



the **EXCHANGE**

an ALCTS/LITA/LLAMA Collaboration

MAY 4, 6, & 8 2020


Building the
Future Together



Making Connections through Campus Collections

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Presentation Outline


- 
1. Practice & Process
 2. Collections & Collaborations
 3. Prioritizing Solutions & Adding Partners
 4. Settings & Transportation
 5. Final Thoughts
 6. Sequencing Exercise
 7. Questions

The Practice

Inventory Campus Partner Collections



The Process

- 
- **When do campus partners do inventory?**
when prompted by library staff
 - **How do I identify campus partner collections in the catalog?**
look through location codes
 - **Who is campus partner department contact?**
campus partner department director

Collections



Milton E. Ford LGBT Resource Center

Office of Multicultural Affairs

Gayle R. Davis Center for Women & Gender Equity

Pew Faculty Teaching & Learning Center



Collections



Collections



Collections



Milton E. Ford LGBT Resource Center

Collections

537 titles

79% unique content

Books + DVDs

Target Audience = Students



Milton E. Ford LGBT Resource Center

Collections



The Office of Multicultural Affairs

<https://www.qvsu.edu/oma/>

Collections

150 titles

69% unique content

Books + board games + DVDs

Target Audience = Students



The Office of Multicultural Affairs

Collections



Gayle R. Davis Center for Women and Gender Equity

<https://www.gvsu.edu/cwge/>

Collections

679 titles

70% unique content

Books + DVDs

Target audience = All



Gayle R. Davis Center for Women and Gender Equity

<https://www.gvsu.edu/cwge/>

Collections



Pew Faculty Teaching & Learning Center

Collections

353 titles

70% unique content

Books + DVDs + Journals

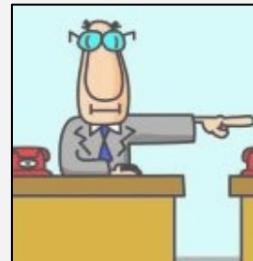
Target Audience = Faculty



Pew Faculty Teaching & Learning Center

What I learned from Department Directors

- ❑ Asked how collection is managed
- ❑ Asked about their inventory
- ❑ Asked about their inventory process
- ❑ Referred to staff



What I learned from Department Staff

- A. Collection managed by staff & students
- B. Checkin/out handwritten on clipboard sheet
- C. Inventory once a year if prompted by library staff
- D. No use counts
- E. Inadequate location description in library catalog



Prioritizing Solutions



- C. “Inventory once a year if prompted by library staff”
PROBLEM

- E. “Inadequate location description in library catalog”
PROBLEM

Prioritizing Solutions



“Inventory once a year if prompted by library staff”

SOLUTION: **MOU**

Prioritizing Solutions



MOU

INTRODUCTION

The purpose of this memorandum of understanding (MOU) is to define the principles and parameters of an ongoing relationship between the Libraries and Campus Partners for delivery of services.

One of the goals of the Libraries is to provide and promote access to materials. To better meet the needs of GVSU students and faculty, the Library is partnering with several offices on campus to provide and promote access to libraries within these departments by cataloging and processing their materials.

LIBRARY RESPONSIBILITIES

The Library agrees to provide the following infrastructure and support:

- Catalog and process books and audiovisual material for Campus Partner libraries.
- Coordinate efforts to transport materials between the Library and Campus Partners.
- Facilitate use of an Inventory Tool to track and maintain Campus Partner collections.
- Provide inventory list to Campus Partners by May 15th.
- Annually reconcile inventory discrepancies in the Library catalog.

CAMPUS PARTNER RESPONSIBILITIES

Campus Partners agree to:

- Facilitate transportation of items to the Library.
- Provide updated inventory list to University Library cataloger annually by June 15th.
- Communicate issues and general feedback regarding management of collections.

