

# TECHNICALLY SPEAKING



May 2011

No. 22

## Fun Facts:

- Collection Maintenance bound 1,925 items last year
- Collection Maintenance mended 621 items last year
- Collection Maintenance Checked in 6,212 newspapers; 6,312 magazines; 943 reference items last year
- Collection Maintenance withdrew 7,976 items last year
- Collection Maintenance claimed 544 items last year

## Collection Maintenance Overview

The Collection Maintenance Department performs similar tasks as Cataloging except that they handle items received through subscription or on a periodic basis--all those magazines, newspapers, journals, and serials.

### Collection Maintenance

- Checks in items as they are received
- Claims items not received
- Maintains accurate holdings statements
- Prepares volumes for permanent binding
- Mends and preserves library materials
- Removes items no longer needed in collections
- Relocates materials and corrects problems with materials

## About Us

All the members of the Department have had bios in previous newsletters.

Linda is the department head and in addition, sets up holdings records for the first time in Millennium. She starts issue prediction and helps with complicated issue prediction for magazines and serials. She also provides quality control for serials and withdrawn materials.

Technical Services employees work in two Departments and are cross trained in several tasks.

The easy way to remember what Collection Maintenance does is to think about things that are done to library materials after they are cataloged and on the shelf.

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Linda West

**TECHNICALLY SPEAKING**

# Elizabeth

**Bindery -**

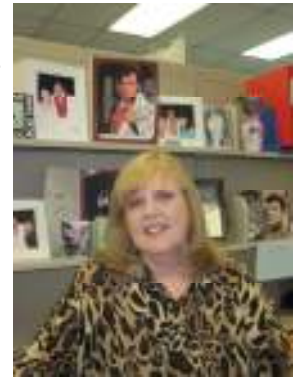
Elizabeth assembles and prepares bindery shipments every three weeks on a revolving schedule. The shipments include paperback books, periodicals & old tattered books from our three campuses. The books can have clear laminate over the cover or the solid colored buckram cloth which extend the life of the materials.

**Library Book Sale-**

Elizabeth is also in charge of the Library Book Sale area. This is where unacceptable donated books and withdrawn materials are routed and sold to the public.

**Teacher give away of Withdrawn Curriculum Materials-**

Elizabeth is assisting with the preparation of withdrawn materials that will be offered to area teachers and home schooling parents. Our next giveaway is planned for fall of 2012.



**Acquisitions Update:**

**Donations:**

Elizabeth is now receiving donations. That task used to be done by Amanda.

Send any gift donations her way but to the same desk area in Technical Services.

## Limited Retention Inventory

In January, Collection Maintenance divides into teams and performs an inventory of all the magazines and newsletters that are maintained in the library for a limited time.

We clean the shelves and send many issues to missing issues vendors and the remainder to recycle. This year, we saved some

magazines for a local nursing home for use with their patients.

The shelf cleaning, which usually takes less than a day, gives needed space back to circulation for shelving new issues for the coming year.

At the same time, we inventory the Reference Vertical

File folders and catalog any new ones.

**Environmental Metrics Report from Better World Books**

End Destination of Book	Total Books Re-Used or Recycled	Books(lbs)	Trees	Water(g)	Greenhouse Gases(lbs)	Landfill Space(cu yd)	Electricity (Kwh)
<b>Total:</b>	<b>601</b>	<b>823</b>	<b>11</b>	<b>3,564</b>	<b>843</b>	<b>3</b>	<b>1,954</b>
Reused	10	14	1	131	15	1	34
Recycled	591	809	10	3,433	828	2	1,920
<b>Total:</b>	<b>464</b>	<b>636</b>	<b>8</b>	<b>4,443</b>	<b>661</b>	<b>2</b>	<b>1,533</b>
Reused	241	330	4	3,147	348	1	808
Recycled	223	306	4	1,296	313	1	725
<b>Grand Total*</b>	<b>1,065</b>	<b>1,459</b>	<b>19</b>	<b>8,007</b>	<b>1,504</b>	<b>5</b>	<b>3,487</b>

# About Us continued

Jeanne supervises and trains the Institutional student who checks in magazines and journals. Jeanne usually checks in the newspapers and solves problems on the check in screens.

She also adds volumes of periodicals, serials, and microfilm to existing cataloged

Jenifer performs several tasks in Collection Maintenance.

She relocates materials from one collection to another. This often means that she relocates large collections of Curr. Mats. to BA. She also corrects things that are brought back to us with problems.

She adds additional volumes and copies to already cataloged titles. This can be complicated because we add

Lou Ann contributes to Collection Maintenance by reviewing all materials brought back to the area. She passes materials to different areas and makes re-bind or in-house mending decisions. She trains and supervises the student that does our mending.

## Lou Ann

serials.

She creates and updates our OCLC Union List records which are used by the ILL system to tell other libraries what we own.

Jeanne has taken on a new responsibility since we lost Amanda's position. She is now withdrawing most

copies to three different campus libraries.

She is now withdrawing older editions of Curriculum Materials and helping Linda weed the Curriculum Materials collection and withdraw materials from the textbook review cycles.

She will be helping with the teacher give away of these materials in 2012.



## Jeanne

library materials except Curr. Mats.



## Jenifer



Samantha contributes to Collection Maintenance by filing loose leaf titles. She checks in all those Law Reference titles, like Public Laws, pocket parts to all of our law subscriptions and many others. Then she files them in the Reference area.

## Samantha

Collection Maintenance Goals 2010/2011

1. Hold biennial NSU Textbooks for Schools teacher give away. Even years. Withdraw materials from Curriculum Materials, April-August. Event, Oct. 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.

3. Continue withdrawn project. Withdraw at least three 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. Create lists and delete records can be used to delete older check-in records for newspapers and other weekly serials July 2010.


# Second Floor Weeding Project

We have made plans to work with the spreadsheets of weeded journal titles that are being compiled by the subject librarians. Here are the steps of the process:

1. Pull issues, put on five ranges in the hold, update spreadsheet with location
2. Put issues into Millennium create list, mark withdrawn, edit holdings record, remove OCLC symbol when necessary
3. Count statistics, de-process volumes
4. Compile list of titles and volumes for bid process
5. Identify vendors for the bid process. Work with Purchasing Department to offer materials for bid.

## Withdrawn Materials 2008-2011

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
FY 2011	897	448	1153	251	88	341	258	23	39	111			3609
FY 2010	1292	1405	149	241	990	307	561	687	426	482	600	836	7976
FY 2009	170	49	60	470	1300	149	172	332	286	341	350	1176	4855
FY 2008	73	369	609	735	973	703	202	199	535	888	308	41	5635



**Did you know...**

### *Got a Problem?*

#### *Ask us:*

1. Need a new spine label
2. Need a spine taped
3. Need a book rebound
4. DVD/CD case repair
5. DVD/CD disc fix
6. Missing a barcode

## Tasks in Collection Maintenance

1. Receive and record receipt of items that are part of a periodically published title. Provide preliminary processing or special handling for these items as necessary.
2. Provide unique item information in official databases for materials which are additions to existing titles. Monitor these materials and act on retention policies.
3. Create and maintain serial holdings in the various library databases chosen by the John Vaughan Library.
4. Prepare, send, and receive items for commercial binding.
5. Provide necessary preservation measures and mending of materials for library use.
6. Withdraw items and the related bibliographic records, when necessary.
7. Conduct an annual inventory of selected collections.
8. Sort and distribute problem materials returned to Technical Services and evaluate these materials for retention based on current policies.
9. Evaluate and solve problems with items according to library policies.