Textbooks to the Shelf -- Making the Connection Faster

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Making the Connection Faster

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Deana Groves, Education Catalog Librarian
Ellen Micheletti, Sr. Educational Resources Center Assistant
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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- Withdrawn from library catalog within 7 years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

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# 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, 1st, 2nd, 3rd
Cataloging Aspects

Procedures

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

Processing

- Labeling
- Differing materials housed separately
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Ed Center
Math
XK
1792
student
manipulative bags
Cataloging Aspects

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- Full level 3 catalog records
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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
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Level 3 Full Cataloging

Level 1 Minimal Cataloging
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!