



# Technical Services Getting Too Technical?

A Filipino's Perspective of an Australian Experience

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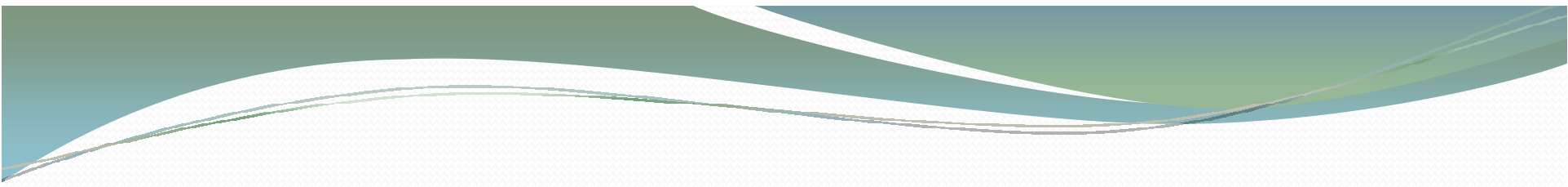
# Outline

- Trends in Technical Services
  - Collection Development
  - Cataloguing
- Current Developments
  - Cataloguing Standards
  - Subject Headings and Authorities
  - In Australia
- Technical Services at WAI LRC
  - Background on WAI and the LRC
  - Technical Services Skills Set
  - Recent Projects
  - Ongoing Projects
- Impact on Philippines libraries and librarianship



# Trends in Technical Services

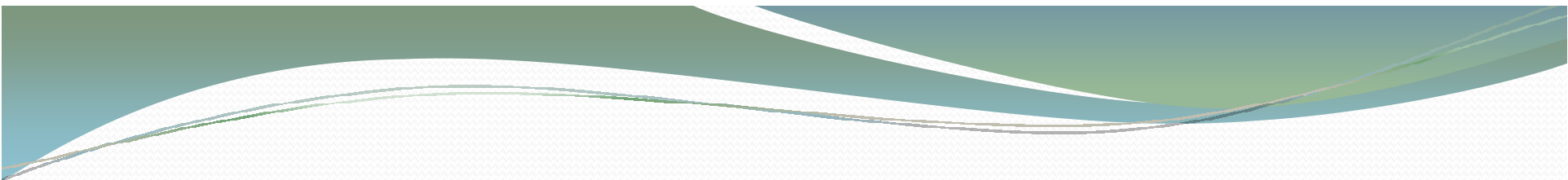
- Collection Development
  - Providing web resources
  - Acquiring electronic resources
  - Virtual digital content in collection
  - Digitisation projects (e.g., special collections) and e-publishing
  - Collaboration in building a virtual collection
  - Cancellation of print subscriptions
  - Online transactions
  - Increase in budget for special collections

- 
- Cataloguing
    - Getting bibliographic records from a cataloguing utility, editing them according to library's practice and uploading to catalogue
    - Authority control
    - Cataloguing special items and digital documents
    - Outsourcing cataloguing and consortia resource-sharing
    - New bibliographic standards
  - New Services driven by mobile phone apps
    - Mobile cataloguing?



