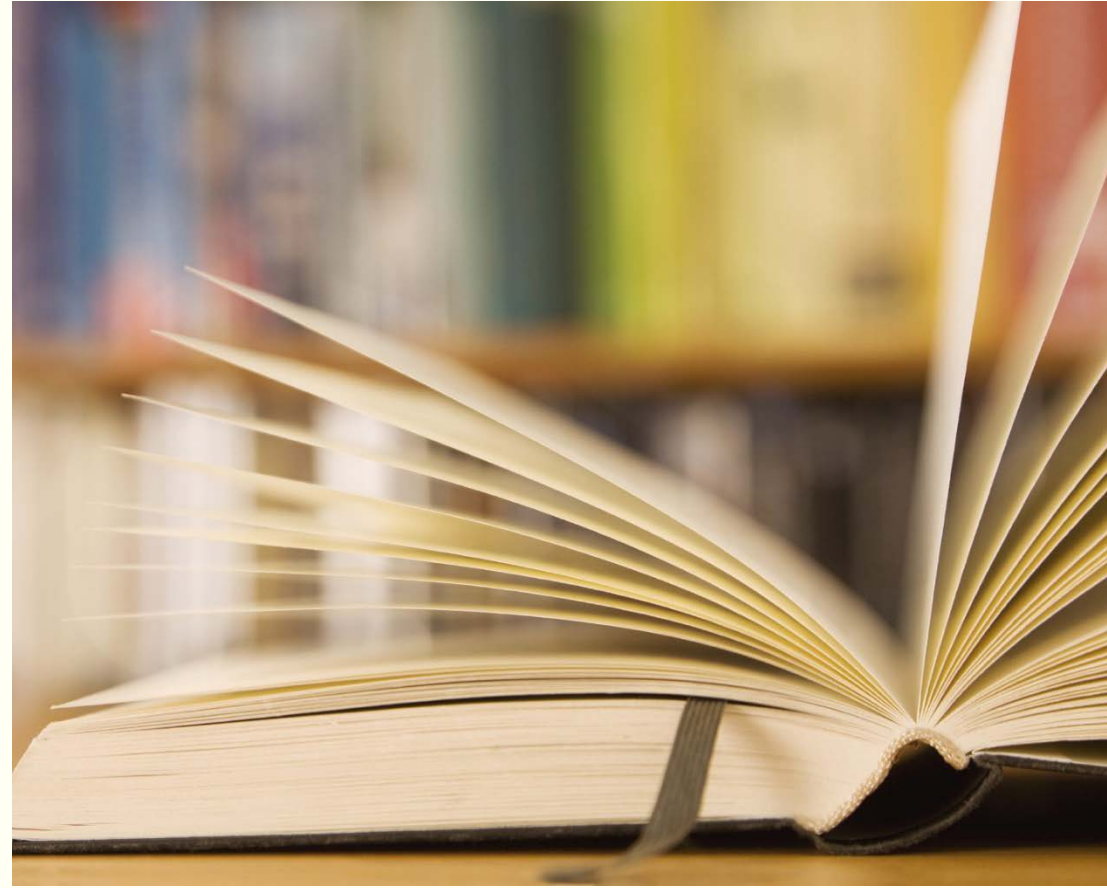
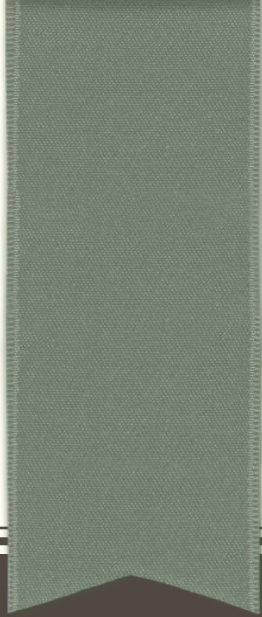




LACONI

TECHNICAL SERVICES
SECTION UNCONFERENCE
JULY 15, 2022





PERFORMANCE EVALUATIONS IN TECHNICAL SERVICES

Jen Ryjewski, Assistant Director, Downers Grove Public Library

Overview: what we'll cover today

- Importance of employee evaluations
- Specific areas to include in employee evaluations
- DGPL Organizational Chart
- Components to the DGPL evaluation process
 - Self-evaluation
 - Employee evaluation (based on job description)
 - Manager/Supervisor evaluation
- Wrap-up & Questions?

