**General News**

**Acquisitions**

**Funds and Orders:**
Book allocations were finalized in October and regular ordering started in Acquisitions. As of this Newsletter, 45% of the firm order budget has been encumbered.

We still plan to meet our goal of 50% of funds encumbered by Dec. 31; 80% by March 1st and 100% by March 31st. Without these deadlines, we would not be able to track funds for annual reporting and fiscal year close-out.

**Approvals:**

The Blackwell approval plan was turned on after receiving word that the Library Student Fee money ($30,000) had been placed in the Library materials account. Books should start arriving at the end of December.

**Cataloging**

Cataloging spent much of June, July and August catching up on the backlog of books and periodicals that had accumulated during the freeze of the Library catalog.

Jackie is training our new cataloger, Jenifer Rogers and other cataloging is progressing.

**Collection Maintenance**

Bindery shipments continued throughout the migration to Millennium, however, statuses were not put on the system for a short period of time.

Now, we are using Millennium to indicate issues at the bindery and those returned and bound together. These can be found on the check-in boxes which are visible in the Web OPAC after clicking on the Latest Received link. (Look at Biochemistry for an example)

After Summer barcoding projects had been completed, we began the long process of setting up serial check-in on Millennium for our many titles.

Three teams split up the alphabetic letter groups and set up check-in for loose-leaves and periodicals. Jeanne and Linda have been setting up continuations as they are received. Donna and Linda have been setting up Government Publications as they are received.

After using a red binder stuffed with sheets of check-in papers to manually write in the issues from June until September. Jeanne and Elizabeth went through the binder and completed the remaining titles.

So far, we have checked in 11,474 pieces on Millennium.

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**Meet Our Technical Services Workers**

Samantha Clifford, Library Technician II, Acquisitions

Samantha came to Technical Services as a student worker in Fall 1999 and became full-time staff in May 2004. She likes working here because of the friendly, laid back environment. She has a Bachelor of Arts degree in Psychology from Northeastern State University. She is a member of the Library Entertainment Committee. In her spare time, she assists in any way she can for the Tahlequah Community Playhouse.
**Job Duties**

Receives orders and inquires about problem orders and cancellations. After books are cataloged, completes orders on Millennium for all campuses. Posts invoices for periodic, serials, continuations, and other invoices that are not for firm orders or approvals, using the Millennium acquisitions module. Opens and distributes the Acquisitions daily mail. Checks all temporary records on an annual basis. Sets up and distributes the Acquisitions shipments. Participates yearly in production and processing of Curriculum materials.

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**Elizabeth Hamilton, Library Technician II, Collection Maintenance & Acquisitions**

Elizabeth has worked in Technical Services for five years. She holds a Bachelor of Arts degree in Marketing with a minor in Business Management from Northeastern State University. She is a member of the Library Entertainment Committee. She is a horse fanatic (she even owns two) with a passion for cats and movies. Her collection of snowmen is displayed from November to March, come on by and check them out! Her husband Steve is recovering from an on-the-job injury and plans to attend radiology school in 2005. She is a mother of two teenagers, Hannah and Ephraim. Hannah will graduate from Tahlequah High School in May 2005 and plans to attend the University of Oklahoma the following fall semester. Ephraim is a sophomore at Tahlequah High School and is first lieutenant in ROTC. He plans to go into the medical field following high school.

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**Jeanne Pry, Library Technician III, Collection Maintenance & Cataloging**

Jeanne has worked in Technical Services since July 1978. She has a Bachelor of Science degree in Fashion Merchandising with a minor from Northeastern State University. She is married with two daughters and one sixteen-month-old granddaughter. Her oldest daughter graduated from the University of Tulsa and is currently a nurse at St. Francis hospital. Her youngest daughter graduated from Northeastern State University and is currently the manager at Angela’s Gym. Jeanne is owned by two Siamese cats, Miss Muddy Paws and William.

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**Job Duties**

Responsible for assembling each shipment of periodicals and books for binding. Includes investigating issues in volumes which are not complete or are irregular in format. Sends claims to vendors and publishers for periodicals that have not been received using the claims subsystem. Solves problems for the titles that have been cancelled or are not currently being received. Also, requests needed issues through the electronic EBSCO and Millennium systems and other sources for all campuses. Gathers departmental statistics, totals, and enters on spreadsheets for monthly reports. Sets up new periodicals for limited retention and inventory. Evaluates “on search” reports for replacement or withdrawal of missing issues. Responsible for routing of books and materials added to the Library.

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**Harriett Hobbs, Assistant Professor, Acquisitions Librarian**

Harriett began her journey on the Technical Services train on January 10, 1972. She has a Bachelor of Arts degree in Math and History and a Master’s in Library Science from the University of Texas at Austin. Her 94-year-old mother (Bea) is now living in Tahlequah. Her baby brother retired in 2003 from an exciting career in field auditing. Harriett loves cats and is owned by four - Tucker, Sylvia, Tom and Jane.

