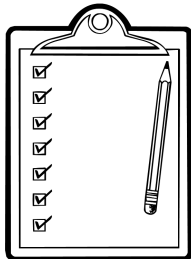




# **Year 2—Return to Productivity**

**Annual Report  
2005/2006**



**NORTHEASTERN STATE UNIVERSITY**

**John Vaughan Library  
Technical Services**



## **TECHNICAL SERVICES—ANNUAL REPORT 2005/2006**

**Northeastern State University  
John Vaughan Library  
Technical Services Annual Report  
2005/2006**

### **Year 2—Return to Productivity**

At the end of 2004/2005, Technical Services looked back at a year of building a functional new online library system. This year, we look back at a year of using that system to return to the productivity we have experienced in the past.

A comparison of overall statistics between last year and this year indicate that all but two areas of activity show increases from the previous year. The two areas that did not increase were bindery and issue check-in. Both of these figures reflect cuts to periodicals and continuations made in the previous years. For the most part, all other areas show an increase in activity over the last three years. This return to productivity comes as we have learned to use our new online system and have stabilized procedures and workflow. We also have maintained our present staff who have built on their skills this year.

#### **Special Project—Oklahoma Documents**

During our second year of working on the Oklahoma Documents cataloging project, we added 1,169 new bibliographic records to the system and barcoded a total of 2,800 items. The items cataloged were divided between the project to catalog the older documents (Harriett and Jackie) and adding new records for weekly shipments (Donna and Linda). At the end of the year, we are nearing the half-way mark for cataloging the older materials. We anticipate finishing the project during the coming year. Cataloging new materials remains a challenge. The Oklahoma Department of Libraries announced that they have lost a cataloger and will not be cataloging microforms at this time. Donna and Linda have been adding temporary records for items not found in OCLC. Donna started a project this year to check electronic links in the online catalog. More Oklahoma and Federal documents records are coming with links to electronic resources. At the end of the year we have links to 14,458 electronic document sources.

#### **Equipment and Supplies:**

During the year, we continued to be cautious about supply orders and submitted one equipment order. We tested the concept of adding RAM to computers as opposed to buying new computers. The experiment was a success. In the coming year, we will need to replace two older computers (800 Mhz) and add RAM to the other computers. Adding memory to our existing computers should help us maintain productivity without adding to equipment costs. One focus for the coming year is productivity through supplies and equipment. We will be looking at the need for ordering more book trucks. Many of our older trucks are in bad repair and do not work properly. Having the truck you need adds to morale and productivity.

## TECHNICAL SERVICES—ANNUAL REPORT 2005/2006

### Acquisitions

The Acquisitions Dept. improved productivity this year by initiating electronic invoicing for serials from EBSCO. They placed orders for materials for three campuses including an additional \$15,000 in extra money for two campuses. The Edifact product purchased from Innovative will be put into use in the next year to send electronic orders to our major vendor. The approval plan with Blackwell was discontinued in September 2005, although we are looking at starting a limited version of the plan again in 2006/2007.

We continued to receive gifts for the collection. 4,290 items were received in Tahlequah and 1,110 items in Broken Arrow. In addition, we received 3,960 review center materials.

	Materials Ordered
Broken Arrow	901
Muskogee	42
Tahlequah	<u>1,874</u>
Total	2,817

Goals for next year include electronic transmission of orders, increasing the number of electronic click through licenses, and revising manual pages.

Type of material	<i>Campus Budget</i>	<i>Library Fee</i>	<i>Operating Budget</i>
<b>Serials-continuations</b>	\$ 79,500.00		
<b>Serials-periodicals</b>	216,500.00		
<b>Serials-online</b>	216,000.00	\$19,405.00	
<b>Serials-microform</b>	25,000.00		
<b>Serials-online doc del</b>		\$25,100.00	
<b>Firm orders-books/AV</b>		\$56,000.00	\$5,000.00
<b>Firm orders-approvals</b>		10,000.00	
<b>Firm orders-online</b>		\$10,000.00	
<b>Total</b>	\$537,000.00	\$120,505.00	\$5,000.00

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### Cataloging

Cataloging saw a return to productivity as all catalogers became more comfortable with Millennium and the OCLC Connexion Client. Every area of cataloging showed increases in numbers. Jackie continued to update heading authorities in Millennium and added statistical record keeping this year. All members of cataloging were involved in different areas and formats of cataloging. Jenifer received MARC training online from AMIGOS.

