

**NORTHEASTERN STATE UNIVERSITY
JOHN VAUGHAN LIBRARY
CENTRAL TECHNICAL SERVICES
ANNUAL REPORT
2009/2010**

REDUCE, REUSE, RECYCLE



TABLE OF CONTENTS

Director’s Report	3
Acquisitions	6
Cataloging	13
Collection Maintenance	23
Environmental Metrics	27
Faculty/Staff Activity Reports	28
Official Shelflist Statistics (Collections).....	38
Cumulative Totals.....	43
Official Federal Documents Statistics.....	45
Official Oklahoma Documents Statistics.....	48
Periodical/Continuation Statistics.....	51
Workload Statistics.....	53
Broken Arrow Official Shelflist Statistics	57
Broken Arrow Periodical/Continuation Statistics.....	64
Broken Arrow Workload Statistics	66

**Northeastern State University
Central Technical Services
Annual Report 2009/2010**

Reduce, Reuse, Recycle – Appreciate and Celebrate Valuable Employees

Annual reports usually focus on numbers and activities. They point out the difference between one year and another. They chart progress and outline goals for the future. All of these details and statistics can be found in the individual Technical Services Department reports. Annual reports rarely focus on people and the value they bring to an organization. I would like to take this opportunity to celebrate the accomplishments of individuals in Technical Services as they relate to our workflow and the work that was performed this year.

Acquisitions. Harriett Hobbs, after 38 years in the library, has expertise that is undeniable. The efficiency she brings to the library is in years of working with vendors and careful observation. She can select the best way to obtain material at the best price and extends our buying power with every decision. She is flexible and effortlessly dealt with extra orders at the end of the year. She drops what she is doing to respond to information requests or requests for yet another budget projection. She spends a lot of time on the phone dealing with customer service departments and keeps at it until we get the invoice or agreement that we need. She keeps her eye on lots of details and helps us avoid problems in more areas than just her own. She also helps motivate people around her with her easy going attitude.

Samantha Clifford brings great efficiency to ordering and receiving monographs and other materials and invoices. Her desk is always clean and every task is performed quickly. She is a helper. She helps in Reference, is learning to catalog different kinds of materials and is helping in processing. When it is Curriculum Review Center time, she tackles the job with extra effort. Samantha works hard, but never lets you see her sweat. Always cheerful, she also helps the library by being our Care coordinator, showing fellow employees we are thinking of them.

Elizabeth Hamilton efficiently claims missing periodicals. She regularly reviews the claim lists for anything to send to EbscoNet. She especially focuses on issues needed for binding so that we can bind the most complete volumes. She never lets the “grass grow under her feet.” Her tasks are always performed in a timely manner. She also regularly sorts materials for the catalogers and helps us make the most of book trucks by combining trucks and finding empty book trucks

Cataloging. Jackie Schumaker coordinates all cataloging. She is a constant source of answers for all catalogers. Jackie keeps up with the rules and details so that she always has an answer for us. She patiently trains catalogers and has expanded the expertise of Jenifer, Samantha, Jeanne and Lou Ann by leading them into cataloging new types of materials. Each person performs at a higher cataloging level now because of Jackie’s help. In addition, she works diligently on original cataloging and handles numerous requests for rush material. Each year she has increased the number of AV items cataloged.

Lou Ann Rhea is the foundation of our monograph cataloging effort. Over the years, Lou Ann has built considerable expertise in cataloging. There is rarely a monograph she can't catalog. She watches out for the order of cataloging and maximizes her time by concentrating on things in priority order. She still finds time to produce the harder things, like Rand. Then she coordinates the movement of materials through processing and out the doors. The quality of her work is always excellent. She also devotes extra time to making sure rush requests are filled as quickly as possible. She keeps us organized with supplies and finds us better tools at better prices.

Jeanne Pry is a steady producer of an amazing variety of types of materials. She catalogs serials, monographs, Y Collection, Curriculum Materials and music. If you put a truck of materials in Jeanne's area, she handles it quickly along with all her other work. This year I increased the number of music scores I gave her each month and she took them in stride and completed each month quickly. Her quality is consistent and she often goes the extra mile and processes her own material to make sure it keeps moving along.

Jenifer Rogers also works with a variety of materials. She generally catalogs monographs and AV. Her special expertise is in mastering the complexities of multi-campus and multi-location titles. This requires careful attention to detail and she excels in this area. She also organizes Curriculum Materials for the catalogers and keeps up with pulling older editions and relocating materials that usually come to our area on multiple book trucks. She is our student supervisor and helps us place students in appropriate jobs and then helps to keep them busy by coordinating extra tasks when needed.

Samantha has been helping in cataloging and has cataloged videos, books and is now working on Curriculum Materials. She is very brave because she has seen these materials as she receives the Curriculum Materials and then is willing to help on the other end with cataloging them. This is often a formidable task because of the quantity of materials, the variety of objects in sets and the detail of labeling and housing that they require.

Harriett set goals for cataloging periodicals and serials this year and has cataloged quite a bit. In addition to the usual serials, during a generous moment, she volunteered to help catalog some large, complicated Curriculum Materials sets. They have taken most of the year in addition to her other tasks, but she is conquering them. She sets goals and reaches those goals with tenacity.

Casey Woodard, during her five months with us, learned documents cataloging quickly and accurately. She made significant contributions to keeping materials moving through on a timely basis. Now that she is gone, that efficiency is being missed.

Collection Maintenance. Elizabeth has been our bindery technician for many years. She works independently and resourcefully to send at least 150 items every three weeks. She stepped up this year and has helped in many valuable areas. She has taken on the Book Sale, Better World Books and recycle rotation and has done an excellent job. The Book Sale is always neat, rotated and materials displayed for better sales. She organizes book trucks and boxes in order to keep materials moving. She also has withdrawn a large number of items throughout the year, fitting this task in around her other assignments. She also sorts all the library incoming mail and

makes sure everyone gets their mail daily in the library. I never have to worry about any of her jobs getting done, she makes sure she has a backup or a backup plan.

Jeanne makes sure newspapers and magazines get out to the shelves quickly. She trains and supervises our student, but when the student is not here, she does the job herself. Just as she does in cataloging - bindery volumes, Reference subscriptions and withdrawn serials all come to her area throughout the year and don't wait long before they move along in the process. She is really good at organizing her work and getting it all done.

Jenifer handles all of the odd things returned to Technical Services. She moves books from any collection to any other collection or adds copies and volumes of monographs often requiring complicated planning of processing, item information and OCLC holdings or card production. Often these materials arrive without warning and in quantities, but Jenifer tackles them in an organized manner.

In addition to her other work, Samantha files loose-leaf titles in Reference. You will rarely find the items waiting to be worked on. As soon as they get to her area, she works on them quickly.

Amanda Massey has been withdrawing materials from the weeding project. As she and I have discussed, this is mind numbing work, but Amanda works through each truck good naturedly and keeps up with the demand. She has been especially good at organizing her time to respond to the erratic flow of gift materials. Just as she breathes a sigh of relief after a large gift is finished, another comes in the door. Again, she is good natured about the workflow and keeps on working. She has recently volunteered to help out in other areas of Technical Services during the summer, which is greatly appreciated.

Technical Services is fortunate to have benefited from the loyalty and excellent work of all of our valuable employees. I am proud of what we have accomplished this year and I look forward to another positive report next year. Following are department reports, individual activity reports and our annual statistics.

Linda H. West
Technical Services Director

Acquisitions Annual Report, 2009/10

The Acquisitions Department is responsible for placing orders requested by the Resource Coordinators (selectors) for all three campuses in a timely fashion. The department also is responsible for tracking expenditures for over 300 funds established on Millennium. Budget estimates for material expenditures for the fiscal year are also prepared in this department. The department also provides financial information as requested by the Resource Coordinators as needed for program reviews or other needs. A good working knowledge of the history of the library's relationships with the various vendors and with the policies of the university business office and the state auditor's requirements help the Acquisitions Librarian perform the various duties required. The unstated goal each year for the Acquisitions Department is to process orders as quickly as possible and to aid the Resource Coordinators in expending their funds by establishing benchmarks and sharing financial information in a timely fashion.

Department Personnel:

The Acquisitions Department consisted of Harriett Hobbs (Acquisitions Librarian), Samantha Clifford, Elizabeth Hamilton, Jose Cadengo (resigned in October), and Amanda Massey (began in November). Austin Patton served as the Acquisitions student assistant for the fall and spring semesters on a half-time basis. Austin was shared with check-in during this time. Diane Morgan, Secretary to the Library Dean, continued to support Acquisitions through the handling of invoices between the Library and the Business Office.

Budget (Tahlequah & Muskogee campuses):

Initial 02402 Library Acquisitions allocations were Operating Expense: \$23,928 and Library Books: \$747,272 for a total of \$771,200. The library materials budget was finalized at \$671,579 for the Tahlequah and Muskogee campuses. The budget was initially divided as shown:

Type of material	Allocation
Serials-Continuations, paper	\$ 53,060.00
Serials-Continuations, online	\$ 256,074.00
Serials-Periodicals, paper	\$ 101,827.00
Serials-Periodicals, online	\$ 103,064.00
Serials-Periodicals, microform	\$ 18,521.00
Serials-Periodicals, pay-per-view	\$ 5,000.00
Firm orders-books/AV/electronic	\$ 61,000.00
Firm orders-approvals	\$ 10,000.00
Bindery	\$ 15,000.00
OCLC usage & Illiad	\$ 22,420.00
MARCIVE bibliographic records	\$ 2,975.00
Additional late allocation	\$ 22,000.00
Total	\$ 671,579.00

The additional late allocation was from funds left unallocated at the beginning of the year because of concern over the state budget situation. Although the funds were in the JVL budget,

the allocation was divided between the Tahlequah and Broken Arrow campuses. Tahlequah received \$12,644 and Broken Arrow received \$9,508.

The Etter and other special funds were pulled down in the spring and were divided between the Tahlequah and Broken Arrow campuses. Archives and Special Collections also had carryover from fy09 to augment their allocations. The total special funds available this year was \$14,794.84.

Fund	Allocation
Archives	\$3,307.47
Reference	\$2,827.47
Special Collections	\$3,760.31
General library	\$ 490.00
Used Book Sale (JVL)	\$2,792.72
Used Book Sale (BA)	\$1,616.87

Without the Etter and other special money, the total of funds available for material purchases for the Tahlequah and Muskogee campuses in fy10 was \$662,071 compared with \$656,706 in fy09. Over 85% of the total library materials budget remains allocated to continuing resources, which continues to be an area of concern.

Budget (Broken Arrow campus):

The initial 02471 Broken Arrow Library allocation was Equipment: \$45, 976. Equipment has traditionally been the source of Broken Arrow materials purchases. The library materials budget was finalized at \$37,010 for the Broken Arrow campus. The funds came from only the campus allocation.

The budget was initially divided as shown:

Type of material	Allocation
Serials-Continuations, paper	\$ 4,004.00
Serials-Continuations, online	\$ 4,836.00
Serials-Periodicals, paper	\$ 11,470.00
Serials-Periodicals, online	\$ 0.00
Serials-Periodicals, microform	\$ 0.00
Serials-Periodicals, pay-per-view	\$ 0.00
Firm orders-books/AV/electronic	\$ 10,700.00
Firm orders-approvals	\$ 0.00
Bindery	\$ 3,000.00
OCLC usage	\$ 3,000.00
Total	\$ 37,010.00

Without the book sale money, the total of funds available for material purchases for the Broken Arrow campus in fy10 was \$46,518. 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 their increasing number of students with resources.

Millennium Acquisitions module:

Because of orders placed late in the fy09 year, we continued to have delays in beginning the new fiscal year on Millennium. We processed 184 invoices on temporary vouchers between July 1 and September 29, 2009. After the fiscal year roll-over in early October, we began posting both the invoices sent through on temporary vouchers and the new invoices as they were received. By the end of October we were caught up with all invoice entry. We began placing firm orders in July 09 and by December we had placed 965 orders. Unfortunately, between December and May, 1,258 orders were placed. We did better this year in getting 64.3% of the firm orders placed between September and February. The number of orders placed in the March to May period is still higher than would be desirable to end the fiscal year.

