

Library Managers Council October 19, 2016 BIBLIOGRAPHIC DEPARTMENT REPORT

Being the newest member of the Bibliographic Team, it has been a pleasure learning the ropes from such an immensely knowledgeable team and not to mention the crack management team.

My first month in the position has been exciting with learning many new tasks & responsibilities and had the opportunity to experience my first NLLS Conference! The Bibliographic Services have spent some time re-evaluating work flow and on the lookout for efficiencies in the shipping department and van run which was prompted from the review regarding government courier. Currently evaluating the van run and have determined the need for a second run for 13 of NLLS Libraries; details to come.

Also, would like to mention the **Take-Away** in Edmonton is happening on October 18th and 19th – be sure to mark it on your calendar! Keep an eye out for the **Winter Hotlist**; should be out mid-October with the ordering deadline of mid-November. Quickly approaching is the Christmas Holidays --- this is the time to start ordering this seasonal material. For other **seasonal material**, January is the time to start thinking about items for Valentine's Day, Groundhog Day, St. Patrick's Day, Easter and Mother's Day. The cut-off date will be in December, please be sure to check your funds and spend it! Contact Diane if you have questions or concerns. The roll over date will be also be in December; exact date to come. Currently, we are slightly over a 2 weeks turn around in the cataloguing department and please remember to send back the signed packing slips.

Sue Frisby has been on an extended leave and will be returning to Northern Lights Library System at the end of the month and looking forward to her return.

One last reminder: NLLS can assist libraries with regular ordering of **Bestsellers and Series**. Did you know, that Diane will also set you up with a subscription(s) for materials in juvenile fiction, easy readers, YA material, comics, and graphic novels. This is an on-going service that you can sign up for, pick & choose and can be changed at any time.

The Bib. Services team is a help-desk (help@nlls.ab.ca) ticket away if you have any questions or concerns that arise.

Cheers,

Heather

For a more interactive report, click on the link https://magic.piktochart.com/output/17113278-nlls_stats-conflict-copy