

**Northeastern State University
John Vaughan Library
Central Technical Services**

ANNUAL REPORT

2010/2011

CONSISTENT PROGRESS



CONTENTS

Executive Summary	3
Environmental Matrix	6
Acquisitions Annual Report	5
Cataloging Annual Report	14
Collection Maintenance Report	24
Activity Reports	27
Official Shelflist Statistics	36
Official Periodical/Continuation Statistics	44
Official Documents Statistics	48
Unofficial Workload Statistics	55
Broken Arrow Official Shelflist Statistics	59
Broken Arrow Official Periodical/Continuation Statistics	67

Northeastern State University

John Vaughan Library

Central Technical Services

2010/2011

ANNUAL REPORT

CONSISTENT PROGRESS

Departments:

- Acquisitions
- Cataloging
- Collection Maintenance
- Director's Office
- Activity Reports
- Statistics
- REPORTS ATTACHED

Technical Services reflected back on our year and decided that the theme for the year was Consistent Progress.

This is the third year of goal setting where departments focused on reducing backlogs. We again had a year without special projects allowing individuals time to work on specific goals and materials.

Our statistics and department reports reflect this consistent progress and throughout the year we updated our windows with monthly totals for items barcoded and items withdrawn. These numbers not only communicated our progress with others outside of our area, they served as a reminder and incentive for our year of consistent progress.

PERSONNEL:

After losing one position in the previous fiscal year, we had an opening and lost another position this fiscal year. With our staffing levels reduced by 20% over the last two years, it is remarkable that our productivity remains consistent and we continue to reduce existing backlogs.

NEWSLETTERS:

This year we decided to communicate our activities to the libraries. We issued three newsletters. Each newsletter covered a department in Technical Services and highlighted the work done by each individual in the department as well as department functions and goals.



Technically Speaking
3 issues

Top Statistics

Book cataloging	3463
Mending	2465
AV	5883
Scores	657
Original	216
Books ordered	2177
Labels	8833

New Initiatives

DIGITAL LIBRARY:

The JVL Digital Library was started last fiscal year and proved to be popular with users of our online resources.

Linda attended a webinar in fall 2010 to learn about a new product that we can use. By using OCLC's ContentDM,

there is no cost for the first 3,000 items and we get this benefit by subscribing to OCLC FirstSearch products.

At the end of the fiscal year, Linda was busy setting up the new JVL Digital Library which will have items added during the summer and be functional by fall 2011.

JVL
digital LIBRARY

Total Uses FY11:
28,865

LIBRARY WEBSITE:

Linda spent most of summer 2010 updating and redesigning the library website. Over 500 pages were copied into the new template that she developed to match the NSU content management system skin. As each page was copied, Linda updated links and text to bring the pages up to date. The pages went live in July 2010 and after a few bugs were edited out, they have been well used for the rest of the year.

During the year, Linda chaired the Library Web Committee whose major task was to update the Library Catalog and bring the design into line with our other pages. After a year of discussion and design work, the pages are being tested for use in July 2011. Some feedback has been received from library faculty and staff on the proposed changes.

SOCIAL MEDIA:

Linda continued to be responsible for social media for the library. She posted 39 blog articles, 487 tweets and Facebook posts. Twitter was our most successful platform where Linda grew our follower base by 35% and has had many positive interactions with NSU affiliated people.

MANAGEMENT:

As Director, Linda led the group during the year in several projects. During the fall semester, Linda and Harriett wrote executive summaries of some Technical Services procedures. Linda led the group in four sessions during summer and fall to outline procedures that could be streamlined for better efficiency. During the fall and spring semester, we used part of our monthly meetings to focus on an NSU Core Value at each meeting. Near the end of the fiscal year, we set goals, developed a theme for the annual report and wrote a new vision statement.



Highlights

Acquisitions:

- Approval plans cancelled
- Funds transferred to BA = 36% increase
- Spent in last 2 months: \$25,275
- More orders, no Barnes & Noble trip
- Banner implementation moved fiscal year deadlines
- 56% increase in number of orders placed
- 90 titles cancelled for next year

Cataloging:

- Monographic cataloging 16% increase
- Record number of AV cataloged
- Score cataloging 63% increase
- MDConsult cataloged
- Original cataloging record
- Cherokee/Japanese cataloging
- Processing increase of 13%
- Cataloging credits with OCLC
- Special Collections barcoding/cataloging project

Collection Maintenance:

- Textbook give away 2010
- In-house use count of periodicals
- Check-in card deletion project
- Withdrawn backlog eliminated
- Second floor weeding project started
- Book jackets applied to all books with jackets
- Music binders/book jackets increase mending count

Better World Books Report—Cumulative

Environmental Metrics Report

Suffix	End Destination of Book	Total Books ReUsed or Recycled	Books(lbs)	Trees	Water(g)	Greenhouse Gases(lbs)	Landfill Space(cu yd)	Electricity (Kwh)
<input type="checkbox"/> L3740-1	Total:	635	870	11	3,791	891	3	2,065
	Reused	14	20	1	183	21	1	47
	Recycled	621	850	10	3,608	870	2	2,018
<input type="checkbox"/> L3740	Total:	482	661	9	4,678	687	2	1,593
	Reused	259	355	5	3,382	374	1	868
	Recycled	223	306	4	1,296	313	1	725
<input type="checkbox"/> L3740A-2	Total:	1	2	1	14	2	1	4
	Reused	1	2	1	14	2	1	4
	Recycled	0	0	0	0	0	0	0
Grand Total*		1,118	1,533	21	8,483	1,580	6	3,662

Searches in the Library OPAC 2010/2011

Type of Search	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Totals
Author	869	705	931	1,305	1332	1092	306	1257	915	752	982	391	10837
Title	1403	1142	2128	2559	2649	3067	936	2378	2736	2201	2655	1260	25114
Subject	619	766	1167	1537	2228	1581	213	813	999	923	977	217	12040
Keyword	1004	834	1703	2640	3136	2635	558	1742	1605	2232	1698	472	20259
Adv Keyword	729	881	1628	2441	3369	3188	613	2133	2338	3482	2405	760	23967
Call Number	164	206	110	4877	155	401	19	121	67	113	108	21	6362
Course	514	529	591	547	675	775	139	874	533	730	532	476	6915
Course Prof	1389	2380	2987	4423	5344	3169	668	2852	1508	2836	1505	993	30054
Others	2483	2170	2464	6119	3205	2723	806	2475	2585	2746	2635	156715	187126
Totals	9174	9613	13709	26448	22093	18631	4258	14645	13286	16015	13497	161305	322674

New OPAC Design—Summer 2011

NSU Home | Libraries: Tahlequah | Broken Arrow | Muskogee Search

 NORTHEASTERN STATE UNIVERSITY LIBRARIES

[Library Home](#) » [About](#) » [Research](#) » [Instruction](#) » [News](#) » [Help](#)

NSU Libraries Catalog

Account Login: [My Account](#) / [Renew a book](#)

Keyword Title Author Subject Databases Course Reserves

Search in: View Entire Collection Limit to available items

[Refine search by language, location, year and more](#)

Search tips:
• Type words or groups of words that best describe your topic.

More...
Advanced Keyword Search
More searches:
New Books - Tahlequah
New Books - BA
New Books - By location
Collections (Maps)
EBooks
WorldCat
Call Numbers Explained
Other Library Catalogs
Borrowing Materials
OkShare

Acquisitions Annual Report, 2010/11

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, Elizabeth Hamilton, and Amanda Massey Parvin (resigned in January). We had Bridget Larsen and Ashley Pallett as Acquisitions student assistants in the fall and spring semesters on a half-time basis. Bridget worked fall semester and Ashley joined us in the spring. Both were shared with check-in during this time. Diane Morgan, Secretary to the Library Dean, continued to support Acquisitions through the handling of invoices between the Library and the Business Office until May.

Budget (Tahlequah & Muskogee campuses):

Initial 02402 Library Acquisitions allocations were Operating Expense: \$373,928 and Library Books: \$445,033 for a total of \$818,950. The library materials budget was finalized at \$692,846 for the Tahlequah and Muskogee campuses. The budget was initially divided as shown:

Type of material	Allocation
Serials-Continuations, paper	\$ 55,860.00
Serials-Continuations, online	\$ 251,160.00
Serials-Periodicals, paper	\$ 108,538.00
Serials-Periodicals, online	\$ 118,310.00
Serials-Periodicals, microform	\$ 21,210.00
Serials-Periodicals, pay-per-view	\$ 8,820.00
Firm orders-books/AV/electronic	\$ 73,000.00
Firm orders-approvals	\$ 10,088.00
Bindery	\$ 17,340.00
OCLC usage & Illiad	\$ 25,420.00
MARCIVE bibliographic records	\$ 3,100.00
Total	\$ 692,846.00

In September, additional changes were made in the budget. Because of change in the Westlaw password account increasing access from 60 to 350 users, our yearly cost increased \$2,350 which was transferred into the materials budget from unallocated funds. Another change occurred at about the same time. Due to instructions from the Dean, all approval programs were cancelled and the remaining funds (\$8,200.00) were transferred from the Tahlequah campus to the Broken Arrow campus. These adjustments reduced the total library materials budget for Tahlequah/Muskogee to \$686,996.

Once again funds were left unallocated at the beginning of the year by the Dean. This year \$123,700 was held back because of concern over the state budget situation. In May and June an additional \$25,275 in firm orders were placed for the Tahlequah and Muskogee campuses. The Broken Arrow campus placed \$5,047 in firm orders during this time.

Although the Etter, Waters, and other special funds were released by the NSU foundation, the decision was made not to allocate the funds in the spring but to consider allocating the funds in the fall at the beginning of fy12.

Fund	Amount
Etter	\$3,800.00
Waters	\$1,750.00
Archives (restricted)	\$1,390.00

Without the Etter and other special money, the total of funds available for material purchases for the Tahlequah and Muskogee campuses in fy11 was \$712,271 compared with \$662,071 in fy10. Over 82% 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 02471 Broken Arrow Library allocation was Equipment: \$45,976. The library materials budget was first set at \$40,782 for the Broken Arrow campus. In September, an additional \$8,200 was transferred from the Tahlequah budget to the Broken Arrow budget to use for firm orders, bringing the total to \$56,465.

The Broken Arrow budget was initially divided as shown:

Type of material	Allocation
Serials-Continuations, paper	\$ 3,088.00
Serials-Continuations, online	\$ 5,006.00
Serials-Periodicals, paper	\$ 12,377.00
Serials-Periodicals, online	\$ 0.00
Serials-Periodicals, microform	\$ 0.00
Serials-Periodicals, pay-per-view	\$ 0.00
Firm orders-books/AV/electronic	\$ 21,334.00
Firm orders-approvals	\$ 0.00
Bindery	\$ 3,060.00
OCLC usage	\$ 3,400.00
Transfer from Tahlequah	\$ 8,200.00
Total	\$ 56,465.00

The total funds available for material purchases for the Broken Arrow campus in fy11 was \$56,465. 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 orders placed late in the fy10 year, we continued to have delays in beginning the new fiscal year on Millennium. We processed 129 invoices on temporary vouchers between July 1 and September 10, 2010. After the fiscal year roll-over in mid September, we began posting both the invoices sent through on temporary vouchers and the new invoices as they were received. By the end of September, we were caught up with all invoice entry. We began placing firm orders in July 2010 and by December we had placed 1,405 orders. Additionally, between January and May, 2,140 orders were placed. We placed 2,744 orders by the end of March, with an additional 684 orders placed between April and June, reflecting the money that was released at near the end of the fiscal year. The number of orders placed in the March to May period is still higher than would be desirable to end the fiscal year.

Summary of firm orders placed: 2010/11

	Jun-Aug	Sept-Nov	Dec-Feb	Mar-May	Total
Print	246	594	833	1,270	2,943
AV	284	49	80	72	485
Percentage	15.5%	18.8%	26.6%	39.1%	

The relationship between book and AV orders increased slightly to 16% as opposed to the 11% it was in fy10.

