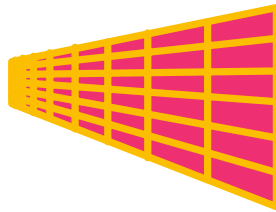


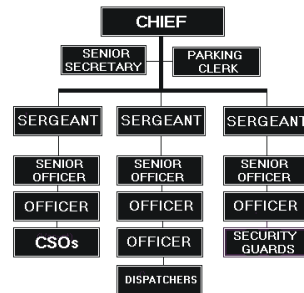
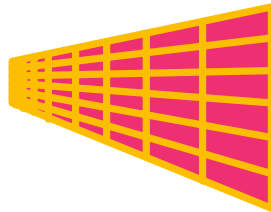
Northeastern State University
John Vaughan Library
Technical Services
Annual Report
2003/2004

The End of an Era: Seventeen Years Working with
VTLS and Teams in Technical Services



Teamwork

Coordination
Acquisitions
Data Initiation
Quality Control



**Northeastern State University
John Vaughan Library
Technical Services Annual Report
2003/2004**

**The End of An Era: Seventeen Years Working with VTLS and Teams
in Technical Services**

This was a year of transition for Technical Services. At the beginning of the year we were working with systems put in place in 1987 when we brought up our first online system and reorganized into functional work teams. At the end of the year we had almost completely migrated to a new online system and reorganized into more traditional departments to accomplish our work. Part of the transition saw two staff leave Technical Services and three new staff join us to learn the new system.

Migration from VTLS to Innovative Millennium

Beginning in October 2003 we embarked on a process to migrate our library system data. Millennium from Innovative Interfaces was selected to replace our VTLS Classic system that was first installed in 1987. Technical Services prepared data and tested several loads of data before final transfer to Millennium. Cataloging was frozen March 5, 2004 and only resumed June 8, 2004. During that time, no materials left Technical Services.

Personnel changes

Several personnel changes took place at the end of the year. Dana Letts left Technical Services for Technical Support at the end of March. On May 10th, Samatha Clifford started working in Dana's position and Fay Simms transferred from Circulation to Technical Services. On the same day, Dalana Leach moved to Circulation and a few weeks later, Mary Kremmer took Dalana's position as student supervisor and in cataloging. The end of the year was focused on training new people and learning our new system

Reorganization of Technical Services

The entire year was spent reviewing work performed in Technical Services and individual job assignments. On March 11, 2004, Coordination conducted a Technical Services retreat at Goldie's restaurant. The theme was "Survivor". Some fun games were mixed with serious discussion as we looked at how we work and what we want to accomplish in the future. As a result of the discussions throughout the year and the retreat, Coordination drew up a plan for changing the way we work. The new plan was presented at the April Technical Services. The reorganization resulted in three departments being formed under the Director of Technical Services. Acquisitions headed by Harriett Hobbs, Cataloging headed by Jackie Schumaker and Collection Maintenance headed by Linda West were formed. This will allow a more streamlined approach to material flow and a reduction in meetings.

Acquisitions

Gifts continued to be received in large quantities from various donors. The Blackwell approval plan was turned back on half way through the year and expended around \$50,000. Regular book and serials ordering took place throughout the year in addition to plans for moving fund accounting to our new system. Our old library ordering system, MATSS, in use since 1989, will be cut over as of July 1, 2004. Recommended serials cuts made in the Spring were targeted at \$35,000 to cover inflation of subscriptions. New fund structures have been prepared for the coming fiscal year and the new library ordering system.

Cataloging

Even though cataloging was frozen on March 6, 2004, cataloging progressed on OCLC during the freeze period. A large backlog of materials was quickly transferred to our new system and sent for shelving after the freeze was lifted. Another personnel change in the library caused the database work involved with Government Publications to be transferred to Technical Services. This additional workload was incorporated into the new reorganization plan. Cataloging statistics appear in a chart below.

Collection Maintenance

Tasks performed include periodical check-in, binding, relocations and corrections, and withdrawing library material. Withdrawn material numbers were down this year. We withdrew 3,216 items compared to 12,035 last year. This year 2,174 of the 3,216 withdrawn items were curriculum materials, accounting for 67.6% of the total withdrawn. Relocation of materials was a major factor this year. All material on the first closed stack level were either withdrawn or moved and re-shifted to the third stack level.

Goals for the coming year

- *Plan and carry out training needs for new employees in Technical Services along with additional training needs due to our new library system Millennium from Innovative Interfaces.
- *Increase electronic access to resources in the new library Web OPAC.
- *Streamline workflow to expedite material delivery to the three libraries we serve.

The next year will see many adjustments as we let go of systems we have worked with for seventeen years. Just as our new library system promises to open new horizons and opportunities that our old system could not offer, our change in organization will also open up new possibilities for performing the work of Technical Services.

Submitted by
Linda H. West
Director of Technical Services

Attachments:
Technical Services Activity Calendar
Team reports
Technical Services Statistics

Cataloging Totals and Statistics (JVL):

<u>Type of Material</u> <u>Number</u>	<u>Participants</u>	
Monographs (orders/gifts)	Lou Ann, Donna	1,507
Approval books	Dalana, Donna, Jeanne, Lou Ann, Jackie	237
Curriculum materials	Dalana, Donna, Jeanne, Lou Ann, Jackie	298
AV (other than music)	Jackie, Linda	98
Machine readable	Jackie	15
Original	Jackie, Linda, Harriett	65
Serials & Periodicals	Harriett, Jeanne	49
Y Collection	Harriett, Linda, Jackie, Lou Ann	386

Cataloging Totals and Statistics (BA):

<u>Type of Material</u> <u>Number</u>	<u>Participants</u>	
Monographs (orders/gifts)	Dalana, Donna, Jeanne, Lou Ann, Jackie, Pamela	1,612
AV	Jackie	18
Music (CDisks)	Linda	41
Machine readable	Pamela	2
Original	Jackie, Linda	4
Serials & Periodicals	Harriett, Jeanne, Pamela	125
Y Collection	Harriett, Linda, Jackie, Lou Ann, Pamela	459