

NORTHEASTERN STATE UNIVERSITY
NSU LIBRARIES
CENTRAL TECHNICAL SERVICES
ANNUAL REPORT
2012/2013



SPC PROJECT



RECORD NUMBER OF ORDERS

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**John Vaughan Library
Northeastern State University
Central Technical Services
Annual Report
2012/2013**

Overview

Several factors affected progress in Technical Services this year. We continued our second year of the Special Collections project and celebrated the end of the major phase with a luncheon in the President's Dining Room in March 2013. Director, Linda West, spent much time outside the area serving as Interim Executive Director of Libraries, several simultaneous weeding projects kept older materials moving through the area and the decision to keep all materials funds in the Acquisitions budget meant that we had a large amount of money to spend which led to many orders and an increase in materials receiving and cataloging. At the end of the year, a large percentage of orders remain to be received and cataloged before we start ordering for the next fiscal year.

Personnel:

Samantha Clifford, Acquisitions Technician, was promoted to Access Services/Government Information Librarian in July 2012. She was replaced in October by Kiley Ging. Linda and Harriett performed training with Kiley throughout the year. Individuals engaged in continuing education and attended workshops and conferences. Catalogers received specialized training in the new cataloging rules, RDA.

Supplies:

Lou Ann coordinated supply ordering for the year. We did not order a major supply due to the ability last year of ordering two of our major supplies. We have a beginning stock of barcodes on hand to start the Government Publications microfiche barcoding project. Due the fact that the collection was never weeded, we will have to invest in perhaps 200,000 more barcodes to complete the project in the future.

Goals and Special Projects:

Goals for departments are outlined in the department reports. Some specific goals for the Director of Technical Services included:

1. Publish issues of "Technically Speaking" newsletter – Two issues were published.
2. Conduct meetings – Three meetings were held.
3. Coordinate position reviews with HR – Completed in fall 2012.
4. Communicate the needs of Technical Services to the library
5. As chair of the Library Web Committee, lead the redesign of the library home page – Linda worked all year long with the committee and met the deadlines.

Digital Library:

The Digital Library progress was put on hold due to Linda's other assignments. The committee plans to meet in July 2013 to set out a timetable for future projects. During the year, the Library supported the digitization of Time Capsule microfilm copies onto DVDs. This collection joins The Northeastern and the Native Language project in the queue to be added to the Digital

Library. The Northeastern issues and the History of Northeastern in the old JVL Digital Library continue to be used. In 2012/2013, the collection received 23,569 uses, an increase over last year. Usage statistics are not yet available for the new Digital Library on ContentDM which contains 141 items.

OPAC uses:

OPAC uses continue with over 1.4 million searches performed. The most popular searches are: Advanced Keyword – 36,794, Title – 25,653, and Subject – 16,428. OPAC searches declined slightly over last year. October and November were the months with the highest number of searches.

Newsletters:

Technical Services continued to issue quarterly newsletters in PDF format to the libraries. *Technically Speaking* no. 26-27 were published this year. Some topics covered were the Special Collections Project, our new employee, textbook give away, RDA cataloging rules, and updates about Technical Services departments.

Social Media/Library website:

The Library Web Committee spent the year redesigning the library front page. The committee used personas to look at information needs from various user points of view. As of summer 2013, the library front page is four years old and needs an update. A new design is being tested for implementation fall 2013.

Social Media has been very active for the year. Our Twitter followers grew by 19% to 1159 and we made 133 posts. There were fourteen articles posted on the blog. Facebook gained momentum with a 38% increase in Likes to 473. To celebrate National Library Week, the library adopted its Foursquare page and posted photos and specials. Development of social media is a focus for next year.

Acquisitions Annual Report, 2012/13

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

Department Personnel:

The Acquisitions Department consisted of Harriett Hobbs (Acquisitions Librarian), Samantha Clifford (Acquisitions Technician, June-July), Kiley Ging (Acquisitions Technician, October-May), and Elizabeth Hamilton (Claims/Gifts Technician). Keith Head served as Acquisitions student assistant for the year on a half-time basis. Keith was shared with the bindery unit and also as an assistant to Jenifer Rogers in cataloging. Shannon Stacy, Library Account Clerk, supports Acquisitions through the handling of invoices between the Library and the Business Office.

Budget (Tahlequah & Muskogee campuses):

Initial T20254 Library Acquisitions allocations were Operating Expense: \$466,326 and Library Books: \$401,764 for a total of \$868,090. The library materials budget was finalized at \$855,521 for the Tahlequah and Muskogee campuses with no transfers made to either operating budgets. This left \$12,569 unallocated for contingencies. The budget was initially divided as shown:

Type of material	Allocation
Serials-Continuations, paper	\$ 51,474.00
Serials-Continuations, online	\$ 279,569.00
Serials-Periodicals, paper	\$ 109,229.00
Serials-Periodicals, online	\$ 157,744.00
Serials-Periodicals, microform	\$ 25,305.00
Firm orders-books/AV/electronic	\$ 185,000.00
Firm orders-approvals	\$ 2,500.00
Bindery	\$ 12,000.00
OCLC usage & Illiad	\$ 29,500.00
MARCIVE bibliographic records	\$ 3,200.00
Total	\$ 855,521.00

For the first time in several years, only a modest amount of funds was placed in reserve and no funds were transferred to other budgets. This allowed the firm order budget to be initially set at \$185,000 which was a 9.6% increase in funds available for faculty requests over 2011/12. At the end of the year, we still had \$22,770 unencumbered. These funds were divided between a new online reference service to assist our students, historical newspaper microfilm, pay-per-view services for optometry, and the purchase of books or AV material for the collection.

The Etter, Waters, and other special funds were allocated this year. The Waters fund was designated to be used for supplies for the general library, while \$4,765 of the Etters fund was used for the purchase of Special Collections material. The Used Book Sale fund contributed an additional \$238, which was used for replacement of worn or damaged material. Archives used \$567 for material relating to NSU or Tahlequah.

Fund	Amount
Waters	\$3,475.00
Etter	\$7,500.00
Archives	\$ 567.00
Used book sale	\$ 238.00

Without the Etter and other special money, the total of funds available for material purchases for the Tahlequah and Muskogee campuses in FY13 was \$868,090 which was the same as the amount in FY12.

Budget (Broken Arrow campus):

The initial B20253 Broken Arrow Library allocation was Equipment: \$45,976. No contingency funds were set aside for Broken Arrow. The budget was reduced over the FY12 budget by \$505 for computer maintenance.

The Broken Arrow budget was initially divided as shown:

Type of material	Allocation
Serials-Continuations, paper	\$ 7,713.00
Serials-Continuations, online	\$ 5,822.00
Serials-Periodicals, paper	\$ 11,441.00
Serials-Periodicals, online	\$ 0.00
Serials-Periodicals, microform	\$ 0.00
Firm orders-books/AV/electronic	\$ 16,500.00
Firm orders-approvals	\$ 0.00
Bindery	\$ 2,500.00
OCLC usage	\$ 2,000.00
Amigos membership	\$ 0.00
Total	\$ 45,976.00

The total money available for material purchases for the Broken Arrow campus in FY13 was \$45,976. At the end of the year, \$5,125 was unencumbered. The decision was made to purchase print law material and also to purchase books or AV material for the collection.

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:

Once again, we needed to delay the fiscal year change-over on Millennium to allow for the posting of the orders placed late in the previous year. Prior to the fiscal year change-over, we posted 88 invoices on temporary vouchers, which then were re-entered on Millennium after the FY13 funds were established in early September.

We began placing firm orders in July 2012 and by the end of December we had placed 1,465 orders. Between January and May, an additional 2,133 orders were placed. We placed 3,004 orders by the end of March, with an additional 594 orders placed between April and May, reflecting the orders that were submitted late in March.

Summary of firm orders placed for all campuses: 2012/13

	Jun-Aug	Sept-Nov	Dec-Feb	Mar-May	Total
Print	28	978	1,204	1,179	3,389
AV	10	72	75	52	209
Percentage	1%	29.2%	35.5%	34.2%	3,598

The relationship between book and AV orders decreased again to 6% as opposed to the 11% it was in FY12.

Fiscal year 2013 was our second full year on Banner and many of the training issues have been resolved. We were able to get our beginning year purchase orders established in a timely manner so that we could begin paying invoices early in July. Once the purchase orders were all in place, Shannon sent us a list of all the purchase orders, so we didn't have to go into Banner to get purchase order numbers. This has really improved the handling of invoices in Acquisitions. We are only posting a few operating expenses on Millennium. Only the invoices that originate in Acquisitions are being posted by Acquisitions.

Ordering and receiving:

Firm ordering for FY13 began in July 2012 and continued through May 2013. The number of firm orders placed this year was divided between the 3 campuses:

	Ordered	Received
Broken Arrow	301	295
Muskogee	41	41
Tahlequah	3,256	2,683
Total	3,598	3,019

Because of the volume of orders placed between January and March, we are still behind in receiving. We anticipate being caught up before new orders begin to be placed. The Muskogee Library had a part time librarian, Pamela Louderback, so the campus again received funding for FY13. We also began ordering for the new Occupational Therapy program due to open on the Muskogee Campus in FY14. The formats of orders placed continue to be varied: books (print), books (electronic), microfilm, CDs, DVDs, Blu-Rays, and periodicals (both print and electronic) made up the variety of material.

Approval plan:

We are now in our second year of a small approval plan with Midwest Library Service for Social Sciences. Initially, \$2,500.00 was allocated for the program. After resolving some profile problems with the approval plan, receiving increased this year. We received 75 titles totaling \$3,323, so we will need to either adjust the profile, or increase funding for the program in FY14.

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 his/her sections plus the reference and general library lists. For cancellation in FY14, very few titles were selected on either campus. The decision was made to fund Broken Arrow's print law material from the Tahlequah campus in FY14 to avoid severe reduction of their periodical collection.

Pay-per-view:

The Ovid pay-per-view of a limited number of optometry journals continued to have substantial increases in usage over the previous fiscal year. In FY12, we ended the year depositing \$9,000. For FY13, we set the initial allocation at \$12,000. Besides the \$12,000 budgeted, we also deposited \$1,000 transferred from the Optometry firm order budget and \$4,000 from the end of year money. As of the end of May, we had \$8,388 on deposit which should allow us to start FY14 in good shape.

Gifts:

Elizabeth has been receiving, acknowledging, and pre-searching gifts for the Tahlequah campus along with her other responsibilities in Bindery and Claims. The number of gifts received decreased slightly this year. Elizabeth received, acknowledged and pre-searched 2,492 items. This is a decline from the 2,533 items received in 2011/12. The most notable gift collection received this year was the collection of Chronicles of Oklahoma, spanning from 1977 to 2012, which we received from an NSU faculty member. While we were able to add some of these to our collections, the majority of the issues are still waiting to be relocated to other agencies.

Because Samantha resigned from Acquisitions in July to accept a professional librarian position, we needed assistance to receive the state textbook adoption program materials. Jenifer Rogers assisted Acquisitions by receiving 1,628 items for the Curriculum Materials Center.

The Broken Arrow campus has continued to acquire gifts as well, with 406 items received there. This brings the total for the two campuses to 4,526 gift items.

Claims:

Elizabeth has submitted fewer claims this year, reflecting cancellations combined with the fine tuning of expected dates on check-in cards. We submitted 327 claims for the Tahlequah campus and 80 claims for the Broken Arrow campus, for a total of 407 for 2012/13. This is a reduction from the 490 claims which were processed in 2011/12. 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:

Because of the staff shortage in Acquisitions, we were unable to focus as much attention to missing issues as we had hoped. Only 33 current missing issues were located for an expenditure of \$401. We continue to use USBE, Absolute Backfile Service, e-Bay and the EBSCO missing copy bank to replace issues. Unfortunately, we did not look at any of the older volumes. In the next fiscal year, we need to examine incomplete volumes dating from 2008 to 2012.

