

**Western Kentucky University**

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**From the Selected Works of Deana Groves**

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2003

## Textbooks to the Shelf -- Making the Connection Faster

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Available at: [https://works.bepress.com/deana\\_groves/3/](https://works.bepress.com/deana_groves/3/)



# **Textbooks to the Shelf --**

# **Making the Connection Faster**



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**Deana Groves, Education Catalog Librarian**

**Ellen Micheletti, Sr. Educational Resources Center  
Assistant**



**WESTERN KENTUCKY UNIVERSITY LIBRARIES**

# Educational Resources Center



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## Educational Resources Center

- ERC began program when faculty member served on the *State Textbook Adoption Commission*
- Donated the textbooks to the ERC
- At the time we used full cataloging from OCLC
- Old Procedure
- Problems



# Cataloging Aspects

- **Shortage of housing space for in-process materials**
- **1-2 years to complete cataloging and processing**
- **Transportation of materials between libraries**



## Cataloging Aspects

- Shortage of housing space for in-process materials
- **1-2 years to complete cataloging and processing**

### **Low Priority**

- No personnel available to un-box and sort materials
- Rotating collection
- Withdrawn from library catalog within 7 years

Patrons can request priority express cataloging





# Cataloging Aspects

- Shortage of housing space for in-process materials
- 1-2 years to complete cataloging and processing
- **Transportation of materials between libraries**





# Cataloging Aspects

## Types of materials

- Textbook
- Teacher Edition
- Workbook
- Student Edition
- Transparencies
- Study Guide
- Tests
- Manipulative
- Poster
- Video
- Supplement
- Lab Manual



# Cataloging Aspects

## Types of materials

Supplied in grouped grade levels (K-4) or individually K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>

**Holdings and Items for bib 428755**

Bib ID	Title	Owning Library
428755	Houghton Mifflin math central. Level K-6 / Laurie A. Bos	WKU

MFHD ID	Location	Call Number	Order Status
460089	Ed Ctr Math	QA135.5 .H5863x 1998	
460096	Ed Ctr Math	XA 0254	
460092	Ed Ctr Math	XC 0341	

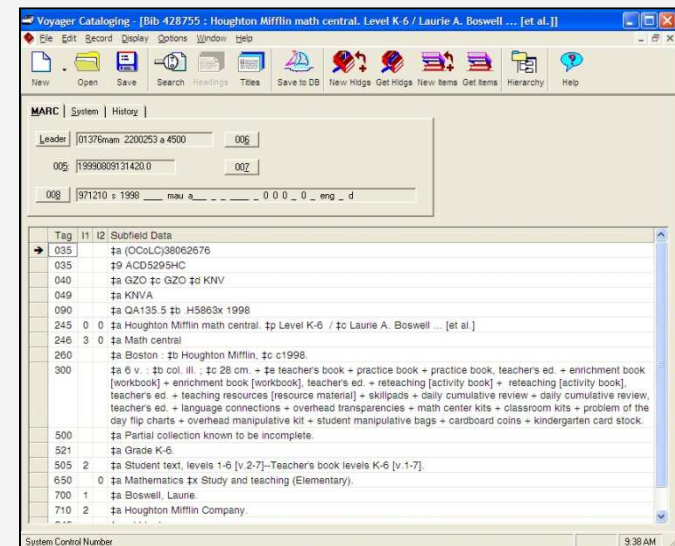
Item ID	Location	Item Type	Enum/Chron/Year	Copy	Item
509122	Ed Ctr Math [P]	book	v.2 level 1	1	Not C
509123	Ed Ctr Math [P]	book	v.3 level 2	1	Not C
509124	Ed Ctr Math [P]	book	v.4 level 3	1	Not C
509125	Ed Ctr Math [P]	book	v.5 level 4	1	Not C
509126	Ed Ctr Math [P]	book	v.6 level 5	1	Not C
509127	Ed Ctr Math [P]	book	v.7 level 6	1	Not C
460090	Ed Ctr Math	XK 1789			
460094	Ed Ctr Math	XK 1792			
460095	Ed Ctr Math	XM 0125			