# Current Developments

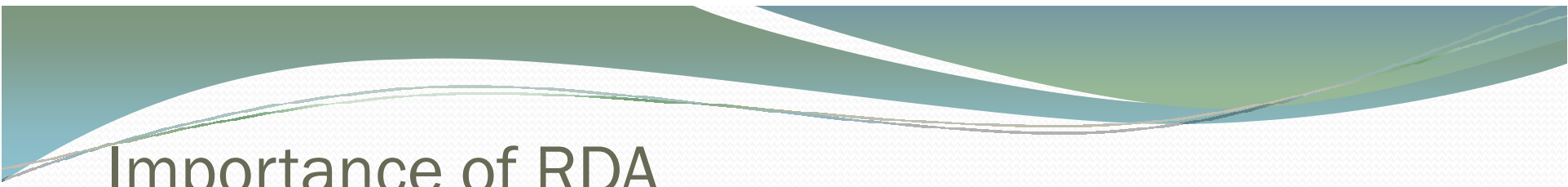
## Cataloguing Standards



## Resource Description and Access (RDA)

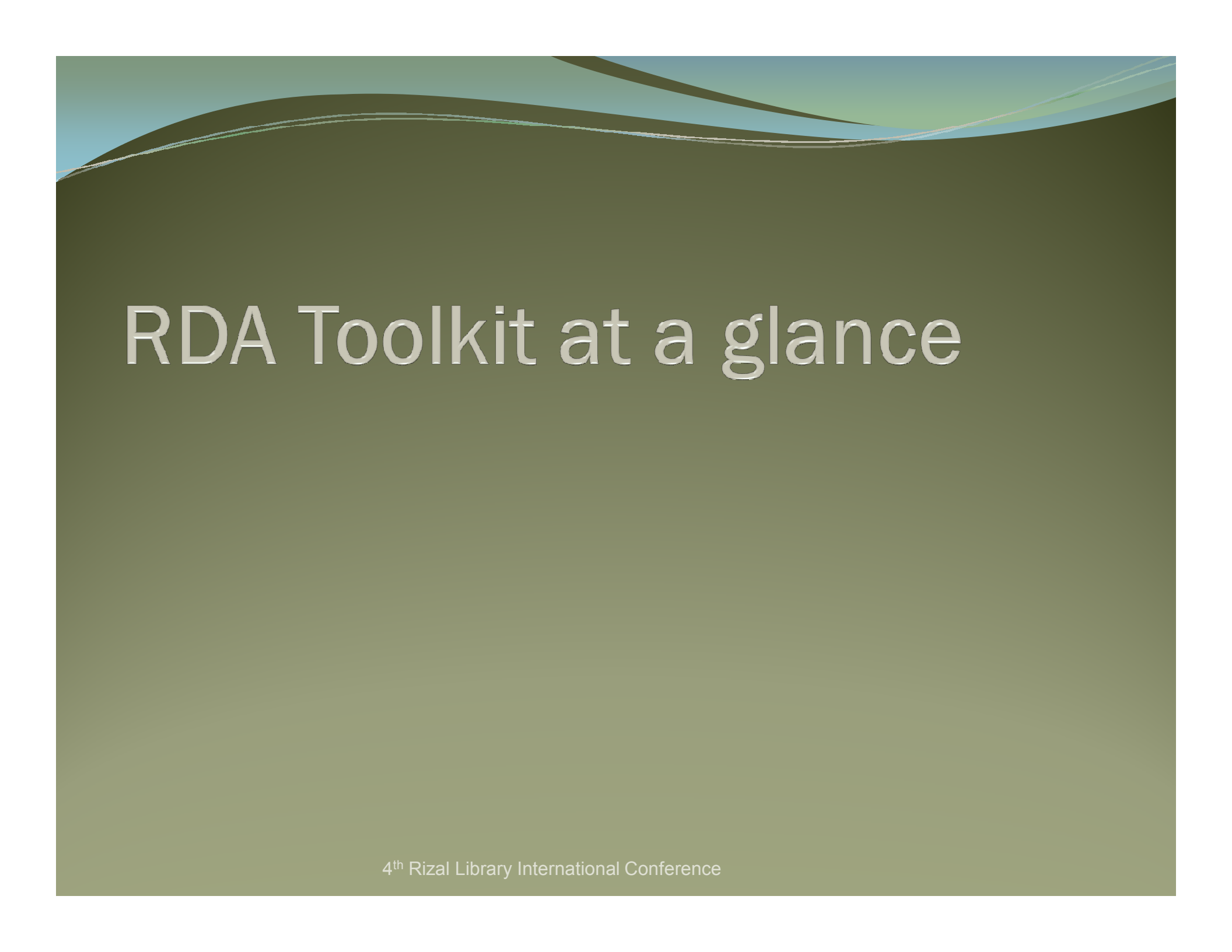
- Replacing AACR2 as the new descriptive cataloguing standard
- Based on the Statement of International Cataloguing Principles (SICP) and Functional Requirements for Bibliographic Records (FRBR)
- Founded on the entity-relationship model

\*Goal of RDA is to identify and relate elements of an item.



