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Technical Services -- We're More than MARC Records

Kiffany Francis

Barbara Strauss

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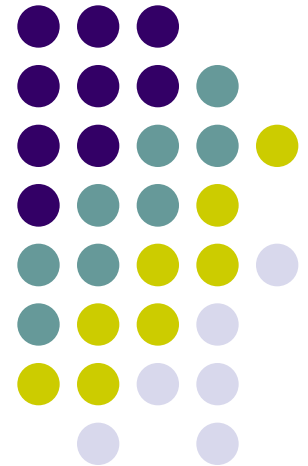
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Technical Services

We're More than MARC Records



Remember:

Outsourcing

Brief records

Focus on core records

Shared staffing

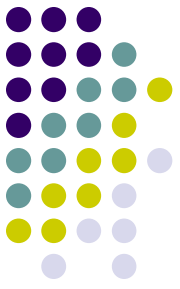


Down-sizing

Work smarter

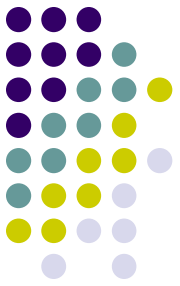
Lay-offs

Iterations of Departmental Change



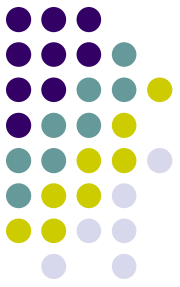
- Downsized
- Functions added
- Functions split off and moved
- More downsizing
- Different functions added
- Staff added, but shared with other departments

Tools and Resources



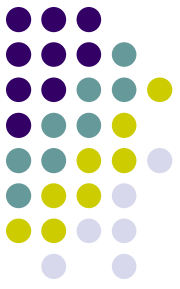
- Different and better tools/software
- More resources available via Internet
- Better training
- More integration of library functions

New Mission, June 2007



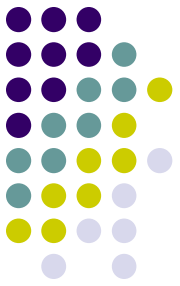
The Technical Services Department acquires and makes available materials for students, faculty, staff and the general public, including items that are *purchased, borrowed from or loaned to other institutions, or created in a digital format.*

Next Iteration of Technical Services



- Functions include acquisition, cataloging, database maintenance, interlibrary services
- Interlibrary services and cataloging are working on WorldCat holdings
- Cataloging is working with Special Collection and Digital Production on metadata for Cleveland Memory Project
- Database maintenance is working with selectors and stack maintenance on inventory

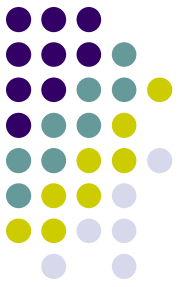
Finding a context...



“On the Record: Report of the Library of Congress Working Group on the Future of Bibliographic Control, January 9, 2008”

Janet Swan Hill at the Mohican Technical Services Retreat, April 1-2, 2008

One Recommendation:



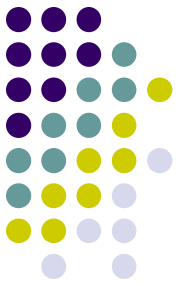
“Transfer effort into higher-value activity. In particular, expand the possibilities for knowledge creation by exposing to more users rare and unique materials held by libraries that are currently hidden from view and, consequently, underused.”

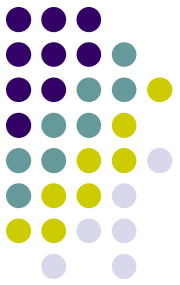
Exposing our hidden collections



We decided to create a small project for technical services staff using postcards from Walter Leedy's collection of Cleveland-themed postcards. They are on temporary loan to the library and serve as primary source materials on Cleveland history.