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. When Samantha left Acquisitions, Harriett took over creating order records for the un-numbered monographs on standing order, so that the books can go directly into cataloging. Kiley will be training in this area in FY14. Also, Harriett began a project to create individual catalog records for the telephone book collection to allow for posting of invoices and check-in. To date, 48 telephone books have been set up for check-in since July 2012. When we begin receiving new editions of these phone books, Kiley will begin receiving these.

Annual review of web pages:

Acquisitions did not conduct annual review of the newspaper web pages this year.

Electronic licensing of individual periodical titles:

No review of access to our individual online periodical titles was performed this year. This area continues to be a problem because it keeps being pushed aside by other projects or financial concerns.

Goals for 2013/14

1. Electronic journals projects:
 - a. Beginning in August, check access on all EJS titles, and identify problems relating to access, coverage, etc. Compile a spreadsheet that specifies if there are differences between EJS and Serials Solutions in coverage or access. Report changes to Serials Solutions on a monthly basis. Staff involved: Harriett.
 - b. Beginning in mid-September, check access on all ECO titles to determine differences in access between ECO and Serials Solutions. Compile a spreadsheet that specifies if there are differences between ECO and Serials Solutions in coverage or access. Report changes to Serials Solutions when list is completed. Staff involved: Elizabeth and Kiley.
 - c. As titles are identified in EJS as having no access, begin determining whether it is a due to cancellation of the print title or a registration issue. Work with each publisher to gain access, beginning in September. Attempt to activate the titles identified the previous month before checking new titles for access. Staff involved: Harriett.
2. During the fall (August/December), focus on the periodicals missing issues file, by either finding replacements or making final decisions as to continued retention for issues missing in 2008-2011. Staff involved: Harriett, Elizabeth, with some student help.
3. Continue to create brief records in Millennium for telephone books so that invoices can be posted against individual titles and editions can be checked in. As phone books come in that have been set up, train Kiley on check-in & processing of these titles. Staff involved: Harriett and Kiley.
4. Continue training with Kiley in areas such as loose-leaf check-in, creating order records for approval books, creating order records for membership titles, and if time allows, creating order records for gifts. Staff involved: Harriett and Kiley.

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 61 orders from the out-of-print market along with the other 3,537 orders placed from more regular sources. For the most part, 2012/13 was a successful year for Acquisitions. Orders were placed and received promptly, invoices were passed in a timely manner, claims were placed so that replacement periodical issues could be obtained, gifts were received, acknowledged, and presearched, and we are more comfortable with Banner. However, there were times of stress. Between mid-July when Samantha left Acquisitions to mid-October when Kiley joined the team, Harriett and Elizabeth both took on additional responsibilities. Thankfully, as far as receiving is concerned, this was the slowest part of the year. Just as receiving began to increase, Kiley came on board. But because of the larger firm order budget this year, she has worked almost exclusively on receiving. Because of the small reserve this year, we did not face the stress of placing large numbers of orders in May and June.

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, 2012/2013

The Cataloging Department has had a year of challenges – new technology, loss of one essential software program, and new cataloging rules, to name a few. Much time has been spent – and will continue to be spent during the coming year – on learning and attempting to understand and make sense of the new cataloging rules, RDA (Resource Description and Access). We were moved from Windows XP to Windows 7 in late January to early February 2013 and had to learn the new operating system. As a result of that move, we lost WordPerfect, our label making software. Jackie, Darren Tobey, his assistant Aaron, Tom Rink, and Jamie Stocks and Terry Mynatt from the NSU Information Services department spent many hours trying to find ways to make Microsoft Word 2010 do the same thing for label production that WordPerfect did. We were able to find methods for printing labels in Word, but they were very time-consuming and considerably less efficient than the old tried and true method in WordPerfect. This is one contributing factor to our cataloging statistics being lower this year. A cataloger would produce a truck of books and then have to spend hours just printing the labels for it, instead of moving on immediately to the next truck.

Even though our cataloging statistics are lower than last year, we still had a busy and productive year. Work continued on the Special Collections project, which was begun in the summer of 2011. The vertical files portion of the project was completed, and work continued on the map cataloging portion and audiovisual items. Linda became Interim Executive Director of Libraries in July 2012, and continues in that role through June 2013, so she was not able to do as much cataloging as she usually does.

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, Samantha Clifford (June-July 2012), and Kiley Ging (beginning October 15, 2012). Elizabeth Hamilton also worked with the Cataloging Department on the Special Collections project.

In addition to the librarians and paraprofessional staff, we were assisted by several good student workers. Our Processing Assistants were Ashley Pallett (June-July 2012) and Morgan Hitchcock (August 2012-May 2013). We received additional help from Bindery/Deprocessing Assistant Keith Head.

Goals for 2012/2013 and Progress on Goals:

We set the following goals for 2012/2013:

1. Music cataloging

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

Progress on goal: Linda cataloged 46 scores; Jackie began searching the Russian scores.

2. Original cataloging

(Jackie has 49 titles remaining in the backlog)

Progress on goal: Jackie cataloged 22 of the 49 titles in the backlog, and an additional 103 titles.

3. SPC Indian Symposium videos

(Remaining to be cataloged: 4 years on VHS and 3 years on DVD)

(Goal is to do at least 2 years)

Progress on goal: None were cataloged, but student worker Morgan Hitchcock viewed the nine DVDs for 2009 and took notes; Jackie revised the VHS constant data for DVD and began working on them.

4. Periodicals/Serials cataloging

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

Progress on goal: Harriett cataloged 37 titles.

5. Respond to and implement RDA

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

Progress on goal: Jackie took two extensive, four-day OCLC webinars on RDA, and Harriett took one; both also took several short RDA webinars, and Jenifer took two short webinars. Jackie, Harriett, Jeanne, Lou Ann and Jenifer attended an Oklahoma Library Association Technical Services Roundtable workshop on RDA in Stillwater in October 2012. Jackie joined an RDA listserv. All Cataloging Department members, along with Pamela Louderback, attended an RDA webinar sponsored by the American Library Association in October 2012.

Training:

Everyone received some training on RDA, with Jackie and Harriett taking several webinars.

Broken Arrow Library Technician Brad Higeons received some training in searching, copies and volumes, Millennium and Connexion from Linda and Jenifer. Linda began training Kiley on building item records for Federal documents.

Monograph Cataloging:

This year we produced 3,397 new print monographic titles (monographs, scores, curriculum materials, and Y Collection) for the Tahlequah and Muskogee campuses, down from last year's total of 3,794. Monographic production for Broken Arrow (monographs, curriculum materials, and Y Collection) was 603, down from last year's total of 946.

Curriculum Materials Cataloging:

The number of curriculum materials new print titles cataloged for Tahlequah was 100, and there was also one DVD, for a total of 101. Not all titles were received through the Curriculum Materials Review Center – some were purchased. Curriculum materials for JVL were cataloged by Jackie and Jeanne. Eight print curriculum materials were cataloged for Broken Arrow, by Jenifer and Jackie, bringing the total for both campuses to 109, close to last year's total of 113. Six curriculum materials titles (five print and one DVD) required original cataloging.

Subjects cataloged this year for Tahlequah were: math, social studies, physical education, language arts, psychology, and technology. Subjects cataloged for Broken Arrow were math, foreign language, language arts, music, psychology, and technology.

Y Collection Cataloging:

This year, Jeanne, Jenifer, Lou Ann, and Jackie cataloged 379 new Y Collection titles for Tahlequah and 288 Y Collection titles for Broken Arrow. The total number of new Y Collection titles for both campuses was 667.

Serials/Periodicals Cataloging:

Harriett cataloged serials and periodicals for all campuses. 35 titles were cataloged for JVL and Muskogee, and two titles were cataloged for Broken Arrow. The total number of serials and periodicals cataloged for all campuses was 37.

Audiovisual Cataloging (other than music):

The total number of audiovisual/special format cataloging for 2012/2013 for Tahlequah was 363: 5 videocassettes, 282 DVDs, 5 tape cassettes, 15 spoken sound recordings on CD, 4 CD-ROMs, 49 maps, and 3 technical drawings. The audio cassettes, VHS tapes, maps and technical drawings were cataloged as part of the Special Collections project; one of the DVDs was a curriculum materials title. Audiovisual cataloging for Broken Arrow for the year consisted of 21 DVDs and one CD.

Audiovisual cataloging for JVL was done by Jackie and Jenifer, and Harriett and Jackie cataloged the Special Collections maps and technical drawings. Jenifer and Jackie did all audiovisual cataloging for Broken Arrow. Original cataloging was needed for 45 audiovisual titles (roughly 12.5% of the total) – 17 DVDs, 1 CD-ROM, 5 videos, 4 audio cassettes, 15 maps, and 3 technical drawings.

Music Cataloging:

Linda had planned to finish the score cataloging project this year; however, additional duties in the library resulted in only a little over half of the remaining scores being cataloged. Linda cataloged 46 scores of the 76 remaining. The additional 20 problem scores were not addressed. Linda also cataloged 27 music CDs during the year, including one original CD. The remaining music score cataloging backlog should be addressed in the coming year.

Electronic Cataloging:

Linda continued to catalog electronic resources. A few additional resources were added to our Serials Solutions A-Z list. We continue to catalog eBooks in OCLC. Linda cataloged one MDConsult title, one older NetLibrary title not in the catalog and eleven new eBook purchases. At the end of the year there were 42,677 electronic books in the catalog. Serials Solutions eJournal records were loaded throughout the year, bringing our Serials Solutions cataloged total to 46,965 at the end of the year. In addition, Jackie did original cataloging for one electronic book (the Brad Agnew book, Northeastern : centennial history).

Oklahoma Documents Cataloging:

Linda continued to catalog Oklahoma documents; however, early in the year there were no Oklahoma documents delivered to Technical Services. Only three to four shipments were received for the year. These were put on hold due to Linda's assignment as Interim Executive Director of Libraries. Linda cataloged 179 online Oklahoma documents for the year, compared to 820 last year. There are still limited retention weeded materials that need to be withdrawn. In the coming year, Linda hopes to catch up with Oklahoma documents cataloging and the weeded materials.

Government Publications:

Linda also continued to work with 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 529 which are only 26% of the number added last year. The total number of monthly record loads was 6,872, with 366 overwrites, for an adjusted total of 7,035. These lower numbers reflect a reduction by NSU in depository items received, lower numbers from GPO in general and a large reduction in titles received on microfiche. In October, Linda began training Kiley to build item records for shipments. Two trucks of material were worked on together and Kiley started one truck on her own in January. Due to the unusually large number of books ordered this year, Kiley was unable to continue her work with Federal

documents. Linda plans to complete detailed procedures and work with Kiley on Federal documents in the coming year. Federal titles totaled 621 this year: 178 print monographs, 2 print serials, 416 microfiche monographs, 3 microfiche serials, 16 maps, 3 DVDs, and 3 kits. There were also 242 added volumes and copies. There were 6,472 electronic documents added. 57,908 electronic Federal records are now in our catalog. The Documents Unit also withdrew 44 items from Federal documents. Student assistant, Keith Head, assisted the department in removing *Federal Register* and *Congressional Record* paper copies that had been replaced by microfiche or were ready for retention withdrawal. His work freed up space in both Documents Reference and the storage area for documents on the third stack level.

Original Cataloging:

Original cataloging was down this year. Last year's total for all campuses was 199; this year's total was 142. Of the 108 original records created for JVL, Jackie did 91 titles (36 regular monographs, 1 NSU thesis, 4 Y Collection books, 4 print curriculum materials titles, 17 DVDs (including 1 curriculum materials title), 5 videos, 4 SPC audio cassettes, 1 CD-ROM, 3 technical drawings, 15 maps (SPC project), and 1 electronic book). Harriett did original cataloging on 16 SPC maps, and Linda did 1 music CD. Jackie also did original cataloging on 34 titles for Broken Arrow (reported incorrectly in statistics as 37) – 28 Capstone papers, 3 monographs, 1 Y Collection title, and 2 curriculum materials titles.

