Policies and Procedures Manual for the Technical Services Librarian

Cataloging

New Items:

Copy-cataloging

Preference is given to records for cataloging new items in the following order:

- RDA catalog record in the Appalachian College Association (ACA) shared catalog
- AACR2 catalog record in the ACA shared catalog
- RDA catalog record from OCLC
- AACR2 catalog record from OCLC

Add bibliographic record to holding in OCLC for every new item catalog even if the record is already found in the ACA shared catalog.

Original cataloging

If there is no adequate catalog record available either through the ACA shard catalog or OCLC, an original bibliographic record must be created. This record will follow the standards set out by RDA, and will follow the guidelines provided by the ACA shared catalog requirements and standards.

Electronic Resources:

MARC records for ebooks and streaming media should be obtained from the vendor when available and of a high quality. These records will be sent to the appropriate contact for the shared library at the ACA to be uploaded.

Rare Books:

Criteria for Adding into Rare Books Collection

The printed materials must meet at least one of these criteria, preferably more than one to be included in a rare collection instead of a circulating collection:

A. The relative scarcity, price or unique attributes of the item would make it difficult to acquire in the future.

B. In addition to a level of scarcity, the materials are in a delicate condition warranting reduced patron access. Examples of this may be:

- Books with poor binding
- Materials with worn, torn or missing pages
- Pamphlets and other ephemera
C. The designated rare copy is of particular interest to the University of the Cumberlands community, contains an author’s signature or has an intact dust jacket.

Gift books

Books donated to the library are cataloged and placed into the corresponding collection by librarian discretion. Notable instances of non-inclusion of materials include:

- A duplicate copy is already on the shelves; if the gift copy is in better physical condition it may replace the current library-owned item.
- Item is gifted by an organization or person unconnected to University of the Cumberlands, and the item has a strong unacknowledged bias that may impede a student’s research into the topic.

Weeding and Damaged Items

Weeding

Sections are weeded when necessary to prevent damage to materials on over-full shelves.

The following criteria are considered when weeding the physical collections:

1. Total checkouts in the Library Services Platform, Sierra
2. Physical condition of the materials
3. Age and relevance of the title
   a. Does it contain inaccurate or outdated content?
   b. Is that outdated content of a purely practical perspective?
   c. Does it have a theoretical or historical perspective that might still have research applicability?
4. Research focus applicability to current University of the Cumberlands programs
5. Breadth, depth, and age of materials on the subject area currently on the shelves in the library

Damaged books

Books that are unable to be repaired by library staff are collected and are either replaced, sent to the bindery or recycled depending on librarian discretion.

Factors taken into consideration are the same as those considered when weeding.

If replaced, librarians may select a more current title or updated edition that better meets the research need.
Inventory

Inventories should be undertaken for each collection at least every 5 years. Inventories may be done in paper or electronic formats. Missing and lost lists are checked multiple times before the items are withdrawn.

Last Inventories by location:

- Appalachian- Fall 2013
- Appalachian Rare and Cumberland Rare collections – Summer 2013
- Children’s Fiction and Children’s Collection – Summer 2012
- Dissertations and Theses – Spring 2014
- IML Collections – Summer 2015
- Main – Summer 2014
- Oversize- Spring 2015
- Popular – Summer 2015
- Reference – Fall 2013

*Government Documents collection inventory handled separately

Digital Resource Management

Access to Electronic Resources

Full Text Finder

When new databases and journals are purchased, our EBSCO holding list is updated to allow for a correct list in Full Text Finder. Periodically the holdings list should be double-checked to ensure it is correct. Microform and bound journals are included as custom titles in the holdings list.

IP ranges

IP ranges are given to every vendor and ACA to ensure our resources are accessible for our students. IP ranges are checked periodically with the IT department to ensure they are up-to-date.

Proxy server

Proxy information is given to the IT department for every new resource we purchase. Any updates shared by vendors are also forwarded to the IT department to ensure regular updates of the proxy settings.

Usage Statistics

Usage statistics are gathered for each academic year July-June in last July/early August. Usage statistics may also be pulled at other times to support analysis of resource usage.
1. Physical circulation statistics broken out by characteristics
   a. Book checkouts
   b. Media materials checkouts
   c. Renewals
   d. Equipment checkout by type
2. Database usage provided by in individual database
   a. # of sessions [when available]
   b. # of searches [when available]
   c. # of full text resources retrieved (PDF and HTML) [when available, section requests may be substituted in this field when that is the only metric available]
   d. # of ebook checkout/downloads [when available]
   e. # of multimedia items accessed [when available]