Some of our delays between the Budget Office and the Business Office requirements in regard to which budget line certain classes of materials are paid out of were solved this year, but we still had to make some funds transfers before purchase orders could be established and invoices paid. This caused delays in processing payments for our database services that renew in July.

The end of the fiscal year is also shaping up as a stressful time. We received notification from Business Affairs that due to the switch from Osage to Banner on July 1, all purchases must be completely processed by June 30 and that the credit card was cutting off on June 15. No purchase orders will remain open after June 30 and all invoices received after June 15 will be charged to fy12. Due to these limitations, all of the orders placed in May and early June were charged to the credit card. Because no purchase orders will remain open, we will be doing fiscal year change-over in Millennium in either late June or early July.

Samantha has continued to post expenses for the operating budget as they are given to us. As of the middle of June 2010, we have almost \$131,823 in operating expenses on Millennium.

Ordering and receiving:

Firm ordering for fy10 began in July 2009 and continued through May 2010. The number of firm orders placed this year was divided between the 3 campuses:

	Ordered	Received
Broken Arrow	881	795
Muskogee	20	18
Tahlequah	2,527	2,674
Total	3,428	3,487

We saw a 56% increase in the number of orders placed this year over the 2,202 orders placed for the three campuses in fy10. With the additional funding in Broken Arrow, the number of orders placed for that campus increased 148% over fy10 and the Tahlequah campus increased 38% in the number of orders placed. The formats of the orders placed continue to be varied: books (print), books (electronic), CDs, DVDs, and video recordings (VHS) made up the variety of material.

Approval plans:

Both of our approval plans were cancelled in September 2010 at the instruction of the Dean of Libraries. We had received only a few books from either vendor at the time. The Blackwell approval plan was in the process of being switched to a YBP plan due to the purchase of the Blackwell unit by YBP. We were still working on correcting problems with the profile when

the cancellation decision was received. We had funded the 2 approval plans at a total of \$10,088 for fy11. As of the end of September, the YBP program resulted in 66 titles spread over 4 fund codes for a total expenditure of \$1,684.55. As of the end of September, the Elsevier Butterworth/Heinemann optometry/ophthalmology approval program resulted in only 2 titles for a total expenditure of \$167.93. The two approval programs had generated 250 titles in fy10.

Annual serials review:

The annual serials review lists were distributed on January 28th 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, 90 titles were selected, and of these 25 were for Broken Arrow.

Pay-per-view:

The OCLC FirstSearch ECO pay-per-view service was changed to a mediated search service in July 2008. For fy11, we purchased one article for a cost of \$38.

The Ovid pay-per-view of a limited number of optometry journals showed substantial increase in usage over fy10. One hundred eighty articles were requested at a cost of \$6,681.25 or \$36.61 per article. This increase in usage resulted in the original budgeted amount doubling from \$3,000 to \$6,000.

Gifts:

In January, with the resignation of Amanda Parvin, we were not given permission to fill the position, so following some re-allocation of duties, Elizabeth Hamilton is now receiving, acknowledging, and pre-searching gifts for the Tahlequah campus. Once again, the number of gifts received increased. For 2010/11, Amanda and Elizabeth received, acknowledged and pre-searched 4,453 items. This compares to the 4,028 items received in 2009/10. A large jazz collection, including both compact discs and books on jazz history, was received in the late fall. Harriett spent the summer and fall contacting libraries and other agencies around the country to relocate a large gift of optometry and ophthalmology periodicals, which had been received in the spring of 2010.

In August, we received notification from the Department of Education that the state textbook adoption program was going to be suspended. As a result, we did not receive any new textbooks for our curriculum materials review center deposit program for fy11.

The Broken Arrow campus has continued to acquire gifts as well, with 6,123 items received there. This large increase in Broken Arrow is due to 5,290 volumes of law material which was donated from a law firm in Tulsa. This brings the total for the two campuses to 10,576 gift items.

During fy11, we expanded creating order records on Millennium for all gift books or AV material being added to the collections, phasing out creating manual tracking slips.

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 480 claims for the Tahlequah campus and 126 claims for the Broken Arrow campus, for a total of 606 for 2010/11. This compares to 666 claims which were processed in 2009/10. 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 2010/11 was to continue to focus on the missing issues problem. At several times during the year, Harriett examined volumes with issues missing from 2001 to 2004. 57 volumes were sent to the bindery with incomplete notations; 10 volumes were withdrawn because of the amount of material missing; and 131 issues were replaced so the volumes could be bound. We continue to use both USBE and Absolute Backfile Service, as well as the EBSCO missing copy bank to replace issues, but this spring we also were able to find 33 issues through Ebay. We spent \$1,636 on missing issues this year for all three campuses. Elizabeth assisted in this project by preparing the volumes for the bindery and several students assisted Harriett by pulling the issues from the shelves. With our goal for fy12 to complete review of the years 2005 to 2008, we will be at a point where we will no longer have a backlog.

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, ERS, 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 2010/11 was to address the continuing problem of licensing of electronic versions of individual periodical titles. Phase one of this effort was to gather information to correct the entries with Serials Solutions so false expectations would not be raised about availability. During June and July, Harriett checked 141 titles available through EBSCO's EJS service entries and determined that for 122 titles access was available. This information was relayed to Linda West so that corrections could be made on Serials Solutions. In the spring, Samantha and Harriett checked 392 titles on OCLC's ECO site and determined that 362 of the titles needed some kind of correction in Serials Solutions. This was the first time in some years that the ECO titles had been reviewed as a group and the number of problems found reflects that. The remaining work on the 19 problematic titles on EJS was not completed due to the extension of the ordering season into April and May.

Goals for 2011/12

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 the summer (June/July), focus on the licenses for the electronic magazines available through EBSCO's EJS service. In the first round, verify all titles which are currently enabled and identify any titles which have been cancelled. Prepare a list of active titles for submission to Serials Solutions by August. Staff involved: Harriett, Samantha and Elizabeth.
 - b. After the first round is completed, in August begin activation of titles which require additional licensing work. For those titles remaining, determine license requirements to activate and complete activation process. Activate 10 titles a month until all possible titles are activated. Staff involved: Harriett, and Samantha, with some student help.
 - c. In January, following ECO renewal, check access to those titles and prepare a list of changes for submission to Serials Solutions by February. Staff involved: Harriett and Samantha.
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 2005-2008. Staff involved: Harriett, Elizabeth, with some student help.

3. Respond to any procedural changes required in invoice handling and other financial concerns caused by the switch to the Banner financial software in the University Business Office. Staff involved: All members of Technical Services who handle invoicing.

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 65 orders from the out-of-print market along with the other 3,363 orders placed from more regular sources. For the most part, 2010/11 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, and gifts were received, acknowledged, and searched in record numbers. However, there were times of stress and uncertainty linked to the loss of a part-time Acquisitions Department member when Amanda Parvin's position was not filled. Elizabeth has been able to pick up the gifts section for Acquisitions but only by re-organizing some of her non-Acquisitions related duties. The termination of Diane Morgan in late May, combined with the early fiscal year closing due to Banner, caused considerable stress in trying to ensure that all of our funds were spent and that all of our invoices were paid. Shannon Stacy in the Literacy Center was asked to help us with these problems as no one else was familiar with Osage routines.

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, 2010/2011

The Cataloging Department continued the plan to eliminate backlogs begun in 2008/2009 and once again made significant progress in eliminating or reducing backlogs. Backlogs still exist (but they're getting smaller) in AV cataloging, music score cataloging, and original cataloging.

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.

In addition to the librarians and paraprofessional staff, we were assisted by several good student workers. Our Processing Assistant was Cortney Lancaster. We received additional help from Kalib Webb, Bindery/Deprocessing Assistant, and from Check-In/Acquisitions Assistants Bridget Larsen and Ashley Pallett.

Goals for 2010/2011:

We set the following eight goals for 2010/2011:

1. SPC Indian Symposium videos
(Goal is to do at least 2 years: 1992 & 1993)
2. Periodicals/Serials cataloging
(Harriett & Jeanne: goal of 100 titles for the year)
3. Music cataloging
(Linda & Jeanne: goal of 50 scores per month, 600 for the year)
4. Audiovisual cataloging (DVDs and videos)
(Jackie & Jenifer, with help from Samantha: goal of 30-40 titles per month)
5. Original cataloging
(Jackie: goal of 5 titles per month; Linda: goal of 10 scores for the year)
6. Curriculum materials
(Jackie: to finish cataloging older subjects (approx. 7 sets); Jeanne, Lou Ann, Jenifer, Samantha: to catalog math (approx. 73 sets), by Dec. 31, 2010; to begin cataloging the new subject Jan. 2011)
7. Electronic cataloging
(Linda: goal is to catalog at least 1 collection a year)

8. Digital Library
(Linda, with help from Jenifer, Samantha, Amanda: goal is to do 2-3 issues of The Northeastern per month)

Progress on Goals:

We exceeded our goals in the areas of music cataloging, audiovisual cataloging, and original cataloging. The music cataloging goal for the year was to catalog 600 scores. We cataloged 657 scores, along with 43 sound recordings, for a total of 700 music items. The audiovisual cataloging goal was to catalog 30-40 titles per month, which would have resulted in 360-480 for the year. The total number of AV items other than music sound recordings cataloged was 671 (524 for Tahlequah/Muskogee and 147 for Broken Arrow).

Linda's goal for original music cataloging was 10 items for the year. She exceeded that goal by creating original cataloging for 7 scores, 3 CDs, and 2 cassettes. Jackie's original cataloging goal was 5 titles per month, or 60 for the year. She more than tripled that goal by creating original cataloging for 200 items – 83 for Tahlequah/Muskogee and 117 for Broken Arrow.

We eliminated some small backlogs that were left over from last year – a small backlog of CD-ROMs requiring original cataloging and 2 DVDs in Cherokee and Creek which required complex original cataloging, left over from the backlog of Special Collections audiovisual materials, which was eliminated last year. In addition, Linda eliminated a small backlog of Japanese books.

Our backlog of DVDs for JVL, which once took up six shelves on one truck and another half truck or so has been reduced to around 120 titles – about three months' work for the three catalogers. The Broken Arrow DVD backlog has been eliminated. We are now current on cataloging Broken Arrow DVDs, and they are being cataloged within one month of receipt.

We are almost finished with curriculum materials cataloging; only two or three problematic sets remain to be done.

Linda met her goal of cataloging at least one electronic collection a year by cataloging MDConsult.

We are very proud of these accomplishments and of our record highs in music cataloging, audiovisual cataloging and original cataloging.

Training:

Samantha received some training in curriculum materials and DVD cataloging, and Jeanne got a brief refresher course on inputting records into OCLC for Special Collections Indian Symposium videos. On October 29 Harriett, Jeanne, Jenifer, Lou Ann and Samantha attended the Oklahoma Library Association Technical Services Roundtable fall workshop, Cataloging 101, which Jackie also attended as a presenter.

Samantha also received some training on the daily Millennium Headings Report, so she could act as Jenifer's back-up during Jackie's absences.

Monograph Cataloging:

This year we produced 4,120 new print monographic titles (monographs, scores, curriculum materials, and Y Collection) for the Tahlequah and Muskogee campuses, a 16.85% increase over last year's total of 3,526. Monographic production for Broken Arrow (monographs, curriculum materials, and Y Collection) was 949, an 8.5% increase over last year's total of 874.

We cataloged 69 approvals, until the approval plans were cancelled by the Library Dean. Approvals were cataloged by Lou Ann, Jeanne and Jackie.

Curriculum Materials Cataloging:

The number of curriculum materials new print titles cataloged for Tahlequah was 175, and there were also 22 non-print titles (kits, CD-ROMs, transparencies, one wall chart). For Broken Arrow the total print curriculum materials was 39, with 2 kits and 1 CD-ROM, bringing the grand total of all formats, for all campuses, to 239. Not all titles were received through the Curriculum Materials Review Center – 4 titles were purchased, one came from a Scholastic book fair, and a few were received as gifts. Approximately 14% of the 239 titles (33 titles) required original cataloging; these were done by Jackie.

