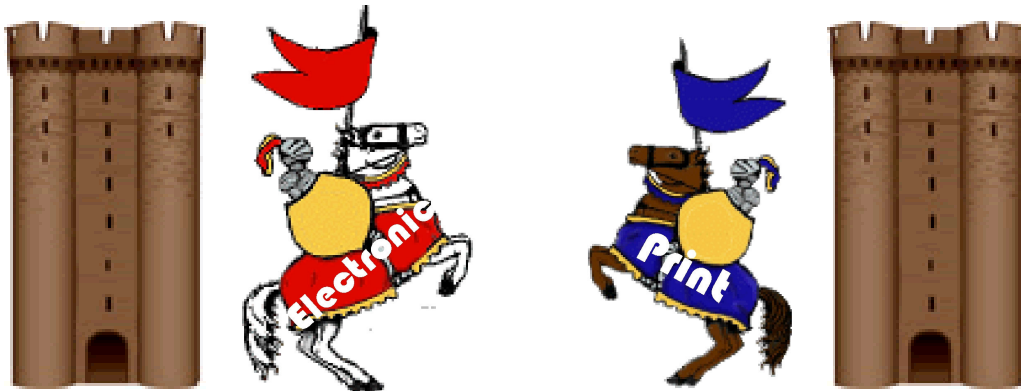


Northeastern State University  
John Vaughan Library  
Technical Services  
Annual Report  
2006-2007

# FULL STEAM AHEAD

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# INCREASED PRODUCTIVITY



# **Northeastern State University John Vaughan Library Technical Services**

**Technical Services Annual Report  
2006/2007**

## **FULL STEAM AHEAD – INCREASED PRODUCTIVITY**

As the Library transitions to a more electronic atmosphere, Technical Services feels the pull of two priorities. We have helped to build and maintain the Library's electronic resources through ordering, licenses, access administration, cataloging, and link maintenance. However, we must still live in the world of print as we order new materials, cancel subscription titles, catalog and process materials, withdraw and relocate materials, and de-process and distribute older print volumes.

This year has been one of transition. Many of our statistics that deal with new print materials have seen a decline, such as binding, check-in of issues and ordering. But we have also seen an increase in gifts to the Library and older materials leaving the Library or being moved to Storage or other locations in the Library.

One challenge we faced this year was to maintain productivity and still accomplish some special goals we set for ourselves. We were successful in doing both as our statistics and department reports detail. Some examples are that we increased cataloging numbers which included our Oklahoma documents cataloging project. We also cataloged an additional year of Special Collections Symposium videos.

## **PERSONNEL**

Our personnel remained stable this year, enabling us to perform additional training and enabling us to increase project participation throughout the area. Our team of students was exceptional and provided us with reliable help in crucial high volume tasks.

## **EQUIPMENT AND SUPPLIES**

We upgraded two computers and added RAM to all other computers in Technical Services, although this took place later in the year than we anticipated, we are already seeing increased productivity from faster computers. However, our main high volume printer is now not functional. This printer was purchased in 1999 and needs replaced in the coming year. We also will need to continue to replace 2-3 computers each year to stay productive over time.

## SPECIAL PROJECT

The special project continued to be cataloging the retrospective collection of Oklahoma Documents. In September 2006, we celebrated turning the corner and the halfway mark of the project with an ice cream party. By January, progress had slowed and the end of the project was not in sight. In March 2007, there were forty shelves left. The Director initiated a new plan that involved all staff in Technical Services. We added three catalogers to the cataloging end of the project. Pullers and shelvees were added to presearch the cataloging trucks, and Jeanne and Linda worked with serials and the Union List. Linda revised the project. After training, the new catalogers (Lou Ann, Donna and Jenifer) successfully helped us work through the shelves of materials. A new pace of two shelves a month per cataloger meant that in four months the project would be finished. Although there were some vacation times in May with Faculty gone, Donna filled in with additional cataloging help and the project is on track to finish in June 2007.

Finishing the documents cataloging project means that we will have staff time to turn to two additional projects that are important to the Library. The summer 2007 project of revamping Reference means that about two to three full ranges of materials will need to be relocated or withdrawn from the Library collections. This massive amount of material will take the summer and longer to finish. If this can be accomplished this summer, we still have a large challenge waiting to convert all of second floor from the old Videx method of in-house counting to using Millennium for in-house counting. Preliminary estimates are that we will have about 25,000 pieces of microfilm and over 3,000 titles with loose issues to handle before in-house counting can take place.

## ELECTRONIC RESOURCES

Electronic resources continue to be added to the library catalog. 8,029 records were added for Ebrary and Netlibrary titles. This brings the total eBooks in the catalog to 70,644. An additional 993 eJournals were added during the year. At the end of the year we have records for 12,553 titles and 20,101 copies of eJournals in the catalog. In addition, we continue to add federal government erecords through the Marcive loads. At the end of the year, we have 18,173 government electronic records. The state of Oklahoma has begun to issue an electronic shipping list. Next year we will be adding records for these to our online catalog. Total electronic links in the catalog to online information is 102,339. This total represents about 20% of the total cataloged items in the Library Catalog.

## PHYSICAL COLLECTIONS

Physical collections at the end of the year represent 80% of the Library Catalog entries and are distributed as follows:

<b>Monographs</b>	<b>Serials</b>	<b>Total Print</b>	<b>AV</b>	<b>Microforms</b>
370,084	20,656	390,740	12,962	41,723

## LIBRARY CATALOG

The Library Catalog continues to be a popular tool for library patrons. The most popular search of the major searches is title, followed by subject, author and then keyword. There is an average of 31,000 transactions each month in the library catalog. These include check-out, check-in, reserve, searches, records looked at, holds and suggestions.

