

TECHNICAL SERVICES ANNUAL REPORT

TECHNICAL SERVICES TEAMS

Acquisitions

Data Initiation

Quality Control

Coordination

Records Set

- Items withdrawn
- Authority control records edited and added
- Items labeled and processed

Second highest

- AV items cataloged
- Total tasks performed

New to us

- NetLibrary records loaded to VTLS

12,410

Total Tasks
Performed in
Technical Services
112,313

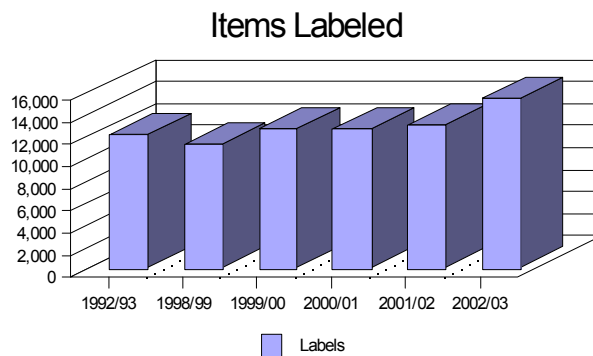
REASSESSING SERVICES FOR THE FUTURE

“Let us first consider what will not or should not change: the values that are the foundation of the library profession should remain the same into the next century. These values of service, quality, universal access, and cooperation are not threatened unless librarians lose sight of them. The way in which these values are translated into operations and activities, though, will undergo substantial change.”

THE ELECTRONIC LIBRARY: Slouching Toward the Future or Creating a New Information Environment.
Sheila D. Creth, 1996.

This year, Technical Services examined our tasks and how we perform them. We set aside half a year with no extra projects in order to concentrate on the task study and test possible solutions and changes. The second half of the year saw us returning to projects and starting new ones with renewed vigor.

This study of all tasks performed in Technical Services came to be called “Locomotion: Tracks to Transition.” Each team selected tasks to improve and recommended ways to streamline, reduce backlogs or otherwise improve job performance.



Number of items labeled tops 15,000 after a five year climb



NETLIBRARY EBOOKS ADDED TO JVL AND THE LIBRARY CATALOG

In the Fall, the Library acquired three NetLibrary electronic book collections offered by our AMIGOS consortium.

One collection was purchased with Broken Arrow

student library fee money and the other two were purchased with money saved from halting the Blackwell approval plan for the second half of the year.

In the Spring, MARC records were obtained for over 26,000 NetLibrary ebooks, edited and entered into the VTLS online catalog. To date, 12,410 records have been entered into VTLS.

Coordinator:
Harriett Hobbs

Secretary:
Elizabeth Hamilton

Members:
Donna Ford
Dana Letts.

Student Assistant:
Jessica Coplen

Adjunct::
Diane Morgan, Secretary to the Library Director, continued to support Acquisitions through the handling of invoices between the Library and the Business Office.

ACQUISITIONS TEAM

The 2002/03 year has been challenging for Acquisitions. We began the year with the Acquisitions Librarian on half-time which caused some shift

available to our users, and the remaining money in good shape for the final month of the fiscal year.

Ordering and receiving:

of new electronic resources. For the 2002/03 year, only 849 titles were received, down from 2,472 last year. The approval program is to resume in 2003/04 with a 50% reduction in fund allocation from previous years.

Annual serials review:

The annual serials review took on additional importance this year with an emphasis on cutting paper subscriptions to pay for ongoing electronic costs and maintaining some

firm order funds. In order to regain funds for monographic orders next year, the resource coordinators were encouraged to cancel print titles which were available online. Using the Serials Solutions list of titles, aggregator codes were added to the serials review list along with expanded call number information as well as available usage statistics. While the actual cancellations will be processed later this summer, there are over 500 titles marked for cancellation. This will have an impact on our mix of titles with our major subscription vendor.