Subjects cataloged this year for Tahlequah were: reading, language arts, math, music, science, health, social studies, geography, education, the arts, and physical education. Subjects cataloged for Broken Arrow were: math, foreign language, language arts, and business. Curriculum materials cataloged for the Tahlequah campus were cataloged by: Jackie, Lou Ann, Jeanne, Samantha, and Harriett. Jenifer cataloged all the curriculum materials for Broken Arrow except for one CD-ROM, which required original cataloging and was done by Jackie.

We learned in the summer of 2010 that the Oklahoma Department of Education was temporarily suspending the curriculum materials review program, so we did not receive any new curriculum materials this year. This has allowed us to almost eliminate the backlog of problematic sets. All that remain at this time are two math sets which will probably require original cataloging, a small set of maps, and a set of abaci.

Y Collection Cataloging:

Last year we practically eliminated the Y Collection backlog, starting 2010/2011 with one side of the range completely empty and approximately half a truck remaining on the other side. At various times throughout the year we have been completely caught up. We currently have two shelves of 2011 receipts awaiting cataloging, resulting from the November 2010 Scholastic Book Fair and the May 2011 flurry of ordering. Jeanne, Lou Ann and Jenifer are cataloging some each month.

Y Collection cataloging was done by Lou Ann, Jeanne, Jenifer, and Jackie. We cataloged 572 titles for Tahlequah and Muskogee and 153 titles for Broken Arrow, for a grand total of 725. Pamela cataloged a few of the Broken Arrow titles, but the majority was cataloged by Technical Services.

Serials/Periodicals Cataloging:

Harriett and Jeanne cataloged serials and periodicals for all campuses, with Linda cataloging one Japanese title. Sixty-six new titles were cataloged this year: 59 titles for JVL, one of which was for Muskogee, and 7 titles for Broken Arrow.

Audiovisual Cataloging (other than music):

Last year's annual report compared audiovisual cataloging statistics over a thirteen-year period (1997/1998 to 2009/2010) and showed that 2009/2010 was a record year. In 2009/2010 we cataloged 441 AV titles for JVL and 81 titles for Broken Arrow, for a grand total of 523. The previous high was in 2008/2009 – 303 for JVL and 114 for Broken Arrow, for a grand total of 417. The 2009/2010 AV cataloging statistics represented a 25.4% increase over 2008/2009 totals.

I am happy to report that 2010/2011 has been another record-breaking year! We cataloged 525 AV titles for JVL (primarily DVDs, but also a few VHS, spoken sound recordings on CD, CD-ROMs, and one map). We cataloged 157 titles for Broken Arrow (again, primarily DVDs, but including one CD, one cassette tape, six CD-ROMs, two kits and five charts). The grand total for all campuses is 682, a 30.4% increase over last year's total.

Audiovisual cataloging for JVL was done by Jackie, Jenifer, and Samantha. Jackie cataloged approximately 43% of the total (222 titles); Jenifer cataloged approximately 32% of the total (170 titles); and Samantha cataloged approximately 25% (133 titles). Most of the Broken Arrow audiovisual cataloging was done by Jenifer and Jackie. They cataloged 98.72% of the total, and Pamela cataloged one DVD and one cassette tape. Original cataloging was needed for 47 audiovisual titles (roughly 7% of the total) – 25 videos (Special Collections Indian Symposium videos), 7 DVDs and 7 CD-ROMs for Tahlequah, along with 3 CD-ROMs and 5 charts for Broken Arrow.

Music Cataloging:

Linda and Jeanne continued the third year of a goal to work on a large backlog of gift scores. Linda cataloged 26 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 657 scores, which is a 63.43% increase over last year. This total includes scores from the Bailey gift and scores from an older project that had no records. Linda created original catalog records for 3 CDs, 2 cassettes and 7 scores in OCLC. Linda also cataloged one music CD for Broken Arrow.

Electronic Cataloging:

Linda cataloged electronic resources. One more database of electronic books was added, MDConsult with 50 titles. Books @OVID had an additional 28 titles added with 9 withdrawn. At the end of the year there were 42,635 electronic books cataloged. Serials Solutions ejournal records were loaded throughout the year. After a session at OLA, Linda added additional Open Access journal titles bringing our Serials Solutions total to 38,603 at the end of the year. Serials Solutions was also updated to reflect correct access to EJS and ECO titles.

Oklahoma Documents Cataloging:

Linda continued to catalog Oklahoma documents, which saw a sharp decrease over the year. We added 231 new titles this year: 119 new titles-print (105 monographs and 14 serials); 2 new titles-microfiche (0 monographs and 2 serials); and 1 new title-AV/non-print. There were 105 electronic documents from the Oklahoma crossroads project added to the catalog with holdings set on OCLC. We also added 400 volumes and copies. The Documents Unit also withdrew 96 items from Oklahoma documents. Next year we plan to catalog more electronic documents from a small backlog.

Government Publications Cataloging:

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 2,964. The total number of monthly record loads was 7,611, with 2,013 overwrites, for an adjusted total of 8,562. This is a slight increase over last year. We barcoded 2,372 titles this year: 786 new titles-print (774 monographs and 12 serials); 1,543 new titles-microfiche (1,515 monographs and 28 serials); and 43 new titles-AV/non-print. We also barcoded 634 volumes and copies. There were 5,145 electronic documents added. 20,534 electronic Federal records are now in our catalog. The Documents Unit also withdrew 273 items from Federal documents. 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.

Original Cataloging:

For the third year in a row, we have excelled in original cataloging. Jackie's goal was 5 titles per month, for a total of 60 titles for the year, and Linda's goal was 10 music items. Jackie, Linda and Harriett created original cataloging records for 99 titles for JVL (OKN), and Jackie did original cataloging on another 117 titles for Broken Arrow (N@U), for a grand total of 216. This represents an increase of approximately 38.5% over last year's grand total of 156 for all campuses. Prior to 2009/2010 the highest number had been 125, in 2006/2007.

Original cataloging for JVL was done for: print: 7 scores, 4 serials, 14 monographs, 3 Y Collection and 27 print curriculum materials; and AV: 3 music CDs, 2 music cassettes, 7 DVDs,

25 VHS, and 7 CD-ROMs. Broken Arrow original cataloging was for: print: 5 monographs, 2 Y Collection and 102 capstone papers; and AV: 3 CD-ROMs and 5 charts. The percentage of print and AV for JVL was 55.6% print and 44.4% AV. For Broken Arrow those percentages were 93% print and 7% AV. Combining all original records for all campuses, the mix is 164 print (76%) and 52 AV (24%).

Original cataloging for JVL resulted in a credit of \$475.20 towards our OCLC deposit account. The original cataloging credit for Broken Arrow was \$561.60.

Foreign Language Cataloging:

This is a new category on our annual report, which I feel is warranted this year. In June 2010 Jackie cataloged a small backlog of Special Collections materials in Cherokee and Creek (with no knowledge of those languages). Some of those materials required complex original cataloging. Samantha assisted by watching a DVD in Cherokee and paying close attention to the subtitles. Linda (with no knowledge of Japanese) eliminated a small backlog of Japanese books. In addition, several foreign language films (in French, Italian, Spanish, German, Chinese, Japanese, Korean, Tibetan and Tsotsi-taal language) were added to the DVD collection, cataloged by Jenifer, Jackie and Samantha.

In December 2010 Jackie began studying Cherokee and was able to transliterate the Cherokee title of a book cataloged in March 2011.

Rush Cataloging:

Rush cataloging requests showed a 28% decrease from last year's total of 240 (perhaps in part because of our efforts in eliminating backlogs). This year we handled 173 rush requests – 97 print titles and 76 DVDs. Similar to last year, the print titles accounted for approximately 56% of the total, while DVDs accounted for approximately 44%. We received 38 rush requests for Broken Arrow, 2 for Muskogee, and 133 for Tahlequah.

Lou Ann and Jackie cataloged approximately 78% of all rush requests. Of the remaining 22% , 17% was cataloged by Jenifer, and the rest by Jeanne, Samantha and Harriett (one serial). Seven titles required original cataloging (2 DVDs and 5 charts).

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:

91.25% of all Broken Arrow cataloging was done on the Tahlequah campus by Jackie, Jeanne, Jenifer, Lou Ann, Linda, and Harriett. 8.75% (54 titles) was done on the Broken Arrow campus by Pamela Louderback and Zac Thorp. 100% of all Broken Arrow original cataloging was done by Jackie, and 98.7% of the audiovisual materials was done by Jackie, Jenifer, and Linda.

Processing:

8,833 items were labeled and processed for Tahlequah and Muskogee, and 2,109 items for Broken Arrow, for a grand total of 10,942 – an increase of 1,240 (12.78%) over last year. Our processing student for the academic year was Cortney Lancaster. We received some additional help from Bindery/Deprocessing Student Assistant Kalib Webb, and Check-In/Acquisitions Assistants Bridget Larsen and Ashley Pallett helped with music binders. We were without student help in the summer of 2010, so everyone in the department, including the three librarians, did processing.

Authorities:

Authority control is essential for effective searching in our local system. Through authority control we improve access dramatically for our stakeholders 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 download from among the list of “Headings used for the first time.” Jenifer prints the report or emails it to Jackie during the breaks and resolves urgent problems. This year Samantha received some training and was Jenifer’s back-up.

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

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 every bibliographic record that contains those headings. For 2010/2011 the work done on updated headings resulted in 14,493 bibliographic records being updated, further enhancing access to our library’s collections for our patrons.

Authority records were exported into Millennium from OCLC by Jackie, Samantha, Jenifer and Harriett. Jackie and Harriett modified and deleted authority records in Millennium, and Jackie created authority records.

Total authority work for the year was 18,387, 9.89% lower than last year’s total of 20,407. We downloaded 15,270 authority records from OCLC; modified 1,885 records in Millennium; deleted 1,074 records; and created 158 records. As last year, approximately 98% of all authority work was done by Jackie and Samantha.

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) and abbreviated level (Level 3 vendor records) to full-level cataloging records (Level I). These activities resulted in OCLC credits in the amounts of \$179.20 for OKN and \$16.00 for N@U for minimal record upgrade, and \$87.42 for OKN and \$2.48 for N@U for database enrichment. Combining these credits with the credits received for original cataloging brings the total to \$741.82 for OKN and \$580.08 for N@U, for a grand total of \$1,321.90 in OCLC credits.

Summary of Cataloging Totals and Statistics (JVL):

<u>Type of Material</u>	<u>Participants</u>	<u>Number</u>
Monographs	Lou Ann, Jenifer, Jeanne, Jackie, Samantha	2,716
Music scores	Linda, Jeanne	657
Curriculum materials	Lou Ann, Jenifer, Jeanne, Jackie, Harriett, Linda	175
Y Collection	Lou Ann, Jenifer, Jeanne, Jackie	572
Serials & Periodicals	Harriett, Jeanne	59
Music CDs	Linda	26
DVDs	Jackie, Jenifer, Samantha	477
Videos	Jackie, Jenifer	27
Tape cassettes	Linda	4
CDs	Jenifer	10
CD-ROMs	Jenifer, Jackie	10
Kits	Jeanne	14
E-books	Linda	79
Oklahoma documents	Linda	231
Original	Jackie, Harriett, Linda	99

Summary of Cataloging Totals and Statistics (BA):

<u>Type of Material</u>	<u>Participants</u>	<u>Number</u>
Monographs	Jeanne, Jackie, Lou Ann, Jenifer, Harriett, Pamela, Zac	755
Curriculum materials	Jenifer, Jackie	39
Y Collection	Jeanne, Jenifer, Lou Ann, Jackie, Pamela	153
Serials & Periodicals	Harriett, Jeanne	7
DVDs	Jackie, Jenifer, Pamela (1)	142
Tape cassettes	Pamela	1
CDs	Jackie	1
Music CDs	Linda	1
CD-ROMs	Jackie	6
Kits	Jenifer	2
Charts	Jackie	5
Original	Jackie	117

Conclusion:

The progress we have made towards our goals this year and last year, the elimination of some backlogs and near elimination of some others, and the record high numbers for some areas – in spite of the loss of a position – clearly demonstrate that we have done and are doing an exceptional job of cataloging for the Northeastern State University Libraries. We are a department of extremely well-trained, highly skilled, productive and efficient catalogers.

