

2005

# Department of Technical Services, Goals and Priorities (2005)

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## Recommended Citation

O'Malley, William T., "Department of Technical Services, Goals and Priorities (2005)" (2005). *Technical Services Reports and Statistics*. Paper 10.

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# DEPARTMENT OF TECHNICAL SERVICES GOALS & PRIORITIES

Updated: Summer 2005

## **I. Cataloging Unit: Goals and Priorities**

The overall goals of the Cataloging Unit are to create full MARC records according to AACR-2R standards; to assign Library of Congress classification numbers and subject headings (LCSH) to each bibliographic record; to ensure all bibliographic and item records are available to the user through our online cataloging system (HELIN); maintain and report monthly statistics; review and revise unit procedures to reflect technological and processing changes.

### **A. Continuing Goals/Priorities:**

1. Catalog and classify all current monograph acquisitions for the URI Libraries with non-DLC or problem DLC records. (These items are identified by the MACC Unit);
2. Catalog and classify serial titles in all formats, updating as necessary;
3. Catalog media materials such as DVD, VHS, CD, etc;
4. Catalog and classify all Pell and CCE library materials;
5. Add and edit MARCIVE barcodes ("smart") to the government publication collection (1970's – 1990's);
6. Maintain the HELIN database;
7. Institute quality control measures as necessary.

### **B. Intermediate Goals/Priorities**

1. Catalog and classify gift books that have non-DLC records or need original bibliographical records;
2. Catalog state publications in all formats;
3. Perform original cataloging and classification of monograph and serial titles in all formats;
4. Perform original cataloging and classification of URI Theses and Dissertations;
5. Perform original cataloging and classify current/retrospective materials acquired by the Special Collections Unit;
6. Catalog microform/microfiche collections.

### **C. Long Term Goals/Priorities**

1. Provide upgraded computers in the Cataloging Unit to support new software;
2. Provide appropriate training to the staff for every change of a technical nature;
3. Fill staff vacancies in order to support all technical aspects of database management.

## **II. MACC Unit Goals and Priorities**

The overall goals of the Monographic Acquisitions/Copy Cataloging Unit are to order, receive, process payment for all new and gift monographic acquisitions; to process and label all new and gift monographic acquisitions; to maintain database by purging system of old order records, updating status of outstanding, received and processed items, and reconciling any discrepancies in records; to provide all staff with appropriate and continued training for various updated technologies; to maintain and report monthly statistics.

### **A. Continuing goals/priorities:**

1. Search and place all authorized monograph orders within one week of receipt contingent upon availability of funds.
2. Receive books and authorize invoices for payment within one week.
3. Process all volumes according to priority of materials and documented criteria.
4. Expedite handling of items that cannot be processed by MACC.
5. Incorporate inventory process into daily work schedules.
6. Run monthly lists to keep current the status of order and item records.
7. Clean up/reconcile problems with records in the database.
8. Provide monthly updates on budget regarding expenditures and encumbrances.

### **B. Intermediate goals/priorities:**

1. Purge old order records from system.
2. Create new procedures and documentation to reflect new interfaces (Connexion and Millennium)
3. Prepare for ISBN 13 electronic ordering.
4. Review and update job descriptions of staff.

### **C. Long-term goals/priorities:**

1. Review and revise Unit procedures to reflect technological and processing changes.
2. Identify quality control issues and develop process for checks.
3. Complete inventory and analyze results from the project.
4. Develop standardized process for submission of orders by Subject Selectors.
5. Establish position of unit supervisor to help with administration of daily activities.

Rev. 050525

## **III. SERIALS UNIT GOALS**

The overall goals of the Serials Unit are to order, receive, and process payment for all serials in all formats for the Kingston Library; to set up and maintain access to online serials; to physically process, bind, and mend all items for the Kingston Library; to provide all staff with appropriate and continued training in updated technologies; and to maintain and report statistics monthly.

## **Serials Ordering, Processing Payment, Database Maintenance, and Check-in:**

### **A. Continuing goals/priorities:**

1. Maintain URI's e-journal subscriptions and holdings in Serials Solutions Client Center.
2. Check in print issues within 2 working days of receipt by the Unit (with a priority for Reference materials).
3. Run automated claims-checker, send claims, and follow up on problem claims weekly.
4. Process title changes when identified.
5. Examine problem records and resolve inconsistencies.
6. Process orders for new titles when approved by Collection Management.
7. Post invoices in Innovative system when received and forward to Administration for payment.

### **B. Intermediate goals/priorities:**

1. Continue inventory of Current Periodical Room and close out records for titles no longer received.
2. Continue to convert subscriptions from print to online-only format when change is revenue-neutral.
3. Develop procedures for gathering usage statistics for online serials and databases.
4. Maintain and update database records, including closing out print records for titles switched to online-only format; deleting inactive order records; closing out inactive gift subscriptions; and updating records with current EBSCO title numbers.

### **C. Long term goals/priorities:**

1. Update Serials Unit Manual and Unit procedures to reflect technological and processing changes.
2. Verify serial holdings in microform; consider withdrawal of titles that duplicate print or online holdings; update holdings information in HELIN catalog.
3. Inventory print serials holdings, including missing issues, and update HELIN Catalog; consider ramifications (e.g. withdrawal, remote storage) if Library were to purchase online access to serial back files.
4. Explore the possibility of uploading URI print holdings into Serials Solutions so that they will be incorporated in the A-Z List and Article Linker.
5. Consider whether or not to develop procedures for "check-in" of online serials (i.e. periodically and systematically verifying access and holdings). Evaluate alternatives such as using usage statistics to identify potential access problems.
6. Participate in any HELIN initiatives to test ERM products, such as Innovative Interface's "Electronic Resource Management" module or Serials Solution's "E-Resource Management System (ERMS)."

## **Processing, Mending, and Binding:**

### **A. Continuing goals/priorities:**

1. Process all volumes and other materials received in the area within 48 hours.
2. Review all volumes sent for mending within 48 hours, and route appropriate items to Binding.
3. Mend all volumes within 6 months, and review volumes which can not be appropriately mended for other preservation work or possible discard.
4. Gather for binding completed serial volumes on a daily basis.
5. Temp. bind incomplete volumes on intermittent basis.

### **B. Long-term goals/priorities:**

1. Investigate Innovative binding module for potential benefits to unit of using it.