The percentages of print and AV/other formats for JVL differed from last year's percentages, which were approximately 56% print and 44% AV/microform. This year those percentages were almost reversed – approximately 42% print monographic titles and 58% AV/other format titles.

Original cataloging for JVL (OKN) resulted in a credit of \$518.40, down from last year's credit of \$715.20. The original cataloging credit for Broken Arrow (N@U) was \$163.20, for a grand total of \$681.60.

Rush Cataloging:

Rush cataloging requests increased from 93 to 121. The mix changed from 72% print and 28% AV to 55% AV and 45% print. Rush requests were handled by: Lou Ann (35, or approximately 27%), Jenifer (32, or approximately 26%), Jackie (53, or approximately 46%), and Jeanne (1). Nine titles required original cataloging (two books and seven DVDs).

The largest percentage of rush cataloging was performed during the fall semester 2012 (67% - 81 titles), with 20% (24 titles) being done during spring 2013 and 13% (16 titles) during summer 2012.

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.

In addition to the rush cataloging done as a result of the resource coordinators ordering rush items for the faculty and rush requests received from patrons, a new location was added – the Citation Station. Books for that location are treated as rush items.

Broken Arrow Cataloging:

Approximately 96.5% of all Broken Arrow cataloging was done on the Tahlequah campus by Jenifer, Jeanne, Jackie and Harriett. Approximately 3.5% was cataloged on the Broken Arrow campus by Pamela Louderback. All Broken Arrow original cataloging was done by Jackie, and 100% of the audiovisual cataloging was done by Jackie and Jenifer.

Processing:

This year we labeled and processed 6,144 items for Tahlequah and Muskogee, down from last year's total of 7,384. 1,440 items were labeled and processed for Broken Arrow, down from last year's total of 1,938. The grand total of items labeled and processed was 7,584. Our Processing Assistant for summer 2012 was Ashley Pallett. Morgan Hitchcock began fall 2012 and worked the rest of the year. We received some additional help from student assistant Keith Head.

Authorities:

Authority control is essential for effective searching in our local system. With the implementation of RDA cataloging rules, effective on March 30, 2013, authority control is even more important. Through authority control we improve access for our patrons by providing consistency in the form of headings used to identify authors, place names, uniform titles, series, and subjects. RDA brought many changes in headings – for example, abbreviations such as Dept. are now spelled out (Department); Bible headings have changed; and many personal name headings have changed. We have begun reloading the authority records and/or performing global and/or manual updates in our catalog, but it will take quite some time to get them all switched to the new form.

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

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

Jenifer prints the weekly updated name headings report from the OCLC web site, and Jackie searches the headings in Millennium and exports or re-exports authority records from OCLC. Millennium runs a program every morning at 3:00 a.m. which automatically updates most bibliographic records that contain those headings. Occasionally some have to be changed manually. For 2012/2013 the work done on updated headings resulted in 8,730 bibliographic records being updated, further enhancing access to our library's collections.

Authority records were exported into Millennium from OCLC by Jackie, 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 11,298, considerably lower than last year's total of 18,352. We downloaded 8,666 authority records from OCLC; modified 1,718 records in Millennium; deleted 768 records; and created 146 records. One reason for the lower number is the fact that Samantha Clifford transferred out of Technical Services into a professional librarian position. Samantha played a key role in helping Jackie with authority control; the two of them generally did approximately 98% of all authority work. Samantha had gotten caught up on the backlog of the weekly updated name headings, but in her absence another backlog has accumulated. Jackie works on it as time permits.

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, L or M) and abbreviated level (level 3 vendor records) to full-level cataloging records (level D). These activities resulted in OCLC credits for minimal record upgrade and database enrichment in the amount of \$285.66 for Tahlequah (OKN) and \$7.02 for Broken Arrow (N@U). In addition, Jackie often reports errors to OCLC and to the Library of Congress.

Summary of Cataloging Totals and Statistics: JVL:

<u>Type of Material</u>	<u>Participants</u>	<u>Number</u>
Monographs	Lou Ann, Jeanne, Jenifer, Jackie, Linda	2,872
Music scores	Linda	46
Curriculum materials	Jackie, Jeanne	100
Y Collection	Lou Ann, Jeanne, Jenifer, Jackie	379
Serials & Periodicals	Harriett	37
Music CDs	Linda	27
DVDs	Jenifer, Jackie	282
Videos	Jackie, Jenifer	5
Tape cassettes	Jackie, Jenifer	5
CDs (spoken)	Jenifer	15
CD-ROMs	Jackie, Jenifer	4
E-books	Linda, Jackie	12
Okla. documents, electronic	Linda	179
Original	Jackie, Linda, Harriett	108

Summary of Cataloging Totals and Statistics for Broken Arrow:

<u>Type of Material</u>	<u>Participants</u>	<u>Number</u>
Monographs	Jeanne, Jackie, Jenifer, Pamela	307
Curriculum materials	Jenifer, Jackie	8
Y Collection	Jeanne, Jenifer, Jackie	288
Serials & periodicals	Harriett	2
DVDs	Jenifer, Jackie	21
CDs	Jenifer	1
Original	Jackie	34

Conclusion:

The Special Collections project continues, and this summer we will plan another big project that has been on the back burner for several years – barcoding the federal documents microfiche. We will plan the project and establish procedures during the summer and begin working on the project in fall 2013.

We have made considerable progress on our backlogs the past four years and plan to continue that progress during 2013/2014. The end of the music cataloging project is in sight, and the only other remaining backlogs are small ones in original cataloging (Jackie's) and serials cataloging (Harriett's). Possibly 2013/2014 will see the elimination of all our backlogs. We were allowed to order six copies of the WordPerfect software and hope that once we get our label templates set up and working properly on everyone's computers, we will see increased cataloging productivity.

Goals for 2013/2014:

The Cataloging Department begins 2013/2014 with the following goals:

1. Music cataloging

(Linda will catalog the remaining 48 scores (including 20 problem/original scores); Jackie will catalog the 47 Russian scores.)

2. Original cataloging

(Jackie has 22 older titles remaining in the backlog and an additional 52 titles received in 2012-2013. The goal is to eliminate that backlog and to begin doing some original monograph cataloging in RDA.)

3. SPC Indian Symposium videos

(Remaining to be cataloged: 4 years on VHS and 3 years on DVD)

(The goal is to do at least 2 years.)

4. SPC Project – Maps

(2 teams: Jackie & Jenifer, Harriett & Elizabeth – goal is to catalog at least 5 maps per month per team.)

5. Respond to and implement RDA

(Learn the new cataloging rules, make local decisions on implementation, adjust procedures and processes as needed, and begin doing original monographic cataloging in RDA.)

6. Government Documents Microfiche Barcoding Project

(Plan the project during summer 2013, begin work in the fall. All Technical Services Department members will participate.)

Collection Maintenance Annual Report 2012/2013

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. Units included in the Department are: Periodical Check-in, Bindery, Withdrawn, Added Copies and Volumes, Relocations, Mending, Book Sale, Recycle, Better World Books shipments, and supervision of the department including revision of work.

In addition to our goals for the year, we responded to several weeding projects on both campuses which resulted in a large number of materials moving through the processes of withdrawing from Millennium and OCLC, relocating to other locations, revolving through the book sale area, and being offered to Better World Books or recycled.

Personnel:

Linda West supervises Collection Maintenance activities in Technical Services. Other members of the department are: Elizabeth Hamilton, Lou Ann Rhea, Jeanne Pry, Kiley Ging, and Jenifer Rogers. Samantha Clifford worked in Collection Maintenance until July 22, 2012. She was replaced by Kiley Ging in October 2012. Student assistants were: Ashley Pallett (check-in and music binders, summer 2012), Morgan Hitchcock (check-in), and Keith Head (bindery/withdrawn assistant)

Goals for 2012/2013:

1. Continue to respond to the third and second floor weeding projects. Withdraw materials, rotate the book sale area, and send books to Better World Books. Find vendors to bid on withdrawn periodicals.
2. Plan for the 2012 textbook event. Withdraw materials, arrange room, print and distribute letters and host event.
3. Continue to put music scores into binders as cataloged.

Projects:

Special projects this year included several weeding projects. At least five different sources of weeding impacted Collection Maintenance during the year. This is an unusual number of projects, each with a quantity of materials to handle.

Check-in:

Ashley Pallett checked in periodicals for the summer. We were grateful for this help since we usually do not have student help in the summer. Morgan Hitchcock was hired in August and trained by Jeanne to perform check-in of periodicals. Morgan has learned check-in and has consistently kept up with the workload. We share the position with processing and were able to

donate more of her time to processing. Morgan also assisted Jeanne and Lou Ann with their portion of the SPC project. There were 10,699 items checked in for the year, a 10% decrease over last year. The number of periodicals continues to decrease mostly due to titles no longer being published or no longer published in print. There were 1,513 check-in problems solved. Samantha Clifford was hired as a Librarian and Kiley Ging was hired in her place. Kiley has taken over loose-leaf check in. Of the total 10,669 checked-in, there were 5,522 newspapers, 4,649 magazines, 222 loose-leaves, and 276 continuations.

Bindery:

Elizabeth continued to handle bindery shipments during the year with the help of student assistant, Keith Head. Due to many print cancellations and a reduction in gifts, bindery has decreased again this year. Total bindery sent this fiscal year was 1,410 items, as compared to 1,547 items the previous year. 1,203 items were sent to the bindery from Tahlequah as compared to 1,313 for last year. BA Campus bindery also decreased slightly. Total items sent for BA was 207, as compared to 234 last year. Bindery is still on a revolving three week cycle with the HF Group of Indiana.

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 258 monographic copies and 166 volumes (not including curriculum materials or AV) added to the collection and 20 monographic copies and 8 volumes for Broken Arrow. Jenifer relocated 170 monographs for JVL and Muskogee. Zac Thorp and Brad Higeons continued to add to law titles in Broken Arrow with 408 continuations added for the year. Jeanne added a total of 1,011 serial/periodical/microfilm volumes to JVL and an additional 86 to BA.

Limited Retention Inventories:

The JVL limited retention inventory was done in January 2013. Two trips to Broken Arrow were made, August 2012 and May 2013. The August inventory cleared the shelves of many limited retention items that had gathered for a few years. The May inventory went much faster and the team added the first phase of a continuation inventory, finishing about 40% of the titles. Linda began work on adjustments to continuation holdings records based on the inventory. Many titles and volumes have been withdrawn from BA this year and in some cases the holdings records and retentions were not adjusted.

Withdrawn:

Withdrawn duties are shared by three individuals. Jeanne withdraws most materials from collections and serials, Jenifer withdraws most Curriculum Materials from older editions and six year weeding, and Elizabeth checks withdrawn items returned from Broken Arrow. These tasks

were added to their duties when a position was loaned from the library to the “Project I’m Ready” IMLS grant. Early in the year, Jeanne completed work on the backlog of On Search lists. These are awaiting revision by Linda. Also, early in the year, Broken Arrow weeded the bulk of their total for the year. Elizabeth was kept busy checking these items and rotating them on the Book Sale. Jenifer did the bulk of her work in the summer and fall of 2012 to prepare for the annual NSU Textbooks for School event.

