

TECHNICALLY SPEAKING



August 2010

No. 20

Acquisitions Overview

Fun Facts:

- Acquisitions spent \$742,799.00 last year
- Acquisitions ordered 1,960 books last year
- Acquisitions ordered 242 AV last year
- Acquisitions obtained 474 missing issues last year
- Acquisitions spent \$7,134.35 at Barnes & Noble in the last 3 days of the Fiscal Year.

Midwest Library Service is our primary book jobber and they provide pre-binding for most of our paperbacks that we order from them. This cuts down on the processing time on the books as well as our time.

Most of our print periodicals are ordered through **EBSCO** and

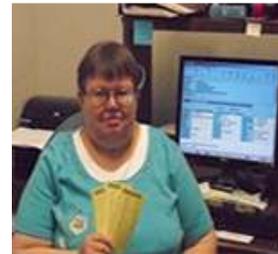
they provide us with excellent assistance in dealing with delivery problems.

One of our approval programs has just moved from Blackwell to **YBP**

(or as they used to be known Yankee Book Ped-

dlers).

We also receive all gifts donated to the Library. We claim material not received and pass invoices for payment.



HARRIETT HOBBS

About Harriett

I am a native born Texan from the middle of the East Texas oil patch. After high school in Tyler, I went to Austin to work on a BA in mathematics and history. (I thought I was going to be a high school math teacher). But along the way, I changed paths. I moved north across the Red River after graduating with an MLS from the University of Texas at Austin.

Originally, I came to NSC (as it was then) as a monographic cataloger, but I soon branched into other formats. After a few years, I became first the serials cataloger and

then the serials librarian as a separate serials department was created to unify operations which were scattered between multiple departments in the library.

After 10 years, the serials department was transformed again, and I became the Acquisitions Librarian. We have seen many changes in the way we acquire material over the years, but the combination of the growth of the internet and the University decision to allow the use of credit cards have really expanded the

places I can go to track down requested material. Aside from working with the Resource Coordinators, I do a lot of number crunching to try to stretch our budget as far as it will go. This is much easier now that we are tracking all of our expenses through Millennium. I also still get to do a little cataloging, primarily working with serials but I have occasionally done monographic cataloging and curriculum materials cataloging.

In my personal life, I

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TECHNICALLY SPEAKING

Harriett continued

have 4 cats). (all rescued) living with me. They range in age from 4 to maybe 12+ years old. I read mysteries, like to work logic problems and Suduko, and watch a lot of crime based TV programs. I also have a collection of bears and watch Pokeman. But then I also watch Married with children, King of the hill, and the Simpsons. My only brother lives in Buda between Austin and San Marcos, so we don't visit more than once a year. He is a retired audi-

tor for the State of Texas, and has been working during tax season for Jackson-Hewitt. We have both managed to incorporate aspects of our parents in our lives. Dad was an accountant and Mom was a high school English teacher.

Top Vendors FY10:

Amazon—412

Barnes & Noble—718

Blackwell—255

Films for the Humanities—40

Midwest LS—1185

Gifts—1037

Scholastic Books Sale—278

About Samantha

Samantha Clifford has been a Tech. II for 6 years. Before that she worked in Technical Services as a student. She works in the Acquisitions department of Technical Services and earned a Masters degree in Library and information studies. She is a member

of the library entertainment committee. Samantha is involved with the reference department and has on-call hours along with the librarians. Samantha is an only child and has recently become an Independent Mary Kay Beauty Consultant.



SAMANTHA CLIFFORD

Tasks in Acquisitions

1. Process order requests including verification of bibliographic information and vendor selection.
2. Receive new items including the timely processing of all invoices for payment and review new material for physical condition, location and special handling.
3. Claim material not received from vendors or obtain, through appeal or purchase, material lacking in the collection.
4. Examine renewal notices or subscription lists to determine vendor or to verify renewal authorization.
5. Create accurate financial reports annually or as required to facilitate expenditure of funds and to estimate fund commitments for future fiscal years.
6. Communicate with the resource coordinators as required to successfully resolve questions.
7. Acknowledge and process gift materials to allow the resource coordinators to make informed decisions about the disposition of these materials and to implement those decisions.
8. Maintain current information for informed and accurate acquisitions of library material.
9. Determine the correct recipient of miscellaneous mail and forward the mail promptly.

About Elizabeth

Elizabeth Hamilton

Duties include: Bindery & Claims Technician, Mending assistant, Withdrawn assistant, Book Sale Technician, Recycle Assistant, Mail Tech for the library, Sorts & Distributes new orders of materials to catalogers, Microfilm distribution, Distribution of unwanted print

materials to several depositories.

Personal: Hobbies are: traveling, music concerts, horseback riding, playing piano, attaining Elvis, Snowman & Horse collectibles, going to movies & dining with friends..

Married to Steave, children: Hannah Batts & Ephraim Hamilton.

Education: BS degree in Marketing from NSU.



