

OUTSOURCING KOREAN LANGUAGE MATERIALS WITH TOTAL LIBRARY SERVICES ANTICIPATED PROCESS WORKFLOW

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ACQUISITIONS PROCESS

UCSD:

1. Professor selects titles and sends to CJK Unit via bibliographer with assigned fund code, indicated special treatment (Rush), or shelving locations. The default location is ckea (SSH East Asia); other locations may include crea (SSH East Asia Ref); ik (IR/PS Stacks); ir (IR/PS Reference)
2. CJK unit sends order requests (except serials format) via email to Choohee Rhim at Total Library Services (TLS)

TLS:

3. TLS provides romanization of title information including author, publication (place, publisher, and date), and series when available, and sends to the CJK unit via email

UCSD:

4. CJK unit performs bibliographic checking in INNOPAC to eliminate duplicate titles; creates brief, non-MARC bib records and order records in INNOPAC
5. CJK copies and pastes a screen copy of records created into Word document and sends to TLS via email

TLS:

6. TLS selects the vendor (mostly from South Korea) and negotiates price for the lowest cost and best quality of service
7. TLS contacts the CJK Unit with any order processing issues (high cost, out-of-print, etc)
8. TLS receives materials from vendor:
 - a. Physically examines the materials to eliminate defect copies
 - b. Checks titles against invoice received from book vendors
9. TLS prepares material purchase invoices with INNOPAC order record number associated with each item listed on invoices when sending cataloged materials to the UCSD Library.

CATALOGING PROCESSING

Cataloging processing includes materials acquired via TLS and serials and gift collection received at UCSD

UCSD:

Appendix II

10. CJK ships serials and gift collection to TLS when we have any

TLS:

11. TLS does physical processing: tattle taping, barcoding, stamping, writing the Romanized author and title in book

12. TLS uses OCLC CJK using a UCSD designated authorized login to:

- a. Copy searches in OCLC for copy and original cataloging
- b. Catalogs titles following UCSD local cataloging procedures adds two 949s for overlaying bib records and creating item record(s)
- c. Exports records into INNOPAC to overlay brief, non-MARC bib record and create item record(s)
- d. Exports associated authority records if not found in INNOPAC, including name headings and uniform title only when the authority record has cross reference, and series authority record
- e. Prints out the cataloged record and provides status of authority verification following UCSD instruction, also provides variant forms of headings not found in authority file if possible

13. TLS prepares invoices for Romanization, physical processing and cataloging. TLS signs the invoices and sends them along with each shipment

UCSD:

14. CJK receives shipment:

- a. Matches and checks off titles with order invoices
- b. Updates RDATE in order records
- c. Completes authority work (e.g. add xref, establish local series authority record, transfer heading from name index to subject index, etc.)
- d. Sends books to EV for labeling
- e. Signs and sends invoice of materials purchased to Katie Grimm, Acquisitions
- f. Sends invoices of Romanization, physical processing, and cataloging to UCSD Libraries business office

15. Katie Grimm pays for orders checked off as received and signed by TLS and CJK

BUDGET MONITORING

UCSD:

16. Katie Grimm sends fund report to Shi Deng monthly to monitor book funding status

17. Shi Deng updates and monitors service funding status pre every shipment