Technical Services: Acquisitions, Cataloging, and Government Documents

Mission and Purpose
The Technical Services department works behind the scenes to acquire materials, make them accessible, and maintain bibliographic control of the materials that support the educational and research needs of the students, staff, and faculty of Delta College, and the community. Delta College Library Technical Services consists of the Acquisitions, Cataloging, and Government Documents departments, and is responsible for acquiring, receiving, invoicing, processing, covering, cataloging, mending, and caring for all Library materials. The technical services function is crucial to, and considered the "backbone" of all library services, due to the nature and complexity of the functions involved.

Policies

1. New materials should be cataloged in a timely manner, with complete, accurate information to meet VLC and OCLC standards, in order to promote access and use by the college community.

2. Reference materials and special requests will be processed with a priority over other new materials.

3. The processing of periodicals, including magazines, newspapers, and journals, in an efficient, accurate, and timely manner to meet VLC and OCLC standards, in order to promote access and use by the college community.

4. Government information, available through the Federal Library Depository Program (FDLP), should be processed and shelved in a timely manner, along with following all the guidelines and requirements of the FDLP program.

5. Mend and repair materials, and resolve other issues with materials, along with updating and upgrading our bibliographic records as necessary according to current standard practices. The Library of Congress and OCLC continually update, change, and replace subject headings, call numbers, and other fields within cataloging records to enhance access. The technical services staff will use this opportunity to update the records of these items to provide the most current information possible for our users, as with newly cataloged materials.

6. Withdraw materials weeded by librarians, including removal of the physical item along with removal of the material’s information from VLC and OCLC, as applicable.
7. Compile cumulative annual statistics of acquisitions and withdrawals of all materials.

8. Maintain awareness of current trends in acquisitions, serials, cataloging, and government information, and look at implementing change when necessary.

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