Prioritizing Solutions



“Inadequate location description in library catalog”

SOLUTION:

1. **Change Status from *Ask at Location* to *Call for Availability***
2. **Add *department name, address & phone number* to *Location***

Prioritizing Solutions



Course-based undergraduate research : educational equity and high-impact practice

Sterling, Virginia : Stylus Publishing, LLC, [2018]

Call For Availability

FTLC Library - 068 Zumberge Hall or call 616-331-3498 [LB2369 .C6456 2018](#)



To my trans sisters

London ; Philadelphia : Jessica Kingsley Publishers, 2018.

Call For Availability

LGBT Resource Center - 1161 KC or call 616-331-2530 [HQ77.9 .T6 2018](#)



Ethnic families in America : patterns and variations

Boston : Pearson, ©2012.

Call For Availability

Office of Multicultural Affairs - 1240 KC or call 616-331-2177 [E184.A1 E78 2012](#)

Adding Partners



84 titles

62% unique content

Books + DVDs

Target audience = All

Brooks College of Interdisciplinary Studies

Adding Partners

14 titles

86% unique content

Books + DVDs

Target audience = Faculty + Students



Design Thinking Academy

<https://www.gvsu.edu/designthinking/design-thinking-academy-16.htm>

Adding Partners



Other collections:

- Office of Student Life book collection
- Office of Undergraduate Research & Scholarship tube collection

Settings

File Edit View Go Tools Reports Admin Window Help

sierra

t Title

Browsed

Settings

New Records Rapid Update Receive Import Invoice Global Update Display
Macros Export Records Search Print Templates Facet Display
Statistics Windows Multiselection Groups Web Master Headings Reports
Record Templates On-the-fly Records Session Statistics Create Lists Claiming/Binding

Record Type ITEM

Preferred Templates
lgbt LGBT books

Other Templates
eblitem EBL item

ITEM template: lgbt: LGBT books

File Edit Tools Help

Insert Print

Copy No. 1 Last Checkin - - Last Checkout Date - - :
Item Code 1 Inventory Date - - Location lgbtb LGBT Resource Center - 1161 KC or call 616-33
Item Code 2 - --- Checkin Location Loanrule
Item Type 0 Book No. of Renewals Status c Call for Availability
Price \$0.00 No. of Overdues Internal Use
Checkout Date - - : Overdue/Notice Date - - Copy Use
Checkout Location Item Use 3 Item Message - NO MESSAGE
Due Date - - Recall Date - - OPAC Message - ---
Patron No. Total Checkouts Year-to-Date Circ
Last Patron Total Renewals Last Year Circ

