Library Technical Services: Acquisitions, Cataloging and Processing

Adding materials to the library collection
(Textbook Chapter 5 and Shatford Library tours)
Definitions (and order of operations)

**Selection**: systematic process of choosing materials relevant to a library or information center (Chapter 4)

**Acquisition**: the specific activities of “procuring items and paying the publishing companies that produce the items”. (Chapter 5)

**Cataloging**: process of adding specific information about library items to the library catalog (OPAC) to make items accessible to patrons

**Classification**: provides call number, subject headings and shelf location

**Processing**: preparing materials for use
To know:

- Difference between selection and acquisition
- Criteria considered when selecting an item for the library collection.
- Typical steps/process to get a library book from selection to the shelf.

- Acquisitions and processing covered in LIB 104
- Cataloging and Classification covered in LIB 105A
Acquisitions

- **Collect Orders** - online or on cards
  - librarians, public requests, faculty/teacher requests

- **Verify bibliographic information.**

- **Choose how to place the order**
  - Through publisher? Through jobber? At a bookstore?
    Urgency and cost often drive the choice.

- **Place the order.**
  - Sometimes a purchase order is required.
Acquisitions, cont.

- Receive and verify order ("check in").
  - All items shipped?
  - All in good quality?
  - Status of back orders?
- Return items as necessary.
- Make payment.

- Once received, items go through the library’s cataloging and processing procedures.
Definitions

**Jobber**: A wholesaler; buys from publishers at a discount and sells to libraries and booksellers at a discount.
(examples: Baker & Taylor, Midwest, Brodart) (p.114)

**Encumbered funds**: A bookkeeping term; when materials are ordered, the expected purchase price is set aside (encumbered) to ensure that funds will be available to pay for the item when it is received.
Acquisition plans

- **Approval Order Plan**: A jobber automatically sends all materials that match predetermined criteria. Items can be purchased or returned.

- **Lease plan**: Libraries (especially public) lease several copies of a popular book from a jobber for a short time.

- **Standing Order**: An arrangement with a publisher where libraries continue to receive an item until the order is canceled. It is most often used for materials that are regularly published or updated, e.g. almanacs, yearbooks, series.
Acquisition of Periodicals

- Broader category “serials” includes: periodicals, annuals, government documents, conference proceedings

- Types of periodicals:
  - popular magazines
  - Specialized magazines
  - newspapers (local, state, national, international),
  - trade periodicals,
  - Journals: scholarly/peer reviewed/academic
Periodicals

**Check-in by issue** (daily, weekly, monthly, quarterly)
- manual and/or online
- Processing (stamping, labeling, covering, etc.)

**Policies and issues:**
- retention/weeding
- shelving, storage
- microform, bindery
- circulation policies,
- online subscriptions
- indexing
Initialisms to Know


**ISSN** - International Standard Serials Number; for periodicals.

**NYP** - Not yet published (also: forthcoming)

**OP** - Out of print

**OS** - Out of stock

**OSI** - Out of stock indefinitely

**BO** - Back ordered
Goal of Cataloging: organizing library materials to make them accessible to library users (Kao p.6)

Steps in cataloging library materials:

1. Create a record of descriptive (bibliographic) information about each item for the library holding database
   - Records may be obtained from OCLC (Copy cataloging)

2. Provide a Classification number (call number) and shelf location for each item

3. Determine subject headings for the item.
   *Note: a library can use DDC and LCSH (subject headings)*
Cataloging

Cataloging rules developed over time

‘card catalog’ rules evolved to MARC (machine-readable) format. Rules now include metadata for digital resources.

Library catalog records include:
- standard bibliographic information about the item: author, title, publication information, date
- descriptive information (size, details, format)
- subject headings and call number classification.

Library Catalog also known as:
library automation system,
OPAC (online public access catalog),
ILS (integrated Library System), ILMS
Classification

Most libraries use a standard classification system: either the Dewey Decimal System (DDC) or the Library of Congress Classification System (LC).

Use of standardized subject headings that provides Authority control characterize traditional library cataloging.

Other classification systems used in libraries include:

- **SuDocs** (U.S. Superintendent of Documents) for Federal Docs.
- **ANSCR** (Alpha-Numeric System for Classification of Recordings)
- **BISAC** (Book Industry Standards and Communication)
  
a simplified subject classification by broad categories, is used by bookstores and some public libraries.
Other systems of organization

- Not all items in a library are *classified*
  - alphabetical order
    - by author last name or by title
  - accession numbers
  - chronological order

- Informal ‘tagging’ is used by social networking sites
  - *Is authority control still needed?*
Cataloging – overview

Cataloging

- Descriptive Cataloging
  - bibliographic and descriptive information

- Subject Cataloging

  - Subject Headings
    - LCSH

  - Classification
    - call numbers
    - DDC or LC
After library materials are cataloged, they are **processed** for patron use.

- **Physical processing**
  - Barcode, call # label, property stamp

- **Securing and protecting**
  - Covers, tattle tape, binding

- **Adding item information to the record**
  - Add item numbers into OPAC
  - Change location, item type, etc.

- **Mending or repairing damaged items**
Periodicals

Д Receiving (many per day)
  ■ Magazines and journals by mail
  ■ Newspapers mail or delivery

Д Check in
  ■ Manual check in on cards
  ■ Property, date stamp, date label
  ■ Tattle tape

Д Add to OPAC
  ■ Update holdings (add issue, price), add bar code

Д Shelving
Special Collections

- Rare, fragile or unique items
  - manuscripts, rare books, photographs, local history
  - archives: “documents generated by the organization itself in the course of doing business”

- Preservation and conservation
Government Documents

provide statistical data and research information on many aspects of life
- Census, business, education, environment, etc.

Federal Depository Program
- distribute printed documents to the public through public and academic libraries
- now much is available online:
  GPOAccess and USA.gov