A report on technical processing of monographs and serials at Purdue University Libraries and Audio-Visual Center was compiled as part of preparation for the use of Ohio College Library Center services. The current organization and flow of work in the acquisitions and cataloging departments were described in narrative and flowchart form, and information was collected on processing times for ordering, receiving, and cataloging monographs. The flowcharts and data derived from these activities form the bulk of this document. (LS/PF)
TECHNICAL PROCESSING
MONOGRAPHS AND SERIALS

RUU 75-08

By

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December 1975
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INTRODUCTION

Early in 1975, the technical processing staff of the Purdue University Libraries and Audio-Visual Center began planning for the introduction and utilization of Ohio College Library Center (OCLC) services at Purdue. The first step in this planning activity was the examination of library procedures which could be improved through the utilization of OCLC. It was agreed that OCLC should be used initially for pre-order searching and cataloging. Other procedures would be phased into OCLC as time, staff, and terminal time permitted.

The second step in the planning process was to describe the current organization and flow of work in the acquisitions and cataloging departments. In addition, data on processing times, which have been collected monthly since 1973, would be summarized for fiscal year 1975. This report contains organization charts, flowcharts, and processing time data.

Other planning activities, which are not reported here include: 1) general orientation of staff; 2) training of acquisitions and cataloging staff; and 3) pre-order search success rate using OCLC.

The Research Development Unit and the Technical Processing staff have worked cooperatively on this project. Many staff members participated; however, special thanks are extended to William Corya, the late Robert Farris, R. Donald Ferris, Judy Leavitt, Gail McCain, Kathleen McCullough, David F. Moses, Vicki Renbarger, and Bonnie Siiss.
ORGANIZATION OF TECHNICAL PROCESSING

Technical Processing at Purdue is organized into two main departments: acquisitions and cataloging. The Head of the Acquisitions Department is responsible for ordering, searching, receiving, checking, and shipping of library and audio-visual materials. The Business Administrator is responsible for handling accounting and fiscal activities related to acquisitions and the ordering of materials involving departmental funds. The organization of the Acquisitions Department is shown in Figures 1 and 2.

The Catalog Department is responsible for the cataloging of library materials, marking of materials, and the maintenance of catalogs which includes withdrawals, transfers, reinstatements, etc. The organization of the Catalog Department is shown in Figures 3 and 4. The cataloging of materials is divided into four main procedures labelled on the charts as add, add to, L. C. copy, and original cataloging. The "add" procedure is designed to add a duplicate title to the Purdue collection. Works issued in volumes, continuing works and monographic series are cataloged through the "add to" procedure.

New titles are cataloged by L. C. copy catalogers if Library of Congress proof slips are available, cataloging in publication is available, or other L. C. copy can be found. Books are cataloged by original catalogers if Library of Congress cataloging is not available.
FIGURE 1: Purdue University Libraries and Audio-Visual Center Acquisitions Department.
FIGURE 2: Purdue University Libraries and Audio-Visual Center Acquisitions Department.
FIGURE 3: Purdue University Libraries and Audio-Visual Center. Catalog Department.

# Corrections, Withdrawals, Transfers, Reinstatements and Reclassification
FIGURE 4: Purdue University Libraries and Audio-Visual Center Catalog Department.
MATERIALS AND FORMS FLOWS IN
THE ACQUISITIONS AND CATALOGING DEPARTMENTS

The flowcharts which follow were written to describe, in a general way, the normal flow of paper forms and materials through the acquisitions and cataloging processes. The charts are not intended to show "snag" procedures, detail, or unusual procedures. Orders for library materials are traced from the time they are received in the Acquisitions Department to delivery of the material to the libraries and the filing of cards.

The primary objective of the flowcharting project was to describe processing procedures prior to the introduction of OCLC. It is intended that a new set of charts will be drawn approximately six months after OCLC is in full operation.

Distinct procedures were identified and charted as follows:

1) Pre-order procedure describes tasks which are initiated by the arrival of travel cards (order form) in the Acquisitions Department and terminated by distribution of cards to searchers.

2) Pre-order search and pre-cataloging procedures describe in simplified form the procedures used by searchers to gather order and preliminary catalog information.

2a) Purdue collection search is a subroutine of procedure 2 and describes activities of searchers in relating the order to the Purdue collection.
3) Libraries end Audio-Visual fund order procedures approximates the regular order procedure.

3a) Departmental fund order procedures describe, in general terms, processing of orders (yellow sheet) which are to be paid from departmental supplies and expense or grant funds. These procedures are similar for nonprint materials, such as films, slides, audio cassettes, etc.

4) Monograph receiving describes activities which take place when materials are received by the Acquisitions Department.

5) Serials receiving describes receiving and distribution procedures for serials.

6) Catalog receiving and distribution is initiated when books are received by the Catalog Department. Procedures include distribution of materials to appropriate catalogers.

7) Cataloging "add" duplicate describes procedures used to catalog titles which are duplicated in the Purdue collection.

8) Cataloging "add to" describes processing of volumes in collections, continuing works, and monographic series.

8a) Cataloging analytics approximates procedures used to add analytics to the catalog.

9) L. C. copy cataloging procedures describe cataloging using L. C. proof slips, cataloging in publication, or other Library of Congress copy.

10) Original cataloging procedures describe in simplified form cataloging of titles new to Purdue for which L. C. copy is not available.
The flowcharts in this report do not describe every technical processing task and procedure. Major areas which have not been flowcharted include gifts and exchange, periodicals checking and serials cataloging.
1. Pre-Order Procedure

Travel Cards received by Secretary

Secretary dates Travel Cards

Secretary sorts Travel Cards

Firm Order?

