

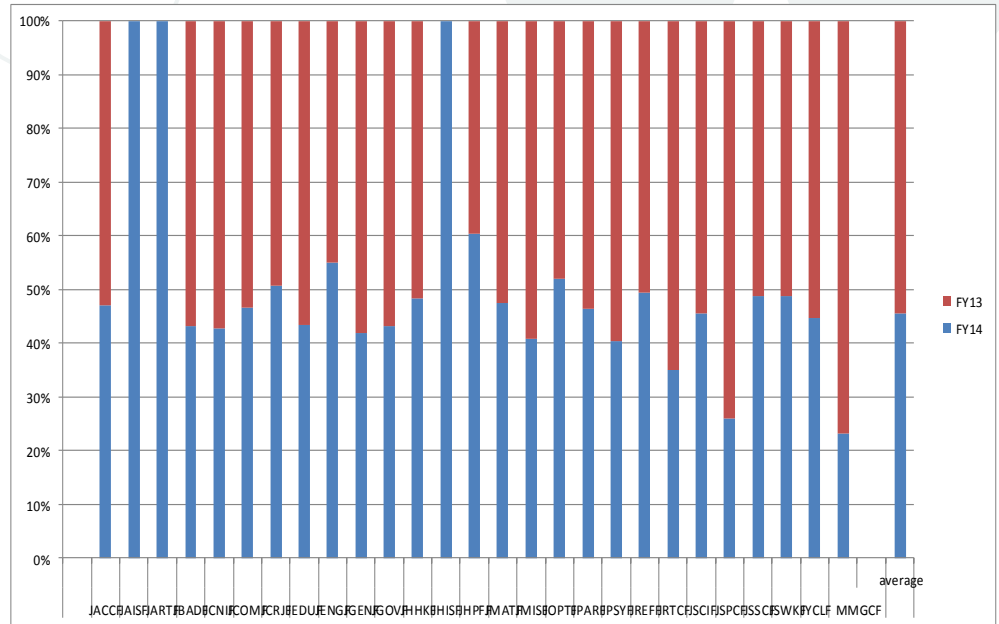
TECHNICALLY SPEAKING



February 2014

No. 28

Records Added to the Catalog since June 1, 2013	
Items:	8,518
Orders:	2,371
Bib Records:	6,736
Serials Solutions Records:	52,686



Acquisitions Report

The chart shows a comparison of fund performance last year on March 4th (RED) and this year on February 14th (BLUE).

Only two funds are ahead of last year in spending, some are the same and a few are behind.

As usual for Acquisitions, the summer was spent closing out one fiscal year and beginning a new one. We were able to make a trip to Barnes and Noble in Tulsa for some hands-on selection by Gary, SophiaBeverly, and Sarah for the Tahlequah campus, and Karl, Pamela, and Tom for the Broken Arrow campus. Harriett, Jackie and Jenifer helped organize, locate and track the expenditures. To make setting up the new fiscal year even more exciting, we had new fund codes from the COLA re-organization to integrate into all of our databases. The business office issued new rules for purchase orders and set new (lower) limits for all campus credit cards. The credit card limit has meant that Acquisitions has not been able to place all of the orders in February

that we would have been able to place under the higher limits.

During the summer and early fall, we spent some time preparing for the carpet installation and then getting everything back in place (mostly). Finally, the firm order budget was finalized on November 12th, and orders began to flow into Acquisitions. Because of the late start, we extended the 50% goal to January 31, but kept the 80% (February 28th) and 100% (March 31) the same. We are sharing a new student, Jessica Starks, with the cataloging and bindery units, so she is staying busy. As of the writing of this report, we have sent out 1,470 orders with 300 orders pending.

Continued

Acquisitions Report *continued*

In mid-November, the Scholastic Book sale was a success once again. All of the members of Acquisitions, including Jessica, spent time working the sale table or helping with the financial tracking of the items selected. At the end of the week, the library was able to choose 109 books with a value of \$878.41.

We have received several large gifts this fall and spring that Elizabeth is working her way through. Most notable of these are several deposits from the Westbrook/Cyert family. Also, Broken Arrow has shipped many of their unwanted gifts over to us.

We have just received word that some of the library's technology fee money will be used to fund two new databases for fy14: JSTOR's Arts and Sciences Collection VI and ABC-Clio's American mosaic: the American Indian experience. Hopefully, both of these databases will be available in March.

We have been expanding our e-book purchases through both EbscoHost's e-book service and through a new service with Rittenhouse. The Rittenhouse R2 e-books will be for Optometry and the new Speech Language Pathology program.