Gifts:

The Tahlequah campus received 6,140 items as

| Budget/Titles | 2001/2002 | 2002/2003 | Broken Arrow |
|----------------|-----------|-----------|--------------|
| Serials | \$426,843 | \$437,444 | \$35,400 |
| Firm Orders | \$83,000 | \$55,000 | \$13,100 |
| Approvals | \$103,700 | \$32,913 | \$0 |
| Electronic | \$75,424 | \$111,761 | \$24,427 |
| Etter | \$4,011 | \$3,955 | \$0 |
| Titles Ordered | 2,253 | 1,543 | 721 |
| Gifts | 13,111 | 6,140 | 831 |

Tahlequah spending down 7.5% this year. Broken Arrow spending up 30%.

in tasks and the delay of others and ended the year with a re-allocated budget. A major shift in allocations by the new Library Director half-way through the year involved halting the Blackwell approval plan and allocating the remaining funds for new electronic subscriptions. The Acquisitions team has been challenged to get the new electronic subscriptions established early enough so that the titles could be paid out of FY03 funds. At the same time (March-May), the final push to encumber the remaining firm order budget and the production of the annual serials review list were underway. We ended the year with all but one of the new electronic titles

Initial firm orders for the year were placed in August 2002 and ordering continued until May 2003, when the last order for the year, PO# 03-1715, was submitted. The number of firm orders was down reflecting the smaller firm order budgets for both campuses. 1,543 items were ordered for the main campus, with 721 orders placed for Broken Arrow. Normally, new serial subscriptions would have been placed during June and July, but these were held until Harriett returned full-time in August.

Approval plan:

The Blackwell Approval Plan was temporarily interrupted mid-year to free up funds for the acquisition

“Shifting funds, new subscriptions, and tight deadlines have made Acquisitions work challenging this year”



1994 machine retiring this year

ACQUISITIONS TEAM CONTINUED

gifts. The Broken Arrow campus received 831 gift items, bringing the total for the two campuses to 6,971 gift items received for the year.

Annual and semi-annual events contributed to the gift total. Following last year's large Curriculum Materials shipment, this year we received only 1,734 items. Unfortunately, this year the Indian Symposium resulted in no gift books, down from 174 last year. The fall 2002 and the spring 2003 Scholastic Book Fairs were very successful again this year, yielding 358 books.

Claims:

In 2002/03, we placed 990 subscription claims for the main campus and 55 claims for the Broken Arrow campus, totaling 1,045 claims as compared with 1,182 last year.

Continuations:

After training, which will take place in 2003/04, serials check-in will be moved to Acquisitions. In the meantime, Donna is still opening boxes, verifying orders, searching for check-in records and passing invoices. There were 1,437 items processed in Acquisitions this year. In addition, Linda and Donna have set up 24 monographs in series titles for check-in, which helps in both the receiving and claiming processes.

Challenges for 2002/2003:

A new IBM NetVista has been received for use of the Midwest Automated Technical Services System (MATSS) software. Installation of software has been delayed until the summer of 2003 because of the transition of the library to the ethernet network and the switch to Windows XP.

Backup Training:

Because 3 out of 4 of the members of the Acquisitions team have been at Northeastern less than 4 years, we needed to do back-up training so if necessary, the work load could be spread over the team. After identifying which tasks needed back-up and which tasks could wait, a schedule of training was developed and additional training has taken place throughout the year.

The team also studied improvements to Curriculum Materials review center counting and receiving; regularly passing invoices for payment; switched from BIP to OCLC CatME for ordering and VTLS on order records; and jointly studied with QC moving continuations check-in to Acquisitions.

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- Acquisitions Chal-
- lenges for 2003/2004: □
-
- • **Integrated li-**
- **brary system**
- **planning.** □
-
- • **Manual pages.** □
-
- • **Room wide**
- **projects spon-**
- **sored by other**
- **teams.** □
- □ □ □ □ □ □ □ □ □

“This year was marked by steady progress in cataloging and a return to the Special Collections Video Cataloging Project”

DATA INITIATION TEAM

The Data Initiation team lead by Jackie Schumaker built on the efforts of the previous year to eliminate backlogs and made steady progress in cataloging materials, addressing goals set last year, and taking on new projects and challenges during the year.

As a result of the room-

wide project which became known as the “Locomotion study,” the team identified four tasks for further study: curriculum materials (housing, cataloging), music cataloging, authority



Federal Supplements continue to be processed as time allows

backlogs, and the SPC video project.

With regard to the housing and cataloging of curriculum materials, it was decided to

combine more of the supplementary materials into

Coordinator:
Jackie Schumaker

Secretary:
Donna Ford and Dalana Block Leach

Members:
Harriett Hobbs, Jeanne Pry, Lou Ann Rhea, and Linda West.

Student Assistants:
Samantha Clifford and Stephanie Newberry.

DATA INITIATION TEAM CONTINUED



First DVDs added to JVL

“Exceptional progress in AV cataloging made this year’s total the 2nd highest in 15 years.”



