

**Central Technical Services
John Vaughan Library
Northeastern State University
Annual Report 2011/2012**

Year at a glance

**Special
Collections
Project**

2,890
Vertical Files

To see our progress, search for CALL
NUMBERS starting with VF

Audio, Maps, Posters,

2,485 other items



Acquisitions purchasing titles

1,060

June - November

868

December - February

1,075

March - May



Cataloging titles



Monographs,
includings scores, Y
Collection

3,793



AV, including CDs,
DVDs and more

558



Documents,
Oklahoma print and
electronic

999



Serials, Periodicals -
new titles, etc.

54

49,632

**Total tasks done in Technical
Services**

Piktochart

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Annual Report
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Overview

While we continued our third year of working on backlogs, we also tackled a new project which started in the summer and continued throughout the year. Our project to finally barcode everything in Special Collections has unearthed materials and put information in the catalog that is now accessible to the world. Along the way we have learned new skills and many new and unusual facts.

Personnel:

There were no personnel changes in Technical Services for the fiscal year. Training centered around our Special Collections cataloging and barcoding project. Individuals engaged in continuing education and attended workshops and conferences.

Supplies:

Our major supply purchase for the year was plain targets. Near the end of the year, we took advantage of extra operating funds and ordered a quantity from a new vendor, Affordable Library Products. Some of the barcodes are not as sticky as normal, so they will need replaced.

Goals and Special Projects:

Goals for departments are outlined in the department reports. Some specific goals included:

- Publish a quarterly Technical Services newsletter to communicate information.
- Migrate the JVL Digital Library, summer/fall 2011.
- Do a content inventory of the Library website, spring 2012

The Special Collections project which was started in the summer was supposed to be followed by the Government microfiche barcoding project in the spring. The project was extended and the next project will be planned in the coming fiscal year.

Digital Library:

A new Digital Library was set up using OCLC's ContentDM in the summer of 2011. During the year a set of Commencement Programs was edited, OCRd and re-edited and then loaded. One collection now exists in the new JVL Digital Library with 141 items. The Northeastern issues and the History of Northeastern in the old JVL Digital Library continue to be used. In 2011/2012, the collection received 21,392 page views.

OPAC uses:

OPAC uses continue with over 1.4 million searches performed. The most popular searches are: Advanced Keyword - 39,171, Title - 30, 592, and Course professor - 18, 202. September and October were the months with the highest number of searches.

Newsletters:

Technical Services continued to issue quarterly newsletters in PDF format to the libraries. *Technically Speaking* no. 23-25 were published this year. Some topics covered were the Special Collections Project, searching DVDs in the library catalog, RDA cataloging rules, and updates about Technical Services departments.

Social Media/Library website:

The Library Web Committee spent the year doing a content audit of our website. We attended a Webinar as a group and discussed how people use various pages. Several pages were updated during the process. Our goal for next year is to revise the home page. At the end of the year, we received a marking report prepared by a group taking a PR class. Their suggestions about the homepage were well received and our homepage is now three years old, so it is due for an update.

Social Media has been very active for the year. Our Twitter followers are approaching 1000, we gained 330 followers during the year and made 273 posts. There were twenty-six articles posted on the blog. Facebook has been slow growth for the libraries. We gained 91 friends this year by finally succeeding in combining Facebook places “NSU Library” and “John Vaughan Library” with the existing NSULibraries page. We also gained all the check-ins from those places.

Technical Services activities:

Among our usually yearly activities is updating job descriptions in the fall. These updates were used during the position reviews in May 2012.

Acquisitions Annual Report, 2011/12

The Acquisitions Department is responsible for placing orders requested by the Resource Coordinators (selectors) for all three campuses in a timely fashion. The department is also responsible for tracking expenditures for over 300 funds established in Millennium. Budget estimates for material expenditures for the fiscal year are prepared in this department. The department also provides financial information as requested by the Resource Coordinators as needed for program reviews or other needs. A good working knowledge of the history of the library's relationships with the various vendors and with the policies of the university business office and the state auditor's requirements help the Acquisitions Librarian perform the various duties required. The unstated goal each year for the Acquisitions Department is to process orders as quickly as possible and to aid the Resource Coordinators in expending their funds by establishing benchmarks and sharing financial information in a timely fashion.

Department Personnel:

The Acquisitions Department consisted of Harriett Hobbs (Acquisitions Librarian), Samantha Clifford (Acquisitions Technician), and Elizabeth Hamilton (Claims/Gifts Technician). Ashley Pallett served as Acquisitions student assistant for the year on a half-time basis. Ashley was shared with periodicals check-in and occasionally with processing. Shannon Stacey, Library Account Clerk, supports Acquisitions through the handling of invoices between the Library and the Business Office.

Budget (Tahlequah & Muskogee campuses):

Initial T20254 Library Acquisitions allocations were Operating Expense: \$466,326 and Library Books: \$401,764 for a total of \$868,090. The library materials budget was finalized at \$742,682 for the Tahlequah and Muskogee campuses with \$71,000 moved to the Tahlequah Operating Budget and \$4,300 moved to the Broken Arrow Operating Budget. This left \$50,108 unallocated for contingencies. The budget was initially divided as shown:

Type of material	Allocation
Serials-Continuations, paper	\$ 45,186.00
Serials-Continuations, online	\$ 274,412.00
Serials-Periodicals, paper	\$ 107,138.00
Serials-Periodicals, online	\$ 143,064.00
Serials-Periodicals, microform	\$ 21,532.00
Firm orders-books/AV/electronic	\$ 100,000.00
Firm orders-approvals	\$ 2,500.00
Bindery	\$ 14,000.00
OCLC usage & Illiad	\$ 31,750.00
MARCIVE bibliographic records	\$ 3,100.00
Total	\$ 742,682.00

Once again funds were left unallocated at the beginning of the year. This year \$50,108 was held back to consider new database services and because of concern over the state budget situation. In April the decision was made not to invest in new database services, resulting in an additional \$52,598 in firm orders placed for the Tahlequah and Muskogee campuses. The Broken Arrow campus placed \$10,445 in firm orders during this time.

