

**Bibliographic Services Report, Library Manager's Council Meeting.  
Wednesday 25<sup>th</sup> February, 2015**

### **Acquisitions**

**Book Display:** There will be a great selection of books for all ages on display from Knowbuddy, Copperbeech and J Appleseed. There will be a **special prize draw** for Batman colouring books and a cute children's wall clock for those in attendance at the LMAC, so don't forget to put your name into the ballot box upon arrival. Please see Diane if you are interested in ordering any of the displayed titles.

**Seasonal Items:** If you want to order books through us for St Patrick's day then please get your orders in ASAP. Any items coming in for this event either ordered or on cat sheets will be given priority. Not too far away is Easter and it's early this year! So please think about ordering for this holiday very soon.

### **Cataloguing**

**Turnaround time:** We are still currently less than a week for all new and cat sheet items to be catalogued and processed.

**Profiles:** The consultant will be going through all library profiles. Any anomalies noticed between Polaris and your profiles, the consultant will be contacting the library for verification of collections and shelf locations.

### **What to look out for!**

**ULS Bus trip and take-away:** Diane will inform you when the ULS Bus trip will take place (usually mid-April). This is a great opportunity to browse and buy items in a one stop shop straight from the distributor in Calgary. A lunch and a free bus to and from Calgary/Edmonton is provided by ULS.

### **What's New!**

**No Charge Replacements:** Items that are sent back to ULS due to damage can sometimes hold up money in your account for a considerable amount of time. The department is now working with ULS where items that have not been replaced within three months are credited back any monies owing. The department will then source out an alternative vendor and a call will be made to the library to see if they still want that particular item.

### **Reminders**

**Collections Codes:** When ordering please put in the collection code for all items. We have noticed an increase in acquisitions and catsheets where the collection code is missing.