Summary of firm orders placed: 2009/10

	Jun-Aug	Sept-Nov	Dec-Feb	Mar-May	Total
Print	180	693	613	490	1,976
AV	40	52	73	82	247
Percentage	9.9%	33.5%	30.8%	25.7%	

The relationship between book and AV orders remained at 11% as it was in fy09.

We are still having delays between the Budget Office and the Business Office requirements in regard to which budget line certain classes of materials are paid out of. Unfortunately, once again, although our budget requests and purchase orders were submitted that way, the initial allocations were not set up that way and funds transfers had to be made before purchase orders could be established and invoices paid. This causes delays in many of our subscription payments for databases services that renew in July.

Samantha has continued to post expenses for the operating budget as they occur. As of the middle of June 2010, we have almost \$101,000 in operating expenses on Millennium. This is less than half of the operating budget.

Ordering and receiving:

Firm ordering for fy10 began in July 2009 and continued through May 2010. The number of firm orders placed this year was divided between the 3 campuses:

	Ordered	Received
Broken Arrow	355	308
Muskogee	16	16
Tahlequah	1,831	1,941
Total	2,202	2,265

We saw a small decrease in the number of orders placed this year over the 2,382 orders placed for the three campuses in 2008/09. The formats of the orders placed continue to be varied: books (print), books (electronic), scores, audio books, CDs, DVDs, video recordings (VHS), and realia made up the variety of material.

Approval plans:

Both of our approval plans are down in respect to the number of books shipped this year. The Blackwell Approval Plan was funded at \$7,251 in fy10. As of the end of May, the Blackwell program resulted in 234 titles spread over 6 fund codes for a total expenditure of \$6,844.

The Elsevier Butterworth/Heinemann optometry/ophthalmology approval program was funded at \$3,387 for fy10. As of the end of May, we have received 16 books from this approval program totaling \$1,861. In fy09 our expenditure in this program was \$3,112 for 25 books.

The two approval programs resulted in 250 titles received compared with 268 titles in 2008/09.

In late June or early July, our approval plan with Blackwell will be moved to YBP (Yankee Book Peddler), which purchased the US division of Blackwell. Harriett will be undergoing training with YBP's database and then in turn will be providing access and training to Samantha and the Resource Coordinators for use in collection development.

Annual serials review:

Although the date for release of the annual serials review was moved up to mid-January from March, the review production went very smoothly again this year. The lists were distributed on January 26th to the Resource Coordinators as Excel attachments to e-mails. This year, at the Resource Coordinators' request, each coordinator received only their sections. Because of the large number of cancellations in fy10, only 22 titles were selected for cancellation in fy11 and of these 14 were for Broken Arrow.

Pay-per-view:

The OCLC FirstSearch ECO pay-per-view service was changed to a mediated search service in July 2008. For fy10, we have purchased 4 articles for a total cost of \$160 or \$40.00 per article.

The Ovid pay-per-view of a limited number of optometry journals showed some usage in 2009/10. Twenty-four articles were requested at a cost of \$911.80 or \$37.99 per article.

Gifts:

For 2009/10, the amount of gifts received increased dramatically. Jose and Amanda received, acknowledged and pre-searched 4,028 items. This compares to the 1,565 items received in 2008/09. Among the gifts received were a large collection of World War II material, other political science collections, a large law collection, and optometry material. An additional 978 items were received by Samantha as part of the annual curriculum review center deposit program.

The Broken Arrow campus has continued to acquire gifts as well, with 1,598 items received there. This brings the total for the two campuses to 6,604 gift items.

During 2009/10, we begin to create more order records on Millennium for gifts, as part of the phasing out of the manual T-slip file. 1,152 gift items had records created on Millennium for fy10.

Claims:

Claims for subscription items are up this year as Elizabeth has continued to adjust expected dates on check-in cards. We submitted 577 claims for the Tahlequah campus and 89 claims for the Broken Arrow campus, for a total of 666 for 2009/10. This compares to 595 claims which were processed in 2008/09. As usual, we had problems getting second copies of specific titles for Muskogee. Lisa Gardner, our new service representative in the Ebsco Birmingham Office, has been very helpful in resolving some of our problems.

Missing Issues:

One of our goals for 2009/10 was to focus on the missing issues problem. During April and May 2010, Harriett examined volumes with issues missing from 1998 to 2000. 46 volumes were sent to the bindery with incomplete notations; 14 volumes were withdrawn because of the amount of material missing; and 155 issues were replaced so the volumes could be bound. We continue to use both USBE and Absolute Backfile Service, as well as the EBSCO missing copy bank to replace issues. We spent \$1,812 on missing issues this year for all three campuses. Elizabeth assisted in this project by preparing the volumes for the bindery and several students assisted Harriett by pulling the issues from the shelves.

Continuations:

Jeanne Pry is receiving and passing invoices back to Acquisitions for continuations and for numbered monographic series as part of the process of checking in the volumes. Samantha creates order records for the un-numbered monographs on standing order. On selected services such as Brookings, ERS, and ACSD, she is creating order records on Millennium, so that the books can go directly into cataloging.

Annual review of web pages:

The annual review of the newspaper web pages was not done this year due to Austin's limited time in Acquisitions. We will try to check the links this summer if possible. Otherwise, this will be a priority for Austin in the fall.

Electronic licensing of individual periodical titles:

The second goal for Acquisitions for 2009/10 was to address the continuing problem of licensing of electronic versions of individual periodical titles. Phase one of this effort was to gather information to correct the entries with Serials Solutions so false expectations would not be raised about availability. During June and July, Harriett checked 257 entries and determined that for 150 titles access was available. 63 titles were reported to Linda as cancelled so they could be removed from Serials Solutions. Work on the remaining problematic titles was to occur in April and May after ordering was completed. Unfortunately, we were still ordering during these months so this portion of the goal was not completed.

Goals for 2010/11

Although we were successful to some extent in reducing the backlogs in electronic journal licensing and in missing issues, we still did not make the progress we were hoping for. Because of that we are going to change the parameters slightly to align better with slow times in Acquisitions.

1. Beginning in the summer (June/July), focus on the licenses for the electronic magazines available through EBSCO's EJS service. In the first round, verify all titles which are currently enabled and identify any titles which have been cancelled. Prepare a list of active titles for submission to Serials Solutions by August. Team members involved: Harriett and Samantha.
2. After the first round is completed, in February/April begin activation of electronic titles which require additional licensing work. Goal of 40 titles during this phase. Team members involved: Harriett and Samantha, with some student help.
3. During the fall (October/December), focus on the periodicals missing issues file, by either finding replacements or making final decisions as to continued retention for issues missing in 2001-2003. Team members involved: Harriett and Elizabeth, with some student help.
4. If time and bindery budget allows, continue with 2004 missing issues in April/May. Team members involved: Harriett and Elizabeth, with some student help.

Conclusion

In all of the activities of the Acquisitions Department, we strive to follow the ALA Statement on Principles and Standards of Acquisitions Practice as well as the state and local policies for the purchase of material, while at the same time acquiring the materials requested from the best source, balancing cost and service-added elements. We have successfully filled 55 orders from the out-of-print market along with the other 2,147 orders placed from more regular sources. We have only 5 orders from this year's submissions that are currently unavailable. These will be continued to be searched periodically through the print and OP markets in the hopes that we can supply the requests. For the most part, 2009/10 was a successful year for Acquisitions. Orders were placed and received promptly, invoices were passed in a timely manner, claims were placed so that replacement periodical issues could be obtained, and gifts were received, acknowledged, and searched in record numbers.

ALA Statement on Principles and Standards of Acquisitions Practice

In all acquisitions transactions, a librarian:

1. gives first consideration to the objectives and policies of his or her institution;
2. strives to obtain the maximum ultimate value of each dollar of expenditure;
3. grants all competing vendors equal consideration insofar as the established policies of his or her library permit, and regards each transaction on its own merits;
4. subscribes to and works for honesty, truth, and fairness in buying and selling, and denounces all forms and manifestations of bribery;
5. declines personal gifts and gratuities;
6. uses only by consent original ideas and designs devised by one vendor for competitive purchasing purchases;
7. accords a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions;
8. fosters and promotes fair, ethical, and legal trade practices;
9. avoids sharp practice;
10. strives consistently for knowledge of the publishing and bookselling industry;
11. strives to establish practical and efficient methods for the conduct of his/her office;
12. counsels and assists fellow acquisitions librarians in the performance of their duties, whenever occasion permits.

Developed by the ALCTS Acquisitions Section Ethics Task Force; endorsed by the ALCTS Acquisitions Section and adopted by the ALCTS Board of Directors, February 7, 1994.
<http://www.ala.org/ala/issuesadvocacy/proethics/explanatory/acquisitions.cfm>

Cataloging Department Annual Report, 2009/2010

We begin our Cataloging Department annual report this year with answers to these questions: What is cataloging? What does it take to make a good cataloger?

Cataloging is the process of creating entries for a catalog; it includes bibliographic description, subject analysis, assignment of classification number, and activities involved in physically preparing the item for the shelf, such as barcoding, labeling, and processing. The goals (or purposes) of cataloging are to enable a library patron to find an item for which either the title, the author, or the subject is known; and to show what the library has by a given author, on a given subject, or in a given kind of literature.

The development of a good cataloger does not happen overnight. It takes years of experience to develop the skills and expertise that go into being a good cataloger. Some of the skills needed are:

1. To learn the ins and outs of searching the OCLC database, using all possible search strategies, and to analyze the search results and select just the right record for the piece in hand from among the over 63 million records in the database – and to recognize when there is no record for the piece in hand, which then needs to go to a librarian for original cataloging.
2. A thorough understanding of all the MARC fields, subfields, indicators, geographic and language codes, and to be able to determine at a glance how much editing a record needs.
3. A thorough understanding of AACR2 cataloging rules (for all formats) and LC Rule Interpretations.
4. Expertise in every format – monographs, serials/periodicals, music scores, videorecordings, sound recordings (music and non-music), maps/globes, kits, computer files and online electronic resources, microforms, posters, realia, etc.
5. Expertise in a variety of foreign languages (we've recently cataloged items in Japanese, Spanish, Cherokee, Choctaw, and Creek; have Russian scores awaiting cataloging).
6. An excellent understanding of all the Library of Congress classification schedules and tables, of shelflisting rules and the LC Cutter table, and also of Dewey classification, tables, and cuttering, and of the federal and state document classification systems.
7. Expertise in the use of the software and various tools that are needed for cataloging.
8. Expertise in LCSH – Library of Congress Subject Headings and also in children's subject headings.
9. A thorough understanding of the local online catalog – creating, maintaining, editing records, etc.
10. Knowledge of subjects and persons of local interest which might not get added to records created by the Library of Congress and other cataloging agencies, but which would be beneficial as access points for our local stakeholders.

Cataloging Department Personnel:

The three librarians are: Jackie Schumaker (Cataloging Department supervisor), Linda West, and Harriett Hobbs. The library technicians are: Lou Ann Rhea, Jeanne Pry, Jenifer Rogers, Samantha Clifford, Rikki Warner (until June 5, 2009) and Casey Woodard (August 24, 2009-January 28, 2010). We are fortunate to have a staff of well-trained, highly skilled, dedicated individuals.

Areas of expertise of each cataloger are:

1. Linda: music (sound recordings and scores), government publications (federal and state), cataloging of electronic resources, MARC format for serial holdings, serial check-in, original cataloging
2. Harriett: serials/periodicals cataloging, Y Collection cataloging, curriculum materials cataloging, original cataloging, OCLC Union listing
3. Jackie: audiovisual cataloging; computer file cataloging; maps/globes, realia and other special formats; monographs, Y Collection, curriculum materials; original cataloging; foreign language expertise (formal study of Spanish, French, Portuguese, Italian, German, Russian, and Greek, and ability to catalog in a variety of other languages, including Native American languages); daily headings report; authority control; problem solving
4. Lou Ann: complex monographic cataloging, Y Collection cataloging, curriculum materials cataloging, processing
5. Jeanne: serials cataloging, Y Collection cataloging (including Spanish), monographic and curriculum materials cataloging, music score cataloging, serials check-in, OCLC Union listing
6. Jenifer: audiovisual cataloging, computer file cataloging, Y Collection cataloging, monographic and curriculum materials cataloging, pulling and organizing curriculum materials, creating statistical reports, assisting with headings report and authority control
7. Samantha: the newest cataloger – still in training for monograph, curriculum material, and audiovisual cataloging; authority control

In addition to the librarians and paraprofessional staff, we were assisted by several good student workers. Our Processing Assistants were: Geralynn (Sunshine) Blassingame (summer 2009), Josh Coleman (September 9-November 19, 2009), and Cortney Lancaster (February 25, 2010-present). We received additional help from Kalib Webb, Bindery/Deprocessing Assistant, and from Rebelie Morrison, library office student worker.