We have made considerable progress on our backlogs the past two years and plan to continue that progress during 2011/2012. We are currently dealing with challenges due to the lack of student help this summer for processing and check-in, requiring us to take time away from our cataloging to do those tasks. We have faced those challenges before, and we always rise to the occasion, get the job done, and excel at whatever we do.

We had taken a hiatus from projects for a few years to allow us to focus on elimination of backlogs, but this summer we resumed doing projects. We are doing a Special Collections barcoding and cataloging project. When this is completed, everything in Special Collections, including the vertical file, should be barcoded and should be accessible in the online catalog. We have also begun plans for our next big project, one that has been on the back burner for several years – barcoding federal documents microfiche.

The challenge that we thought we were facing beginning this summer -- preparing for the transition to a completely new set of cataloging rules by moving from AACR2 to RDA (Resource Description & Access) has been postponed until January 2013 at the earliest. This will allow us to continue to focus on elimination of backlogs.

The Cataloging Department begins 2011/2012 with the following goals:

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

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*)
6. **Electronic cataloging**
(*Linda: goal is to catalog at least 1 collection a year*)
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.)
8. **Plan Special Collections digitization project of older Indian Symposium recordings: cassette tape to CD and VHS to DVD.**

Collection Maintenance Annual Report 2010/2011

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.

We made consistent progress in withdrawing library materials, binding materials, checking in serials and continuations, and adding volumes and copies to library collections during the year.

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, Amanda Massey (until January 2011), and Jenifer Rogers. Student assistants were: Ashley Pallett (spring check-in), Bridget Larsen (fall check-in), Cortney Lancaster (music binders), Courtney Jefferson (bindery/withdrawn assistant summer 2010) and Kalib Webb (bindery/withdrawn assistant)

Goals for 2010/2011:

- Hold biennial NSU Textbooks for Schools teacher give away. Hold event end of August or beginning of September 2010.
- 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.
- Continue withdrawn project. Withdraw three to five trucks a month from Resource Coordinator weeding. Respond to other weeding projects as proposed.
- Continue to find places for weeded materials and gifts not added. Begin working with prison libraries. Continue sending books to Better World Books.
- Check-in card Deletion Project. The number of old check-in cards needs to be addressed. Delete all check-in records for newspapers older than January 2009 and other weekly serials older than January 2008. Exclude bindery titles.

Projects: Goal #5 was completed during the last part of summer 2010. Linda added check-in cards to a create list based on last used date. These were manually reviewed and more than 300 check-in cards were deleted. This project makes everyday use of serials easier by eliminating long lists of check-in cards for newspapers and frequently received periodicals.

Our Textbooks for Schools event took place in October 2010. Room 219 was weeded during the year to make room for additional materials for the 2012 event.

Check-in: Jeanne with processing help from Elizabeth, Samantha, Lou Ann and Jenifer checked in periodicals for summer 2010. She trained two check-in students during the year. A total of 12,325 items were checked in and processed for the year. There were a total of 1,332 check-in

problems solved. Samantha continued to check in and file loose-leaf services for the year.

Of the total 12,325 checked-in, there were 5,551 newspapers, 5,735 magazines, 553 loose-leaves, and 486 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. This was the first year of a five year rebid with HF Group. HF still delivers our orders by van from Tyler, Texas.

A total of 689 periodicals were sent this year from JVL. Broken Arrow sent 131 volumes this year. Paperback binding totaled 935 for JVL and 169 for BA. Damaged books or Rebinds sent this year was 75 for JVL and 1 for BA. Total items bound for the year was 2,004. 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 123 monographic copies and 147 volumes (not including curriculum materials or AV) added to the collection and 43 monographic copies and 821 volumes for Broken Arrow (mostly added by Zac from the law gift). Jenifer relocated 327 monographs for JVL and Muskogee and 41 curriculum material sets to Broken Arrow. Jeanne added a total of 1,267 serial/periodical/microfilm volumes to JVL.

Limited Retention Inventories: The JVL limited retention inventory was done in January 2011. Muskogee inventory is no longer worth the trip to Muskogee. This year a list will be sent of volumes to be returned to JVL, sent for binding or weeded due to limited retention.

Withdrawn: Collection Maintenance continued to respond to weeding by Resource Coordinators. Sixteen weeding trucks were processed during the year. There were several months with no new weeding trucks received. Natasha in Circulation started working with the On Search lists this year and has passed the first few for withdrawing. The project to weed bound volumes from second floor periodicals was started in January 2011. About 2/3 of the titles have been removed from the shelves. After being withdrawn from our databases, the materials will be offered on bid in the coming year.

Our contract with Better World Books enabled us to send for reuse or recycle 578 books without shipping charges. Better World Books reports that we saved 4,916 gallons of water and 820 pounds of greenhouse gases through our efforts.

After losing Amanda's position in January, we decided to split withdrawn responsibilities between three people. Jeanne will do withdrawn from weeding and circulation. Jenifer will withdraw Curriculum Materials. Elizabeth will check BA materials as they come back for the book sale or recycle.

Mending: Mending and circulation handled 2,465 items this year. The increase is mostly due to the first full year of using mylar jacket covers on all books with book jackets. Mending also responded to the music cataloging project by typing front labels and putting scores in binders. Students helping with the music project were: Bridget, Ashley, and Courtney L. Lou Ann, Jeanne and Samantha helped with labels and binders, also.

Goals for next year: Goals include providing for summer periodical check-in, continuing the second floor weeding project, planning for the 2012 textbook event and continuing to put music scores into binders as cataloged.

Linda West
Department Head

**Technical Services
Activity Reports
2010/2011**

Samantha Clifford

C. Contributions to the Institution and Profession

Library Committees:

Entertainment Committee

Helped with fall 2010 & spring 2011 Scholastic Book Fairs

Technical Services Committees:

Entertainment Committee

D. Performance of Non-Teaching and Teaching Semi-Administrative or Administrative Duties:

Assisted Acquisitions Librarian

Supervised 1 student

Participated in limited retention of the vertical file at JVL and limited retention of periodicals (January 2011)

Member of Acquisitions, Cataloging & Collection Maintenance

Reference assistant

Authority work

Cataloged audiovisual material which helped to reduce DVD backlog

Helped catalog rest of math Curriculum Materials

Attended OLA Workshop on RDA, Oct. 29 2010 in Midwest City

Completed annual review of newspaper web links in the fall 2010

Other: Participated in MLK Day of Service on Jan. 17, 2011

Harriett Hobbs

Assistant Professor of Library Services

Acquisitions Librarian, Serials Cataloger

B. Scholarly activities

The Scholarship of Integration, 2010/11

The creation of 4 original bibliographic records in the OCLC WorldCat database for items unique to Northeastern State University.

The modification of 1,527 bibliographic records for the use of both Northeastern State University patrons and the library world through entry in the OCLC WorldCat database.

The enhancement of the Northeastern library database through the addition of 23 authority records to aid in the usage of the library catalog.

C. Contributions to the Institution and Profession

State Committee Service, 2010/11

Oklahoma Union List of Serials Executive Board, Secretary.

University Committee Service, 2010/11

Student Conduct Hearing Panel member.

Library Committee Service, 2010/11

Scholastic book fair, November 8-12, 2010.

Scholastic book fair, April 4-8, 2011.

Search Committee member, Languages and Literature, Communications, and Art Resource Coordinator, May 2011-

D. Performance of non-teaching semi-administrative or administrative duties, 2010/11

Supervised the Acquisitions Department within the Library and coordinated the expenditure of the \$769,000 library materials budget for the three campuses. Coordinated and monitored acquisitions workflow.

Statistics Coordinator for the Library, Technical Services Department.

OCLC Coordinator for the Library, including both Tahlequah and Broken Arrow campuses.

Delivered individualized training on the Midwest InterAcq system to 3 librarians on the Broken Arrow campus. Broken Arrow, January 12, 2011.

E. Workshops/Conferences attended, 2010/11

Webinar on Gobi Collection Development module sponsored by YBP (Yankee Book Peddler). June 6, 2010.

Training on workman's comp procedures sponsored by NSU Human Resources. Tahlequah, June 8, 2010.

Additional online training modules on the Gobi3 selection and ordering system sponsored by YBP. June 17, 2010.

Training on Midwest InterAcq selection and ordering system sponsored by Midwest Library Services. Tahlequah, June 24, 2010.

Attended online annual OCLC Americas users meeting. June 24, 2010.

Harriett Hobbs continued

Assistant Professor of Library Services
Acquisitions Librarian, Serials Cataloger

Webinar on Controlling Headings on OCLC sponsored by OCLC. August 31, 2010.

Sequoyah Commission Conference. Tahlequah, September 2, 2010.

Webinars on WilsonWeb administrator module and new enhancements including mobile access sponsored by H.W. Wilson. October 13-14, 2010.

Open forum on new RPT document sponsored by NSU Provost's Office. Tahlequah, October 18, 2010.

OLA TSRT fall workshop Cataloging 101 sponsored by Oklahoma Library Association, Technical Services Roundtable. Midwest City, October 29, 2010.

Webinar on When to Input a New Record in the era of DDR sponsored by OCLC. November 1, 2010.

Webinar on the RDA toolkit sponsored by the American Library Association. November 11, 2010.

Webinar on RDA @ Your Library sponsored by Amigos Library Services. February 4, 2011 original broadcast. Listened to taped sessions Feb-May 2011.

Webinar on Connexion Enhancements sponsored by OCLC. April 19, 2011.

Webinar on OCLC/Amigos Billing Changes for fy12 sponsored by OCLC. April 20, 2011.

Webinar on Genre Headings sponsored by OCLC. May 3, 2011.

Amigos Library Services Online Member Conference. Opening session: Ubiquitous services, Technology at the point of need. May 18, 2011.

Amigos Annual Member Online Meeting, voting delegate for NSU-Tahlequah. May 18, 2011.

Jeanne Pry

Attended "RDA is Coming" in Midwest City Library, October 29, 2010.

Lou Ann Rhea

Attended "RDA is Coming" in Midwest City Library, October 29, 2010.