Children’s books wait for cataloging

binders, in order to have fewer pieces; use students whenever possible to make labels for the larger sets; and not waste time revisiting sets after they have been housed and labeled.

Two steps were taken to reduce the authority backlog. The three librarians were removed from the approval cataloging schedule, and Linda and Harriett were also released from curriculum materials cataloging. Jeanne and Lou Ann were trained to assist Jackie in highlighting authorities printouts to be downloaded.

The SPC video project was planned, and we began working on it in February 2003, with the goal of doing at least two year’s of videos each year.

Progress in Cataloging:

The chart of material types, number cataloged and people involved below graphically demonstrates continued concentration on progress in cataloging.

The approval plan was temporarily suspended in December 2002. In April 2003 we cataloged the last of the approvals returned from the bindery. We began the year with all seven team members participating in cataloging approval books, but in

October Linda, Harriett, and Jackie were removed from the rotation in order to free up their time for other things

Curriculum Materials:

For the past couple of years we have remained current with Curriculum Review Center cataloging. From May 2002 until February 2003 we cataloged language arts titles. In February 2003 we began cataloging the current subjects – foreign languages, health, vocational, and computer education/instructional technology. Dalana deserves special recognition for keeping us on track with textbook cataloging by keeping the materials coming into the room, and all team members are to be commended for their hard work on these sometimes difficult materials.

AV:

Jackie began cataloging DVDs this year. Two DVD titles were cataloged for JVL and one for Broken Arrow. Jackie also cataloged one map and one globe this year. The total number of AV items for JVL was 398, the second highest in fifteen years.

Music:

Music cataloging was productive this year accounting for 239 of the total

398 AV items cataloged. There still remain over 100 original scores from the first OCLC TechPro project, and over 1,600 scores are waiting for funding from another OCLC TechPro project.

Serials:

The serials cataloging project which began in March 2002 carried over into part of this year, with Jackie and Jeanne continuing to do some serials cataloging for JVL, while Harriett concentrated on BA serials.

Y Collection:

Progress was made on children’s cataloging, however, a sizeable backlog has accumulated due to pressures on Harriett from the Acquisitions side. A task force has been appointed to study Y Collection cataloging and train other people to help.

Original cataloging:

Original cataloging continues to decline with 39 original records contributed to OCLC for JVL and 3 for Broken Arrow.

E-Books:

Our first electronic books were purchased this year in the Fall. The purchase included MARC records for over 26,000 NetLibrary titles included in our collection. Free software called MarcEdit was ob-

DATA INITIATION TEAM CONTINUED

tained, and Linda used it to edit the records before loading to VTLS. Some problems with the records are being corrected as they are loaded. The project will continue throughout the Summer. The project has created another problem. By loading 500 records a day, we in effect load the equivalent of one month of cataloging every day. This is creating a sizable backlog of authority printouts.

Broken Arrow:

Linda made two more day-long trips to Broken Arrow in the Summer of 2002 to train Pamela Louderback to catalog. Starting in September, Pamela was responsible for producing Broken Arrow cataloging in all formats (except music) and for all BA locations. Linda continued to monitor Pamela's cataloging through VTLS load printouts and returned t-slips. There continue to be substantial numbers of problems with cataloging, serial holdings, and item record building. Since each record and item record need to be checked, there is now a backlog of revision for Broken Arrow cataloging. Meanwhile, after approval plan shipments for JVL ceased, it was decided to catalog all new Broken Arrow orders in Tahlequah to avoid the extra

work of checking that would have to take place otherwise. In January 2003, DI again began a regular schedule for BA cataloging. All DI team members have participated in BA cataloging.



Textbook receiving empty shelves. Last time they were this clean was 1993.

Processing/Item Records:

DI had another record year for items labeled and processed: 15,266 for Tahlequah and Muskogee campuses, and 2,606 for Broken Arrow, some of which were done on that campus and some here.

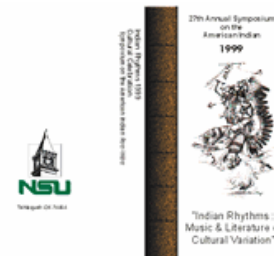
Authorities:

DI placed an added emphasis this year on work on authority control. This often unseen part of cataloging is usually the task we must leave for last, and large backlogs have built up over the years. By increased training, adding new people to the process, and effort by librarians to concentrate on the task, we have handled the highest number of authority records ever - 12,823. This total is almost 30% higher than any previous year on record.

