

TECHNICALLY SPEAKING



February 2011

No. 21

Cataloging Overview

Fun Facts:

- Cataloging added 5,834 bibliographic records to the catalog last year.
- Cataloging added 127 original records to OCLC last year
- Cataloging labeled 8,208 items last year
- Cataloging updated or added 20,407 authority records last year
- Cataloging barcoded 11,391 items last year.

The Cataloging Department provides access to new materials added to the collection. To add something new to the collection, Cataloging must:

Create a permanent record for anything added to the collection

Assign subject headings and call numbers to materials

Provide physical processing

and labeling of materials

Create item specific records for materials showing number of copies available, physical location, and circulation status

Review the Online catalog for accuracy and up-to-date terminology

Distribute newly added materials.

Formats we catalog:

books, children's books, DVDs, VHS, CD, CDROM, cassettes, music scores, textbooks, kits, big books, braille, foreign languages, online databases, journals, online journals, online books, dissertations, microforms, serials,



About Jackie

Primary responsibilities:

Oversee cataloging

Monitor cataloging for accuracy and training needs

Solve complex cataloging problems and answer catalogers' questions

Train catalogers

Catalog AV materials and other formats

Perform most original cataloging for all campuses

Run daily Millennium headings report and solve problems

Authority control (keep name and subject headings in Millennium up-to-date)

Personal information:

I am a native of Bentonville, Arkansas and attended school

in Bentonville, Tulsa, and Joplin, Missouri. I started college at the University of Arkansas and graduated from the University of Tulsa, BA-Spanish. I earned my M.S.L.S. at the University of Tennessee-Knoxville and also completed all course work (all but thesis) for a Master's in Spanish/Portuguese from Vanderbilt University. My first library job was in Acquisitions at the University of Tulsa, and I have worked in 7 academic libraries, including NSU. I came to NSU in Nov. 1998 from Montgomery, Alabama.

I live with 17 cats (all rescued) – unintentionally ran a kitty rescue operation, 1999-2007, and with help from Harriett, our vet, and a few other people, spayed/neutered and found homes for over 40 cats.

Interests include: foreign languages (have formally studied Spanish, French, Italian, Portuguese, German, Russian and Greek and have "dabbled" in others, such as Catalan, Latin and Swahili, and most recently, Cherokee); reading; photography; genealogy; horses; collecting elephants and hippos. I have one son, daughter-in-law and grand-dog in Texas, one granddaughter and 3 great-nieces in Northwest Arkansas.



JACKIE SCHUMAKER

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TECHNICALLY SPEAKING

About Lou Ann

Married, have a son, daughter and two grandchildren. I also have a very energetic dog. For leisure activity, shopping is my mode of relaxing, as is going to movies. I have a few favorite TV shows but Survivor is the one reality TV show I don't want to miss.

In Technical Services, my main jobs are cataloging and supervision of physical processing of materials. So if you are looking for or needing a certain book, I might just be the person that can help you locate that one particular book. I catalog monographic materials for the various collections (main, Y Coll., Ref., SPC, etc.) for all three campuses. When we receive requests for RUSH materials, we strive to get them cataloged and processed and out as quickly as possible

to the requesting person or patron. This could also mean shipping the items to Broken Arrow or Muskogee. After the physical processing of materials, revision is done on materials for accuracy and completeness to ensure a quality product. Mending is also a related part of my job. When a book has a torn/loose page, missing a page or some other minor problem that needs repaired, this can be done inhouse. Some books are eventually sent out to a commercial binder for repair. Supply coordinator is also another part of my responsibilities.



LOU ANN RHEA

Formats in FY 2010:

Books—2,767

AV—523

Music—603

Serials—42

Curriculum Materials—417

Electronic resources—24,354

Federal and OK Docs—2,966

About Jenifer

Jenifer Rogers has been working in Technical Services just shy of six years. She came to the John Vaughan Library from the Literacy Center when it moved to the Muskogee campus, after working there for four years. Prior to that, she was a student worker for Dr. Maples in the College of Optometry starting in 1995, and was involved in a collaboration between he and Dr. McKane of the Literacy Center. Jenifer worked assorted summer jobs while a student at Northeastern State University, including volunteering at the Tahlequah Public Library's Summer Reading Program assisting Peggy Kaney.

She earned her Bachelor's degree in Business Administration in 2000. Her proudest accomplishment is doing all this while raising an outstanding son as a single mother.

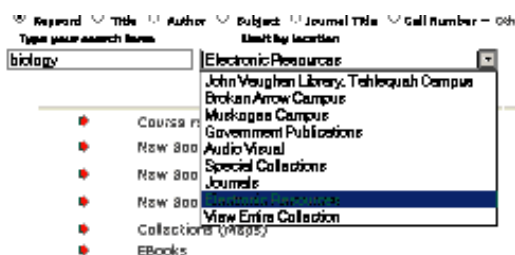
Currently, Jenifer's major responsibilities in Technical Services are Student Coordinator and Cataloger. She catalogs multiple formats for all campuses including: regular books (monographs), AV, Y Collection, Curriculum Materials, vertical file, etc. She also contributes to maintaining the collection by adding mono-

graphic copies and volumes, and relocating materials by request from the librarians. Jenifer is a team player, always willing to help anyone in need and along with the other Tech-Servians, picks up the slack when student workers are



JENIFER ROGERS

Electronic Cataloging



Access to online resources is an important function of the library catalog. Linda works

with Serials Solutions to keep our ejournal entries up to date. This year she added more free Open Access journals to Serials Solutions.