The Etters, Waters, and other special funds were allocated this year. The Waters fund was used to purchase equipment for Special Collections, while \$3,800 of Etters funds was used for reference and Special Collections material. The Used Book Sale accounted for another \$500 of special funds this year. Archives had \$2,500 in its restricted funds for material expenditures.

Fund	Amount
Etter	\$3,800.00
Archives (restricted)	\$1,390.00
Used book sale	\$ 500.00

Without the Etter and other special money, the total of funds available for material purchases for the Tahlequah and Muskogee campuses in fy12 was \$868,090 compared with \$712,271 in fy11. Over 81% of the total library materials budget remains allocated to continuing resources, which continues to be an area of concern.

Budget (Broken Arrow campus):

The initial B20253 Broken Arrow Library allocation was Equipment: \$45,976. From this allocation, the library materials budget was set at \$41,614 for the Broken Arrow campus. This left \$4,362 unallocated for contingencies. The budget was initially divided as shown:

The Broken Arrow budget was initially divided as shown:

Type of material	Allocation
Serials-Continuations, paper	\$ 6,143.00
Serials-Continuations, online	\$ 5,761.00
Serials-Periodicals, paper	\$ 11,810.00
Serials-Periodicals, online	\$ 0.00
Serials-Periodicals, microform	\$ 0.00
Firm orders-books/AV/electronic	\$ 12,000.00
Firm orders-approvals	\$ 0.00
Bindery	\$ 2,500.00
OCLC usage	\$ 2,900.00
Amigos membership	\$ 500.00
Total	\$ 41,614.00

The total money available for material purchases for the Broken Arrow campus in fy12 was \$41,614. This figure was supplemented at the end of the fiscal year with an additional \$8,767 from the Tahlequah budget. It continues to be an area of concern that the Broken Arrow materials budget has not substantially changed since the campus was created. Even with the main campus paying for the majority of online products for all campuses, the Broken Arrow campus is being challenged to provide their increasing number of students with resources.

Millennium Acquisitions module:

Because of the campus change to the Banner accounting system as of July 1, 2011, the fy11 year was closed early. This made starting the new fiscal year on Millennium much easier in that we did not need to hold the Millennium funds open until open purchase orders were closed. We were able to begin posting invoices in July 2011 against the new fiscal year. That will not be the case in July 2012, because of the number of orders placed in May and June 2012. We began placing firm orders in July 2011 and by the end of December we had placed 1,246 orders. Additionally, between January and May, 1,735 orders were placed. We placed 2,184 orders by the end of March, with an additional 797 orders placed between April and May, reflecting the money that was released near the end of the fiscal year.

Summary of firm orders placed for all campuses: 2011/12

	Jun-Aug	Sept-Nov	Dec-Feb	Mar-May	Total
Print	17	952	850	875	2,694
AV	5	86	18	178	287
Percentage	.7%	34.8%	29.1%	35.3%	2,981

The relationship between book and AV orders decreased slightly to 11% as opposed to the 16% it was in fy11.

We had some delays at the beginning of this fiscal year, due to the implementation of Banner. Shannon had to receive training on creating purchase orders before we could begin paying invoices. We had new account codes to utilize to insure that our invoices were being paid from the correct account. Some of our previous problems regarding funds transfers were resolved in that the funds were placed at the organization level and not at the account level. This allows us to more easily set up purchase orders without having to wait for funds transfers. There are issues with Banner that also have caused additional time spent in processing invoices in the Acquisitions Department prior to sending them forward. Besides the Org & Acc numbers, we are also going into Banner and getting purchase order numbers to insure that items are being posted correctly.

Samantha has continued to post expenses for the operating budget as they are given to us. However, for fy12, very few operating expenses were sent to us to post. Most of the expenditures in the operating funds section in Millennium were from invoices that originated in Acquisitions.

Ordering and receiving:

Firm ordering for fy12 began in July 2011 and continued through May 2012. The number of firm orders placed this year was divided between the 3 campuses:

	Ordered	Received
Broken Arrow	331	425
Muskogee	0	5
Tahlequah	2,650	2,509
Total	2,981	2,939

We saw a 13% decrease in the number of orders placed this year over the 3,428 orders placed for the three campuses in fy11. The NSU Muskogee Library merged with the Connors State College Library in the new building on the NSU Muskogee campus. Beginning in January 2012, there was no longer a full-time librarian present in the library representing NSU. Funds that were initially allocated for the Muskogee campus were shifted to Business and Nursing funds on the Tahlequah campus. The formats of orders placed continue to be varied: books (print), books (electronic), microfilm, CDs, DVDs, our first Blu-Rays and our first streaming video made up the variety of material.

Approval plan:

We were able to re-establish a small approval plan with Midwest Library Service for Social Sciences. Initially, \$2,500.00 was allocated for the program. We received only about half that amount (\$1,246) in books (35 titles) this year so we will need to adjust the profile slightly this summer.

Annual serials review:

The annual serials review lists were distributed on January 27th to the Resource Coordinators as Excel attachments to e-mails. This year, at the Resource Coordinators' request, each coordinator received only their sections plus the reference and general library lists. For cancellation in fy12, 49 titles were selected by Broken Arrow but 45 of these titles were withdrawn from cancellation following the deposit of \$5,500.00 of JVL funds to West to partially cover Broken Arrow's print law collection for fy13. The Tahlequah campus did not select any titles for cancellation for fy13; one title was cancelled for Muskogee following the combination of the NSU/Connors libraries.

Pay-per-view:

The OCLC FirstSearch ECO pay-per-view service was changed to a mediated search service in July 2008. For fy12, we purchased three articles at a cost of \$93.

The Ovid pay-per-view of a limited number of optometry journals continued to have substantial increases in usage over the previous fiscal year. We began the fiscal year with a budget of \$6,000. By the end of April we were down to \$711 in the account, so in early May we deposited an additional \$1,000 thinking that we could finish the fiscal year with that amount. In late May we received notification from Ovid that \$1,400 had been used during May and that the account was in danger of being closed. An additional \$2,000 was deposited in early June. This represents a 50% increase over the original budget estimate. Between June 1, 2011 and May 31, 2012, 137 articles were requested at a cost of \$6,767.70 or \$49.40 per article. The Resource Coordinator will need to work with Acquisitions for fy13 to develop a better method for estimating usage, as we have continued to exceed the budgeted amount at a time of year when we typically do not have extra money.