Projects:

In February 2003 we resumed the Special Collections Indian Symposium video project, which had been on hold for about four years. Dalana and

Donna begin the process by determining numbering and filling in description on workforms. Harriett and Jackie then assign subject headings, add name headings, and write summaries. Jeanne and Lou Ann input the records into CatME for later revision before they are loaded into OCLC and VTLS. Linda makes covers for each video. From February through May 2003 21 videos have been completed. We finished the 1998 videos and are currently working on 1994 and 1999.



Indian Symposium videos were again cataloged this year

"21 videos from the NSU Symposium on the American Indian have been cataloged this year."



Backlogs of authority work continue to grow.

DATA INITIATION PRODUCTION STATISTICS

| Task (Titles) | Person | 2001/2002 | 2002/2003 | BA 01/02 | BA 02/03 |
|---------------|-----------------------------|-----------|-----------|----------|----------|
| Monographs | Lou Ann, Donna Pamela | 3,110 | 3,018 | 1,283 | 1,563 |
| Approvals | All DI | 2,338 | 1,465 | 0 | 0 |
| Curr. Mats. | All DI | 326 | 458 | 0 | 0 |
| AV | Jackie, Pamela | 104 | 159 | 79 | 78 |
| Music | Linda | 110 | 239 | 4 | 8 |
| Original | Jackie, Linda, Harriett | 11 | 39 | 9 | 3 |
| Serials | Harriett, Jackie, Jeanne | 73 | 69 | 82 | 173 |
| Y Collection | All DI | 1,353 | 212 | 78 | 301 |

QUALITY CONTROL TEAM

"Activity continues to shift in QC with withdrawn numbers going up and check-in numbers going down"

Coordinator:
Jeanne Pry

Secretary:
Dana Letts

Members:
Jackie Schumaker, Lou Ann Rhea, Elizabeth Hamilton, Dalana (Block) Leach

Student Assistants:
Melissa Bell, Samantha Clifford (DI and QC), Aileen Maldonado, Renee Myhre, and Matt Ingham.

Quality Control had a busy and productive year. As part of the challenge from Coordination, QC looked at jobs and functions and assigned backups to each job. Most of the backups needed training, which is still ongoing and will continue into next year.

As a result of the Locomotion study, we made some changes in two of our functions: the revision process and in the way continuations are handled. Microfilm revision has been moved to Lou Ann's position, and the revision of continuations and bindery was separated in Jackie's position. As a result, bindery trucks are moving through faster. Training is continuing to

move check-in of continuations to Donna in Acquisitions.

Check-in:

Melissa is our check-in student. She checked in and processed 24,052 newspapers and magazines. However, her schedule fluctuated and the team rose to the challenge, with each member taking a day to do newspaper check-in and processing. QC was also helped out by Donna Ford who checked in newspapers and periodicals on Fridays.

Challenges for 2002/2003: Challenges included up-

dating manual pages, studying jobs and backup, and studying linking to holdings on remote databases. Holdings are being linked through Harriett's work as the electronic database administrator.

NSU Textbooks for Schools:

The annual Curriculum Materials give away was held September 25-27. Teachers representing thirty-three schools came to the library. The main subject area was history. Last year there were over a dozen private schools who sent teachers, as well as several home schoolers, during the second week. This



Melissa checks in periodicals on our 1991 Gateway 486.

QUALITY CONTROL TEAM CONTINUED

year there were only three private schools and no home schoolers. We will have an usually large quantity of material to offer next Fall.

Loose-Leaf filing:

As most of the Commerce Clearing House loose-leaf services have either been cancelled or are now in electronic format, Dana finds that loose-leaf filing is very easy and quickly done. There were 2,608 loose-leaves checked in over the course of the year, an increase over last year.

Withdrawn:

Dalana and her students continued to withdraw Curriculum Materials, as well as material from the weeding projects, from AV and third floor. The total number of withdrawn in all formats for the year was 12,017. This sets a fifteen year record and is 63% higher than the highest previous year. The withdrawn database, started last year, now contains 6,146 records.

Limited Retention Inventory:

This year, limited retention inventory was done a little differently. It was completed on the Friday before spring break began. With two teams of two people, we were finished by noon. Elizabeth and Dalana did the vertical file inventory after spring break. The Muskogee campus inventory was done on May 13. Elizabeth, Jeanne, Lou Ann and Harriett traveled to Muskogee.

Mending:

Lou Ann, with Samantha's help, is able to keep on top of mending. 375 items were mended and sent back to the shelves.