After a meeting in January 2013, we organized to take care of the remaining projects. Quantities of materials were quickly removed from the shelves in November and December in anticipation of the Optometry accreditation visit. There were also a number of periodicals in storage in the hold area from the R&I second floor weeding project. Elizabeth volunteered to work with health sciences monographs in the hold and Jeanne began to work on the serials and periodicals in the hold. Elizabeth completed over half of the books and Jeanne withdrew thirteen trucks of periodicals by the end of the year. We had problems accessing sections of the first floor hold area due to surplus chairs and tables that have been in those locations for almost two years. During the fall semester, Keith Head assisted Linda in withdrawing and recycling 1,049 federal documents from the Government Reference and Government storage areas. Additional titles remain to be withdrawn from the second floor weeding project. When that is complete, a bid list will need compiled for possible sale.

Withdrawn statistics for the year show that we withdrew 1,553 monographic titles and 1,078 copies and volumes, which include weeded Y Collection books from Muskogee delivered to the new Wadley Reading Clinic in the College of Education. We also withdrew 131 serial titles and 1,159 copies and volumes. In AV, 85 titles were withdrawn and 241 copies and volumes. In Broken Arrow, 1,268 titles were withdrawn and 626 copies and volumes. Both second floor weeding and Broken Arrow weeding should continue next year. In addition Research and Instruction is making plans to weed and relocate volumes from the first floor Reference area.

Older materials withdrawn from the Broken Arrow Library are being offered to our JVL librarians for viewing. They are accepting a few books for our collection. Some of the BA added copies are in better shape than those in our collection, so we have been doing some switch outs. All gifts and withdrawals, including BA books not accepted for our collection, are put into our Book Sale area on first floor. We are glad to have more books to offer to the students, faculty and public. Select books not purchased from the Book Sale are then offered to Better World Books, a company who in turn pay us a portion of the proceeds when they sell copies. These materials would otherwise go to recycle. Book sale 1st floor revenues for FY13 were \$617.43.

The bi-annual Teacher Giveaway of older Curriculum Materials was a great success this year. We had 16 area schools that came and took materials. Twenty six teachers came to view materials. Some schools were very glad to receive teaching materials as their budgets had been drastically cut. Linda West coordinates the event, this year Elizabeth put in extra effort

organizing the room, getting boxes and other supplies, printing and sending the letters and hosting teachers. After the teachers finish viewing the older curriculum materials for several days and have taken the items they want, then we open the event to faculty, homeschoolers, private schools and prospective educators with each item on sale for 50 cents each. This year we sold \$238 of older curriculum materials to eight individuals, meaning over 400 items were taken rather than having gone to recycle.

Our contract with Better World Books enabled us to send for reuse or recycle 149 books without shipping charges. Better World Books reports that we saved 1,321 gallons of water and 316 pounds of greenhouse gases through our efforts. Better World Books has expanded their collection guidelines and now allow us to send all materials in one shipment. Linda continues to check most titles through their ISBN check to see if the items are needed or should be recycled.

Environmental Metrics – Better World Books

Account	End Destination of Book	Total Books ReUsed or Recycled	Books (lbs)	Trees	Water (g)	Green-house Gases (lbs)	Landfill Space (cu yd)	Electricity (kwh)
Northeastern State University: John Vaughan Library		149	203	2	1,321	316		489
	Recycled	86	117	1	499	180		279
	Reused	63	86	1	822	136		210

Mending:

This year mending handled 1,497 items which included book jacket covers applied by Circulation and scores put into music binders. Broken Arrow mending totaled 100 items.

Revision:

Linda continued to ensure quality by revising all weeding trucks, bindery trucks and gifts not added to the collection. Due to her additional assignments, continuation trucks were not revised. In addition, Linda setup holdings for a serial truck and a periodical truck at the end of the year. Linda's revision enables the capture of in-house use for periodicals. A new method of maintaining in-house use counts will be proposed next year to make collection of statistics easier and more reliable. The new process will mean that we lose cumulative in-house use statistics by item.

Goals for next year:

1. Withdraw or suppress circulation statuses set from 2004-2012.
 - a. In the spring, gather a list of Lost and Paid, Billed, Claims Returned and other older circulation status items. Plan procedures. In April/May withdraw as appropriate or suppress records. Record statistics.
2. Broken Arrow inventory
 - a. Perform a limited retention inventory in May 2013 and May 2014. In addition, begin work on inventory of continuation titles for proper locations and holdings statements.
3. Summer Check-in
 - a. Due to the lack of summer students, department members will perform newspaper and periodical check-in during the summer
4. Respond to weeding projects
 - a. Continue to withdraw titles from second floor weeding project on spreadsheet.
 - b. Begin with Reference weeding project
 - c. Respond to other weeding projects during the year

Linda West

Department Head

Technical Services Activity Reports

2012/2013

Kiley Ging

C. Contributions to the Institution and Profession

Library Committees:

Helped with fall 2012 & spring 2013 Scholastic Book Fairs

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

Assisted Acquisitions Librarian

Member of Acquisitions and Collection Maintenance

Participated in JVL limited retention of periodicals (January 2013)

Participated in BA limited retention and continuations inventory (May 2013)

E. Workshops/Conferences attended

RDA webinar sponsored by American Library Association (October 17, 2012)

Drug and Alcohol Awareness Training (November 1, 2012)

New Hire Orientation with NSU Human Resources (October 15, 2012)

Elizabeth Hamilton

C. Contributions to the Institution and Profession

Library Committees:

Entertainment Committee

Helped with Fall 2012 & Spring 2013 Scholastic Book Fairs

Technical Services Committees:

Entertainment Committee

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

Assisted Acquisitions Librarian

Assisted Collection Maintenance Librarian

Supervised 1 student

Assisted with Bi-Annual Teacher Giveaway Event Fall 2012

Participated in limited retention inventory of periodicals (January 2013)

Recycle Assistant- Paper & Aluminum

Participated in Business Writing Workshop Complete Feb 2013

Reviewed/Completed all NSU Employee Training Videos Fall 2012/Spr 2013

Other: Participated in MLK Day of Service on Jan. 17, 2013 (Blue Star Mothers Organization)

Harriett Hobbs

Assistant Professor of Library Services, Tenured
Acquisitions Librarian, Serials Cataloger

Academic Librarianship

Acquisitions related activities

The placement of 3,598 orders based on requests from Resource Coordinators for all three campuses.

The creation of Millennium Acquisition records for 770 gift items to be added to the Library's collections.

The location and purchase of 33 missing issues to enhance the journals collections for all three campuses.

Participation in the selection and financial management of a buying trip to Barnes & Noble, Tulsa. June 25, 2012.

Participation in the selection and financial management of two Scholastic book sales resulting in the addition of 210 books valued at \$1,933.54 to the library collections. Sales held November 5-9, 2012 and April 8-12, 2013.

Delivered individualized training on the Midwest InterAcq system to 1 librarian on the Tahlequah campus. Tahlequah, July 17, 2012.

Ongoing training with Kiley Ging in various Acquisitions related activities. October-May, 2012/2013.

Cataloging related activities

The creation of 16 original OCLC WorldCat bibliographic records for the use of both NSU library patrons and the library community worldwide.

The addition of 51 existing OCLC WorldCat bibliographic records to the NSU Library's online catalog for the use of NSU patrons.

The correction of or the addition to 1,019 OCLC WorldCat bibliographic records to enhance use of the records for both NSU and the library community worldwide.

The addition of 26 Library of Congress authority records to the NSU library catalog to assist patrons in finding material.

Harriett Hobbs continued

Cataloging related activities continued

Participated in the Special Collections cataloging project by preparing or assisting in the preparation of 30 bibliographic records for maps.

Conferences, workshops or webinars attended

RDA toolkit essentials webinar sponsored by American Library Association. July 18, 2012.

Windows 7/Office12 training sponsored by NSU Computing Center. July 19, 2012.

HR video on Equal Opportunity for all Students & Employees with Disabilities sponsored by NSU Human Resources. September 11, 2012.

NSU Community & Collaboration Day; Meet Generation NeXt: Understanding today's learners / Mark Taylor ; Workplace bullying / Martha Albin ; Adult learners: Preparing for their new future / Eloy Chavez ; 15 keys to customer satisfaction / Kin Thompson. September 18, 2012.

RDA webinar sponsored by American Library Association. October 17, 2012.

RDA Bootcamp, Basic Training for Catalogers workshop sponsored by Oklahoma Library Association, Technical Services Roundtable. October 26, 2012.

Cataloging with RDA webinar sponsored by Amigos Library Service. December 4-7, 2012.

Webinar on the Future of WorldCat Resource Sharing (ILL) and FirstSearch sponsored by OCLC. January 16, 2013.

Excel workshop on Sorting, Filtering, and Managing Information sponsored by NSU Computing Center. March 25, 2013.

Beginning Powerpoint workshop sponsored by NSU Computing Center. March 27, 2013.

Excel workshop on Charts & Graphs sponsored by NSU Computing Center. March 29, 2013.

Word workshop on Cover Pages and TOCs sponsored by NSU Computing Center. April 1, 2013.

RDA Policy Statement webinar sponsored by OCLC. April 17, 2013.

The NSU Master Plan pt. 3 Information Session. April 25, 2013.

Harriett Hobbs continued

Conferences, workshops or webinars attended continued

Amigos Annual Online Conference: Bringing your creative thought to work; Get off your high horse: how functional are your work teams?; Creative solutions: using workflows in SharePoint for e-resource cataloging sponsored by Amigos Library Service. May 15, 2013.

Amigos Annual Membership Meeting (online) sponsored by Amigos Library Service. May 15, 2013.

Amigos Annual Online Conference: BibFrame: The Library of Congress bibliographic framework; Tools & techniques for making creative management decisions; Leading from the library: using creativity and connections to leverage change sponsored by Amigos Library Service. May 16, 2013.

Contributions to the Institution and Profession

University Committee Service

Appellate Committee member.

Campus Parking Committee member.

Library Committee Service

Library Care Committee member

Search Committee chair, Acquisitions/Government Publications Technician, July-September, 2012.

Library Scholastic Book Sale Committee member

Professional service

Amigos Library Services, NSU, Tahlequah, voting delegate.

Performance of non-teaching semi-administrative or administrative duties

Statistics Coordinator for the Technical Services Department of the Library.

OCLC Coordinator for the Library for all campuses.

Supervise the Acquisitions Department within the Library and coordinated the expenditure of the \$914,066 library materials budget for the three campuses. Coordinate and monitor acquisitions workflow.

Conduct annual performance evaluations for two library technicians.