## Importance of RDA

- To better accommodate digital resources and resources with multiple characteristics
  - To allow integration of library catalogue records from various metadata sources
  - To bring together bibliographic records for various formats, editions, or versions of a work
- \*Allows a cataloguer more discretion in describing an item
- \*Instructions available as an online subscription - based product called the RDA Toolkit



# RDA Toolkit at a glance

4<sup>th</sup> Rizal Library International Conference

The screenshot shows the RDA Toolkit website interface. At the top, there's a blue header with the RDA Toolkit logo and the text "RESOURCE DESCRIPTION & ACCESS". To the right of the header, it says "William Anglos Institute". Below the header, there's a navigation bar with tabs for "RDA", "TOOLS", and "RESOURCES". On the right side of this bar, there are search boxes for "RDA Quick Search" and "Advanced Search", and input fields for "Profile Name" and "Password". A red arrow points to the "LOGIN" button next to the password field. Below the navigation bar, the main content area is titled "GET STARTED WITH THE RDA TOOLKIT!" and "It's as easy as ...". It contains sections for "Log in to Your Subscription", "Create a User Profile", "Browse or Search", and "Need Assistance?". The "Need Assistance?" section includes a list of links: "Click the 'Help' link in the lower left corner to visit our Quick Start Guide", "Request Support", and "For an overview of RDA: Resource Description and Access and the RDA Toolkit—including how to create a User Profile, browse and search, create work flows and mappings, and search RDA based on your existing knowledge of AACR2 rule numbers—view the 'Making the Most of RDA Toolkit's Open-Access Period' webinar". At the bottom left, there are links for "About", "Help", and "Feedback".

RDA Toolkit

RDA TOOLKIT  
RESOURCE DESCRIPTION & ACCESS

William Anglos Institute

RDA TOOLS RESOURCES

RDA Quick Search | Advanced Search | Profile Name | Password | **LOGIN** | CREATE

**GET STARTED WITH THE RDA TOOLKIT!**

**It's as easy as ...**

**Log in to Your Subscription**

If your institution's name is visible in the upper right hand corner of the window, then you're already logged in to your subscription. If not, enter your subscription User Name and Password in the login boxes.

**Create a User Profile**

Next, create a User Profile by clicking the "Create" button. If you already have a User Profile, enter your Profile Name and Password in the login boxes. Solo-user are automatically logged into their User Profile when they log in to their subscription.

**Browse or Search**

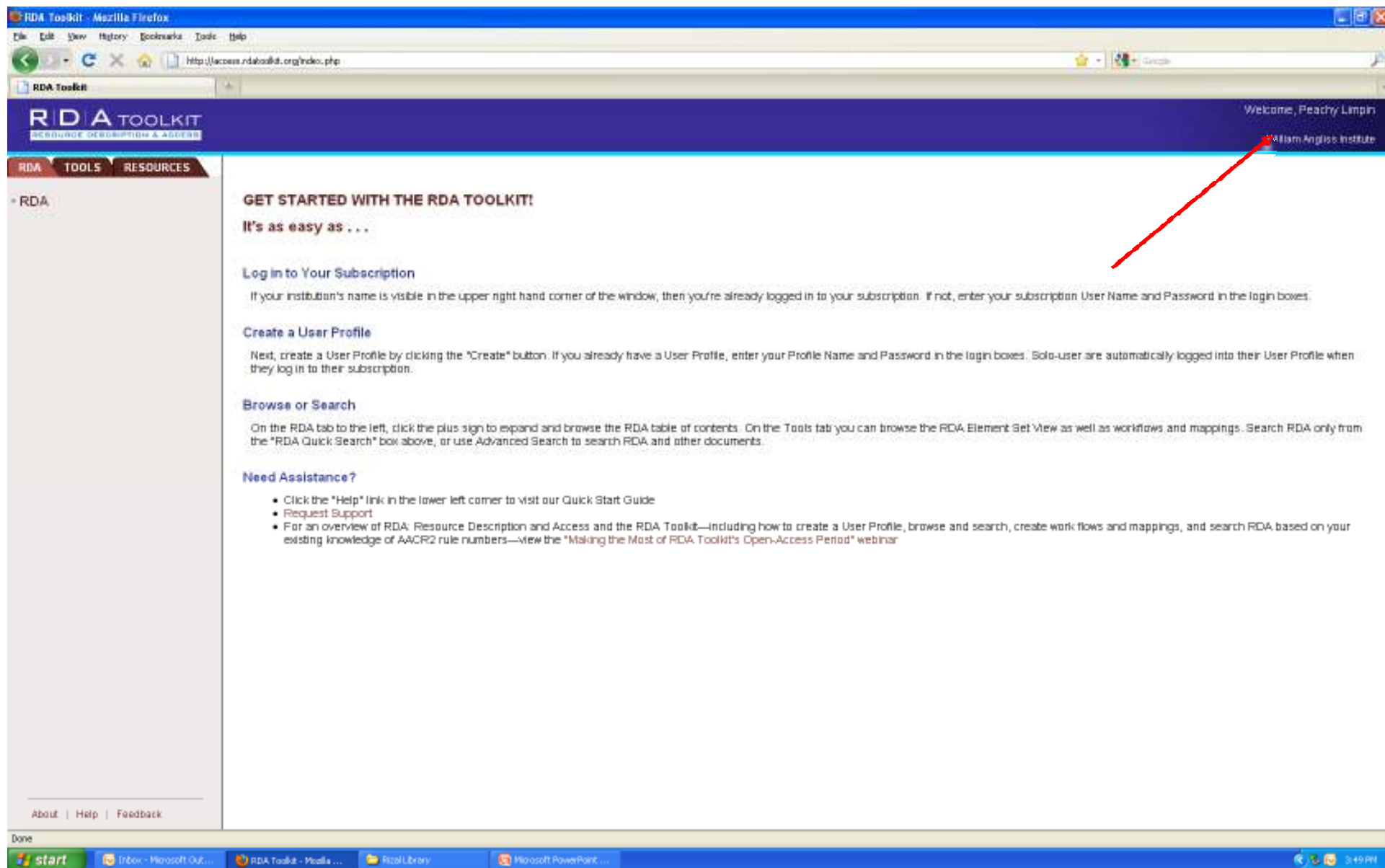
On the RDA tab to the left, click the plus sign to expand and browse the RDA table of contents. On the Tools tab you can browse the RDA Element Set View as well as workflows and mappings. Search RDA only from the "RDA Quick Search" box above, or use Advanced Search to search RDA and other documents.

