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Library Profile / Marine Biological Laboratory/ Woods Hole Oceanographic Institute, Joint Library

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Library Profile

Marine Biological Laboratory/Woods Hole Oceanographic Institute, Joint Library

by Margaret Rioux (Acquisitions Librarian
WHOI/MBL/WHOI Joint Library)

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

Imagine, if you will, a Venn diagram of several intersecting and overlapping circles. Now overlay this chart with a spider web reaching out to all parts of the diagram. At the center of the web is an extremely competent spider named Acquizina. What you have just imagined is my mental image of the MBL/WHOI Joint Library as it intersects with its parent institutions and various consortia, overlaid with the spider web of acquisitions/technical services, which reaches into every corner of the Library and its world.

The world of the MBL/WHOI Joint Library really is this complex. First of all, it is a joint library, operated and staffed by personnel from its two main parent institutions, the Marine Biological Laboratory and the Woods Hole Oceanographic Institution. The Library was founded in 1888. MBL's first summer the instructors and researchers brought their books and journals with them to the seaside. The U.S. Commission of Fish and Fisheries, now the National Marine Fisheries Service, had already had a lab facility in Woods Hole since 1875 which probably included a small library. In 1930, the Woods Hole Oceanographic Institution was founded and it was decided that one scientific library could serve both institutions. The MBL Library began to collect in oceanography as well as in marine biology with financial support from WHOI. In 1975, WHOI hired its first professional Research Librarian to reinforce WHOI's interests in the Joint Library, to oversee WHOI's separate collections of documents, maps and data reports, and to provide reference and other library services to WHOI staff for whom a trip to the main library was not convenient (WHOI had just opened a second campus 1.5 miles up the road from the village of Woods Hole). Governance of the library is provided by a Joint Management Committee composed of the top-level MBL and WHOI managers. There is also a Joint Advisory Committee made up of representatives of all four of the

Library's parent institutions: MBL, WHOI, National Marine Fisheries Service Northeast Laboratory, and the U.S. Geological Survey North Atlantic Geology Branch. In 1991, all library services were placed, for the first time, under a single director with a joint appointment from both MBL and WHOI. The main library continues to be located on the MBL campus and operated primarily by MBL employees. WHOI staff operate the WHOI Document Library and the WHOI Data Library and Archives and support WHOI's departmental reading room collections, provide reference services to WHOI staff, especially those located on the Quissett campus, oversee the libraries on WHOI's three main research ships, and provide the acquisitions function for all WHOI-purchased materials.

The MBL/WHOI Joint Library is even complex to categorize by type. Because it serves professional research scientists in a limited number of fields, it would appear at first glance that we are a special library. We do have many characteristics of the special library: heavy emphasis on reference work, efforts to obtain resources as rapidly as possible, individualized service to patrons, long loan periods. However, the Library is also an academic library: among our patrons are the graduate students of the WHOI/MIT Joint Program in Oceanography, the graduate and undergraduate students of the Boston University Marine Program housed on the MBL campus, the undergraduates of Sea Education Association's Sea Semester, the post-graduate level students in MBL's summer courses, to say nothing of the frequent local high school visitors at Science Fair time.

Besides the interlocking circles of the scientific institutions, the Library intersects with other institutions outside of Woods Hole through its membership in two major consortia. The Library joined the Boston Library Consortium in 1992 for purposes of interlibrary loan, mutual access to collections, programming and cooperative collection development. In

1987, we joined with the local community college and several public libraries on Cape Cod and Martha's Vineyard to form CLAMS (Cape Libraries Automated Materials Sharing) as a consortium for automation. The decision was made to purchase DRA (Data Research Associates) software and we have been bringing up and upgrading various components of the software and adding new libraries to CLAMS ever since.

It should be obvious from this history that, given such a complex arrangement of libraries and institutions, the acquisitions functions are also complex. And so it is. While many of the serials titles are jointly owned, each institution purchases its own monographs and most of the its own serials subscriptions via its own purchasing, receiving and accounting procedures. The Joint Library's acquisitions might be likened to a marriage where each partner still keeps his or her own checking account.