Jeanne Pry

Attended RDA workshop in Stillwater, Oklahoma. October 2012.
Attended RDA webinar at John Vaughan library, March 20, 2013
Technical Services entertainment committee
Trained and supervised one student

Lou Ann Rhea

C. Contributions to the Institution and Profession

Library Committees:

Technical Services entertainment committee member

D. Performance of Non-Teaching Semi-Administrative duties -

Member of Cataloging and Collection Maintenance
Participated in SPC vertical file project
Participated in JVL limited retention inventory
Participated in BA project
Completed NSU student & employees with disabilities video training

E. Workshops/Conferences attended:

Sept. 2012 – Attended Community & Collaboration Day seminars
Oct. 4, 2012 – Attended investiture of President Turner
Oct. 2012 - Attended RDA Boot Camp - Basic Training for Catalogers

Jenifer Rogers

C. Contributions to the Institution and Profession

University Committees:

Search Committee for Executive Director of Libraries (July 2012 - February 2013)

Library Committees:

Assisted with Barnes & Noble collection development trip (June 25, 2012)
Assisted with Fall 2012 & Spring 2013 Scholastic Book Fairs
Library Entertainment Committee

Technical Services Committees:

Entertainment Committee Treasurer

Jenifer Rogers continued

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

Student Coordinator

Supervised 2 student assistants

Hired 1 student assistant (August 2012) and 1 student assistant (May 2013)

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 Symposium Video Project

Participated in SPC AV/Vertical File/Map Project

Participated in JVL Limited Retention Inventory (January 2013)

Participated in BA Limited Retention Inventory (August 2012 & May 2013)

Trained BA Library Technician on added copies/volumes (August 2012)

Administered testing for the Search Committee for Acquisitions Library Technician II position (August 2012)

Trained Acquisitions Library Technician II on timeclock and phone (October 2012)

E. Workshops/Conferences attended:

Windows 7 Training

NSU Information Technology Services, Jamie Stocks – June 28, 2012

Safe Zone Training

NSU Student Affairs, Matt Broz – August 10, 2012

Introducing RDA Group Webinar

ALA Webinar, Chris Oliver – October 17, 2012

RDA Boot Camp: Basic Training for Catalogers

OLA Technical Services Roundtable Workshop – October 26, 2012

Drug and Alcohol Awareness Training

New Directions Behavioral Health, Dennis Cavenah – November 1, 2012

Principles of Classification Webinar

ALCTS Webinar, Lai Ma – November 12, 2012

Generational Communication Webinar

New Directions Behavioral Health, Myra Dillingham – December 5, 2012

RDA Toolkit Essentials Webinar

ALA Digital Reference Webinar – March 20, 2013

Jenifer Rogers continued

Creating a PowerPoint Presentation Training (PowerPoint 2010)
NSU Information Technology Services, Jamie Stocks/Terry Mynatt – March 27, 2013

Creating Charts and Graphs Training (Excel 2010)
NSU Information Technology Services, Jamie Stocks/Terry Mynatt – March 29, 2013

Cover Page and Table of Contents Training (Word 2010)
NSU Information Technology Services, Jamie Stocks/Terry Mynatt – April 1, 2013

RDA Policy Statement Webinar
OCLC Webinar – April 17, 2013

Amigos Member Online Conference
Amigos Library Services – May 15-16, 2013

Other:

Tahlequah Community Playhouse
Member of Social Committee
Costumes Assistant for “Anything Goes” – July-September 2012

Blue Star Mothers
Associate
Coordinator with the Tahlequah Farmers Market (Summer 2012 & 2013)

Jackie M. Schumaker

Instructor of Library Services
Technical Services Librarian

Scholarly Activities

The Scholarship of Teaching and Learning (Academic Librarianship)

Contributed 125 original bibliographic records to OCLC WorldCat database

Contributed to the international cataloging community by enhancing 1,912 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 401 LC or Dewey call numbers and by adding subject headings to records

Provided cataloging training to library technicians

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

Jackie M. Schumaker continued

Contributed to the enhancement of the Northeastern library catalog through the addition, modification, creation and deletion of 9,973 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 enhancement of the NSU library catalog through the re-loading of changed subject and name headings, which resulted in 8,730 updated headings, and through performing global and/or manual updates on others

Contributed to the integrity of the OCLC database by reporting errors

Contributed to the integrity of the Library of Congress online catalog by reporting errors

The Scholarship of Application

Attended “RDA for the Seasoned Copy Cataloger: Audiovisual Materials” Webinar (4-part series), sponsored by OCLC. June 6, 8, 12 & 14, 2012

Attended “Know & Go: RDA Update #2” Webinar, sponsored by Amigos Library Services. June 11, 2012

Attended “RDA Toolkit Essentials” Webinar, sponsored by the American Library Association. July 18, 2012

Attended Windows 7 training, sponsored by NSU Information Technology Services. July 19, 2012

Attended “Connexion Client Module 08 – Original Cataloging” Webinar, sponsored by OCLC. September 6, 2012

NSU/CTL Community & Collaboration Day. Attended Keynote Session: Meet Generation NeXt: Understanding Today’s Learners; Workplace Bullying; Adult Learners: Preparing for Their New Future; 15 Keys to Customer Satisfaction. September 18, 2012

Attended “Connexion Browser Module 2 – Basic Searching in Connexion Browser” Webinar, sponsored by OCLC. September 24, 2012

Completed Equal Opportunity for All: Students and Employees with Disabilities online training, sponsored by NSU Human Resources. October 2, 2012

Attended “Connexion Client Module 05 – Automation and Customization” Webinar, sponsored by OCLC. October 10, 2012

Attended “Connexion Client Module 06 – Editing Master Records” Webinar, sponsored by OCLC. October 11, 2012

Attended “Connexion Client Module 07 – Advanced Bibliographic Searching” Webinar, sponsored by OCLC. October 16, 2012

Attended “Continuing the Conversation: Introducing RDA” Webinar, sponsored by the American Library Association. October 17, 2012

Attended “RDA Boot Camp: Basic Training for Catalogers” Workshop, sponsored by Oklahoma Library Association, Technical Services Roundtable, Stillwater, Oklahoma. October 26, 2012

Attended “Cataloging with RDA” Webinar (4-part series), sponsored by OCLC. December 4-7, 2012

Attended Excel workshop: “Sort, Filter & Manage Information,” sponsored by NSU Information Technology Services. March 25, 2013

Jackie M. Schumaker continued

Attended “Creating a PowerPoint Presentation” Workshop, sponsored by NSU Information Technology Services. March 27, 2013

Attended Excel workshop: “Creating Charts & Graphs,” sponsored by NSU Information Technology Services. March 29, 2013

Attended Microsoft Word 2010 workshop: “Cover Page & Table of Content,” sponsored by NSU Information Technology Services. April 1, 2013

Attended “Know & Go: Catching Up with Technology” Webinar, sponsored by Amigos Library Services. April 8, 2013

Attended “OCLC RDA Policy Statement” Webinar, sponsored by OCLC, April 17, 2013

Attended “The Preservation of Family Photographs: Here, There and Everywhere” Webinar, sponsored by the American Library Association, ALCTS (Association for Library Collections & Technical Services) Division. April 23, 2013

Attended “Personal Digital Archiving” Webinar, sponsored by the American Library Association, ALCTS (Association for Library Collections & Technical Services) Division. April 24, 2013

Attended The NSU Master Plan, Part 3, Information Session. April 25, 2013

Attended Amigos Online Annual Member Conference, sponsored by Amigos Library Services. Keynote Opening Session: Bringing Your Creative Thought to Work; Get Off Your High Horse: How Functional Are Your Work Teams?; Playing Catch-Up with Technology; BibFrame: a Successor to MARC?; Tools and Techniques for Making Creative Management Decisions; Leading from the Library: Using Creativity and Connections to Leverage Change. May 15-16, 2013

Contributions to the Institution and Profession

University Committee Service:

Faculty Development Committee
Campus Parking Committee (Secretary)

Library Committee Service:

Retention, Promotion and Tenure Committee
Library Care Committee
Search Committee for Instructor of Library Services/Access Services/Government Information Librarian, Chair, April-June 2012
Assisted with Barnes & Noble collection development trip, June 25, 2012
Assisted with Scholastic Book Fair, November 5-9, 2012
Assisted with Scholastic Book Fair, April 8-12, 2013

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
Conducted annual performance evaluations of 2 staff members

Linda L. H. West

Assistant Professor/Technical Services Director

SCHOLARLY ACTIVITIES

The Scholarship of Teaching and Learning

Music Cataloging, Scores and music CDs added to Library Catalog
Electronic cataloging, Books@OVID, MDConsult added to Library Catalog
Government and Oklahoma documents added to Library Catalog

The Scholarship of Integration

Edited and published Technically Speaking newsletter, 2 issues
Attended Webinar, "Social Media for Non-Profits" June 6, 2012
Program review data for Optometry accreditation visit and Sociology
Attended Declining by Degrees web video, September 25, 2012
Attended OCLC ILL Webinar, World Cat Resource Sharing, October 2012
TCC/NSU Partnership Meeting, discussed collaborative approach to OKShare loans, tutorials and assessment with Paula Settoon, October 26, 2012
Consulting, Curriculum Materials, with Jeannie Meyer, Oklahoma School for the Blind, Fall 2012
Supported Late Night Breakfast recruiting event with library laptops
Attended OCLC Webinar "Data Driven Collection Analysis" February 27, 2013
Responded to requests for special lists for Speech Pathology and Nutrition to support collection development
Attended OCLC Webinar "Open Access Resources for Libraries" May 10, 2013
Attended AMIGOS Online Conference, sessions "Design Share", "Digit With it" "Maker Spaces" "Keeping up with Technology" "BibFrame Development" May 15-16, 2013
Attended OCALD Workshop, "Toolkit for Demonstrating the Value of Libraries", May 17, 2013
Consultant, Western State College, Library of Congress Classification tutoring, May 2013
Library webmaster, updated library webpages

The Scholarship of Application

AAUW Five State Conference, attended, June 8, 2012
AAUW Five State Conference, co-Presented, "AAUW Electronic Resources and You"
Library tip for CTL Newsletter
Grant meetings, OK-LIS IMSL Grant
Coordinated library book donation to the Wadley Reading Clinic, fall 2012
Attended ACRL-OK, Library Beyond the Walls, mobile applications for libraries, TCC SE, November 2, 102
Attended ALA Webinar, "Introduction to RDA", October 17, 2012

Linda L. H. West continued

Global record edits, Oklahoma Crossroads URLs – 3,137 catalog changes
Training BA Library Technician with Connexion Client, Searching, and item records
Global record edit to change the codes for DVD and VHS files, 5,093 catalog changes
Performed items updates on the Millennium cataloging system to zero out circulation from the previous year
Relocated government periodicals, moved due to ISDC construction, computer updates, 1,926 catalog changes
Training Library Technician to catalog federal documents
Cataloging one drawer of Special Collection newspaper sections, part of ongoing project
Changed records for Broken Arrow Browsing number of issues retained, 122 catalog changes
Better World Books, scanning and selection for shipment
Muskogee Y Collection relocation project with Sarah Whittle, relocations and weeding
Training BA Librarians to withdraw library materials - developed forms and procedures
Limited Retention projects, Tahlequah and Broken Arrow, worked on project and edited records later
Edited records to update issue retention for periodicals on microfilm

CONTRIBUTIONS TO THE INSITUATION AND PROFESSION

State:

Oklahoma Council of Academic Library Directors
Oklahoma Library Association, Technical Services Roundtable, Workshop Committee
OK ACRL, and DSIG section, attend Google Hangout meeting

University:

Secretary, Faculty Council
Chair, University Financial Aid Committee
Martin Luther King Jr. Day volunteer, January 21, 2013
Faculty Council Circle of Excellence Committee
Student Conduct Appeals Committee
University Curriculum and Education Policies Committee
Faculty Handbook Committee

Library:

Chair, Digital Library Committee, developed timelines for projects
Chair, Library Web Committee; Library Webmaster; Social Media Coordinator
Chair, Library Retention, Promotion and Tenure Committee
Chair, Dr. Pamela Louderback's mentoring committee
Library PR Committee

Linda L. H. West continued

Illiad Ad Hoc Committee, Chair
Hosted Special Collections Project celebration
Library Tutorials Committee, member

Community:

AAUW Tahlequah, Membership Vice President and Webmaster
AAUW Oklahoma, State Board and Webmaster

PERFORMANCE OF NON-TEACHING SEMI-ADMINISTRATIVE OR ADMINISTRATIVE DUTIES

Compile Library Statistics, responded to surveys and needs for reports of library data
Library Space planning, adjustments to shelving and computers to accommodate ISDC
TS Director, conducted meetings, goal setting, edited three newsletters, "Technically Speaking"
Reserve textbook meeting with Cole Martin
IPEDS statistics compiled and entered for 2012 reporting to the American Libraries Survey
Interim Executive Director of Libraries, Conducted two library wide meetings to brainstorm ideas for improvements to the library.
Conveyed Library data and future needs to Master Plan individuals
Meeting to discuss Library holds with IT and Business Affairs
Adjusted BA Library hours based on gathered data
Developed Technology fee requests for enhancing library services to students
Purchased two Kwikboost cell phone charging stations and four rolling white boards
Supported purchase of new equipment to support InterLibray Loan of library materials, replacement of twelve year old scanner
Coordinated the installation of network drops for the Muskogee library to install PCs and a printer a year and a half after the library was moved
Conducted review of the Library Strategic Plan and goal setting for library departments
Report of OKShare data to OCALD
Interim Broken Arrow Library Director, Met with BA staff regularly and to review policies
Contributed to Library events planning and social media, National Library Week, Finals week
Edited Condrey position descriptions for the library
Developed Library Fee Request
Federal Regional Depository Library visit, John Phillips (OSU)
Loaned Library chairs to UC Market Café expansion
Building upgrades, move electricity in Special Collections for safety issues, funded power and drops to move 16 library PC displaced by ISDC construction
Evaluations of ten faculty and one three year tenure review
Submitted library information for University Strategic Planning and D23

