to the Institution and Profession

Library Committees:

- Assisted with Fall 2001 Scholastic Book Fair
- Technical Services Entertainment Committee
- Member of RFP Committee
- Library Entertainment Committee
- Government Publications Task Force
- Serials Project Task Force

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties:

- Student Coordinator
- Supervised 5 student assistants
- Secretary of Quality Control
- Coordinator of Data Initiation
- Member of Data Initiation and Quality Control Teams
- Member of Library Strategic Plan Team
- Facilitated 1 library-wide meeting

E. Workshops/Conferences attended:

- Stress Management Seminar
- Personal Wellness Seminar

Donna Ford

C. Contributions to the Institution and Profession

Library Committees:

- Assisted with Fall 2002 Scholastic Book Fair
- Selected to work on Library wide "Care Committee" [2001-2002]
- Selected to work with Library's Recognition Committee for year 2002.
- Assisted with "Find Your Heroes at the Library" National Library Week, April 16, 2002.

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties:

- Member of Acquisitions, Data Initiation, and Coordination Teams.
- Secretary of Data Initiation.
- Member of Library Strategic Plan Team.

E. Workshops/Conferences attended:

- Cataloging à la carte, Oklahoma Library Association Technical Services Roundtable 2001 Fall Workshop, Stillwater, October 12, 2001

- Mini Workshop on How to Search for Withdrawn Items, NSU Library, Technical Services, March 29, 2002

Professional Activities Calendar

Elizabeth Hamilton

C. Contributions to the Institution and Profession

Library Committees:

Assisted with Fall 2001 Scholastic Book Fair
Technical Services Entertainment Committee
Member of Bindery Bid Task Force

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties:

Member of Quality Control and Acquisitions Teams
Supervised 3 student workers
Secretary of Acquisitions
Participated in writing 1 Key Success Factor for Library Strategic Plan

E. Workshops/Conferences attended:

Attended seminar on Student Retention - 3/07/02 - NSU Netlab
Mini Workshop on How to Search for Withdrawn Items, NSU Library, Technical Services, March 29, 2002

Harriett Hobbs

B. Scholarly Activities.

Presentation on library databases during new faculty orientation

C. Contributions to the Institution and Profession

University Committees:

Member, Campus Parking Committee.
Alternate, Campus Grievance Committee.

Library Committees:

Assisted with Fall 2001 and Spring 2002 Scholastic Book Fairs
Member of Library RFP Committee
Member of Library Strategic Plan Committee
Member of Search Committee for Technical Services Library Technician, Temporary
Member of Technical Services Entertainment Committee
Government Publications Task Force
Serials Project Task Force

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties

Coordinator of Acquisitions Team.

E. Workshops/Conferences attended

EBSCO Host database searching & administrator training, Tulsa, July 18, 2001.
Cataloging à la carte, Oklahoma Library Association Technical Services 2001 Fall Workshop, Stillwater, October 12, 2001.
Mini Workshop on How to Search for Withdrawn Items, NSU Library, Technical Services, March 29, 2002.

Professional Activities Calendar

Dana Letts

C. Contributions to the Institution and Profession

Library Committees:

- Member of the Library's Recognition Committee for year 2001.
- Government Publications Task Force
- Serials Project Task Force
- Member of Library Strategic Plan Committee
- Search Committee for temporary Library Tech. II position

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties:

- Supervised 3 student assistants
- Member of 3 teams: Acquisitions, Quality Control and Coordination

E. Workshops/Conferences attended:

- Attended seminar on Student Retention - 3/07/02 - NSU Netlab
- Mini Workshop on How to Search for Withdrawn Items, NSU Library, Technical Services, March 29, 2002

Jeanne Pry

C. Contribution to the Institution and the Profession

Library committees

- Member of Library Strategic Plan Committee.
- Served on search committee for temporary Library Tech II
- Serials Project Task Force
- Bindery Bid Task Force
- Government Publications Task Force

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties

- Secretary of Coordination Team
- Member of Coordination Team
- Supervised and trained 1 student employee

F. Workshops/Conferences Attended

- EBSCO Host database searching & administrator training, Tulsa, July 18, 2001.
- Cataloging à la carte, Oklahoma Library Association Technical Services 2001 Fall Workshop, Stillwater, October 12, 2001.
- Mini workshop on how to search for withdrawn items, March 29, 2002

Professional Activities Calendar

Lou Ann Rhea

C. Contributions to the Institution and Profession

Library Committees:

Search Committee for Technical Services Library Technician II, Chair

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties

Member of Coordination, Data Initiation and Quality Control Teams

Part time secretary for Coordination

Participated in training of new Library Technician II

Trained one new student for processing

Supervised two students assistants

Jackie Schumaker

B. Scholarly Activities

3. Scholarship of Integration

Contributed 30 original cataloging records to OCLC database

4. Scholarship of Application

Attended EBSCO Database Training Workshop, Tulsa, July 18, 2001

Presentation on EBSCO databases to User Services department, July 19, 2001, and to Reference department, August 21, 2001

Presenter, "Description of Books", Cataloging à la carte, Oklahoma Library Association Technical Services Roundtable 2001 Fall Workshop, Stillwater, October 12, 2001

C. Contributions to the Institution and Profession

University Committees:

Faculty Council

Library Committees:

Chair, Government Publications Task Force

Search Committee for Technical Services Library Technician II, Temporary

Care Committee

Strategic Plan Coordinating Committee

RFP Committee

Serials Project Task Force

Bindery Bid Task Force

Assisted with Fall 2001 and Spring 2002 Scholastic Book Fairs

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties

Coordinator of Quality Control Team

VTLS systems administrator training, June 26, 2001

Served as VTLS systems administrator back-up, July 2001

Facilitated library-wide meeting, August 23, 2001

Professional Activities Calendar

Jackie Schumaker, continued

E. Workshops/Conferences attended

Mini Workshop on How to Search for Withdrawn Items and How to Search in MATSS, NSU Library, Technical Services, March 29, 2002

Oklahoma Library Association Annual Conference, Tulsa, April 18-19, 2002

Linda West

A. Effective Classroom Teaching

2. Teaching Load by Semester

Summer 2001	LIBM 5413	Acquisition and Organization of Library Materials	26 students
Fall 2001	LIBM 5413	Acquisition and Organization of Library Materials	19 students
Spring 2002	LIBM 5413	Acquisition and Organization of Library Materials	21 students

B. Scholarly Activities

1. The Scholarship of Teaching

Developed new course for Masters in Library Media and Technology degree program.

Developed BlackBoard course and materials for teaching sessions online.

Developed Guide to using BlackBoard—shared with other online faculty

Developed Research Tutorial for the Library website—received 1,861 uses for the year

2. The Scholarship of Discovery

Published article, “Do You Have a Personal Home Page?” in Oklahoma Librarian, January/February 2002.

Co-Author—Sarah Brick Archer. Result of research performed, Summer 2001

Accepted for publication, “More Than an E-Business Card: How Academic Librarians Can Use Personal Home Pages Effectively” Internet Insider portion of College and Undergraduate Libraries, June 2002

Co-Author—Sarah Brick Archer.

3. The Scholarship of Integration

Compiled and updated subject web pages for the Library website—28 topics

4. The Scholarship of Application

Presenter, “Library of Congress Classification”, Cataloging à la carte, Oklahoma Library Association Technical Services Roundtable 2001 Fall Workshop, Stillwater, October 12, 2001

C. Contribution to the Institution and the Profession

University Committees:

Faculty Council, substitute

Financial Aid Advisory Committee

World Wide Web Committee

Member, Director of Libraries Search Committee

Employee Appreciation Day—30 year notebooks (5 compiled)

Professional Activities Calendar

Linda West continued

Library Committees:

- Chair, Library Web Committee
- Co-Chair, Library RFP Committee
- Chair, Broken Arrow Library Director Search Committee
- Member, Broken Arrow Information Services Librarian Search Committee
- Chair, Library Tenure and Promotion Committee
- Systems Librarian Search Committee
- Library Strategic Planning - Subcommittee #7
- Scholastic Book Fair, Fall 2001 and Spring 2002
- National Library Week—Website publicity April 2002
- Make a Difference Day—Website information January 2002
- Library Webmaster—page updates, usage statistics

State Committees:

- Oklahoma Library Association, Technical Services Roundtable, Workshop Committee

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties

- Interim Systems Librarian
- Broken Arrow—Training and support provided
- Hosted Teacher In-Service Workshop for Cave Springs, February 15, 2002

E. Workshops/Conferences attended

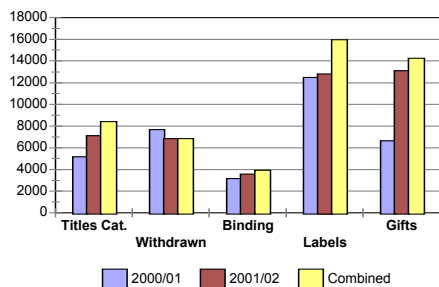
- Using Black Board, NSU, August 2001
- Dreamweaver for Web pages, NSU, September/October 2001
- “Cataloging Electronic Resources Using MARC21 and AACR2”, OCLC Online Course
- Oklahoma Library Association Pre-Conference, “Reorganizing Libraries”, Tulsa, April 17, 2002
- VTLS Site Visit and Training, April 15-16, 2002

Technical Services Annual Report 2001/2002

Building on a Solid Foundation



Broken Arrow Comparison
2001/02 with Broken Arrow



A record year including or excluding Broken Arrow figures.

Highlights—2001/2002

- Broken Arrow Campus Library**—Ordered \$110,000 in materials. Cataloged and processed 3,941 materials for the shelves. Performed barcoding, training, and transport. - *All Teams*
- Periodicals Barcoding Project**— Part of projects to retire the paper shelflist. From May 2001 until January 2002 barcoded 52,500 volumes. Included dusting the volumes and a complete inventory. — *Data Initiation and All staff and students*
- Y Collection Cataloging**— In a special effort, three teams cataloged 1,353 titles to clear a three year backlog. — *Data Initiation*
- Library of American Civilization**— Catalog records were purchased in 1999 with Vision for the Future funds. 7,286 microfiche were barcoded and 557 were cataloged that were missing from the purchased set of records.—*Gayla and Linda*
- Electronic Cataloging**— Project created and/or updated holdings for 782 records in VTLS, which had previously been part of the Searchbank database. In addition, holdings were deleted on 349 records in OCLC. There were 370 e-journal titles cancelled, 6 ceased, and 41 added. — *Quality Control and All Staff*
- Records Set—Growth Continues**— Four areas set records for statistics this year with one in second place. Based on a thirteen year tracking list—Monographs cataloged, Gifts received, Binding, and Processing all set records. Withdrawn was second. We also set a record for total number of combined statistics. This caps a five year growth in total number of tasks performed. If Broken Arrow numbers are added in the growth is even more notable. An additional temporary staff person helped to achieve these results. — *All Teams*

Total Activity

Technical Services Statistics 1997-2002