View-Only Mode

Create Item Record Template

Location

Status

Item Type

Item Code 2

Settings

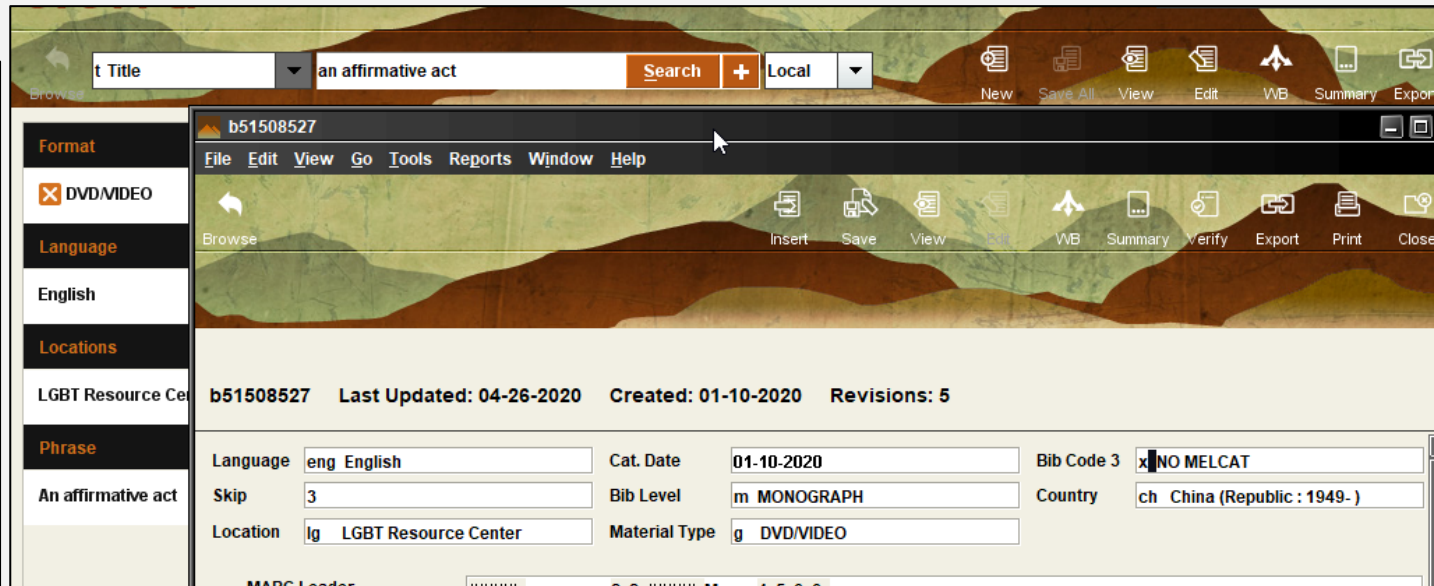
Bib Record Settings

Location

Material Type

Bib Code 3

OCLC Holdings



The screenshot shows the OCLC Bib Record Settings interface. On the left is a sidebar with a list of settings categories: Format, Language, Locations, and Phrase. The main area displays the record details for 'b51508527'. At the top, there is a search bar with the text 'an affirmative act' and buttons for 'Search', '+', and 'Local'. Below this is a menu bar with options: File, Edit, View, Go, Tools, Reports, Window, and Help. The main content area shows the record title 'an affirmative act' and a list of settings: Language (eng English), Cat. Date (01-10-2020), Bib Code 3 (x NO MELCAT), Skip (3), Bib Level (m MONOGRAPH), Country (ch China (Republic : 1949-)), Location (lg LGBT Resource Center), and Material Type (g DVD/VIDEO). The record is identified as 'b51508527' and has been 'Last Updated: 04-26-2020', 'Created: 01-10-2020', and has 'Revisions: 5'.

Format

Language

Locations

Phrase

an affirmative act

b51508527

File Edit View Go Tools Reports Window Help

Language eng English Cat. Date 01-10-2020 Bib Code 3 x NO MELCAT

Skip 3 Bib Level m MONOGRAPH Country ch China (Republic : 1949-)

Location lg LGBT Resource Center Material Type g DVD/VIDEO

b51508527 Last Updated: 04-26-2020 Created: 01-10-2020 Revisions: 5

Transportation



GVSU Mail Services will distribute flyers (etc) campus-wide for GVSU departments and organizations only. **If the envelopes/flyers are addressed, include NAME, DEPARTMENT, BUILDING, & RM #. Please sort them by department and building.** Materials going to departments with staff located in more than one building should be separated by building. Use rubber bands to keep material going to the same department together.

Inter-departmental Mail

<https://www.gvsu.edu/facilitieservices/allendale/inter-departmental-mail-44.htm>

Transportation

- 
- ❑ Mail picked up and delivered two times per day
Monday through Friday
 - ❑ I created label template in Word to label boxes for
each department

Inter-departmental Mail

Final thoughts



Once the templates are created and the process created and documented, the work can be done by a copy cataloger or student staff.

