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ABSTRACT

Morris Library at Southern Illinois University computerized its technical processes using the Library Computer System (LCS), which was implemented in the library to streamline order processing by: (1) providing up-to-date online files to track in-process items; (2) encouraging quick, efficient accessing of information; (3) reducing manual files; and (4) assisting with and order preparation. It functions primarily as a circulation system, providing short bibliographic records (i.e., main entry, title, place of publication, and date) and complete holdings and circulation information for all titles. Programs are written in a detailed language similar to PL/1 and BASIC, and are executed in SUPERWYLBUR, an interactive operating system that allows for the submission of batch jobs as well as interactive macros or programs. Although LCS does not provide many features of a truly automated system (e.g., order presentation, invoice processing, voucher preparation, and fund accounting), it does have advantages over manual files. Examples are shown of "make.orders" and "print.slips" programs used to keep track of and print ordering records of approval titles. (SD)

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IN-PROCESS ITEMS ON LCS

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ABSTRACT

Computerization can be a powerful tool for gaining access to information. In addition to providing an up-to-date online file, computer technology allows for the quick and efficient accessing of information, the saving of time, and the reduction of manual files. The Acquisitions Department at Southern Illinois University's Morris Library has been actively pursuing these three goals by using SUPERWYLBUR computer programs to record in-process items on the State of Illinois' Library Computer System (LCS). This means that in addition to the elimination of the in-process file, librarians and students alike have access to current titles which have been ordered and/or received. Also, SUPERWYLBUR programs provide the Acquisitions Department with fund accounting and order preparation.

LCS is used by twenty-nine (soon to be thirty-three) academic libraries in Illinois. Functioning primarily as a circulation system, LCS provides, in addition to a short bibliographic record (main entry, title, place of publication, and date), complete holdings and circulation information for all titles. At Southern Illinois University at Carbondale (SIUC), LCS has been in operation since July 1983. Because the Cataloging and Serials Departments had staff members with expertise in computer program writing and interest

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in using LCS to support access to all items in the building, work began immediately after the implementation of LCS to record all in-process items. Personnel in these two departments began writing programs to allow for the inputting of gift titles and series received on standing order.

This meant that paper in-process records no longer had to be filed in the in-process file, which we have always made available to students and faculty. Librarians at SIUC are aware of the importance of knowing if a title is on order or received (but not yet cataloged). An online catalog and, in this case, LCS allow for this capability. Following the experiences of the cataloging and serial staff with inputting in-process items, Order Department personnel became eager to use LCS to track their order records. This would mean the elimination of the paper in-process file, which was always error-ridden and very time-consuming to check. By using LCS, searchers would no longer have to spend time searching a paper file, which allowed access only by title. LCS provides access by author, title, a combination of the two, and call number.

We in the Order Department began on August 1, 1985, to use programs written especially for us to track orders. Programs are written in a detailed computer language similar to PL/1 and BASIC and executed in SUPERWYLBUR, which is an interactive operating system that allows for the submission of batch jobs as well as interactive macros or programs.

LCS does not provide many features of a truly automated acquisitions system, that is, order preparation, invoice processing, voucher preparation, and fund accounting. It does, however, have

many advantages over manual files, and SIUC makes use of the SUPERWYLBUR programs to give us order preparation and a form of fund accounting. (I shall explain this later.)

But first allow me to give you some basic background information about the Order Department at SIUC. Since we began to use LCS to support the acquisitions process in August 1985, we have spent about \$578,000 during each of the past three fiscal years for the purchase of monographs.

We are a divisional library made up of four graduate divisions--humanities, social studies, science, and education and psychology--and an undergraduate library. Each of these five units is allotted a percentage of the total monographic budget. In addition, other units such as the reserve room, the browsing room, the map collection, the instructional materials center, etc., receive a percentage of the monographic budget.

Approval plans exist for the divisions plus the undergraduate library. During the last fiscal year, we added 12,651 titles that had been received on approval, and 5,156 books via firm orders.

We do an extensive amount of notification ordering for approval books, which means monies are readily transferred from the firm order allotment to the approval account.

How do we use LCS to keep track of orders? First, let us discuss the notification orders because this is where we do a significant amount of fund accounting. Each of the four graduate library divisions has to know the dollar amount it is encumbering and spending. By using a program called "make.orders" for approval titles, we are able to get titles into LCS and also keep track of the

amount being encumbered. Basically, the "make.orders" program prompts the user to input order information.