Jenifer Rogers

C. Contributions to the Institution and Profession

Library Committees:

Assisted with Fall 2010 & Spring 2011 Scholastic Book Fairs

Technical Services Committees:

Entertainment Committee Treasurer

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties:

Student Coordinator

Supervised 3 student assistants

Hired 1 student assistant (Summer 2010), 1 student assistant (Fall 2010) and 1 student assistant (Spring 2011)

Member of Cataloging & Collection Maintenance

Secretary of Cataloging Department

Special Projects Assistant to Cataloging Librarian

Maintained list of children's book awards

Participated in project of closed dates in authority records

Participated in SPC Video Project

Participated in JVL Limited Retention Inventory, including vertical file (January 2011)

E. Workshops/Conferences attended:

Timeclock Training

John Vaughan Library, Diane Morgan – August 27, 2010

Controlling Headings Webinar

OCLC Webinar – August 31, 2010

Realia/Physical Objects; AV Recordings; Books II

OLA Technical Services Roundtable Workshop – October 29, 2010

Genre Headings Webinar

OCLC Webinar – May 12, 2011

Other:

Tahlequah Community Playhouse

Member of Social Committee

Props for "Kiss Me, Kate" – September 2010

Jackie M. Schumaker
Instructor of Library Services
Technical Services Librarian

B. Scholarly Activities

The Scholarship of Integration

Presenter, Descriptive Cataloging of Audiovisual Recordings: "Cataloging 101," Oklahoma Library Association Technical Services Roundtable Fall Workshop, Midwest City, OK, October 29, 2010 (awarded faculty development funds)

Contributed 200 original cataloging records to OCLC database

Contributed to the international cataloging community by enhancing 1,389 bibliographic records in the OCLC WorldCat database through contributing call numbers and/or subject headings, correcting errors, controlling headings, or upgrading to a higher encoding level

Provided for access to library materials by assigning 654 LC or Dewey call numbers and by adding subject headings to records

C. Contributions to the Institution and Profession

University Committee Service:

Faculty Development Committee
Institutional Animal Care & Use Committee

Library Committee Service:

Information Commons Committee
Promotion and Tenure Committee
Assisted with Barnes & Noble collection development trip (June 30, 2010)
Assisted with Scholastic Book Fair (November 8-12, 2010)
Assisted with Scholastic Book Fair (April 4-8, 2011)

D. Performance of Non-Teaching Semi-Administrative or Administrative Duties

Department Head of Technical Services Cataloging Department

Oversaw the cataloging activities of 4 library technicians

Coordinated and monitored cataloging workflow

Monitored cataloging for accuracy and training needs

Provided cataloging training to library technicians

Jackie M. Schumaker continued
Instructor of Library Services
Technical Services Librarian

Kept updated on cataloging rule changes, new trends and practices, and new Library of Congress policies, and informed other members of Cataloging Department

Maintained the integrity of bibliographic data in the library catalog through database maintenance, correction of errors, and authority control

Contributed to the enhancement of the Northeastern library catalog through the addition, modification, and creation of 14,451 authority records to aid in the usage of the online library catalog

Continued working on project to add death dates to personal name headings with open dates, as implemented by the Library of Congress

Contributed to the integrity of the OCLC database by reporting errors

E. Workshops/Conferences attended:

Training on workers' comp procedures, sponsored by NSU Human Resources.
Tahlequah, June 8, 2010

Webinar on Controlling Headings in WorldCat, sponsored by OCLC. August 31, 2010

Webinar on When to Input a New Record in the Age of DDR, sponsored by OCLC.
November 1, 2010

Webinar on Connexion Enhancements, sponsored by OCLC. April 20, 2011

Webinar on Genre Headings, sponsored by OCLC. May 3, 2011

Linda H. West
Assistant Professor of Library Services
Technical Services Director

Librarianship (ie Teaching)

Provided cataloging during the year for music (657 titles), electronic resources (385,977), Federal and Oklahoma Documents (2,603 titles), and Japanese books (11 titles).

Maintained the catalog through numerous quality control changes to data.

Increased productivity in cataloging scores and created twelve original cataloging records for OCLC.

Maintained Serials Solutions journal information in the online catalog, monthly

Edited a list of periodicals with added information about online availability.

Created Millennium lists for circulation billing; Muskogee inventory; zero circulation lists; ten years of approvals;

Designed video covers for Indian Symposium videotapes, yearly.

Edited and developed New Books lists for Tahlequah and Broken Arrow.

Coordinated de-accessing of library materials project

Liaison with Better World Books for reuse of library materials

Scholarship

Presented Poster *More is better : enhancing access to classical music on CDs* at the Biennial OLAC Conference, October 14-17, 2010, Macon, GA. All poster sessions were peer reviewed before inviting to present.

Presented Poster *More is better : enhancing access to classical music on CDs* at NSU Celebrating Research, Scholarship & Creative Achievement (CRSCA), March 30, 2011

Maintained the JVL Digital Library, converted documents, received training in a new content management system (ContentDM) and setup a new interface for JVL Digital Library.

Published articles for the Library Blog, 40 articles were composed on various topics.

Continued to update web pages for the Library website throughout the year. Edited and redesigned all Library webpages (over 500) and developed a new design for the Library catalog.

Developed program review information for English, NCATE, Mass Communications, and Natural Science.

Wrote and submitted a Library narrative for criteria 3d of the NSU HLC self-study.

Service

University Committees:

Financial Aid Advisory Committee, Chair

World Wide Web Committee

Branding Committee

HCL Visit Team 4

History Day Judge -April 5, 2011

Promotion and Tenure Committee, Ad Hoc

Linda H. West continued
Assistant Professor of Library Services
Technical Services Director

Library Committees:

Library Web Committee, Chair
Library Tenure and Promotion Committee, Chair
Tutorial Committee
Library Webmaster
Digital Library Committee, Chair

State Committees:

Oklahoma Library Association, Technical Services Roundtable, Workshop
Committee

Represented the library on social media, Increased presence on Facebook and Twitter.
Responded to questions and enhanced the reputation of the library.

Coordinated three book give aways on Twitter for two finals weeks and National Library Week.
All books were donated for the events.

Library Scholastic Book Fair, worked Fall and Spring sale
Applied for NSU to host traveling *Chronicle of Higher Education* reporter
MLK Day of Service, worked in the TMS library, January 17, 2011
American Association of University Women, Tahlequah Branch
Webmaster – Tahlequah Branch and Oklahoma Division
Tahlequah Branch yearbook editor
Woman to Woman Conference Committee
AAUW Tahlequah Jerusalem Women visit, designed and printed program.
Converted The Leader for publication, quarterly
Graduate Woman Scholarship Committee, Chair
Girl Scouts - Served RSVP volunteers at their annual banquet, June 10, 2010, Muskogee, OK

Administrative Assignments

Director of Library Technical Services, coordinated meetings and daily work for
faculty and staff in Technical Services
Published three issues of the Technically Speaking newsletter
Millennium System Site Coordinator
Performed upgrade to 2009B
Quality check of broken links on Library web pages
Coordinated statistics gathering, error reporting, enhancement requests
Compile monthly and annual statistics for the Library
Monthly compilation of Library web usage statistics
Conducted a Technical Services planning retreat, June 3, 2010
Coordinated Technical Services in writing a new vision statement

Continuing Education

NSU Workmen's Comp meeting, June 8, 2010

ODL Oklahoma Documents meeting, June 15, 2010, NSU

ContentDM Webinar Training, September 28, 2010, OCLC

NSU Human Resources training. Service Excellence, July 24, 2010

RDA Toolkit - What's new since August webinar, November 11, 2010, ALA Publishing

Writing for the Web, Online workshop, November 18, 2010, hosted by NSU Communication and Marketing

Integrated Library Systems: Open Source and Customization webinar, Thursday, December 10, 2009

Future of Libraries Webinar, January 3, 2011

"Take Another Look: Introducing the New Face of CONTENTdm" Webinar., January 19, 2011, OCLC

"Connect more users to more content with WorldCat Local" webinar, January 27, 2011, OCLC

Academically Adrift: Findings & Lessons for Improvement Webinar, March 24, 2011

Oklahoma Library Association Annual Conference, March 31-April 1, 2011

Make Your Library's Collection an Open Book: Enhance Discovery with Tools from Bowker. Booklist Webinar, May 17, 2011

AMIGOS Library Services Annual Conference, online, May 18-19, 2011

Sessions on mobile libraries, technology in libraries, augmented reality in libraries, QR codes for libraries.

OFFICIAL SHEFLIST STATISTICS, 2010/11

OFFICIAL SHEFLIST STATISTICS, 2010/11

	TOTAL 2010/11
NEW TITLES-PRINT	
Monographs	2,716
Curr. Mats.	175
Y Collection	572
Scores	657
Serials	48
Periodicals	10
NEW TITLES-MICROFILM	
Monographs	0
Serials	0
Periodicals	2
NEW TITLES-MICROFICHE	
Monographs	0
Serials	0
Periodicals	0
NEW TITLES-AV	
Video cassettes	27
DVDs	477
Tape cassettes	4
Records	12
Compact Discs (Audio)	10
Compact Discs (Music)	26
Machine readable files (CD-Roms or diskettes)	10
Maps/Globes	1
Kits/Games/Realia	14
Slides or transparencies	2
E-Books	79
NEW VOLUMES-PRINT	
Monographs	122
Curr. Mats.	1,240
Y Collection	25
Scores	37
Serials	437
Periodicals	641
NEW VOLUMES-MICROFILM	
Monographs	0
Serials	0
Periodicals	189

OFFICIAL SHEFLIST STATISTICS, 2010/11

NEW VOLUMES-MICROFICHE

Monographs	0
Serials	0
Periodicals	0

NEW VOLUMES-AV

Video cassettes	0
DVDs	152
Tape cassettes	1
Records	11
Compact Discs (Audio)	256
Compact Discs (Music)	11
Machine readable files (CD-Roms or diskettes)	156
Maps/Globes	1
Kits/Games/Realia	16
Slides or transparencies	2
E-Books	0

NEW COPIES-PRINT

Monographs	108
Curr. Mats.	5
Y Collection	15
Scores	32
Serials	13
Periodicals	0

NEW COPIES-MICROFILM

Monographs	0
Serials	0
Periodicals	0

NEW COPIES-MICROFICHE

Monographs	0
Serials	0
Periodicals	0

OFFICIAL SHEFLIST STATISTICS, 2010/11

NEW COPIES-AV

Video cassettes	0
DVDs	24
Tape cassettes	0
Records	0
Compact Discs (Audio)	3
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	0
Maps/Globes	0
Kits/Games/Realia	0
Slides or transparencies	0
E-Books	0

WITHDRAWN TITLES-PRINT

Monographs	753
Curr. Mats.	72
Y Collection	137
Scores	1
Serials	146
Periodicals	0

WITHDRAWN TITLES-MICROFILM

Monographs	0
Serials	0
Periodicals	0

WITHDRAWN TITLES-MICROFICHE

Monographs	0
Serials	0
Periodicals	0
ERIC	0

WITHDRAWN TITLES-AV

Video cassettes	12
DVDs	16
Tape cassettes	0
Records	5
Compact Discs (Audio)	0
Compact Discs (Music)	13
Machine readable files (CD-Roms or diskettes)	0
Maps/Globes	1
Slides	0
E-Books	360

OFFICIAL SHEFLIST STATISTICS, 2010/11

WITHDRAWN VOLUMES-PRINT

Monographs	36
Curr. Mats.	1,007
Y Collection	6
Scores	0
Serials	295
Periodicals	0

WITHDRAWN VOLUMES-MICROFILM

Monographs	0
Serials	0
Periodicals	0

WITHDRAWN VOLUMES-MICROFICHE

Monographs	0
Serials	0
Periodicals	0
ERIC	0

WITHDRAWN VOLUMES-AV

Video cassettes	57
DVDs	0
Tape cassettes	25
Records	0
Compact Discs (Audio)	0
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	147
Maps/Globes	0
Slides	0
E-Books	0

WITHDRAWN COPIES-PRINT

Monographs	58
Curr. Mats.	0
Y Collection	26
Scores	0
Serials	34
Periodicals	0

WITHDRAWN COPIES-MICROFILM

Monographs	0
Serials	0
Periodicals	0

OFFICIAL SHEFLIST STATISTICS, 2010/11

WITHDRAWN COPIES-MICROFICHE

Monographs	0
Serials	0
Periodicals	0
ERIC	0

WITHDRAWN COPIES-AV

Video cassettes	0
DVDs	4
Tape cassettes	0
Records	0
Compact Discs (Audio)	0
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	7
Maps/Globes	0
Slides	0
E-Books	0