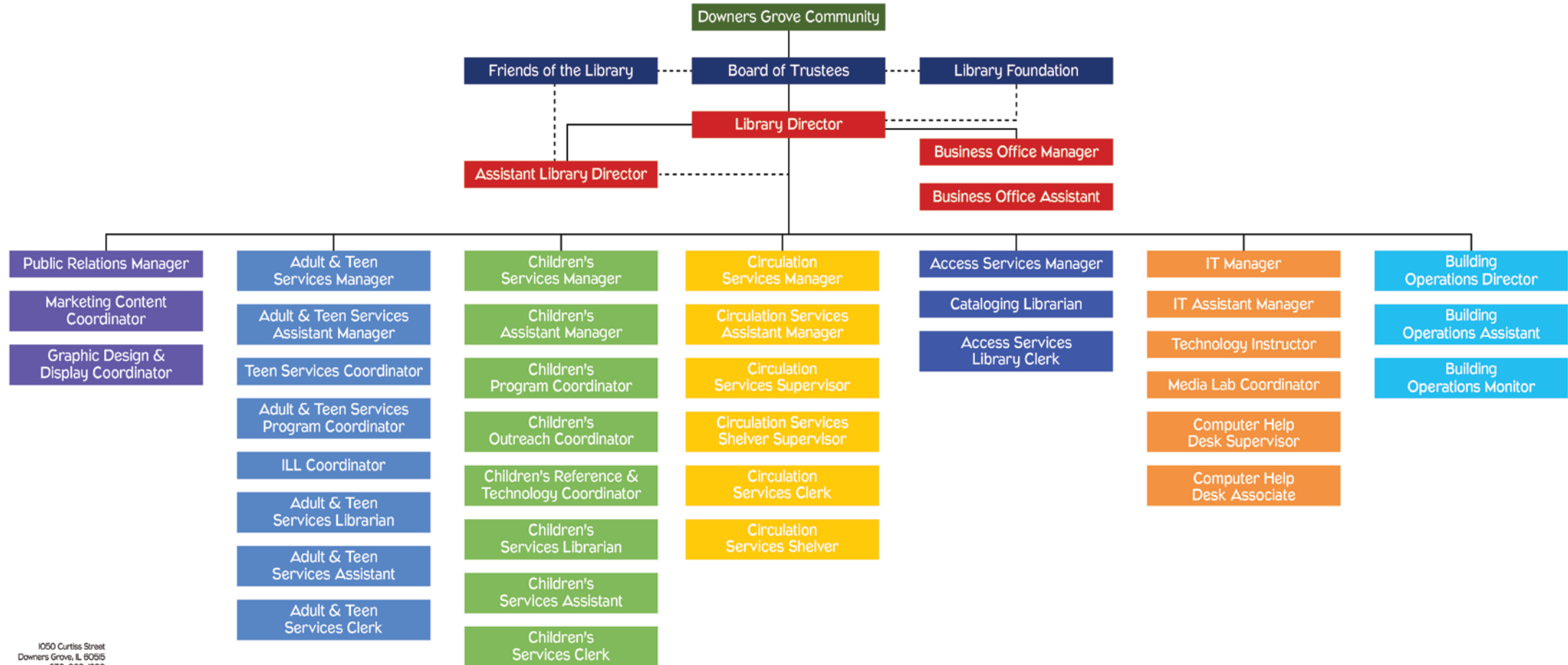
Why are Employee Evaluations important?

- Measures employee job performance in a variety of areas
- Manages manager-employee expectations and employee goals
- Provides information and documentation for additional compensation or promotion
- Improves employee morale and job satisfaction
- Provides documentation for disciplinary action
 - Performance Improvement Plan (PIP)
 - Demotion
 - Termination
- Provides legal protection for employers against wrongful termination

What should be included in Employee Evaluations?

- Quality of work
- Job Knowledge/Technical Skills
- Dependability
- Communication skills
- Relationships
- Organizational abilities
- Judgment
- Creativity/Problem-solving
- Motivation
- Growth
- Presentation

DGPL Organizational Chart



Employee Self-Evaluation: why it's important

- Saves time
- Places some responsibility on employee
- Reminds employer of accomplishments and/or challenges they may have missed
- Identifies discrepancies in perceptions of employee and manager

Employee Self-Evaluation: what to ask

- Ask about accomplished goals from past review period
- Ask about implications of COVID
 - On proposed goals
 - On normal job duties/functions
 - On how job may have changed
- Ask about proposed goals for upcoming review period
- Ask if employee has the resources and support to achieve goals
- Ask about things employee wants to be included in evaluation
- Ask about suggestions for improvement
- Ask to share exceptional work seen from colleagues

Employee Job Description: summary, duties & responsibilities



Librarian - Cataloger

Department: Access Services
Reports to: Access Services Manager
Supervises: None
Status: Exempt
Date revised: May 28, 2019

Summary of Position:

Create and maintain bibliographic records of library holdings in the ILS database and place orders for library materials

Duties and Responsibilities:

- Evaluate bibliographic records for completeness and accuracy and import records into database
- Create original cataloging records for library-owned items when no OCLC records exist
- Create and maintain item records in ILS database
- Review and place order for library materials
- Load vendor MARC files into ILS database
- Communicate regularly with collection curators regarding orders
- Create and maintain in-process order records
- Ensure incoming orders are prioritized for processing by clerks
- Manage and resolve order discrepancies or issues
- Update procedure documents as needed
- Attend department meetings
- Attend SWAN users groups and other relevant professional meetings
- Serve as the Person In Charge
- Participate in professional development activities
- Perform other duties as assigned

Employee Job Description: education/experience, abilities, etc.