**Need Assistance?**

- Click the "Help" link in the lower left corner to visit our Quick Start Guide
- Request Support
- For an overview of RDA: Resource Description and Access and the RDA Toolkit—including how to create a User Profile, browse and search, create work flows and mappings, and search RDA based on your existing knowledge of AACR2 rule numbers—view the "Making the Most of RDA Toolkit's Open-Access Period" webinar

About | Help | Feedback

## RDA Access Page



## Profile Page

**RDA TOOLKIT**  
SOURCE DESCRIPTION & ACCESS

Welcome, Peachy Limpin  
William Angliss Institute

**RDA** | TOOLS | RESOURCES

0.0 Purpose and Scope

RDA provides a set of guidelines and instructions on formulating data to support resource discovery. The data created using RDA to describe a resource are designed to assist users performing the following tasks:<sup>1</sup>

- find*—i.e., to find resources that correspond to the user's stated search criteria
- identify*—i.e., to confirm that the resource described corresponds to the resource sought, or to distinguish between two or more resources with similar characteristics
- select*—i.e., to select a resource that is appropriate to the user's needs
- obtain*—i.e., to acquire or access the resource described.

The data created using RDA to describe an entity associated with a resource (a person, family, corporate body, concept, etc.) are designed to assist users performing the following tasks:<sup>2</sup>

- find*—i.e., to find information on that entity and on resources associated with the entity
- identify*—i.e., to confirm that the entity described corresponds to the entity sought, or to distinguish between two or more entities with similar names, etc.
- clarify*—i.e., to clarify the relationship between two or more such entities, or to clarify the relationship between the entity described and a name by which that entity is known
- understand*—i.e., to understand why a particular name or title, or form of name or title, has been chosen as the preferred name or title for the entity.

RDA provides a comprehensive set of guidelines and instructions covering all types of content and media.

<sup>1</sup> Based on the user tasks defined in IFLA Study Group on the Functional Requirements for Bibliographic Records, *Functional Requirements for Bibliographic Records: Final Report* (München: K.G. Saur, 1998), 82. Available online at <http://www.ifla.org/VIIIf/13/br/br1br.pdf>

<sup>2</sup> Based on the user tasks defined in IFLA Working Group on Functional Requirements and Numbering of Authority Records (FRANAR), *Functional Requirements for Authority Data: A Conceptual Model*, edited by Glenn E. Patton (München: K.G. Saur, 2009).