We began 2009/2010 with some personnel-related challenges. Rikki Warner resigned on June 5, 2009, creating a gap in coverage of document and curriculum materials cataloging. That position was filled in August 2009 with Casey Woodard, who then left in January 2010. At that time the position was moved from Technical Services to User Services, requiring re-distribution of tasks among the remaining department members. We also began the year with Lou Ann Rhea on medical leave due to an injury. Fortunately, we still had our well-trained Processing Assistant, Sunshine. Jeanne and Jenifer helped with processing, and Samantha stepped up and took over some of Lou Ann's duties and kept materials moving out of the room in a timely manner.

Goals for 2009/2010:

The Cataloging Department goals for 2009/2010 continued to focus on eliminating backlogs:

1. SPC Indian Symposium videos (goal: to do 2 years in summer 2009 and 1 more year, fall 2009-spring 2010)
2. Periodicals/Serials cataloging (goal of 10 titles per month, or a total of 100 titles for the year)
3. Music cataloging (goal of 20-25 scores and 5-10 CDs per month)
4. Audiovisual cataloging (goal of 25 titles per month)
5. Original cataloging (goal of 5 titles per month)
6. Curriculum materials (goal was to begin training Rikki, summer 2009, and to finish cataloging Reading and get halfway through Foreign Language and Vo-tech by Jan. 1, 2010)
7. Y Collection (goal of at least 20 titles per month, per cataloger (Jeanne, Jenifer, and Lou Ann), for a grand total for the year of at least 720 titles)
8. Electronic cataloging (goal: to catalog at least one collection a year and to investigate whether we can buy the catalog records)

Progress on Goals:

We have succeeded in eliminating some of our backlogs this year! We have eliminated the backlogs of: spoken sound recordings (CD and cassette) and VHS videotapes. We have also almost eliminated the backlog of CD-ROMs – all that remain are two requiring original cataloging for JVL and a half dozen or so requiring original cataloging for Broken Arrow. We also eliminated a backlog of Special Collections audiovisual materials with the exception of two DVDs in Cherokee and Creek, which require very complex original cataloging. Linda has the music sound recording backlog down to a half dozen or so titles requiring original cataloging. In addition, there is no longer a backlog of Y Collection cataloging. Approximately half a truck remains to be done.

We exceeded our goals in the areas of music cataloging, audiovisual cataloging, Y Collection cataloging, and original cataloging. We had to adjust our goal for curriculum material cataloging – instead of training Rikki, we began training Casey, and then, Samantha. Harriett provided a great deal of assistance by cataloging some older, problematic sets, many of which required original cataloging. We finished cataloging Reading, Foreign Language and Vo-tech materials and began cataloging math this spring.

Linda met her goal of cataloging at least one electronic collection a year by cataloging the Stat!Ref collection.

We are very proud of these accomplishments and of our record highs in audiovisual cataloging and original cataloging.

Training:

Linda spent a great deal of time from August 2009 to January 2010 training Casey on Oklahoma and federal documents cataloging, and Jackie spent a lot of time training her on curriculum materials cataloging.

Jackie trained Jenifer in cataloging video recordings of plays by Shakespeare. Samantha received some additional training from Jackie in DLC monograph cataloging, video cataloging, and authority work and also began training in curriculum materials cataloging in March 2010.

Jeanne received some training from Jackie in cataloging Y Collection graphic novels.

Zac Thorp came over from Broken Arrow in April 2010 for some training in cataloging monographs from Jackie.

Monograph Cataloging:

This year we produced 3,526 new print monographic titles (monographs, scores, curriculum materials, and Y Collection) for the Tahlequah and Muskogee campuses, a 19.2% increase over last year's total of 2,958. Monographic production for Broken Arrow (monographs, curriculum materials, and Y Collection) was 874, down from last year's total of 985.

We continued receiving books on two approval plans. 196 new approval titles were cataloged in 2009/2010 – a 16% increase over last year's total of 169. Approvals were cataloged by Lou Ann (133), Jenifer (47), Jeanne (13), Jackie (2), and Linda (1).

Curriculum Materials:

Curriculum materials cataloging increased from 32 titles in 2008/2009 to 357 titles for Tahlequah and 60 titles for Broken Arrow in 2009/2010, for a grand total of 417 print titles. Accompanying those titles were 1,725 print volumes for JVL and 166 print volumes for Broken Arrow, along with several AV volumes. In addition, one title was a DVD, and five titles were kits, bringing the grand total for all formats and campuses to 423.

We cataloged several problematic sets from the backlog in the subjects of Reading & Literature, Science, and Social Studies. Other subjects cataloged this year were: Computer, Vocational, Health/Safety/PE, Music, Personal Financial Literacy, Foreign Language, Language Arts, and Math. Curriculum materials cataloged on the Tahlequah campus were cataloged by: Casey, Harriett, Jackie, Lou Ann, Jeanne, Jenifer, and Samantha. Pamela cataloged 10 of the 60 Broken Arrow titles, and Jenifer and Jackie cataloged the rest. Approximately 16.3% of the total of 423 titles (69 titles) required original cataloging; these were done by Harriett and Jackie.

Y Collection Cataloging:

We began the year with both sides of a range of shelves full of Y Collection books (one side for JVL, the other side for Broken Arrow, Muskogee, and Spanish language titles). We ended the year with one side of the range completely empty and approximately half a truck remaining on the JVL side.

Y Collection cataloging was done by Lou Ann, Jeanne, Jenifer, and Jackie. We cataloged 737 Y Collection titles for Tahlequah and Muskogee and 212 titles for Broken Arrow, for a grand total of 949 – exceeding our goal of 720 titles for the year by 229 (32%). Pamela cataloged an additional 18 Y Collection titles for Broken Arrow.

Serials/Periodicals Cataloging:

Harriett and Jeanne cataloged serials and periodicals for all campuses. Forty-two new titles were cataloged this year: 28 titles for JVL, 2 for Muskogee, and 12 for Broken Arrow.

Audiovisual Cataloging (other than music):

A comparison of audiovisual cataloging statistics over the past thirteen years (1997/1998 to 2009/2010) shows this to be a record year. We cataloged 441 AV titles for JVL and 81 titles for Broken Arrow, for a grand total of 523. The previous high was in 2008/2009 – 303 for JVL and 114 for Broken Arrow, for a grand total of 417. This represents a 25.4% increase. The third highest amount for that time period was 324, cataloged in 2006/2007.

Audiovisual cataloging was done by Jackie, Jenifer, and Samantha, with Linda cataloging one Broken Arrow CD-ROM music title. Jackie cataloged 67.3% of the total (352 titles), and Jenifer cataloged 30.5% (160 titles). Original cataloging was needed for 33 audiovisual titles – 20 videos (including 11 Special Collections Indian Symposium videos), 2 DVDs, 3 cassette tapes, 3 spoken CDs, and 3 CD-ROMs for Tahlequah and 2 CD-ROMs for Broken Arrow.

Music Cataloging:

Linda and Jeanne continued the second year of a goal to work on a large backlog of gift scores and a medium backlog of gift music CDs. Linda cataloged 201 sound recordings – 154 CDs for JVL and 27 for Broken Arrow, 12 cassettes for JVL and 2 for Broken Arrow, and 6 records for Special Collections. At the end of the year, only 3 CDs and 4 cassettes remain in the backlog. Jeanne searched, edited and produced about 20 scores per month. Linda reviewed those records for uniform titles, call numbers, music number, and subjects and cataloged an additional ten scores per month, for a total of 402 scores for the year. The goal for the coming year is to double our production to 50 music scores per month.

Original Cataloging:

For the second year in a row, we have excelled in original cataloging. The goal was 5 titles per month, for a total of 60 titles for the year. We accomplished a grand total of 156 titles this year – 127 titles for JVL and 29 titles for Broken Arrow. This represents a 59% increase over last year's grand total of 98 titles for all campuses and a 24.8% increase over the previous high of 125 titles for all campuses, in 2006/2007.

Jackie created 86 original records for OKN (Tahlequah) and 25 for N@U (Broken Arrow), for a total of 111. Harriett produced 40 original records for OKN, and Linda produced one for OKN and 4 for N@U.

Original records were created in OCLC for 28 monographs, 12 Broken Arrow capstone papers, 8 Y Collection books, 1 serial, 69 curriculum materials titles (including one DVD and five kits), 20 videos, 2 DVDs, 3 cassette tapes, 3 spoken sound recordings on CD, 5 music sound recordings (CD and cassette), and 5 CD-ROMs.

Electronic Cataloging:

Linda cataloged electronic resources. Our Ebrary subscription included monthly updates of deletions and additions. Linda deleted 72 Ebrary titles and loaded 4,057 new titles for half the

year until the subscription was cancelled. In December, she removed 39,701 Ebrary records from the catalog. This resulted in over 4,000 blind authority records that were deleted by Samantha during the next few months. Linda cataloged one more database of electronic books, StatRef with 138 titles. At the end of the year there were 42,565 electronic books cataloged, an almost 50% decline due to the loss of the Ebrary titles.

Serials Solutions ejournal records were loaded throughout the year:

Records deleted:	157,097
Records loaded:	168,665
Net gain:	11,568

Serials Solutions shows a dramatic gain to a total of 26,293 electronic journal titles and 35,359 copies due to Linda's work with Serials Solutions to add brief records for uncataloged titles. Serials Solutions was also updated to reflect correct access to EJS titles. A number of titles were deleted and most holdings information was edited for these titles.

Oklahoma Documents Cataloging:

Rikki Warner left in June 2009 and Casey Woodard began work in August 2009. During the summer, Linda cataloged Oklahoma documents. She then trained Casey. Casey left in January 2010 for a job in her field in Public Relations. Linda took over documents cataloging on a trial basis as Technical Services lost the documents technician position to another area of the library. Jeanne did all the union listing and Linda did additional cataloging and check-in. We added 847 new titles this year: 295 new titles-print (266 monographs and 29 serials); 4 new titles-microfiche (3 monographs and 1 serial); and 23 new titles-AV/non-print. There were 1,345 electronic documents from the Oklahoma crossroads project added to the catalog with holdings set on OCLC. We also added 501 volumes and copies. The Documents Unit also withdrew 395 items from Oklahoma documents. Titles and volumes added during the year show a significant decline. Next year may see an even steeper decline due to a new law which does not require state agencies to supply print materials to the Oklahoma Documents Clearinghouse. There was considerable growth in electronic records added to the catalog. The total of electronic Oklahoma documents available in the catalog is 2,804.

Government Publications:

For Federal documents, staffing was the same as for Oklahoma documents. We continued to receive shipping lists and full MARC records from MARCIVE, Inc., which were loaded into Millennium by Linda. Weekly record loads totaled 1,392. The total number of monthly record loads was 8,031, with 1,246 overwrites, for an adjusted total of 8,177. This is a slight decline from last year. We barcoded 1,465 titles this year: 780 new titles-print (789 monographs and 1 serial); 628 new titles-microfiche (614 monographs and 14 serials); and 47 new titles-AV/non-print. We also barcoded 679 volumes and copies. There were 7,234 electronic documents added. 15,389 electronic Federal records are now in our catalog. The Documents Unit also withdrew 436 items from Federal documents. The annual inventory of limited retention titles

will now be performed in odd years by Government Information personnel instead of the Technical Services Documents Unit due to the loss of the Documents Technician position.