Education and Qualifications:

- ALA accredited MLS/MLIS
- Three years of relevant library experience
- Original cataloging experience strongly preferred

Knowledge, Skills, and Abilities:

- Strong knowledge of current standard cataloging practices
- Understanding of automation principles necessary to compile and transfer MARC records into the SWAN database
- General knowledge of Microsoft Office Suite
- Ability to work well as part of a team and independently
- Attention to detail
- Ability to communicate effectively, both orally and in writing
- Excellent customer service skills
- Ability to adapt to technological changes

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required. Reasonable accommodations [may be made](#) to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee is frequently required to sit, stand, walk, and reach with hands and arms. The employee will regularly lift, push, or move up to 30 pounds.

Work Environment:

The noise level in the work environment is usually moderate.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

Evaluating the Employee: expectations for all employees



Access Services Cataloging Librarian



Name: _____ **Supervisor:** _____

Review Type: Six Month Annual **Date:** _____

Instructions: Assess employee performance by selecting the appropriate rating. Reinforce rating with supporting commentary, if needed. Provide specific examples.

Part 1A: Expectations for all Employees

Rating	Definition
Yes	Performance meets expectations.
No	Performance does not meet expectations.
N/A	Not applicable.

	Yes	No	N/A
Arrives on time and begins work promptly			
Complies with work schedule			
Demonstrates flexibility by filling in for others			
Dresses appropriately for position			
Attends meetings and workshops to enhance job knowledge			
Participates in staff training opportunities and departmental meetings			
Checks and responds appropriately to email every work shift			
Accepts feedback well			
Greets customers in a friendly manner and offers assistance			
Solicits, listens to, and responds to feedback from patrons and staff and passes it along to appropriate person			
Understands and follows emergency procedures			
Solves most routine problems without assistance			
Enforces library environment policy and procedures			
Communicates job-related issues or concerns to supervisor			
Documents problems thoroughly and accurately			

Evaluating the Employee: expectations for the position

Part 1B: Expectations for Position

	Yes	No	N/A
Loads vendor records into ILS database upon order placement			
Assists and provides back up for other department staff			
Updates procedural documents as needed			
Participates in cross-departmental teams			
TOTAL			

Part 2: Expectations for Position: Ratings/Values Defined

Rating	Value	Definition
Exceptional/ Exceptional Leader	5	No supervision or direction needed; employee at the top of his/her game; quality of work is always above and beyond; ability to anticipate department needs; spots trends; trains and mentors other staff; independent in all aspects of project cycle, from planning to review
Exceeds Expectations	4	Minimal to no supervision needed; consistently takes on duties beyond day-to-day responsibilities; takes initiative; identifies problems and recommends solutions; exercises solid judgment in routine and non-routine work situations; quality of work is uniformly high; takes ownership of duties
Meets Expectations	3	Needs some direction in non-routine work situations; identifies problems and works with team to offer solutions; level of performance meets high standards and all position requirements; desired benchmark for all employees
Needs Improvement	2	Needs regular training and/or intervention to improve performance; frequently needs direction in routine work situations; needs regular supervisor reminders to complete duties or stay on task; performance is inconsistent or does not meet institutional expectations
Unsatisfactory	1	Performance is of immediate concern. Unacceptable.

	5	4	3	2	1	N/A
Work Habits						
Adapts to changes in departmental procedures						
Communicates effectively in verbal and written forms						

Evaluating the Employee: goal attainment

Exhibits initiative and self-direction in daily work						
Completes work thoroughly and accurately						
Customer Service						
Demonstrates DGPL Customer Service Promise						
Handles difficult situations and/or interactions						
Work Duties and Responsibilities						
Works cooperatively with staff from other departments						
Participates in professional development opportunities and training						
Imports bibliographic records into the ILS database and evaluates records for completeness and accuracy						
Creates original cataloging records for library-owned items when no OCLC records exist						
Creates and maintains item records in ILS database						
Reviews and places orders for library materials						
TOTAL						

PART 3A: EMPLOYEE ACCOMPLISHMENTS AND HOW COVID-19 IMPACTED ABILITY TO ACCOMPLISH SET GOALS

Evaluating the Employee: goal attainment

PART 3B: GOALS MET AND PROGRESS MADE TOWARDS GOALS (1=Goal Met; 0=No Work Towards Goal; .10-.90=Progress Towards Goal)
Goal 1:
Goal 1 Score:
Goal 2:
Goal 2 Score:
Goal 3:
Goal 3 Score:
Goal 4:
Goal 4 Score:
Goal 5:
Goal 5 Score:
Goal 6:
Goal 6 Score:
Goal 7:
Goal 7 Score:

Evaluating the Employee: future goals & comments

PART 4: EMPLOYEE GOALS FOR NEXT EVALUATION PERIOD

--

PART 5: ADDITIONAL COMMENTS

--

Evaluating the Employee: signature & score

Employee's signature

(Indicates that you have read this performance evaluation, not necessarily agree with it.)