MISCELLANEOUS AV FORMATS

WITHDRAWN TITLES-AV

Films 16 mm	0
Filmstrips	0
Video discs	0
Games	0
Kits/Realia	0
Transparencies	0

WITHDRAWN VOLUMES-AV

Films 16 mm	0
Filmstrips	0
Video discs	0
Games	0
Kits/Realia	7
Transparencies	0

WITHDRAWN COPIES-AV

Films 16 mm	0
Filmstrips	0
Video discs	0
Games	0
Kits/Realia	0
Transparencies	0

OFFICIAL SHEFLIST STATISTICS, 2010/11

	NET	GROSS
	2010/11	2010/11
CUM TOTAL(T+V+C)-PRINT FORMAT	340,977	
NET TOTAL, 2010/11	4,282	6,853
GRAND TOTAL	345,259	
CUM TITLES-PRINT FORMAT	218,989	
NET TOTAL, 2010/11	3,069	4,178
GRAND TOTAL	222,058	
CUM TITLES, MICROFORM-MONOGRAPHS	471,388	
NET TOTAL, 2010/11	0	0
GRAND TOTAL	471,388	
CUM TITLES, MICROFORM-SERIALS/PERS	20,003	
NET TOTAL, 2010/11	2	2
GRAND TOTAL	20,005	
CUM TOTAL (T+V+C), MICROFORMS	554,352	
NET TOTAL, 2010/11	191	191
GRAND TOTAL	554,543	
CUM TOTAL (T+V+C), VIDEO CASSETTES	4,812	
NET TOTAL, 2010/11	-42	27
GRAND TOTAL	4,770	
CUM TITLES, VIDEO CASSETTES	2,293	
NET TOTAL, 2010/11	15	27
GRAND TOTAL	2,308	
CUM TOTAL (T+V+C), DVDs	938	
NET TOTAL, 2010/11	637	653
GRAND TOTAL	1,575	
CUM TITLES, DVDs	649	
NET TOTAL, 2010/11	461	477
GRAND TOTAL	1,110	
CUM TOTAL(T+V+C), VIDEO DISCS	32	
NET TOTAL, 2010/11	0	0
GRAND TOTAL	32	

OFFICIAL SHEFLIST STATISTICS, 2010/11

	NET 2010/11	GROSS 2010/11
CUM TOTAL(T+V+C), FILMS	0	
NET TOTAL, 2010/11	0	0
GRAND TOTAL	0	
CUM TOTAL(T+V+C), AUDIOTAPES+RECORDS+CDs	5,764	
NET TOTAL, 2010/11	291	334
GRAND TOTAL	6,055	
CUM TITLES, AUDIO (TAPES+RECORDS+CDs)	1,701	
NET TOTAL, 2010/11	34	52
GRAND TOTAL	1,735	
CUM TOTAL(T+V+C) GRAPHIC (SLIDES, FSTRP,TRANSP)	18,666	
NET TOTAL, 2010/11	4	4
GRAND TOTAL	18,670	
CUM TOTAL(T+V+C) MACHINE READABLE	3,276	
NET TOTAL, 2010/11	12	166
GRAND TOTAL	3,288	
CUM TITLES, MACHINE READABLE	175	
NET TOTAL, 2010/11	10	10
GRAND TOTAL	185	
CUM TOTAL(T+V+C) MAPS/GLOBES	57	
NET TOTAL, 2010/11	1	2
GRAND TOTAL	58	
CUM TOTAL(T+V+C) OTHER (KITS/GAMES/REALIA)	208	
NET TOTAL, 2010/11	23	30
GRAND TOTAL	231	
CUM TOTAL(T+V+C) E-BOOKS	42,565	
NET TOTAL, 2010/11	-281	79
GRAND TOTAL	42,284	

OFFICIAL SHEFLIST STATISTICS, 2010/11

	NET	GROSS
	2010/11	2010/11
CUM TITLES, SERIAL SUBSCRIPTIONS	26,910	
NET TOTAL, 2010/11	12,307	
GRAND TOTAL	39,217	
CUM TITLES, E-JOURNALS**	24,653	
NET TOTAL, 2010/11	12,310	
GRAND TOTAL	36,963	
** (INCLUDED IN TOTAL SUBSCRIPTIONS)		

OFFICIAL PERIODICAL/CONTINUATION STATISTICS, 2010/11

OFFICIAL PERIODICAL/CONTINUATION STATISTICS, 2010/11

	TOTAL 2010/11
PERIODICALS, PAID	
TITLES ADDED	1
TITLES CEASED	2
TITLES CANCELLED	1
TITLE CHANGES	1
TOTAL PERIODICALS, PAID	-2
PERIODICALS, GIFT	
TITLES ADDED	7
TITLES CEASED	4
TITLES CANCELLED	3
TITLE CHANGES	0
TOTAL PERIODICALS, GIFT	0
NEWSPAPERS, PAID	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL NEWSPAPERS, PAID	0
NEWSPAPERS, GIFT	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL NEWSPAPERS, GIFT	0
E-JOURNALS, PAID	
TITLES ADDED	385,898
TITLES CEASED	0
TITLES CANCELLED	373,588
TITLE CHANGES	0
TOTAL E-JOURNALS, PAID	12,310

OFFICIAL PERIODICAL/CONTINUATION STATISTICS, 2010/11

E-JOURNALS, GIFT
TITLES ADDED 0
TITLES CEASED 0
TITLES CANCELLED 0
TITLE CHANGES 0
TOTAL E-JOURNALS, GIFT 0

CONTINUATIONS, PAID
TITLES ADDED 4
TITLES CEASED 6
TITLES CANCELLED 0
TITLE CHANGES 1
TOTAL CONTINUATIONS, PAID -2

CONTINUATIONS, GIFT
TITLES ADDED 0
TITLES CEASED 0
TITLES CANCELLED 0
TITLE CHANGES 0
TOTAL CONTINUATIONS, GIFT 0

MICROFORMS, PAID
TITLES ADDED 1
TITLES CEASED 0
TITLES CANCELLED 0
TITLE CHANGES 0
TOTAL MICROFORMS, PAID 1

MICROFORMS, GIFT
TITLES ADDED 0
TITLES CEASED 0
TITLES CANCELLED 0
TITLE CHANGES 0
TOTAL MICROFORMS, GIFT 0

CUM TITLES, SERIAL SUBSCRIPTIONS	26,910
NET TOTAL, 2010/11	12,307
GRAND TOTAL	39,217

OFFICIAL PERIODICAL/CONTINUATION STATISTICS, 2010/11

FEDERAL GOVPUBS CHK-IN MILLENNIUM

ALL DEPOSIT	TOTAL 2010/11
PERIODICALS, PAPER	
TITLES ADDED	0
TITLE CHANGES	0
TITLES CEASED	0
PERIODICALS, MICROFICHE	
TITLES ADDED	0
TITLE CHANGES	0
TITLES CEASED	0
CONTINUATIONS, PAPER	
TITLES ADDED	2
TITLE CHANGES	0
TITLES CEASED	2
CONTINUATIONS, MICROFICHE	
TITLES ADDED	10
TITLE CHANGES	0
TITLES CEASED	4
CONTINUATIONS, SOFTWARE	
TITLES ADDED	0
TITLE CHANGES	0
TITLES CEASED	0
TOTAL SUBSCRIPTIONS	6

CUM TITLES, GOVPUB SUBSCRIPTIONS	618
NET TOTAL, 2010/11	6
GRAND TOTAL	624

OKLAHOMA DOCS CHK-IN MILLENNIUM

TOTAL

OFFICIAL PERIODICAL/CONTINUATION STATISTICS, 2010/11

OKLAHOMA DOCS CHK-IN MILLENNIUM

	TOTAL 2010/11
ALL DEPOSIT	
CONTINUATIONS, PAPER	
TITLES ADDED	8
TITLE CHANGES	0
TITLES CEASED	1
CONTINUATIONS, MICROFICHE	
TITLES ADDED	1
TITLE CHANGES	0
TITLES CEASED	0
CONTINUATIONS, SOFTWARE	
TITLES ADDED	0
TITLE CHANGES	0
TITLES CEASED	0
TOTAL SUBSCRIPTIONS	8

CUM TITLES, OKLA DOCS SUBSCRIPTIONS	994
NET TOTAL, 2010/11	8
GRAND TOTAL	1,002

OFFICIAL DOCUMENTS SHELF LIST STATISTICS, 2010/11**OFFICIAL DOCUMENTS SHELF LIST STATISTICS, 2010/11**

FEDERAL GOVPUBS/MILLENNIUM	TOTAL 2010/11
NEW TITLES-PRINT	
Monographs	774
Serials	12
NEW TITLES-MICROFICHE	
Monographs	1,515
Serials	28
NEW TITLES-AV	
CD-ROMs	10
Software	0
Online (Web based)	5,145
Cartographic materials (maps)	26
Videos	0
DVDs	5
Graphic material (posters, pictures)	2
NEW VOLUMES & COPIES-PRINT	
Monographs	7
Serials	302
NEW VOLUMES & COPIES-MICROFICHE	
Monographs	131
Serials	173
NEW VOLUMES & COPIES-AV	
CD-ROMs	15
Software	0
Online (Web based)	0
Cartographic materials (maps)	3
Videos	0
DVDs	2
Graphic material (posters, pictures)	1
WITHDRAWN TITLES-PRINT	
Monographs	56
Serials	1
WITHDRAWN TITLES-MICROFICHE	
Monographs	0
Serials	0
WITHDRAWN TITLES-AV	
CD-ROMs	0
Software	0
Online (Web based)	0
Cartographic materials (maps)	0
Videos	0
DVDs	0
Graphic material (posters, pictures)	0

OFFICIAL DOCUMENTS SHEFLIST STATISTICS, 2010/11

WITHDRAWN VOLUMES & COPIES-PRINT

Monographs	0
Serials	214

WITHDRAWN VOLUMES & COPIES-MICROFICHE

Monographs	0
Serials	0

WITHDRAWN VOLUMES & COPIES-AV

CD-ROMs	0
Software	0
Online (Web based)	0
Cartographic materials (maps)	0
Videos	0
DVDs	0
Graphic material (posters, pictures)	2

.....

FEDERAL GOVPUBS/MILLENNIUM

NET GROSS
2010/11 2010/11

CUM TITLES FEDERAL GOV PUBS/MILLENNIUM

NA

TOTAL (MONOG+SER)/PRINT	729	786
TOTAL (MONOG+SER)/FICHE	1,543	1543
TOTAL (MACH READ)	10	10
TOTAL (ONLINE/WEB BASED)	5,145	5,145
TOTAL (CARTOGRAPHIC)	26	26
TOTAL (VIDEOS)	0	0
TOTAL (DVDS)	5	5
TOTAL (GRAPHIC)	2	2
GRAND TOTAL	7,460	7,517

CUM TOTAL (T+V+C) FED GOVPUBS/MILLENNIUM

NA

TOTAL (MONOG+SER)/PRINT	824	1095
TOTAL (MONOG+SER)/FICHE	1,847	1847
TOTAL (MACH READ)	25	25
TOTAL (ONLINE/WEB BASED)	5,145	5,145
TOTAL (CARTOGRAPHIC)	29	29
TOTAL (VIDEOS)	0	0
TOTAL (DVDS)	7	7
TOTAL (GRAPHIC)	1	3
GRAND TOTAL	7,878	8,151

CUM TITLES, SERIAL SUBSCRIPTIONS

618

NET TOTAL, 2010/11

6

GRAND TOTAL

624

OFFICIAL DOCUMENTS SHEFLIST STATISTICS, 2010/11

OKLAHOMA DOCS/MILLENNIUM	TOTAL 2010/11
NEW TITLES-PRINT	
Monographs	105
Serials	14
NEW TITLES-MICROFICHE	
Monographs	0
Serials	2
NEW TITLES-AV	
CD-ROMs	1
Software	0
Online (Web based)	105
Cartographic materials (maps)	4
Videos	0
DVDs	0
Graphic material (posters, pictures)	0
NEW VOLUMES & COPIES-PRINT	
Monographs	11
Serials	382
NEW VOLUMES & COPIES-MICROFICHE	
Monographs	2
Serials	1
NEW VOLUMES & COPIES-AV	
CD-ROMs	2
Software	0
Online (Web based)	0
Cartographic materials (maps)	0
Videos	0
DVDs	0
Graphic material (posters, pictures)	2
WITHDRAWN TITLES-PRINT	
Monographs	43
Serials	2
WITHDRAWN TITLES-MICROFICHE	
Monographs	1
Serials	0
WITHDRAWN TITLES-AV	
CD-ROMs	1
Software	0
Online (Web based)	0
Cartographic materials (maps)	2
Videos	0
DVDs	0
Graphic material (posters, pictures)	4