Cataloging goals for next year include cataloging Indian Symposium videos, the Oklahoma documents project, and working on Curriculum Materials.

Type of Material	Participants	Number
<b>Monographs (approval, firm, curr mats, Ycoll, original)</b>	Lou Ann, Jenifer, Jackie, Jeanne, Donna	3,584
<b>Serials</b>	Harriett, Jeanne	103
<b>AV and Music</b>	Jackie, Jenifer, Linda	185
<b>E books/journals</b>	Linda	34,890
<b>Broken Arrow</b>	Lou Ann, Jenifer, Jackie, Jeanne, Donna, Pamela, Harriett	1,811

### Collection Maintenance

Tasks performed include periodical check-in, binding, relocations and corrections, and withdrawing library material. A bindery bid was issued this year and we selected the HF Group (Heckman/ICI) to continue as our bindery. Bindery numbers are higher overall because Broken Arrow finished sending volumes of periodicals to be bound that had been received since the library opened. Binding in Tahlequah is down about 9.5%.

We trained a new check-in student and edited Millennium records for changes in the Browsing Area. We also migrated OCLC Union List maintenance from old OCLC software to the online browser version of OCLC. Jeanne and Harriett received training from AMIGOS for updating Union List holdings.

Goals for next year include, an inventory of periodicals in Broken Arrow, OCLC Union List conversion, and a preliminary discussion of moving Videx counting to Millennium.

## TECHNICAL SERVICES—ANNUAL REPORT 2005/2006

### Patron Searches in the Library OPAC:

The Library OPAC was redesigned in May 2005. After a year of use, Title and Subject searches show an increase in use. Overall, the number of searches remained the same. This is really an increase because the first year of use reported usage of the catalog during Technical Services many projects to complete the conversion to the Millennium system.

	Jun05	Jul05	Aug05	Sep05	Oct05	Nov05	Dec05	Jan06	Feb06	Mar06	Apr06	May06	Totals
<b>Author</b>	938	775	3,495	583	1,920	1,844	848	1,730	1,668	1,705	1,902	694	18,102
<b>Title</b>	2,996	2,365	898	1,551	5,400	5,878	1,859	5,263	6,031	4,839	5,736	2,034	44,850
<b>Subject</b>	1,855	1,392	4,947	1,656	4,945	5,633	1,515	3,106	6,106	4,290	4,352	1,126	40,923
<b>Key-word</b>	1,413	1,388	414	599	2,144	2,201	853	1,647	2,850	1,912	2,011	622	18,054
<b>Other</b>	7,157	4,765	10,545	2,544	11,717	9,884	4,768	13,907	13,873	13,846	10,589	6,479	110,074
<b>Total</b>	14,359	10,685	20,299	6,933	26,126	25,440	9,843	25,653	30,528	26,592	24,590	10,955	232,003

### Looking ahead to 2006/2007

\*Overall, Technical Services plans to focus on productivity in the coming year. By ensuring that the basic foundations are in place such as computer equipment, book trucks and other supplies, and supplying training for additional duties, we can go beyond normal routines to complete special projects such as the Oklahoma Document cataloging project and the SPC video cataloging project.

We also plan to celebrate this year as we reach goals we have set for ourselves. We'll look forward to the impact ice cream will have on productivity.

Submitted by  
Linda H. West  
Director of Technical Services

Attachments:  
Technical Services Activity Calendar  
Team reports  
Technical Services Statistics