

bibliographic

NLLS REPORT



LMC Report: Feb 2018

In 2017, 24 libraries used 100% of their book allotment funds, which is twice as many as the year before. In addition, another 3 libraries used 90% of their funds. This pronounced increase in the utilization of funds can be attributed to the purchasing model established in July 2017, in which libraries were given 100% control of how they use their book allotment funds.

The last quarter has been extremely busy in the Bibliographic Services Department, particularly in November and December of 2017. New purchase items received for these months were 2731 and 1433, respectively. This a 50% increase over 2016 when the numbers were 2371 and 407.

The processing of items from 2017 is close to completion. To date, 19,589 new purchase order items have been processed, and 3602 outside purchase cataloguing sheet items have been added.

System Upgrade

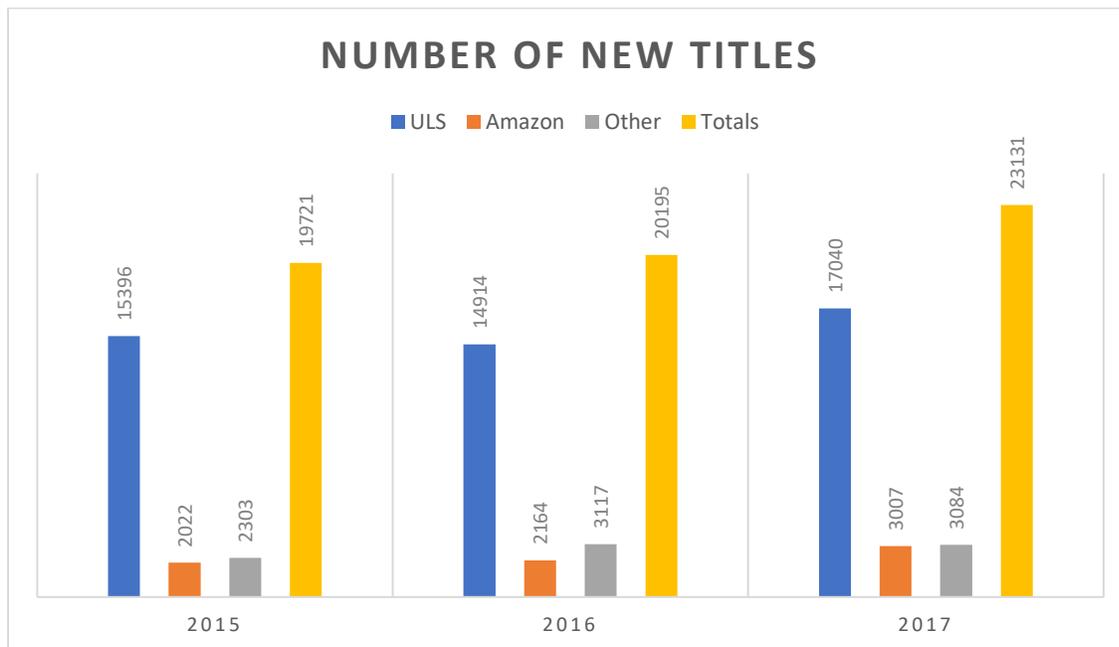
- ◆ On November 20, 2017, the ILS system was upgraded to Polaris 5.6.
- ◆ Although the upgrade went smoothly, there have been issues with system slowness
- ◆ Polaris completed a patch for the system at the beginning of February to address this problem. System speed has improved, but will continue to be monitored

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Purchase Orders

Diane in Acquisitions had a very busy year with purchase orders. Below is a breakdown of the main suppliers of items. Library managers will continue to be sent quarterly statements of remaining funds in each library's book allotment, and managers can request this balance at any other time. NLLS encourages library managers to spread out their orders throughout the year so that processing can proceed smoothly and without delays.



New Member on the Team: Crystal Boorse

On November 20, 2017, Crystal Boorse became the newest member on the Bibliographic Services team. As the new Shipping Coordinator, she receives, sorts and directs all intra and interlibrary loans between member libraries and other libraries by preparing the van run, government courier and mail. Her excellent organizational skills, efficient work ethic and cheerful attitude make her an asset to the team!

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Movement within the Team

With Crystal's arrival, Rhonda Cusack has shifted roles to join the cataloguers. Rhonda is enrolled with Red River College and has been receiving very high marks as she works toward her Library Technician certificate. In addition to assisting the cataloguers, Rhonda acts as a floater and helps where needed in the Bibliographic Services Department.

ILL

Almost 1 million items passed through the NLLS ILL processing department in 2017! The estimated number of items transferred weekly by van run was 14,720, and the number of items received and shipped each week by government courier was 4290. Assuming 50 weeks of coverage each year, this amounts to an annual total of 955,500 items.

Looking Forward

Van Runs

The new schedule of van runs seems to be meeting library needs. However, particularly in poor weather, some of the routes take more than 9 hours to complete. With this in mind, van runs will be reassessed in the next quarter, with the possibility of an extra van run so that daily mileage can be decreased.

Cataloguing Profiles

Libraries who have not updated their cataloguing profile in the last year will be sent a copy of the profile NLLS has on record in early March by van run. Please take time to review your profile and update it as needed. When updates are complete, we request a signed copy for our files.

Libraries are encouraged to take a high-level approach to shelf locations. For example, literature for children could be assigned a shelf location of Children's Section. To assist patrons, shelf labels can be created as finding aids for more specific subject areas: Star Trek; Boxcar Children; Level Readers.