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# Acquisitions Done Innovatively: Streamlining workflows within the Acquisitions department

■ Amjad Husain

Over the last 10 years, the number of library staff working in the Library Acquisitions department at the University of Bradford has gradually diminished. From a team of over 15 people, our team now comprises one Acquisitions Manager, a Chief Library Assistant and two Library Assistants who remain responsible for the acquisition and processing of all books, ebooks and Journals. The nature of work has also changed, with a greater emphasis on managing electronic resources whilst efficiently dealing with incoming print stock. The department uses Sierra as a Library Management System and we have had to look more closely at innovative ways of using the system to deal with the daily workload. This has enabled us to efficiently process approximately 10,000 print books per year whilst maintaining a collection of 340,000 print and 429,000 electronic books. Our library catalogue contains a mix of fully RDA-compliant MARC records and hybrid RDA records for all our monographs. With the help of shelf-ready processing, our workflows enable us to get most books onto the Library shelves within the same day of receipt whilst maintaining a high standard of work.

## Using load profiles innovatively

Load profiles are a component in Sierra which help the system determine how to assimilate data from incoming MARC records so that they appear and load how we want them to. The rules determine whether to insert or overlay existing records and allow us to perform a number of tasks which are integral to various cataloguing and acquisition activities.

We have created customised load profiles which identify records by the ISBN, bibliographic record number or Tag 001 Control number in order to perform various tasks. These range from suppression of large batches of records for withdrawn ebook titles to inserting or overlaying bibliographic records for newly acquired print

and electronic titles. We have also created a means of moving data such as classmarks from bibliographic records to item records, and adapted a load profile to help identify duplicate titles within a proposed PDA. We can also export data out of MARC records, amend it in spreadsheets and re-import it onto the same batch of records. By modifying the data match points, the overlay code rules and Tag protection, this has opened up the possibility of performing data manipulation on a whole new level.

Examples of load profiles can be seen in *Table 1* (overleaf).

## Using saved global updates for incoming MARC records

Sierra has the ability to create large lists of records and then “globally” update the records with amendments. With the onset of RDA, we made the decision to change all of our non RDA monograph records to hybrid records containing RDA elements. We then saved the global update profiles so that they could easily be run to hybridise any new incoming non-RDA records and also to check quality of RDA records

provided by suppliers. This enabled us to dramatically reduce the time taken by Library Assistants to perform bibliographic checks on newly received books, so that they could be processed infinitely faster. It also allowed us to perform the same checks on ebook records received as part of packages, whilst allowing us to standardise the records to our local specification.

Features of the global updates include converting non-RDA tags such as 260 to 264, and adding in 336, 337 and 338 tags, as well as detecting abbreviations and converting them to their fuller form (such as changing “b&w” to “black and white”)

## PDA title de-duplication

We ran a number of PDAs with various suppliers over the last couple of years but it soon became apparent that we needed an effective way of de-duplicating titles appearing on the suppliers’ lists against our current stock. The cost of ineffective de-duplication was prohibitive at a time when book budgets were being stretched.



Table 1.

Load profile	Match point TAG	What it does	Protected MARC TAGS	Overlay code	What we use it for
A	001 (Control number)	Checks 001 TAG for match point. Uses a supplied MARC file, or a spreadsheet converted to a MARC file to overlay existing records and change their suppression status to "suppressed"	00x, 010, 03x, 04x, 06x, 07x, 09x, 02x, 2xx, 3xx, 5xx, 7xx, 1xx, 4xx, 83x, 6xx, 856, 866, 962, 970, 971, 972	If no matching record then insert incoming record. If 1 matching record then overlay matched record. If 2 or more matching records, then insert record.	Ebrary/ebook package titles deletion
D	020 (ISBN)	Checks 020 TAG for match point. Will overlay existing temporary records	001,037, 048, 09x, 555, 699, 776, 796, 85x, 85x, 935, 962	If no matching record then reject record. If 1 matching record then overlay matched record. If 2 or more matching records then reject record.	Loading MARC records for individually purchased print books
E	020 (ISBN)	Checks 020 TAG for match point. Will overlay existing temporary records and inserts URL into 855 TAG	010, 02x, 03x, 04x, 09x, 2xx, 1xx, 776, 856, 859, 866, 869, 939, 970, 971, 972	If no matching record then reject record. If 1 matching record then overlay matched record. If 2 or more matching records then reject record.	Loading MARC records for individually purchased e-books
R	907\$a (bib no.)	Checks whether 907\$a (bib no.) exists – if so then it can overlay records with information	001,007, 008, 010, 03x, 04x, 06x, 07x, 09x, 02x, 2xx, 3xx, 5xx, 7xx, 1xx, 4xx, 83x, 6xx, 856, 866, 962, 970, 971, 972	If no matching record then insert incoming record. If 1 matching record, then overlay matched record. If 2 or more matching records, then insert record.	Used for inserting new ebook package records. Used for inserting additional TAG information to existing list of bib numbers (e.g. 094 TAG)

