November 1991

Library Profile

Rosann Bazirjian
Syracuse University

Follow this and additional works at: <https://docs.lib.purdue.edu/atg>

Part of the [Library and Information Science Commons](#)

Recommended Citation

Bazirjian, Rosann (1991) "Library Profile," *Against the Grain*: Vol. 3: Iss. 5, Article 7.
DOI: <https://doi.org/10.7771/2380-176X.1108>

This document has been made available through Purdue e-Pubs, a service of the Purdue University Libraries. Please contact epubs@purdue.edu for additional information.

Library Profile:

SYRACUSE UNIVERSITY

by **Rosann Bazirjian**,
Head, Bibliographic Services Dept.

Syracuse University, founded in 1870, is located on a 795 acre hilltop. The university has 14 schools and colleges with over 230 programs at the undergraduate level, 209 masters degrees programs, and 125 doctoral degree programs. Syracuse University Library includes the Ernest Stevenson Bird Library (the general library), the Science and Technology Library, the Geology, Physics and Mathematics Libraries, and the Belfer Audio Laboratory and Archive. Bird Library opened in 1973 and replaced the old Carnegie Building, which now houses Science and Technology, as the main library. We have over 2.3 million books and periodicals, 14,000 subscriptions, 309 thousand government documents and over 3.6 million microforms.

The Technical Services Division of the Library is composed of two departments: Information Systems and Bibliographic Services. The Information Systems Department is responsible for the maintenance of the hardware and software that the library utilizes, including our online catalog, a NOTIS system which we have named SUMMIT. This supports an integrated system including acquisitions, cataloging, circulation and MDAS (multiple database access system).

Bird Library has undergone major changes this past year. In addition to a physical reconfiguration we have had many organizational changes. What had once been the traditional split between Acquisitions and Cataloging Departments has now been eliminated. We have combined these two areas, and are calling this new department Bibliographic Services. Bibliographic Services comprises three units: a Monographic Unit, a Serials Unit, and a Receiving/Accounting Unit. The Monograph and Serials Units each incorporate acquisitions and cataloging functions. This merging of these

departments was done in the hopes of reducing redundancy and of better utilizing personnel resources. Our physical reconfiguration facilitates these changes.

The Monograph Unit, headed by a professional librarian, is responsible for all pre-order searching, order placement, cataloging of monographic titles and sets, retrospective conversion, and the physical marking of these volumes. There are eight catalogers supervised by two librarians, eight searchers with one para-professional supervisor, and three staff members in marking and maintenance, again supervised by a para-professional.

Order requests are submitted to the searching section by the thirty bibliographers within the library. This section currently searches all firm order requests on SUMMIT, OCLC, and in bibliographic sources. The supervisor of the searching unit reviews all requests and assigns vendors prior to the requests going to the searchers. Now that we are utilizing SUMMIT, the searchers create the orders online. They also search our approval plan titles prior to bibliographer review to identify any potential duplication.

Once the approval plan titles have been reviewed and approved by bibliographers, searchers transfer records from OCLC into SUMMIT, and create receipt records. All new titles either ordered or received each month are produced on an "Orders and Approvals Report", in fund code order. This report is not cumulative. Each bibliographer reviews the monthly listing for their subject area of responsibility, and signs it to indicate approval. That list is then retained for future audit purposes. This list is produced from our NOTIS system utilizing a SAS program. The catalogers not only catalog the monographic titles, but are active in retrospective conversion as well as continual perusal of our

"In-Process" collection (uncataloged material). Marking and Maintenance is responsible for placing the call numbers on the spines of the new receipts, tattle taping these books, and creating item records for them. The books are also property stamped at this point.

