

STATE DOCUMENTS TECHNICIAN, TECHNICAL SERVICES DESK MANUAL

Under the general direction of the Cataloging Supervisor within the Technical Services, Cataloging Unit, provides copy cataloging and classification of State documents.

Electronic State Publications

Adds, maintains, and updates Web link addresses for electronic and hard copy State documents. Add electronic publications urls that are on a list from digital archives unit and from Library Research & Development. A liaison between cataloging and Library Research & Development. Replace non-working State agency URL's with working/updated URL for when reported by agency staff. When no working URL is available refer to State publications specialist then delete or add new/updated link per their instruction.

- **Database Maintenance manager supplies a monthly list of nonworking state publication URL's from the Innovative library catalog. Search internet resources to locate new/updated URL, then change or edit non-working links.**

Print Copy State Publications

- **Receive all new state publication items as well as state publication gifts supplied by Public Services and Preservation Program. Items are placed on incoming shelf, or picked up from incoming shelf located in Public Service area. Search gift shelves and add or discard per instructions from Public Service or Preservation Programs. Receive all distribution RUSH items each Friday, then add to library catalog or send to cataloging. (See processing instructions below).**
- **Physically processes State Publications.**
- **Processes cataloged items including creating, correcting, checking in, and transferring item records.**
 1. **Search library catalog (Innovative) and OCLC to locate a match record. This can be done by title, author, etc. If a record in either system matches the item in hand, assign a call number by referring to:**
 2. **Assigning a call number refer to Rolodex for the agency part of call number.**

3. Then add the first three letters of the title after the number then the next line add first letter of the second word in title (not use article like a, the, & etc) then the date of publication if mono if serial add coverage date], search assigned call number in system checking for duplicate of call number if comes up add a number to the letter of the second word example is {WA 021.8 L611sur p if used already use WA 021.8 L611sur p1} make item record in Innovative.

1. Creating an item record. Using the millennium program in the Innovative system, process the publication in the order described below:

1. C 082 call number (call number field) WA + (OVERSIZ, VIDEO, CD, or DVD) + Dewey no. + Cutter + Date (if mono) example WA OVERSIZE 021.8 L611sur p1 1966

2. V (c.1) in volume field if serial date of coverage, then the copy number (can refer to hard copy of desk manual for more examples. Example :WA OVERSIZ 021.8 L611sur p1 1961-62 c.1

3. Add barcode, b then scan barcode.

4. Distribution rush, d (2 or 4) Note the distribution number 11** or 30****

5. Print label, using Dymo Label template for state publications, place label in upper left hand corner of the publication; avoid covering title or pertinent information. If need be, cut label to fit on item without obscuring information.

6. Stamp item using property and date stamp. Additionally stamp the publication labeled as copy 1 (c.1) in the call number with the Library Use Only Stamp.

7. Add security strip to each state publication, being careful not to cover words or damage item. Items that are bound usually have the security strip place between the spine and the text block.

- When the item in hand matches the bibliographic record in OCLC, add the state library holdings, then go to the drop down menu labeled ACTION, click on Export Record in Marc, then finish processing as described above.
- If new publications, assign a call number make a brief record in Innovative with consist of
 1. Select new record
 2. Bib level (S for serial or M for Mono)
 3. Call number example
w 086 WA 336 Au2whi r24 2009
 4. Title example
t 245 0 Washington State University Whitman County. Whistleblower Report.
 5. Publisher information example
p 260 Olympia, WA : Auditor, 2009.
 6. Description of publication, example
r 300 4p. : ill. ; 28cm.
 7. When add item record with call number, copies, put IN CAT next to initials and p in status and sent to cataloging to be cataloged. When return, download from OCLC and add to Innovative system.
Example:
c 082 WA 336 Au2whi r24
v 2009 Nov 9 c.1
x pb in cat

Washington State Depository Libraries

- Provides printout of full level cataloging record for distributed print items to Washington State Depository libraries. Steps for providing cataloging include. Using the Anzio program in the Innovative system, print bibliographic record, cover over "wadocs" extension then make copies that reflect the distributed number. i.e 11 or 30. Once the copies are made, printouts are given to state depository staff in the Public Services or Preservation Program for inclusion in the next depository shipment to libraries.

Miscellaneous task

- **Searches OCLC (<http://connexion.oclc.org/>) and online integrated library system (Innovative). Provides quality Copy Cataloging (<http://www.secstate.wa.gov/library/docs/iii/copycat.htm>) and classification cutters (<http://www.secstate.wa.gov/library/docs/iii/wacallno.htm>) for materials identified for inclusion in the State publications collection in all formats using current tools and processes including OCLC, AACR2, and our integrated library system (Innovative) following WSL standards and practices (<http://www.secstate.wa.gov/library/docs/iii/index.htm>) while referring cataloging issues to Catalogers.**
- **Maintains and reconciles paper shelf list with electronic shelflist. Compares hard copy card to the electronic shelflist. This process is done by taking one drawer from the hardcopy shelflist, then taking each card and comparing the call number, title, etc against the electronic version. The electronic version must match exactly before the card can be discarded. Once the hard copy card matches the electronic version, the card is discarded. Problems or non matches are reconciled or noted, before proceeding to the next card.**
- **Notifies and consults with State publications staff in the Public Services and Preservation Programs regarding missing serial issues, agency name changes, and other bibliographic problems.**
- **Identifies and refers mending and binding problems to the Preservation Program. In item record in the status r for Mending and b for Bindery and give to Preservation Program.**
- **Provides technical support for special projects relating to State publications. Notifies designated state depository staff when problems arise with bibliographic records, which includes records needing to be upgraded or changed. For example: Monograph to serial, additional access points such as subjects, title, author, etc.**

- Troubleshoots errors and problems using OCLC and the Innovative systems.
- If new agency and build a new call number per cataloger, using How to Build a State Document Call Number (<http://www.secstate.wa.gov/library/docs/iii/wacallno.htm>) or C.A. Cutter's Three-Figure Author Table book.
- **Creating a Serial Checkin Record**
 1. Pick Checkin
 2. Attach New Checkin
 3. Copies (number copies go to be received)
 4. Add Call number
 5. Library has (what year the record started)
 6. Note (contact person, distribution Rush number &/or etc.)
 7. Number of boxes
 8. Frequency
 9. Cover dates
 10. Volume and issues
 11. Binding (0)
 12. Delay binding (0)

Examples of a checkin bib record

c 082 WA CD 353.1 St2was s24

i Monthly

h 2006 Nov 27-

- **Check of publications**
 1. Highlight the box that you are checkin click on checkin
 2. Make sure the date of coverage is right
 3. Number of copies click on ok.