Bindery:

The year saw an increase in the number of periodicals that were sent to the bindery. A total of 1,656 periodicals were bound. There were 1,712 new books and 67 rebinds for the main campus. We also sent to the bindery 20 Broken Arrow periodicals and 649 new books for



2003 NSU Textbooks for Schools shelves are overflowing.

Broken Arrow. Broken Arrow expended their allocation for bindery early and the remaining materials were paid for out of the Tahlequah budget.

Looking Ahead:

The team will have some challenges to look forward to in the coming year. The cancellation list for 2003/2004 will greatly reduce the amount of periodicals we check in. There will be other challenges that will affect the team also. Hopefully, there will be a migration to a new system, and team members will be involved with the planning for this. The QC team has good people and we will be more than ready to rise and meet new challenges.

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- ◻ Challenges for ◻
- ◻ 2003/2004: ◻
- ◻ • Write and/or ◻
- ◻ update man- ◻
- ◻ ual pages as ◻
- ◻ needed. ◻
- ◻ • Continue with ◻
- ◻ back up train- ◻
- ◻ ing. ◻
- ◻ • Train Donna ◻
- ◻ on continua- ◻
- ◻ tions check-in ◻
- ◻ and prepare ◻
- ◻ for the trans- ◻
- ◻ fer of this task ◻
- ◻ to Acquisi- ◻
- ◻ tions. Fall ◻
- ◻ 2003. ◻
- ◻ • Begin making ◻
- ◻ plans for the ◻
- ◻ transition to a ◻
- ◻ new system. ◻
- ◻ • Participate ◻
- ◻ willingly with ◻
- ◻ room wide ◻
- ◻ projects. ◻
- ◻ ◻ ◻ ◻ ◻ ◻ ◻ ◻ ◻ ◻

"Each weeded item takes time to remove from OCLC and VTLS, de-process, and dispose of."



Last year the holding shelves for weeded material were full.

This year, they are empty.

COORDINATION TEAM

The Coordination Team led Technical Services this year in examining our tasks and how we perform them.

Personnel:

Personnel were stable in Technical Services and even student employees remained remarkably stable to contribute to a very productive year. Some training continued for Donna Ford and training for new tasks was begun for several people after our examination of tasks and workflow. However, considerably less time was spent this year in training activities, leaving more time for other tasks.

Management Functions: Supplies/Equipment:

Lou Ann again coordinated supply orders. Three new PCs were acquired for two more OCLC catalogers, Harriett and Jackie, and for replacement of our MATSS ordering system. The next cycle of PC replacements will begin with our oldest computers (2000 models). We were also able to acquire a second networked laser printer so that one printer can be dedicated to label printing only.

Statistics:

Harriett and Elizabeth produced statistics and were current at the end of the year, making several revisions to statistics gath-

ering as we made changes, such as adding areas for ebooks and DVDs. Linda updated and reported statistics for the 2002 Academic Library Survey. We were also asked to provide additional information about gifts to the Library by the University auditor.

Students:

Dalana coordinated an excellent year for students in Technical Services. We employed three Institutional students and three Work Study students. Our students this year have been excellent and very reliable. We also had students for each Summer session.

Manual:

A few manual pages were produced by teams this year. The Coordination team held one filing party in the Spring to encourage manual page writing and revision.

Website:

The Technical Services website was updated in November. In the process, the Technical Services Manual was moved from the Intranet to the Web. Our pages ranked 3rd in the Open Directory Project and 6th in Google's Directory under Technical Services.



TS Web pages were updated in November 2002.

Teams and Team Coordinators:

Team Coordinators appointed by the Coordination Team did an outstanding job of leading their teams throughout the year and accomplished many team challenges. Harriett coordinated Acquisitions, Jeanne coordinated Quality Control and Jackie coordinated Data Initiation.

Coordination Goals:

Technical Services set goals for the year in April 2002. The first goal was a multi-step process that spanned the Fall semester. LOCOMOTION: Tracks to Transition was our plan to study all the tasks performed and all assigned jobs. Team reports summarize tasks studied and improvements made.

Coordination looked into improvements in the following areas: group meetings, the Technical Services manual, Systems librarian needs for Technical Services, and changes



Locomotion: Tracks to Transition

Teams studied all tasks performed, selected some tasks for improvement, and implemented and tested improvements that streamlined tasks and addressed backlogs.