Because the literature of oceanography has traditionally been more concentrated in monographs and conference proceedings, while marine biological and biomedical literature have tended to be more in the serials, WHOI has historically had a more active monographic acquisitions program than MBL. WHOI has had a technical services librarian concentrating on acquisitions for several years, although the position also includes subscription management and some cataloging of reading room collections. At the main Library, an MBL librarian does all the cataloging for the main Library collections as well as handling MBL's monographic acquisitions. With two librarians on separate campuses both buying books, plus other staff in several locations on the two campuses needing to know what we have in house and on order, using the central bibliographic database to communicate the contents of our collection is a necessity. This is why integrated automation software is so important to us. In addition, most of our patrons access the PAC from their office desktop computers via the ethernet LAN

which connects our scientific community. The PAC provides the same information to patrons as it does to library staff regarding items on order and received.

Acquisitions procedures vary somewhat between the two institutions. At WHOI, most decisions to purchase are made as a result of a suggestion or recommendation by a scientific staff member. The scientists are the subject specialists who know what resources they need to do their research and also what we should be collecting to meet future needs. In the past this has been fairly informal, but this year we will be designating (for both WHOI and MBL) a formal liaison person for each scientific department who will actively solicit recommendations and pass them on to the acquisitions librarian. After verification of availability, the librarian enters the information in the local dBase database and prepares a purchase requisition form for the WHOI Purchasing Department which then issues a purchase order. Only Purchasing may commit the institution to a purchase; however, the acquisitions librarian has a very close working relationship with the buyer who handles books and publications, which makes this procedure run much more smoothly than it sounds. A local dBase database is maintained even though it duplicates the DRA acquisitions records because there are a number of library collections which are not entered in the PAC. The Library also keeps records of desk references (non-

library books and subscriptions) purchased with institution funds and these are also in the dBase records. Duplicating some of the records in CLAMS doesn't add much extra work and it makes it much easier to get overall statistics and holdings information. As time goes on, less reliance will gradually be placed on the dBase records and more on the central online records.

Cataloging records for Library monographs are pulled from OCLC at the time of ordering by the acquisitions librarian and loaded into the central CLAMS database. Purchase order, line item and order record information are entered in CLAMS using the DRA acquisitions module. If there is no OCLC record, a short bibliographic record is created which is later overlaid by the cataloger with full Marc cataloging, either OCLC copy or original cataloging. When the item is received, it is checked in both in dBase and on CLAMS, and sent to MBL for final cataloging, stamping, etc. If the item is for a WHOI collection which is on CLAMS, the acquisitions librarian does the final cataloging and processing.

For MBL purchases the process is similar, except that the MBL cataloger is allowed to place her order directly with the supplier once she has typed up a purchase order form and obtained a number from MBL Purchasing. All of her acquisitions go into the main library collections and are all in the CLAMS PAC, so she does not have to keep redundant records.

The DRA software serves our needs in a number of ways. Records showing that books are on order or that the order has been received display in the same way as do records for items which have been cataloged, inventoried and are on the shelves or checked out. There is no separate database for items before they are received. The order record updates to showing received status in the PAC the instant it is checked in in acquisitions. The scope of locations for which the two of us can order can be defined in such a way that we can see each other's records but cannot accidentally spend each other's money. While neither of us uses the fund accounting capabilities to keep "real" records, we can still see easily just how much money we have spent so far and get good statistics for each supplier. We also use the acquisitions system to record gifts of books, using a dummy vendor and showing costs of zero dollars. This gives us a running count of gift books throughout the year. We could also use the selection list part of acquisitions to generate bibliographies of the donations for the acknowledgment letters, but haven't done so yet. Using the Report Writer module, we have written a standard report which runs monthly and generates a list of all new accessions (items inventoried) from the previous month in all our MBL/WHOI collections which are on CLAMS. This report is then loaded onto the MBL/WHOI

continued on page 80

Call For Ideas / Speakers / Etc.

**The 1994 (14th) Charleston Conference
Issues in Book and Serial Acquisition: The Savage Marketplace
November 3-5, 1994
Charleston, SC**

The 1994 Charleston Conference will deal with issues regarding acquisitions, collection development and technical services, scholarly publishing and selection of print, electronic and other materials, vending of materials, standards, and issues which impact the world of publishing, vending and acquiring and accessing materials in the library environment. Many new features were instituted at the 1993 Charleston Conference including shorter hours, simulation

rooms, and lively lunches. **The 1994 Charleston Conference** will carry on these traditions as well as some old ones and some new ones.

If you are interested in leading a discussion, acting as a moderator, or would like to make sure that we discuss a particular topic, please let us know. The Charleston Conference prides itself on creativity, innovation, flexibility and informality. If there is something you are interested in doing, please try it out on

us. We'll probably like it . . .

