

November 2013

## Call for Ideas/Speakers, Etc.

Editor

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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

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**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](mailto:Webster@UTKLIB.LIB.UTK.EDU) ☛