

**Technical Services
Annual Report 2007-2008**

Technical Services staff:

- Attended:
 - ARC training sessions
 - MS Office training classes
 - NELINET training on Library of Congress subject heading assignment
 - NextGen catalog presentation at UMASS
 - NextGen vendor solutions presentations
- Provided/presented:
 - ALEPH ARC training session for the Five Colleges
 - Informational session on the Technical Services department for LITS all-staff
 - Two sessions for GSLIS cataloging class on the ALEPH GUI
- Committee/task force service:
 - ALEPH Implementation/Management Committee
 - ALEPH Management Committee
 - Five Colleges Acquisitions and Serials Committee
 - Five Colleges Cataloging Committee
 - LITS LOT
 - MHC group examining flexible work schedules
 - VERDE Implementation Committee (Chair)
- Hired a new Electronic Resources Management/Technical Services librarian, after an iterative process to position structure.

II Acquisitions highlights:

- Continued re-vending monographic continuations to YBP where possible, thus avoiding serials jobber service charges and acquiring 7-17% discount.
- Deployed SQL+ query to sum invoices by external funds for Accounts Payable processing (a report currently unavailable in ALEPH, but required for invoice payment) so that other Technical Services staff now run this process routinely and successfully.
- Discontinued leisure rental collections. Arranged for a three month pilot of NYT bestsellers on approval from YBP. Discontinued following pilot evaluation.

- Worked with Kathleen Norton and Gail Scanlon to develop a process for purchasing and incorporating leisure materials into the “new books” collection.
- Cataloged Loeb sheet music gift materials with OCLC cataloging records (well over 1,000 items).
- Reviewed, statused, and edited all ALEPH monographic encumbrances for an accurate view of fiscal year-end data, and to facilitate closing.

III Expenditure Highlights:

- Print/Electronic expenditures over all publication formats:
 - Print: 60%
 - Electronic: 37%
 - Other (media, preservation): 3%
- Monographic/Serial expenditures over all presentation formats:
 - Monographic: 21
 - Serial/Periodical: 75%
 - Other (media, preservation, eOther): 4%

IV System Highlights:

- Implemented ALEPH PLIF, an XML file of patron data imported into the circulation module.
Began devising an ARC query for accurate collection count and for deriving other statistical data, both of which necessitate a variety of data cleanup projects.
- Provided SQL+ and ARC queries to other Five Colleges institutions.
- Performed maintenance in ALEPH reserves database (SQL+ edit queries and other related processes).
- Prepared MHC ALEPH bibliographic records for the first automated authorities processing run (subsequently suspended pending resolution by ExLibris of complications regarding imported character sets).

V Workflow Plans & Developments:

- Planned, tested, and documented the workflow for TS electronic acquisitions and cataloging data processes:
 - Imported vendor electronic order confirmation records (EOCRs) into ALEPH;
 - Configured local data transmission for PromptCat (automated cataloging record delivery from OCLC);
 - Negotiated partially shelf-ready process with YBP (not including spine labels);

- Altered GOBI order screen elements to support electronic work flow;
- Set up profile for export of YBP EOCRs;
- Revamped workflow in light of ALEPH system error that causes some order & item records to be disconnected from PromptCat records.

**Prepared by
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