Best Practices for Collaboration in Technical Services and How it Can Filter Out to the Rest of the Library

By Erin E. Boyd, Olga Casey, Ruth Elder, and Jana Slay
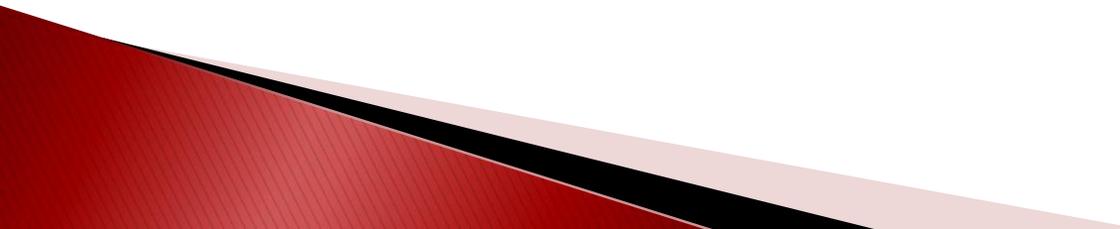
What is a Wiki and the History of the Troy University Technical Services Wiki

Ruth Elder for Jana Slay, M.L.I.S.

Head of Technical Services
Troy University Library
Troy Campus

A Bit of History

- Wikis
  - What is a wiki?
  - Who uses them?
  - Who can see my wiki?
- Troy University Technical Services
  - Our history
  - Previous manuals
  - Divergent practices

Choosing a Wiki & Getting Started

- ▸ Reasons for choosing a wiki
- ▸ Comparing wiki software
- ▸ Choosing one that works for the organization
- ▸ Defining goals
- ▸ Creating a hierarchy
- ▸ Involving others

Our Wiki

Practical Uses of the Wiki

Ruth Elder, M.L.S.

Cataloging Librarian
Troy University Library
Troy Campus

Cataloging Section

☆ Cataloging

last edited by 👤 Erin 3 months, 1 week ago

Searching -- how to find the best record

Library Materials -- by format

Tools -- Call numbers, Cutter numbers, Subject headings

Connexion -- Client or Browser, accessing OCLC

Sirsi -- Reports, Call Numbers, 949 subfields, etc.

Catalogers' Projects -- items for the Cataloging Librarians to review

Cataloging Section

VIEW   **EDIT**

☆ **Searching**

last edited by 👤 Ruth Elder 11 months ago

Cataloging | Searching

Search for record in OCLC Connexion Client

Search for record in SIRSI

Cataloging Section

Search for Record in OCLC Connexion:
A. Search for several items with ISBNs:
  1. On **Batch** menu click **Enter Bibliographic Search Keys**
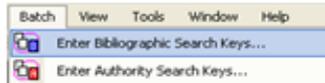
  2. In the **Query** box type ISBN – typically from back of book (10 or 13 numbers with nothing in front and no dashes)
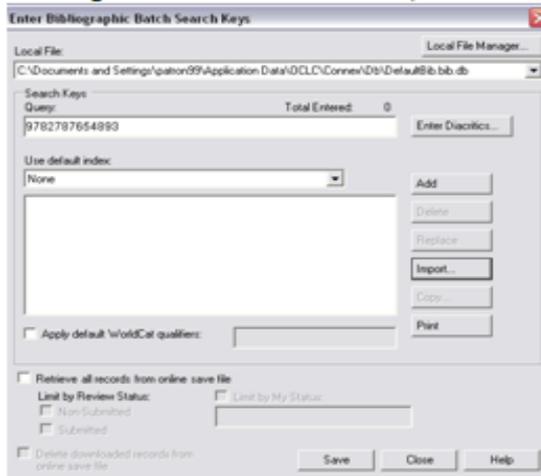
  3. Hit **Enter**
  4. Continue until all ISBNs are entered then click **Save** and **Close**

Cataloging Section

Cataloging Section

VIEW   EDIT

☆ Tools

last edited by 👤 eb 4 months ago

Cataloging | Tools

Library of Congress Classification Outline

Classification Web for Library of Congress Subject Headings, LC Call Numbers, LC - Dewey correlations, etc.