Date

Supervisor's signature

Date

For Administration Use:

EMPLOYEE SCORE	
Part 1	
Part 2	
Part 3B	
Total	

Manager/Supervisor Evaluation: why it's important

- Measure Manager/Supervisor core competencies
- Determine effectiveness of management style
 - Manager-Employee relationships
 - Department goals & objectives
 - Communication
 - Fairness
 - Leadership skills
 - Employee training
 - Work output & quality control

Manager/Supervisor Evaluation: what to ask

- Specific questions
 - Ask if expectations, goals, and objectives are specific and clear
 - Ask if workload and treatment of team is equitable across the board
 - Ask if communication is timely, clear, and if team consistently receive the same messages
 - Ask if they can approach their manager/supervisor with problems
 - Ask if they have the support they need to succeed
 - Ask if they would share examples of exceptional work they've seen from other employees
- Open-ended questions
 - Ask for ways department can improve
 - Ask for ways they would change their job



STAFFING AND WORKFLOW IN TECHNICAL SERVICES

Christine Sporleder, Circulation and Technical Services Department Head,
Bloomington Public Library

Today's Topics:

- General information about Bloomingdale's combined departments
- Department structure
- Job descriptions/Responsibility Breakdown
- Scheduling/Workday Breakdown
- Pros/Cons of a combined department

General Departmental Overview

- At Bloomington, our Circulation and Technical Services staff are combined in one department, referred to as Circ/Tech.
 - While this may be unfamiliar to a lot of libraries, Bloomington has always been set up this way. Our spaces (both public and staff) are designed to accommodate a combined department.
 - The combination of Circulation and Technical Services is a natural combination for our library services. Many of the tasks performed by one department blends into and out of the other.
- There are several areas of specialized responsibility in Technical Services areas but all departmental staff work varying degrees with both Circulation and Technical Services tasks.
- There are no "Tech only" positions in our department. Everyone participates in Circulation duties.

Department Structure

- The department currently has 19 employees-
 - Department Head (full-time)
 - Assistant Department Head (full-time)
 - Circ/Tech Assistants (full and part-time)
 - Circ/Tech Clerks (part-time)
 - Circ/Tech Aides (shelvers, part-time)
 - Circ/Tech Cataloger*

Department Head

- In addition to being the Department Head this position is also responsible for several areas of specialized work including
 - Compiling the monthly and yearly statistical data
 - Being the consortium liaison
 - Budgetary and technical support for e-video resources (Hoopla/Kanopy)
 - Building supervisor rotation schedule (one evening a week, one weekend every 8 weeks)
 - Lead for all Circulation-related technology including RFID sorter, self-checks, and 24 hour hold lockers

Duties:

1. Plans and implements a program that defines and fulfills activities that focus on satisfying the needs of all library patrons when using the services and facilities of the library.
2. Organizes and leads a group of employees to achieve the overall goals of the department.
3. Organizes and administers the department utilizing and applying technical expertise and knowledge so that the department will meet the professional standards as defined by the Library Board and the Library Director.
4. Develops, implements and presents programs and services for the department that are in line with the mission of the library and that satisfy the needs of library patrons.
5. Provides original cataloging services as necessary.
6. Plans and controls the department operating budget in conjunction with the Library Director.
7. Provides administrative support by preparing and submitting required records and reports in keeping with the policies and procedures of the library.
8. Advises the Library Director of areas of concern and assist in solving problems that affect the department and library.
9. Plans and implements a development program to update knowledge and skills by attending workshops and other programs on current trends, issues and research in the focus area of the department and by participating in appropriate professional associations.
10. Investigates circulation and cataloging errors.
11. Actively participates in the developmental plans of subordinate employees.
12. Organizes and leads departmental meetings.

Performs other miscellaneous duties as assigned.

Assistant Department Head

Duties:

1. Plans and implements programs and services that focus on satisfying the needs of all library patrons.
2. Supervises the activities performed by Circulation/Technical Aides in the library.
3. Organizes and administers daily circulation/technical services utilizing and applying technical expertise and knowledge so that department will meet agreed upon standards.
4. Develops and implements programs, processes, systems and services for the department to satisfy the needs of library patrons.
5. Prepares and submits required records and reports in keeping with the policies and procedures of the library.
6. Selects and orders materials for the adult collection including CD's, DVD's and videos.
7. Processes library's incoming revenues and makes bank deposits.
8. Prepares circulation data and reports for Department Head as requested.
9. Establishes and follows a plan to develop and update knowledge and skills by attending workshops and other programs on current trends, issues and research in the area of the circulation and technical services of the library.

Performs other miscellaneous duties as assigned.

