

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

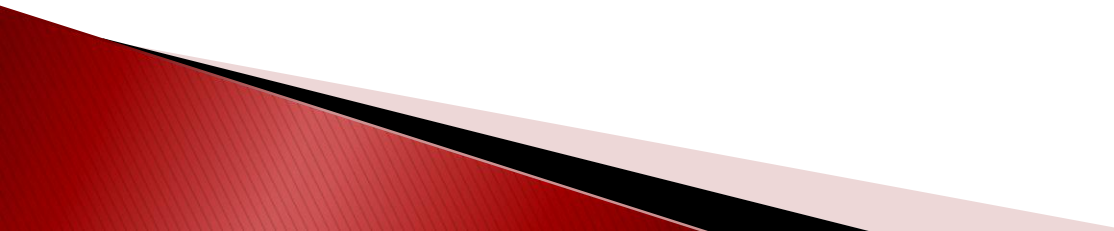


A Bit of History

- ▶ 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

My PBworks

Workspaces ▾

TROY Libraries' Technical Services

Ruth Elder

account

log out

help

Wiki

Pages & Files

Search this workspace

VIEW

EDIT

★ Troy University Libraries' Technical Services Wiki

last edited by Erin 1 year, 4 months ago

Page history

This wiki will be used to create and revise uniform technical services' policies and procedures for Troy University Libraries. It will cover the areas:

- [Acquisitions](#)
- [Cataloging](#)
- [Physical Processing](#)
- [Serials](#)

Comments (5)

Delete all comments

Anonymous said

at 2:31 pm on Jun 18, 2007

[Reply](#) [Delete](#)

Welcome to our wiki! I look forward to working with everyone on this project and hope that you will all enjoy making technical services run smoothly on all of our campuses. Please use the comments area to discuss how we can unify our various procedures across the libraries or why it is important to keep individual procedures under specific circumstances.

Create a page

Upload files

Share this page

Put this page in a folder

Add Tags

Copy this page

Navigator

★ Starred Pages and Files

• 949 field

• Accessions Lists

• Accessions Setup

• Acquisitions

• Add a Call Number

Pages

Files

options

Recent Activity

Cataloger's Projects

renamed by Erin

Practical Uses of the Wiki

Ruth Elder, M.L.S.


Cataloging Librarian
Troy University Library
Troy Campus



Cataloging Section

VIEW **EDIT**

☆ **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](#)

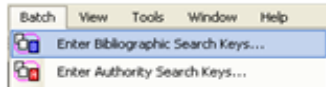
[Search for record in SIRSI](#)

Cataloging Section

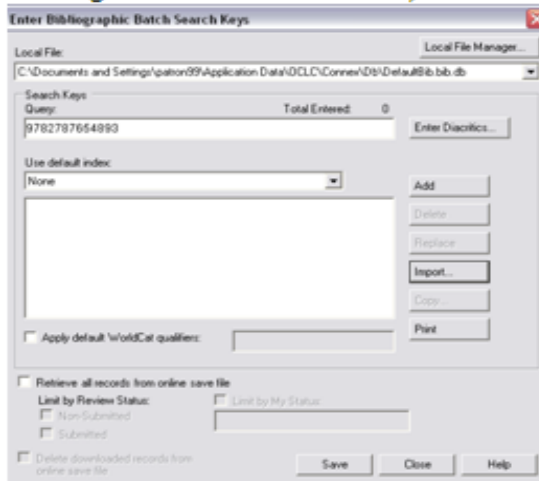
Search for Record in OCLC Connexion:

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

[VIEW](#) [EDIT](#)

☆ **Library Materials**

last edited by  elderruth3@... 4 months, 3 weeks ago

[Cataloging](#) | [Materials by format](#)

[Books](#)

[Serials](#)

[A-V materials](#)

[Scores](#)

[Thesis](#)


[Digital images](#)

[Government Documents](#) -- when, where, and how

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

[VIEW](#) [EDIT](#)

☆ **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

VIEW **EDIT**

☆ **Sirsi**

last edited by  Erin 4 months ago

[BibLoad Report -- LC with overlay -- older Sirsi](#)

[Withdrawing Materials](#)

[Editing Records and Adding Volumes and Copies](#)

[Updated Adding Volumes](#)

[949 field](#)

[Toolbar Wizard Button Names](#)

****** [Procedures for new version of SIRSI/Dynix Symphony](#)

Cataloging Meetings & Communication

Olga Casey, M.L.I.S.