Gifts:

Elizabeth has been receiving, acknowledging, and pre-searching gifts for the Tahlequah campus along with her other responsibilities in Bindery and Claiming. The number of gifts received decreased this year. Elizabeth received, acknowledged and pre-searched 2,533 items. This is a decline from the 4,453 items received in 2010/11. The most notable gift collection received this year was the collection we actually took a van to Tulsa to pick up. While the collection was varied, most of the material was historical in nature. We also received a collection of dental journals from Hastings Hospital. As of the writing of this report, Harriett has yet to relocate those titles.

Although the initial notification from the Department of Education indicated that the state textbook adoption program was to be suspended for two years, it actually was only suspended one year. In September 2011, Samantha received 2,357 items for the curriculum materials center.

The Broken Arrow campus has continued to acquire gifts as well, with 1,240 items received there. This brings the total for the two campuses to 6,130 gift items.

Claims:

Elizabeth has submitted a few less claims this year, reflecting cancellations combined with the fine tuning of expected dates on check-in cards. We submitted 429 claims for the Tahlequah campus and 61 claims for the Broken Arrow campus, for a total of 490 for 2011/12. This is a reduction from the 606 claims which were processed in 2010/11. As usual, we had problems getting second copies of specific titles for Muskogee. Lisa Gardner, our service representative in

the Ebsco Birmingham Office, has continued to be very helpful in resolving some of our problems.

Missing Issues:

One of our goals for 2011/12 was to continue to focus on the missing issues problem. At several times during the year, Harriett examined volumes with issues missing from 2005 to 2007. Twenty-three volumes were sent to the bindery with incomplete notations; 14 volumes were withdrawn because of the amount of material missing; and 74 issues were replaced so the volumes could be bound. We continue to use USBE, Absolute Backfile Service, Ebay and the EBSCO missing copy bank to replace issues. We spent \$776 on missing issues this year for all three campuses. Elizabeth assisted in this project by preparing the volumes for the bindery and Ashley assisted Harriett by pulling the issues from the shelves. We now have reduced the missing issues file to the last four years. We will need to continue reviewing the older issues in the file to keep a backlog from being created again.

Continuations:

Jeanne Pry is receiving and passing invoices back to Acquisitions for continuations and for numbered monographic series as part of the process of checking in the volumes. Samantha creates order records for the un-numbered monographs on standing order. On selected services such as Brookings and ACSD, she is creating order records on Millennium, so that the books can go directly into cataloging.

Annual review of web pages:

The annual review of the newspaper web pages was completed by Samantha in the fall semester with the corrected links given to Linda West.

Electronic licensing of individual periodical titles:

The first goal for Acquisitions for 2011/12 was to address the continuing problem of licensing of electronic versions of individual periodical titles. In July/August 104 EJS titles were checked for access and problems were identified. This information was not passed on to Linda West in a timely manner, so in February these titles were rechecked for access. So far, 109 titles have been checked for access and of those, we have access to 104 titles without a problem. However, we also identified 91 titles for which the description on Serials Solutions does not match our access. As of the writing of this report, this information has not been sent to Linda. This area continues to be a problem because it keeps being pushed aside by other projects or financial concerns.

Goals for 2012/13

Although we were successful to some extent in reducing the backlogs in electronic journal licensing and in missing issues, we still did not completely make the progress we were hoping for.

1. Electronic journals projects
 - a. Beginning in August, check access on all EJS titles, identifying problems relating to access, coverage, etc. Compile a spreadsheet that specifies if there are differences between EJS and Serials Solutions in coverage or access. Report changes to Serials Solutions on a regular basis. Staff involved: Harriett.
 - b. Beginning in September, check access on all ECO titles to determine differences in access between ECO and Serials Solutions. Compile a spreadsheet that specifies if there are differences between ECO and Serials Solutions in coverage or access. Report changes to Serials Solutions when list is completed. Staff involved: Elizabeth and Samantha.
 - c. As titles are identified in EJS as having no access, begin determining whether it is a due to cancellation of the print title or a registration issue. Work with each publisher to gain access, beginning in September. Attempt to activate the titles identified the previous month before checking new titles for access. Staff involved: Harriett.
2. Missing issues project.
 - a. During the fall (August/December), focus on the periodicals missing issues file, by either finding replacements or making final decisions as to continued retention for issues missing in 2008-2009. Staff involved: Harriett, Elizabeth, with some student help.
3. Create brief records on Millennium for telephone books so that invoices can be posted against individual titles and editions can be checked in. Begin with telephone books received in July and continue as new editions are received. Staff involved: Harriett and Samantha.

Conclusion

In all of the activities of the Acquisitions Department, we strive to follow the ALA Statement on Principles and Standards of Acquisitions Practice as well as the state and local policies for the purchase of material, while at the same time acquiring the materials requested from the best source, balancing cost and service-added elements. We have successfully filled 88 orders from the out-of-print market along with the other 2,981 orders placed from more regular sources. For the most part, 2011/12 was a successful year for Acquisitions. Orders were placed and received promptly, invoices were passed in a timely manner, claims were placed so that replacement periodical issues could be obtained, gifts were received, acknowledged, and searched, and we began to get comfortable with Banner. However, there were times of stress. First at the beginning of the year, there was getting access and trained on Banner. Then we had to spend \$50,000 in the last two months of the year. The initial allocation for firm orders for the three campuses was \$112,000. This represents a 44.6% increase in the firm order funds to be spent in the last two months of the fiscal year. This is the third year that funds have been left unencumbered until the last quarter of the fiscal year. Hopefully, we can either allocate more funds at the beginning of the fiscal year, or by the end of January, so that there will be less stress on both the Acquisitions Department staff and the Resource Coordinators.