- In addition to being the Assistant Department Head this position is also responsible for several areas of specialized work including
 - Ordering all adult entertainment and non-fiction DVDs
 - Ordering all adult CDs
 - Building supervisor rotation schedule (one evening a week, one weekend every 8 weeks)
 - Compiling stats
 - Managing cashflow in/out of the department
 - Directly supervising the Circ/Tech Aides (shelvers)

Job Description-Circ/Tech Assistant (Circ III)

- Circ/Tech Assistants
 - All the assistants have the same job description (both full-time and part-time) and their primary areas of responsibility are decided by aptitude, desire to work in that area, and ability to complete the training and work.
 - Circ/Tech Assistants are either full-time positions or 24 hours week. There are 2 full-time Assistants and four 24-hour-a-week Assistants.

Duties:

1. Follows-up on missing, assumed lost and claims returned items.
2. Checks library materials in and out.
3. Registers new patrons renews expired library cards.
4. Answers and routes all incoming telephone calls, in the absence of other library personnel.
5. Retrieves back issues of newspapers and periodicals.
6. Assists patrons in operation of photocopy machines, debit card system and self-check out system.
7. Prepares daily cash receipts.
8. Participates in outreach, public relations activities and library events.
9. Processes van deliveries.
10. Provides descriptive cataloging for new materials and edits previously cataloged materials in the database.
11. Utilizes the OCLC cataloging utility, review MARC records for library materials using the OCLC cataloging utility.
12. Enters short bibliographic records for library materials in the database.
13. Withdraws items from the database as directed.
14. Repairs library materials and prepare materials for book binding.
15. Maintains McNaughton rental collection.
16. Retrieves and disperses items on the daily send list and prints daily notices.
17. Attends meetings, seminars and workshops relating to areas of responsibility.
18. Assumes responsibility for Circulation/Technical Services Department when assigned.
19. Resolves complex circulation/patron issues.
20. Reshelves library materials in all departments as necessary.

Performs other miscellaneous duties as assigned.

Circ/Tech Assistant (Circ III)

- The Assistants have the more tech-heavy job tasks including
 - Copy-cataloging
 - Acquisitions
 - Ordering processing and repair supplies/managing the supplies budget
 - Item record maintenance and processing of incoming materials
- The Assistants also complete Circ tasks including
 - Billing
 - Interlibrary loan/book discussion group materials processing
 - Desk supervision
 - Process incoming van materials (Monday-Friday)

Job Description-Circ/Tech Clerk I (Circ I)

- Circ/Tech Clerk I
 - All the clerks have the same job description and their primary area of responsibility is Circulation. All clerks are given Technical Services tasks to complete as well under "other duties as assigned"
 - Clerk I positions are 20 hours a week.

Duties:

1. Checks materials in and out.
2. Reads and organizes materials on shelves to ensure materials are shelved in their proper order as necessary.
3. Collects materials from book-drops.
4. Assist in the search and processing of lost and overdue materials and contacts patrons concerning missing or damaged materials.
5. Registers new patrons and renew expired library cards.
6. Retrieves back issues of newspapers and periodicals.
7. Assists patrons in operation of photocopy machines, debit card and self check out system.
8. Answers and routes all incoming telephone calls.
9. Assists with library events as required.
10. Reshelves library materials.

Performs other miscellaneous duties as assigned.

Circ/Tech Clerk I (Circ I)

- Clerks have more Circulation-heavy jobs than the Assistants but complete several Technical Services tasks as well, including:
 - Item record maintenance
 - Youth and Adult item processing
 - Repairing materials
 - Receiving and processing serials

Job Description-Circ/Tech Clerk II

- This position has been eliminated as of 6/2022. We are working with our Human Resources advisors to combine responsibilities of this position into the other departmental job descriptions. Right now, these areas fall under "other duties as assigned" for both Assistants and Clerks.

Duties:

1. Checks materials in and out.
2. Reads and organizes materials on shelves to ensure materials are shelved in their proper order as necessary.
3. Collects materials from book-drops.
4. Processes van deliveries.
5. Assists in the search and processing of lost and overdue materials and contacts patrons concerning missing or damaged materials.
6. Resolves complex circulation issues patron issues..
7. Registers new patrons and renew expired library cards.
8. Retrieves back issues of newspapers and periodicals.
9. Assists patrons in operation of photocopy machines, debit card and self check out system.
10. Enters short bibliographic records for library materials in the library materials database. Withdraws items from the database as directed.
11. Inputs new acquisitions in the library materials database.
12. Maintains stock inventory levels at the circulation desk.
13. Answers and routes all incoming telephone calls in absence of other library personnel.
14. Assists with library events as required.
15. Reshelves library materials in all departments as necessary.

Performs other miscellaneous duties as assigned.

Job Description-Circ/Tech Aide

- These are the library shelvers. We currently employ 3 and they each work 11.5 hours a week.
- We have added reshelving materials to all job descriptions.

Duties:

1. Re-shelves all library materials.
2. Reads shelves regularly to ensure materials are shelved in their proper order.
3. Straightens materials on the shelves.
4. Scans materials for statistical reporting.
5. Assists in all library departments, as required.

Performs other miscellaneous duties as assigned.