OFFICIAL DOCUMENTS SHELF LIST STATISTICS, 2010/11

WITHDRAWN VOLUMES & COPIES-PRINT

Monographs	4
Serials	39

WITHDRAWN VOLUMES & COPIES-MICROFICHE

Monographs	0
Serials	0

WITHDRAWN VOLUMES & COPIES-AV

CD-ROMs	0
Software	0
Online (Web based)	0
Cartographic materials (maps)	0
Videos	0
DVDs	0
Graphic material (posters, pictures)	0

.....
OKLAHOMA DOCS/MILLENNIUM

NET	GROSS
2010/11	2010/11

CUM TITLES (MONOG+SER)/PRINT	2,592	
NET TOTAL, 2010/11	74	119
GRAND TOTAL	2,666	

CUM TITLES (MONOG+SER)/FICHE	1,663	
NET TOTAL, 2010/11	1	2
GRAND TOTAL	1,664	

CUM TITLES (ONLINE/WEB BASED)	2,804	
NET TOTAL, 2010/11	105	105
GRAND TOTAL	2,909	

CUM TITLES (MACH READ/DISKS)	101	
NET TOTAL, 2010/11	0	1
GRAND TOTAL	101	

CUM TITLES (CARTOGRAPHIC)	30	
NET TOTAL, 2010/11	2	4
GRAND TOTAL	32	

CUM TITLES (VIDEOS)	2	
NET TOTAL, 2010/11	0	0
GRAND TOTAL	2	

CUM TITLES (DVDS)	4	
NET TOTAL, 2010/11	0	0
GRAND TOTAL	4	

CUM TITLES (GRAPHIC)	98	
NET TOTAL, 2010/11	-4	0
GRAND TOTAL	94	

OFFICIAL DOCUMENTS SHEFLIST STATISTICS, 2010/11

OKLAHOMA DOCS/MILLENNIUM	NET 2010/11	GROSS 2010/11
GRAND TOTAL TITLES, ALL FORMATS	7,472	231

OFFICIAL DOCUMENTS SHEFLIST STATISTICS, 2010/11

OKLAHOMA DOCS/MILLENNIUM	NET 2010/11	GROSS 2010/11
CUM TOTAL (T+V+C) MONOG+SER/PRINT	4,481	
TOTAL (MONOG+SER)/PRINT	424	512
GRAND TOTAL	4,905	
CUM TOTAL (T+V+C) MONOG+SER/FICHE	2,924	
TOTAL (MONOG+SER)/FICHE	4	5
GRAND TOTAL	2,928	
CUM TITLES (ONLINE/WEB BASED)	2,806	
NET TOTAL, 2010/11	105	105
GRAND TOTAL	2,911	
CUM TOTAL (T+V+C) MACH READ/DISKS	24	
TOTAL (MACH READ)	2	3
GRAND TOTAL	26	
CUM TOTAL (T+V+C) CARTOGRAPHIC	31	
TOTAL (CARTOGRAPHIC)	2	4
GRAND TOTAL	33	
CUM TOTAL (T+V+C) VIDEOS	3	
TOTAL (VIDEOS)	0	0
GRAND TOTAL	3	
CUM TOTAL (T+V+C) DVDS	4	
TOTAL (DVDS)	0	0
GRAND TOTAL	4	
CUM TOTAL (T+V+C) GRAPHIC	96	
TOTAL (GRAPHIC)	-2	2
GRAND TOTAL	94	
GRAND TOTAL (T+V+C), ALL FORMATS	10,904	631
CUM TITLES, SERIAL SUBSCRIPTIONS	994	
NET TOTAL, 2010/11	8	
GRAND TOTAL	1,002	

FEDERAL GOVPUBS/MILLENNIUM

NET TITLES ADDED	TOTAL	92/93	93/94	94/95	95/96	96/97	97/98	98/99	99/00	00/01	01/02	02/03	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11
NET TOTAL (MONOG+SER)/PRINT	61,141	715	2,136	2,732	10,973	9,851	9,896	3,317	2,199	9,767	1,804	1,496	1,175	893	1,032	1,060	-159	746	779	729
NET TOTAL (MONOG+SER)/FICHE	29,882	469	2,570	2,773	2,066	2,059	2,653	3,093	2,778	1,487	996	1,552	1,369	781	772	1,065	572	661	623	1,543
NET TOTAL (ONLINE/WEB BASED)	22,772	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18,173	4,548	30	11	10
NET TOTAL (MACH READ)	20,390		2	4	49	111	6	27	18	19	-65	23	37	14	9	-3	-9	7,769	7,234	5,145
NET TOTAL (CARTOGRAPHIC)	1,397		73	80	208	497	150	55	39	48	28	38	24	12	26	38	37	-4	22	26
NET TOTAL (VIDEOS)	6		0	1	0	0	0	0	1	0	0	1	1	0	1	0	0	1	0	0
NET TOTAL (DVDs)	40		0	0	0	0	0	0	0	0	0	0	3	1	5	6	2	14	4	5
NET TOTAL (GRAPHIC)	450		25	12	104	161	2	7	5	178	1	5	13	2	0	0	-86	11	8	2
GRAND TOTAL	136,078	1,184	4,806	5,602	13,400	12,679	12,707	6,499	5,040	11,499	2,764	3,115	2,622	1,703	1,845	20,339	4,905	9,228	8,681	7,460

NET TITLES/VOLUMES/COPIES ADDED	TOTAL	92/93	93/94	94/95	95/96	96/97	97/98	98/99	99/00	00/01	01/02	02/03	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11
NET TOTAL (MONOG+SER)/PRINT	69,100	715	2,153	2,492	13,606	10,942	11,647	3,687	2,291	12,192	1,855	1,560	1,188	934	1,241	997	-534	593	717	824
NET TOTAL (MONOG+SER)/FICHE	33,569	479	2,651	3,260	2,580	2,191	2,822	3,325	3,056	1,597	1,086	1,766	1,583	942	868	1,333	528	721	934	1,847
NET TOTAL (ONLINE/WEB BASED)	22,826	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18,173	4,548	61	19	25
NET TOTAL (MACH READ)	20,534		2	4	92	198	225	124	42	75	-429	26	45	13	12	-22	-21	7,769	7,234	5,145
NET TOTAL (CARTOGRAPHIC)	1,480		73	80	213	497	192	55	39	48	28	38	24	33	26	44	37	1	23	29
NET TOTAL (VIDEOS)	6		0	1	0	0	0	0	1	0	0	1	1	0	1	0	0	1	0	0
NET TOTAL (DVDs)	66		0	0	0	0	0	0	0	0	0	0	6	2	7	15	2	20	7	7
NET TOTAL (GRAPHIC)	924		25	12	104	167	2	7	5	643	1	8	13	2	0	0	-85	11	8	1
GRAND TOTAL	148,505	1,194	4,904	5,849	16,595	13,995	14,888	7,198	5,434	14,555	2,541	3,399	2,860	1,926	2,155	20,540	4,475	9,177	8,942	7,878

UNOFFICIAL (WORKLOAD) STATISTICS, 2010/11

UNOFFICIAL (WORKLOAD) STATISTICS, 2010/11

ACQUISITIONS STATISTICS	TOTAL 2010/11
GIFTS RECEIVED	
BOOKS	1,669
MAGAZINES	2,375
AV ITEMS	409
CURR MATS	0
GIFTS ADDED TO COLLECTION	
BOOKS	9
MAGAZINES	5
AV ITEMS	0
CURR MATS	0
PRESEARCHED ORDERS	2,558
PRESEARCHED GIFTS	2,871
CLAIMS SENT	480
MONOGRAPHS ORDERED	2,177
AV ITEMS ORDERED	370
MISSING ISSUES ORDERED	373
PER/CONTINUATIONS PLACED	0
TOTAL ORDERS	2,920
MONOGRAPHS RECEIVED	2,339
AV ITEMS RECEIVED	353
MISSING ISSUES RECEIVED	114
PER/CONTINUATIONS RECD	56
TOTAL RECEIVED	2,862
INVOICES POSTED	631
AUTHORITY RECORDS	TOTAL 2010/11
RECORDS DOWNLOADED	15,270
RECORDS MODIFIED	1,885
RECORDS DELETED	1,074
RECORDS CREATED	158
TOTAL AUTHORITY WORK	18,387

UNOFFICIAL (WORKLOAD) STATISTICS, 2010/11

CHECK-IN STATISTICS	TOTAL 2010/11
NEWSPAPERS	5,551
MAGAZINES	5,735
LOOSE-LEAF SERVICES	553
CONTINUATIONS	486
TOTAL CHECK-IN	12,325
CHECK-IN PROBLEMS SOLVED	1,332
PROCESSING STATISTICS	TOTAL 2010/11
ITEMS LABELED	
COMPUTER PRINTED	7,397
TYPED	1,436
TOTAL ITEMS LABELED	8,833
ITEMS MENDED	2,465
ITEMS SENT TO BINDERY	
PERIODICALS	689
NEW BOOKS	935
REBINDS DUE TO USE	75
CORRECTIONS	4
TOTAL ITEMS SENT TO BINDERY	1,703
SOURCE OF PRODUCTION	TOTAL 2010/11
ORDERED MATERIAL	2,432
MEMBERSHIPS, SO, GOVT PUBS	222
APPROVAL	99
GIFTS	1,904
TOTAL ITEMS PRODUCED	4,657

UNOFFICIAL (WORKLOAD) STATISTICS, 2010/11

TERMINAL STATISTICS	TOTAL 2010/11
OCLC PRODUCTION	4,850
OCLC ORIGINAL INPUT	99
OCLC UNION LIST CREATION	86
OCLC UNION LIST UPDATES	106
Millennium HOLDINGS UPDATED	191
Millennium ITEMS RELOCATED	645

MICROFORM SUBSCRIPTIONS	TOTAL 2010/11
SUBSCRIPTIONS RENEWED	0
SUBSCRIPTIONS ADDED	0
SUBSCRIPTIONS CANCELLED	0
TOTAL MICROFORM SUBSCRIPTS	0

MARCIVE SHIPPING LIST SERVICE	TOTAL 2010/11
WEEKLY RECORD LOADS	2,964
MONTHLY RECORD LOADS	7,611
NUMBER OF OVERWRITES	2,013
TOTAL GPO RECORDS LOADED	8,562

FEDERAL GOVPUBS	TOTAL 2010/11
PERIODICALS CHECKED IN	48
CONTINUATIONS CHECKED IN	620
Millennium ITEM RECORD CHANGES	1
Millennium HOLDINGS UPDATED	4

UNOFFICIAL (WORKLOAD) STATISTICS, 2010/11

OKLAHOMA DOCS **TOTAL**
2010/11

CONTINUATIONS CHECKED IN	380
Millennium ITEM RECORD CHANGES	0
Millennium HOLDINGS UPDATED	0
Temporary bib records built	8

FEDERAL GOVPUBS **TOTAL**
2010/11

BIBLIOGRAPHIC RECORDS
DELETED FROM Millennium 103

SHELFLIST PROJECTS (2001-04,07-08) **TOTAL**
2010/11

INDEX AREA-ITEM RECORDS (DEC00)	2,414
SPC/MAIN-ITEM RECORDS (FEB01)	4,011
SPC/MAIN-HOLDINGS RECORDS(FEB01)	125
REF-ITEM RECORDS (APR01)	45
REF-HOLDINGS RECORDS (APR01)	330
NSUM-ITEM RECORDS (MAY01)	217
LAC ITEM RECORDS (FEB02-MAY02)	7,286
LAC ITEM RECORDS (JUN02-MAY03)	592
PER-ITEM RECORDS (MAY01)	3,968
PER-ITEM RECORDS (JUN01-MAY02)	48,582
PER-ITEM RECORDS (JUN02-MAY03)	17
OTHER LOC ITEM RECORDS	63
LAC HOLDINGS RECORDS	36
STORAGE-HOLDING RECORDS (7-8/03)	0
STORAGE-ITEM RECORDS (7-8/2003)	5,626
PER FILM ITEM RECORDS (10/07-02/08)	26,378
PER ISSUES ITEM RECORDS (4/08-5/08)	7,518
GOVPUB PER ISSUES ITEM RCRDS (7/08)	1,753

