

Technical Services

Technical Services is the department responsible for organizing, processing, ensuring access to, and preserving library content in all formats and locations for Smith Library and its satellites. Technical Services supports the mission of the library by processing acquired items in a timely fashion, maintaining high standards in the catalog description and classification of physical items, and by ensuring that information about our holdings and physical and electronic access is seamlessly provided through our catalog.

Acquisitions

The Serials Librarian is a part of Technical Services, and is responsible for the selection, purchasing and renewing of periodicals in all formats, and the claiming and binding of periodicals in paper formats.

Selection is based upon the collaborative effort of library staff, often with the advantage of faculty input.

Cataloging and Access

Technical Services staff are responsible for the cataloging of materials and bibliographic maintenance of all items in the library and its satellites. We catalog everything purchased for shared use for the library.

Formats include monographs, periodicals, recorded sound and videos, and objects. The form these items take can be in paper, microform, or electronic format. Information about our holdings is provided through the use and contribution of records to OCLC's bibliographic database, Worldcat, which we also use as our public catalog.

Technical Services strives to ensure that items in our collections are accurately described by the choice of appropriate records. Technical Services staff realize that in contributing to an International Cooperative, we must maintain the highest standards as partners in cataloging, adhering to international standards in physical and subject description. We also realize this is a self-serving standard that affects the discovery of items in our catalog. Technical Services staff also understands that the consistent application of the Dewey Decimal classification to items in our collection affects how easily items are discovered on the shelves. Close attention to classifying new items with reference to past practices and relative to our existing collections affects the serendipitous access of materials: where you find one, you find more.

Technical Services provides access to e-resources through OCLC's Knowledge Base. If shared collection records are not available, Technical Services staff creates a private collection that enables access. If warranted, such a collection can be made into a global collection, and shared with other libraries.

As a result of efforts in cataloging physical items in Worldcat, and electronic resources in the Knowledge Base, we endeavor to ensure that everything owned by the library is discoverable by our patrons, and by the world at large.

Processing and Bibliographic Maintenance

Technical Services staff make items shelf ready by claiming, binding, affixing book jackets, spine labels, repairing, and other processing as required by the physical format. Technical Services staff also participate in stack maintenance by planning and overseeing shifts and shelving adjustments.

Systems

The Systems Librarian is a part of Technical Services, and is the liaison to the library's system vendor. The Systems Librarian is responsible for ensuring that appropriate modifications are made to the systems profile, and the Knowledge Base, and working with staff who are liaisons to other electronic systems, such as Journal Finder (our link resolver), the Proxy server, LibGuides, Illiad, and ContentDM. All must work together to ensure the user has a seamless discovery path through the public catalog, regardless of the starting point.

Statistics

The Systems Librarian is responsible for gathering appropriate statistics from the Integrated Library System. Acquisition, Cataloging and Circulation statistics are gathered monthly, cumulated yearly, and stored by fiscal year. Efforts are made to gather statistics that can help in collection development.