	Jun06	Jul06	Aug06	Sep06	Oct06	Nov06	Dec06	Jan07	Feb07	Mar07	Apr07	May07	Totals
Author	820	929	994	1,801	2,563	2,283	2,366	3,330	2,002	1,525	1,576	3,816	24,005
Title	2,073	2,380	6,550	5,771	6,237	6,736	2,692	5,953	8,927	5,512	7,425	2,288	62,544
Subject	1,341	1,480	1,772	4,349	5,715	5,955	1,848	4,981	6,537	3,302	5,246	1,980	44,506
Keyword	869	581	1,154	2,334	2,478	2,882	747	2,140	3,174	1,874	2,988	706	21,927
Other	8,551	7,439	9,893	11,807	14,488	14,627	13,616	24,108	15,188	12,869	14,068	15,588	162,242
Total	13,654	12,809	20,363	26,062	31,481	32,483	21,269	40,512	35,828	25,082	31,303	24,378	315,224

## CHALLENGES FOR NEXT YEAR

1. Support goals of departments
  - a. Watch for over scheduling of individuals.
  - b. Order supplies to support projects and regular work.
  - c. Support more training for staff.
2. Celebrate accomplishments during the year.
3. Oversee the Oklahoma Documents project. Ending in June 2007
4. Oversee the Videx conversion project starting in August 2007
5. Review Technical Services mission and function statements.
6. Perform a job audit in the fall of 2007.

The main challenge facing Technical Services next year is again to complete special projects while maintaining productivity in regular tasks. In addition to this, we plan to review our mission and functions and perform a job audit that may adjust workloads based on changes in statistics over the last few years.

We anticipate another successful year and the changes ahead as we transform Technical Services.

Linda West  
 Technical Services Director

Attached:  
 Technical Services Activity Calendar  
 Acquisitions Department Report  
 Cataloging Department Report  
 Collection Maintenance Department Report  
 Technical Services Statistics

## Acquisitions Annual Report, 2006/07

### Department Personnel:

The Acquisitions Department consisted of Harriett Hobbs (Acquisitions Librarian), Samantha Clifford, Donna Ford, Elizabeth Hamilton, and Fay Simms. Mildred (Millie) Green served as the Acquisitions student assistant for the Fall & Spring semesters. Diane Morgan, Secretary to the Library Director, continued to support Acquisitions through the handling of invoices between the Library and the Business Office.

### Budget (Tahlequah & Muskogee campus):

The library materials budget was finalized at \$682,000 for the Tahlequah and Muskogee campuses. The funds came from the two usual sources: initial campus allocation, and library fee money.

The budget was initially divided as shown:

Type of material	Allocation	Campus budget	Library fee
Serials-Continuations, paper	\$ 98,800.00	\$ 86,000.00	
Serials-Continuations, online	\$ 226,000.00	\$ 290,000.00	
Serials-Periodicals, paper	\$ 123,000.00	\$ 154,000.00	
Serials-Periodicals, online	\$ 97,000.00	\$ 97,000.00	
Serials-Periodicals, microform	\$ 19,000.00	\$ 7,000.00	\$ 19,000.00
Serials-Periodicals, pay-per-view	\$ 45,000.00		\$ 45,000.00
Firm orders-books/AV/electronic	\$ 65,200.00		\$ 75,000.00
Firm orders-approvals	\$ 8,000.00		\$ 6,000.00
<b>Total</b>	<b>\$ 682,000.00</b>	<b>\$ 537,000.00</b>	<b>\$ 145,000.00</b>

The Etter and other special funds were pulled down in the Spring to add to the carryover from the previous year. These funds were divided as shown to add to the funds available.

Fund	Carryover from fy06	fy07 draw down	Total
Archives	\$2,282.00	\$ 662.00	\$ 2,944.00
Reference	\$ -57.00	\$ 3,546.00	\$ 3,489.00
Special Collections	\$2,507.00	\$ 3,556.00	\$ 6,063.00
General library	\$ 89.00	\$ 500.00	\$ 589.00
Used Book Sale (JVL)	\$ -35.00	\$ 500.00	\$ 465.00
Used Book Sale (BA)	\$ 0.00	\$ 336.00	\$ 336.00
<b>Total</b>	<b>\$4,786.00</b>	<b>\$9,100.00</b>	<b>\$13,886.00</b>

Including Etter and other special funds, the total of funds available for material purchases for the Tahlequah and Muskogee campuses in fy07 reached \$695,550 compared with \$676,082 in fy06. Over 87% of the total library materials budget is now allocated to continuing resources which continues to be an area of concern. The initial library campus allocation is no longer able to support the Tahlequah campus library's ongoing commitments. Our annual commitments are now over \$70,000 more than the initial campus allocation.

**Budget (Broken Arrow campus):**

The library materials budget was finalized at \$42,000 for the Broken Arrow campus. The funds came from only the campus allocation. The budget was initially divided as shown:

Type of material	Allocation	Campus budget
Serials-Continuations, paper	\$ 5,025.00	\$ 10,000.00
Serials-Continuations, online	\$ 5,175.00	
Serials-Periodicals, paper	\$ 16,900.00	\$ 17,000.00
Serials-Periodicals, online		
Serials-Periodicals, microform		
Serials-Periodicals, pay-per-view		
Firm orders-books/AV/electronic	\$ 14,900.00	\$ 15,000.00
Firm orders-approvals		
<b>Total</b>	<b>\$ 42,000.00</b>	<b>\$ 42,000.00</b>

Including the \$336.00 from the Book sale money, the total of all funds available for material purchases for the Broken Arrow campus was \$42,336.00. It continues to be an area of concern that the Broken Arrow materials budget has not substantially changed since the campus was created. Even with the main campus paying for the majority of online products for all campuses, the Broken Arrow campus is being challenged to provide the increasing number of students with resources.

**Millennium Acquisitions module:**

We have now completed our third full ordering season using Millennium. Because of some problems in handling invoices in the transition between fiscal years, the procedure developed in July 2005 was changed slightly and the procedure seemed to work better. A temporary voucher was created in Acquisitions for each invoice which could not be posted because of fiscal year change-over. One copy of the temporary voucher with a copy of the invoice was retained in Acquisitions and the original invoice with another copy of the voucher was sent through for payment. When the copy of the voucher was

returned to Acquisitions with the tracking information for the Business Office, it was matched with the copy being held in Acquisitions. After the fiscal year change-over was run on Millennium, we could easily tell that we had all the invoices we needed to post because of the temporary voucher numbers. While we continued to receive orders in a variety of means from the resource coordinators, our biggest concern this year was the trickle of orders received in Acquisitions each week. Many times this year, we did not know if there would be orders to place the next week. This made it difficult to develop any kind of rhythm.

We are still finding a few subscription order records which got skipped in the transition from VTLS to Millennium. Elizabeth Hamilton is finding most of these through claims and the records are being created. We now have 1,846 subscription orders on Millennium and 166 vendor records.

Samantha Clifford has continued to post expenses for the operating budget as they occur. As of the middle of June 2007, we have almost \$121,000 in operating expenses on Millennium.

