
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

Troy University Libraries' Technical Services Wiki

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

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.
Practical Uses of the Wiki

Ruth Elder, M.L.S.
Cataloging Librarian
Troy University Library
Troy Campus
Cataloging Section

VIEW

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

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

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

Searching

last edited by Ruth Elder 11 months ago

Cataloging | Searching

Search for record in OCLC Connexion Client

Search for record in SIRSI
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

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

Tools

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

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

Logon to Connexion Browser

Download Connexion Client

Creating Constant Data and Automatic Stamps

Pinning Records for Comparison
Cataloging Section

BibLoad Report -- LC with overlay -- older Sirsi

Withdrawing Materials

Editing Records and Adding Volumes and Copies

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)
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
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
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.

<table>
<thead>
<tr>
<th>Information</th>
<th>Policies</th>
<th>Workstudy Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedures</td>
<td>Stacks Maintenance</td>
<td>Opening and Closing</td>
</tr>
<tr>
<td>Telephone</td>
<td>Interlibrary Loan (ILL)</td>
<td>Daily Activities</td>
</tr>
</tbody>
</table>

Add a comment

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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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