She has also cataloged additional book collections for better access.

Added last year:

4,197 books
11,568 journals
7,234 Federal documents
1,345 OK documents

Held in catalog:

NetLibrary: 42,412
Ejournals: 32,335
Other Ebooks: 223
Federal Docs: 56, 441
OK Docs: 2,865

TOTAL: 134,276

About Linda

Linda has been a cataloger since 1975, at NSU since 1979 and Director of Technical Services since 1990. She cataloged serials, microforms and theses at Idaho State University. Here she started as an AV cataloger and moved into music and monographs. Later she added electronic resources cataloging.

Linda has two college age daughters, both at NSU and two grandchildren, 5 and 1, Jason and Acelynn. Her husband, Bob, used to be a custodian in the Library.

Linda is the Millennium Coordinator and compiles usage and collection statistics for the Library. She also compiles information for Program Re-

views and on the side tweets, blogs and Facebooks for the Library.

Linda West



Cataloging Goals
2010/2011

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/mo, 600 for the year)
4. Audiovisual cataloging (DVDs and videos)
(Jackie & Jenifer, Samantha: goal of 30-40/mo)
5. Original cataloging
(Jackie: goal of 5/mo; Linda: scores: 10 for the yr)
6. Curr. Mats.
(Jackie: to finish cataloging older subjects (approx. 7 sets); Jeanne, Lou Ann, Jenifer, Samantha: to catalog math (approx. 73 sets), by Dec. 31, 2010)
7. Electronic cataloging
(Linda: goal is to catalog at least 1 collection)
8. Digital Library
(Linda, 2-3 issues of The Northeastern/mo)

About Jeanne

I have worked in Technical Services for 32 1/2 years, and over the years my job has changed greatly. I was hired to be Harriett's secretary. In cataloging, I catalogue serials, monographs, curriculum materials, music and Y collection. I grew up in Norman, OK, and I am a graduate of Northeastern, with a BS degree. While at NSU I majored in fashion merchandising with a minor in business administration.

I am married, my husband, Rick, is also a NSU graduate

and a proud navy veteran. We met while we were students. I have 2 daughters, Deborah and Jennifer, 2 son-in-laws, Joe and Ben and 2 grandchildren, Abigail and Trey. And I am also "owned" by a despotic Siamese named Miss Muddy Paws. My hobbies are gardening, particularly my roses, reading, sewing and working crossword puzzles, and OU sports particularly football. I really enjoy sewing for my grandchildren. I am also very active in my church, First United Methodist. I spent

years as a band parent with the Tahlequah High School band, as both of my daughters were in band, and now it is so much fun to just watch my grandchildren play basketball and baseball.

JEANNE PRY



scores into binders and deliver them for shelving.

MUSIC CATALOGING

Linda and Jeanne are in the middle of a five year project to catalog a large backlog of gift scores. For several years we tried to get funding for an outsourced cataloging project.

We started cataloging them here in 2008. The first year we cataloged about 148 scores, the second year 402, and we hope to catalog over 600 this year. There are about two more years remaining to cata-

log the original gift and the newer ones added.

Jeanne searches, edits and produces about 20-30 scores per month. Linda reviews those records

for uniform titles, call numbers, music number, and subjects and catalogs an additional 20-30 scores per month.

Lou Ann and students make labels for binders and put

ABOUT HARRIETT

Harriett catalogs serials and periodicals, including new titles and title changes. She also helps with Y Collection cataloging, curriculum materials cataloging, and original cataloging.



ABOUT SAMANTHA

Samantha has been helping in cataloging and has cataloged videos, books and is now working on Curriculum Materials. She also helps with authority control and author entries in the catalog.



OPAC Searches 2010/2011:

Type of Search	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Totals
Author	869	705	931	1,305	1332	1092	306	1257	7797
Title	1403	1142	2128	2559	2649	3067	936	2378	16262
Subject	619	766	1167	1537	2228	1581	213	813	8924
Keyword	1004	834	1703	2640	3136	2635	558	1742	14252
Adv Keyword	729	881	1628	2441	3369	3188	613	2133	14982
Call Number	164	206	110	4877	155	401	19	121	6053
Course	514	529	591	547	675	775	139	874	4644
Course Prof	1389	2380	2987	4423	5344	3169	668	2852	23212
Others	2483	2170	2464	6119	3205	2723	806	2475	22445
Totals	9174	9613	13709	26448	22093	18631	4258	14645	118571

Tasks in Cataloging

1. Provide centralized bibliographic access to collections in the John Vaughan Library.
2. Identify, verify, evaluate and edit bibliographic records for new materials following national guidelines and local procedures.
3. Complete essential information for partial bibliographic records or create new records to enhance national databases using official standards and local guidelines.
4. Provide unique item information in physical and database format and communicate information to other Technical Services units.
5. Effectively monitor processing of materials in priority order.
6. Provide labeling and physical processing of library materials.
7. Conduct final check of permanently processed and prepared materials for accuracy and completeness and distribute processed materials to appropriate locations.
8. Create and maintain authority files of names, subjects and series and interact with other library areas by exchanging pertinent information.
9. Review database transactions for accuracy, completeness and consistency.
10. Maintain the official shelflist and evaluate materials following local retention procedures.

What is RDA?

Resource Description and Access (RDA) is a standards effort to develop cataloging rules that would supersede the Anglo-American Cataloging Rules, 2nd edition (AACR2)