TOTAL ITEM RECORDS	100,952
TOTAL HOLDINGS RECORDS	491

BROKEN ARROW OFFICIAL SHEFLIST STATISTICS, 2010/11

BROKEN ARROW OFFICIAL SHEFLIST STATISTICS, 2010/11

	TOTAL 2010/11
NEW TITLES-PRINT	
Monographs	755
Curr. Mats.	39
Y Collection	153
Serials	12
Periodicals	3
NEW TITLES-MICROFILM	
Monographs	0
Serials	0
Periodicals	0
NEW TITLES-MICROFICHE	
Monographs	0
Serials	0
Periodicals	0
ERIC	0
NEW TITLES-AV	
Video cassettes	0
DVDs	142
Tape cassettes	1
Records	0
Compact Discs (Audio)	1
Compact Discs (Music)	1
Machine readable files (CD-Roms or diskettes)	6
Maps/Globes	0
Kits/Games/Realia	7
Slides or transparencies	0
E-Books	0
NEW VOLUMES-PRINT	
Monographs	820
Curr. Mats.	403
Y Collection	1
Serials	473
Periodicals	161
NEW VOLUMES-MICROFILM	
Monographs	0
Serials	0
Periodicals	0

BROKEN ARROW OFFICIAL SHEFLIST STATISTICS, 2010/11

NEW VOLUMES-MICROFICHE

Monographs	0
Serials	0
Periodicals	0
ERIC	0

NEW VOLUMES-AV

Video cassettes	45
DVDs	38
Tape cassettes	22
Records	0
Compact Discs (Audio)	7
Compact Discs (Music)	1
Machine readable files (CD-Roms or diskettes)	39
Maps/Globes	0
Kits/Games/Realia	7
Slides or transparencies	0
E-Books	0

NEW COPIES-PRINT

Monographs	25
Curr. Mats.	0
Y Collection	18
Serials	2
Periodicals	0

NEW COPIES-MICROFILM

Monographs	0
Serials	0
Periodicals	0

NEW COPIES-MICROFICHE

Monographs	0
Serials	0
Periodicals	0
ERIC	0

BROKEN ARROW OFFICIAL SHEFLIST STATISTICS, 2010/11

NEW COPIES-AV

Video cassettes	0
DVDs	0
Tape cassettes	0
Records	0
Compact Discs (Audio)	0
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	0
Maps/Globes	0
Kits/Games/Realia	0
Slides or transparencies	0
E-Books	0

WITHDRAWN TITLES-PRINT

Monographs	127
Curr. Mats.	0
Y Collection	0
Serials	42
Periodicals	0

WITHDRAWN TITLES-MICROFILM

Monographs	0
Serials	0
Periodicals	0

WITHDRAWN TITLES-MICROFICHE

Monographs	0
Serials	0
Periodicals	0
ERIC	0

BROKEN ARROW OFFICIAL SHEFLIST STATISTICS, 2010/11

WITHDRAWN TITLES-AV

Video cassettes	2
DVDs	0
Tape cassettes	0
Records	0
Compact Discs (Audio)	0
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	0
Maps/Globes	0
Kits/Games/Realia	0
Slides or transparencies	0
E-Books	0

WITHDRAWN VOLUMES-PRINT

Monographs	9
Curr. Mats.	0
Y Collection	0
Serials	29
Periodicals	0

WITHDRAWN VOLUMES-MICROFILM

Monographs	0
Serials	0
Periodicals	0

WITHDRAWN VOLUMES-MICROFICHE

Monographs	0
Serials	0
Periodicals	0
ERIC	0

BROKEN ARROW OFFICIAL SHEFLIST STATISTICS, 2010/11

WITHDRAWN VOLUMES-AV

Video cassettes	0
DVDs	0
Tape cassettes	0
Compact Discs (Audio)	0
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	1
Machine readable files	0
Maps/Globes	0
Kits/Games/Realia	0
Slides or transparencies	0
E-Books	0

WITHDRAWN COPIES-PRINT

Monographs	61
Curr. Mats.	0
Y Collection	0
Serials	1
Periodicals	0

WITHDRAWN COPIES-MICROFILM

Monographs	0
Serials	0
Periodicals	0

WITHDRAWN COPIES-MICROFICHE

Monographs	0
Serials	0
Periodicals	0
ERIC	0

BROKEN ARROW OFFICIAL SHEFLIST STATISTICS, 2010/11

WITHDRAWN COPIES-AV

Video cassettes	0
DVDs	0
Tape cassettes	0
Records	0
Compact Discs (Audio)	0
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	0
Maps/Globes	0
Kits/Games/Realia	0
Slides or transparencies	0
E-Books	0

	NET	GROSS
	2010/11	2010/11
CUM TOTAL(T+V+C)-PRINT FORMAT	23,869	
NET TOTAL, 2010/11	2,596	2,865
GRAND TOTAL	26,465	
CUM TITLES-PRINT FORMAT	12,959	
NET TOTAL, 2010/11	793	962
GRAND TOTAL	13,752	
CUM TITLES, MICROFORM-MONOGRAPHS	0	
NET TOTAL, 2010/11	0	0
GRAND TOTAL	0	
CUM TITLES, MICROFORM-SERIALS/PERS	0	
NET TOTAL, 2010/11	0	0
GRAND TOTAL	0	
CUM TOTAL (T+V+C), MICROFORMS	0	
NET TOTAL, 2010/11	0	0
GRAND TOTAL	0	
CUM TOTAL (T+V+C), VIDEO CASSETTES	358	
NET TOTAL, 2010/11	43	45
GRAND TOTAL	401	
CUM TITLES, VIDEO CASSETTES	248	

BROKEN ARROW OFFICIAL SHEFLIST STATISTICS, 2010/11

	NET	GROSS
	2010/11	2010/11
NET TOTAL, 2010/11	-2	0
GRAND TOTAL	246	
CUM TOTAL (T+V+C), DVDs	361	
NET TOTAL, 2010/11	180	180
GRAND TOTAL	541	
CUM TITLES, DVDs	286	
NET TOTAL, 2010/11	142	142
GRAND TOTAL	428	
CUM TOTAL(T+V+C), AUDIOTAPES+RECORDS+CDs	406	
NET TOTAL, 2010/11	32	33
GRAND TOTAL	438	
CUM TITLES, AUDIO (TAPES+RECORDS+CDs)	133	
NET TOTAL, 2010/11	3	3
GRAND TOTAL	136	
CUM TOTAL(T+V+C) GRAPHIC (SLIDES, FSTRP)	8	
NET TOTAL, 2010/11	0	0
GRAND TOTAL	8	
CUM TOTAL(T+V+C) MACHINE READABLE	301	
NET TOTAL, 2010/11	45	45
GRAND TOTAL	346	
CUM TITLES, MACHINE READABLE	79	
NET TOTAL, 2010/11	6	6
GRAND TOTAL	85	
CUM TOTAL(T+V+C) MAPS/GLOBES	4	
NET TOTAL, 2010/11	0	0
GRAND TOTAL	4	
CUM TOTAL(T+V+C) OTHER (KITS/GAMES/REALIA)	53	
NET TOTAL, 2010/11	14	14
GRAND TOTAL	67	
CUM TOTAL(T+V+C) E-Books	1	

BROKEN ARROW OFFICIAL SHEFLIST STATISTICS, 2010/11

	NET	GROSS
	2010/11	2010/11
NET TOTAL, 2010/11	0	0
GRAND TOTAL	1	
CUM TITLES, SERIAL SUBSCRIPTIONS	199	
NET TOTAL, 2010/11	8	
GRAND TOTAL	207	
CUM TITLES, E-JOURNALS**	0	
NET TOTAL, 2010/11	0	
GRAND TOTAL	0	

**** (INCLUDED IN TOTAL SUBSCRIPTIONS)**

BROKEN ARROW OFFICIAL PERIODICAL/CONTINUATION STATISTICS, 2010/11

	TOTAL 2010/11
PERIODICALS, PAID	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL PERIODICALS, PAID	0
PERIODICALS, GIFT	
TITLES ADDED	1
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL PERIODICALS, GIFT	1
NEWSPAPERS, PAID	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL NEWSPAPERS, PAID	0
NEWSPAPERS, GIFT	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL NEWSPAPERS, GIFT	0
E-JOURNALS, PAID	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL E-JOURNALS, PAID	0

BROKEN ARROW OFFICIAL PERIODICAL/CONTINUATION STATISTICS, 2010/11

	TOTAL 2010/11
E-JOURNALS, GIFT	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL E-JOURNALS, GIFT	0
CONTINUATIONS, PAID	
TITLES ADDED	7
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL CONTINUATIONS, PAID	7
CONTINUATIONS, GIFT	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL CONTINUATIONS, GIFT	0
MICROFORMS, PAID	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL MICROFORMS, PAID	0
MICROFORMS, GIFT	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL MICROFORMS, GIFT	0
CUM TITLES, SERIAL SUBSCRIPTIONS	192
NET TOTAL, 2010/11	8
GRAND TOTAL	200

BROKEN ARROW UNOFFICIAL (WORKLOAD) STATISTICS, 2010/11

ACQUISITIONS STATISTICS TOTAL 2010/11

GIFTS RECEIVED

BOOKS	6,077
MAGAZINES	41
AV ITEMS	5
CURR MATS	0

GIFTS ADDED TO COLLECTION

BOOKS	176
MAGAZINES	1
AV ITEMS	5
CURR MATS	0
PRESEARCHED ORDERS	898
PRESEARCHED GIFTS	5,622
CLAIMS SENT	126

MONOGRAPHS ORDERED	766
AV ITEMS ORDERED	115
MISSING ISSUES ORDERED	5
PER/CONTINUATIONS PLACED	0
TOTAL ORDERS	886

MONOGRAPHS RECEIVED	663
AV ITEMS RECEIVED	132
MISSING ISSUES RECEIVED	16
PER/CONTINUATIONS RECD	8
TOTAL RECEIVED	819

INVOICES POSTED	102
-----------------	-----

CHECK-IN STATISTICS TOTAL 2010/11

NEWSPAPERS	1,423
MAGAZINES	1,348
LOOSE-LEAF SERVICES	4
CONTINUATIONS	241
TOTAL CHECK-IN	3,016

CHECK-IN PROBLEMS SOLVED	111
--------------------------	-----

BROKEN ARROW UNOFFICIAL (WORKLOAD) STATISTICS, 2010/11

PROCESSING STATISTICS	TOTAL 2010/11
ITEMS LABELED	
COMPUTER PRINTED	1,288
TYPED	821
TOTAL ITEMS LABELED	2,109
ITEMS MENDED	185

PROCESSING STATISTICS	TOTAL 2010/11
ITEMS SENT TO BINDERY	
PERIODICALS	131
NEW BOOKS	169
REBINDS DUE TO USE	1
CORRECTIONS	0
TOTAL ITEMS SENT TO BINDERY	301

SOURCE OF PRODUCTION	TOTAL 2010/11
ORDERED MATERIAL	582
MEMBERSHIPS, SO, GOVT PUBS	6
APPROVAL	0
GIFTS	401
TOTAL ITEMS PRODUCED	989

BROKEN ARROW UNOFFICIAL (WORKLOAD) STATISTICS, 2010/11

TERMINAL STATISTICS BA CAMPUS	TOTAL 2010/11
OCLC PRODUCTION	99
OCLC ORIGINAL INPUT	0
OCLC UNION LIST CREATION	4
OCLC UNION LIST UPDATES	26
MILLENNIUM HOLDINGS UPDATED	91
MILLENNIUM ITEMS RELOCATED	215

TERMINAL STATISTICS FOR BA TAHLEQUAH CAMPUS	TOTAL 2010/11
OCLC PRODUCTION	894
OCLC ORIGINAL INPUT	117
OCLC UNION LIST CREATION	8
OCLC UNION LIST UPDATES	30
MILLENNIUM HOLDINGS UPDATED	28
MILLENNIUM ITEMS RELOCATED	0