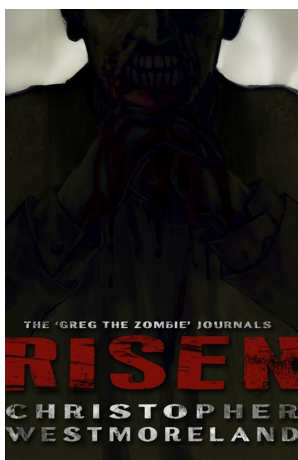
Cataloging Report

The Cataloging Department has been busy learning and implementing the new cataloging rules, RDA (Resource Description and Access). Linda and Jackie have begun doing some original cataloging in RDA. Linda has done several Oklahoma documents, several serials, and a score. Jackie's first RDA record was a book by JVL staff member, Christopher Westmoreland – Risen : the Greg the Zombie journals, book 1; call number: PS3623.E8498 R5 2011. She has also done other monographs, Nursing and Reading capstone papers, several Special Collections maps, and some DVDs. We now have 1,511 RDA records in our catalog. Work continues on updating personal and corporate name headings to the new RDA version, including the corporate headings where Dept. has been changed to Department. Six federal departments remain to be done, and we are over halfway finished with updating the states.

During the summer of 2013, the catalogers processed materials due to lack of student help. Morgan Hitchcock returned in the fall for her last semester with us, and we hired a new student, Jessica Starks. In January 2014, we hired another new student, Katherine Nguyen, who is being trained in processing and periodicals check-in.

We are still working on the Special Collections project, which we began in the summer of 2011. Linda is working on newspapers, and two teams (Harriett & Elizabeth and Jackie & Jeanne) are working on maps. Jackie, Jenifer and Lou Ann are also working on the Indian Symposium video recordings. Beginning with the 2006 Symposium, the programs were recorded on DVD rather than VHS. Our next big project – barcoding federal government documents microfiche – has been put on hold until we finish the Special Collections project.

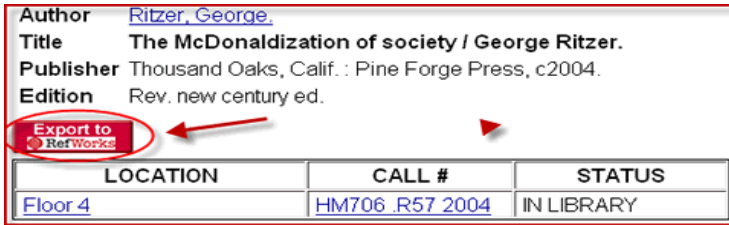
Between May 2013 and January 2014, Jenifer and Jackie cataloged 231 DVDs – 224 for JVL and 7 for Broken Arrow. 29 new foreign films were added, in these languages: Chinese, Czech, Dutch, French, German, Italian, Japanese, Spanish, and Swedish. Some new subject headings have been added in an effort to make these easy to find for our patrons. Try the following subject searches in the online catalog to see the foreign films held in our library: foreign films ; Czech [or other language] language films ; foreign language films French [or other language]. We recently began cataloging a new video format – blu-ray discs. The first one cataloged was "Braveheart" (PN1997 .B72238 2009).



The Library Catalog

Do you use the Library Catalog?

Which of these enhancements would you like to see?



EXPORT TO REFWORKS

Will put a special option/button in the catalog to send the citation from that record to RefWorks.



GOOGLE BOOKS PREVIEW

Will put a button in the side panel to allow a popup window with a Google Books Preview, cover, cover page, or snippets of the work.

Collection Maintenance Report

Collection Maintenance has been working on maintaining collections since May. We performed two limited retention inventories. We went to Broken Arrow in May and cleared periodicals not retained for binding and also started through the Reference shelves to begin a clean up of holdings records. We worked in JVL periodicals in January 2014, clearing shelves to give Circulation more room for shifting and shelving earlier in the year.

Phase I of the weeding projects is finished. Jeanne finished second floor weeding withdrawals and Jeanne and Elizabeth finished withdrawing weeding from the Nursing and Optometry accreditation visits. New titles added to the weeding spreadsheets will be worked on this spring along with weeding from Reference. We also need to withdraw items that have been missing and searched by Circulation.

Weeding means we have to find a home for many older books. We have sent at least two shipments to Better World Books and received a check for \$51.21 from them for books sold. Also, so far this year, the Used Book Sale in the John Vaughan Library has earned \$167.51. Elizabeth and her student Jessica keep the Book Sale rotated and looking attractive.

Looking ahead to this fall, we will be preparing to weed Curriculum Materials before the biennial Teacher Giveaway.

We are also planning a project at the end of spring semester to gather a list of Lost and Paid, Billed, Claims Returned and other older circulation status items. In April/May we will withdraw as appropriate or suppress records and record statistics.



READING LEVEL SEARCH

This has been proposed by a group and the new index will cost \$2,400 and provide a new search by reading level in the catalog.