Send ideas by **June 1, 1994** to: **Judy Webster**, Head, Acquisitions and Processing Team; University of Tennessee Library; 1015 Volunteer Blvd.; Knoxville, TN 37996-1000. Phone (615) 974-4431; FAX(615) 974-2708; Internet: Webster@UTKLIB.LIB.UTK.EDU ☛

Library Profile

continued from page 13

Library gopher server and is available to all members of the Woods Hole scientific community.

An acquisitions system is a little like serials; it changes and it continues. There are a number of issues which need to be addressed in coming years. First, the Library is working toward becoming more proactive in its acquisitions rather than reactive. Instead of buying monographs because a scientist specifically requests them, we need to actively solicit recommendations and aggressively search for titles to acquire. Because our subject areas are at once extremely broad and extremely narrow, it is difficult to define approval plans and standing orders, except for a few clearly relevant series. However, active searching of *Books in Print* and publishers' catalogs would be useful, as will our new, departmental liaisons. The Library will also, this year, be picking a few subject areas in which to strengthen the collection by active buying. If this works as we hope it will, it could be extended to additional areas.

It would also be good if, in the future, we can find a way to utilize more fully the capabilities of our DRA acquisitions module. The software has the capability for electronic ordering, either directly to the vendor's computer in BISAC format, or via electronic mail, as well as the ability to print standard purchase orders and claims for items not received. How-

ever, under current institutional procurement procedures, the Library is not free to utilize these capabilities independently of the institutional purchasing departments. WHOI's procurement procedures are currently undergoing modification and are likely to become more decentralized through the use of new software. Perhaps this decentralization will eventually enable the Library to use the DRA acquisitions module directly for purchasing and then transfer the information into the WHOI accounting system. Of course, this all depends a great deal on government audit requirements and the necessity for full accountability for institutional spending.

As we have continued to implement our DRA system, we have been placing more of our peripheral collections into CLAMS. We need to continue this process until all MBL and WHOI library resources are fully searchable in a single database. This implies that all Library acquisitions would enter the system via the acquisitions module at the time of ordering, not just a portion of them as at

present. This also would enhance the utility of the database. In addition to Library resources, it would be a major enhancement to the database if all the desk reference acquisitions information now in the acquisitions librarians' dBase files could somehow be included in the CLAMS database so that staff could be aware of each other's resources as well as those of the Library itself. This will be a difficult situation to work out since these items are considered as references for specific staff, rather than for the institution at large. In addition, we need to be able to keep these non-Library items private from the greater CLAMS community of our non-MBL/WHOI partner libraries. Perhaps implementation of MFHL will show us a way to do it in a fair and equitable manner.

As you can see, our world of interlocking circles and spiders' webs is as interesting as it is complex. It makes for interesting challenges in all aspects of librarianship, but it also makes for a lot of fun. ☛

Media Minder

continued from page 78

book. Further, there is a higher percentage of original cataloging since copy is not available from the Library of Congress or as CIP on the material. Abbreviated cataloging is less effort, but full access to the material is sacrificed. Commercial cataloging becomes the most economical alternative since the cost of the original cataloging is spread across a number of uses. ☛

I am grateful to Linda Hansen, Professional Media's head cataloger and the former Head of Cataloging at the University of Southern California, who provided many of the technical details for this column. — LC

Diana Seymour

Diana Woods Seymour, head of Dartmouth College Library's Acquisitions Department and a Dartmouth librarian for more than 30 years, died Feb. 27 at age 61 after a week-long illness.

Diana Seymour joined Baker Library in 1955 as a librarian in the Catalog Department, after receiving a bachelor's degree from Wheaton College and a master's degree in library science from Simmons College. She left Dartmouth in 1958 to become a reference librarian in the Stamford (Conn.) Public Library, returning to Baker in 1960 as a serials cataloger. During the 1960s Diana led the conversion of Dartmouth's library collection from the Dewey Decimal to the Library of Congress classification system.

In 1976 she was appointed Head of Acquisitions for the Dartmouth College Library system. During her tenure, copy cataloging became part of the Acquisitions Department, monographic approval plans were implemented, and the Acquisitions Department became fully automated. For many years she coordinated the Alumni Memorial Book Program, which provided an important source of support for the Library's collection development program. She was a regular attendee at the Charleston Conference, rarely missing a meeting since the 3rd Annual Conference in 1983.

The Library has established an endowed library acquisitions fund as a memorial to Ms. Seymour. Contributions may be sent to Dartmouth College Library, c/o Claire Packard, 115 Baker Library, Dartmouth College, Hanover, NH 03755.

— **John James** (Dartmouth College Library) ☛