Sudoc Classification for understanding Government Documents call numbers

Cutter Table for LC class numbers

Cutter-Sanborn Table for Dewey class numbers

US Codes in AACR2

Cataloging Section

☆ Connexion

last edited by 👤 Erin 11 months ago   ⊙ Pag

Cataloging | Connexion

OCLC is Troy's source for bibliographic records. Member libraries worldwide contribute new cataloging records and download copies of existing records into local systems.

Help and information from OCLC on using Connexion (Browser and Client)

Connexion Client Tutorials , including Overview, Save File, Batch Processing, and more

Connexion Browser Tutorials , including Overview, Editing Bibliographic Data, Managing Constant Data, and more

Logon to Connexion Browser

Download Connexion Client

Troy Libraries Holding Codes

Creating Constant Data and Automatic Stamps

Pinning Records for Comparison

Cataloging Section

Cataloging Meetings & Communication

Olga Casey, M.L.I.S.

Technical Services Librarian

Troy University

Dothan Campus
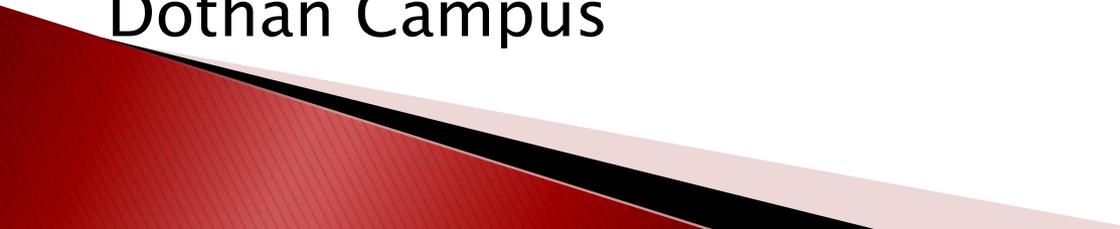
Regular Cataloging Meetings
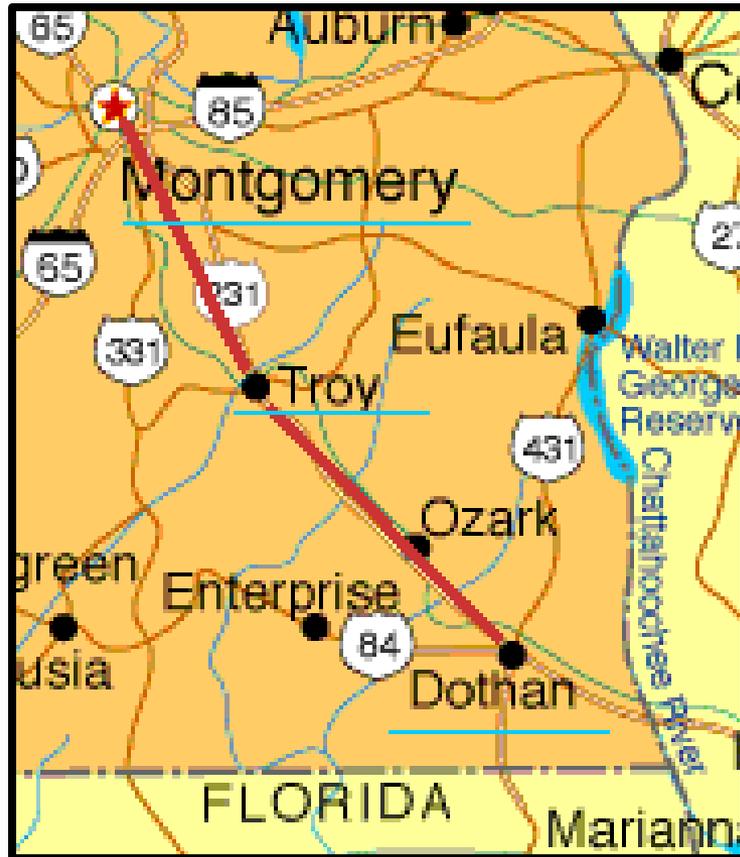
Forms of Communication

- Wiki
- Phone
- Email
- Google Documents
- Skype (discussed but didn't try yet)
- Face2face meetings
- Etc.