The Receiving/Accounting Unit currently reports directly to the Head of Bibliographic Services. This unit receives and pays for all monographic titles ordered by the main library or any of its branches. This unit is not part of the Monograph Unit, although that merger is currently under consideration. It was felt that due to the fiscal responsibilities for which this unit is accountable, the Department Head should be the immediate supervisor, since that individual also sits ex-officio on the Collection Development Committee. There are currently five people in this unit, reporting to a non-union supervisor. On a weekly basis the unit places all monographs and monographic series received on the "New Books" shelves, located in the Bibliographic Services Department. During that week, bibliographers are asked to review all titles which have arrived looking for possible reference locations or notification information.

The Serials Unit is headed by a professional librarian, and is responsible for all serial receiving as well as serial cataloging functions. The serials receiving section processes all serial invoices for payment and receives specific issues in SUMMIT. The material is then passed on to serials adds for volume holding statements, or to serials cataloging for call number assignment. As this unit evolves, we hope to merge these functions so that the same individual not only receives a piece, but then adds the volume to our holdings statements. We are currently in the process of loading our holding

continued on page 15

GAMES WE CAN PLAY

JOURNAL JUMBLE

concocted by **Jerry Seay** (Library School Guru)

What? Still perusing your last exciting *Against the Grain* issue? Well, jump'in in journal jebbies, this puzzle will give you yet another reason to scan last issue's *Against the Grain*. The page number in front of each clue refers to a page in the September issue of *Against the Grain* on which a graphic or picture will help you solve the clue. Discover the answer by filling in the blanks and then unscrambling the circled letters to form the name of a new journal published by Greenwood Publishing Group and edited by Brenda Mitchell-Powell.

CLUES:

- 1)

○				
---	--	--	--	--

 = (p.28) Laundering this makes it dirty (just ask BCCI)
- 2)

○				○	○	
---	--	--	--	---	---	--

 = (p.9) Felis Pardus
- 3)

○							○
---	--	--	--	--	--	--	---

 = (p.1) Famous mosque mausoleum
- 4)

○							○
---	--	--	--	--	--	--	---

 = (p.35) Incredible information processing thing (beside and besides Katina)
- 5)

○					○		
---	--	--	--	--	---	--	--

 = (p. 18) Charleston, SC standard equipment and M. Poppin's transportation mode
- 6)

○				○
---	--	--	--	---

 = (p.32) Aquila Haliaeetus
- 7)

○		○	○		
---	--	---	---	--	--

 = (p.39) Some folks tip a good one

Put the circled letters in the space below and then unscramble them to make the journal title. I'll even give you some letters and put them in the correct squares for you. Am I nice or what?

	U			I				U			
--	---	--	--	---	--	--	--	---	--	--	--

	V				
--	---	--	--	--	--

(The answer has two words that are each jumbled up separately.)

ANSWER

to last issue's Journal Jumble
Informatization and the Public Sector

T	A	B	L	E	C	L	O	T	H
---	---	---	---	---	---	---	---	---	---

F	O	R	L	O	R	N
---	---	---	---	---	---	---

T	H	A	N	K	S	G	I	V	I	N	G
---	---	---	---	---	---	---	---	---	---	---	---

P	U	Z	Z	L	E
---	---	---	---	---	---

P	H	Y	S	I	C	S
---	---	---	---	---	---	---

S	E	R	I	A	L	S
---	---	---	---	---	---	---

T	H	E	O	R	Y
---	---	---	---	---	---

Library Profile

Continued from page 7

information from our OCLC Local Data Records. We are using a NOTIS customized loader program to get the maximum benefit from this process. Following that load, we will systematically go through our serials shelflist to then enhance our online holding information. As that information is added to our catalog, the serials shelflist will be eliminated.

The above describes our recent reconfiguration from the traditional acquisitions/cataloging division. We hope to merge the functions as this reorganization evolves and matures. A logical combination of duties falls within the searching and cataloging groups. With the searching section being responsible for the preliminary selection of the future catalog record, and their ability to interpret OCLC records with great sophistication, it is hoped that they will be able to not only order a title, but complete the cataloging process as well. Since the record is now chosen by the searchers based on strict requirements and firmer knowledge, the next step toward cataloging is closer. Involving catalogers into the pre-order process is also under consideration. ☛