Circ/Tech Cataloger

- Since joining SWAN, we have left this position unfilled, but it remains an option for hiring in the future.
- We have a cataloger that also works in our Adult Services Department and they catalog all original materials as part of their Adult Services duties. If/when this employee leaves, we will hire a new original cataloger for 5-10 hours per week.
- This would likely be the only position in the department that would not have any Circulation-related responsibilities.

Scheduling for Circulation and Technical Services Coverage

- Scheduling for Circulation desk coverage is always the priority. This includes one clerk for desk coverage and a clerk for off-desk coverage.
 - Off-desk clerks complete tasks like the pull list, the double discharge cart, missing list, repair damaged materials, or process incoming materials.

Schedule Key:							
Desk Supervisor							
Desk							
Desk Backup							
Processing							
Makerspace							
NAME	SUNDAY 6/19/22	MONDAY 6/20/22	TUESDAY 6/21/22	WEDNESDAY 6/22/22	THURSDAY 6/23/22	FRIDAY 6/24/22	SATURDAY 6/25/22
Augustus			1-5		5-7		9-1
Veruca		9-12:30		9-1	1-4		
Charlie			1-5	9-1	1-5		
Snoopy			9-12:30	1-5	9-1		
Arya			1-5				9-11/3-5
Locke		1-5	5-9	9-1		9-1	
Benjamin		9-1	1-5		9-1	1-5	
Raymond		9-1	5-9				9-11/3-5
Debra				1-5		9-1	11-3

Scheduling

- Once the desk is staffed, a desk supervisor (Circ/Tech Assistant) is assigned generally for every four hour block of time during the day. They may be on the desk or may be "supervising from the back"
- Assistants are scheduled for anywhere from 0-4 desk supervisor shifts a week, based on staffing levels and availability.
- During Circ/Tech Assistant off-desk time they primarily complete Technical Services tasks including ordering/acquisitions, copy cataloging, receiving, and processing/item record maintenance. These tasks are largely independent.
- There are several areas of cross-training to ensure things run smoothly in the event the primary person is not available.

Schedule Key:							
Desk Supervisor							
Desk							
Desk Backup							
Processing							
Makerspace							
NAME	SUNDAY 6/19/22	MONDAY 6/20/22	TUESDAY 6/21/22	WEDNESDAY 6/22/22	THURSDAY 6/23/22	FRIDAY 6/24/22	SATURDAY 6/25/22
Chandler							
Joey				5-9 5-7		9-1 11-1	
Mike			5-9 5-7	1-5	1-5 4-5		
Karen		1-5 1-5					1-5/1-5
Andrew		9-1 11-1	9-1 11-1				
Ramona		5-9 5-7			9-1		
Stephen				9-1		1-5	

Scheduling

	A	B	C	D	E	F	G	H	I
7	NAME	Sun, 6/26	Mon, 6/27	Tues, 6/28	Wed, 6/29	Thur 6/30	Fri, 7/1	Sat, 7/2	Total Hours
8					bldg super				
9	Ernie		8-4 pm	8-4 pm	1-9 pm	8-4 pm	8-4 pm		37.5
10									
11	Big Bird		9-5 pm	8-4 pm	1-9 pm	9-5 pm	9-5 pm		37.5
12									
13	Elmo		8-11:30/1-5	1-9 pm	8-11:30/1-5	9-5 pm	8-4 pm		37.5
14									
15	Clarice		8-4 pm	1-9 pm	9-5 pm	8-4 pm		9-5 pm	37.5
16									
17	Flipper		8-5 pm	8:30-5 pm		1-9 pm			24
18									
19	Lucy		12:30-9 pm				8-4 pm	8-5 pm	24
20									
21	Ricky		12:30-9 pm		8-4 pm		8-5 pm		24
22									
23	Fred		12:30-9 pm		8:30-12:30 pm		8:30-5 pm		20
24									
25	Ethel			8:30-5 pm	1-5 pm	12:30-9 pm			20
26									
27	Rob				12:30-9 pm	9-1 pm		8:30-5 pm	20
28									
29	Laura		9-1 pm	12:30-9 pm		8:30-5 pm			20
30									
31	Jerry		12:30-9 pm	9-1 pm	8:30-5 pm				20
32									
33	Millie			5-9 pm		8:30-5 pm		8:30-5 pm	20
34									
35	Mary		8:30-12:30 pm			5-9 pm	8:30-5 pm		16
36									
37	Rhoda				12:30-9 pm		8:30-5 pm		16

- Every attempt is made to schedule staff in a way that would allow them to break up their days based on department workflow and Circulation actives. Rarely will staff be "on-desk" for an entire 8 hour day. Staff will spend half their day at the desk and the other half completing off-desk tasks.
- Scheduling, especially for the Clerks, is based largely on anticipated need. At times/on days where we are more likely to be busy, more staff will be scheduled.
- Serving patrons at the desk is the primary responsibility of all staff regardless of any previously scheduled tasks.

