

# TECHNICALLY SPEAKING



May 2013

No. 27



Records Added to the Catalog since June 1, 2012	
Items:	11,401
Orders:	5,050
Bib Records:	3,753
Serials Solutions Records:	46,987

## Acquisitions Report

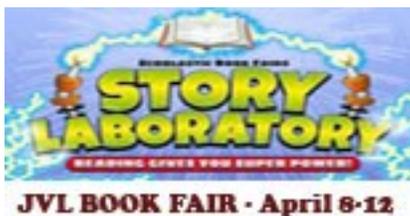
This spring has been a very busy time for Acquisitions both in ordering and receiving. Since December 16<sup>th</sup> we have placed **2,095 orders**. During the same time period in fy12, we placed 1,165 orders. This represents an 80% increase in the number of orders placed this spring. As usual with our orders, the majority of orders were for books, but we also ordered CD-Roms, DVDs, newspapers on microfilm, e-books, and compact discs.

been received. We have a few problems along the way with our suppliers and the quality of the material received: Volumes missing from sets, pages missing or scrambled in books, book covers and contents not matching. Kiley is our first line of defense in finding these problems and she has had a workout this spring.

The **Scholastic Book sale** this year was not quite as successful as our previous sales. I think that the torrential rains on Wednesday really hurt our sales. That being said, we still sold \$1937.48 of material, which allowed us to select 77 books for the Y Collection with a list value of \$774.16. Thanks again to all who helped in any way with this event.

*Continued...*

Kiley joined us in October just as receiving was picking up. If you have been in Acquisitions lately, it is hard to see her behind all of the shipments from Midwest and other sources. So far this spring, 1634 orders have



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## Acquisitions Report *continued*

### Telephone books

Acquisitions has been adding bibliographic records to the catalog for the telephone book collection. This is allowing us to better track the costs of the individual phone books and may help our users be more aware that we do still have some print copies of telephone books. The phone books are being cataloged as the new issue is received this year. We will be continuing to add new records through the summer. So far 37 phone books have been added to the catalog. One thing learned during this project is the variety of telephone companies that service areas in Oklahoma: AT&T, CenturyLink, Cross Telephone, Downey, Home Town, Names & Numbers, Windstream, and Yellowbook.

All submitted orders that are available should be ordered by the end of April, and we are hoping that receiving will begin to taper off by the end of May.

## Cataloging Report

Work continues on the **Special Collections Project**, which we began in the summer of 2011. All vertical files have been done – for a grand total of 3,460. We are now primarily working on maps. Two teams will continue working on SPC maps, as we plan our next project – barcoding government documents microfiche. We plan to begin work on that project this fall.

You can search Special Collections Vertical file records using call number: VFA, VFB, VFC, VF-Symp, etc.

### RDA Changes:

RDA (Resource Description and Access, the new cataloging rules) has officially arrived! On March 31, 2013, the Library of Congress fully implemented RDA. We currently have 1,471 RDA records in our catalog. Some of the differences you might notice are: “pages” spelled out instead of abbreviating (p.); “illustrations” spelled out instead of the abbreviation ill.; relationship designators after authors’/editors’ names (such as: Author [Reilly, Jeffrey M., author](#), and Added Author [Sarat, Austin, editor of compilation](#).); all caps sometimes in title field and contents field; new fields in the description area:

**Description** 208 pages ; 24 cm.  
text rdacontent  
unmediated rdamedia  
volume rdacarrier

Some of the other differences include the elimination of Latin abbreviations, such as “et al.” and “ca.” Instead, “and others” and “approximately” are used.

Another big change that will affect your search results in the catalog is the change in many name headings, both personal names and corporate names. For example, Hiawatha, 15th cent. is now Hiawatha, active 15th century; Ptolemy, fl. 2nd cent. is now Ptolemy, active 2nd century. The biggest change is probably in corporate headings which previously had “Dept.” and are now spelled out to “Department.” Examples: United States. Department of Veterans Affairs; United States. Department of Homeland Security; United States. Department of Commerce; United States. Department of Labor. Those four have been updated; many others, such as United States. Dept. of Education, have not. It will take time to get them all switched over, so you will be seeing them both ways in the catalog for a while. Another change will be the headings for the books of the Bible. Bible. O.T. Genesis has changed to Bible. Genesis. You will be seeing those headings both ways in the catalog for a while also.

**NOTE:** We recently cataloged curriculum materials on Adobe Dreamweaver, Adobe Photoshop, Adobe Flash, Adobe Illustrator (etc.) -- and coming soon, Microsoft Office 2010.



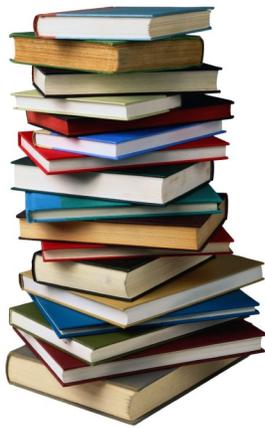
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AND

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WHEN LEARNING RDA

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## Welcome Kiley Ging



Kiley Ging graduated from Northeastern State University with her Bachelors of Arts in English in May of 2012. She began work at John Vaughn Library Technical Services Department in October of that year. Kiley is currently working on her master's degree in Library Media and Information Technology through NSU's graduate program.

Kiley's responsibilities in Technical Services include receiving new materials, looseleaf checkin, government publications checkin, and acquisitions mail distribution, amongst other various tasks.

Kiley lives in Muskogee with her four dogs, Hugh, Cooper, Gryffin, and Bella. Before beginning work at NSU, she worked at a vet clinic while attending school for her Bachelor's degree. She also likes books, movies, and shopping. Kiley loves her family and has a mom, dad, four sisters, one brother, two brothers-in-law, a nephew, and a niece whom she enjoys spending time with. Kiley will have been dating her boyfriend, Corbin, for a year in June. She attends church in Muskogee where she is a member of the puppet team.

Kiley looks forward to learning more about her work in Technical Services, and hopes, through her schooling, to be able to continue her career in the library.

## Collection Maintenance Report

Collection Maintenance has remained very busy with relocations, withdrawing materials, and checking in or adding additional materials.

Jenifer has continued to relocate Muskogee Y Collection books. A whole truck was relocated to BA Y Collection. This finishes the Muskogee Y Collection relocation. Jenifer reports 132 titles and 19 copies located to BA. And 27 titles and 124 copies withdrawn from Muskogee Y Collection.

Our student, Morgan Hitchcock, has continued to work with check-in of periodicals and has also been working in processing. She will not be working this summer so these tasks will be performed by TS staff.

Limited Retention inventory was performed in January with Kiley joining us for the first time. A group will be traveling to BA in May to perform an inventory and start an inventory of continuation titles. Many holdings records do not reflect correct locations and need adjustments.

Broken Arrow Library has also been withdrawing a lot of older materials the last few months, those are being offered to our JVL librarians for adding to JVL collections. They are accepting a few books for our collection.

Recently, Jeanne started withdrawing weeded periodicals from the second floor weeding spreadsheet. So far, she has withdrawn thirteen trucks of periodicals. There are many more to be processed before we can start looking for a way to send these titles out for bid to purchase.

Additional weeded titles from the hold have been withdrawn by Elizabeth. These books go to the Book Sale along with BA withdrawns and gifts not added to the library. Keith Head has been helping with these withdrawn and book sale processes. This was his last semester in Technical Services and we will miss him.

## Withdrawn materials