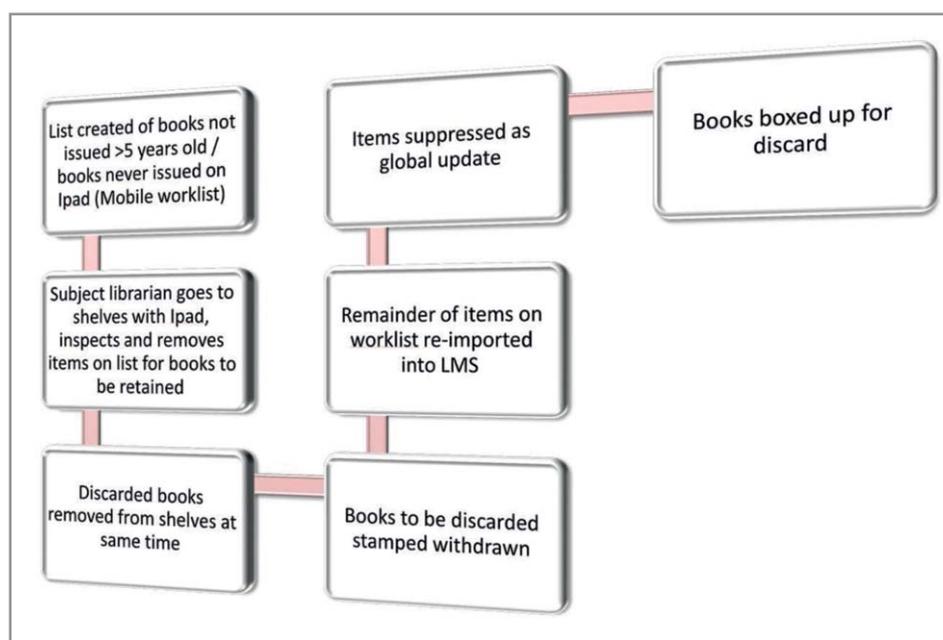


Figure 2.

If complete lists of stock were sent to suppliers, we frequently found duplication which led us to explore processes in-house. Earlier attempts at exporting data from the catalogue and comparing ISBN and title data had proved unsatisfactory and time-consuming, as quite often the data in 020 MARC tags contained extra text as well as the ISBN. So we devised a way of creating a MARC record from the supplier's list and running it with a customised load profile, to create a report which would highlight the duplicate titles. Our workflow was as follows:

- Tell suppliers our PDA criteria (e.g. Dewey classmark range, price cap, readership level, publication years etc.) so that they can create a complete spreadsheet of titles they hold which match this criteria
- Create a MARC file from their spreadsheet using MARCedit

Figure 1.