Scheduling/Workday Breakdown

- Typically a full-time or part-time Assistant schedule consists of 7.5 paid hours per scheduled workday.
 - 8-4 (opener) or 9-5
 - 1-9 (one evening a week)
 - 8-5 (Saturday, supervisor)
 - 12:30-5 (Sunday, supervisor)
- There is more flexibility in the 20-hour, Clerk 1 positions
 - 8:30-5 or 12:30-9 (one evening a week)
 - 8:30-5 (Saturday) and 1-5 (Sunday) required at least once a month
 - Alternative weekday Clerk I schedules could include various shifts of four hours
 - 9-1/1-5/5-9
 - This is largely determined by both department needs and staff preference

Pros and Cons of Combined Departments

■ Pros

- Efficiency improvements in both Circulation and Technical Services
- Ease of cross-training
- Reduces the need for separate building spaces
- In terms of consortium interaction, the combined department often will consolidate communication between the library and consortium staff.
- Potential budgetary reduction for both staff, space, and supplies

■ Cons

- Lack of staff buy-in
- Spaces may need to be redesigned to accommodate the combination
- Re-training may be necessary for Technical Services staff
- Updating of job descriptions and maybe pay structure will be required.

- There have been more libraries investigating potentially combining departments and we have heard, anecdotally, that after the initial combination and training occurs, both departments together run more efficiently.



RESOURCES FOR TECHNICAL SERVICES STAFF

Richard Stewart, Cataloging Supervisor, Indian Trails Public Library District

Topics for this session

- Scope of Technical Services
- Resources for Everybody
- Resources for Acquisitions Staff (with a little on selection)
- Resources for Processing Staff
- Resources for Cataloging Staff

Scope of Technical Services

- Acquisitions (often including serials)
- Processing
- Cataloging (including catalog maintenance, authority control)
- *Sometimes* Collection development/Collection management

Resources for Everybody: Organizations

- Your Consortium (if you have one)
 - Website (FAQs, Help pages)
 - Training
 - New workshops
 - Archived presentations (videos, slides, etc.)
 - One-on-one or on-request training
 - Consortium staff
 - Interest groups (such as Acquisitions Technical Group or Catalog and Metadata Management Technical Group in CCS)

Resources for Everybody: Organizations

- LACONI Technical Services Section

- <https://www.laconi.net/technical-services>
- Four programs a year (normally) — cover many aspects of technical services

- RAILS Technical Services Networking Group

- Discuss all areas of technical services; all levels of staff; members encouraged to add to agenda
- Quarterly meetings, currently by Zoom, formerly (some day?) at hosting libraries
- Communication and discussion between meetings via RAILS Technical Services listserv
- More information at website: <https://www.railslibraries.info/community/groups/rails-technical-services-networking-group>

Resources for Everybody: Organizations

- Illinois Library Association Resources & Technical Services Forum (ILA RTSF)
 - <https://www.ila.org/forum/9/resources-technical-services-forum-rtsf>
 - "supports library staff who specialize in cataloging, collection development and management, acquisitions, and technology"
 - Sponsors 2-3 programs on cataloging and other technical services issues at ILA Annual Conference
 - ILA RTSF blog: <https://ilartsf.wordpress.com/>
 - Presents annual [TBS, Inc. Technical Services Award](#) "to an individual who has made a substantial contribution to our field"
 - Great way to get involved with a professional association!
 - Our own Joy Anhalt is forum manager

Resources for Everybody: Organizations

- American Library Association Core: Leadership, Infrastructure, Futures (Core)
 - <https://www.ala.org/core/>
 - Formed from merger of ALCTS, LITA, Lama
 - Broader than just TS—includes management and technology as well
 - Programs at ALA Conference
 - Core Exchange: "a virtual conference for sharing professional library ideas and experiences"
 - Publications: books + 3 journals
 - Continuing education courses — intensive, a little pricey, but content-rich

Resources for Everybody: Conferences

- Reaching Forward
 - <https://www.ila.org/events/reaching-forward-conference>
 - Sponsored by ILA
 - Lots of content for support staff (useful for MLS people too)
 - Many practical programs, many local contacts & resources
 - May 2022 returned to in-person conference
 - Usually at Stephens Convention Center in Rosemont (also Reaching Forward South in Champaign)

Resources for Everybody: Conferences

- Illinois Library Association Annual Conference
 - <https://www.ila.org/events/annual-conference>
 - 2022 conference (Oct. 18-20) in person at Rosemont — Early Bird registration to 9/26
 - Several TS programs + RTSF business meeting

- American Library Association Annual Conference
 - <https://www.ala.org/conferencesevents/annual-conference>
 - In Chicago next year!
 - Huge — Intimidating — Exhausting — Lots of fun
 - Many TS-related programs + Poster sessions
 - Option to visit exhibits only

Resources for Acquisitions

- Often largely learned on the job — local organizations (Resources for Everybody), vendor's websites and representatives can be of great help
- Karen Muller's article "Understanding Acquisitions" from *American Libraries* (2016) lists some useful books
 - <https://americanlibrariesmagazine.org/2016/03/01/understanding-acquisitions-libraries/>
- "Acquisitions Procedures" page on ALA website:
 - <https://www.ala.org/tools/challengesupport/selectionpolicytoolkit/acquisitions>
 - Useful introduction but focused on selection