**Ordering and receiving:**

Firm ordering did not begin until late September, when the budget was finally set. Ordering continued at a slow but steady pace throughout the year until the end of April. The Etter and other special fund money was not available for budgeting until the end of May when those budgets were set. The number of firm orders placed this year was divided between the 3 campuses:

	Ordered	Received
Broken Arrow	284	383
Muskogee	26	31
Tahlequah	1,427	1,716
Total	1,737	2,130

This was a decrease over the 2,817 orders placed for the three campuses in 2005/06. Part of the decrease can be directly attributed to the extra money which was received for the Tahlequah and BA campuses in 2005/06. Also the late drawdown on the Etter and other special funds, meant that at the time of this annual report no orders had been placed. The formats of the orders placed continue to be varied: Books (print), e-books, CD-Roms, DVDs, video recordings, and sound recordings made up the variety of material. Also the mixture between AV material and books seems to be changing. Over 15% of the orders placed this year were for some type of non-book material. If this trend continues to increase, it has staffing implications for both Acquisitions and Cataloging. Direct online order transmission with Midwest was not implemented in fy07 as originally planned, partly because of the smaller number of monographic orders received from Resource Coordinators.

### **Approval plans:**

Once again the Blackwell Approval Plan was reduced in funding level from \$10,000 in fy'06 to \$6,000 in fy'07. The Blackwell approval program which had been turned off in September of 2005 was resumed in late Fall 2006 under a much reduced program. The first shipment was not received until November 2006. Eighty-seven titles were received through the Blackwell approval program, totaling \$2,729. When the program was first turned on, there were problems with some fund codes which had been skipped. This was corrected in the Spring.

The Elsevier Butterworth/Heinemann optometry/ophthalmology approval program was continued in 2006/07. We received 28 books from this approval program totaling \$2,898. This is over twice the number of books received in fy06.

The two approval programs resulted in only 115 titles received compared with 277 titles in 2005/06. Even though the Blackwell plan came in well under the \$6,000 budgeted in fy07, the estimate for the entire year on the program is \$8,000. Additional money will need to be budgeted in this area for fy08.

### **Annual serials review:**

The annual serials review went very smoothly this year. The lists were distributed in early March to the Resource Coordinators as Excel attachments to e-mails. We are continuing to cancel print titles to fund electronic services but the number of cancellations (114 is similar to last year's 100 titles. We also will be adding 25 new titles for the 2007/08 year, mostly for the Broken Arrow campus.

**Pay-per-view:** Two additional pay-per-view products were activated during the 2006/07 year. The OCLC FirstSearch ECO pay-per-view service was activated over the summer, which full activation completed by the beginning of the Fall semester. Only titles which were accessible only through ECO were turned on with positive results. Through the end of May, 498 articles have been requested directly by users, totaling \$16,077.00 in cost. The average cost per article for this new service was \$32.28. Setting up the new service was time consuming as the title list needed to be checked through both Serials Solutions and the library catalog to be sure we weren't opening up access to a title we were already getting. We had initially budgeted \$10,000.00 for the trial period, but we ended up putting additional money in the line item. Pay-per-view of a limited number of optometry journals was turned on through Ovid in the Spring of 2007. As of the writing of this report, only 1 article had been accessed for a cost of \$51.00.

### **Gifts:**

Fay Simms is continuing to receive, acknowledge, and pre-search large numbers of gifts. 3,200 items in a variety of formats were received on the Tahlequah campus. The Broken Arrow campus has also continued to acquire gifts as well with 1,258 items received there, bringing the total for the two campuses to 4,458 items. Among these items were several



large fiction collections, an industrial arts collection, and a foreign language collection. An additional 2,072 items were received by Samantha Clifford as part of the annual curriculum review center deposit.

### **Claims:**

Claims for subscription items decreased this year as Elizabeth Hamilton has adjusted expected dates on check-in cards and verified the creation of order records. In 2006/07, 491 claims for the Tahlequah campus and 81 claims for the Broken Arrow campus were submitted for a total of 572. This compares to 627 claims which were processed in 2005/06. At this point because of the additional work involved to set up electronic claiming on EBSCOnet and because of the shrinking number of print subscriptions, we have decided not to send claims directly from Millennium to EBSCO, but to continue to post them ourselves on EBSCOnet. Every year there are challenges with claims. This year was the year that Sports Illustrated decided not to send the swimsuit issue to subscribers who had used subscription vendors. The company will not be making this mistake again. Also we had problems establishing a second copy subscription of Forbes for Muskogee.

### **Missing Issues:**

More activity did occur with missing issues this year. While 95 issues were actually replaced, work was continued making final decisions on the very old missing issues. Harriett Hobbs continued to work with the volumes in the 1994 time period. Four volumes were discarded because of multiple missing issues and 28 volumes were bound incomplete. Harriett also updated information on Millennium for issues which had been declared missing prior to the switch from VTLIS to Millennium. Acquisitions has also been experimenting with the use of a second missing issues vendor. Absolute Backfile Service has been used successfully this Spring to replace issues. The cost per issue is slightly higher than USBE but ABS maintains an online inventory, so we can tell what we will be getting. This new source has been successful filling some of the older issues which USBE has not been able to fill. We will continue to review the older missing issues in 2007/08 as well as continue to post old missing issues to Millennium.

### **Continuations:**

Donna Ford is working primarily with Federal and Oklahoma documents. Jeanne Pry is now receiving continuations and passing the invoices back to Acquisitions for payment. Jeanne is handling all of the check-in and routing for continuations and for numbered monographic series. So far we have not seen a significant drop in this type of material due to cancellations. Donna is still handling the un-numbered monographs on standing order. On selected services such as Brookings or the National Bureau of Economic Research, she is creating order records on Millennium, so that the books can go directly to cataloging without going through the t-slip process.

### **Annual review of web pages:**

The annual review of the newspaper web pages was done this year by Millie Green with the changes passed to Linda West for correction on the pages.

### **Manual pages:**

Samantha Clifford re-wrote a number of Acquisitions pages during the year, combining changes in procedures and moving the pages from WordPerfect to Word. Unfortunately, the team did not have a plan in place to review, approve, and disseminate the changed pages, so they are all still in a file on Harriett's computer.

### **Goals for 2007/08**

Because we were basically unsuccessful in accomplishing our stated goals for 2006/07, we have re-examined the goals, set better timelines, and plan to involve more team members in the procedures.