OFFICIAL SHEFLIST STATISTICS, 2012/13

	TOTAL 2012/13
NEW TITLES-PRINT	
Monographs	2,872
Curr. Mats.	100
Y Collection	379
Scores	46
Serials	3
Periodicals	5
NEW TITLES-MICROFILM	
Monographs	0
Serials	0
Periodicals	0
NEW TITLES-MICROFICHE	
Monographs	0
Serials	0
Periodicals	0
NEW TITLES-AV	
Video cassettes	5
DVDs	282
Tape cassettes	5
Records	0
Compact Discs (Audio)	15
Compact Discs (Music)	27
Machine readable files (CD-Roms or diskettes)	4
Maps/Globes	49
Kits/Games/Realia	0
Slides or transparencies	0
Posters	3
E-Books	12
NEW VOLUMES-PRINT	
Monographs	258
Curr. Mats.	353
Y Collection	0
Scores	6
Serials	362
Periodicals	497
NEW VOLUMES-MICROFILM	
Monographs	0
Serials	0
Periodicals	152

OFFICIAL SHEFLIST STATISTICS, 2012/13

NEW VOLUMES-MICROFICHE

Monographs	0
Serials	0
Periodicals	0

NEW VOLUMES-AV

Video cassettes	16
DVDs	152
Tape cassettes	0
Records	0
Compact Discs (Audio)	102
Compact Discs (Music)	5
Machine readable files (CD-Roms or diskettes)	116
Maps/Globes	9
Kits/Games/Realia	3
Slides or transparencies	0
Posters	69
E-Books	0

NEW COPIES-PRINT

Monographs	135
Curr. Mats.	0
Y Collection	31
Scores	1
Serials	0
Periodicals	0

NEW COPIES-MICROFILM

Monographs	0
Serials	0
Periodicals	0

NEW COPIES-MICROFICHE

Monographs	0
Serials	0
Periodicals	0

OFFICIAL SHEFLIST STATISTICS, 2012/13

NEW COPIES-AV

Video cassettes	0
DVDs	61
Tape cassettes	0
Records	0
Compact Discs (Audio)	3
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	0
Maps/Globes	3
Kits/Games/Realia	0
Slides or transparencies	0
Posters	0
E-Books	0

WITHDRAWN TITLES-PRINT

Monographs	1,028
Curr. Mats.	354
Y Collection	171
Scores	0
Serials	70
Periodicals	50

WITHDRAWN TITLES-MICROFILM

Monographs	0
Serials	0
Periodicals	11

WITHDRAWN TITLES-MICROFICHE

Monographs	0
Serials	0
Periodicals	0
ERIC	0

WITHDRAWN TITLES-AV

Video cassettes	81
DVDs	2
Tape cassettes	2
Records	0
Compact Discs (Audio)	0
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	0
Maps/Globes	0
Slides	0
Posters	0
E-Books	0

OFFICIAL SHEFLIST STATISTICS, 2012/13

WITHDRAWN VOLUMES-PRINT

Monographs	79
Curr. Mats.	565
Y Collection	5
Scores	0
Serials	165
Periodicals	738

WITHDRAWN VOLUMES-MICROFILM

Monographs	0
Serials	0
Periodicals	231

WITHDRAWN VOLUMES-MICROFICHE

Monographs	0
Serials	0
Periodicals	0
ERIC	0

WITHDRAWN VOLUMES-AV

Video cassettes	21
DVDs	3
Tape cassettes	58
Records	0
Compact Discs (Audio)	26
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	121
Maps/Globes	4
Slides	0
Posters	0
E-Books	0

WITHDRAWN COPIES-PRINT

Monographs	40
Curr. Mats.	8
Y Collection	381
Scores	0
Serials	25
Periodicals	0

WITHDRAWN COPIES-MICROFILM

Monographs	0
Serials	0
Periodicals	0

OFFICIAL SHEFLIST STATISTICS, 2012/13

WITHDRAWN COPIES-MICROFICHE

Monographs	0
Serials	0
Periodicals	0
ERIC	0

WITHDRAWN COPIES-AV

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

OFFICIAL SHEFLIST STATISTICS, 2012/13

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	0
Transparencies	0

WITHDRAWN COPIES-AV

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

OFFICIAL SHEFLIST STATISTICS, 2012/13

	NET	GROSS
	2012/13	2012/13
CUM TOTAL(T+V+C)-PRINT FORMAT	349,763	
NET TOTAL, 2012/13	1,369	5,048
GRAND TOTAL	351,132	
CUM TITLES-PRINT FORMAT	225,448	
NET TOTAL, 2012/13	1,732	3,405
GRAND TOTAL	227,180	
CUM TITLES, MICROFORM-MONOGRAPHS	471,444	
NET TOTAL, 2012/13	0	0
GRAND TOTAL	471,444	
CUM TITLES, MICROFORM-SERIALS/PERS	20,021	
NET TOTAL, 2012/13	-11	0
GRAND TOTAL	20,010	
CUM TOTAL (T+V+C), MICROFORMS	556,970	
NET TOTAL, 2012/13	-90	152
GRAND TOTAL	556,880	
CUM TOTAL (T+V+C), VIDEO CASSETTES	4,778	
NET TOTAL, 2012/13	-85	21
GRAND TOTAL	4,693	
CUM TITLES, VIDEO CASSETTES	2,310	
NET TOTAL, 2012/13	-76	5
GRAND TOTAL	2,234	
CUM TOTAL (T+V+C), DVDs	1,956	
NET TOTAL, 2012/13	486	495
GRAND TOTAL	2,442	
CUM TITLES, DVDs	1,391	
NET TOTAL, 2012/13	280	282
GRAND TOTAL	1,671	
CUM TOTAL(T+V+C), VIDEO DISCS	32	
NET TOTAL, 2012/13	0	0
GRAND TOTAL	32	

OFFICIAL SHEFLIST STATISTICS, 2012/13

	NET 2012/13	GROSS 2012/13
CUM TOTAL(T+V+C), FILMS	0	
NET TOTAL, 2012/13	0	0
GRAND TOTAL	0	
CUM TOTAL(T+V+C), AUDIOTAPES+RECORDS+CDs	6,404	
NET TOTAL, 2012/13	71	157
GRAND TOTAL	6,475	
CUM TITLES, AUDIO (TAPES+RECORDS+CDs)	1,942	
NET TOTAL, 2012/13	45	47
GRAND TOTAL	1,987	
CUM TOTAL(T+V+C) GRAPHIC (SLIDES, FSTRP,TRANSP)	18,674	
NET TOTAL, 2012/13	72	72
GRAND TOTAL	18,746	
CUM TOTAL(T+V+C) MACHINE READABLE	3,349	
NET TOTAL, 2012/13	-1	120
GRAND TOTAL	3,348	
CUM TITLES, MACHINE READABLE	206	
NET TOTAL, 2012/13	4	4
GRAND TOTAL	210	
CUM TOTAL(T+V+C) MAPS/GLOBES	113	
NET TOTAL, 2012/13	57	61
GRAND TOTAL	170	
CUM TOTAL(T+V+C) OTHER (KITS/GAMES/REALIA)	234	
NET TOTAL, 2012/13	3	3
GRAND TOTAL	237	
CUM TOTAL(T+V+C) E-BOOKS	42,316	
NET TOTAL, 2012/13	12	12
GRAND TOTAL	42,328	

OFFICIAL SHEFLIST STATISTICS, 2012/13

	NET	GROSS
	2012/13	2012/13
CUM TITLES, SERIAL SUBSCRIPTIONS	50,099	
NET TOTAL, 2012/13	258	
GRAND TOTAL	50,357	
CUM TITLES, E-JOURNALS**	47,851	
NET TOTAL, 2012/13	244	
GRAND TOTAL	48,095	
** (INCLUDED IN TOTAL SUBSCRIPTIONS)		

OFFICIAL PERIODICAL/CONTINUATION STATISTICS, 2012/13

	TOTAL 2012/13
PERIODICALS, PAID	
TITLES ADDED	4
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL PERIODICALS, PAID	4
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	449,430
TITLES CEASED	0
TITLES CANCELLED	449,186
TITLE CHANGES	0
TOTAL E-JOURNALS, PAID	244

OFFICIAL PERIODICAL/CONTINUATION STATISTICS, 2012/13

E-JOURNALS, GIFT

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

CONTINUATIONS, PAID

TITLES ADDED	9
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	5
TOTAL CONTINUATIONS, PAID	9

CONTINUATIONS, GIFT

TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	1
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	50,099
NET TOTAL, 2012/13	258
GRAND TOTAL	50,357

OFFICIAL PERIODICAL/CONTINUATION STATISTICS, 2012/13

FEDERAL GOVPUBS CHK-IN MILLENNIUM

	TOTAL 2012/13
ALL DEPOSIT	
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	1
TITLE CHANGES	0
TITLES CEASED	0
CONTINUATIONS, MICROFICHE	
TITLES ADDED	2
TITLE CHANGES	0
TITLES CEASED	0
CONTINUATIONS, SOFTWARE	
TITLES ADDED	0
TITLE CHANGES	0
TITLES CEASED	0
TOTAL SUBSCRIPTIONS	3

CUM TITLES, GOVPUB SUBSCRIPTIONS	629
NET TOTAL, 2012/13	3
GRAND TOTAL	632

OFFICIAL PERIODICAL/CONTINUATION STATISTICS, 2012/13

OKLAHOMA DOCS CHK-IN MILLENNIUM

	TOTAL 2012/13
ALL DEPOSIT	
CONTINUATIONS, PAPER	
TITLES ADDED	0
TITLE CHANGES	0
TITLES CEASED	0
CONTINUATIONS, MICROFICHE	
TITLES ADDED	0
TITLE CHANGES	0
TITLES CEASED	0
CONTINUATIONS, SOFTWARE	
TITLES ADDED	0
TITLE CHANGES	0
TITLES CEASED	0
TOTAL SUBSCRIPTIONS	0

CUM TITLES, OKLA DOCS SUBSCRIPTIONS	988
NET TOTAL, 2012/13	0
GRAND TOTAL	988

OFFICIAL DOCUMENTS SHELF LIST STATISTICS, 2012/13

OFFICIAL DOCUMENTS SHELF LIST STATISTICS, 2012/13

FEDERAL GOVPUBS/MILLENNIUM	TOTAL 2012/13
NEW TITLES-PRINT	
Monographs	178
Serials	2
NEW TITLES-MICROFICHE	
Monographs	416
Serials	3
NEW TITLES-AV	
CD-ROMs	0
Software	0
Online (Web based)	5,118
Cartographic materials (maps)	16
Kits/games/realia	3
Videos	0
DVDs	3
Graphic material (posters, pictures)	0
NEW VOLUMES & COPIES-PRINT	
Monographs	27
Serials	133
NEW VOLUMES & COPIES-MICROFICHE	
Monographs	38
Serials	29
NEW VOLUMES & COPIES-AV	
CD-ROMs	7
Software	0
Online (Web based)	1,354
Cartographic materials (maps)	0
Kits/games/realia	0
Videos	0
DVDs	8
Graphic material (posters, pictures)	0
WITHDRAWN TITLES-PRINT	
Monographs	0
Serials	0
WITHDRAWN TITLES-MICROFICHE	
Monographs	0
Serials	0
WITHDRAWN TITLES-AV	
CD-ROMs	0
Software	0
Online (Web based)	0
Cartographic materials (maps)	0
Kits/games/realia	0
Videos	0
DVDs	0
Graphic material (posters, pictures)	0

