

Technical Services

The purpose of a technical services department is to make all library district materials easily accessible to users, other departments, and other libraries. The technical services department acquires, catalogs, classifies, and processes materials promptly and efficiently and maintains well-organized catalogs and files.

Standards

1. Materials are cataloged using generally accepted standards.
2. The library district's catalog is stored in electronic format and is available on the library's ILS. The records of the collection, and changes to those records, are submitted to OCLC to enable resource sharing.
3. Materials are processed and made available to the public in a timely manner.

Guidelines

- ___1. Each library district follows the cataloging standard accepted by OCLC. *Standard #1*
- ___2. On- and off-site methods of processing are evaluated for cost effectiveness and suitability for the library district's needs. *Standard #3*
- ___3. The staff is well trained and knowledgeable about cataloging and the ways in which the public uses catalogs and is offered the opportunity for continuing education on a regular basis. *Standard #1*
- ___4. The integrity of the catalog is maintained by sending updates of deletions and additions to OCLC on a quarterly or more frequent basis. *Standard #2*
- ___5. Catalog entries are updated regularly to reflect accurately the current collection with entries that are understandable, legible, and consistent in format. *Standard #1*
- ___6. Locations and formats of items are clearly indicated. *Standard #1*

- ___ 7. Temporary locations, such as the new book shelf, are indicated in the catalog. *Standard #1*
- ___ 8. Public service staff members are kept informed of current trends or changes in classification, cataloging, and subject headings. *Standard #1*
- ___ 9. Items for which users are waiting or items requested by staff for programs or displays are identified, given priority, and rushed through the acquisitions and cataloging process. *Standard #3*
- ___ 10. All materials are processed and labeled clearly, accurately and consistently. *Standard #3*
- ___ 11. Materials are maintained through an ongoing program of mending, rebinding, or replacement. *Standard #3*
- ___ 12. Records of electronic and downloadable collections should be included in the library district catalog. *Standard #2*
- ___ 13. The library backs-up catalog records on a regular schedule. *Standard # 2*
- ___ 14. The library district has access to the ILS modules appropriate to its needs, such as cataloging, circulation, authority control, acquisitions, serials control, interlibrary loan, and other modules. *Standard #3.*