Find us on the web at:

<http://library.nsuok.edu/Ts>

- Coordination Challenges 2003/2004:
 - **Continue to provide information about Technical Services activities to the Library through the Technical Services newsletter.**
 - **Provide for training for the new Manual Coordinator and sponsor once a semester filing parties to encourage manual page writing.**
 - **Study the effect of serials cancellations on staffing and job assignments in Technical Services.**
 - **Migration to a new ILS system.**
 - **Lobby for the purchase of authority control cleanup work**
 - **Followup on training and backups from the workflow study of 2002/2003.**

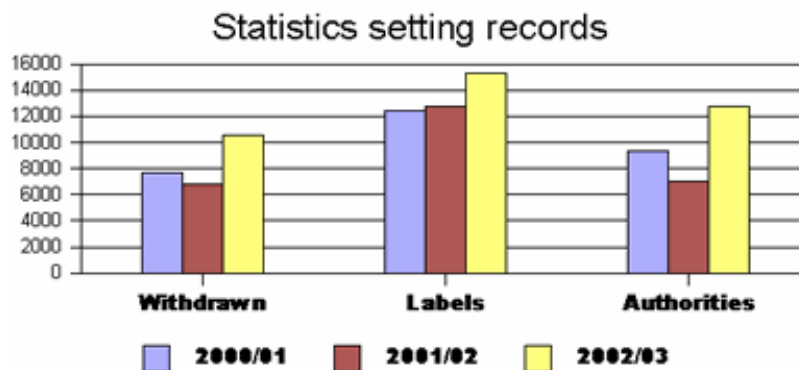
to overloaded librarians' job assignments. To fulfill other goals set during the year, the team issued two Technical Services newsletters and held one manual filing party.

Technical Services expressed its concerns to Director, Dr. Allen McKiel about the plan to eliminate a Systems Librarian in the Library. Our concern is that VTLS and our new online library system are complex tools that we rely on for all of our work. We are concerned about the level of expertise that we will be relying on to keep these systems running for us.

Coordination found that we could do little to change the jobs of overloaded librarians. Each team looked at this factor and some changes were made that addressed the problem. Coordination reissued job descriptions in January 2003. After these changes were applied, all three librarians and five Library Technicians still have job descriptions with tasks totaling more than 40 hours per week.

Group dynamics: Monthly Technical Services meetings were held regularly. For the first half of the year, we finished reading chapters from Teamwork: the Team Member Handbook and studied the last four vision words - Flexibility, Efficiency, Respect, and Professionalism. The second half of the year, we tried to have shorter meetings that stayed on topic with fewer games and group exercises.

This was a year of transitions in many ways. The Library hired a new Director with new vision for the Library. Material flow through the year has changed and will change again in the future. We studied our jobs and how they relate to what we want to accomplish. We made changes and started new tasks and training. Even in this state of flux, Technical Services set records in several areas. Next year promises to bring more change and a new study of how our trained staff can implement new challenges ahead.



Linda H. West
 Technical Services Director
 June 20, 2003

- Attachments:
 Team reports
 Technical Services Statistics
 Calendar of Activities

Technical Services Activities Calendar 2002/2003

Dalana (Block) Leach

C. Contributions to the Institution and Profession

Library Committees:

Assisted with Spring 2003 Scholastic Book Fair
Member of Library RFP Committee for New Library System (June 2002-Jan. 2003)
Member of New Online System Committee (Feb. 2003-)

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

Student Coordinator
Supervised 2 student assistants
Member of Data Initiation and Quality Control
Part-time secretary of Data Initiation

E. Workshops/Conferences attended:

Introduction to Windows XP- April 29, 2003

Donna Ford

C. Contributions to the Institution and Profession

Library Committees:

Member of the Recognition Review Board for 2001-2002.

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

Member of Acquisitions, Data Initiation, and Coordination Teams.
First half of year: Secretary of Data Initiation.

E. Workshops/Conferences attended:

Introduction to Office XP - May 2003

Elizabeth Hamilton

C. Contributions to the Institution and Profession

Library Committees:

Assisted with Spring 2003 Scholastic Book Fair
Library Entertainment Committee

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

Member of Quality Control and Acquisitions
Supervised 1 student worker
Secretary of Acquisitions
Member of Coordination

E. Workshops/Conferences attended:

Introduction to Windows XP- April 2003
Attended demonstrations of new library servers, Sirsi, Virtua, and Voyager..

Harriett Hobbs

C. Contributions to the Institution and Profession

University Committees:

Campus Grievance Committee.
Candidate for Campus Appellate Committee.