0.1 Key Features

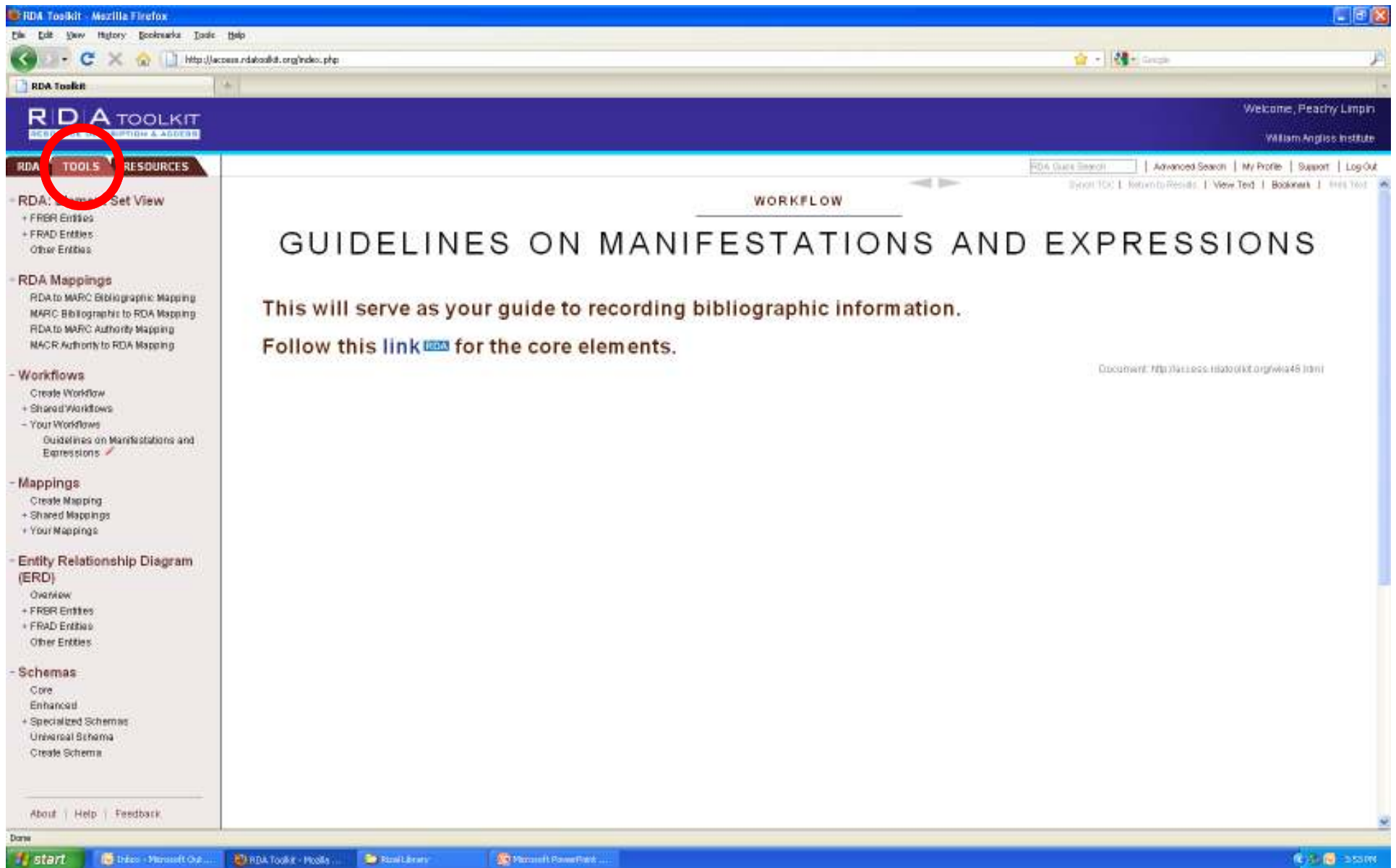
RDA provides a flexible and extensible framework for the description of resources produced and disseminated using digital technologies while also serving the needs of agencies organizing resources produced in non-digital formats.

RDA is designed to take advantage of the efficiencies and flexibility in data capture, storage, retrieval, and display made possible with new database technologies, but to be compatible as well with the legacy technologies still used in many resource discovery applications.<sup>3</sup>

In order to optimize flexibility in the storage and display of the data produced using RDA, a clear line of separation has been established between the guidelines and instructions on recording data and those on the presentation of data. Guidelines and instructions on recording data are covered in chapters 1 RDA through 37 RDA; those on the presentation of data are covered in appendices D RDA and E RDA.

