# Introduction to Serials Work for Library Technicians



Scott Millard, MA, MLIS

# <u>Introduction To Serials Work For Library Technicians</u> <u>Wayne Jones</u>

**Michael Hoelscher** 

### **Introduction To Serials Work For Library Technicians Wayne Jones:**

Introduction to Serials Work for Library Technicians Jim Cole, Wayne Jones, Scott Millard, 2013-04-15 Everything you need to know about serials librarianshipin one handy volume For library science students and library professionals Introduction to Serials Work for Library Technicians is a practical how to do it text that shows you how to perform the behind the scenes tasks your job requires This primer walks you through the entire process of serials management for both larger libraries with automated serials management systems as well as small school and public libraries that must handle their serials manually From an introduction to serials work to the latest in technology for archiving this book will ensure that your library customers are not inconvenienced by inaccuracies or inefficient organization Introduction to Serials Work for Library Technicians will benefit anyone who handles serials in a library since it covers all aspects of serials acquisitions organization check ins and cataloging This book addresses the complications that occur working with a form of publication that can include any medium from newspapers to CD Rom and can be published as often as every day or as infrequently as once a year Difficulties include title changes serial merges and splits suspensions and cessations of publication and changes in format and this volume will show you how to find the solutions to these situations Here's a sample of what is explored in this book acquisitionshow to locate find bibliographic information on and verify the title of a desired serial orderingtypes of orders new subscription orders and back ordering receiving checking in serials recording holdings information using Kardex cards and using an automated check in system catalogingusing holding and union lists creating and using online catalogues and cataloguing standards and internet serials processingshelving policies types of shelving and how to shelve claims binding and renewals Intended primarily as a textbook for students in library sciences programs this book will also serve very well as a general reference for experienced or novice library technicians or other staff members who find themselves managing serials or automating their system The book s complete glossary bibliography numerous definitions and tables as well as the real life examples throughout this manual will help you navigate the challenges of record keeping claiming and cataloguing serials in any library **Library and Information Science** Michael Bemis, 2014-03-03 This unique annotated bibliography is a complete up to date guide to sources of information on library science covering recent books monographs periodicals and websites and selected works of historical importance The Bowker Annual of Library and Book Trade Information .1989 Introduction to Serials Work for Library Technicians [im Cole, Wayne Jones, Scott Millard, 2013-04-15] Everything you need to know about serials librarianshipin one handy volume For library science students and library professionals Introduction to Serials Work for Library Technicians is a practical how to do it text that shows you how to perform the behind the scenes tasks your job requires This primer walks you through the entire process of serials management for both larger libraries with automated serials management systems as well as small school and public libraries that must handle their serials manually From an introduction to serials work to the latest in technology for archiving

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