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Library Profile/ Iowa State University

Pam Zager Rebarcak
Iowa State University

Barbara Dean
Fairfax County Public Library

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Library Profile

IOWA STATE UNIVERSITY

by Pam Zager Rebarcak

(Head, Monographs Acquisitions Department)

Column Editor, **Barbara Dean** (Fairfax County Public Library)

The Campus

Founded as a land grant institution in 1862, Iowa State University is a comprehensive research university of international stature located on a beautiful campus in Ames, Iowa. The university offers more than 100 programs of study to 20,000 students, with graduate programs in over 90 fields.

ISU's Parks Library

The recently remodeled and expanded library serves over 2,000,000 patrons per year and actively supports the instruction, education and research needs of the campus. The collections, nationally recognized for their strengths in the biological and physical sciences and technology, now total more than 1.9 million volumes, with equally extensive nonprint holdings. The library currently receives over 21,000 serial titles. It employs 47 librarians, 5 professional and scientific staff, 123 merit staff and 59 FTE student employees. In addition to the Parks Library, the library system consists of the Veterinary Medical Library, serving the College of Veterinary Medicine and National Animal Disease Center, and four reading rooms serving the areas of Design, Economics/Sociology, Mathematics and Physical Sciences.

The library's integrated online system is NOTIS 5.1. Referred to as SCHOLAR, it is in the process of a phased installation. The OPAC is called ICAT. The Multiple Database Access System (MDAS) supports AGRICOLA and 7 Wilson databases. NOTIS modules already in place are: (1) cataloging, (2) circulation, (3) authorities, and (4) acquisitions (monographic firm orders). Serials control is scheduled for July 1994.

Technical Services Division

The Technical Services Division, comprising 60 employees, has shifted to accommodate numerous changes, and will continue to do so in the future. When the Head of Acquisitions retired,

and the Head of Cataloging became the Assistant Director for Public Services, the result was the elimination of an entire administrative line. Prior to this change, the division housed two departments (Acquisitions and Cataloging) with a total of six sections. Following the reorganization, four of the sections were retained and were elevated to department status; the remaining two sections were disbanded. The interim organizational configuration in Technical Services now consists of four departments: (1) Monographs Acquisitions Department (MAD); (2) Serials Acquisitions Department (SAD); (3) Serials and Original Cataloging Department (SOCD); and (4) Monographs Copy Cataloging and Records Department (MCCRD).

Monographs Acquisitions Department

In this interim arrangement, all acquisitions functions are handled by MAD, SAD and the Payments Unit. Because acquisitions is one of the last modules to be implemented on NOTIS, we are not as far along as some other NOTIS libraries. MAD is responsible for all the ordering and receiving of monographic firm orders, approvals, monographic continuations, gifts, monographic binding and volume preparation. Directed by a professional librarian, MAD consists of 11 employees.

Single monographic orders, including form selections and new monographic series and sets, are submitted by the bibliographers and selectors to MCCRD, which is responsible for pre-order searching. Records are transported from OCLC to SCHOLAR via the Generic Transfer Overlay (GTO). When orders are received by MAD, vendors are selected (eventually I would like to use an expert system [See Zager, Pamela A. "A Knowledge-based expert systems application in acquisitions: monographs," *Library Acquisitions: Practice & Theory*, 16 (Fall 1992), 145-154.] and a student worker selecting vendors) and orders are placed on NOTIS. A receiving employee processes all single monographic orders using NOTIS and forwards the books to MCCRD, where sorting for original catalogers and copy catalogers takes place. Catalogers utilize DESQview, a multitasking shell which allows numerous programs to run at once providing access to OCLC and NOTIS simultaneously.

The library maintains three approval plans — one domestic and two foreign. Approvals are not currently processed in SCHOLAR. Instead, they are processed manually, with plans for NOTIS implementation scheduled for July 1993. Each week approvals are reviewed by bibliographers/selectors, and those accepted are forwarded to MCCRD for cataloging.

Standing orders (monographic series cataloged separately, monographic sets, and monographic blanket orders) are ordered and received in MAD. This function, too, will be implemented in SCHOLAR in July of 1993.

When materials are received, the invoices go to the Payments Unit, which has the responsibility of fiscal processing. The head of the Payments Unit is a professional and scientific position jointly reporting to the respective Heads of the Serials and Monographs Departments. This arrangement is also under consideration for change. Because we are still using typed vouchers, the payments go through the library's business office. Soon, we hope to begin negotiations with the university's accounting office to implement electronic transfer of invoices and vouchers.

We jokingly say that Monographs Acquisitions is the beginning and the end of Technical Services processing. This is because we perform the volume preparation function. When library materials are cataloged, they are

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forwarded to the Marking area within MAD, where the following tasks are performed: (1) item record creation, (2) ownership stamping, (3) security taping, (4) book pocket pasting, (5) temporary binding, and (6) spine labeling (soon to be accomplished using NOTIS). The Preservation and Conservation Department takes this opportunity to review selected paper bound books and decides if in-house treatment or commercial binding is suitable. New books are forwarded to Circulation and are placed on the New Title shelves

You Gotta Go To School

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buddy, whatsamatter you? Ya got cauliflower fer brains or what? Better move outta my space before I mash you into da curb." I turned the flashers on so no one would "mash" me by accident.

Katina emerged about sixteen minutes latter. Meanwhile, I had managed to reprogram her radio to every acid rock station in town — unintentionally. Those Mercedes radios have buttons that the untrained should just not touch.

"Sorry for the wait," said Katina jumping in the car. "I had to wait for them to finish baking the donuts."

before reaching their final destination.

Preliminary analysis of a time/cost study [See Morris, Dily E. *Technical Services Time and Cost Study*, Iowa State University, Ames, IA, (April 1987-April 1992).] conducted over the last six years reveals a significant savings in administration and manual tasks performed. After reviewing surveys of various technical services arrangements in ARL libraries, it has become evident that there is no one way to organize the acquisitions functions within a library. Several options remain under investigation, and we continue to take the attitude that our next reorganization will not be our last.☞

The things we won't do for our profession.

We did finally make it to our workshop. Of course no one was in the mood for donuts that day. Oh, the sacrifices that go unsung. In good College of Charleston tradition I dutifully gathered the uneaten donuts in one accord and brought them back to the College for redistribution to a staff who appreciates a good donut.

I'm sure there is a moral in there somewhere. In any case this clearly shows that — once again — in the library world the living is fast, the donuts are fresh, and the adventure never ceases.☞

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