

## 2017 in Review



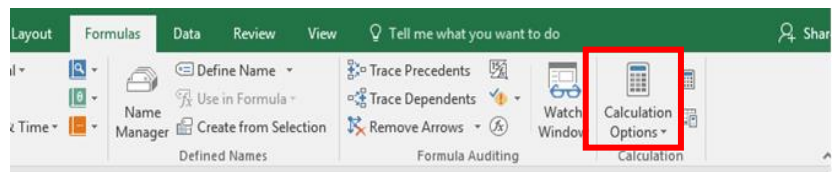
### The year is certainly moving quickly!

A few hiccups along the way but items that have been updated (and perhaps more than once!) are available on the NLLS website. It is necessary to use the most current, email and list serve are used for notices in these regards.

- 2017 Outside Purchase Form
- 2017 CAT Sheets
- ILL Labels – Academic Libraries
- ILL Labels – Master List
- Volume Control Manual
- Volume Control Tip Sheet

#### Things learned from Outside Purchases –

1. The spreadsheet will complete calculations if set to automatic not manual in the Calculation Options
2. The formula disappears if grid is highlighted and deleted, so it may be good practice to have the template and save working documents by another name



#### Items waiting for approval:

- Bibliographic Services Operational Policy

#### New:

- **Travel Guides** – Recommendation to have the maps laminated and use the double barcode (book & map) – example will be provided for review
- Please send in **Summer Hours**.
- **BSG** - It is up to the libraries to mark or label coloring books to ensure that they are not colored in. The BSG recommends that colouring books are no longer catalogued and added to the

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database. It is also recommended that no fines or replacement charges be incurred for colouring books currently available in the system that are “damaged” by patrons who may colour in them.

- Cataloguing Profile – please send in your profile, helps with the following point
- Continue with shelving location clean up

## REMINDERS:

Outside Purchase must be accompanied with original receipt and best practice to include only the items being claimed on the receipt