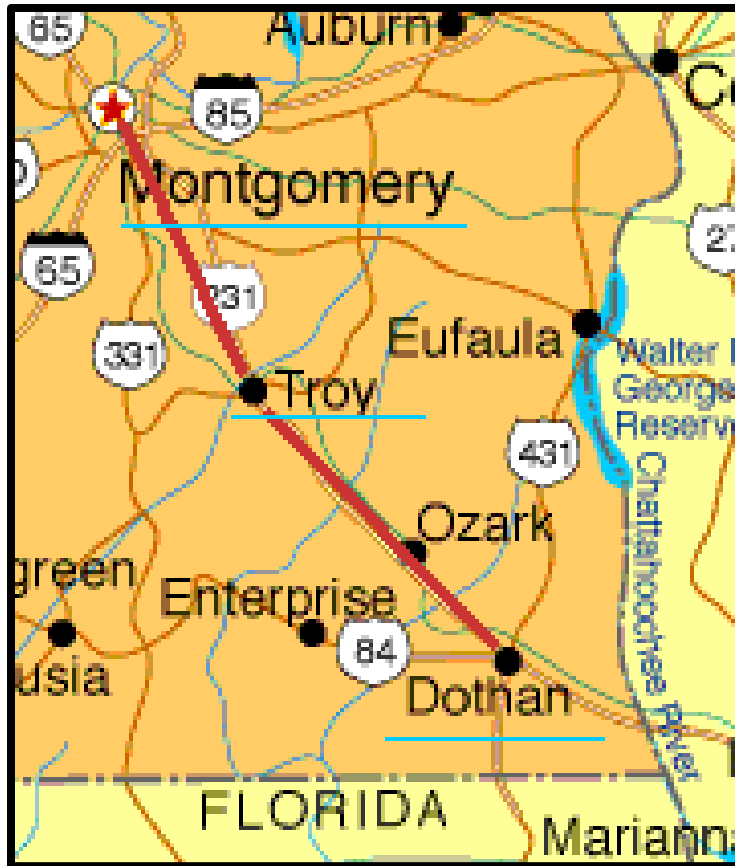
Technical Services Librarian

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.



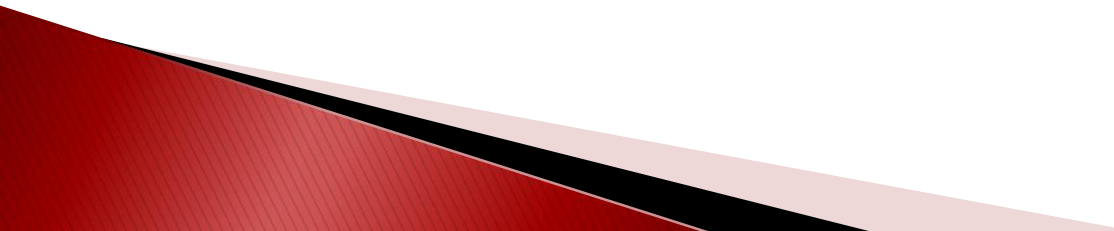
Regular Cataloging Meetings

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

★ Rosa Parks Library Wiki Manual


last edited by  Erin 0 minutes ago Page history

Welcome to the Internal wiki for the Rosa Parks Library at Troy University Montgomery Campus!


Purpose: This wiki will be used as a tool to communicate all current policies and procedures of each department. As policies are updated, please update them on your portion of the wiki.

Share, collaborate, and learn from each department at the library!


Library Staff Information	Workstudy Schedule
FAQ in the Library	Librarian Weekend Schedule / Library Staff Weekend Schedule




Access Services



Reference Services



Technical Services



Student Assistants

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

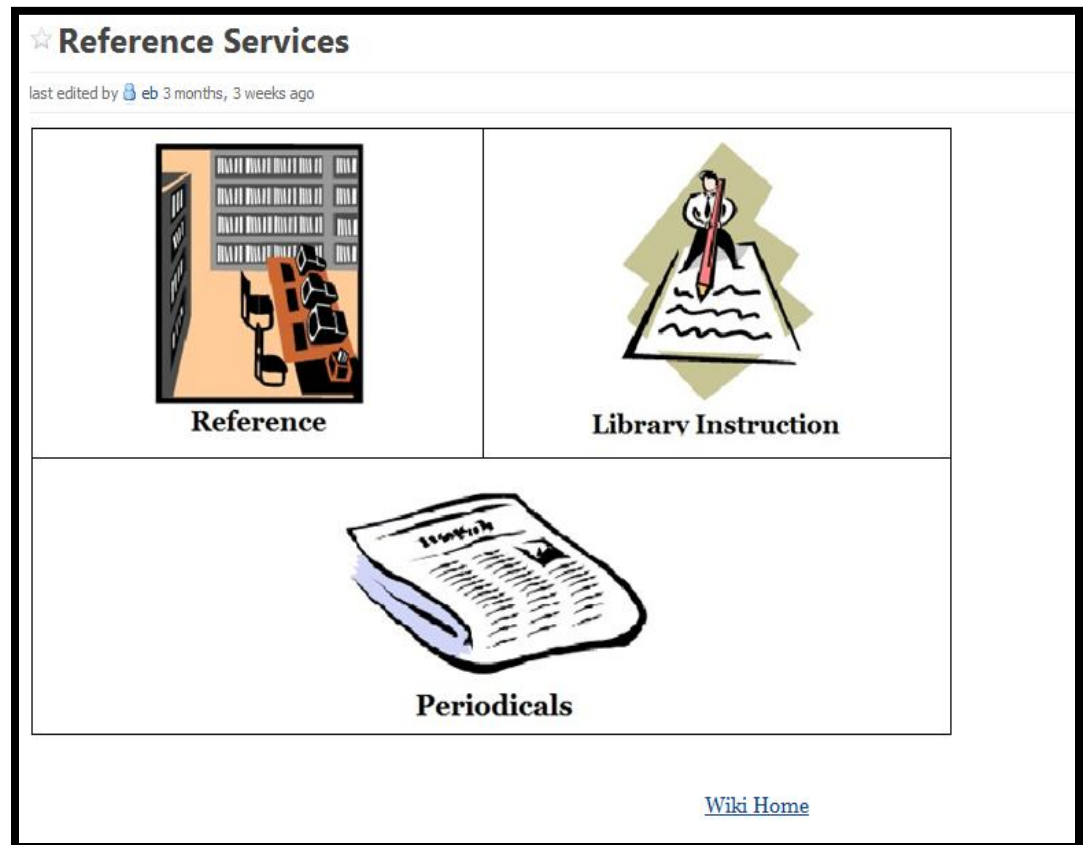
- FAQs from Patrons
- KIOSK Information Sheets