OFFICIAL DOCUMENTS SHEFLIST STATISTICS, 2012/13

WITHDRAWN VOLUMES & COPIES-PRINT

Monographs	0
Serials	44

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
Kits/games/realia	0
Videos	0
DVDs	0
Graphic material (posters, pictures)	0

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OFFICIAL DOCUMENTS SHELF LIST STATISTICS, 2012/13

FEDERAL GOVPUBS/MILLENNIUM	NET	GROSS
	2012/13	2012/13
CUM TITLES FEDERAL GOV PUBS/MILLENNIUM	NA	
TOTAL (MONOG+SER)/PRINT	180	180
TOTAL (MONOG+SER)/FICHE	419	419
TOTAL (MACH READ)	0	0
TOTAL (ONLINE/WEB BASED)	5,118	5,118
TOTAL (CARTOGRAPHIC)	16	16
TOTAL (VIDEOS)	0	0
TOTAL (DVDS)	3	3
TOTAL (GRAPHIC)	0	0
TOTAL (OTHER)	3	3
GRAND TOTAL	5,739	5,739
CUM TOTAL (T+V+C) FED GOVPUBS/MILLENNIUM	NA	
TOTAL (MONOG+SER)/PRINT	296	340
TOTAL (MONOG+SER)/FICHE	486	486
TOTAL (MACH READ)	7	7
TOTAL (ONLINE/WEB BASED)	6,472	6,472
TOTAL (CARTOGRAPHIC)	16	16
TOTAL (VIDEOS)	0	0
TOTAL (DVDS)	11	11
TOTAL (GRAPHIC)	0	0
TOTAL (OTHER)	3	3
GRAND TOTAL	7,291	7,335
CUM TITLES, SERIAL SUBSCRIPTIONS	629	
NET TOTAL, 2012/13	3	
GRAND TOTAL	632	

OFFICIAL DOCUMENTS SHELF LIST STATISTICS, 2012/13

OKLAHOMA DOCS/MILLENNIUM	TOTAL 2012/13
NEW TITLES-PRINT	
Monographs	0
Serials	0
NEW TITLES-MICROFICHE	
Monographs	0
Serials	0
NEW TITLES-AV	
CD-ROMs	0
Software	0
Online (Web based)	179
Cartographic materials (maps)	0
Kits/games/realia	0
Videos	0
DVDs	0
Graphic material (posters, pictures)	0
NEW VOLUMES & COPIES-PRINT	
Monographs	0
Serials	0
NEW VOLUMES & COPIES-MICROFICHE	
Monographs	0
Serials	0
NEW VOLUMES & COPIES-AV	
CD-ROMs	0
Software	0
Online (Web based)	0
Cartographic materials (maps)	0
Kits/games/realia	0
Videos	0
DVDs	0
Graphic material (posters, pictures)	0
WITHDRAWN TITLES-PRINT	
Monographs	0
Serials	0
WITHDRAWN TITLES-MICROFICHE	
Monographs	0
Serials	0
WITHDRAWN TITLES-AV	
CD-ROMs	0
Software	0
Online (Web based)	0
Cartographic materials (maps)	0
Kits/games/realia	0
Videos	0
DVDs	0
Graphic material (posters, pictures)	0

OFFICIAL DOCUMENTS SHEFLIST STATISTICS, 2012/13

WITHDRAWN VOLUMES & COPIES-PRINT

Monographs	0
Serials	0

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
Kits/games/realia	0
Videos	0
DVDs	0
Graphic material (posters, pictures)	0



OFFICIAL DOCUMENTS SHEFLIST STATISTICS, 2012/13

OKLAHOMA DOCS/MILLENNIUM	NET 2012/13	GROSS 2012/13
CUM TITLES (MONOG+SER)/PRINT	2,713	
NET TOTAL, 2012/13	0	0
GRAND TOTAL	2,713	
CUM TITLES (MONOG+SER)/FICHE	1,662	
NET TOTAL, 2012/13	0	0
GRAND TOTAL	1,662	
CUM TITLES (ONLINE/WEB BASED)	3,727	
NET TOTAL, 2012/13	179	179
GRAND TOTAL	3,906	
CUM TITLES (MACH READ/DISKS)	101	
NET TOTAL, 2012/13	0	0
GRAND TOTAL	101	
CUM TITLES (CARTOGRAPHIC)	31	
NET TOTAL, 2012/13	0	0
GRAND TOTAL	31	
CUM TITLES (VIDEOS)	2	
NET TOTAL, 2012/13	0	0
GRAND TOTAL	2	
CUM TITLES (DVDS)	4	
NET TOTAL, 2012/13	0	0
GRAND TOTAL	4	
CUM TITLES (GRAPHIC)	100	
NET TOTAL, 2012/13	0	0
GRAND TOTAL	100	
CUM TITLES (OTHER)	0	
NET TOTAL, 2012/13	0	0
GRAND TOTAL	0	
GRAND TOTAL TITLES, ALL FORMATS	8,519	179

OFFICIAL DOCUMENTS SHELF LIST STATISTICS, 2012/13

OKLAHOMA DOCS/MILLENNIUM	NET 2012/13	GROSS 2012/13
CUM TOTAL (T+V+C) MONOG+SER/PRINT	4,240	
TOTAL (MONOG+SER)/PRINT	0	0
GRAND TOTAL	4,240	
CUM TOTAL (T+V+C) MONOG+SER/FICHE	2,920	
TOTAL (MONOG+SER)/FICHE	0	0
GRAND TOTAL	2,920	
CUM TITLES (ONLINE/WEB BASED)	3,729	
NET TOTAL, 2012/13	179	179
GRAND TOTAL	3,908	
CUM TOTAL (T+V+C) MACH READ/DISKS	24	
TOTAL (MACH READ)	0	0
GRAND TOTAL	24	
CUM TOTAL (T+V+C) CARTOGRAPHIC	32	
TOTAL (CARTOGRAPHIC)	0	0
GRAND TOTAL	32	
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	101	
TOTAL (GRAPHIC)	0	0
GRAND TOTAL	101	
CUM TOTAL (T+V+C) OTHER	0	
TOTAL (OTHER)	0	0
GRAND TOTAL	0	
GRAND TOTAL (T+V+C), ALL FORMATS	11,232	179
CUM TITLES, SERIAL SUBSCRIPTIONS	988	
NET TOTAL, 2012/13	0	
GRAND TOTAL	988	

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	11/12	12/13
NET TOTAL (MONOG+SER)/PRINT	61,410	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	269	180
NET TOTAL (MONOG+SER)/FICHE	30,462	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	580	419
NET TOTAL (ONLINE/WEB BASED)	51,435	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18,173	4,548	7,768	7,234	5,145	8,567	5,118
NET TOTAL (MACH READ)	303		2	4	49	111	6	27	18	19	-65	23	37	14	9	-3	-9	30	11	10	10	0
NET TOTAL (CARTOGRAPHIC)	1,414		73	80	208	497	150	55	39	48	28	38	24	12	26	38	37	-4	22	26	17	16
NET TOTAL (VIDEOS)	6		0	1	0	0	0	0	1	0	0	1	1	0	1	0	0	1	0	0	0	0
NET TOTAL (DVDs)	46		0	0	0	0	0	0	0	0	0	3	1	5	6	2	14	4	5	6	3	
NET TOTAL (GRAPHIC)	451		25	12	104	161	2	7	5	178	1	5	13	2	0	0	-86	11	8	2	1	0
NET TOTAL (OTHER)	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	-2	3
GRAND TOTAL	145,527	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	9,227	8,681	7,462	9,448	5,739

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	11/12	12/13
NET TOTAL (MONOG+SER)/PRINT	69,207	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	107	296
NET TOTAL (MONOG+SER)/FICHE	34,394	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	825	486
NET TOTAL (ONLINE/WEB BASED)	51,436	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18,173	4,548	7,769	7,234	5,145	8,567	6,472
NET TOTAL (MACH READ)	500		2	4	92	198	225	124	42	75	-429	26	45	13	12	-22	-21	61	19	25	9	7
NET TOTAL (CARTOGRAPHIC)	1,500		73	80	213	497	192	55	39	48	28	38	24	33	26	44	37	1	23	29	20	16
NET TOTAL (VIDEOS)	6		0	1	0	0	0	0	1	0	0	1	1	0	1	0	0	1	0	0	0	0
NET TOTAL (DVDs)	80		0	0	0	0	0	0	0	0	0	6	2	7	15	2	20	7	7	14	11	
NET TOTAL (GRAPHIC)	925		25	12	104	167	2	7	5	643	1	8	13	2	0	0	-85	11	8	1	1	0
NET TOTAL (OTHER)	-2		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-2	3
GRAND TOTAL	158,046	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	9,541	7,291

UNOFFICIAL (WORKLOAD) STATISTICS, 2012/13

ACQUISITIONS STATISTICS	TOTAL 2012/13
GIFTS RECEIVED	
BOOKS	1,533
MAGAZINES	813
AV ITEMS	146
CURR MATS	1,628
GIFTS ADDED TO COLLECTION	
BOOKS	0
MAGAZINES	41
AV ITEMS	0
CURR MATS	0
PRESEARCHED ORDERS	3,616
PRESEARCHED GIFTS	3,000
CLAIMS SENT	327
MONOGRAPHS ORDERED	3,316
AV ITEMS ORDERED	346
MISSING ISSUES ORDERED	293
PER/CONTINUATIONS PLACED	0
TOTAL ORDERS	3,955
MONOGRAPHS RECEIVED	3,752
AV ITEMS RECEIVED	403
MISSING ISSUES RECEIVED	32
PER/CONTINUATIONS RECD	24
TOTAL RECEIVED	4,211
INVOICES POSTED	857
AUTHORITY RECORDS	TOTAL 2012/13
RECORDS DOWNLOADED	8,666
RECORDS MODIFIED	1,718
RECORDS DELETED	768
RECORDS CREATED	146
TOTAL AUTHORITY WORK	11,298

UNOFFICIAL (WORKLOAD) STATISTICS, 2012/13

CHECK-IN STATISTICS	TOTAL 2012/13
NEWSPAPERS	5,522
MAGAZINES	4,649
LOOSE-LEAF SERVICES	222
CONTINUATIONS	276
TOTAL CHECK-IN	10,669
CHECK-IN PROBLEMS SOLVED	1,513
PROCESSING STATISTICS	TOTAL 2012/13
ITEMS LABELED	
COMPUTER PRINTED	5,075
TYPED	1,069
TOTAL ITEMS LABELED	6,144
ITEMS MENDED	1,497
ITEMS SENT TO BINDERY	
PERIODICALS	438
NEW BOOKS	671
REBINDS DUE TO USE	93
CORRECTIONS	1
TOTAL ITEMS SENT TO BINDERY	1,203
SOURCE OF PRODUCTION	TOTAL 2012/13
ORDERED MATERIAL	2,896
MEMBERSHIPS, SO, GOVT PUBS	43
APPROVAL	32
GIFTS	585
TOTAL ITEMS PRODUCED	3,556

UNOFFICIAL (WORKLOAD) STATISTICS, 2012/13

TERMINAL STATISTICS	TOTAL 2012/13
OCLC PRODUCTION	3,810
OCLC ORIGINAL INPUT	108
OCLC UNION LIST CREATION	10
OCLC UNION LIST UPDATES	111
Millennium HOLDINGS UPDATED	158
Millennium ITEMS RELOCATED	634