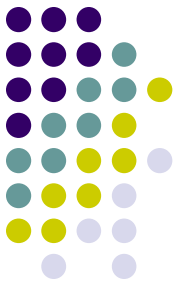
Our Pilot Postcard Project





Goals of project

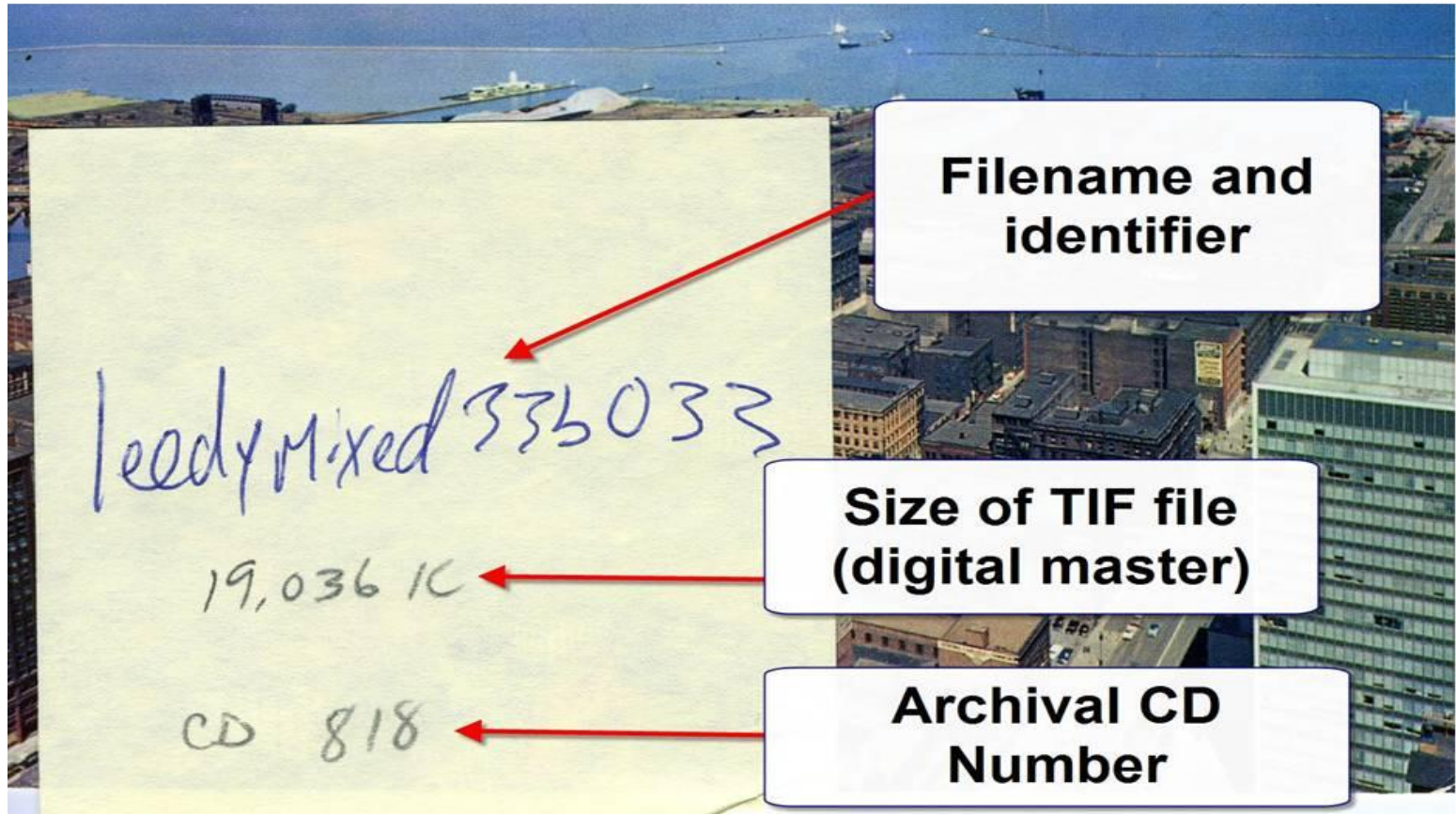
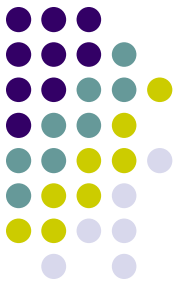
Expose willing technical services staff to (1) **metadata creation** and to the (2) **new tools** for doing so through a small project.



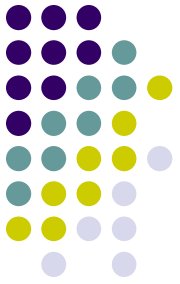
What was needed...

- CONTENTdm Acquisition Station installed on staff member's PC
- Set of 8-10 postcards
- Images for the 8-10 postcards
- Training materials

Training



Training (cont.)



CONTENTdm Acquisition Station

File Edit Import Tools Imaging Administration Help

Aerial view of the wholesale district of downtown Cleveland look...

100%

Media Editor

Processed By	KF
Processing Date	09/10/2007
Processing Info	
Repository	Cleveland State University Library Special C
Repository Homepage	http://www.ulib.csuohio.edu/working/cmp/spcoll/
Archival CD Number	CD818
Archival Folder Number	
Photo Number	P27391; TR18142/1392
Digital Processing Notes	TIF file size - 19,036 K, DPI - 600

This field has a controlled vocabulary. Add by double-clicking on a controlled vocabulary term. Or, type your entries using a semicolon to separate terms.

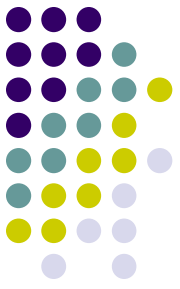
Thumbnail Permissions Save & Back Save

5 Objects

Hold Delete Upload

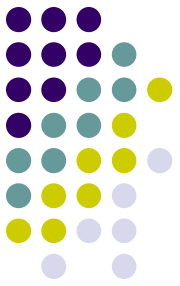
start Calendar - ... Microsoft Po... Yahoo! Mes... Document1 ... CONTENTd... CONTENTd... 2 SnagIt 8 2:54 PM

Results of project

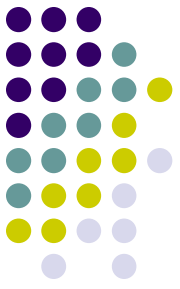


- 6 staff members in Technical Services have learned to use CONTENTdm Acquisition Station.
- 53 postcards were cataloged as a result of the project.
- One enthusiastic staff member has been integrated into another digital project, cataloging 233 images...and counting.

Results of project (cont.)



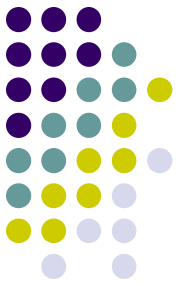
- Workflow has been created to incorporate Technical Services into the digital projects flow.
- Other staff members are in queue for summer projects.



Ideal candidate for project

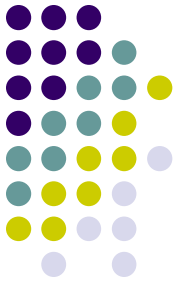
- Enthusiasm for trying new things
- Meticulous with spelling and grammar
- Unafraid to experiment with new technologies
- Comfortable using PCs
- Attention to detail
- Skilled with content analysis, i.e. assigning specific subject terms from a pre-established list when possible

Future projects beyond MARC for technical services



- Populating OhioLINK EAD Repository with collection level finding aids.
- Incorporating staff into “quick projects”
- Having more staff join digital projects this summer (Urban Agriculture, Famous Women of Cleveland)

Thank You!



Contact:

Barbara Strauss

b.strauss@csuohio.edu

Kiffany Francis

k.a.francis10@csuohio.edu