

Bibliographic Services continues to strive for efficiencies; by regularly reviewing and updating documents and managing workflow in the department

- Bibliographic Services Operational Policy has been updated to reflect changes that has occurred within the department
 - LMC voted and approved Outside Purchase change going from 40% to 100%
 - The change in Outside Purchase started July 1st and the department will continue to monitor the possible changes to workflow
- Bib. Services continues to strive to have current information available on NLLS website for member libraries.

Website Documentation:

- Updated version of the Bibliographic Services Operational Policy
- Acquisitions continues to be a valuable resource for libraries by assisting with large orders for member libraries' collections
- Volume control tip sheet and manual have been added to the website
- Guide on how to fill out Cataloguing Sheets has been added to the website
 - ✓ Continue to add documents relevant and necessary to aid managers in completing forms
 - ✓ Forms and sheets filled out correctly eliminates the break (stopping to call or email the library for clarification) in workflow; which translate into faster delivery of material to libraries.
- Creation of Standard Operating Procedure for Bibliographic Services
- Updated Service Package for the department
- Ongoing Bibliographic Services Project – Individual library profile and streamlining of shelf locations
- Creation of an ILL (interlibrary loan) one-page poster to promote awareness and the necessity of proper packing procedure of library materials – cross over with Public Services

Do's & Don'ts

of

Preparing Interlibrary Loans for Shipping

recommendations for time saving & damage preventative measures

DO



- ✓ securely wrap materials
- ✓ protect AV material with bubble wrap or other protective cases
- ✓ use a modest amount of tape or elastic bands to secure bubble wrap or protective cases
- ✓ pack AV material separately from book material
- ✓ use 'FRAGILE' indicator when necessary for AV material and remove when not necessary for book materials
- ✓ clearly label with proper address labels if using Government courier

DONT



- ✗ unsecurely wrap material
- ✗ ship AV material loosely with no bubble wrap or other protective cases
- ✗ use packing tape, excessive amounts of tape or elastics
- ✗ pack AV material and book material together
- ✗ leave 'FRAGILE' label indicator for a bag containing book material only
- ✗ use incorrect labels