ELIZABETH HAMILTON

The Acquisitions Department objectives for 2010/2011:

- I. Electronic journals project.
 - a. Beginning in the summer (June/July), licenses for the electronic magazines available through EBSCO's EJS service. Prepare a list of active titles for submission to Serials Solutions by August. ~ Harriett and Samantha.
 - b. After the first round is completed, in February/April begin activation of titles which require additional licensing work. Goal of 40 titles during this phase. ~Harriett, and Samantha, with student help.
2. Missing issues project.
 - a. During the fall (September/October), focus on the periodicals missing issues file, by either finding replacements or making final decisions as to continued retention for issues missing in 2001-2003. ~Harriett, Elizabeth, with student help.
 - b. Continue with 2004 issues if budget and time allow.

About Amanda

Amanda has worked in Technical Services for nine months. Her duties include receiving gifts donated to the Library. She itemizes gifts with acknowledgement letters, pre-searches items to help resource coordinators, works with resource coordinators to review materials, works with Broken Arrow on

possible gifts for their collection, and moves trucks of items through the process.

She also withdraws library materials, including Curriculum Materials. She withdraws items weeded by resource coordinators and works with Linda to pull older Curriculum Materials.

She is currently preparing the

materials and room 219 for the Teacher book give away Sept. 15-17.

She is sandwiching this in around her wedding which is September 4th to James Parvin. Ask her about baby raccoons.



AMANDA MASSEY

given at the time of donation by the library employee accepting the gift. The donor should be asked if gift plates should be included and how the text should be worded.

Gifts

Gifts can be important to the John Vaughan Library to enhance or develop subject areas. The Library reserves the right to accept donations without restrictions, or reject gifts prior to donation, and to dispose of, after receipt, materials deemed inappropriate to the collection.

Typical library material such as books, periodicals, and audio-visual formats (such as DVD, CDs, maps, etc.) can be accepted.

Normally donations should be delivered to Technical Services (Library room 106) during normal business hours (8:00 a.m.-5:00 p.m.). After-hours donations may be made at the main circulation desk.

ACKNOWLEDGEMENT OF DONATIONS:

Formal acknowledgement of the gift may be requested by the donor at the time of donation. **A preliminary receipt will be**

ACQUISITIONS is responsible for obtaining materials for the library and efficient record-keeping. Obtaining materials consists of ordering, receiving and claiming items for the library collections. Efficient record-keeping includes the expertise of establishing and maintaining accounts as well as furnishing information about library material purchases to the information seeker.

Ordering Calendar:

JULY Renewal list returned to vendor authorizing subscriptions and cancellations for the fiscal year. Serials budget finalized

AUGUST Monographic budget prepared; ordering begins

SEPTEMBER New subscription orders sent to vendors

OCTOBER Microform renewal list returned to vendor authorizing subscriptions and cancellations for the fiscal year

NOVEMBER Major subscription invoice paid

DECEMBER 50% of firm order budget encumbered Each fund should be at 50%. Major microform subscriptions paid

JANUARY New subscriptions begin; cancellations take effect. Preparation of annual serials budget review lists. Annual serials budget review information distributed to resource coordinators

FEBRUARY Reference conducts annual serials review

MARCH 1st -- 80% of monographic budget encumbered Each fund should be at 80%

31st -- 100% of monographic budget encumbered Each fund should be at 100%

APRIL Remaining monographic funds are encumbered and ordering ends

15th -- Final list of subscription cancellations for the coming fiscal year and new subscription requests to acquisitions.

MAY Annual list of Purchase Orders for Board Approval prepared List of preliminary small purchase orders submitted to Library Office

JUNE Renewal list received from major periodicals vendor Preliminary serials budget prepared.

On Order Records

Books "On Order" in the Library Catalog:

As items are ordered throughout the year, a record is added to the online catalog. You may encounter these orders as you search the catalog.

Order or In Processing:

When you find an item that says - **1 copy On Order** for Main Collection, you know

that the book is not in the library, but has been ordered from a book vendor. When an item says, **1 copy being processed** for BA Campus, you know that we have received the item and are getting it ready for the shelves. You may ask at Circulation for these In Processing items and, if possible, it will be made ready for you. "Being Processed" shows up after the item is received by

Use Millennium to look at the order records:



Acquisitions, it does not mean that the item is cataloged. When it is cataloged, an item and location will show up in the catalog. Example from the online catalog:

Author Title

Roemer, Rick, 1956-

Charles Ludlam and the Ridiculous Theatrical Company : critical analyses of 29 plays / Rick Roemer.

Publication Info.

Jefferson, N.C. : McFarland & Co., [2010], c1998.

Citation

[Cite This \(from OCLC\)](#)

1 copy being processed for Main Collection-3D FLOOR.

Description Note

ix, 187 p. ; 23 cm.

Reprint. Originally published: Jefferson, N.C. : McFarland & Co., c1998.