1. Develop a procedure for registering the periodicals requiring click-through licenses on EJS in June and begin implementation by July. Our goal is to complete 10 licenses a week until we are finished. Currently there are about 350 titles which may need work.
2. Implement electronic ordering with Midwest beginning with testing, procedure development and placing of small orders beginning in July with full implementation by October.
3. Begin review and revision of manual pages by re-examining our table of contents to identify out-dated sections and to create new section. Begin review and re-writing in January after two new procedures have been tested.

## **Cataloging Department Annual Report 2006/2007**

The Cataloging Department had a busy and productive year. We produced a total of 5,090 titles for Tahlequah and Muskogee, the second highest in the past five years. Oklahoma documents accounted for almost 41% of total JVL production. 2,181 titles were produced for Broken Arrow, the second highest since we began cataloging for Broken Arrow in 2001/2002. The total number of titles produced for all campuses – 7,271 – was also the second highest in the past five years. We showed improvement in original cataloging, contributing 125 records to OCLC - the largest amount over the past ten years. 100 original records were done in 1997/1998. We also had a significant increase in video cataloging (VHS and DVD) – a total of 302 for all three campuses, the largest number over the past 10 years. Teamwork was important, as we made good progress on our goals and our projects.

The coming year will be another busy and challenging year for us. We have a lot of training planned, and we have to keep the curriculum materials moving so we will be prepared for the next subject – reading, which is usually our biggest subject.

### **Cataloging Department Personnel:**

The Cataloging Department supervisor was Jackie Schumaker. Jenifer Rogers served as secretary. Other department members were Harriett Hobbs, Linda West, Lou Ann Rhea, Jeanne Pry, and Donna Ford. Pamela Louderback did some of the Broken Arrow cataloging on that campus. Leslie (Hartman) Dorr returned as our student assistant. In addition, we received some assistance in processing, housing videos, and other tasks from student workers Rikki Warner and Millie Green and from Acquisitions employee, Samantha Clifford.

### **Goals for 2006/2007:**

1. SPC video project (Do the two oldest years – 1989 and 1990)
2. Oklahoma documents project
3. Curriculum materials (Finish cataloging science and language arts, June 2006-Jan. 2007, then begin cataloging social studies and the arts)

Our first goal of cataloging two years of Indian Symposium videos for Special Collections was met and surpassed. We cataloged the 1989 videos in September 2006 and the 1990 and 2003 videos in March 2007.

We started the year with Jackie and Harriett doing the cataloging for the Oklahoma documents project. Linda and Donna continued cataloging new shipments. In March 2007 the project became a room-wide project, and Lou Ann, Donna, and Jenifer also began cataloging documents, while Donna, Elizabeth, Fay, and Samantha filled the trucks, pre-searched them for the catalogers, and re-shelved them. This sped things up considerably, and the end of this project is now in sight.

We did not quite meet our goal of cataloging all science and language arts curriculum materials, but we did get all done except for some problem sets. Jackie still has one truck of problems and/or original cataloging language arts to catalog, and there are eight ranges of problematic science sets awaiting cataloging. We began cataloging social studies and the arts in January 2007. Ten trucks have been pulled thus far.

### **Training:**

Jenifer received some training in Y collection cataloging, including biographies and Spanish materials. She also began to learn video cataloging. Jenifer, Lou Ann, and Donna were trained in cataloging Oklahoma documents.

### **Monographic Cataloging:**

2,773 new print monographic titles (monographs, curriculum materials, and Y collection) were produced for Tahlequah and Muskogee campuses, a decrease from last year's total of 3,193. Monographic production for Broken Arrow was 1,939 titles, an increase over last year's total of 1,558.

The approval plan was resumed this year, on a much smaller scale than previously. We began receiving books in November 2006, but it wasn't until around January 2007 that we had enough to catalog. Donna did all the approval cataloging this year.

### **Curriculum Materials:**

Lou Ann, Jeanne, Donna, Jenifer, and Jackie cataloged curriculum materials. 192 sets were cataloged, with 968 print volumes. All the language arts and science, with the exception of some problematic titles that need Jackie's attention, have been cataloged, and in January 2007 we began cataloging social studies and the arts. Ten trucks of social studies and the arts have been pulled so far.

### **AV/Music:**

Jackie cataloged videos, DVDs, and one CD-ROM. Jenifer cataloged audiobooks on cassette, one DVD, and some videos. Jackie, Jenifer, and Lou Ann cataloged the SPC Indian Symposium videos. The total number of new AV titles cataloged for JVL for the year was 204. No music cataloging was done. 121 new AV titles were cataloged for Broken Arrow, an increase over last year's total of 77 titles. Video and DVD cataloging for Broken Arrow was done by Jackie and Jenifer. Jackie cataloged one audiobook on CD, and Pamela cataloged some CD-ROMs.

### **Serials:**

Harriett and Jeanne cataloged 25 serials, and Harriett cataloged 29 periodicals for JVL this year. 116 serials were cataloged for Broken Arrow by Harriett, Jeanne, and Pamela.

**Y Collection:**

Lou Ann, Jackie, Jeanne, and Jenifer cataloged Y collection books for all three campuses. Pamela also cataloged some for Broken Arrow. 449 Y collection titles were added for Tahlequah or Muskogee, and 162 titles were cataloged for Broken Arrow.

**Original Cataloging:**

Original cataloging showed an increase this year – 115 titles for JVL (OKN) and 10 titles for Broken Arrow (N@U), compared to last year's totals of 88 and 2, respectively. JVL original cataloging was done by Jackie and Harriett, with Jenifer inputting an original record for a curriculum material set, and Jenifer and Lou Ann assisting with cataloging the SPC Indian Symposium videos. Jenifer also began the process of cataloging NSU Master's theses.

**Electronic Cataloging:**

Linda cataloged electronic resources. 8,029 records were added for E-books, including one set of NetLibrary records and monthly Ebrary title loads. An additional 236 titles were deleted from the Ebrary collection. The total number of electronic books now is 65,709. In addition, 993 new Serials Solutions titles were added, mostly from the new subscription to ScienceDirect Health & Life Sciences College Edition, bringing the total of electronic journal titles cataloged to 11,281.