ALA Statement on Principles and Standards of Acquisitions Practice

In all acquisitions transactions, a librarian:

1. gives first consideration to the objectives and policies of his or her institution;
2. strives to obtain the maximum ultimate value of each dollar of expenditure;
3. grants all competing vendors equal consideration insofar as the established policies of his or her library permit, and regards each transaction on its own merits;
4. subscribes to and works for honesty, truth, and fairness in buying and selling, and denounces all forms and manifestations of bribery;
5. declines personal gifts and gratuities;
6. uses only by consent original ideas and designs devised by one vendor for competitive purchasing purchases;
7. accords a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions;
8. fosters and promotes fair, ethical, and legal trade practices;
9. avoids sharp practice;
10. strives consistently for knowledge of the publishing and bookselling industry;
11. strives to establish practical and efficient methods for the conduct of his/her office;
12. counsels and assists fellow acquisitions librarians in the performance of their duties, whenever occasion permits.

Developed by the ALCTS Acquisitions Section Ethics Task Force; endorsed by the ALCTS Acquisitions Section and adopted by the ALCTS Board of Directors, February 7, 1994.

<http://www.ala.org/ala/issuesadvocacy/proethics/explanatory/acquisitions.cfm>

Cataloging Department Annual Report, 2011/2012

The Cataloging Department once again had a very busy and productive year. Work continued on the Special Collections project, which was begun in the summer of 2011. We also made significant progress toward eliminating or reducing backlogs. The AV cataloging backlog was eliminated, except for three or four problem DVDs. Significant progress was made toward eliminating the music cataloging backlog. Only 76 scores plus an additional 20 problem scores and 47 Russian scores remain. In serials cataloging, the CD-ROM and microfilm backlogs were eliminated, and the goal of eliminating half the print backlog was met. We started the year with an original cataloging (all formats other than music and serials) backlog of 78; we ended the year with 49 titles in that backlog, several of which were received in the past year.

Cataloging Department Personnel:

The three librarians are: Jackie Schumaker (Cataloging Department supervisor), Linda West, and Harriett Hobbs. The library technicians are: Lou Ann Rhea, Jeanne Pry, Jenifer Rogers, and Samantha Clifford. Elizabeth Hamilton also worked with the Cataloging Department on the Special Collections project.

In addition to the librarians and paraprofessional staff, we were assisted by several good student workers. Our Processing Assistant was Emmaly Tugman (September 27, 2011-February 8, 2012). We received additional help from Bindery/Deprocessing Assistants Kalib Webb (through April 26, 2012) and Keith Head (beginning May 15, 2012), and from Check-In/Acquisitions Assistant Ashley Pallett.

Goals for 2011/2012 and Progress on Goals:

We set the following goals for 2011/2012:

1. SPC Indian Symposium videos
(Remaining in backlog: 4 years on VHS and 2 years on DVD)
(Goal is to finish 1993 and do at least 2 more years: 2000 & 2001)
(Backlog should be eliminated in 2-3 years.)

Progress on goal: The 1993 videos were cataloged.

2. Periodicals/Serials cataloging
(Remaining in backlog: 86 titles: CD-ROM, microfilm, print serials & print periodicals)
(Harriett & Jeanne: Goal is to eliminate the CD-ROM and microfilm backlogs (approx. 30 titles); eliminate half of the print backlog (approx. 25 titles); and stay current with new titles. Backlog should be eliminated in 2 years.)

Progress on goal: The CD-ROM and microfilm backlogs were eliminated; the goal of eliminating half of the print backlog was met.

3. Music cataloging

(Linda & Jeanne: goal of 50 scores per month, 600 for the year. Backlog should be eliminated in approx. 2 years.)

Progress on goal: 639 scores were cataloged, exceeding the goal. In addition, 86 music CDs were cataloged.

4. Audiovisual cataloging

(Jackie & Jenifer, with help from Samantha: Backlog after April and May cataloging will be approx. 115 titles, including 9 original. Backlog should be eliminated in 3-4 months.)

Progress on goal: 285 DVDs were cataloged. The backlog, with the exception of 4 DVDs requiring original cataloging, was eliminated by April 2012, and we began cataloging items received in March 2012.

5. Original cataloging

(Jackie's backlog: 59 print titles, 3 maps, 3 microfilm, 13 AV, total: 78. Backlog should be eliminated in 2 years.)

(Jackie: goal of 5 titles per month; Linda: scores: goal of 10 for the year)

Progress on goal: Jackie's goal of cataloging 5 titles per month (60 titles for the year) was met and exceeded – she created original cataloging for 157 titles, an average of 13 titles per month. The backlogs of NSU theses and Broken Arrow capstone papers were eliminated. No original scores were done this year.

6. Electronic cataloging

(Linda: goal is to catalog at least 1 collection a year)

Progress on goal: Linda cataloged MD Consult in December 2011.

7. Respond to RDA: Learn the new cataloging rules, make local decisions on implementation, adjust procedures and processes as needed.

(Not a measurable goal, but a necessary one.)

Progress on goal: We subscribed to the RDA Toolkit and began taking webinars and joining listserves on RDA.

8. Plan Special Collections digitization project of older Indian Symposium recordings: cassette tape to CD and VHS to DVD.

Progress on goal: No progress was made.

Training:

Jeanne, Lou Ann, Jenifer and Samantha all received training on the various phases of the Special Collections project. Jeanne and Lou Ann were trained on microfilm and microfiche barcoding and on creating bibliographic records for vertical files. Jenifer and Samantha received training on cataloging oral history tapes, audio and video, and on cataloging vertical files. Everyone received training in subject analysis and assigning subject headings as part of the training on cataloging vertical files. Samantha also received some training in the use of OCLC Bibliographic Formats and Standards.

Monograph Cataloging:

This year we produced 3,794 new print monographic titles (monographs, scores, curriculum materials, and Y Collection) for the Tahlequah and Muskogee campuses, down from last year's total of 4,120. Monographic production for Broken Arrow (monographs, curriculum materials, and Y Collection) was 946, almost the same as last year's total of 949.

Fukasawa Collection:

Linda cataloged eleven Japanese titles this year. The books were a gift of a former NSU student and had been housed in Archives since the 1980's. An Archives student translated information for the titles. Linda used OCLC and Google Translate to catalog the volumes. The records were checked by Dr. Tom Salmon before production and transfer into the catalog.

