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Annual Report 1969-1970 Order Department

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ANNUAL REPORT 1969/70

Order Department

1. New projects:

   A. Nelinet.
   Responsibility for and maintenance of the Nelinet card supply began on March 4, 1970. As of July 1, 1970, 2,462 requests have been submitted to Inforonics, Inc. We have been sent 1,727 sets of cards. The percentage of 66% will gradually increase as the existing data base on MARC tape expands.

   B. Information Dynamics.
   Responsibility for the retrieval of L.C. cataloging data from I.D.C. fiche began in February 1970. The reader-printer and the microfiche are now stored and used in the Order Department.

   C. Continuations file.
   Since December 1969, the Order Department has spent approximately 120 hours of staff time in the creation of a continuation file for existing orders. As new volumes come in, the item can be checked in our outstanding order file instead of searching the public catalog, and then typing a multiple order form. The same procedure is being done for blanket order items of a continuous nature.

   D. Fund control file.
   Part of the multiple order form was used to create a file to ascertain the expenditures of departments. Although increasing the time spent in ordering and receiving individual titles is increased (approximately 2 hours per week) because of this file, it provides us with information that was not otherwise available.

2. Changes in procedure:

   The fiscal year 1969/70 was one of transition for the Order Department. Virtually all of the established procedures have been drastically changed, modified, or eliminated completely. The procedure of assigning an order clerk to handle the requests of specific departments has been eliminated, returns policy has been modified, responsibility for order files has been assigned, arrangement of files has been changed, responsibility for specific every-day duties (in addition to search-verify-order) has been assigned to individual order clerks. The changes were designed to create a more efficient unit within the University Library. The staff has responded excellently

to each and every change, suggested and implemented some of their own, and have accepted the increased responsibility admirably.

3. Future plans:

   A. Pre-cataloging.
   An effort should be made by the Order Department to do more pre-cataloging. The sources used in verification correspond to the sources used in cataloging. Proper transcription of the data from the sources is the key to successful implementation of such a plan. A corresponding effort must be made by the Cataloging Department to accept the data supplied. At this time, cooperation between the Order and the Cataloging Departments is minimal, and this lack of cooperation results in duplication of effort. Pre-cataloging is only one way that the two departments can cooperate in the future for a more efficient operation.

   B. Unclassified personnel.
   Consideration should be given to the creation of non-classified positions in the Order Department. As the operation becomes more complex, the classification of "clerk-typist" becomes less and less meaningful. The "librarian" classification is an alternative to non-classified positions if we can emphasize the "equivalent experience" rather than the "college graduate" criteria for this classification. With emphasis on "equivalent experience," existing personnel could qualify for such a classification, and in so doing, receive a just compensation for the work accomplished.

Respectfully submitted,

William T. O'Malley
Order Librarian