Final thoughts

The journal of faculty development.
Stillwater, OK : New Forums Press, c2001-
2153-1900 0736-7627 1
(OCoLC)48999112

No Cover
Available

Record

Not checked out and Call for Availability

i19993262 Last Updated: 02-20-2020 Created: 03-31-2011 Revisions: 14

| | | | | | |
|-------------------|---|---------------------|----------------------------------|--------------------|---|
| Copy No. | <input type="text" value="1"/> | Last Checkin | <input type="text" value="- -"/> | Last Checkout Date | <input type="text" value="- - :"/> |
| Item Code 1 | <input type="text" value="0"/> | Inventory Date | <input type="text" value="- -"/> | Location | <input type="text" value="ftst FTLC Library - 068 Zumberge Hall or call 616-331-3498"/> |
| Item Code 2 | <input type="text" value="- ---"/> | Checkin Location | <input type="text" value="0"/> | Loanrule | <input type="text" value="0"/> |
| Item Type | <input type="text" value="10 Serial/Periodical"/> | No. of Renewals | <input type="text" value="0"/> | Status | <input type="text" value="c Call for Availability"/> |
| Price | <input type="text" value="\$0.00"/> | No. of Overdues | <input type="text" value="0"/> | Internal Use | <input type="text" value="0"/> |
| Checkout Date | <input type="text" value="- - :"/> | Overdue/Notice Date | <input type="text" value="- -"/> | Copy Use | <input type="text" value="0"/> |
| Checkout Location | <input type="text" value="0"/> | Item Use 3 | <input type="text" value="0"/> | Item Message | <input type="text" value="- NO MESSAGE"/> |
| Due Date | <input type="text" value="- -"/> | Recall Date | <input type="text" value="- -"/> | OPAC Message | <input type="text" value="- ---"/> |
| Patron No. | <input type="text" value="0"/> | Total Checkouts | <input type="text" value="0"/> | Year-to-Date Circ | <input type="text" value="0"/> |
| Last Patron | <input type="text" value="0"/> | Total Renewals | <input type="text" value="0"/> | Last Year Circ | <input type="text" value="0"/> |

Volume

Serials

Closed holdings

Open holdings

New issues

Final thoughts



What I learned from Department Staff

A. Collection managed by staff & students

A. Checkin/out handwritten on clipboard sheet

~~A. Inventory once a year if prompted by library staff~~

A. No use counts

~~A. Inadequate location description in library catalog~~

Final thoughts

The Inventory Tool



“Institutional Marketing is a service unit under the [University Relations Division](https://www.gvsu.edu/ur/). We provide resources for university departments to help communicate our key messages and strengthen the university's image.”

<https://www.gvsu.edu/im/>



Final thoughts

GVSU Inventory Tool / Office of Multi

Inventory

Search...

+ New Category

Manage Imports

| Type | Items |
|-------------|-------|
| Board Games | 17 |
| Books | 105 |
| Calculator | 3 |
| DVDs | 42 |

GVSU Inventory Tool / Office of Multi

Board Games

Search...

+ New Item

| |
|----------------------|
| Title |
| Battleship Grab & Go |
| Black Card Revoked |
| Connect 4 |

GVSU Inventory Tool / Office of

Edit Item

Item Name *

Try to give items distinct names. Exa

Battleship Grab & Go

Category *

Board Games

Board Games

There are no properties to fill out.

Does this item have a barcode? *

No

Final thoughts

Library administration's thoughts:

Susan is a diligent colleague, who is ^{U.S. collaborations} considered and measured in her approach. She has taken her position and given it shape. I applaud her campus relationship. I echo Patrick's advice on sustainable scholarship and service. In year 1, she reached tenure requirements; she needs to establish a sustainable pattern as with her professional development. Exceedingly well done,
Annie

GVSU Libraries Dean Annie Bélanger

signed 02/28/2020

Sequencing Exercise

Arrange the following steps in an order that makes sense to you.

List your arrangement in the Chat.



- A. Determine how to present idea to library administrators.
- B. Determine time commitment in developing campus partner connections.
- C. Determine if supplies are needed and cost, i.e. barcodes, spine labels, mylar covers, property stamps.
- D. Determine benefits of collaborating with campus departments with small, subject specific collections.
- E. Determine campus departments with small, subject specific collections.



QUESTIONS?



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