Curriculum Materials Cataloging:

The number of curriculum materials new print titles cataloged for Tahlequah was 76 (incorrectly reported as 77 on statistics), and there were also 14 non-print titles (1 kit, 1 CD-ROM, 1 globe, 8 maps, and 3 realia), for a grand total of 90. Approximately 22% (20 titles) required original cataloging; these were done by Jackie. Not all titles were received through the Curriculum Materials Review Center – some were purchased and a few were received as gifts. Curriculum materials for JVL were cataloged by Jackie, Lou Ann, Jeanne, Linda, and Jenifer. Twenty-three print curriculum materials were cataloged for Broken Arrow, by Jenifer and Linda, bringing the total for both campuses to 113.

Subjects cataloged this year for Tahlequah were: reading, physical education, education, foreign language, ESL, geography, speech, journalism, debate, literature, music, and math. Subjects cataloged for Broken Arrow were math, foreign language, language arts, and music.

Y Collection Cataloging:

This year Jeanne, Jenifer, Lou Ann, and Jackie cataloged 438 new Y Collection titles for Tahlequah. An additional 71 Y Collection titles were cataloged for Broken Arrow. Pamela may have cataloged a few of those, but the majority was done by Jeanne, Lou Ann, and Jenifer. The total number of new Y Collection for both campuses was 509.

Serials/Periodicals Cataloging:

Harriett and Jeanne cataloged serials and periodicals for all campuses. Harriett cataloged 53 titles for JVL, and Jeanne cataloged one title. Harriett cataloged five titles for Broken Arrow, and Jeanne cataloged two titles. The total number of serials/periodicals cataloged for all campuses was 61.

Audiovisual Cataloging (other than music):

Due to the elimination of some backlogs, audiovisual cataloging for 2011/2012 is down from the record breaking total of 682 for all campuses, cataloged in 2010/2011. This year 504 titles were cataloged for Tahlequah, and 28 titles for Broken Arrow, for a total of 532. Formats cataloged were DVDs, DVD-ROMs, VHS, spoken sound recordings on compact discs (including a brand-new format – MP3), audio cassettes, and CD-ROMs. All of the audio cassettes and several of the VHS tapes were cataloged as part of the Special Collections project.

Audiovisual cataloging for JVL was done by Jackie, Jenifer and Samantha, with Harriett cataloging some CD-ROMs and Linda cataloging Special Collections posters. Jenifer and Jackie did all audiovisual cataloging for Broken Arrow. Original cataloging was needed for 29 audiovisual titles (roughly 5.5% of the total) – 8 DVDs, 1 spoken sound recording on CD, 19 Special Collections Indian Symposium videos, and 1 Special Collections audio cassette. In addition, 14 audiovisual titles were cataloged for the Curriculum Materials collection – 8 maps, 1 globe, 1 kit, 1 CD-ROM, and 3 realia. Most of those required original cataloging. Other audiovisual items that were cataloged as part of the Special Collections project included maps and posters.

Music Cataloging:

Linda and Jeanne continued the fourth year of a goal to eliminate a large backlog of gift scores. Linda also cataloged 86 music CDs during the year. Jeanne searched, edited and produced about 30 scores per month. Linda reviewed those records for uniform titles, call numbers, music number and subjects and cataloged an additional 30 scores per month for a total of 639 scores, which is a slight decrease over last year. This total includes scores from the Bailey gift and scores from an older project that had no records. There are 189 scores remaining, 66 with no OCLC records or other problems, 47 in Russian, and 76 others.

Electronic Cataloging:

Linda cataloged electronic resources. EBook packages were added to our Serials Solutions A-Z list. We continue to catalog eBooks on OCLC. Linda updated MDConsult with new perpetual access purchases and began cataloging the CABI Leisure Tourism Database. At the end of the year there were 42,648 electronic books cataloged. Serials Solutions ejournal records were loaded throughout the year, bringing our Serials Solutions total to 41,455 at the end of the year.

Oklahoma Documents Cataloging:

Linda continued to catalog Oklahoma documents which saw a decrease in print materials for a second year. We added 1,008 new titles this year: 163 monographs, 16 serials, 9 posters and 820 electronic documents. We also added 290 volumes and copies. The electronic documents are from the Oklahoma Crossroads project and came from a backlog which is being reduced. At the end of the year, Oklahoma Crossroads changed its URL and became Digital Prairie. Linda did a global update to change 2,845 electronic addresses in these records. The Government Information Office weeded Oklahoma documents according to a list that Linda had compiled. Three trucks of documents are being withdrawn as time allows. Linda has withdrawn 1,149 items from Oklahoma documents. Linda also concentrated on cataloging older items with no OCLC records. Catalogers across Oklahoma had stopped cataloging monographs for a period of time. Linda cataloged 21 original Oklahoma document monographs this year.

Government Publications:

Linda also continued to catalog Federal documents. We continued to receive shipping lists and full MARC records from MARCIVE, Inc., which were loaded into Millennium by Linda. Weekly record loads totaled 2,020. The total number of monthly record loads was 10,174, with 1,175 overwrites, for an adjusted total of 11,019. Part of this increase is due to a special load of microfiche records. Linda barcoded 1,482 titles this year: 856 print monographs, 3 print serials, 563 microfiche monographs, 21 microfiche serials, 10 CD-ROMs, 21 maps, 6 DVDs, 1 kit, and 1 poster. She also added 722 volumes and copies. There were 8,567 electronic documents added. 51,436 electronic Federal records are now in our catalog. The Documents Unit also withdrew 1,229 items from Federal documents. Two additional weeding trucks are waiting for withdrawal as time allows. The Government Information Office helped by searching monthly MARCIVE loads for records that were not overlays or electronic so that problems could be solved in Technical Services. Additional projects this year addressed issues with MARCIVE load problems. Over 600 microforms did not get records during the previous year. A catch-up record load was made from MARCIVE and those microfiche were attached to records. An additional one third of older microfiche with problems were cataloged during the year. Linda also worked on older problems as time allowed. For about four months, the documents processing student did not send down any microfiche to be cataloged, instead she filed them in the cabinets. Those are now being sent down in groups as they are found and Linda is cataloging them in addition to the regular shipments.