**Oklahoma Documents Cataloging:**

We began the year with Harriett, Jackie, Linda, and Donna doing the cataloging of Oklahoma documents. The room-wide project, begun in March 2007, added Lou Ann and Jenifer to the list of catalogers. Jeanne did all the union listing, and Linda did all the revision. We added 2,081 new titles this year: 1,265 new titles-print (1,151 monographs and 114 serials); 753 new titles-microfiche (611 monographs and 142 serials); and 63 new titles-AV. We also added 1,213 new volumes and copies.

**Broken Arrow:**

Pamela did approximately 43% of the Broken Arrow cataloging on the Broken Arrow campus. The rest of the Broken Arrow cataloging was done on the Tahlequah campus by Jenifer, Jackie, Lou Ann, Donna, Jeanne, and Harriett. 2,181 new titles were added for Broken Arrow, up from last year's total of 1,809.

**Processing:**

6,804 items were labeled and processed for Tahlequah and Muskogee, and 3,477 items for Broken Arrow. Our processing student was Leslie (Hartman) Dorr, and we received some help with processing from Lou Ann, Jeanne, Donna, Jenifer, Samantha, and Rikki.

### **Government Publications:**

We continued to receive shipping lists and full MARC records from MARCIVE, Inc., which were loaded into Millennium by Linda. Weekly record loads totaled 1,762. The total number of monthly record loads was 5,479, with 1,188 overwrites, for an adjusted total of 6,053.

### **Authorities:**

Jackie ran the daily Millennium Headings Report, selected authorities to download, and resolved problems. Jenifer printed the report and resolved certain problems during Jackie's absences over the breaks. Jackie also continued working on updating subject headings and name headings. Jenifer and Samantha assisted with the updated name headings project by printing the weekly reports from OCLC's web site and searching the names in Millennium. Harriett has an ongoing project of cleaning up series in MARC field 410. Jackie, Harriett, and Linda exported, deleted, modified, and created authority records in Millennium. Authority work had been missing from our workload statistics since the migration from VTLIS to Millennium, but we added it back this year. Total authority work for the year was 12,024: 6,936 records downloaded; 1,910 records modified; 2,973 records deleted; and 205 records created. In addition, 5,528 bibliographic headings were updated in Millennium as a result of reloading updated name or subject heading authorities.

### **Projects:**

We worked on the SPC Indian Symposium video cataloging project and the Oklahoma documents project.

### **Cataloging Totals and Statistics (JVL):**

<b><u>Type of Material</u></b>	<b><u>Participants</u></b>	<b><u>Number</u></b>
Monographs	Lou Ann, Jenifer, Jackie, Donna, Jeanne	2,132
Curriculum materials	Lou Ann, Jenifer, Jeanne, Donna, Jackie	192
Y Collection	Lou Ann, Jenifer, Jeanne, Jackie	449
Serials	Harriett, Jeanne	25
Periodicals	Harriett	29
AV (other than music)	Jackie, Jenifer	203
Machine readable	Jackie	1
E-books	Linda	8,029
Original	Jackie, Harriett, Jenifer	115
Oklahoma documents	Linda, Donna, Harriett, Jackie, Lou Ann, Jenifer	2,081

**Cataloging Totals and Statistics (BA):**

<u>Type of Material</u>	<u>Participants</u>	<u>Number</u>
Monographs	Lou Ann, Jenifer, Jackie, Donna, Pamela	1,689
Curriculum materials	Jenifer, Jackie, Pamela	88
Y Collection	Jeanne, Jackie, Jenifer, Pamela	162
Serials	Harriett, Jeanne, Pamela	116
AV (other than music)	Jackie, Jenifer	114
Machine readable	Pamela	7
Original	Jackie	10

**Comparison of video cataloging statistics, 1997/1998-2006/2007:**

	97/98	98/99	99/00	00/01	01/02	02/03	03/04	04/05	05/06	06/07
JVL:										
VHS	133	167	24	109	75	113	66	60	34	114
DVD	0	0	0	0	0	0	12	28	91	75
BA:										
VHS	0	0	0	0	71	75	17	14	25	19
DVD	0	0	0	0	0	0	1	1	33	94
Total	133	167	24	109	146	188	96	103	183	302

**Goals for 2007/2008:**

1. Keep current with processing during summer months (processing to be done by Jenifer, Jeanne, Lou Ann and Donna, with possible help from Samantha).  
*(Summer 2007)*
2. SPC Indian Symposium Videos (2 years: 1991 & 1992)  
*(Sept.-Oct. 2007 & Feb.-Mar. 2008)*
3. Computer file (CD-ROM) cataloging. Train Jenifer to help with this and reduce backlog.  
*(Summer 2007-do 15 BA titles; then 5 JVL titles per month)*
4. Curriculum materials. Finish cataloging Arts & Social Studies by Jan. 1, 2008, before we have to start on Reading.  
*(June-December 2007 – approximately 20 trucks - 1 truck every 5 weeks per cataloger)*
5. Y Collection cataloging.
  - (1) Increase to 720 books per year – 45 books each cataloger every 3 months.  
*(June 2007-May 2008)*
  - (2) Train Jenifer & Jeanne to catalog biographies. *(Summer or Fall 2007)*





## **Collection Maintenance Annual Report 2006/2007**

### **Personnel:**

Linda West supervises Collection Maintenance activities in Technical Services. Other members of the department are: Elizabeth Hamilton, Lou Ann Rhea, Jeanne Pry, Fay Simms, Samantha Clifford, Donna Ford and Jenifer Rogers. Student assistants were: Ashley Orr (check-in assistant), Leslie (Hartman) Dorr (mending), and Rikki Warner (bindery/withdrawn assistant).

### **Challenges for 2006/2007:**

The department began the year with the following challenges:

1. Conduct an inventory of serial/periodical titles in Broken Arrow. Plan in July, perform in August 2006. Including limited retention titles and bindery scheduling. Cleanup online records to reflect correct information.
2. OCLC Union List. A current backlog exists due to decision making at the state level. After a decision by the Oklahoma Union List of Serials, cleanup waiting microfilm titles. Continue to check Union List entries as volumes are added throughout the year.
3. Curriculum Materials – Withdraw older editions in preparation for the teacher give-a-way in the fall. Explore ways to ship increasing numbers of materials to BA as the year progresses.
4. Manual Pages. Continue to write new manual pages to reflect changes in procedures with Millennium.
5. Videx Conversion to Millennium. Begin to plan steps for moving Videx statistics gathering to Millennium.