Retrieve Close



# Cataloging Aspects Procedures

- Full level 3 catalog records
- Original records created
- Naming oddities



## Processing

- Labeling
- Differing materials housed separately



# Cataloging Aspects

## Procedures

- Full level 3 catalog records
- **Original records created**
- Naming oddities

## Processing

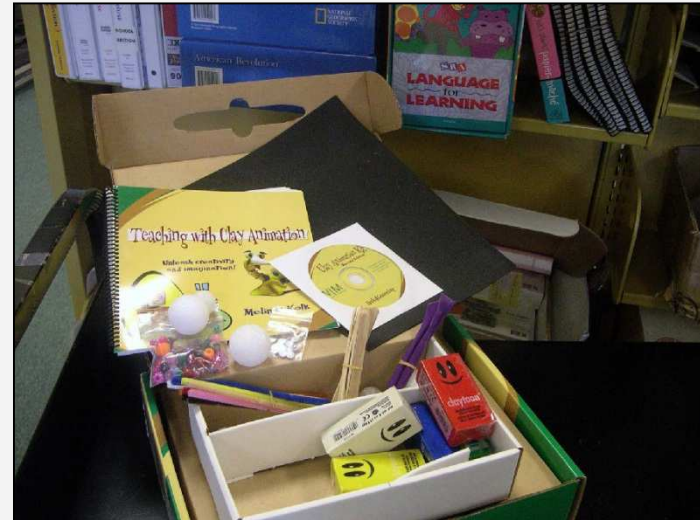
- Labeling
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# Cataloging Aspects

## Procedures

- Full level 3 catalog records
- Original records created
- **Naming oddities**



## Processing

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# Cataloging Aspects

## Procedures

- Full level 3 catalog records
- Original records created
- Naming oddities

## Processing

- **Labeling**
- Differing materials housed separately

**Ed Center**

**Math**

**XK**

**1792**

**student**

**manipulative**

**bags**



# Cataloging Aspects

## Procedures

- Full level 3 catalog records
- Original records created
- Naming oddities

## Processing

- Labeling
- **Differing materials housed separately**





## Our Solution

- The beginning – an informal conversation at a professional meeting like this
- Consultation with Mary Vass from UK
- Development of the plan – a public services and technical services collaboration
- Implementation of the plan



# Educational Resources Center

## Current Procedure

- ERC has alcove for book display
- Books are received and unpacked
- Student assistants immediately put security strips in
- Are on display for one year
- Cannot be checked out during that time



## Textbooks to the Shelf -- Making the Connection Faster

### Level 3 Full Cataloging

Voyager Cataloging - [Bib 428755 : Houghton Mifflin math central. Level K-6 / Laurie A. Boswell ... [et al.]]

File Edit Record Display Options Window Help

New Open Save Search Headings Titles Save to DB New Hlds Get Hlds New Items Get Items Hierarchy Help

MARC | System | History |

Leader: 01376mam 2200253 a 4500 006

005: 19990809131420.0 007

008: 971210 s 1998 mau a \_ \_ \_ \_ 0 0 0 \_ 0 \_ eng \_ d

Tag	I1	I2	Subfield Data
035			\$a (OCoLC)38062676
035			\$9 ACD5295HC
040			\$a GZO \$c GZO \$d KNV
049			\$a KNVA
090			\$a QA135.5 \$b .H5863x 1998
245	0	0	\$a Houghton Mifflin math central. \$p Level K-6 / \$c Laurie A. Boswell ... [et al.]
246	3	0	\$a Math central
260			\$a Boston : \$b Houghton Mifflin, \$c c1998.
300			\$a 6 v. : \$b col. ill. ; \$c 28 cm. + \$e teacher's book + practice book + practice book, teacher's ed. + enrichment book [workbook] + enrichment book [workbook], teacher's ed. + reteaching [activity book] + reteaching [activity book], teacher's ed. + teaching resources [resource material] + skillpads + daily cumulative review + daily cumulative review, teacher's ed. + language connections + overhead transparencies + math center kits + classroom kits + problem of the day flip charts + overhead manipulative kit + student manipulative bags + cardboard coins + kindergarten card stock.
500			\$a Partial collection known to be incomplete.
521			\$a Grade K-6.
505	2		\$a Student text, levels 1-6 [v. 2-7]--Teacher's book levels K-6 [v. 1-7].
650	0		\$a Mathematics \$x Study and teaching (Elementary).
700	1		\$a Boswell, Laurie.
710	2		\$a Houghton Mifflin Company.

System Control Number 9:38 AM

### Level 1 Minimal Cataloging

Voyager Cataloging - [Bib 507445 : Prentice Hall world explorer]

File Edit Record Display Options Window Help

New Open Save Search Headings Titles Save to DB New Hlds Get Hlds New Items Get Items Hierarchy Help

MARC | System | History |

Leader: 00399nam 2200121 i 4500 006

005: 20010425100203.0 007

008: 010425 s 2001 ilu a \_ \_ \_ \_ 0 0 0 \_ 0 \_ eng \_ \_

Tag	I1	I2	Subfield Data
090			\$a H95 \$b .P75x 2001
245	0	0	\$a Prentice Hall world explorer
260			\$a Upper Saddle River, NY : \$b Prentice Hall Inc., 2001
300			\$a Resource book + \$e transparencies + test + video + supplementary material
650	0		\$a Social Studies \$x Textbooks



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## Conclusion

- Successful collaborative venture
- Spawns another similar project

## Main advantages / disadvantages

- Ellen had to take on additional duties
- Eliminated pre-cataloging and post-cataloging processes
- No textbook backlog in cataloging
- Collection available sooner to patrons

**We are making the connection!**