658. 159 04 BAK	:Status(-) International finance : management, markets, and i 0023058919(pbk.) 658.15904 BAK 670345317055
658. 159 04 BRE	:Status(-) The new economic analysis of multinationals : an a 1840641541 (hbk.) 658.15904 BRE 670344207273
658. 159 04 BUC	4th edition:Status(-) Multinational finance / Adrian Buckley. 0130131660 pbk 658.15904 BUC 670342930646
658. 159 04 BUC	4th edition:Status(-) Multinational finance / Adrian Buckley. 0130131660 pbk 658.15904 BUC 670342930726
658. 159 04 BUC	5th edition:Status(-) Multinational finance / Adrian Buckley. 0273682091 (pbk.) 658.15904 BUC 670344699123

convert exported bibliographic data from our library catalogue, formatting it for spine labels as shown in figure 1. We continue to use this method to refresh existing spine labels to the remainder of our stock.

- The steps involved are detailed in another video also on the JBPLibrary video channel <https://goo.gl/qS94vu>

### Weeding discarded books

The time-consuming nature of discarding books was also reviewed within our library to find ways it could be done more efficiently. In our existing workflow, we had created lists of items either not issued within 5 years or never issued at all, weeded and stamped them to show that they are discarded, and then suppressed the items one by one from the library catalogue. We came up with two alternative procedures. These are summarised in *Figures 2 & 3* and include the use of mobile worklists, with options to export and work through lists onto an iPad or the use of formulae on spreadsheets and global update functions to suppress items in one batch.

### About the Author:

Amjad has worked at the University of Bradford for 10 years, currently in the role of Chief Library Assistant in Acquisitions. He completed his MSc in Information Studies in 2010.

- Use the 020 as a match point and use a customised Load Profile to determine duplicate ISBNs
- Use spreadsheet manipulation to extract duplicate titles to be excluded
- Use V-lookup function in spreadsheet to highlight duplicates on original list
- The full de-duplication video can be seen on The JBPLibrary video channel <https://goo.gl/qS94vu>

### Spine labelling on a large scale

In 2011, our Library undertook a large reclassification project in which we reclassified and spine-labelled 200,000 books from UDC to Dewey. We managed to complete the project in 18 months. As part of this, we created a customised PERL Script and used Microsoft® Excel & Mail Merge to produce spine labels on an industrial scale. The PERL script allowed us to

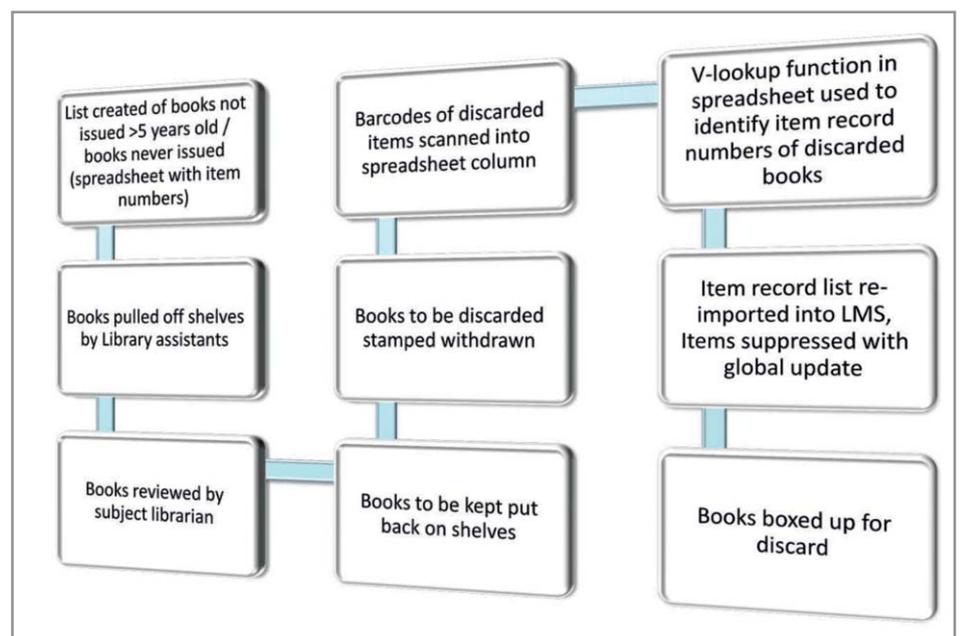


Figure 3.