### **Projects:**

The major project for the year was the continuation of the Oklahoma documents project. For most of the year, two catalogers continued to work on older materials one shelf at a time. In March 2007, the project was revitalized by adding three catalogers and two more searchers. Everyone in Technical Services was involved by pulling and searching for previously barcoded items, cataloging using OCLC, setup of serial holdings, OCLC Union List, revision and shelving. The plan is to finish the project in June 2007. Donna and Linda cataloged all new Oklahoma materials. These shipments were somewhat delayed by the documents project. Donna continued updating OCLC and loading records into Millennium. Linda followed her by setting up check-in and solving remaining problems with records.

Along with cataloging and barcoding of materials, we setup check-in for currently received Oklahoma Document serials. A total of 366 holdings records for currently received serials were setup this year. This brings the total of currently received Oklahoma documents on Millennium to 908.

**Check-in:**

Ashley Orr worked during summer 2006 and returned in the fall as the check-in student. She was unavailable for summer 2007. She also pulled newspapers on a regular basis and had time to help with other work in the department. Jeanne handled the check-in and processing of newspapers during the year.

Samantha checked in loose-leaf services for the year. Jeanne checked-in continuations and also passed invoices for payment during the year. Total items checked in were **15,865**: 6,825 newspapers; 7,351 magazines; 1,218 loose-leafs; 471 continuations. The total was down from last year as we see the cancellations of both periodicals and loose-leafs beginning to lessen the work load. Jeanne solved 709 check-in problems.

During the summer months, members of Collection Maintenance stepped in to cover the check-in load. After the Christmas break, members of the team also helped sort, check-in and process the backlog of mail. 185 newspapers were checked-in on January 3<sup>rd</sup>. For the week of January 3-5, a total of 460 periodicals were checked-in. This figure is down from previous years.

**Bindery:**

Elizabeth has done a great job with the bindery this year with the help of student assistant Rikki . Bindery has not slowed down much this year. We are still on a revolving three week cycle. Our current binder is still HF Group (which used to be Heckman) of Indiana. HF has a spur line in Tyler, Texas for several months now, and our shipments are delivered by van from there.

A total of 1,267 periodical volumes were sent this year. Broken Arrow sent 249 volumes and JVL 1,018. For new books or donated gifts, a total of 968 were sent to be bound. Broken Arrow sent 293 books and JVL sent 675. Damaged or rebinds sent were 53.

**Mending:**

Lou Ann with the help of Donna, Samantha and student assistants, Leslie and Rikki contributed in the mending area this year. The extra help was appreciated in putting on clear book jacket covers on Y Coll. books. 514 items were mended this year, this was an increase over last.

**Withdrawing:**

Fay withdrew a total of 1,536 items, a decrease over last year. Withdrawals this year included 1,244 Curriculum materials.

The annual textbook give-away was held in October 2006 in room 219. It was not as well attended this year, with 20 teachers from 14 public schools arriving and taking material. We again offered access to the materials for NSU faculty the week before the teacher scheduled time and home schoolers the week after. Thirteen faculty purchased materials.

**Relocations, Added volumes and copies:**

Jenifer relocated 159 items this year. There were 107 monographic copies and 68 volumes (not including curriculum materials) added to the collection and 17 monographic copies and 151 volumes for Broken Arrow. Jenifer relocated 42 curriculum material sets to Broken Arrow.

**Revision:**

Linda continued to revise and provide Millennium holdings and check-in records for new continuations and periodicals, bound periodicals, and added volumes of serials. She also revised all Oklahoma document trucks and setup check-in for new Federal documents. Lou Ann revised microfilm shipments throughout the year.

**Limited Retention Inventories:**

The JVL limited retention inventory was done on March 29-30, 2007. Teams who participated were: Lou Ann and Jeanne, Elizabeth and Jenifer, Samantha and Fay. Samantha and Fay also did the vertical file inventory. Linda and Donna did the government publications inventory. This was the first year to include limited retention titles in federal documents. A large number of older materials were weeded and given to Susan to list for disposal. The first Broken Arrow periodical/serial inventory was done on August 9, 2006. Participants were: Lou Ann, Donna, Fay, Elizabeth, Jenifer, Linda, and Jeanne. A number of volumes were brought back for binding. To help clear the shelves before the move the new library, we moved the Broken Arrow limited retention inventory to May 1, 2007. Teams who participated were: Lou Ann and Samantha, Elizabeth and Jenifer, Linda and Jeanne. The second year of the inventory went very smoothly. The Muskogee limited retention inventory was done on May 15, 2007. Participants were: Linda, Jeanne, Elizabeth, and Samantha. Linda followed up both projects by withdrawing titles no longer being received.

**Broken Arrow:**

Broken Arrow check-in statistics included 2,081 newspapers; 1,355 magazines; 1 loose-leaf; and 2 continuations, for a total of **3,439**. 247 check-in problems were solved. 542 items were sent to the bindery for Broken Arrow. This was a 27% decrease over last year as we have caught up with binding back issues.

**New Challenges:**

The backlog of OCLC microform updates that had been saved waiting for an Oklahoma Union List of Serials decision was eliminated during the year as Jeanne updated all microfilm related records as new materials passed her desk. The new Union List seems to be slower and requires double records for titles with paper and microfilm.

Due to the acceleration of the Oklahoma Document project, the Videx conversion project was put on hold until next year. When it is the only major project, we anticipate making good progress with our focus on barcoding microfilm boxes on second floor. We have experimented this year with ways to effectively build multiple items with detailed volume fields. These methods will help expedite the project during the coming year.

