

# **Bibliographic Services**



# *Bibliographic Services Department*

## *Acquisitions:*

Northern Lights Library System's acquisitions specialist will source orders to obtain optimal pricing and delivery. Sources include: ULS, Chapters, Amazon, WhiteHots, Baker & Taylor, as well as specialty sources: Living Books and Happy Harbour Comics. When libraries place an order, the option to specify a Source is available that ensures using the vendor wanted. Acquisitions will encumber funds from the book allotment when paying for orders and discounted funds will be returned to the book allotment. Once a Purchased Order is released Polaris automatically generate Item Records in accordance to cataloguing profile and templates and switch the items status to processing once shipped or when received. Acquisitions verify order information, cancellations, up to 40% discount on purchases, standing order program and Bestsellers program.

## *Receiving:*

Northern Lights Library System's receiver ensures that all material on the invoice is present and in good condition. In the event that items are damaged or missing, the staff will contact the vendor and arrange for no charge replacement or refund. The materials are received, status is In Process, barcodes are attached and the encumbered funds allocated to the order are shifted to Expended. The receiver will also examine cataloguing sheet submissions to ensure that all of the items arrived, sheet is filled out completely and none of the material already have Bibliographic Records. Audio/Visual materials, using best discretion, will be repackaged at this point. Any item received that have patron holds will be placed in a priority queue for immediate cataloguing along with Hotlist and standing orders.

## *Cataloguing:*

Northern Lights Library System's cataloguers are responsible for the creation of full level cataloguing, in accordance with RDA cataloguing rules and TRAC Standards, Bibliographic Records for all materials purchased for the libraries' collection out of the book allotment or items submitted through the cataloguing sheet procedure. Item records will be filled out to include the barcode, owning and assigned branch, collection, shelf location, circulation information and call number information; the records are to reflect the item described in the bibliographic record. Cataloguing sheets are used when items are purchased outside of acquisitions and must follow the weekly limit outlined and meet cataloguing criteria; such as, no bibliographic record, be available for inter-library loan and not a candidate for weeding.

### *Processing:*

Northern Lights Library System's processor processes materials as follows: labelling – spine labels and book plates are attached in accordance with the current labelling standards and conventions, laminating – jackets from hard cover books will be laminated, mac-tack – softcover and paperback books with a determined value will be protected using mac-tack, a/v material – beyond repacking, the disc will be identified with the libraries' code. All processed material is checked in, if the item has a hold it will be routed directly to the pick-up location. Packing slips will indicate the materials sent out on the van run, including those sent to fulfill holds; the slip will indicate the list price, net price, any service charges and totals for each category while also providing information on whether items are In Transit or Transferred. The processor also tracks the packing slips, these slips need to be sign by the library and returned to NLLS.

### *Interlibrary Loan:*

Bibliographic Services Department facilitates the physical transport of materials from one library to another via the van run, Canada Post and government courier. Member libraries are provided with bins and blue canvas bags to protect material during the transportation process. Each library is assigned a pick-up/drop-off day on the Van Run schedule. Interlibrary loan brokering is facilitated through software allowing system's member libraries access to material not available within TRAC, as well as offer libraries outside of TRAC the opportunity to borrow items from NLLS system.

*“ Northern Lights Library System is one part of the seven regional library systems across Alberta, helping deliver comprehensive, efficient library services to all Albertans, regardless of where they live. Working together, NLLS libraries in northeast Alberta are able to accomplish more than any single library could alone. ”*

# Glossary

**Authorities:** Approved versions of names, subject terms, and series titles that are used to create a standard format to differentiate similar names and entries from one another (for example to identify the Jim Davis who created Garfield from other Jim Davis' in the catalogue) and to ensure that all works on a certain subject, in a specific series or associated with a specific person are linked together. TRAC takes the majority of their authorities from the Library of Congress and from the Canadiana Authorities site maintained by Library and Archives Canada.

**Barcode:** A unique number used to identify a specific item in the database. This number is also used for circulation of the items. All Northern Lights Library System barcodes begin with a 30800 number sequence (the 3 identifies them as material barcodes, and the 0800 identifies them as part of the sequence of barcodes assigned to Northern Lights). Two items cannot share the same barcode number in the database.

