

Technically Speaking



NORTHEASTERN STATE UNIVERSITY
LIBRARIES

October 2014

No. 29

INSIDE THIS ISSUE:

Department reports

Who Does What?

Acquisitions Report

Acquisitions plans for Fall'14

Harriett and Elizabeth are eagerly looking forward to a successful end to our hunt for a new Acquisitions Technician (to replace Kiley). We are currently reading applications and expect to begin interviewing after fall break. Of course, once the new person gets on board, then the training begins.

We have placed a few rush orders as needed for the fall semester, but are eagerly awaiting the allocation of the firm order budget so that ordering can begin in

earnest.

Harriett has been reviewing training material so we can be ready when the new person arrives.

Kevin (our student assistant) and Harriett have been reviewing the titles listed as available from EbscoHost EJS to determine if the information shown in the catalog and on the A-Z list is current.



[Linda West](#) - Technical Services Director
(918) 444-3280

Email: west@nsuok.edu

General Technical Services information
Information on projects
Innovative/Millennium Site Contact, Manager
Electronic Resources cataloging
Music cataloging
JVL Digital Library
Library Web Committee, Chair
Statistical Reporting, Program Review data
Collection Maintenance supervisor
Check-in projects and questions
Serials holdings quality control and questions
Serials Solutions knowledge base and cataloging
GPO cataloging questions
Oklahoma Documents Cataloging



HAVE YOU EVER WONDERED WHO DOES WHAT IN TECHNICAL SERVICES?

Here are your answers.

Feel free to ask any question, I will try to get you the answer.

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Harriett Hobbs - Acquisition/Serials Librarian
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Email: hobbsh@nsuok.edu
Acquisitions Supervisor
Serials accounting
Missing issues ordering
OCLC Coordinator
Firm orders/funds
Yearly serial review
Serial cataloging
Electronic licenses
Database Administrative modules



Feel free to ask Harriett about any funds/ordering/serials order questions.

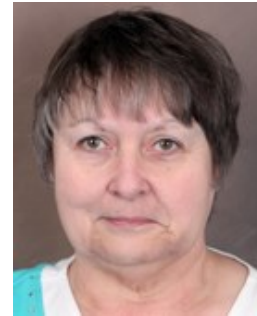
*Do you
have
questions
about?*

*Statistics—
Linda*

*Funds—
Harriett*

*Catalog
searching—
Jackie*

Jackie Schumaker - Cataloging Librarian
(918) 444-3295
Email: schumakj@nsuok.edu
Cataloging Supervisor
Monograph cataloging
AV and Curriculum materials cataloging
Software cataloging
Cataloging projects
Y Collection cataloging
Original cataloging
Monitor quality of cataloging
Cataloging Training and mentoring



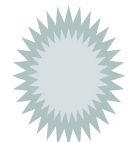
Fell free to ask Jackie about any catalog or call number question.

Cataloging Report

Cataloging plans for Fall '14:

During the summer of 2014, the catalogers processed materials due to lack of student help. The Cataloging Department was also without two librarians – Jackie and Harriett – for half of the summer. We got a new processing student this fall. Work resumed on the Special Collections projects, which had been put on hold during Harriett's and Jackie's absence. We are currently working on Special Collections map cataloging and Indian Symposium vid-

eos/DVDs. In addition to our project work we have kept busy with our regular work of cataloging books, serials, curriculum materials, Y Collection books, AV materials, scores, government documents, Capstone papers, etc., for all three campuses. So far during summer and fall 2014 we have cataloged 41 rush items – approximately 71% print and 29% AV.



Jenifer Rogers - Library Technician III
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Problem materials returned to Dept.
Call number problems
Barcode problems
Relocations
Added copies and volumes, monographs
Student Coordinator for Tech Svcs
Organize and process Curriculum Materials
Monograph Cataloging
Y Collection Cataloging
AV Cataloging



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*Relocating
large groups
of materials? -
see Jenifer*

Jeanne Pry - Library Technician III
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Supervise check-in of periodicals
Solve check-in problems
Newspaper check-in
Added volumes, serials
OCLC Union List
Update Millennium serial holdings
Reference retention withdrawals
Serials cataloging
Housing for periodicals
Microfilm shipments
Serial title changes
Withdrawing library materials
Catalog Curriculum Materials
Monograph and Y Collection Cataloging
Music Cataloging (scores)



*Questions
about an issue
of a
newspaper or
magazine? -
see Jeanne*

Collection Maintenance Report

Collection Maintenance plans for Fall 14:

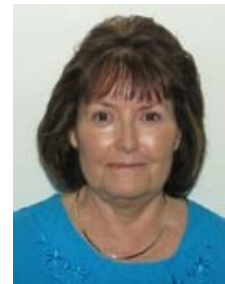
Collection Maintenance is working on withdrawing titles listed by Resource Coordinators on weeding lists. We are finishing a third pass of titles on second floor and working on withdrawing and moving titles from Reference. We plan to list the periodicals that have been withdrawn for possible bid/purchase in the late spring.

We have received a few shipments from our new commercial bindery and are sending those to the shelves.

Two projects for the fall involve getting summary holdings statements to reflect whether a title is currently received or not and to reduce the number of check-in cards for newspapers and frequently received periodicals. These two projects should be finished by Christmas.

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Lou Ann Rhea - Library Technician II
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Monographic book production
Workflow in production and processing
Proofreading labeling
In-house Mending
Rebind decisions
New Item records quality control
Distribution of new materials
Rush and Special Collections routing
Supply Coordinator for Tech Svcs
Curriculum Materials cataloging and processing
Y Collection cataloging
Revision of microfilm check-in and holdings



Elizabeth Hamilton - Library Technician II
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Bindery shipments
Missing issues
Gift receiving, acknowledgment and pre-searching
Daily mail sorting
Claims
New material sorting for cataloging
Monthly statistics compilation
Recycle and Book Sale
Better World Books Shipping



*Where is a
book I am
looking for? -
ask Lou Ann*

*Something
says "At
Bindery" -
ask Elizabeth*

NEW—Technical Services Assistant—Acquisitions
(918) 444-3283
Order and Receive books
Check-in Curriculum Materials
Call publishers about out-of-print books
Problems with orders follow-up
Order records for books in series and gifts
Distribute flyers from daily mail
Check serial renewal notices
Check exchange lists for needed items
Supervise Acquisitions student - Phone books, publishers catalogs, microfilm issue pulling
Barcode and check-in Federal Documents
Withdraw Federal Documents