

Northeastern State University
John Vaughan Library
Technical Services
Annual Report 2004/2005

OUT OF THE BOX: Making Millennium Work YEAR 1



JUST
HARD
WORK

**Northeastern State University
John Vaughan Library
Technical Services Annual Report
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Out of the Box -Making Millennium Work, Year 1

This year, Technical Service implemented a new Integrated Library System. This involved training everyone in new procedures, introducing three new staff to functions, and completing several projects that finished the migration of data to our new Millennium system. We also instituted new procedures and projects as we adjusted to our new organizational structure

Making Millennium Work

After the initial data migration, there were several projects that needed to be completed to fully bring data over from the VTLS system. At the end of this fiscal year, there are still several projects left to finish to make the transition complete. Within the first three months of the year we barcoded all of the material that was waiting in our room from the three months long freeze. We also manually transferred over 5,000 statuses from VTLS to Millennium. After that we started a project to set up check-in for all of our periodicals. A total of 1,844 journals and serials are now processed through Millennium. 119 vendor records were built and 339 fund codes were set up for use. We also ran lists and made changes to over half of the records in the database to set new itypes and material types, such as microforms, electronic media, and DVD. Throughout the year, we adjusted procedures to take advantage of automated loading of records to streamline workflow in Technical Services.

Another project completed during the year was adding an extra title field to each journal so that we could initiate a journal title search in the online catalog. 13,214 journal titles have been entered this year, including ejournals also searchable in the journal title index.

Initial projects took until Christmas to complete. Then we focused on projects that took advantage of system capabilities we did not have before. We began a project to attach duplicate barcode records to monographic titles that had been bound together. This project is nearing completion for over 2700 titles.

Personnel changes

At the beginning of the year, we were involved in training three new employees. At the end of summer 2004, Mary Kremmer left to take a faculty position with NSU. Jenifer Rogers joined us in October and Jackie spent time in training her during the year.

Technical Services was able to reduce the number of students we used by one Institutional and one Work Study. Most of these savings were a result of changes in the Millennium system that allowed us to release student time.

Reorganization of Technical Services

Minor adjustments were made to the reorganization plan from the previous year. Loose-leaf filing was moved to Samantha's position. Meetings were held throughout the year with the three department heads to keep things coordinated and to facilitate work flow.

Acquisitions

Gifts continued to be received in large quantities from various donors. During one twelve week period, we received seventeen boxes of gifts. The Blackwell approval plan continued, but the plan was reduced and we expect to expend around \$30,000. Regular book and serials ordering took place throughout the year on the new Millennium acquisitions component. Samantha also entered invoices and expenditures for library operating funds. At year end, we anticipate our first fiscal year change over on the new system. Many more reports can be generated than in the past using the new system capabilities.

Cataloging

Cataloging was lower than normal due to several factors. The freeze brought increased barcoding, but those statistics had been counted the year before for cataloging. Cataloging was slower due to learning the new Millennium system and also due to OCLC's change to Connexion near the end of the year. Most catalogers learned two new computer systems this year. We did increase the number of electronic titles cataloged and we began a project to catalog Oklahoma documents. These over 10,000 documents had never been in our catalog. The project should be completed during the next fiscal year.

Collection Maintenance

Tasks performed include periodical check-in, binding, relocations, corrections, and withdrawing library material. Binding stayed about the same as last year, but there was an increase in the number of periodicals bound for Broken Arrow. Both withdrawing and relocations were involved in training new people, but the numbers kept pace with the demand. We had a special project to withdraw the 33 1/3 LP record collection. The teams of TS staff withdrew a total of 864 records. Limited retention inventories took place in Tahlequah and Muskogee. After another year, we plan to do an inventory in Broken Arrow.

Goals for the 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.

Training took place throughout the year. Much learning took place during projects which were planned to increase our competency through repetition of tasks like barcoding and check-in. Each of these projects added to everyone's comfort level with the new online system.

*Increase electronic access to resources in the new library Web OP AC.

The number of electronic records increased significantly. Linda added Serials Solutions MARC records monthly to the catalog. She also added records for OVID books, Forensic Net books, NetLibrary and Ebrary titles.

Electronic Titles	
Government Docs	23,996
Electronic Journals	9,705
NetLibrary	32,686
Ebrary	18,140
Other URL's	3,134
Totals	
Books Totals	50,826
Other URL's Totals	87,661

At the end of the year, electronic URLs equal 20% of entries in the online catalog.

* Streamline workflow to expedite material delivery to the three libraries we serve.

We made regular shipments of books and other materials to Broken Arrow and Muskogee. In addition, we received a number of discards from Broken Arrow to evaluate for our collections. At the end of the year, there were 9,841 titles in BA. As a special project, Jeanne and Lou Ann made a trip to Broken Arrow to barcode the Federal Reporter.

At the end of the year, after many projects and much time spent fixing data, the new Millennium system is running well and staff in Technical Services are comfortable using it. The system has allowed us to be better able to respond to requests for information. There is an ease of generating reports and statistics that we did not have before. We also have an increased ability to make global changes to all kinds of data. As a result, Linda was able to run several Program Review reports easily that would have taken days and weeks with the old system.

Submitted by
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