<sup>3</sup> For an outline of how RDA data might be stored in a relational or object oriented database structure or in the legacy database structures still used in many library applications, see *RDA Database Implementation Scenarios* <http://www.rda-jsc.org/docs/editor2.pdf>

## RDA Instructions



## Custom Workflow

RDA Toolkit - Mozilla Firefox

http://access.rdatoolkit.org/index.php

Loading...

**RDA TOOLKIT**  
RESOURCE DESCRIPTION & ACCESS

Welcome, Peachy Limpin  
William Anglick Institute

RDA TOOL RESOURCES

Loading...

RDA Quick Search | Advanced Search | My Profile | Support | Log Out  
Sync TOC | Return to Results | View Text | Bookmark | Print Text

## Summary of Rule Revisions Since AACR Second Edition 1998 Revision

This summary is not a detailed list of changes, but a list of the most significant changes in the 2002 amendments, the 2001 amendments, and the 1999 amendments incorporated into the current 2002 revision.

### AMENDMENTS 2002

#### Deletion of Rule 1.4D4 AACR2

Rule 1.4D4 AACR2 has been deleted. This rule instructed that the name of the publisher, distributor, etc., appearing in a recognizable form in the title and statement of responsibility area, should be given in the shortest possible form in the publication, distribution, etc., area. The rule was judged to be unnecessary and inflexible, and to limit the use of the area for search and retrieval purposes by automated systems. Examples throughout AACR have been revised to reflect the deletion of the rule.

#### Chapter 3 AACR2 (Cartographic Materials)

The changes to chapter 3 AACR2 are of three major types:

- additional rules or additions to existing rules for the description of cartographic materials in electronic form;
- miscellaneous changes to existing rules to bring them into line with current practice;
- editorial changes.

The first category is the most substantial, involving changes to the mathematical and other material specific details area (formerly: Mathematical data area). Three new rules were added: rule 3.3E AACR2 (Type and extent of resource); rule 3.3F AACR2 (Digital graphic representation); and, rule 3.3G (Numbering related to serials). The overall goal is to enable more accurate description of cartographic materials that are electronic resources and/or continuing resources. Rule 3.3D AACR2 (Statement of coordinates and equinox) has been changed to allow the recording of coordinates in decimal degrees as well as in degrees, minutes, and seconds. Additional examples have been added to rule 3.7B8 AACR2 (Mathematical and other material specific details) to reflect the addition of rule 3.3F AACR2 and the changes to rule 3.3D AACR2.

Changes in the second category include: the changing of "map section" to "section," and "relief model" to "model" in rule 3.5B1 AACR2, and, the addition of "layout," "production method," and "medium" as other physical details in rule 3.5C1 AACR2.

Editorial changes have been made as necessary to match new terminology and to reflect changes made in other chapters.

#### Chapter 12 AACR2 (Continuing Resources) and Other Related Rules

The scope of chapter 12 AACR2, now called "Continuing Resources" instead of "Serials," has been expanded to include resources that have either not been covered in the rules or not adequately covered. Chapter 12 AACR2 now encompasses:

- successively issued resources (i.e., serials);
- ongoing integrating resources (e.g., updating loose-leaves, updating Web sites);
- some categories of finite resources (i.e., reprints of serials, resources with characteristics of serials but whose duration is limited, and finite integrating resources).

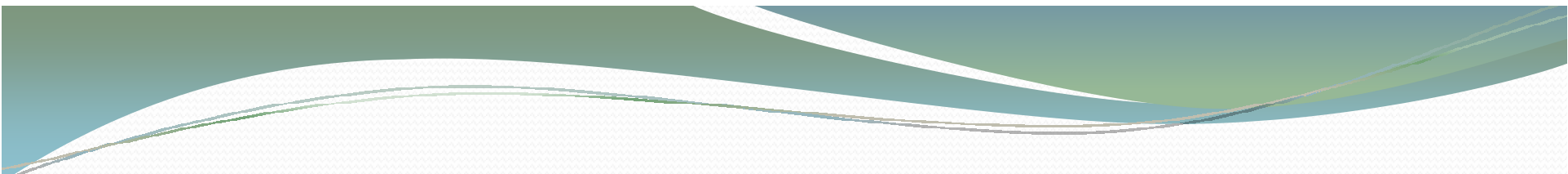
Because of the differences in treatment of the various types of continuing resources, the rules have been expanded to include separate provisions for serials and integrating resources or in some cases other subcategories of continuing resources such as printed resources, electronic resources, and updating loose-leaves. Additionally, separate rules addressing changes in specific data elements have been included.