Rush Cataloging:

Rush cataloging requests this year closely paralleled last year's rush cataloging. We handled 240 rush requests. The 133 print titles accounted for 55.4% of the total, and the 107 audiovisual titles accounted for 44.6% of the total. 110 print titles were rushed for JVL (102 monographs, 7 Y Collection books, and one serial). 23 print titles were rushed for Broken Arrow (14 monographs and 9 Y Collection books). Of the 105 audiovisual titles rushed for JVL, 84 were DVDs, 3 were videos (VHS), 9 were spoken sound recordings on CD, and 9 were music CDs. The remaining 2 were DVDs for Broken Arrow.

Jackie cataloged 42.5% of all rush requests, and Lou Ann cataloged 38.75%. The remaining 18.75% was cataloged by Jenifer, Linda, Jeanne, and Harriett. Four titles required original cataloging (2 monographs, 1 Y Collection book, and 1 CD).

As always, our goal was to get patron-requested rush items cataloged, processed and out of the room within 48 hours or less, usually within one day – and in a few cases, we accomplished this within one or two hours! We even got one title requiring original cataloging out on the same day that we received the request, and another one within one day.

Broken Arrow Cataloging:

77% of all Broken Arrow cataloging was done on the Tahlequah campus by Jackie, Jeanne, Jenifer, Lou Ann, Linda, and Harriett. 23% (230 titles) were done on the Broken Arrow campus by Pamela Louderback and Zac Thorp. 100% of all Broken Arrow original cataloging was done by Jackie and Linda, and 100% of the audiovisual materials was done by Jackie, Jenifer, and Linda.

Processing:

8,208 items were labeled and processed for Tahlequah and Muskogee, and 1,494 items for Broken Arrow, for a grand total of 9,702 – an increase of 1,592 (19.63%) over last year. Our processing student for the summer 2009 was Sunshine Blassingame. We were very fortunate to have her help during Lou Ann's absence. Fall 2009 we hired Josh Coleman to be our Processing Assistant. He worked from September 9 to November 19, 2009. We were without a processing student for the next three months, and processing was done by Lou Ann, Jeanne, Samantha, Casey, and Jenifer, with some help from Bindery/Deprocessing Student Assistant Kalib Webb and library office student worker Rebelie Morrison. Cortney Lancaster was hired for that position and began work on February 25, 2010, working until the end of the spring semester.

Authorities:

Authority control is essential for effective searching in our local system. Through authority control we improve access dramatically for our stakeholders by providing consistency in the form of headings used to identify authors, place names, uniform titles, series, and subjects. We accomplish authority control through a variety of methods. Jackie runs the daily Millennium Headings Report and resolves problems such as invalid headings, duplicate records (bibliographic, item, authority, and patron records), duplicate call numbers, duplicate barcodes,

etc. She also selects authorities to download from among the list of “Headings used for the first time.” Jenifer prints the report or emails it to Jackie during the breaks and resolves urgent problems.

Jackie also updates changed or cancelled subject headings through the use of the quarterly Cataloging Service Bulletin.

Jenifer and Samantha print the weekly updated name headings report from the OCLC web site, search the headings in Millennium, and export or re-export authority records from OCLC. Millennium runs a program every morning at 3:00 a.m. which automatically updates every bibliographic record that contains those headings. For 2009/2010 the work done on updated headings resulted in 8,049 bibliographic records being updated, further enhancing access to our library’s collections for our patrons.

Authority records were exported into Millennium from OCLC by Jackie, Samantha, Jenifer, Jeanne, Harriett, and Linda. Jackie, Samantha, Harriett, and Linda modified and deleted authority records in Millennium, and Jackie and Harriett created authority records. Approximately 4,300 blind references resulted from the Ebrary records being deleted from Millennium. Samantha deleted all of those authority records from Millennium. Total authority work for the year was 20,407, slightly down from last year’s total of 21,624. We downloaded 12,543 authority records from OCLC; modified 2,060 records in Millennium; deleted 5,660 records; and created 144 records. 98.8% of all authority work was done by Jackie and Samantha.

Digital Library:

The JVL Digital Library collection is in the second year of existence. This year additional issues of The Northeastern were added, additional chapters of Dr. Agnew’s Centennial History were added, and all older issues of The Northeastern were remastered for better indexing. Technical Services intends to add three additional staff to the project next year after software is acquired. We plan to edit and upload additional issues of The Northeastern during the coming year.

Other:

Harriett and Jackie continued to contribute to the international cataloging community by enhancing 1,697 bibliographic records in the OCLC WorldCat database. They added call numbers and/or subject headings, corrected errors, controlled headings, and upgraded records from less-than-full cataloging level (Level K) and abbreviated level (Level 3 vendor records) to full-level cataloging records (Level I). These activities, along with the original cataloging done by Harriett, Jackie, and Linda, resulted in OCLC credits in the amount of \$899.28.

Summary of Cataloging Totals and Statistics (JVL):

<u>Type of Material</u>	<u>Participants</u>	<u>Number</u>
Monographs	Lou Ann, Jenifer, Jeanne, Jackie, Samantha	2,030
Music scores	Linda, Jeanne	402
Curriculum materials	Lou Ann, Jenifer, Jeanne, Casey, Jackie, Harriett	357
Y Collection	Lou Ann, Jenifer, Jeanne, Jackie	737
Serials & Periodicals	Harriett, Jeanne	30
Music CDs	Linda	154
DVDs	Jackie, Jenifer	202
Videos	Jackie, Jenifer, Samantha	150
Tape cassettes	Jenifer, Jackie, Linda	48
CDs	Jenifer, Jackie	42
CD-ROMs	Jenifer, Jackie, Linda (1)	13
Kits	Jackie	6
E-books	Linda	4,195
Oklahoma documents	Linda, Rikki, Casey	1,667
Original	Jackie, Harriett, Linda	127

Summary of Cataloging Totals and Statistics (BA):

<u>Type of Material</u>	<u>Participants</u>	<u>Number</u>
Monographs	Jeanne, Jackie, Lou Ann, Jenifer, Zac, Pamela	574
Curriculum materials	Jenifer, Jackie, Pamela	60
Y Collection	Jeanne, Jenifer, Lou Ann, Jackie, Pamela	240
Serials & Periodicals	Harriett, Jeanne	12
DVDs	Jackie, Jenifer	60
Videos	Jackie, Jenifer	12
Tape cassettes	Jackie, Jenifer, Linda	5
CDs	Jenifer	1
Music CDs	Linda	27
CD-ROMs	Jackie, Jenifer, Linda	5
Original	Jackie, Linda	29

Conclusion:

The progress we have made towards our goals this year, the elimination of some backlogs and near elimination of some others, and the record high numbers for some areas – in spite of the two-month absence of one of our principal catalogers (Lou Ann) and the loss of a position – clearly demonstrate that we have done and are doing an exceptional job of cataloging for the Northeastern State University Libraries. We are a department of extremely well-trained, highly skilled, productive and efficient catalogers.

We have made considerable progress on our backlogs this year and plan to continue that progress during 2010/2011. We are currently dealing with challenges due to the lack of student help this summer for processing and check-in, requiring us to take time away from our cataloging to do those tasks. We have faced those challenges before, and we always rise to the occasion, get the job done, and excel at whatever we do.

This year we face an additional set of challenges as we prepare for the transition to a completely new set of cataloging rules – moving from AACR2 to RDA (Resource Description & Access).

The Cataloging Department begins 2010/2011 with the following goals:

1. SPC Indian Symposium videos (*Goal is to do at least 2 years: 1992 & 1993*)
2. Periodicals/Serials cataloging (*Harriett & Jeanne: goal of 100 titles for the year*)
3. Music cataloging (*Linda & Jeanne: goal of 50 scores per month, 600 for the year*)
4. Audiovisual cataloging (DVDs and videos) (*Jackie & Jenifer, with help from Samantha: goal of 30-40 titles per month*)
5. Original cataloging (*Jackie: goal of 5 titles per month; Linda: scores: goal of 10 for the year*)
6. Curriculum materials (*Jackie: to finish cataloging older subjects (approx. 7 sets); Jeanne, Lou Ann, Jenifer, Samantha: to catalog math (approx. 73 sets), by Dec. 31, 2010; to begin cataloging the new subject Jan. 2011*)
7. Electronic cataloging (*Linda: goal is to catalog at least 1 collection a year*)
8. Digital Library (*Linda, with help from Jenifer, Samantha, Amanda: goal is to do 2-3 issues of The Northeastern per month*)

Collection Maintenance Annual Report 2009/2010

Collection Maintenance is responsible for maintenance of library material and updating, eliminating or correcting items and entries in the libraries' databases and collections in accordance with the library's policy of weeding, inventory, and collection development. Maintenance includes repairing, binding or physical replacement of worn and damaged material. Updating the bibliographic entities includes check-in; eliminating includes withdrawals or replacements; correcting includes monitoring and aligning bibliographic information and library materials in order to maintain an accurate database and collections for our stakeholders.

Collection Maintenance was instrumental in adding to the Reduce Reuse Recycle theme for Technical Services this year. Our contract with Better World Books enabled us to send for reuse or recycle 537 books without shipping charges. Better World Books reports that we saved 3,527 gallons of water and 755 pounds of greenhouse gases through our efforts. During the year, we looked for ways to be more efficient, provide better service and be responsible in time management.

We were able to eliminate a large backlog of materials awaiting withdrawal and keep up with a steady pace of withdrawals during the year. We rebid our contract with commercial bindery HF Group and continued to perform our other tasks.

Personnel:

Linda West supervises Collection Maintenance activities in Technical Services. Other members of the department are: Elizabeth Hamilton, Lou Ann Rhea, Jeanne Pry, Jose Cadengo (until October 2009), Samantha Clifford, Amanda Massey (after November 2009), Jenifer Rogers, and Casey Woodard (Aug-Jan). Student assistants were: Austin Patton (check-in), Amanda Price (withdrawn project), Sunshine Blassingame, Josh Coleman, and Kalib Webb (bindery/withdrawn assistant). Rebelie Morrison from the Library Office helped in mending for part of the year.

Goals for 2009/2010:

1. Train a new check-in student and restructure job to include more activities as check-in numbers decrease. Fall 2009 (Jeanne)
2. Move JVL limited retention to January, starting 2010. Perform BA limited retention in May and Muskogee in August. (2009)
3. Change the way we handle item records for in-house counting. Keep item records for limited retention and binding until statistics have been gathered at the end of the year. These items would be suppressed to public view. Start yearly project in June to delete item records after in-house counting. Begin May 2009, deletion project June 2009 and June 2010.
4. Withdrawn Project. Continue to withdraw materials from third floor weeding. Goal is three trucks a month for Jose and Elizabeth combined. Help from additional

student workers could produce up to eight trucks per month. This pace should allow us to become current during the fall semester 2009.

5. Check-in Card Deletion Project. The number of old check-in cards needs to be addressed. A project in July 2009 should address this problem. Create lists and delete records can be used with some quality control checking to delete all check-in records for newspapers older than June 2008 and other serials older than June 2007. Exclude bindery titles. We will inform BA and Muskogee before the records are deleted.

Projects:

The major project for the year was catching up with the backlog of materials weeded from third floor. The remaining backlog of 33 shelves of materials and 2 trucks of serials were completed during the summer with help from Amanda Price. Jose and Elizabeth also withdrew materials. Elizabeth and Kalib shifted the library book sale weekly and coordinated movement of materials to Better Work Books and recycle for the entire year. An additional 6,236 items were withdrawn during the year which represents a 52% increase over the previous year. After Jose left, Amanda was trained to withdraw materials and we have been able to process three to four trucks each month. Beginning in June 2010, we plan to withdraw up to five trucks per month to continue to alleviate space problems on third floor.

Federal/Oklahoma Documents Check-in:

Along with cataloging and barcoding of materials, Linda setup check-in for currently received Federal and Oklahoma Document serials. A total of 9 Federal and 41 Oklahoma holdings records for currently received serials were set up this year. This brings the total of currently received Oklahoma documents on Millennium to 994 and Federal documents to 618. A total of 597 Federal documents serials and 453 Oklahoma documents serials were checked-in during the year. A project for the coming year will be to cleanup received status of federal and Oklahoma serials to adjust the numbers to better reflect real currently received serials.

Check-in:

Jeanne with processing help from Elizabeth, Samantha, and Jenifer checked in periodicals until we hired Austin in the fall 2009. A total of 13,467 items were checked in and processed for the year. There were a total of 1,739 check-in problems solved.