This is what the "make.orders" program looks like:

Enter the DATE part of the order number_ _ _ _ _

Do you wish to make Firm, Approval, Uncataloged, or Z orders?

Which Approval type do you wish to create records for? (bb/bt/ot/w)

Are they Profile or Notification titles? (p/n) _

Author:

Title:

Edition/Multi vols.:

Publisher:

Publication date 19_ _

Note:

Fund _ _

Price = \$

The program takes all the information input from the order number through the note and writes it to the updates file. Here it is saved until the weekly SUPERWYLBUR maintenance run, which dumps all the information into LCS.

EXAMPLE:

```
I.880912BTN17  SWEET, JAMES A.
AMERICAN FAMILIES AND HOUSEHOLDS$ RUSSELL SAGE FOUNDATION
NOLC 1065162 1987 1 ADDED: 880913
01 001 NOCIR IPO
```

The fund and pricing information is saved in another file, and a running total is kept until the end of the month when a printout is made showing the accumulated totals for the month and fiscal year.

After a notification title has been received, the dollar amount

encumbered is subtracted from the outstanding figure and added to the received column.

Dollar amounts for "profile titles" (those sent automatically on the approval plan) are also kept for each division. This allows us to see what percentage of the total approval budget is spent by each division.

SUPERWYLBUR does, therefore, support a form of fund accounting, at least for some of our orders. Actually, almost three-fourths of the titles we order and receive are supplied through approval plans.

Now, let us look at the SUPERWYLBUR program we use for firm orders. Here we are not presently keeping track of funds encumbered. We are, however, using the system for order preparation--the printing of our purchase order. Again, we use the "make.orders" program.

EXAMPLE:

Enter DATE part of the order number _ _ _ _ _

Do you wish to make Firm, Approval, Uncataloged, or Z orders?

Enter the FUND part of the order number _ _

ISBN: _ _ _ _ _

Type "Y" if RUSH order _

Author _ _ _ _ _

Title (and series) _ _ _ _ _

Edition/Multi vols. _ _ _ _ _

Place/Publisher _ _ _ _ _

Publication date 19 _ _

Notes (line 1 of 2) _ _ _ _ _

Notes (line 2 of 2) _ _ _ _ _

Vendor:

Price: \$

Copies:

Initials:

As you can see, the amount of inputting increases. This is because we are creating the purchase order to send to a vendor or publisher. On the notification orders, we are merely taking from the vendor slip the information which is needed to identify the title in LCS. The notification slip itself is the vendor's purchase order, and it contains all the information the vendor needs to identify the title. After the inputting on firm orders is complete, the information is saved in a separate file. Using the command "print.slips," we are able to retrieve this file and print our "slips" or purchase orders. Following is an example of a purchase order.

PURCHASE ORDER FROM: MORRIS LIBRARY--ORDER DEPT. --
SOUTHERN ILLINOIS UNIV., CARBONDALE, IL 62901

Order No.: I.89030IHU04 - - - - - Date: 03/01/89
ISBN: 0-671-64268-5

MCMURTRY, LARRY

ANYTHING FOR BILLY

NY: SIMON & SCHUSTER, 1988

YBP \$18.95 1 COPY AMC

Slips may be printed daily or every other day or once a week. After the printing is complete, this file is deleted.

Again, the program takes all the information input from the order number through the initials and writes it to the updates file, which is dumped into LCS once a week.

EXAMPLE:

I.890301HU04 MCMURTRY, LARRY
ANYTHING FOR BILLY\$ NY: SIMON & SCHUSTER
YBP \$18.95 1 COPY AMC 1092475 1988 ADDED: 890307
01 001 NOCIR IPO

In addition to the "make.orders" and the "print.slips" programs, we use seven other commands and/or programs to process our orders. These include search, cancel, and claim functions as well as a recover function if the system goes down while one is working in SUPERWYLBUR.

To conclude, I would like to say that the computer technology of LCS and SUPERWYLBUR, which allows us to track in-process items, has streamlined order processing at SIUC. Through it, we have found a savings in staff time, in the reduction of manual files, and in the quick and efficient accessing of information.