

# TECHNICAL SERVICES NEWSLETTER

## TAHLEQUAH STATISTICS:

<i>Serials cataloged</i>	118
<i>Print volumes added</i>	10,597
<i>Books withdrawn</i>	10,066
<i>Videos</i>	127
<i>Audio</i>	268
<i>CD-ROM</i>	69
<i>Issues checked-in</i>	19,793
<i>Approval books</i>	1,434

## Broken Arrow cataloging replaces approval cataloging

- Approval book shipments ceased in January 2003 with only a few remaining titles sent to the bindery being processed.
- A new cataloging rotation schedule uses JVL trained personnel to catalog new ordered material for the Broken Arrow campus.
- Cataloging in Tahlequah avoids additional hours of revision of cataloging done at BA. So far, over 600 BA titles have been cataloged and processed in Tahlequah.

Technical Services  
New Book List for  
April is now available:

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

## DOUBLE YOUR PLEASURE, DOUBLE YOUR FUN

Acquisitions, mainly Harriett, has had the unique "pleasure" of performing two separate Serials reviews in one year.

Starting at the beginning of the fiscal year, cancellations and new title orders were performed for titles identified during the Spring 2002 review. Again, starting in February, we have placed new orders for additional titles in electronic formats.

Each title, even though negotiated by Resource Coordinators, has taken time to iron out the true prices for our unique set of campuses and IP ranges. Each license and agreement is different and each company responded in different ways. Some companies responded slowly and may not make the fiscal year cut off.

Price changes have occurred up and down on about 80% of the titles. One or two new

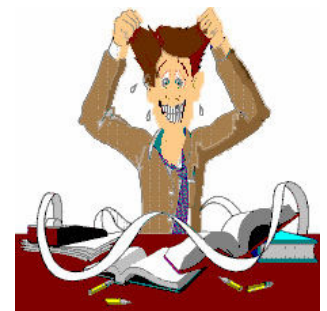
services have been made available almost weekly since the end of February.

Remaining vendors are: WWD and Thomson Financial. Thomson Financial takes the prize for vendor who speaks with forked tongue. Our Disclosure subscription to CD-ROM is paid through the end of June. They quoted a price for the web-based product for a full year. At the same time they sent subscribers (including us) a letter stating that they were discontinuing the product and we should look at a different title from their company. Why didn't the salesman tell us that when he quoted a full year's worth of web access to a product they were discontinuing?

These are a few of the trials and tribulations of getting new resources available for students' use.

Meanwhile, regular ordering

has continued. A total of 1,695 orders have been placed by Acquisitions so far this year.



The cancellations list recently received, contains twice as many titles as we have ever received. It will take the entire Summer to process these titles and generate a new budget projection for next year.

## NETLIBRARY TITLES APPEARING IN LIBRARY CATALOG

After a three month battle with VTLS and various MARC editing products, over 26,000 NetLibrary records are being added to our library catalog.

A nifty MARC editor that was free, easily added information to each record, but when we tried to load the records to

VTLS, it refused to read them.

We had to discard the edited versions and start loading "plain" records to VTLS 500 at a time. After the records are in the VTLS holding buffer, each one is manually edited with the new data.

If Linda's sanity continues, record loading at 500 a day should continue for the next two months.

Try searching keywords, OKNW or Netlibrary to see our progress.



## SO WHAT DO WE DO?

**Donna—**  
**Catalog new books**  
**Receive Serials**  
**Download authority records**  
**Manual updates**

**Dana—**  
**Order and receive books**  
**Receive and search gifts**  
**File Loose-leafs**

**Elizabeth—**  
**Send and receive bindery shipments**  
**Claim missing issues**  
**Compile statistics**

**Dalana—**  
**Relocate materials**

**Catalog Curr. Mats. And BA**  
**Withdraw materials**  
**Add monographic copies**

**Lou Ann—**  
**Catalog new books**  
**Revise/route new materials**  
**Revise Microfilm holdings**  
**Authority work**

**Jeanne—**  
**Added serial/Per. volumes**  
**Update Union List/VTLS holdings**

**Catalog Curr. Mats and BA**  
**Authority work**

**Jackie—**  
**Assign call numbers and subjects to member cataloging**

**Catalog AV, Curr. Mats., software**  
**Revise serial holdings and production**  
**Authority work**

**Harriett—**  
**Manage serial and monographic acquisitions**  
**Report on fund usage**  
**Generate reports and statistics**  
**Catalog Y Collection**  
**Catalog serials**

**Linda—**  
**Authority work**  
**Catalog music**  
**Catalog electronic books**  
**Web/System management**

## LOOKING AHEAD TO 2003/2004

- GPO Check-in Project  
All teams
- New Integrated Library System—planning and implementation  
All teams
- Manual pages—Write and update
- Training—Continue backup task training. Assess need for additional training for Y Collection, continuations check-in, etc.
- Study the effect of serials cancellations on staffing and job assignments in Technical Services

## WATCH OUT FOR THE AUDITOR

Dalana has made such good progress in clearing the library of old material that we may have to watch for the auditor again this year knocking at our door.

Last year, the auditor could not believe that we doubled the number of gifts added to the library and had to have

proof of every title. Those included over 10,000 items received through the State textbook review process.

This year, we are withdrawing the six-year old equivalent collection (only about 6,000 items) Plus we are steadily gaining ground on the large number of AV items weeded

out of AV reserve.

We are currently on track to double the number of items withdrawn this year over last year.

## STILL MANUFACTURING BOOK TRUCKS

Data Initiation continues to catalog and send out new materials at optimum levels.

Very little of the current State textbook review material is left to catalog. This will leave us with a summer free of Curriculum Materials, the first since 1994.

In January we started cataloging videos from American

Indian Symposiums. We set goals of cataloging two years worth of videos every year.

Normal production has no backlog of material, however, in areas where already over-taxed librarians are being



Number of empty book trucks growing in Technical Services

asked to do extra work, some backlogs are building.

The team will address ways to expedite Y Collection cataloging this summer with additional training for staff.

April 2003 OCLC Stats	
OKNA	10
OKNM	263
OKNR	25
OKNS	9