Samantha continued to check in and file loose-leaf services for the year. Of the total 14,608, there were 6,212 newspapers; 6,312 magazines; 611 loose-leafs; 332 continuations. There is a continuing decline in the number of items checked in as cancellations continue.

Bindery:

Elizabeth continued to handle bindery shipments during the year with the help of student assistant Kalib Webb. Bindery has increased this year, due to more donations. Bindery is still on a revolving 3 week cycle. This was our year to accept new Bind Bids and we chose to stay with HF Group (which used to be Heckman) of Indiana. A bindery bid was submitted in March 2010. Four vendors were identified, but only two completed bids. The bid was awarded to HF group, however the new bid includes a % increase in costs over the previous year. An adjustment will

need to be made to budget figures for next year. HF still delivers our orders by van from Tyler, Texas. The only problem encountered with the bindery in this fiscal year was that we have had a few periodical volumes with individual issues bound in incorrect positions.

A total of 1,154 periodicals were sent this year as compared to 842 the previous year. Broken Arrow had sent 206 volumes this year, as compared to 151 last year. JVL sent 948 periodicals. For new paperback books or donated books sent to the bindery a total of 1,137 was sent this year as compared to 1,086 last year. Broken Arrow sent 122 new or donated books this year, as compared to 193 books last year. JVL sent 1,015 this year, as compared to 893 last year. Damaged books or Rebinds sent this year was 138 as compared to 60 last year.

Relocations, Added volumes and copies, Union List:

Jenifer and Jeanne relocated 592 items this year which included Reference collection weeded items sent to Main collection. Jenifer added 141 monographic copies and 124 volumes (not including curriculum materials) to the collection and 52 monographic copies and 30 volumes for Broken Arrow. Jenifer relocated 71 monographs for JVL and 31 curriculum material sets to Broken Arrow.

Continuations continue to decrease in number. Jeanne checked in and processed a total of 332 continuations for the year. Also, a total of 235 updates were done to the union list database. 97 holding records were created for the union list. There were 30 new holding records made for Broken Arrow and 51 updates.

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. Lou Ann revised microfilm shipments throughout the year, with help from Elizabeth pulling replaced issues.

Limited Retention Inventories:

The JVL limited retention inventory was done in January 2010. Teams who participated were: Lou Ann and Jeanne, Elizabeth and Amanda, Samantha and Jenifer. Samantha and Jenifer also did the vertical file inventory. The yearly inventory was moved to January to help with shelf overcrowding on second floor. Muskogee inventory was conducted in May 2010. Three more years remain with enough volumes in Muskogee to be returned to JVL.

Counting in-house use of periodicals has added some steps to our processes. Periodical issue item records are now suppressed from public view and can be gathered for statistical counts and eventual elimination. A July purge of these issues will take place each year.

Withdrawn

Materials are withdrawn through several processes. Weeding, lost/missing, Curriculum Materials six year rotation and normal subscription retentions are all ways materials are removed from the collections.

Jose, Amanda, Elizabeth, Jeanne and Amanda Price withdrew materials during the year.

Materials withdrawn from collections:

	Print Monographs	Print Serials	AV	EBooks	Totals
JVL	5,339	732	168	39,779	46,018
BA	29	266	0	0	295

There was a JVL net loss of -1,061 in number of print titles and only a gain of 658 print volumes added to the shelves for the year.

Mending:

Along with mending 621 items, this year we began using a CD/DVD disc repair kit that we purchased to attempt to repair the discs that get scratched during use. We successfully repaired eight DVDs and one CD audiobook. There was only one DVD that we were unsuccessful at repairing (“Tartuffe,” which is used very heavily here in Humanities classes, but which was damaged irreparably after being sent out on Interlibrary Loan). Disc repair was done by Casey and by Jenifer and/or student assistant Kalib.

Challenges:

A number of materials were relocated to Broken Arrow this year and this will continue next year. Broken Arrow has selected more of our weeded Curriculum Materials for their collection. We are continuing to weed Curriculum Materials and prepare room 219 for the biennial textbook give away. This should take place in September or October 2010.

Summary:

This year Collection Maintenance has made significant progress in all areas with special emphasis on withdrawing library materials. We set goals to continue this progress next year.

Goals for 2010/2011

1. Hold biennial NSU Textbooks for Schools teacher give away. Event is changing to even years. Withdraw materials from Curriculum Materials, April-August. Hold event end of August or beginning of September 2010.
2. Perform In-house usage count in June 2010. Delete items for periodicals bound, on microfilm or weeded from limited retention after usage count is complete. Evaluate how this year’s method worked.
3. Continue withdrawn project. Withdraw three to five trucks a month from Resource Coordinator weeding. Respond to other weeding projects as proposed.
4. Continue to find places for weeded materials and gifts not added. Begin working with prison libraries. Continue sending books to Better World Books.

5. Check-in card Deletion Project. The number of old check-in cards needs to be addressed. A project in July 2010 should address this problem. Create lists and delete records can be used with some quality control checking to delete all check-in records for newspapers older than January 2009 and other weekly serials older than January 2008. Exclude bindery titles. We will inform BA and Muskogee before the records are deleted.

Environmental Metrics Report - Better World Books 2009/2010

Suffix	End Destination of Book	Total Books ReUsed or Recycled	Books(lbs)	Trees	Water(g)	Greenhouse Gases(lbs)	Landfill Space(cu yd)	Electricity (Kwh)
L3740-1	Total:	385	528	8	2,252	539	2	1,252
	Recycled	383	525	7	2,225	536	1	1,245
	Reused	2	3	1	27	3	1	7
L3740	Total:	152	209	3	1,275	216	2	500
	Recycled	98	135	2	570	138	1	319
	Reused	54	74	1	705	78	1	181
Grand Total		537	737		3,527	755	4	

Linda West
Department Head

Technical Services Activities Calendar
2009/2010

Samantha Clifford

C. Contributions to the Institution and Profession

Library Committees:

Chair of Library Care Committee
Library Entertainment Committee
Helped with Fall 2009 & Spring 2010 Scholastic Book Fairs
Library Earth Day Committee (Spring 2010)

Technical Services Committees:

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

Assisted Acquisitions Librarian
Supervised 1 student
Participated in limited retention of the vertical file at JVL and limited retention of periodicals (January 2010)
Member of Acquisitions, Cataloging & Collection Maintenance
Started cataloging Curriculum Materials (Spring 2010)
Worked on blind references project
Reference desk assistant
Taught an Database instruction class for English Comp classes (Spring 2010)
Printed Centennial book for Bindery
Authority work

Other:

Participated in TCP play: "Bull in a China Shop" April 2010

Elizabeth Hamilton

C. Contributions to the Institution and Profession

Technical Services Committees:

Collection Maintenance and Acquisitions team.
Bindery & Claims Technician
Supervised 1 student worker
Participated in Annual Inventory of titles at Broken Arrow, OK Campus & Muskogee, OK Campus
Assisted with Withdrawn Project

Book sale Technician
Assisted with Recycle of old materials
Send shipments periodically to Better World Books
Sorts & Distributes mail for the building

Library Committees:

Fall'09/Spring'10 Scholastic Book Fair
Library Entertainment Committee
Assisted with Gaming Nite in the Library- Fall '09

Harriett Hobbs

B. Scholarly activities

The Scholarship of Integration, 2009/10

The creation of 40 original bibliographic records in the OCLC WorldCat database for items unique to Northeastern State University.

The modification of 1,293 bibliographic records for the use of both Northeastern State University patrons and the library world through entry in the OCLC WorldCat database.

The enhancement of the Northeastern library database through the addition of 33 authority records to aid in the usage of the library catalog.

C. Contributions to the Institution and Profession

University Committee Service, 2009/10

Appellate Committee member
Parking Committee member
Student Conduct Committee member
Faculty Council representative (substitute for Sarah Archer)

Library Committee Service, 2009/10

Committee member for Gaming@theLibrary event, November 12, 2009
Scholastic book fair, November 9-13, 2009
Search Committee member, Science Librarian, May-June 2009
Search Committee member, Education Librarian, September 2009-March 2010
Scholastic book fair, April 5-9, 2010

Harriett Hobbs continued

D. Performance of non-teaching semi-administrative or administrative duties, 2009/10

Supervised the Acquisitions Department within the Library and coordinated the expenditure of the \$724,000 library materials budget for the three campuses. Coordinated and monitored acquisitions workflow

Project to resolve periodicals missing issues from 1998 to 2000

Statistics Coordinator for the Library, Technical Services Department

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

E. Workshops/Conferences attended, 2009/10

Drug Free Workplace for All, NSU web-based training, November 3, 2009

Serials Interest Group for All Libraries in Oklahoma (SIGALO), Fall 2009 meeting: The Effects of Change. Hardesty Public Library, Tulsa, Oklahoma, December 4, 2009

NSU Branding workshop, January 19, 2010

Sexual Harassment Policy Workshop, NSU web-based training, February 11, 2010

Amigos Library Services Online Member Conference, May 5, 2010. Assess, Act, Advance. Opening session: Demonstrating Library Value: Assessing What's Important to Users and Stakeholders.

Amigos Library Services Online Member Conference, May 6, 2010. Resource Description & Access (RDA) update on new cataloging standard

Amigos Annual Member Online Meeting, voting delegate for NSU-Tahlequah

Jackie M. Schumaker

B. Scholarly Activities

3. The Scholarship of Integration

Contributed 111 original cataloging records to OCLC database

Jackie M. Schumaker continued

Contributed to the international cataloging community by enhancing 413 bibliographic records in the OCLC WorldCat database through contributing call numbers and/or subject headings, correcting errors, controlling headings, or upgrading to a higher encoding level

Provided for access to library materials by assigning 346 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
Faculty Development Committee

Library Committees:

Assisted with Scholastic Book Fair (Nov. 9-13, 2009)
Promotion and Tenure Committee
Search Committee for Technical Services Library Technician III (Chair)
(July-August 2009)
Assisted with Scholastic Book Fair (Apr. 5-9, 2010)

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

Department Head of Technical Services Cataloging Department
Oversaw the cataloging activities of 5 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
Contributed to the enhancement of the Northeastern library catalog through the addition, modification, and creation of 13,460 authority records to aid in the usage of the online library catalog
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 17 errors

Jackie M. Schumaker continued

E. Workshops/Conferences attended:

Northeastern State University Drug Free Workplace training, November 13, 2009

SIGALO (Serials Interest Group for All Libraries in Oklahoma) Fall 2009 Meeting: The Effects of Change. Hardesty Public Library, Tulsa, Okla., December 4, 2009

NSU Branding Workshop, January 19, 2010

Amigos Library Services Online Workshop: FRBR: What it is and how it can help you prepare for RDA, March 9 & 11, 2010

Amigos Library Services Online Member Conference, May 5, 2010. Opening session: Demonstrating Library Value: Assessing What's Important to Users and Stakeholders

Amigos Library Services Online Member Conference, May 6, 2010. RDA (Resource Description & Access) Update

Jeanne Pry

Member of Cataloging team

Member of Collection Maintenance team

Completion of Drug Free Workplace Policy

Completion of Sexual Harassment Policy

Attended Faculty/Staff Spring opening meeting at Herb Rozell Ballroom

Attended Spring Semester Library meeting in Seminary Hall

Attended Branding Workshop

Supervise and trained 1 check-in student

Community service:

Member of the local church council of First United Methodist Church, Tahlequah, Oklahoma

Secretary of the local church council of First United Methodist Church, Tahlequah, Oklahoma

Lou Ann Rhea

- Member of Cataloging team
- Member of Collection Maintenance team
- Completion of Drug Free Workplace Policy
- Completion of Sexual Harassment Policy
- Attended Faculty/Staff Spring opening meeting at Herb Rozell Ballroom
- Attended Spring Semester Library meeting in Seminary Hall
- Attended Branding Workshop

Jenifer Rogers

C. Contributions to the Institution and Profession

Library Committees:

- Assisted with Fall 2009 & Spring 2010 Scholastic Book Fairs
- Library Centennial Committee (until dissolved in Fall 2009)

Technical Services Committees:

- Search Committee for Library Technician III position (August 2009)
- Entertainment Committee Treasurer

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

- Student Coordinator
- Supervised 3 student assistants
- Hired 2 student assistants (Fall 2009) and 1 student assistant (Spring 2010)
- Revised student job descriptions (Fall 2009) to reflect changes caused by the loss of 1 position
- Member of Cataloging & Collection Maintenance
- Secretary of Cataloging Department
- Special Projects Assistant to Cataloging Librarian
- Maintained list of children's book awards
- Participated in project of closed dates in authority records
- Participated in SPC Video Project
- Participated in Muskogee Limited Retention Inventory (August 2009)
- Participated in JVL Limited Retention Inventory, including vertical file (January 2010)

Jenifer Rogers continued

E. Workshops/Conferences attended:

Community or Regime? Assessing the Culture of an Academic Department
Amigos Online Conference – May 5, 2010

RDA Update
Amigos Online Conference – May 6, 2010

Other:

Tahlequah Community Playhouse
Member of Social Committee – October 2009 to present
Box Office for “Man of La Mancha” – October 2009
Assistant Director for “The Miss Firecracker Contest” – January/February 2010
Programs for “Bull in a China Shop

Linda H. West

B. Scholarly Activities

The Scholarship of Integration

Maintained the JVL Digital Library, converted documents

Published additional chapters, *Centennial History of Northeastern State University*, by
Dr. Brad Agnew in the JVL Digital Library

Published articles for the Library Blog, 45 articles were composed on various topics.