**Goals for 2007/2008:**

1. Provide for check-in and processing of newspapers and magazines for the summer of 2007. (Each member of the team will help)
2. Plan the steps needed to convert second floor statistics counts from Videx to Millennium. Write procedures summer 2007. Start a pilot project during August 2007 intersession. Start the project when school starts.
3. Provide summer backup help for deprocessing of withdrawn items and Curriculum Materials for teachers. (Members will volunteer a few hours each month)
4. Relocate and withdraw weeded materials from the Reference and Index areas. (Summer/Fall 2007)

Linda West  
Dept. Head

## **Technical Services Activity Calendar 2006/2007**

### Samantha Clifford

#### C. Contributions to the Institution and Profession

##### Library Committees:

Library Entertainment Committee  
Helped with Fall 2006 and Spring 2007 Scholastic book fairs

##### Technical Services Committees:

Helped with limited retention of the vertical file and limited retention of the periodicals at JVL and limited retention in Broken Arrow and Muskogee libraries  
Helped with various Acquisition projects  
Collection Maintenance and Acquisitions member  
Helped with Oklahoma Documents Project  
Wrote/revised several manual pages for the Acquisitions and revised one page for Collection Maintenance  
Supervised one student

### Donna Ford

#### C. Contributions to the Institution and Profession

##### Technical Services Committee:

Team Member of:  
Cataloging  
Collection Maintenance  
Acquisitions  
Entertainment Committee

##### Government Publications:

Federal Documents  
Oklahoma Documents

##### Library Committee:

Fall 2006 Scholastic Book Fair

### Elizabeth Hamilton

#### C. Contributions to the Institution and Profession

##### Library Committees:

Assisted with Fall 2006 & Spring 2007 Scholastic Book Fair  
Library Entertainment Committee - Fall 2006 & Spring 2007

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

Supervised 1 student assistant  
Bindery & Claims Technician  
Member of Acquisitions & Collection Maintenance  
Participated in OK Docs Project  
Participated in JVL, Muskogee & BA Limited Retention Inventory

Harriett Hobbs

Acquisitions Librarian

B. Scholarly activities

The Scholarship of Integration

The modification of 252 bibliographic records and creation of 5 original bibliographic records for the use of both Northeastern State University patrons and the library world through entry in the WorldCat database.

C. Contributions to the Institution and Profession

University Committee Service

Appellate Committee member

Parking Committee member

Student Conduct Committee member

Faculty Council delegate

Library Committee Service

Scholastic book fair, Nov. 2006 and April 2007

D. Performance of non-teaching semi-administrative or administrative duties

Supervised the Acquisitions Department within the Library and coordinated the expenditure of the \$740,000 library materials budget for the three campuses

Statistics Coordinator for the Library, Technical Services Department

OCCL Coordinator for the Library, including both Tahlequah and Broken Arrow

E. Workshops/Conferences attended

SIGALO (Serials Interest Group for All Librarians in Oklahoma) Fall meeting, Hardesty Regional Library, Tulsa, OK, November 17, 2006. Topic: Electronic Resource Management Databases.

Oklahoma Union List of Serials Fall business meeting, Hardesty Regional Library, Tulsa, OK, November 17, 2007. Voting delegate.

EBSCO webinar, March 27, 2007. Topic: Managing E-journals with EBSCO.

Amigos Library Services Member Conference, Crowne Plaza Hotel, Dallas, TX, May 2-3, 2007.

Theme of Conference: Conversations. Also Annual Member Meeting, voting delegate.

Jeanne Pry

C. Contributions to the Institution and Profession

Technical Services Committees:

Member of Cataloging and Collection Maintenance

Trained new Library Technician in Broken Arrow

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

Supervised 1 student assistant

Participated in OK Docs Project

Participated in SPC Video Project

Participated in Limited Retention Project – JVL, Broken Arrow and Muskogee

Lou Ann Rhea

C. Contributions to the Institution and Profession

Technical Services Committees:  
Member of Tech Services Entertainment Committee  
Member of Cataloging group  
Member of Collection Maintenance group

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

Supervised 1 student assistant  
Participated in OK Docs Project  
Participated in SPC Video Project  
Participated in Limited Retention Project – JVL and Broken Arrow  
Supply Coordinator

E. Workshops/Conferences attended:

Attended introductory demonstration on NFOCUS at the Education building, Dec. 12, 2006

Jenifer Rogers

C. Contributions to the Institution and Profession

Library Committees:  
Assisted with Fall 2006 & Spring 2007 Scholastic Book Fair  
Library Entertainment Committee - Fall 2006 & Spring 2007

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

Student Coordinator  
Supervised 4 student assistants  
Member of Cataloging & Collection Maintenance  
Secretary of Cataloging Team  
Special Projects Assistant to Cataloging Librarian  
Maintained list of children's book awards  
Participated in OK Docs Project  
Participated in SPC Video Project  
Participated in BA Periodical/Serial Inventory  
Participated in JVL & BA Limited Retention Inventory

E. Workshops/Conferences attended:

Microfilm Reader Printer Training – Special Collections – July 12, 2006  
And Still the Waters Run, But Not Always Clear. Presented by Wes Studi – 35<sup>th</sup> Annual  
Symposium on the American Indian – April 19, 2007  
USPS Informational Meeting. Presented by Mark Waugh – NSU UC Redbud Room –  
May 3, 2007

Jackie M. Schumaker  
Instructor of Library Services  
Technical Services Librarian

B. Scholarly Activities

3. The Scholarship of Integration

Contributed 110 original cataloging records to OCLC database  
Enhanced 72 bibliographic records in OCLC by contributing call numbers and/or subject headings, correcting errors, or upgrading to a higher encoding level  
Provided for access to library materials by assigning 746 LC or Dewey call numbers and by adding subject headings to records

C. Contributions to the Institution and Profession

University Committees:

Campus Parking Committee  
University Animal Welfare Committee

Library Committees:

Assisted with Scholastic Book Fair (Nov. 2006 and Apr. 2007)

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

Department Head of Technical Services Cataloging Department

Oversaw the cataloging activities of 4 library technicians  
Coordinated and monitored cataloging workflow  
Monitored cataloging for accuracy and training needs  
Provided cataloging training to library technicians  
Kept updated on cataloging rule changes, new trends and practices, and new Library of Congress policies, and informed other members of Cataloging Department  
Maintained the integrity of bibliographic data in the library catalog through database maintenance, correction of errors, and authority control  
Exported 6,819 authority records from OCLC to Millennium, created 205 authority records in Millennium, and updated 5,528 bibliographic headings by re-exporting updated authority records  
Continued working on project to add death dates to personal name headings with open dates, as implemented by the Library of Congress  
Contributed to the integrity of the OCLC database by reporting 45 errors

E. Workshops/Conferences attended:

SIGALO (Serials Interest Group for All Librarians in Oklahoma) Fall meeting, Tulsa, OK, Nov. 17, 2006



Dorothy Fay Simms

A. Effective Classroom Teaching

Spring Semester 2007-Vertebrate Paleontology (GEOL 4223, ZOOL 4043)

B. Scholarly Activities

1. Scholarship of Teaching

Revised early fishes, and mammal units/laboratories.