**Bibliographic Record:** An entry into the library catalog that describes the content and nature of a resource, as well as supporting information, for the purposes of identification and retrieval. The Bibliographic Record contains information such as the title, publication information, subject matter, author and other individuals or groups responsible for the resource's creation. Bibliographic Records are created or imported by the headquarters' staff.

**Cataloguing Profile:** A documentation of how the library has its materials organized (collections and shelf locations being used, how specific collections are labelled, etc.) The profile is signed off by the library manager and then used to generate Item Templates which are then used to generate item records through acquisitions, cataloguing, or when the library adds items to existing bibliographic records.

**Cataloguing Sheet:** A form used for submitting materials to Northern Lights Library System for cataloguing, which identifies the owning branch, the items being sent in and how they are to be catalogued (collection, etc.).

**Collection:** A category into which the library organizes specific types of materials (for example Non-Fiction, Western, Fiction, etc.). Collection names use a controlled vocabulary agreed upon by TRAC and as such there is a limited list of available collections.

**EDI (Electronic Digital Invoice):** EDI refers to orders that are invoiced electronically, allowing for faster exchange of data (invoice and order information) between the vendor and Polaris.

**ILL (Interlibrary Loan):** A system by which one library obtains a material for a patron or user by borrowing it from another library.

**In Processing:** A Polaris circulation status indicating that an item has either been added to Polaris (in the case of materials such as cataloguing sheet submissions, which did not go through acquisitions), that the item has been shipped from the vendor (in the case of EDI orders), or that the item has arrived at NLLS and been received.

**In Transit:** A Polaris circulation status indicating that the item is on its way to the owning library.

**ISBN (International Standard Book Number):** A unique number used to identify a specific version of a given work. Every publication has its own ISBN assigned to it, allowing this number to be used to match a specific version of a work with the correct Bibliographic Record describing it. 9

**Item Record:** A record created in the catalogue that identifies a specific copy of a given title, including the library to which it belongs, where it is currently located, its availability and other information used to locate and identify the copy. Multiple Item Records will be attached to a single Bibliographic Record, and can be added to an existing Bibliographic Record by staff at the library.

**On Order:** A Polaris circulation status indicating that the item has been ordered and the Purchase Order released to go to the vendor, but has not yet shipped (in the case of EDI materials) or arrived at NLLS.

**Property Stamp:** A standard ink stamp used to mark materials with the name of the owning library as well as other information (address, phone number, etc.) Each library is responsible for obtaining and keeping its own property stamp, and for property stamping its own materials.

**RDA (Resource Description & Access):** The current rules used for cataloguing. TRAC adopted the use of RDA cataloguing rules for creating Bibliographic Records as of 2013.

**Re-Con (Retrospective Conversion):** Re-con refers to when a new library joins the system and their entire collection must be entered into the database. This is done on a case-by-case basis as determined by the situation and the terms of the agreement between Northern Lights Library System and the joining library.

**TRAC Standards for Acceptable Bibliographic Records:** A document, available on the Northern Lights Library System website <http://www.nlls.ab.ca/> was created through the

cooperation of the four TRAC regional library systems (Northern Lights, Yellowhead, Marigold and Peace Library Systems). The TRAC Standards are intended to address questions and procedures specific to TRAC to cover situations not covered by the standard cataloguing rules, and to help cataloguers in the four regions to coordinate ensuring that records created in each of the regions are done to the same quality and in the same way.

**Transferred:** A Polaris circulation status indicating that the item is on its way to fulfill a patron hold at the patron's designated pick-up location.

## Resources (Available at [www.nlls.ab.ca](http://www.nlls.ab.ca))

**Acquisitions Template** – An Excel document available to be filled out and submitted to NLLS acquisitions when placing an order. Libraries are responsible for making sure their order template is filled out completely and accurately so that materials can be ordered and catalogued in accordance with the libraries' cataloguing profile.

**Cataloguing Sheet** – The current version of the cataloguing sheet is kept on the website. Libraries are responsible for downloading the correct, up-to-date version of this document when submitting materials for cataloguing.

**General Weeding Philosophy, Methods & Weeding Guidelines** – A detailed description and guidelines from the Public Services Department on what the standards for weeding (and thus for cataloguing) materials should be.