Original Cataloging:

Original cataloging was down only slightly this year. Last year's total for all campuses was 216; this year's total was 199. Linda created original cataloging for 25 titles for JVL (21 Oklahoma documents, two SPC pictures and one poster, and one music monograph). Harriett did original cataloging on 16 maps and 2 microforms, all part of the Special Collections project. Jackie did 106 titles for JVL (20 regular monographs, 28 NSU theses, 5 Y Collection books, 8 print curriculum materials titles, 8 DVDs, 19 Indian Symposium videos, 1 SPC audio cassette, 1 spoken sound recording on CD, 1 globe, 12 maps (curriculum materials and SPC project), and 3 curriculum materials realia titles). In addition, she created original cataloging for 51 titles for

Broken Arrow (50 Capstone papers and one monograph). The backlog of NSU theses and Capstone papers was eliminated. The percentages of print and AV/other formats (including microforms) for JVL was very close to last year's percentages – approximately 56% print and 44% AV/microform.

Original cataloging for JVL (OKN) resulted in a credit of \$715.20, a significant increase over last year's credit of \$475.20. The original cataloging credit for Broken Arrow (N@U) was \$244.80, for a grand total of \$1,190.40.

Rush Cataloging:

Rush cataloging requests once again decreased – probably due to our efforts in eliminating backlogs. The total this year for all campuses was 93, a 46% decrease from last year's total of 173. Of the 93, 67 (72%) were print titles (60 books, 2 Y Collection books, 3 ordered curriculum materials music titles, 1 serial, and 1 thesis), and 26 (28%) were DVDs. 67% (62 titles) of the total were for Tahlequah, with one for Muskogee, and 33% (31 titles) were for Broken Arrow. Rush requests were handled by: Lou Ann (53, or 57%), Jenifer (17), Jackie (15), Linda (3), Samantha (3), Harriett (1), and Jeanne (1). Three titles required original cataloging, and two others required upgrading the bibliographic record from encoding level 3 to full-level cataloging.

As always, our goal was to get patron-requested rush items cataloged, processed and out of the room within 48 hours or less, and usually within one day.

Broken Arrow Cataloging:

Approximately 66% of all Broken Arrow cataloging was done on the Tahlequah campus by Jackie, Jeanne, Jenifer, Lou Ann, and Linda. Approximately 34% was cataloged on the Broken Arrow campus by Pamela Louderback and Zac Thorp. Pam is working on a large gift of materials primarily about Japan, China and Korea. All Broken Arrow original cataloging was done by Jackie, and 100% of the audiovisual cataloging was done by Jackie and Jenifer.

Processing:

This year we labeled and processed 7,384 items for Tahlequah and Muskogee, down from last year's total of 8,833. 1,938 items were labeled and processed for Broken Arrow, down from last year's total of 2,109. The grand total of items labeled and processed was 9,322. Our Processing Assistant was Emmaly Tugman (September 27, 2011-February 8, 2012). After we lost Emmaly, we received additional help from Bindery/Deprocessing Assistants Kalib Webb (through April 26, 2012) and Keith Head (beginning May 15, 2012), and from Check-In/Acquisitions Assistant Ashley Pallett. Lou Ann, Jeanne, Jenifer and Samantha also helped with processing. Ashley helped with music binders as well as processing.

Authorities:

Authority control is essential for effective searching in our local system. As the move from AACR2 cataloging rules to RDA approaches, authority control will be even more important. Through authority control we improve access for our patrons by providing consistency in the form of headings used to identify authors, place names, uniform titles, series, and subjects.

We accomplish authority control through a variety of methods. Jackie runs the daily Millennium Headings Report and resolves problems such as invalid headings, duplicate records (bibliographic, item, authority, and patron records), duplicate call numbers, duplicate barcodes, etc. She also selects authorities to be downloaded from among the list of “Headings used for the first time.” During the breaks Jenifer runs the headings report and emails it to Jackie, or Jackie runs it from home.

Jackie also updates changed or cancelled subject headings through the use of the quarterly Cataloging Service Bulletin and other means.

Jenifer prints the weekly updated name headings report from the OCLC web site, and Samantha searches the headings in Millennium and exports or re-exports authority records from OCLC. Millennium runs a program every morning at 3:00 a.m. which automatically updates most bibliographic records that contain those headings. Occasionally some have to be changed manually. For 2011/2012 the work done on updated headings (of all sorts) resulted in 8,023 bibliographic records being updated, further enhancing access to our library’s collections.

Authority records were exported into Millennium from OCLC by Jackie, Samantha, Jenifer, and Harriett. Jackie and Harriett modified and deleted authority records in Millennium, with a few also being done by Samantha and Jenifer. Jackie and Harriett created authority records.

Total authority work for the year was 18,352, slightly lower than last year’s total of 18,387. We downloaded 14,266 authority records from OCLC; modified 2,349 records in Millennium; deleted 1,380 records; and created 357 records.

Other:

Harriett and Jackie continued to contribute to the international cataloging community by enhancing bibliographic records in the OCLC WorldCat database. They added call numbers and/or subject headings, corrected errors, and controlled headings, and Jackie upgraded records from less-than-full cataloging level (level K or M) and abbreviated level (level 3 vendor records) to full-level cataloging records (level I). These activities resulted in small OCLC credits.

