The Cataloging group, together with the Acquisitions Group has been discussing the return to a more fluid, traditional model of Technical Services work flow within both departments in regards to day to day duties and operations. In our current system, many of the Acquisitions core concepts and duties were passed over to the Cataloging Department as a result of the Acquisitions Module never being turned on or figured out. The advent of Alma and our new ExLibris System is a chance for the work flow to return to a more normal way of processing items and hopefully have more fluid and defined roles for the Technical Services staff.

Items Ordered

- Item orders (print, e books, media, serials) go to the Acquisitions Lead Tech, all monetary processes (i.e. fund codes, discounts etc) to be done by Acquisitions staff.
- Acquisitions Tech does all receiving action items in coordination with Account Clerk.
- Initial brief records searched for and attached to non GOBI items and sent over to Cataloging Department.
- GOBI invoices are to be reconciled in Acquisitions department before being sent over to Cataloging for final records checks and any processing.

Copy Cataloging

- Books put on carts and sent over to Cataloging Tech’s for final records checks
- Searches for correct entries in the Network / Community Zone, Connexion downloads, and entry into Library Catalog
- Final processing labeling, book jackets etc.
- Carts sent to Info Techs for inventory before being released to the stacks

TERC, MARC, Paralegal

- Materials for other Departments on campus that may utilize the Library Catalog will be sent to Cataloging Tech’s for entry into our Library System.
- Law books, standing orders, DVD’s, Gift Donations etc.

Course Reserves

- Catalog instructors books for Course Reserves
- Initial processing (i.e. spine label) before being sent over to Circulation/Reserves Staff for final processing