The Scholarship of Application

Provided cataloging during the year for music, electronic resources, Federal and
Oklahoma Document, Maintained the catalog through numerous quality control changes
to data

Continued to update web pages for the Library website throughout the year, Developed a
mobile webpage prototype for testing, Developed a test template for redesign of the web
site.

Maintained Serials Solutions journal information in the online catalog, monthly

Linda H. West continued

Developed program review information for Spanish, Theatre, Political Science, Psychology, Cherokee Education, Geography, Art, General Studies, Biology, Health Care Administration

Developed information and hosted library portion of Music accreditation visit.

Represented the library on social media, Increased presence on Facebook, initiated Twitter and Flickr accounts. Responded to questions and enhanced the reputation of the library.

Coordinated three book give aways on Twitter for two finals weeks and National Library Week. All books were donated for the events.

OCLC Cite This feature developed for addition to the library catalog.

Gaming at the Library event planned for library, November 12, 2009

Hosted Social Media Tweetup for NSU, April 30, 2010. Lunch discussion.

C. CONTRIBUTION TO THE INSTITUTION AND THE PROFESSION

University Committees:

- Financial Aid Advisory Committee, Chair
- World Wide Web Committee
- Branding Committee
- HCL Visit Team 4
- History Day Judge -April 6, 2010
- Undergraduate Research Day Judge, April 20, 2010 (representing Faculty Council)
- Promotion and Tenure Committee, Ad Hoc

Library Committees:

- Library Web Committee, Chair
- Library Tenure and Promotion Committee, Chair
- Tutorial Committee
- Information Commons Committee
- Library Webmaster
- Gaming @ The Library, Chair
- Earth Day

State Committees:

- Oklahoma Library Association, Technical Services Roundtable, Workshop Committee

Linda H. West continued

D. PERFORMANCE OF NON-TEACHING SEMI-ADMINISTRATIVE OR ADMINISTRATIVE DUTIES

Millennium System Site Coordinator

Supported server upgrade and conversion to Research Pro and Web Pac Pro

Created Millennium lists for Muskogee inventory, reserve by course ID, second floor usage spreadsheet, federal document usage data, two zero circulation lists, Library of American Civilization

Designed video covers for Indian Symposium videotapes, yearly.

Quality check of broken links on Library web pages

Trained a new employee to catalog state and federal documents

Coordinated statistics gathering, error reporting, enhancement requests

Edit and develop New Books lists for Tahlequah and Broken Arrow.

Compile monthly and annual statistics for the Library

Monthly compilation of Library web usage statistics

Conducted research of library fee history for Dean of Libraries

Coordinated de-accessing of library materials project

Liaison with Better World Books for reuse of library materials

Coordinated strategic planning including a retreat for Technical Services (August 21, 2009)

Reference meeting presentation on ways to customize catalog search pages including a new tabbed display, April 15, 2010

Wrote three executive summaries of Technical Services workflow/procedures

E. WORKSHOPS/CONFERENCES ATTENDED

Webinar. David Lee King, viewed July 8, 2009. Web 2.0 Designing the Library Experience

AAUW Leadership Workshop, UCO, July 18, 2009. Presented session on AAUWOK website and use of Facebook and Twitter for organizations.

NSU Human Resources training. Service Excellence, July 24, 2010

ACRL Oklahoma Conference, Tulsa, OK, November 6, 2009
MarketShare, A blueprint for you and your library.

Webinar, The Future of the Library – How the Library Ecosystem is Evolving to Support 21st Century Information Demands. Library Journal, November 18, 2009

Webinar, LibraryThing, New Zealand Conference, December 3, 2009

WebJunction Webinar, Integrated Library Systems, December 4, 2009

AMIGOS Annual Conference, Online, May 2010

Session on Social Media Metrics-, May 5, 2010

Session on RDA Update, May 6, 2010

Webinar, Library Journal, Understanding the Discovery Landscape, May 6, 2010.
How catalogs can be upgraded to be more user friendly.

Webinar, ALA TechSource, Organization 2.0: Building the Participatory Library,
May 13, 2010

Webinar, OCLC/Library Journal, The Future is Mobile, May 20, 2010

F. OTHER

American Association of University Women, Tahlequah Branch, Treasurer

Webmaster – Tahlequah Branch and Oklahoma Division

Converted The Leader for publication, quarterly

Graduate Woman Scholarship Committee

Girl Scouts

Thinking Day volunteer, February 20, 2010

Co-planned and conducted Theater Workshop for over 50 girls, April 10, 2010

OFFICIAL SHEFLIST STATISTICS, 2009/10

	TOTAL
	2009/10
NEW TITLES-PRINT	
Monographs	2,432
Curr. Mats.	357
Y Collection	737
Serials	28
Periodicals	8
NEW TITLES-MICROFILM	
Monographs	4
Serials	0
Periodicals	0
NEW TITLES-MICROFICHE	
Monographs	3
Serials	0
Periodicals	0
ERIC	0
NEW TITLES-AV	
Video cassettes	150
DVDs	202
Tape cassettes	48
Records	6
Compact Discs (Audio)	42
Compact Discs (Music)	154
Machine readable files (CD-Roms or diskettes)	13
Maps/Globes	0
Kits/Games/Realia	6
Slides or transparencies	0
E-Books	4,195
NEW VOLUMES-PRINT	
Monographs	96
Curr. Mats.	1,725
Y Collection	28
Serials	330
Periodicals	822
NEW VOLUMES-MICROFILM	
Monographs	8
Serials	0
Periodicals	120

NEW VOLUMES-MICROFICHE	
Monographs	12
Serials	0
Periodicals	0
ERIC	0
NEW VOLUMES-AV	
Video cassettes	7
DVDs	84
Tape cassettes	79
Records	0
Compact Discs (Audio)	315
Compact Discs (Music)	71
Machine readable files (CD-Roms or diskettes)	325
Maps/Globes	1
Kits/Games/Realia	6
Slides or transparencies	0
E-Books	2
NEW COPIES-PRINT	
Monographs	105
Curr. Mats.	8
Y Collection	36
Serials	16
Periodicals	1
NEW COPIES-MICROFILM	
Monographs	0
Serials	0
Periodicals	0
NEW COPIES-MICROFICHE	
Monographs	0
Serials	0
Periodicals	0
ERIC	0
NEW COPIES-AV	
Video cassettes	1
DVDs	21
Tape cassettes	0
Records	0
Compact Discs (Audio)	1

Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	17
Maps/Globes	0
Kits/Games/Realia	0
Slides or transparencies	0
E-Books	0
WITHDRAWN TITLES-PRINT	
Monographs	4,410
Curr. Mats.	84
Y Collection	0
Serials	124
Periodicals	5
WITHDRAWN TITLES-MICROFILM	
Monographs	0
Serials	0
Periodicals	0
WITHDRAWN TITLES-MICROFICHE	
Monographs	0
Serials	0
Periodicals	0
ERIC	0
WITHDRAWN TITLES-AV	
Video cassettes	1
DVDs	0
Tape cassettes	0
Records	0
Compact Discs (Audio)	0
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	0
Maps/Globes	1
Slides	0
E-Books	39,779
WITHDRAWN VOLUMES-PRINT	
Monographs	182
Curr. Mats.	335
Y Collection	0
Serials	553
Periodicals	32

WITHDRAWN VOLUMES-MICROFILM	
Monographs	0
Serials	0
Periodicals	0
WITHDRAWN VOLUMES-MICROFICHE	
Monographs	0
Serials	0
Periodicals	0
ERIC	0
WITHDRAWN VOLUMES-AV	
Video cassettes	12
DVDs	0
Tape cassettes	2
Records	1
Compact Discs (Audio)	0
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	123
Maps/Globes	1
Slides	0
E-Books	0
WITHDRAWN COPIES-PRINT	
Monographs	328
Curr. Mats.	0
Y Collection	0
Serials	18
Periodicals	0
WITHDRAWN COPIES-MICROFILM	
Monographs	0
Serials	0
Periodicals	0
WITHDRAWN COPIES-MICROFICHE	
Monographs	0
Serials	0
Periodicals	0
ERIC	0

WITHDRAWN COPIES-AV

Video cassettes	1
DVDs	1
Tape cassettes	0
Records	0
Compact Discs (Audio)	0
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	1
Maps/Globes	0
Slides	0
E-Books	0

MISCELLANEOUS AV FORMATS

WITHDRAWN TITLES-AV

Films 16 mm	0
Filmstrips	0
Video discs	5
Games	0
Kits/Realia	2
Transparencies	0

WITHDRAWN VOLUMES-AV

Films 16 mm	0
Filmstrips	1
Video discs	16
Games	0
Kits/Realia	0
Transparencies	0

WITHDRAWN COPIES-AV

Films 16 mm	0
Filmstrips	0
Video discs	0
Games	0
Kits/Realia	0
Transparencies	0

	NET	GROSS
	2009/10	2009/10
CUM TOTAL(T+V+C)-PRINT FORMAT	340,319	
NET TOTAL, 2009/10	658	6,729
GRAND TOTAL	340,977	
CUM TITLES-PRINT FORMAT	220,050	
NET TOTAL, 2009/10	-1,061	3,562
GRAND TOTAL	218,989	
CUM TITLES, MICROFORM-MONOGRAPHS	471,381	
NET TOTAL, 2009/10	7	7
GRAND TOTAL	471,388	
CUM TITLES, MICROFORM-SERIALS/PERS	20,003	
NET TOTAL, 2009/10	0	0
GRAND TOTAL	20,003	
CUM TOTAL (T+V+C), MICROFORMS	554,205	
NET TOTAL, 2009/10	147	147
GRAND TOTAL	554,352	
CUM TOTAL (T+V+C), VIDEO CASSETTES	4,668	
NET TOTAL, 2009/10	144	158
GRAND TOTAL	4,812	
CUM TITLES, VIDEO CASSETTES	2,144	
NET TOTAL, 2009/10	149	150
GRAND TOTAL	2,293	
CUM TOTAL (T+V+C), DVDs	632	
NET TOTAL, 2009/10	306	307
GRAND TOTAL	938	
CUM TITLES, DVDs	447	
NET TOTAL, 2009/10	202	202
GRAND TOTAL	649	
CUM TOTAL(T+V+C), VIDEO DISCS	53	
NET TOTAL, 2009/10	-21	0