Library Committees:

Assisted with Fall 2002 and Spring 2003 Scholastic Book Fairs
Member of Library RFP Committee for New Library System (June 2002-Jan. 2003)
Member of New Online System Committee (Feb. 2003-)
Member of Technical Services Entertainment Committee
Serials Project Task Force
Government Publications Task Force

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

Coordinator of Acquisitions Team.
OCLC Coordinator

E. Workshops/Conferences attended

EBSCO Journal Service demonstration & training, Tahlequah, Aug. 16, 2002.

Acquisitions Workshop, Oklahoma Library Association Technical Services Fall Workshop, Midwest City, October 25, 2002.

Cataloging Internet Resources Workshop, Serials Interest Group of Academic Libraries of Oklahoma (SIGALO) Fall Workshop, Midwest City, November 19, 2002.

Harriett Hobbs continued

- Voyager Library System demonstration, Tahlequah, December 5, 2002.
- Innovative Library System demonstration, Tahlequah, February 6, 2003
- Sirsi Library System demonstration, Tahlequah, February 12, 2003.
- Oklahoma Union List of Serials Annual Meeting, NSU Delegate, Tulsa, February 19, 2003.
- Virtua Library System demonstration, Tahlequah, April 18, 2003.
- Introduction to WindowsXP & MS Office XP, Tahlequah, April 24 & 29, 2003
- University of Oklahoma Library to observe Sirsi Library System, Norman, April 25, 2003
- Tulsa City/County Library to observe Innovative Library System, Tulsa, May 7, 2003.

Dana Letts

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

- Supervised 1 student assistant
- Member of 2 teams: Acquisitions and Quality Control
- Secretary of Quality Control

E. Workshops/Conferences attended:

- Acquisitions Workshop, Oklahoma Library Association Technical Services Fall Workshop, Midwest City, October 25, 2002. .

Jeanne Pry

C. Contribution to the Institution and the Profession

Library committees

- Member of Technical Services Entertainment Committee.
- Serials Project Task Force
- Government Publications Task Force

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

- Coordinator of Quality Control Team
- Supervised and trained 1 student employee

F. Workshops/Conferences Attended

- Attended demonstrations of new library servers, Sirsi, Virtua, and Voyager

Lou Ann Rhea

C. Contributions to the Institution and Profession

Library Committees:

Technical Services Entertainment Committee

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

Member of Coordination, Data Initiation and Quality Control Teams

Secretary for Coordination

Supervised two student assistants

Supply Coordinator

Jackie Schumaker

B. Scholarly Activities

3. Scholarship of Integration

Contributed 27 original cataloging records to OCLC database

C. Contributions to the Institution and Profession

University Committees:

Faculty Council

Circle of Excellence Committee

Library Committees:

Strategic Plan Coordinating Committee

Library RFP Committee (June 2002-Jan. 2003)

New Online System Committee (Feb. 2003-)

Care Committee

Recognition Review Board

Serials Project Task Force

Chair, Government Publications Task Force

Assisted with Fall 2002 Scholastic Book Fair

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

Coordinator of Data Initiation Team

E. Workshops/Conferences attended

10th Biennial OLAC Conference, "Electronic and Media Cataloging for the 21st Century," Saint Paul, Minnesota, September 27-29, 2002

Voyager Library System demonstration, Tahlequah, December 5, 2002

Innovative Library System demonstration, Tahlequah, February 6, 2003

Sirsi Library System demonstration, Tahlequah, February 12, 2003

Virtua Library System demonstration, Tahlequah, April 18, 2003

Jackie Schumaker continued

“Introduction to Office XP,” NSU, April 24, 2003

University of Oklahoma Library to observe Sirsi Library System, Norman, April 25, 2003

“Introduction to Windows XP,” NSU, April 29, 2003

Linda West

Effective Classroom Teaching

2. Teaching Load by Semester

Spring 2003 LIBM 5413 Acquisition and Organization of Library Materials 21 students

Scholarly Activities

1. The Scholarship of Teaching

Developed additional online components in order to offer LIBM 5413 as an online course, Spring 2003

2. The Scholarship of Discovery

Article: “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

Maintained Serials Solutions journal pages, quarterly

Final editing of research project survey device for Rodney Osborne, Fall 2002

Textbook processing questions, consultant, for Southwestern State University, June 2002

4. The Scholarship of Application

Presenter, “Acquisitions Workflow Panel”, Do We Have a Deal for You, Oklahoma Library Association Technical Services Roundtable 2002 Fall Workshop, Norman Public Library, October 25, 2002