Field Trip --Arkansas Collections and NW Arkansas Pennsylvanian

Taught unit on Unified Soil Classification System for Env. Geology Oct 2006

Preparation of instructional media (Blackboard content for Geol 4223/Zool 4043)

2. Scholarship of Discovery

*Bibliographies and Tutorials*

Fashion Designer web sites (from internet sites and Phaidon)

Geology/ Environmental Science web sites (ongoing)

Environmental Geology Class Library Tutorial (ongoing)

Bibliography on “Geological and Genetics research related to American Indian (Cherokee) Origins” for student projects in Dr. Kracht’s class Fall 06

Bibliography on “Ice Age extinctions-theories on human causation” for student project in Dr. Milbauer’s class. Fall 06

“Fossil Insect Resources” photocopies (of out-of-print, classic papers) and web for D. L. Boone Dr. Terdal’s student. June 2006

Several smaller projects

*Editor/Writer*

“Cherokee Rockhound” Tahlequah Rock and Mineral Society Newsletter

3. Scholarship of Integration

Reference Desk about 11 hrs/week, John Vaughan Library

Member, FOLIO (Friends of Libraries in Oklahoma)

Member of Society of Vertebrate Paleontology, Oklahoma Academy of Science, National Association of Geoscience Teachers

Registered Professional Geologist, State of Arkansas

4. Scholarship of Application

“Textbooks for Teachers” Fall 2006 including withdrawals/relocation

Accepted, acknowledged, presearched, sorted, and dispatched many gifts

Routed gift items to EBSCO, USBE, NSU Military History Collection, OU, OSU, TU and several museum/special collections groups.

Researched geoscience analysis programs and geological equipment suppliers for Environmental Science-Geoscience program Oct 2006-May 2007

Presentation on “Oklahoma Fossil Sharks” to Tahlequah Rock and Mineral Society, February 2007.

Presentation on “Fossils of Oklahoma” to Physical Science classes at Sallisaw High School October 2006

Geology Merit Badge at Neosho District Merit Badge Fair Feb 3, 2007

### C. Contributions to the Institution and Profession

#### University Committees

Indian Heritage Committee

NSGA Spring Success Resource and Involvement Fair Feb 15, 2007

#### Library Committees

Assisted with Book Fairs

#### Technical Service Committees and Projects

Collection Maintenance BA clean up—August 2006

Limited Retention Inventory, Oklahoma Government Documents,

Yearly withdrawal of Circulation's missing, Lost Paid For, etc.items

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

Sometimes supervise one student worker

Participation in student recruitment

Educational booth at Tahlequah Rock and Mineral Society Show Fall 2006

Advising and counseling students regarding course content

Continue to respond to requests for references from former NSU student employees and students in my classes

### E. Workshops/Conferences/Classes attended

Various Technical Service project training sessions

“Getting Started with ArcGIS Business Analyst” ESRI online seminar June 22, 2006.

“Legislative and Legal Resources Online: Oklahoma and Federal” JVL Sept 21, 2006.

“What’s New in the Geodatabase at ArcGis 9.2” ESRI online seminar Oct 5, 2006.

“Blackboard-Building Learning Communities” NSU-CTL Jan 29, 2007

“Medical Databases” given by Sandra Martin February 8, 2007.

“Learning Styles”, Sue Ellen Read, NSU –OILS April 20, 2007

“Working with CAD Data in ArcGis 9.2” ESRI online seminar April 26, 2007.

### Linda H. West

Technical Services Director/

Assistant Professor of Library Services

### B. Scholarly Activities

#### 3. The Scholarship of Integration

\*Created Library Blog – “What’s New at the Library”

Posted 47 articles and developed pages for MySpace, Facebook and Xanga

\*Compiled and updated subject web pages for the Library website

\*Maintained Serials Solutions journal pages, monthly

\*Developed program review information for Health and Human Performance.

\*Developed procedures for counting in-house use in Special Collections.

#### 4. The Scholarship of Application

\*Redesigned the Library main web page (December 2006). Conducted planning meetings for redesigning the Library web site (March-June 2007)

\*Coordinated two Broken Arrow Periodical inventories

\*Developed statistics gathering for Arapaho web pages. Provided reports to Research

and Sponsored Programs and Celia Stall Meadows.  
\*Added additional electronic resources to WebBridge

C. Contribution to the Institution and the Profession

University Committees:  
Financial Aid Advisory, Chair  
Faculty Council, Secretary, Web master  
Faculty Council Circle of Excellence Committee, member  
World Wide Web Committee, member  
Employee Appreciation--30 year notebooks (1 compiled)

Library Committees:  
BA/JVL Digitizing group meeting  
Library Personnel Policies Committee  
Library Planning and Coordination Committee  
Library Web Committee, Chair  
Scholastic Book Fair helper, Spring 2007

State Committees:  
Oklahoma Library Association, Technical Services Roundtable, Workshop Committee

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

\*Millennium Systems Site Coordinator  
Performed one system upgrade  
Chiefly responsible for reporting and monitoring problems with the system  
\*Re-Designed web pages: Technical Services web site; Reference template design  
Quality check of broken links on Library web pages  
\*Designed video covers for Indian Symposium videotapes.  
\*Edited and developed New Book lists for Tahlequah and Broken Arrow.  
\*Created lists and updated records for Reserve, Reference, eGov and Broken Arrow  
\*Created central web space for statistics gathering for the Library  
\*Developed spreadsheet of comparative Library statistics

E. Workshops/Conferences attended:

\*OCLC Stop and Learn, Union List. November 20, 2006. Online.  
\*Oklahoma Library Association Annual Conference, April 4, 2007.  
Attended programs on Oklahoma Documents Cataloging, Weeding and Cataloging.  
\*AAUW Oklahoma Leadership Workshop. April 21, 2007. OKC.

Other:

American Association of University Women, Tahlequah Branch, Treasurer Webmaster –  
Tahlequah Branch and Oklahoma Division – Newsletters published  
Oklahoma Division Board meetings – one distance, one OKC  
Graduate Woman Scholarship Committee  
Girl Scouts  
Served 300 volunteers at the annual RSVP banquet  
Junior Troop Consultant  
Provided 75 pinecones for County Service Unit event  
Tahlequah Community Playhouse  
Costume Committee  
Costumes for puppet show “Tales of Land & Sea”, backstage helper  
Tahlequah High School Save-a-Senior Party Committee – Email coordinator;  
Tiger cookie sales