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Monographic Acquisitions and Copy Cataloging (MACC) Annual Report 2000-2001

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Monographic Acquisitions/Copy Cataloging Unit

Annual Report 2000-2001

In 2000-2001 the Acquisitions Unit of the Technical Services Department has undergone some major changes, on paper, in terms of organization, as well as physical location. The Unit was comprised of Acquisitions (both monographs and serials), Bindery, Processing and Current Periodicals. The Unit split and reconfigured into the (1) Monographic Acquisitions/Copy Cataloging (MACC Unit), and (2) Serials Acquisitions, Bindery, Processing and Current Periodicals. An Acquisitions Librarian was hired to head the newly formed MACC Unit mid-January 2001. This unit now consists of the Head and four full time staff members.

Staffing

Currently, there are three Library Technicians and a Word Processing Typist in the MACC Unit. The paperwork has been submitted for a desk audit to upgrade the Word Processing Typist to a fourth Library Technician position. Two of the Library Technicians were moved from the Cataloging Unit to this Unit to process the bulk of new acquisitions, updating holdings on OCLC and exporting bibliographic and item records to the HELIN OPAC. The third Library Tech and the Work Processing Typist continue to handle the searching, ordering and receiving of monographic requests and invoice processing duties of the unit.

Since January of 2001 new procedures have been written and posted on the Technical Services homepage. With an upgraded position and cross training, the four Library Technicians should be able to go between acquisition duties and copy cataloging duties as the needs demand.

Hardware and Software

The hardware in the MACC Unit will be upgraded this fiscal year. Three of the five computers have Millennium software loaded. As soon as the remaining two computers are upgraded, the entire Unit will be ready to experiment with the new software. We will be learning both the Acquisitions and Cataloging modules. Since we still edit, update and export records directly on OCLC, we will only be correcting/editing records using Millennium Cataloging. It is hoped that within the next year an agreement will be reached among the HELIN members and we will be cataloging on HELIN and batch uploading holdings to OCLC for the entire consortium.

Monographs

This fiscal year our total volumes received was down by 855 compared to last year (an 8% drop). Our approval receipts were up slightly (32) from last year. We received approximately one shipment a month with an average of 239 books per shipment. Volumes purchased dropped by 1239 or 15% while gifts added increased by 384 or a 17% increase.

Other Projects

In addition to adding titles to the OPAC, we continue to devote time to database maintenance. Currently, as part of the barcoding project, we are working through the P's with no barcodes. Also, this summer, 2001, we plan to begin the inventory project. With the assistance of Systems, the Acquisitions staff will be taking time away from their computers to go into the stacks daily to use the handheld scanner to read shelves of titles. Although we will begin the project this year, we anticipate it will take years to complete.

ACQUISITIONS DEPARTMENT

MONOGRAPH STATISTICS - 2000/2001

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
Requests searched	1,016	460	761	870	589	699	478	215	340	153	376	371	6,328
Duplicates returned	96	45	293	260	158	156	20	64	71	0	37	29	1,229
Titles ordered	595	375	253	323	311	439	453	70	62	3	268	272	3,424
Titles claimed	0	0	0	0	8	0	0	0	0	0	0	0	8
Volumes added	918	653	824	782	790	890	889	726	1,225	439	719	514	9,369
- Firm orders added	383	397	446	371	302	288	408	446	208	63	141	176	3,629
- SO vols added	16	19	17	22	16	13	25	17	29	20	15	23	232
- Gifts added	311	0	132	151	222	349	230	0	988	117	47	60	2,607
- Approvals added	208	237	229	238	250	240	226	263	0	239	516	255	2,901
Approvals returned	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Microforms added	14	0	0	18	0	0	17	0	0	16	0	0	65
Media added	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Invoices processed	65	75	73	95	68	64	67	77	54	41	46	38	763