Presenter, “MARC for Description”, On Your MARC, Oklahoma Library Association Annual Conference, Oklahoma City, March 27, 2003

C. Contribution to the Institution and the Profession

University Committees:

Faculty Council, delegate, Webmaster

Financial Aid Advisory Committee

World Wide Web Committee

Member, Director of Libraries Search Committee

Employee Appreciation Day—30 year notebooks (4 compiled)

History Day Runoff Judge—April 1, 2003

Linda West continued

Library Committees:

- Chair, Library Web Committee
- Chair, Library RFP Committee
- Chair, Library Tenure and Promotion Committee
- Library Technology Committee, member
- Library Strategic Planning - Subcommittee #7
- Honor Your Authors Day—Website information November 2002
- Scholastic Book Fair, Spring 2003
- National Library Week—Website publicity April 2003
- Make a Difference Day—Website information January 2003
- Job Shadow Day –Website information February 2003
- 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

- Edit and develop New Books lists for Tahlequah and Broken Arrow.
- Inventory lists for Muskogee AV.
- Coordinated two VTLS upgrades
- Coordinated statistics gathering, error reporting
- Generated Social Work video report
- Edited and transferred 8,000 NetLibrary records to the VTLS catalog
- Broken Arrow—Training and support provided

Workshops/Conferences attended:

- Creating Internet Pathfinders Using CORC, AMIGOS workshop, Norman, June 13, 2002
- Using Black Board, NSU, August 15, 2002
- Managing Electronic Journals, SIGALO Spring meeting, Tulsa, May 2, 2003

Awards:

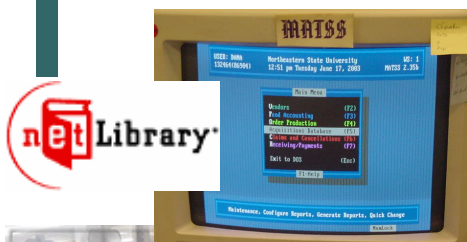
- Incentive for Developing Online Courses, NSU, Spring 2003

Other:

- American Association of University Women, Tahlequah Branch, Treasurer and Webmaster
- Graduate Woman Scholarship Committee
- Junior Girl Scout Troop 1143 leader
- Basic Life Support for Health Care Providers certification (CPR), May 12, 2003

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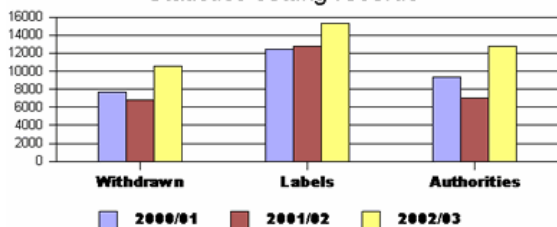
REASSESSING SERVICES
FOR THE FUTURE



Highlights—2002/2003

- Locomotion: Tracks to Transition**—Each team improved tasks to reduce backlogs and improve workflow. - *All Teams*
- Curriculum Materials**— These materials form a large percentage of our work load. 2001 was the largest group of materials ever. We finished 2001 and 2002 materials this year. We also withdrew the 1996 materials which contributed to a high number of withdrawn items. The textbooks are stored until the NSU Textbook for Schools event in the Fall.—*Data Initiation and Quality Control*
- Electronic Databases**— Shifting funds half way through the fiscal year was an additional workload on our Acquisitions/Serials Librarian. Considerable time was spent setting up accounts, reviewing license agreements and making these services available to our users. She also enhanced holdings linking with several existing databases. — *Harriett Hobbs*
- NetLibrary**— In November, three collections of ebooks were ordered from AMIGOS. After they became available, catalog records were loaded to the VTLS database. Many of these records are requiring editing. 12,410 records were added as of May 30, 2003.—*Harriett, Jackie, and Linda*
- Special Collections Video Project**— A project to catalog videos from the annual Symposium on the American Indian had been put on hold for the last few years due to the extra demands on our staff to provide training for new personnel. The project resumed in January 2003. Twenty-one videos from 1994, 1998 and 1999 have been cataloged.— *Data Initiation*
- Records Set—Growth Continues**— Three areas set records for statistics this year with one in second place. Based on a fifteen year tracking list—Items withdrawn, Items labeled, and Authority records edited or added all set records. New AV cataloging was second highest in 15 years. We also had the third highest number of combined statistics. — *All Teams*

Statistics setting records



Another record year in three areas. Steady growth is shown for the last three years.