GRAND TOTAL	32	
CUM TOTAL(T+V+C), FILMS	0	
NET TOTAL, 2009/10	0	0
GRAND TOTAL	0	
CUM TOTAL(T+V+C), AUDIOTAPES+RECORDS+CDs	5,051	
NET TOTAL, 2009/10	713	716
GRAND TOTAL	5,764	
CUM TITLES, AUDIO (TAPES+RECORDS+CDs)	1,451	
NET TOTAL, 2009/10	250	250
GRAND TOTAL	1,701	
CUM TOTAL(T+V+C) GRAPHIC (SLIDES, FSTRP, TRANSP)	18,667	
NET TOTAL, 2009/10	-1	0
GRAND TOTAL	18,666	
CUM TOTAL(T+V+C) MACHINE READABLE	3,045	
NET TOTAL, 2009/10	231	355
GRAND TOTAL	3,276	
CUM TITLES, MACHINE READABLE	162	
NET TOTAL, 2009/10	13	13
GRAND TOTAL	175	
CUM TOTAL(T+V+C) MAPS/GLOBES	58	
NET TOTAL, 2009/10	-1	1
GRAND TOTAL	57	
CUM TOTAL(T+V+C) OTHER (KITS/GAMES/REALIA)	198	
NET TOTAL, 2009/10	10	12
GRAND TOTAL	208	
CUM TOTAL(T+V+C) E-BOOKS	78,147	
NET TOTAL, 2009/10	-35,582	4,197
GRAND TOTAL	42,565	
CUM TITLES, SERIAL SUBSCRIPTIONS	15,342	
NET TOTAL, 2009/10	11,568	
GRAND TOTAL	26,910	

CUM TITLES, E-JOURNALS**	13,085
NET TOTAL, 2009/10	11,568
GRAND TOTAL	24,653

** (INCLUDED IN TOTAL SUBSCRIPTIONS)

OFFICIAL DOCUMENTS SHEFLIST STATISTICS, 2009/10

FEDERAL GOVPUBS/MILLENNIUM	TOTAL 2009/10
NEW TITLES-PRINT	
Monographs	789
Serials	1
NEW TITLES-MICROFICHE	
Monographs	614
Serials	14
NEW TITLES-AV	
CD-ROMs	13
Software	0
Online (Web based)	7,234
Cartographic materials (maps)	22
Videos	0
DVDs	4
Graphic material (posters, pictures)	8
NEW VOLUMES & COPIES-PRINT	
Monographs	3
Serials	326
NEW VOLUMES & COPIES-MICROFICHE	
Monographs	66
Serials	271
NEW VOLUMES & COPIES-AV	
CD-ROMs	9
Software	0
Online (Web based)	0
Cartographic materials (maps)	1
Videos	0
DVDs	3
Graphic material (posters, pictures)	0
WITHDRAWN TITLES-PRINT	
Monographs	3
Serials	8
WITHDRAWN TITLES-MICROFICHE	
Monographs	0
Serials	5

WITHDRAWN TITLES-AV	
CD-ROMs	2
Software	0
Online (Web based)	0
Cartographic materials (maps)	0
Videos	0
DVDs	0
Graphic material (posters, pictures)	0
WITHDRAWN VOLUMES & COPIES-PRINT	
Monographs	6
Serials	385
WITHDRAWN VOLUMES & COPIES-MICROFICHE	
Monographs	0
Serials	26
WITHDRAWN VOLUMES & COPIES-AV	
CD-ROMs	1
Software	0
Online (Web based)	0
Cartographic materials (maps)	0
Videos	0
DVDs	0
Graphic material (posters, pictures)	0



FEDERAL GOVPUBS/MILLENNIUM	NET MAY'10	GROSS 2009/10
CUM TITLES FEDERAL GOV PUBS/MILLENNIUM	NA	
TOTAL (MONOG+SER)/PRINT	779	790
TOTAL (MONOG+SER)/FICHE	623	628
TOTAL (MACH READ)	11	13
TOTAL (ONLINE/WEB BASED)	7,234	7,234
TOTAL (CARTOGRAPHIC)	22	22
TOTAL (VIDEOS)	0	0
TOTAL (DVDS)	4	4
TOTAL (GRAPHIC)	8	8
GRAND TOTAL	8,681	8,699
CUM TOTAL (T+V+C) FED GOVPUBS/MILLENNIUM	NA	
TOTAL (MONOG+SER)/PRINT	717	1119
TOTAL (MONOG+SER)/FICHE	934	965
TOTAL (MACH READ)	19	22
TOTAL (ONLINE/WEB BASED)	7,234	7,234
TOTAL (CARTOGRAPHIC)	23	23

TOTAL (VIDEOS)	0	0
TOTAL (DVDS)	7	7
TOTAL (GRAPHIC)	8	8
GRAND TOTAL	8,942	9,378
CUM TITLES, SERIAL SUBSCRIPTIONS	622	
NET TOTAL, 2009/10	-4	
GRAND TOTAL	618	

OKLAHOMA DOCS/MILLENNIUM	TOTAL 2009/10
NEW TITLES-PRINT	
Monographs	266
Serials	29
NEW TITLES-MICROFICHE	3
Monographs	3
Serials	1
NEW TITLES-AV	
CD-ROMs	1
Software	0
Online (Web based)	1,345
Cartographic materials (maps)	2
Videos	1
DVDs	1
Graphic material (posters, pictures)	18
NEW VOLUMES & COPIES-PRINT	
Monographs	44
Serials	453
NEW VOLUMES & COPIES-MICROFICHE	
Monographs	0
Serials	0
NEW VOLUMES & COPIES-AV	
CD-ROMs	2
Software	0
Online (Web based)	0
Cartographic materials (maps)	0
Videos	0
DVDs	0
Graphic material (posters, pictures)	2
WITHDRAWN TITLES-PRINT	
Monographs	144
Serials	25
WITHDRAWN TITLES-MICROFICHE	
Monographs	1
Serials	17
WITHDRAWN TITLES-AV	
CD-ROMs	2
Software	0
Online (Web based)	0
Cartographic materials (maps)	1
Videos	0
DVDs	0
Graphic material (posters, pictures)	5

WITHDRAWN VOLUMES & COPIES-PRINT

Monographs	67
Serials	114

WITHDRAWN VOLUMES & COPIES-MICROFICHE

Monographs	0
Serials	6

WITHDRAWN VOLUMES & COPIES-AV

CD-ROMs	1
Software	0
Online (Web based)	0
Cartographic materials (maps)	1
Videos	0
DVDs	0
Graphic material (posters, pictures)	11



OKLAHOMA DOCS/MILLENNIUM

	NET MAY'10	GROSS 2009/10
CUM TITLES (MONOG+SER)/PRINT	2,466	
NET TOTAL, 2009/10	126	295
GRAND TOTAL	2,592	
CUM TITLES (MONOG+SER)/FICHE	1,677	
NET TOTAL, 2009/10	-14	4
GRAND TOTAL	1,663	
CUM TITLES (ONLINE/WEB BASED)	1,459	
NET TOTAL, 2009/10	1,345	1,345
GRAND TOTAL	2,804	
CUM TITLES (MACH READ/DISKS)	102	
NET TOTAL, 2009/10	-1	1
GRAND TOTAL	101	
CUM TITLES (CARTOGRAPHIC)	29	
NET TOTAL, 2009/10	1	2
GRAND TOTAL	30	
CUM TITLES (VIDEOS)	1	
NET TOTAL, 2009/10	1	1
GRAND TOTAL	2	
CUM TITLES (DVDS)	3	
NET TOTAL, 2009/10	1	1
GRAND TOTAL	4	

85

CUM TITLES (GRAPHIC)		
NET TOTAL, 2009/10	13	18
GRAND TOTAL	98	
GRAND TOTAL TITLES, ALL FORMATS	7,294	1667
CUM TOTAL (T+V+C) MONOG+SER/PRINT	4,039	
TOTAL (MONOG+SER)/PRINT	442	792
GRAND TOTAL	4,481	
CUM TOTAL (T+V+C) MONOG+SER/FICHE	2,944	
TOTAL (MONOG+SER)/FICHE	-20	4
GRAND TOTAL	2,924	
CUM TITLES (ONLINE/WEB BASED)	1,461	
NET TOTAL, 2009/10	1,345	1,345
GRAND TOTAL	2,806	
CUM TOTAL (T+V+C) MACH READ/DISKS	24	
TOTAL (MACH READ)	0	3
GRAND TOTAL	24	
CUM TOTAL (T+V+C) CARTOGRAPHIC	31	
TOTAL (CARTOGRAPHIC)	0	2
GRAND TOTAL	31	
CUM TOTAL (T+V+C) VIDEOS	2	
TOTAL (VIDEOS)	1	1
GRAND TOTAL	3	
CUM TOTAL (T+V+C) DVDS	3	
TOTAL (DVDS)	1	1
GRAND TOTAL	4	
CUM TOTAL (T+V+C) GRAPHIC	92	
TOTAL (GRAPHIC)	4	20
GRAND TOTAL	96	
GRAND TOTAL (T+V+C), ALL FORMATS	10,369	2,168
CUM TITLES, SERIAL SUBSCRIPTIONS	973	
NET TOTAL, 2009/10	21	
GRAND TOTAL	994	

**OFFICIAL PERIODICAL/CONTINUATION
STATISTICS, 2009/10**

	TOTAL 2009/10
PERIODICALS, PAID	
TITLES ADDED	16
TITLES CEASED	6
TITLES CANCELLED	3
TITLE CHANGES	9
TOTAL PERIODICALS, PAID	7
PERIODICALS, GIFT	
TITLES ADDED	0
TITLES CEASED	1
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL PERIODICALS, GIFT	-1
NEWSPAPERS, PAID	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL NEWSPAPERS, PAID	0
NEWSPAPERS, GIFT	
TITLES ADDED	0
TITLES CEASED	1
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL NEWSPAPERS, GIFT	-1
E-JOURNALS, PAID	
TITLES ADDED	168,665
TITLES CEASED	0
TITLES CANCELLED	157,097
TITLE CHANGES	0
TOTAL E-JOURNALS, PAID	11,568

E-JOURNALS, GIFT	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL E-JOURNALS, GIFT	0

CONTINUATIONS, PAID	
TITLES ADDED	2
TITLES CEASED	5
TITLES CANCELLED	2
TITLE CHANGES	7
TOTAL CONTINUATIONS, PAID	-5

CONTINUATIONS, GIFT	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	1
TOTAL CONTINUATIONS, GIFT	0

MICROFORMS, PAID	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL MICROFORMS, PAID	0

MICROFORMS, GIFT	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL MICROFORMS, GIFT	0

CUM TITLES, SERIAL SUBSCRIPTIONS	15,342
NET TOTAL, 2009/10	11,568
GRAND TOTAL	26,910

UNOFFICIAL (WORKLOAD) STATISTICS, 2009/10

ACQUISITIONS STATISTICS	TOTAL 2009/10
GIFTS RECEIVED	
BOOKS	1,959
MAGAZINES	2,035
AV ITEMS	84
CURR MATS	978
GIFTS ADDED TO COLLECTION	
BOOKS	55
MAGAZINES	26
AV ITEMS	6
CURR MATS	0
PRESEARCHED ORDERS	1,844
PRESEARCHED GIFTS	2,290
CLAIMS SENT	544
MONOGRAPHS ORDERED	1,641
AV ITEMS ORDERED	206
MISSING ISSUES ORDERED	470
PER/CONTINUATIONS PLACED	0
TOTAL ORDERS	2,317
MONOGRAPHS RECEIVED	1,774
AV ITEMS RECEIVED	183
MISSING ISSUES RECEIVED	141
PER/CONTINUATIONS RECD	57
TOTAL RECEIVED	2,155
INVOICES POSTED	773
AUTHORITY RECORDS	TOTAL 2009/10
RECORDS DOWNLOADED	12,543
RECORDS MODIFIED	2,060
RECORDS DELETED	5,660
RECORDS CREATED	144
TOTAL AUTHORITY WORK	20,407

CHECK-IN STATISTICS	TOTAL
	2009/10

NEWSPAPERS	6,212
MAGAZINES	6,312
LOOSE-LEAF SERVICES	611
CONTINUATIONS	332
TOTAL CHECK-IN	13,467

CHECK-IN PROBLEMS SOLVED	1,739
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PROCESSING STATISTICS	TOTAL
	2009/10

ITEMS LABELED	
COMPUTER PRINTED	6,745
TYPED	1,463
TOTAL ITEMS LABELED	8,208

ITEMS MENDED	621
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ITEMS SENT TO BINDERY	
PERIODICALS	875
NEW BOOKS	928
REBINDS DUE TO USE	19
CORRECTIONS	3
TOTAL ITEMS SENT TO BINDERY	1,825