Yes: Travel Cards to Searcher

No: Conditional order?

Yes: Searcher checks BU union catalog and on-order file

No: Searcher assigns Vendor

Book on campus or on order?

Yes: Duplicate search returns card to dept.

No: Searcher assigns Vendor

END

YES: Reserve with Vendor

NO: Special Handling

NO: Card to Head of Acquisitions

LISTED IN O.R. CATALOGS?

YES: Reserve with Vendor

NO: Out of Print noted?

YES: Book

NO: Rush?

YES: 2

NO: 2
2. Pre-Order Search and Pre-Cataloging Procedures

Page 4 of 4

[Diagram of flowchart showing steps for handling English language books, other items, and searching for cataloging information.]
3a Departmental Fund Order Procedure

Page 1 of 1

Secretary receives yellow sheet from Dept.

- PO. check request attached?
  - NO: Yellow sheet to Dept. for PO
  - YES: Order to yellow sheet clerk

- PO. signed by Bus. Rep.?
  - NO: PO. to Dept. for Signature
  - YES: Search

- Search?
  - YES: Travel card to searcher
  - NO: Prepay?
    - YES: Check issued?
      - NO: Wait for check
      - YES: PO. to Dept.
    - NO: Xerox PO.

- Type PO. multiple?

- Vendor copies and PO. to mailbox?
  - Copy to numeric file
  - Other copies to "000"

END
Purdue University
Libraries and Audio-Visual Center
Technical Processing

Catalog-Add Duplicate to Purdue Collection
Page 1 of 2

Receive books and cards

Type temp. cards

Pull S.L. card, insert temp.

Pull union cat. card, insert temp.

Duple for same location?

YES

update cards for union cat. and Sl.

pull temp. cards and refile

Book to marking

END

No

Compare author card + title page

Same?

YES

To distribution clerk

No

Type new card for dept.

update union cat. + Sl. cards

2
Add-to clerk receives book and documentation.

Temp card?

**Yes**

Type call # etc. on temp. card

Sort temp. cards in call # order

Pull card & file temp. shelf list

**Type author temp. cards**

Sort author temp. cards

Pull author card, file temp. card union cat.

2
5

Every two weeks count cards for statistics

Sort S.L. cards

New title? Yes

New title cards sent to Booklist prep.

No

File cards removed from shelf list

END

Booklist prepared Admin. Office

Cards returned
Determine number of cards for Xerox
check location of book

Correct? No

Check acquisitions

Yes

Is location general? No

Stamp location on title page

Yes

Book to marking

Cards to Xerox

Cards to overtypist

4

5
Cards to LC copy cat. for revision

OKay?  No  Return to overtypist for correction

Yes

Cards to LC copy cat.

Sort cards for distribution

Save shelflist card

Distribute cards

Every 2 weeks count cards for statistics

Sort S.L. cards

Page 5 of 6
New Title?

Yes: New Title cards to booklist prep

No: File cards and remove temp. shelf list

Booklist prepared Admin. Office

Cards returned

END
TECHNICAL PROCESSING TIME SAMPLE

Processing times for ordering, receiving, and cataloging monographs have been collected monthly since 1973. The purpose of this program is to examine the total time involved in processing monographs and the mean times of each major operation.

After books have been cataloged the travel card (order card) is returned to the Acquisitions Department. A random sample of fifty cards is selected each month. The cards are arranged by date initially received by acquisitions and then sent to keypunching. The time processing computer program produces mean times for each operation based on the elapsed times between receipt of the card in acquisitions and order date, receipt of material and order date, and receipt of material and finish date.

The mean processing times for fiscal year 1975 have been summarized and are shown in Figures 5 and 6. The mean times for each operation and the total processing mean times are shown in Figure 5. Percents of mean time for each operation are shown in Figure 6.

Processing time data will continue to be collected and analyzed so that problem areas can be identified and comparisons made when OCLC is fully operational.
FIGURE 5: Purdue University Libraries and Audio-Visual Center
Mean Technical Processing Times (Days) 1974-75.
FIGURE 6: Purdue University Libraries and Audio-Visual Center
Mean Technical Processing Time, Percent Days

<table>
<thead>
<tr>
<th>Month</th>
<th>Order</th>
<th>Receipt</th>
<th>Catalog</th>
<th>Percent Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td></td>
<td></td>
<td></td>
<td>0-10%</td>
</tr>
<tr>
<td>Aug.</td>
<td></td>
<td></td>
<td></td>
<td>10-20%</td>
</tr>
<tr>
<td>Sept.</td>
<td></td>
<td></td>
<td></td>
<td>20-30%</td>
</tr>
<tr>
<td>Oct.</td>
<td></td>
<td></td>
<td></td>
<td>30-40%</td>
</tr>
<tr>
<td>Nov.</td>
<td></td>
<td></td>
<td></td>
<td>40-50%</td>
</tr>
<tr>
<td>Dec.</td>
<td></td>
<td></td>
<td></td>
<td>50-60%</td>
</tr>
<tr>
<td>Jan.</td>
<td></td>
<td></td>
<td></td>
<td>60-70%</td>
</tr>
<tr>
<td>Feb.</td>
<td></td>
<td></td>
<td></td>
<td>70-80%</td>
</tr>
<tr>
<td>Mar.</td>
<td></td>
<td></td>
<td></td>
<td>80-90%</td>
</tr>
<tr>
<td>Apr.</td>
<td></td>
<td></td>
<td></td>
<td>90-100%</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td></td>
<td></td>
<td></td>
<td></td>
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Fiscal Year 1975