MICROFORM SUBSCRIPTIONS	TOTAL 2012/13
SUBSCRIPTIONS RENEWED	0
SUBSCRIPTIONS ADDED	0
SUBSCRIPTIONS CANCELLED	0
TOTAL MICROFORM SUBSCRIPTS	0

MARCIVE SHIPPING LIST SERVICE	TOTAL 2012/13
WEEKLY RECORD LOADS	529
MONTHLY RECORD LOADS	6,872
NUMBER OF OVERWRITES	366
TOTAL GPO RECORDS LOADED	7,035

FEDERAL GOVPUBS	TOTAL 2012/13
PERIODICALS CHECKED IN	21
CONTINUATIONS CHECKED IN	328
Millennium ITEM RECORD CHANGES	1
Millennium HOLDINGS UPDATED	0

UNOFFICIAL (WORKLOAD) STATISTICS, 2012/13

OKLAHOMA DOCS TOTAL 2012/13

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

FEDERAL GOVPUBS TOTAL 2012/13

BIBLIOGRAPHIC RECORDS DELETED FROM Millennium	45
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SPECIAL COLLECTIONS PROJECT TOTAL 2012/13 June 2012-

Oral history cassettes cataloged & barcoded	4
Misc cassettes cataloged & barcoded	1
Oral history VHS cataloged & barcoded	0
Misc VHS cataloged & barcoded	21
Microfilm titles cataloged & barcoded	0
Microfilm added volumes/copies barcoded	0
Microfiche titles cataloged & barcoded	0
Microfiche added vols/copies barcoded	0
Maps titles cataloged & barcoded	81
Posters titles cataloged & barcoded	33
Monographs (print) cataloged & barcoded	0
Monographs (print) added vol/copies barcoded	0
Vertical files cataloged & barcoded	520
Misc other formats cataloged & barcoded	96
Hollinger boxes holdings built	0
 Total barcodes created	 756
Total holdings records built	0

UNOFFICIAL (WORKLOAD) STATISTICS, 2012/13

	TOTAL
SHELFLIST PROJECTS (2001-04,07-08)	2012/13
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
SPC CAT/BC PROJCT ITEM RCRDS (6/11-5/12)	5,375
SPC CAT/BC HOLDINGS RCRDS (6/11-5/12)	18
SPC CAT/BC PROJCT ITEM RCRDS (6/12-)	756
SPC CAT/BC HOLDINGS RCRDS (6/12-)	0
TOTAL ITEM RECORDS	107,083
TOTAL HOLDINGS RECORDS	509

BROKEN ARROW OFFICIAL SHEFLIST STATISTICS, 2012/13

	TOTAL 2012/13
NEW TITLES-PRINT	
Monographs	307
Curr. Mats.	8
Y Collection	288
Serials	6
Periodicals	0
NEW TITLES-MICROFILM	
Monographs	0
Serials	0
Periodicals	0
NEW TITLES-MICROFICHE	
Monographs	0
Serials	0
Periodicals	1
ERIC	0
NEW TITLES-AV	
Video cassettes	0
DVDs	21
Tape cassettes	0
Records	0
Compact Discs (Audio)	1
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
NEW VOLUMES-PRINT	
Monographs	8
Curr. Mats.	45
Y Collection	0
Serials	408
Periodicals	83
NEW VOLUMES-MICROFILM	
Monographs	0
Serials	0
Periodicals	3

BROKEN ARROW OFFICIAL SHEFLIST STATISTICS, 2012/13

NEW VOLUMES-MICROFICHE

Monographs	0
Serials	0
Periodicals	0
ERIC	0

NEW VOLUMES-AV

Video cassettes	0
DVDs	10
Tape cassettes	0
Records	0
Compact Discs (Audio)	1
Compact Discs (Music)	145
Machine readable files (CD-Roms or diskettes)	9
Maps/Globes	0
Kits/Games/Realia	0
Slides or transparencies	0
E-Books	0

NEW COPIES-PRINT

Monographs	0
Curr. Mats.	4
Y Collection	20
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, 2012/13

NEW COPIES-AV

Video cassettes	0
DVDs	1
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	1,157
Curr. Mats.	0
Y Collection	0
Serials	81
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, 2012/13

WITHDRAWN TITLES-AV

Video cassettes	30
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	250
Curr. Mats.	0
Y Collection	0
Serials	359
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, 2012/13

WITHDRAWN VOLUMES-AV

Video cassettes	13
DVDs	0
Tape cassettes	0
Compact Discs (Audio)	0
Compact Discs (Music)	0
Machine readable files (CD-Roms or diskettes)	2
Machine readable files	0
Maps/Globes	0
Kits/Games/Realia	0
Slides or transparencies	0
E-Books	0

WITHDRAWN COPIES-PRINT

Monographs	9
Curr. Mats.	0
Y Collection	0
Serials	4
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, 2012/13

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

BROKEN ARROW OFFICIAL SHEFLIST STATISTICS, 2012/13

	NET	GROSS
	2012/13	2012/13
CUM TOTAL(T+V+C)-PRINT FORMAT	28,379	
NET TOTAL, 2012/13	-681	1,179
GRAND TOTAL	27,698	
CUM TITLES-PRINT FORMAT	14,679	
NET TOTAL, 2012/13	-629	609
GRAND TOTAL	14,050	
CUM TITLES, MICROFORM-MONOGRAPHS	0	
NET TOTAL, 2012/13	0	0
GRAND TOTAL	0	
CUM TITLES, MICROFORM-SERIALS/PERS	0	
NET TOTAL, 2012/13	1	1
GRAND TOTAL	1	
CUM TOTAL (T+V+C), MICROFORMS	3	
NET TOTAL, 2012/13	4	4
GRAND TOTAL	7	
CUM TOTAL (T+V+C), VIDEO CASSETTES	284	
NET TOTAL, 2012/13	-43	0
GRAND TOTAL	241	
CUM TITLES, VIDEO CASSETTES	129	
NET TOTAL, 2012/13	-30	0
GRAND TOTAL	99	
CUM TOTAL (T+V+C), DVDs	585	
NET TOTAL, 2012/13	32	32
GRAND TOTAL	617	
CUM TITLES, DVDs	453	
NET TOTAL, 2012/13	21	21
GRAND TOTAL	474	
CUM TOTAL(T+V+C), AUDIOTAPES+RECORDS+CDs	453	
NET TOTAL, 2012/13	145	147
GRAND TOTAL	598	

BROKEN ARROW OFFICIAL SHEFLIST STATISTICS, 2012/13

	NET 2012/13	GROSS 2012/13
CUM TITLES, AUDIO (TAPES+RECORDS+CDs)	137	
NET TOTAL, 2012/13	1	1
GRAND TOTAL	138	
CUM TOTAL(T+V+C) GRAPHIC (SLIDES, FSTRP)	8	
NET TOTAL, 2012/13	0	0
GRAND TOTAL	8	
CUM TOTAL(T+V+C) MACHINE READABLE	355	
NET TOTAL, 2012/13	9	9
GRAND TOTAL	364	
CUM TITLES, MACHINE READABLE	86	
NET TOTAL, 2012/13	0	0
GRAND TOTAL	86	
CUM TOTAL(T+V+C) MAPS/GLOBES	4	
NET TOTAL, 2012/13	0	0
GRAND TOTAL	4	
CUM TOTAL(T+V+C) OTHER (KITS/GAMES/REALIA)	67	
NET TOTAL, 2012/13	0	0
GRAND TOTAL	67	
CUM TOTAL(T+V+C) E-Books	1	
NET TOTAL, 2012/13	0	0
GRAND TOTAL	1	
CUM TITLES, SERIAL SUBSCRIPTIONS	208	
NET TOTAL, 2012/13	-5	
GRAND TOTAL	203	
CUM TITLES, E-JOURNALS**	0	
NET TOTAL, 2012/13	0	
GRAND TOTAL	0	
** (INCLUDED IN TOTAL SUBSCRIPTIONS)		

BROKEN ARROW OFFICIAL PERIODICAL/CONTINUATION STATISTICS, 2012/13

	TOTAL 2012/13
PERIODICALS, PAID	
TITLES ADDED	0
TITLES CEASED	3
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL PERIODICALS, PAID	-3
PERIODICALS, GIFT	
TITLES ADDED	0
TITLES CEASED	2
TITLES CANCELLED	2
TITLE CHANGES	0
TOTAL PERIODICALS, GIFT	-4
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, 2012/13

	TOTAL 2012/13
E-JOURNALS, GIFT	
TITLES ADDED	0
TITLES CEASED	0
TITLES CANCELLED	0
TITLE CHANGES	0
TOTAL E-JOURNALS, GIFT	0
CONTINUATIONS, PAID	
TITLES ADDED	2
TITLES CEASED	0
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	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	201
NET TOTAL, 2012/13	-5
GRAND TOTAL	196

BROKEN ARROW UNOFFICIAL (WORKLOAD) STATISTICS, 2012/13

ACQUISITIONS STATISTICS **TOTAL**
2012/13

GIFTS RECEIVED	
BOOKS	402
MAGAZINES	0
AV ITEMS	4
CURR MATS	0
GIFTS ADDED TO COLLECTION	
BOOKS	3
MAGAZINES	0
AV ITEMS	0
CURR MATS	0
PRESEARCHED ORDERS	391
PRESEARCHED GIFTS	377
CLAIMS SENT	80
MONOGRAPHS ORDERED	363
AV ITEMS ORDERED	23
MISSING ISSUES ORDERED	0
PER/CONTINUATIONS PLACED	0
TOTAL ORDERS	386
MONOGRAPHS RECEIVED	429
AV ITEMS RECEIVED	31
MISSING ISSUES RECEIVED	5
PER/CONTINUATIONS RECD	1
TOTAL RECEIVED	466
INVOICES POSTED	103
CHECK-IN STATISTICS TOTAL	2012/13
NEWSPAPERS	176
MAGAZINES	915
LOOSE-LEAF SERVICES	398
CONTINUATIONS	42
TOTAL CHECK-IN	1,531
CHECK-IN PROBLEMS SOLVED	0

BROKEN ARROW UNOFFICIAL (WORKLOAD) STATISTICS, 2012/13

PROCESSING STATISTICS	TOTAL 2012/13
ITEMS LABELED	
COMPUTER PRINTED	711
TYPED	729
TOTAL ITEMS LABELED	1,440
ITEMS MENDED	100

PROCESSING STATISTICS	TOTAL 2012/13
ITEMS SENT TO BINDERY	
PERIODICALS	102
NEW BOOKS	76
REBINDS DUE TO USE	29
CORRECTIONS	0
TOTAL ITEMS SENT TO BINDERY	207

SOURCE OF PRODUCTION	TOTAL 2012/13
ORDERED MATERIAL	436
MEMBERSHIPS, SO, GOVT PUBS	1
APPROVAL	0
GIFTS	405
TOTAL ITEMS PRODUCED	842

BROKEN ARROW UNOFFICIAL (WORKLOAD) STATISTICS, 2012/13

TERMINAL STATISTICS BA CAMPUS	TOTAL 2012/13
OCLC PRODUCTION	22
OCLC ORIGINAL INPUT	0
OCLC UNION LIST CREATION	3
OCLC UNION LIST UPDATES	65
MILLENNIUM HOLDINGS UPDATED	87
MILLENNIUM ITEMS RELOCATED	830

TERMINAL STATISTICS FOR BA TAHLEQUAH CAMPUS	TOTAL 2012/13
OCLC PRODUCTION	576
OCLC ORIGINAL INPUT	37
OCLC UNION LIST CREATION	0
OCLC UNION LIST UPDATES	20
MILLENNIUM HOLDINGS UPDATED	11
MILLENNIUM ITEMS RELOCATED	0