Resources for Acquisitions

- Some useful websites (especially for selection)
 - Fantastic Fiction: <https://www.fantasticfiction.com/>
 - Awful Library Books ("hoarding is not collection management"):
 - <https://awfullibrarybooks.net/>
 - Goodreads, Amazon, author websites
- Many review publications (*Booklist*, *AudioFile*, *Horn Book*, *Kirkus*, etc.)
 - ALA's Marketing to Libraries: Reviews as a Selection Tool has a good list of these <https://libguides.ala.org/marketing-to-libraries/reviews>

Resources for Processing

- Again, tends to be on-the-job learning
- YouTube has some videos:
 - https://www.youtube.com/results?search_query=library+materials+processing
- Best resources for you may be developed in your department (manuals, examples)
- Scope of processing is an institutional decision
 - What's done in-house?
 - What's outsourced?
- You may end up working with vendors — use their information & expertise
- A useful website to recreate video game cover art: <http://thecoverproject.net/>
- Our processors also use Midwest Tapes (not free) to recreate DVD & Blu-ray art

Resources for Cataloging: RDA

- RDA: Resource Description and Access
 - RDA Toolkit: <https://access.rdatoolkit.org/>
 - Includes RDA plus policies and resources: https://access.rdatoolkit.org/PolicyStatement/Index?externalId=en-US_lc_community_resources_land#
 - RDA Steering Committee (RCS) website: <http://rda-rsc.org/>
 - Includes news and announcements, links to current and earlier documents, presentations, much else

Resources for Cataloging: Learning about RDA

- Oliver, Chris. *Introducing RDA: A Guide to the Basics after 3R*. Second edition. ALA Publishing, 2021.
- Maxwell, Robert L. *Maxwell's Handbook for RDA: Explaining and Illustrating RDA: Resource Description and Access Using MARC21*. Second edition. ALA Editions, Spring 2023.
- RDA Toolkit YouTube channel: <https://www.youtube.com/c/RDAToolkitVideo>

Resources for Cataloging: Subject headings, classification

- Snow, Karen. *A Practical Guide to Library of Congress Subject Headings*. Rowman & Littlefield, 2021.
- Chan, Lois Mai, and Joan S. Mitchell. *Dewey Decimal Classification: Principles and Application*. 3rd edition. OCLC, 2003.
- Introduction to the Dewey Decimal Classification (OCLC, last updated 2019)
 - <https://www.oclc.org/content/dam/oclc/dewey/versions/print/intro.pdf>
- Snow, Karen. *A Practical Guide to Library of Congress Classification*. Rowman & Littlefield, 2017.

Resources for Cataloging: From the Library of Congress

- The Catalogers Learning Workshop (CLW): <https://www.loc.gov/catworkshop/>
 - "... cataloging and metadata training resources at no cost for information professionals to download, translate to other languages, and modify to meet their needs."
 - Great variety of resources on RDA and other aspects of cataloging (check dates)
- Resources for Cataloging: <https://www.loc.gov/aba/cataloging/tools/>
- *Resource Description & Access* (RDA) Metadata Guidance Documentation
 - [MGDs] will be used in conjunction with the Official RDA Toolkit and the accompanying LC-PCC Policy Statements when the Program for Cooperative Cataloging (PCC) determines an implementation date for the adoption of the Official RDA Toolkit." (no earlier than October 2022)
 - <https://www.loc.gov/aba/rda/mgd/>

Resources for Cataloging: MarcEdit

- <https://marcedit.reeset.net/>
- A free and powerful suite of metadata editing tools, primarily for MARC
- Developed and maintained by Terry Reese since 1999
- Has its own listserv, MARCEDIT-L: <https://listserv.gmu.edu/cgi-bin/wa?A0=marcedit-l>

Resources for Cataloging: Listservs & Online Groups

- AUTOCAT: <https://listserv.syr.edu/scripts/wa.exe?A0=AUTOCAT>
- OCLC-CAT: <http://listserv.occlists.org/archives/oclc-cat.html>
- RDA-L: <http://lists.ala.org/sympa/info/rda-l>
- PCC, BIBCO, CONSER discussion lists: <https://www.loc.gov/aba/pcc/discussion.html>
- RADCAT (RADical CATaloging): <https://listserv.uga.edu/scripts/wa-UGA.exe?A0=RADCAT>

Resources for Cataloging: Listservs & Online Groups

- Facebook Troublesome Catalogers and Magical Metadata Fairies
 - <https://www.facebook.com/groups/161813927168408/>
 - Shana Lee McDanold's "Training, Workshops and More": <https://www.facebook.com/notes/troublesome-catalogers-and-magical-metadata-fairies/training-workshops-and-more/2020005564682559/>

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QUESTIONS?