SOURCE OF PRODUCTION	TOTAL
	2009/10

ORDERED MATERIAL	2,036
MEMBERSHIPS, SO, GOVT PUBS	180
APPROVAL	144
GIFTS	1,295
TOTAL ITEMS PRODUCED	3,655

TERMINAL STATISTICS TOTAL
2009/10

OCLC PRODUCTION	5,834
OCLC ORIGINAL INPUT	127
OCLC UNION LIST CREATION	97
OCLC UNION LIST UPDATES	235
Millennium HOLDINGS UPDATED	357
Millennium ITEMS RELOCATED	592

MICROFORM SUBSCRIPTIONS TOTAL
2009/10

SUBSCRIPTIONS RENEWED	24
SUBSCRIPTIONS ADDED	50
SUBSCRIPTIONS CANCELLED	28
TOTAL MICROFORM SUBSCRIPTS	74

MARCIVE SHIPPING LIST SERVICE TOTAL
2009/10

WEEKLY RECORD LOADS	1,392
MONTHLY RECORD LOADS	8,031
NUMBER OF OVERWRITES	1,246
TOTAL GPO RECORDS LOADED	8,177

FEDERAL GOVPUBS TOTAL
2009/10

PERIODICALS CHECKED IN	33
CONTINUATIONS CHECKED IN	807
Millennium ITEM RECORD CHANGES	7
Millennium HOLDINGS UPDATED	1

OKLAHOMA DOCS	TOTAL
	2009/10
CONTINUATIONS CHECKED IN	458
Millennium ITEM RECORD CHANGES	2
Millennium HOLDINGS UPDATED	1
Temporary bib records built	31
FEDERAL GOVPUBS	TOTAL
	2009/10
BIBLIOGRAPHIC RECORDS	
DELETED FROM Millennium	8

**BROKEN ARROW OFFICIAL SHEFLIST STATISTICS,
2009/10**

NEW TITLES-PRINT

- Monographs
- Curr. Mats.
- Y Collection
- Serials
- Periodicals

NEW TITLES-MICROFILM

- Monographs
- Serials
- Periodicals

NEW TITLES-MICROFICHE

- Monographs
- Serials
- Periodicals
- ERIC

NEW TITLES-AV

- Video cassettes
- DVDs
- Tape cassettes
- Records
- Compact Discs (Audio)
- Compact Discs (Music)
- Machine readable files (CD-Roms or diskettes)
- Maps/Globes
- Kits/Games/Realia
- Slides or transparencies
- E-Books

NEW VOLUMES-PRINT

- Monographs
- Curr. Mats.
- Y Collection
- Serials
- Periodicals

NEW VOLUMES-MICROFILM

- Monographs
- Serials
- Periodicals

NEW VOLUMES-MICROFICHE

- Monographs
- Serials
- Periodicals
- ERIC

NEW VOLUMES-AV

- Video cassettes
- DVDs
- Tape cassettes
- Records
- Compact Discs (Audio)
- Compact Discs (Music)
- Machine readable files (CD-Roms or diskettes)
- Maps/Globes
- Kits/Games/Realia
- Slides or transparencies
- E-Books

NEW COPIES-PRINT

- Monographs
- Curr. Mats.
- Y Collection
- Serials
- Periodicals

NEW COPIES-MICROFILM

- Monographs
- Serials
- Periodicals

NEW COPIES-MICROFICHE

- Monographs
- Serials
- Periodicals
- ERIC

NEW COPIES-AV

- Video cassettes
- DVDs
- Tape cassettes
- Records
- Compact Discs (Audio)

Compact Discs (Music)
Machine readable files (CD-Roms or diskettes)
Maps/Globes
Kits/Games/Realia
Slides or transparencies
E-Books

WITHDRAWN TITLES-PRINT

Monographs
Curr. Mats.
Y Collection
Serials
Periodicals

WITHDRAWN TITLES-MICROFILM

Monographs
Serials
Periodicals

WITHDRAWN TITLES-MICROFICHE

Monographs
Serials
Periodicals
ERIC

WITHDRAWN TITLES-AV

Video cassettes
DVDs
Tape cassettes
Records
Compact Discs (Audio)
Compact Discs (Music)
Machine readable files (CD-Roms or diskettes)
Maps/Globes
Kits/Games/Realia
Slides or transparencies
E-Books

WITHDRAWN VOLUMES-PRINT

Monographs
Curr. Mats.
Y Collection
Serials

Periodicals

WITHDRAWN VOLUMES-MICROFILM

Monographs

Serials

Periodicals

WITHDRAWN VOLUMES-MICROFICHE

Monographs

Serials

Periodicals

ERIC

WITHDRAWN VOLUMES-AV

Video cassettes

DVDs

Tape cassettes

Compact Discs (Audio)

Compact Discs (Music)

Machine readable files (CD-Roms or diskettes)

Machine readable files

Maps/Globes

Kits/Games/Realia

Slides or transparencies

E-Books

WITHDRAWN COPIES-PRINT

Monographs

Curr. Mats.

Y Collection

Serials

Periodicals

WITHDRAWN COPIES-MICROFILM

Monographs

Serials

Periodicals

WITHDRAWN COPIES-MICROFICHE

Monographs

Serials

Periodicals

ERIC

WITHDRAWN COPIES-AV

- Video cassettes
- DVDs
- Tape cassettes
- Records
- Compact Discs (Audio)
- Compact Discs (Music)
- Machine readable files (CD-Roms or diskettes)
- Maps/Globes
- Kits/Games/Realia
- Slides or transparencies
- E-Books

	NET MAY'10
CUM TOTAL(T+V+C)-PRINT FORMAT	21,363
NET TOTAL, 2009/10	2,515
GRAND TOTAL	23,878
CUM TITLES-PRINT FORMAT	12,145
NET TOTAL, 2009/10	823
GRAND TOTAL	12,968
CUM TITLES, MICROFORM-MONOGRAPHS	0
NET TOTAL, 2009/10	0
GRAND TOTAL	0
CUM TITLES, MICROFORM-SERIALS/PERS	0
NET TOTAL, 2009/10	0
GRAND TOTAL	0
CUM TOTAL (T+V+C), MICROFORMS	0
NET TOTAL, 2009/10	0
GRAND TOTAL	0
CUM TOTAL (T+V+C), VIDEO CASSETTES	342
NET TOTAL, 2009/10	16
GRAND TOTAL	358
CUM TITLES, VIDEO CASSETTES	236

NET TOTAL, 2009/10	12
GRAND TOTAL	248
CUM TOTAL (T+V+C), DVDs	281
NET TOTAL, 2009/10	80
GRAND TOTAL	361
CUM TITLES, DVDs	226
NET TOTAL, 2009/10	60
GRAND TOTAL	286
CUM TOTAL(T+V+C), AUDIOTAPES+RECORDS+CDs	337
NET TOTAL, 2009/10	69
GRAND TOTAL	406
CUM TITLES, AUDIO (TAPES+RECORDS+CDs)	100
NET TOTAL, 2009/10	33
GRAND TOTAL	133
CUM TOTAL(T+V+C) GRAPHIC (SLIDES, FSTRP)	8
NET TOTAL, 2009/10	0
GRAND TOTAL	8
CUM TOTAL(T+V+C) MACHINE READABLE	256
NET TOTAL, 2009/10	45
GRAND TOTAL	301
CUM TITLES, MACHINE READABLE	74
NET TOTAL, 2009/10	5
GRAND TOTAL	79
CUM TOTAL(T+V+C) MAPS/GLOBES	4
NET TOTAL, 2009/10	0
GRAND TOTAL	4
CUM TOTAL(T+V+C) OTHER (KITS/GAMES/REALIA)	53
NET TOTAL, 2009/10	0
GRAND TOTAL	53
CUM TOTAL(T+V+C) E-Books	1

NET TOTAL, 2009/10	0
GRAND TOTAL	1
CUM TITLES, SERIAL SUBSCRIPTIONS	173
NET TOTAL, 2009/10	26
GRAND TOTAL	199
CUM TITLES, E-JOURNALS**	0
NET TOTAL, 2009/10	0
GRAND TOTAL	0
** (INCLUDED IN TOTAL SUBSCRIPTIONS)	

**BROKEN ARROW OFFICIAL
PERIODICAL/CONTINUATION STATISTICS, 2009/10**

	TOTAL 2009/10
PERIODICALS, PAID	
TITLES ADDED	4
TITLES CEASED	3
TITLES CANCELLED	1
TITLE CHANGES	4
TOTAL PERIODICALS, PAID	0
PERIODICALS, GIFT	
TITLES ADDED	26
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL PERIODICALS, GIFT	26
NEWSPAPERS, PAID	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL NEWSPAPERS, PAID	0
NEWSPAPERS, GIFT	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL NEWSPAPERS, GIFT	0
E-JOURNALS, PAID	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL E-JOURNALS, PAID	0

E-JOURNALS, GIFT	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL E-JOURNALS, GIFT	0

CONTINUATIONS, PAID	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL CONTINUATIONS, PAID	0

CONTINUATIONS, GIFT	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL CONTINUATIONS, GIFT	0

MICROFORMS, PAID	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL MICROFORMS, PAID	0

MICROFORMS, GIFT	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL MICROFORMS, GIFT	0

CUM TITLES, SERIAL SUBSCRIPTIONS	166
NET TOTAL, 2009/10	26
GRAND TOTAL	192

**BROKEN ARROW UNOFFICIAL (WORKLOAD) STATISTICS,
2009/10**

ACQUISITIONS STATISTICS	TOTAL 2009/10
GIFTS RECEIVED	
BOOKS	176
MAGAZINES	1,422
AV ITEMS	0
CURR MATS	22
GIFTS ADDED TO COLLECTION	
BOOKS	3
MAGAZINES	36
AV ITEMS	0
CURR MATS	0
PRESEARCHED ORDERS	293
PRESEARCHED GIFTS	667
CLAIMS SENT	82
MONOGRAPHS ORDERED	319
AV ITEMS ORDERED	36
MISSING ISSUES ORDERED	4
PER/CONTINUATIONS PLACED	0
TOTAL ORDERS	359
MONOGRAPHS RECEIVED	282
AV ITEMS RECEIVED	26
MISSING ISSUES RECEIVED	6
PER/CONTINUATIONS RECD	28
TOTAL RECEIVED	342
INVOICES POSTED	89
CHECK-IN STATISTICS	TOTAL 2009/10
NEWSPAPERS	1,670
MAGAZINES	1,579
LOOSE-LEAF SERVICES	0
CONTINUATIONS	12
TOTAL CHECK-IN	3,261

CHECK-IN PROBLEMS SOLVED	340
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PROCESSING STATISTICS	TOTAL
	2009/10

ITEMS LABELED	
COMPUTER PRINTED	704
TYPED	790
TOTAL ITEMS LABELED	1,494

ITEMS MENDED	24
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PROCESSING STATISTICS	TOTAL
	2009/10

ITEMS SENT TO BINDERY	
PERIODICALS	159
NEW BOOKS	117
REBINDS DUE TO USE	1
CORRECTIONS	3
TOTAL ITEMS SENT TO BINDERY	280

SOURCE OF PRODUCTION	TOTAL
	2009/10

ORDERED MATERIAL	337
MEMBERSHIPS, SO, GOVT PUBS	43
APPROVAL	0
GIFTS	1,987
TOTAL ITEMS PRODUCED	2,367

TERMINAL STATISTICS	TOTAL
BA CAMPUS	2009/10

OCLC PRODUCTION	236
OCLC ORIGINAL INPUT	0
OCLC UNION LIST CREATION	30
OCLC UNION LIST UPDATES	51

MILLENNIUM HOLDINGS UPDATED	151
MILLENNIUM ITEMS RELOCATED	591

TERMINAL STATISTICS FOR BA	TOTAL
TAHLEQUAH CAMPUS	2009/10

OCLC PRODUCTION	765
OCLC ORIGINAL INPUT	29
OCLC UNION LIST CREATION	17
OCLC UNION LIST UPDATES	19
MILLENNIUM HOLDINGS UPDATED	6
MILLENNIUM ITEMS RELOCATED	2