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**Job Duties**

Harriett is the Acquisitions Librarian and OCLC Coordinator of the Library, meaning we come to her for help with their software. As Supervisor of the Acquisitions department, she monitors funds and controls the order flow (makes order selections), Recreates financial records in the new system. Coordinates the collection, storage, and dissemination of monthly statistics relating to productivity within Technical Services. Produces year-end reports for the annual report or other historical record needs. Completes cataloging for member serial records with missing elements. Orders errors issues from USBE or other sources as needed. General vendor relations and resource maintenance.

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**Job Duties**

Lou Ann Rhea, Library Technician II, Cataloging & Collection Maintenance

Lou Ann has been with Technical Services at Northeastern State University for 24 years. She is married with two children, two grandchildren and a Jack Russell Terrier. Her daughter is an RN for Muskogee Regional Medical Center. Her son is the manager of Zon Graphics.

Job Duties

Jenifer Rogers, Library Technician III, Collection Maintenance & Cataloging

The resident newbie of Technical Services, Jenifer started on September 30, 2004. However, she began as a workstudy in Fall 1995 and became full-time staff at Northeastern State University’s Literacy Center in Fall 2000. She has a Bachelor of Arts degree in Business Administration with an emphasis in Finance from Northeastern State University. She is a single mother of one (Tony) who spends the majority of her spare time tending to his extracurricular activities, including Team Mom for his soccer team three years running.

Job Duties
Responsible for evaluating, sorting, and handling problem material returned to Technical Services. Evaluates and completes corrections and retention changes. Relocates items (monographs and serials) when requested. Adds monographic copies and volumes to the library collections. Student Coordinator for Technical Services. Catalogs approvals, firm orders, curriculum materials, and Broken Arrow materials. Withdrawal of serials or special formats for multiple locations. Assists Cataloging Librarian with special projects.

Jackie Schumaker, Instructor, Cataloging Librarian

Jackie has been with us for six years. She began earning her Bachelor of Arts degree in Spanish at the University of Arkansas and finished it at the University of Tulsa. She also holds a Master’s in Library Science (MSLS) from the University of Tennessee, Knoxville. She has a grown son living in Texas and a 17-year-old granddaughter and two adorable great-nieces living in Arkansas. She loves cats, the Schumaker Shelter for Homeless Cats now holds sixteen. Another of her passions is foreign languages, and she has formally studied Spanish, French, Italian, Portuguese, Russian, German, and Greek and has “dabbled” with a few others, such as Catalan, informally.

Job Duties
Major responsibility is Supervisor of the Cataloging department. Monitors all cataloging for accuracy and training needs. Trains new catalogers. Duties also include most of the audiovisual and original cataloging and some of the Y collection and curriculum materials cataloging. Reviews daily headings reports from Millennium. Resolves problems and downloads authorities.

Fay Simms, Library Technician II, Acquisitions & Collection Maintenance

Fay has been with Northeastern State University since the Fall of 1989. She has been in Technical Services since May 2004 and previously worked in Circulation as a Day Supervisor. She has a Bachelor of Science degree in Geology from Ohio State University and a Master’s in Systematics and Ecology from the University of Kansas. She is married with two children (Alex and Jim), one grandchild (Nathaniel) and a senior citizen cat and dog. People frequently bring her rocks to identify, as she was a chair of the geology section of the Oklahoma Academy of Science and has taught courses in paleontology.

Job Duties
Receives, lists and reports gifts that are donated to the library. Presearches gifts on Millennium. Withdraws items in all formats and locations, and all related online bibliographic records and manual files. Receives missing status information from Circulation and On Search. Supervises and reviews student pulling of periodical issues for microfilm titles.
Recycles or otherwise distributes unwanted gift items and discarded periodicals to USBE and EBSCO and prepares materials for the annual textbook giveaway. Includes notifying other campuses of available titles. Sorts library mail on a daily basis, distributes mail to library mailboxes. Works with authority control backlog of printouts.

Linda West, Assistant Professor, Technical Services Director, Collection Maintenance & Cataloging

Linda started working in Technical Services 25 years ago and has been Director since 1990. She holds a Bachelor of Science degree in Social Science from Colorado State University, Pueblo and a Master's in Library Science from Vanderbilt University. She has two daughters, two stepdaughters, and four grandchildren. In her spare time, she does costuming for the Tahlequah Community Playhouse, leads two girl scout troops, and sings in her church choir. She is the treasurer for AAUW, a local women's organization.

Job Duties
In addition to being director, some of her other duties are electronic resource cataloger, music cataloger, and department head of collection maintenance.

All Technical Services faculty and staff participate in special cleanup projects with the conversion of VTLS to Millennium, as well as departmental projects.

Technical Services Student Assistants

Kristina Bain
Melissa Bell
Ashley Antrich
Stephanie Newberry

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<th>Indexes Used and Search Results</th>
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Patron Searches – November

Report on Search Activity
From Thursday November 04 07:04AM, to Friday December 03 03:00AM

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