

TECHNICAL SERVICES NEWSLETTER

MID-YEAR STATISTICS:

<i>Serials cataloged</i>	73
<i>Print volumes added</i>	5,905
<i>Books withdrawn</i>	3,709
<i>Videos</i>	55
<i>Audio</i>	109
<i>CD-ROM</i>	37
<i>Issues checked-in</i>	10,049
<i>Approval books</i>	965

Approval Shipments will cease by January 2002

- Approval book shipments from Blackwell Book Services will cease sometime in December.
- Some Resource Coordinator's profiles have been changed to receive paper forms, some are receiving forms by email, and one fund was cut. Most funds were turned off without forms or email notification.
- Acquisitions will make a final report when the last invoice has been passed for payment.

BLACKWELL'S 

Technical Services
New Book List for
November is now
available:

[http://
library.nsuok.edu/Ts/](http://library.nsuok.edu/Ts/)

TEAMS STUDY IMPROVEMENTS

Technical Services set goals for the year in April 2002. The first goal was a multi-step process that spanned the Fall semester.

LOCOMOTION: Tracks to Transition was our plan to study all the tasks performed and all assigned jobs.

Each team then selected tasks to improve and recommended ways to streamline, reduce backlogs or otherwise improve job performance.

In August, each team looked at backups for every task performed in the team. Each team identified the person responsible to backup a task, when they would step in and whether they needed training. Some backup training has already begun in Acquisitions.

In September, each team looked at every task performed. They studied the number of hours to do the

job, the number of items and each person's balance and job assignment. They identified tasks that needed improvement to change workflow, streamline the task or reduce backlogs.

In October and November, these tasks were studied in more detail. Several meetings took place to discuss tasks needing improvement. Recom-



mendations have been made and training plans and job changes will be finalized in January.

Acquisitions looked at Curriculum Materials receiving, invoice approval processes, sources for order records, continuations receiving procedures and backup training.

Data Initiation looked at Curriculum Materials cataloging

and housing, music cataloging, authority backlog problems, and the Special Collections video cataloging project.

Quality Control looked at backups and revision of serials/bindery/microfilm processing, holdings, and item records. They also jointly studied continuations receiving with Acquisitions.

Coordination looked at meetings, the Technical Services manual, Systems librarian needs, and changes to overloaded librarians' job assignments.

Some improvement measures have already been started and others will start in January. Much work is still needed to fully train all staff for backups in TS.

NETLIBRARY ORDERED FOR NSU LIBRARIES

Dr. McKiel negotiated a good deal for the library and helped us acquire the first two issues of NetLibrary collections that had been purchased in previous years by AMIGOS members. The first two collections have about 18,000 titles.

The third collection was is-

sued this year and was planned in our Fall budgeting.

All three collections are being purchased at the same time. The third collection was funded through the Broken Arrow materials budget and the student library fee. The other two collections will be

paid for from money left from approval plan funds (also student library fee money)

Data Initiation will plan the process of loading catalog records in January.



SPENDING THE LIBRARY MATERIALS BUDGET

Acquisitions is making progress spending the library materials budget.

At this time of year, we are often juggling more than one set of funds. We recently closed the Broken Arrow 2002 fiscal year budget and are trying to close the Tahlequah/Muskogee 2002 budget.

Meanwhile, we started spending 2003 money in July. The Broken Arrow budget is almost entirely encumbered.

For Tahlequah and Musko-

gee, History, Political Science, Music, and Special Collections funds are just about done ordering for the year.

Two people have turned in **no** order cards in the first six months of the ordering year. These five funds total \$10,430 or 19% of the materials budget.

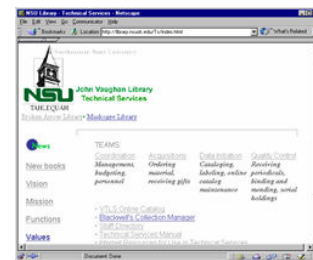
Acquisitions sets ordering deadlines in order to make sure we are able to spend the library's funds. Over Christmas, our staff has vacation time, so ordering will slow until the beginning of the new



50% by December 13th

year. The staff in Acquisitions goes to the extra effort of totaling all of the order cards in the Department by fund each week in order to give each person up-to-date fund information.

Remember—50% by Dec. 13th.



The Technical Services website was updated in November.

In the process, the Technical Services Manual was moved from the Intranet to the Web.

Technical Services web pages continue to be popular with users outside the library.

We rank 3rd in the Open Directory Project and 6th in Google's Directory under Technical Services.

MAKING SPACE FOR NEW MATERIALS

Quality Control has made progress in clearing the library of old material.

Our annual NSU Textbooks for Schools giveaway was very successful. We sent material home with 49 teachers from 34 schools.

The sale to home schoolers and private schools did not do as well as last year.

Meanwhile, Dalana and her students continue to work on weeded materials stored in the hold area, including 3/4 inch videotapes and other AV materials weeded from AV Reserve.

We also plan to use the time between semesters to pull more older materials from the Curriculum Materials area.

At this time, we are on pace to meet records set in previous years for withdrawn material.

DO WE MANUFACTURE BOOK TRUCKS?

Data Initiation has spent much of 2002 reducing backlogs of materials needing cataloging.

After our successful project to catalog over 1,000 Y Collection books, we used the same team concept to start tackling the serials/periodicals cataloging backlog.

You may have noticed more

serial Reference books and periodicals heading for the shelves this year.

Our current total of 73 cataloged already exceeds totals for the entire year from three of the last four years.



Number of empty book trucks growing in Technical Services

More serials await cataloging in the coming months.

In January the team hopes to resume cataloging videos from American Indian Symposiums.

Goals for the project will be set in January.

Website Statistics

Month	TS Main	TS Links
Aug	326	178
Sep	323	143
Oct	518	206
Nov	223	171