Technical Services Update

May 2017
Report to the Library Board

TRENDS IN TECHNICAL SERVICES

- Since the early 1970s, libraries across the world have used the MARC (machine-readable cataloging) format as the standard for displaying catalog information in an electronic environment. Through its BIBFRAME Initiative, the Library of Congress is developing a new model for bibliographic description to replace the MARC standards. Using linked data, BIBFRAME will show the relationships between the library's catalog data and related data on the Web and will increase the usefulness of catalog information. BIBFRAME is still in its infancy, but libraries are excited about the potential of linked data to break the boundaries of our catalogs.
- RCL continues to explore options for integrating bibliographic records for e-content into the catalog.

DEPARTMENTAL ISSUES AND SERVICE TRENDS

- Four TS clerks have retired in the past two years, prompting shifts in how the department is staffed, increased documentation of procedures, and a renewed focus on cross training. We replaced one part-time clerk position with a part-time librarian cataloger. Interlibrary loan (ILL) duties, staffed for years by two full-time clerks, have been divided into clerical tasks and page tasks and are now shared among nine people.
- TS staff are enjoying improved ergonomics in the new Shoreview building. Carts roll easily across the rubber flooring, and a roller system with an electronic lift helps move heavy boxes. Sit/stand desks, monitor arms, and task lighting make our workstations more comfortable.

DEPARTMENTAL SERVICES

Daily tasks

- Catalog and process rush materials
- Receive and process magazines
- Check in MELSA delivery
- Borrow and lend interlibrary loan materials

Special collections

- Recently, TS developed catalog records, packaging, and labels for two new collections – Binge Boxes and Memory Minders.
- At the request of the Graphic Novel Collection Manager, we are in the process of implementing new call numbers for all graphic novels. The new call numbers will spell out the section in which the book is shelved (manga, series, or stand-alone) and will group all books about a particular character together.
- TS ordered, cataloged, and processed the SV opening day collection. We were fortunate to have the assistance of several members of the SV staff before the new building opened.

TECHNICAL SERVICES AT A GLANCE

	2013	2014	2015	2016
INTERLIBRARY LOANS (INCOMING)	17,214	16,620	16,225	16,274
INTERLIBRARY LOANS (OUTGOING)	23,701	22,498	22,524	20,888
TOTAL INTERLIBRARY LOANS	40,915	39,118	38,749	37,162

STAFF FTE	10.06
TOTAL STAFF	12
VOLUNTEER HOURS	0

	2013	2014	2015	2016
# OF BOOKS ORDERED	54,278	58,425	51,082	53,570
# OF TALKING BOOKS ORDERED	1,641	1,245	998	1,222
# OF DVDS & MUSIC CDS ORDERED	13,997	12,783	12,221	16,018
TOTAL ITEMS ORDERED	69,916	72,453	64,301	70,810
DONATED ITEMS ADDED	5,321	5,983	5,515	4,416
VALUE OF DONATED ITEMS	$94,318	$113,528	$114,530	$87,186

PERIODICAL SUBSCRIPTIONS	707 print 90 e-magazines paid for by RCL
E-BOOKS	22,591 leased or purchased by RCL
E-AUDIOBOOKS	2,740 purchased by RCL