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


☆ **Technical Services**

last edited by  Erin 3 months, 1 week ago

[Troy University Libraries Technical Services Wiki](#)

Acquisitions	Cataloging
Collection Development	Physical Processing


[Wiki Home](#)

 Comments (0)

Add a comment

Student Assistants – Circulation

☆ Rosa Parks Library Student Assistants

last edited by  Amy Smith 3 months ago

 Page history

Welcome to the Internal wiki for Student Assistants at the Rosa Parks Library at Troy University Montgomery Campus!

Purpose: *This wiki will be used as a tool for communication and training of all current policies and procedures at the Circulation Desk.*


Information	Policies	Workstudy Schedule
Procedures	Stacks Maintenance	Opening and Closing
Telephone	Interlibrary Loan (ILL)	Daily Activities


 Comments (0)

Add a comment

Add comment

0/2000


 Invite more people

 Share this page

 Put this page in a folder

 Add Tags

 Control access to this page


 Copy this page


SideBar

If you have any questions, please see Amy.
amishoe@troy.edu
(334)241-9785

[Edit the sidebar](#)

Recent Activity

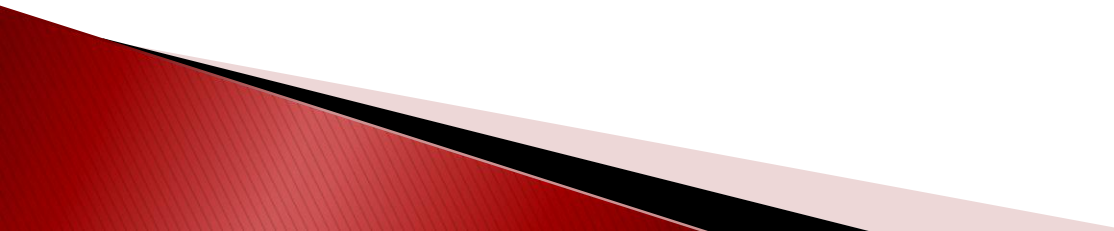
 **Workstudy Schedule**
edited by Amy Smith

 **Workstudy Schedule**
edited by Amy Smith

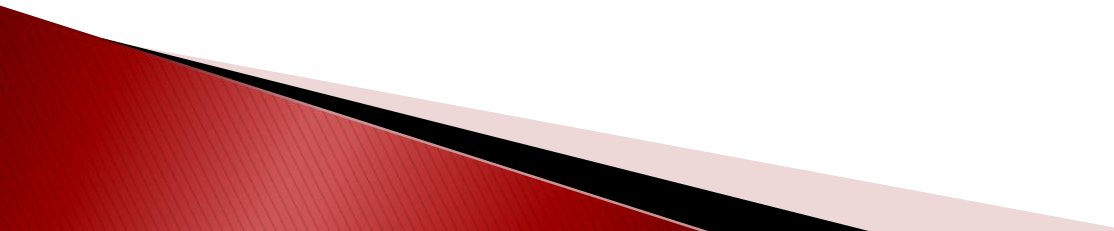
 **Shelf Reading Assignments**
edited by Student Assistants

 **Shelf Reading Assignments**

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?

- ▶ Erin Boyd – eeboyd@troy.edu
- ▶ Olga Casey – oknyaz@troy.edu
- ▶ Ruth Elder – relder71917@troy.edu
- ▶ Jana Slay – jslay@troy.edu

Evaluation form:

<http://www.surveymonkey.com/s/alctsevents2012>

