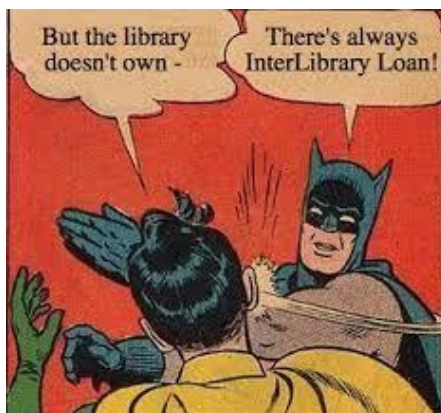
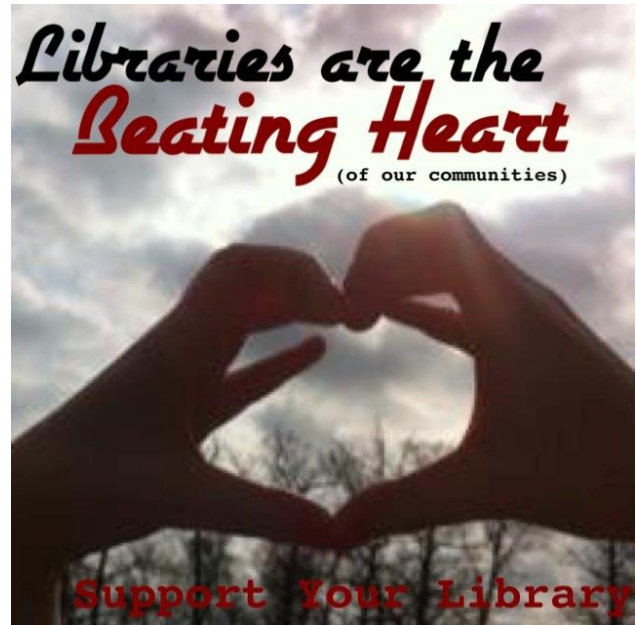


2017 has passed in a hurry – Bibliographic Services has had an extremely busy year.

A Year in Review

- A continuous review of work procedures along with the development of an Standard Operating Procedure (SOP) - Bibliographic Services Manual for each section.
- Implementing a tracking spreadsheet for the statistics of items being mailed from NLLS
- Creation of a spreadsheet that enables better tracking of items being catalogued and items on the packing sheets
- Continuous updating of departmental documentation on the website
- Outside purchases have shift from a 40% - 60% split to 100% July 1st; which means that libraries can determine for themselves whether they would prefer to purchase everything through NLLS or a percentage that works best for their individual library
 - Monitoring the effects of this change on the department's workflow
- Library Managers Council (LMC) in September voted to discontinue the repackaging of DVD & Blu-ray; a few libraries have indicated that they would prefer to continue with the repackaging – monitoring
- LMC also enjoyed receiving a review of their available funds; this will continue with acquisitions sending out quarterly
- Large scale project – cataloguing profiles; these are the member library's profile that cataloguing uses to ensure that materials are properly entered in the integrated library system (Polaris) for each library specifications



The Coming Months

- November and December will not be slower times for Bib. Services; libraries will be spending their money before the end of the year
- Rollover occurs mid-December, dates to be determined