Summary of Cataloging Totals and Statistics: JVL:

<u>Type of Material</u>	<u>Participants</u>	<u>Number</u>
Monographs	Lou Ann, Jeanne, Jenifer, Jackie, Linda	2,640
Music scores	Linda, Jeanne	639
Curriculum materials	Jackie, Lou Ann, Jeanne, Linda	76
Y Collection	Lou Ann, Jeanne, Jenifer, Jackie	438
Serials & Periodicals	Harriett, Jeanne	54
Music CDs	Linda	86
DVDs	Jenifer, Jackie, Samantha	285
Videos	Jackie, Jenifer, Samantha	36
Tape cassettes	Jenifer, Samantha, Jackie	114
CDs (spoken)	Jenifer, Jackie	12
CD-ROMs	Jackie, Jenifer, Harriett	21
Kits	Jenifer	1
Realia	Jackie	3
E-books	Linda	32
Oklahoma documents, print	Linda	179
Okla. documents, electronic	Linda	820
Original	Jackie, Linda, Harriett	149

Summary of Cataloging Totals and Statistics for Broken Arrow:

<u>Type of Material</u>	<u>Participants</u>	<u>Number</u>
Monographs	Jeanne, Lou Ann, Jackie, Jenifer, Pamela, Zac	852
Curriculum materials	Jenifer, Linda	23
Y Collection	Jeanne, Jenifer, Lou Ann	71
Serials & periodicals	Harriett, Jeanne	7
DVDs	Jenifer, Jackie	25
Videos	Jenifer	1
CDs	Jenifer	1
CD-ROMs	Jenifer	1
Original	Jackie	51

Special Collections Project:

In June 2011, we began working on a project to finish barcoding every item in Special Collections, at Delores Sumner's request. We first barcoded Special Collections in April 1988. We returned that year or the next to code holdings records for serials. A few years ago, we barcoded sets with more than 50 volumes that were skipped before and coded more holdings records. That project was not finished. This time we intend to catalog and barcode everything we can. It has turned into a much bigger project than we had anticipated because we found there was a lot of cataloging (mostly original) to be done and not just barcoding and creating item records. We spent all of summer 2011 working on the project, as well as the entire academic year, and are still working on several aspects of it.

Jenifer and Samantha teamed up and cataloged oral history tapes on audio cassette and video, then began cataloging vertical files. Jeanne and Lou Ann barcoded microfiche and microfilm, then also began cataloging vertical files. Harriett and Elizabeth teamed up to work on a microfiche and microfilm cataloging project. Elizabeth had the task of looking at reels of microfilm of Cherokee County newspapers and two versions of the John Howard Payne letters and taking extensive notes on the variety of bits and pieces of each title. Harriett then cataloged them. Linda began by inventorying individual newspaper copies in the Hollinger boxes at the back of Special Collections. This involved cataloging some newspaper titles and building or adjusting holdings for all. She then began her next project – cataloging and barcoding posters and newspaper clippings in the map cabinets. Jackie established and wrote procedures for the various aspects of the project, trained staff, answered questions, solved problems. She cataloged some audiovisual materials, then teamed up with Elizabeth and then with Harriett and cataloged vertical files. In March 2012, Harriett and Jackie began cataloging the maps in the map cabinets.

Cataloging the vertical files has given our staff the opportunity to learn how to assign subject headings and has given them some experience in creating original cataloging.

Project statistics, June 2011-May 2012:

Oral history cassettes cataloged & barcoded	134
Misc cassettes cataloged & barcoded	25
Oral history VHS cataloged & barcoded	13
Microfilm titles cataloged & barcoded	46
Microfilm added volumes/copies barcoded	8
Microfiche titles cataloged & barcoded	348
Microfiche added volumes/copies barcoded	1,746
Map titles cataloged & barcoded	45
Poster titles cataloged & barcoded	106
Monographs (print) cataloged & barcoded	2
Monographs (print) added volumes/copies barcoded	12
Vertical files cataloged & barcoded	2,890
Hollinger boxes holdings built	18
Total barcodes created	5,375

Conclusion:

The Special Collections project continues into summer and possibly fall of 2012. There are still several maps to catalog, Linda is still working on posters and newspaper clippings, and two teams are still working on vertical files. Once this project is finished, we have plans to begin another big project that has been on the back burner for several years – barcoding the federal documents microfiche.

We have made considerable progress on our backlogs the past three years and plan to continue that progress during 2012/2013. The end of the music cataloging project is in sight, and the only other remaining backlogs are small ones in original cataloging (Jackie's) and serials cataloging (Harriett's). Possibly 2012/2013 will see the elimination of all our backlogs. Due to a May 2012 flurry of ordering by the Acquisitions Department, we end the year with several items to catalog – 227 new DVDs, 259 new monographs, and 160 new Y Collection titles. Curriculum materials cataloging had tapered off because of some problems that needed to be solved, and we are now ready to resume cataloging them so we can have them done before January 2013, when we start cataloging the new subject which will be received this summer.

We have finally begun working on a goal which we have had for two years, but which was postponed by the international cataloging community – the goal of responding to RDA and learning the new cataloging rules. It was announced that the Library of Congress plans to make the switch to the new rules on March 31, 2013. So Jackie, Harriett and Linda have begun learning the rules and preparing to train staff for the new era of cataloging.

Goals for 2012/2013:

The Cataloging Department begins 2012/2013 with the following goals:

1. Music cataloging

(Linda will catalog the remaining 76 scores and an additional 20 problem scores; Jackie will catalog the 47 Russian scores)

2. Original cataloging

(Jackie has 49 titles remaining in the backlog)

3. SPC Indian Symposium videos

(Remaining to be cataloged: 4 years on VHS and 3 years on DVD)(Goal is to do at least 2 years)

4. Periodicals/Serials cataloging

(Goal is to eliminate the backlog; 40 titles remain to be done)

5. Respond to and implement RDA

(Learn the new cataloging rules, make local decisions on implementation, adjust procedures and processes as needed)

Collection Maintenance Annual Report

2011/2012

Collection Maintenance is responsible for maintenance of library material and updating, eliminating or correcting items and entries in the libraries' databases and collections in accordance with the library's policy of weeding, inventory, and collection development.

In most areas numbers of materials were down compared to last year. Members of the department filled in the extra time with a special project.

Personnel: Linda West supervises Collection Maintenance activities in Technical Services. Other members of the department are: Elizabeth Hamilton, Lou Ann Rhea, Jeanne Pry, Samantha Clifford, and Jenifer Rogers. Student assistants were: Ashley Pallett (check-in and music binders), and Kalib Webb (bindery/withdrawn assistant)

Goals for 2011/2012:

1. Provide for check-in of newspapers and magazines for the summer of 2011. Jeanne will check-in periodicals. Other team members will volunteer for days to check-in newspapers and process and shelve periodicals. (May-August 2011)
2. Second Floor Weeding project. Plan project details, summer 2011. Pull and withdraw volumes from lists, fall 2011. Research bid process, spring 2012. Plan for another cycle of weeding if necessary.
3. Curriculum Materials. Prepare for the 2012 fall give away. Weed the rest of the older material from the collection. Weed 219 of older materials and rearrange the room.
4. Music binders. Lou Ann is coordinating the project to put music scores into binders. This is an ongoing project with student help. Supplies need to be evaluated. Project will be on hold for summer 2011.