Regular Cataloging Meetings

Typical Agenda:

- On-line training
- Preparation of poster sessions and presentations
- Setting up of cataloging software in a uniform way
- Problem solving
- Discussion of new developments (e.g. RDA)

Regular Cataloging Meetings

Outcomes:

- Professional development
- Consistency and uniformity of bibliographic records
- Openness and readiness for changes and innovations
- Mutual support, absence of the feeling of isolation from the colleagues

Initiating Collaboration & Filtering to Other Campus Libraries and Library Departments

Erin E. Boyd, M.L.I.S.
Cataloging/Reference Librarian
Rosa Parks Library
Troy University, Montgomery Campus

Filtering to the Rest of the Library

- Created Summer 2010

- Organize all departments' policies and procedures

- Cross training

- Invitation Only

Access Services

1.) **Circulation**
- Policies/Procedures
- Reserves Policies
- Information Sheets

2.) **Interlibrary Loan**
- Policies
- Procedures

3.) **Stacks Management**
- Shelf Reading Training and Assignments
- Inventory
- Physical Count Information
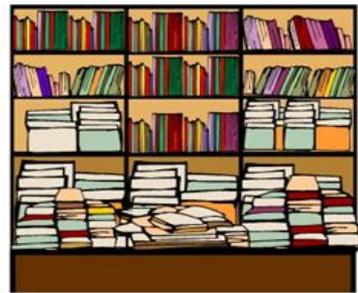
Reference Services

1.) **Reference**
- FAQs from Patrons
- KIOSK Information Sheets

2.) **Library Instruction**
- Commonly Used Handouts
- Information Sheets
- Library Instruction Information

3.) **Periodicals**
- Check-in Procedures
- University-wide Procedures

Technical Services (Montgomery)

1.) Acquisitions
- Procedures
- Vendor information

2.) Cataloging
- Procedures
- Cataloging tools
- Stats sheets

3.) Collection Development
- Collection/Weeding policies
- Order forms
- Liaison assignments

4.) Physical Processing
- Procedures for each collection

Student Assistants – Circulation

Collaboration Ideas Implemented @ Montgomery

- Internal wiki for library system-wide policy creation and revisions
- Departmental wikis for policies and training
- A space to collaborate on library or bibliographic instruction information sheets and handouts
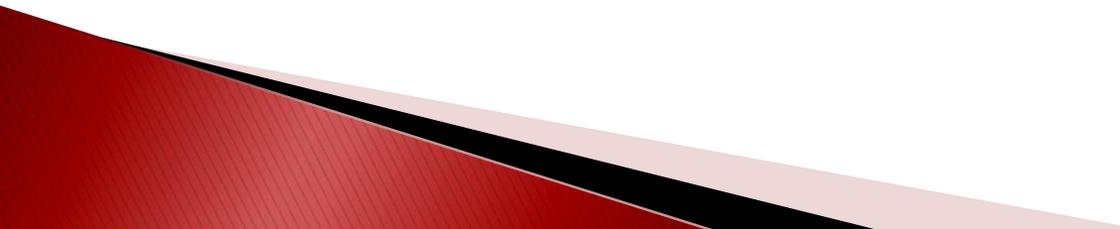
Other Collaboration Ideas

- Collaboration among library staff
  - Create departmental wikis for policies and training
  - Create an internal wiki for Library System wide policy creation and revisions
  - Project management

- Collaboration among libraries
  - Consortium agreements
  - Statewide
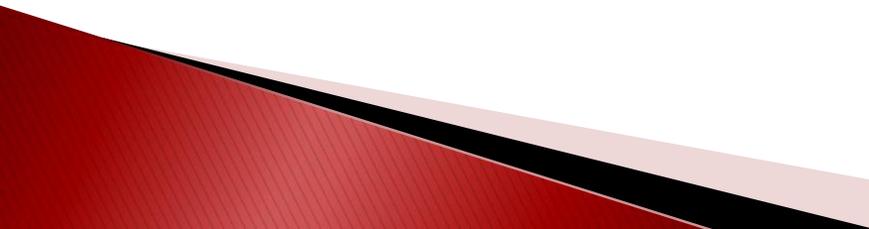
Questions?

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Evaluation form:
http://www.surveymonkey.com/s/alctsevents2012