Projects: Summer check-in continues to work well due to everyone's willingness to help. We will no longer write a goal about summer check-in. Other goal completions are detailed in the paragraphs below. An unexpected project added to the year was responding to decisions made about the Muskogee collection. The collection was weeded and many of the items are being relocated to JVL or BA. The new space at Muskogee is significantly reduced from the former space. We now occupy both sides of one tall range containing about five sections on each side.

Check-in: Jeanne again checked in periodicals for the summer. Elizabeth, Lou Ann and Samantha helped to process and distribute magazines during the summer. Check-in student Ashley Pallett returned for the fall and spring semesters. She graduated in May, but continued to work for summer 2012. Ashley also helped in Acquisitions, and assisted Lou Ann by working on music binders and working in

processing. There were 11,840 items checked in for the year. The number of periodicals continues to decrease. There were 1,428 check-in problems solved. Samantha continued to check in and file loose-leaf services for the year. Of the total 11,840 checked-in, there were 5,651 newspapers, 5,287 magazines, 613 loose-leaves, and 289 continuations. There is a continuing decline in the number of items checked in as cancellations continue.

Bindery: Elizabeth continued to handle bindery shipments during the year with the help of student assistant Kalib Webb thru April of 2012. We have a new student assistant that came on board in May of 2012, Keith Head. Due to many print cancellations and a reduction in gifts, bindery has decreased this year. Total Bindery sent this fiscal year was 1,547 items, as compared to 2,004 items the previous year. 1,313 items were sent to the bindery from Tahlequah as compared to 1,703 for last year. BA Campus Bindery also decreased. Total items sent were 234, as compared to 301 last year. Bindery is still on a revolving 3 week cycle with the HF Group of Indiana. These numbers continue to decrease as cancellations continue.

Relocations, Added volumes and copies, Union List: Jenifer and Jeanne process monographic and serial relocations and added volumes and copies to JVL and other collections. There were 79 monographic copies and 113 volumes (not including curriculum materials or AV) added to the collection and 57 monographic copies and 32 volumes for Broken Arrow. Jenifer relocated 328 monographs for JVL and Muskogee and 21 curriculum material sets to Broken Arrow. Zac continued to add to law titles in Broken Arrow with 768 continuations added for the year.

Jeanne added a total of 1,354 serial/periodical/microfilm volumes to JVL and an additional 118 to BA.

Limited Retention Inventories: The JVL limited retention inventory was done in January 2012. A list of titles was sent to Muskogee and magazines were discarded there. Only one bindery title remained in Muskogee before all nursing journals were relocated to JVL. A trip to Broken Arrow may be planned for 2012/2013 depending on leadership viewpoints.

Withdrawn: After splitting this task between three people for the first time this year, we were fortunate that Resource Coordinator weeding did not take place during the year. We did receive On Search lists from Circulation and now have a backlog of those lists to withdrawn. The lists had not been searched for four to five years. Second floor weeding was at a standstill for parts of the year due to the fact that the receiving shelves were often blocked by surplus chairs and tables. When the shelves became unblocked, Circulation assisted in moving a list of weeded health professions journals to the holding area. During the summer, Keith Head assisted Linda in relocating and shifting so that the materials could be placed in storage on the third stack level. Additional titles remain to be withdrawn from Gary Cheatham's weeding lists on second floor.

Withdrawn statistics for the year show that we withdrew 425 monographic titles and 495 copies and volumes, which include weeded Y Collection from Muskogee. We also withdrew 20 serial titles and 129 copies and volumes. In AV, 43 titles were withdrawn and 69 copies and volumes. In Broken Arrow, 140 titles were withdrawn and 65 copies and volumes. The largest number in BA consisted of weeded VHS tapes. In the coming year, there are weeding projects on both campuses so these numbers should increase. The challenge will be working the weeding into people's schedules as we are lacking the position that used to perform these tasks.

The Muskogee library was closed for moving in December of 2011. Linda placed the materials in a storage status for the time they were in boxes. The entire Y Collection, the nursing journals, and many Reference books were sent to Tahlequah. Jenifer and Jeanne withdrew or relocated a first round of materials from Muskogee in the fall. Linda worked with Sarah Burkhead to decide on relocation or withdrawal for the Y Collection books. Pamela began working at Muskogee and relocated the nursing journals and changed the location to permanent reserve for the nursing books remaining in Muskogee. At the end of the year, relocations and withdrawals for the almost 1,000 Y Collection books needs to be completed and the reference items sent need retention or withdrawal decisions.

Our contract with Better World Books enabled us to send for reuse or recycle 180 books without shipping charges. Better World Books reports that we saved 1,841 gallons of water and 385 pounds of greenhouse gases through our efforts. We also received at least two checks during the year of over \$50 each for our share of materials sold.

Environmental Metrics

Account	End Destination of Book	Total Books ReUsed or Recycled	Books (lbs)	Trees	Water (g)	Green-house Gases (lbs)	Landfill Space (cu yd)	Electricity (kwh)
Northeastern State University: John Vaughan Library		180	245	2	1,841	385		595
	Recycled	70	95	1	406	147		227
	Reused	110	150	1	1,435	238		368

Mending: This year mending handled 1,854 items with the help of Circulation attaching the book jacket covers to the JVL books. This is 611 less than the previous year. Ashley continued working on the music scores putting them into binders and then finishing the processing as needed. Jeanne and Lou Ann produced binder title labels for the music scores. Kalib also helped in the processing. We also handled 183 items for Broken Arrow

Goals for next year: Goals include continuing the third and second floor weeding projects, planning for the 2012 textbook event and continuing to put music scores into binders as cataloged.

Linda West

Department Head