Rules in other chapters affected by the changes in chapter 12 AACR2 have also been revised. Examples of changes in part I include: the expansion of rule 1.4F8 AACR2 to cover

Transferring data from access.rdatoolkit.org...

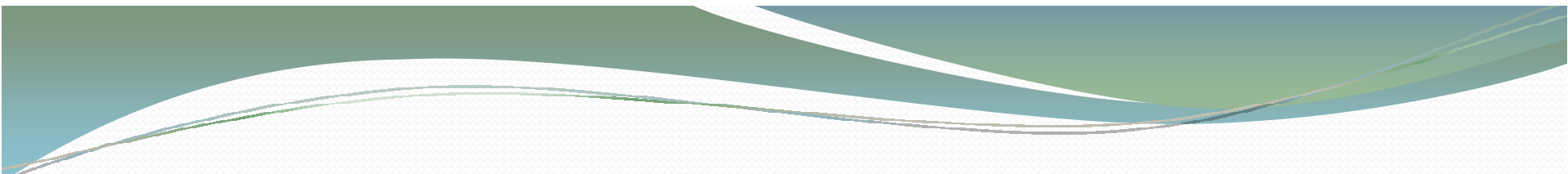
start | Inbox - Microsoft Out... | RDA Toolkit - Mozilla... | Rizal Library | Microsoft PowerPoint...

3:54 PM



## Functional Requirements for Authority Data (FRAD)

- Help determine and control forms of access point
- Link bibliographic and authority files
- Support access to bibliographic files

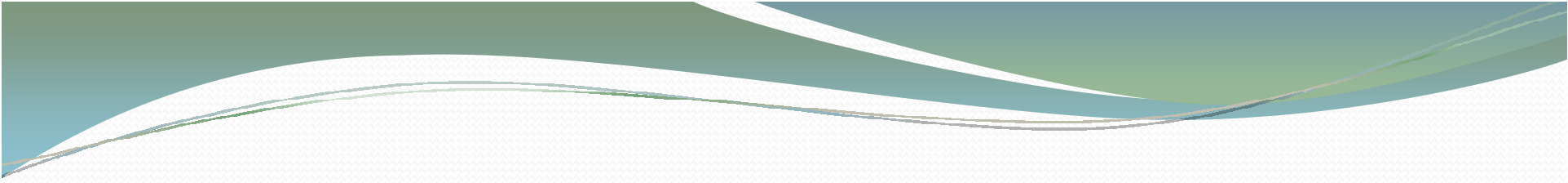


## Functional Requirements for Subject Authority Data (FRSAD)

- Relate to *aboutness* of works
- Provide a structural frame of reference for relating data recorded in subject authority records to the needs of the users of that data
- Assess the potential for international sharing and use of authority data



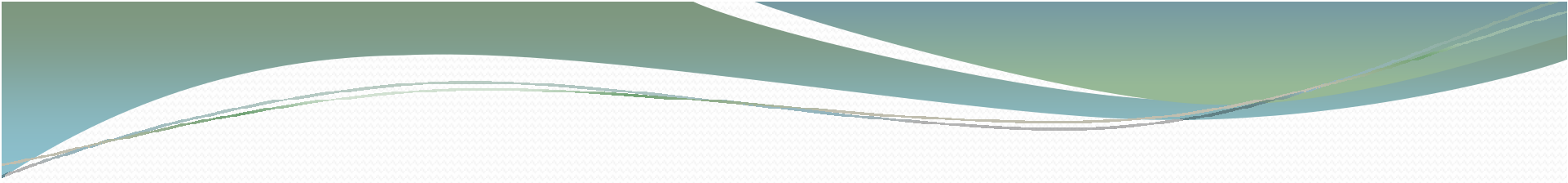
# Current Developments Subject Headings and Authorities

- 
- Multilingual Access to Subjects (MACS)
  - Virtual International Authority File (VIAF)



# Current Developments

## Australia

- 
- Trove
  - Collections Australia Network
  - Schools Catalogue Information Service
  - Library Vendors
    - LibraryThing for Libraries (Thorpe-Bowker)
    - Electronic Workflows (James Bennett)
    - Summon (SerialsSolution)
    - BookMyne (SirsiDynix)



# Technical Services

## At William Angliss Institute Learning Resource Centre

## About William Angliss Institute

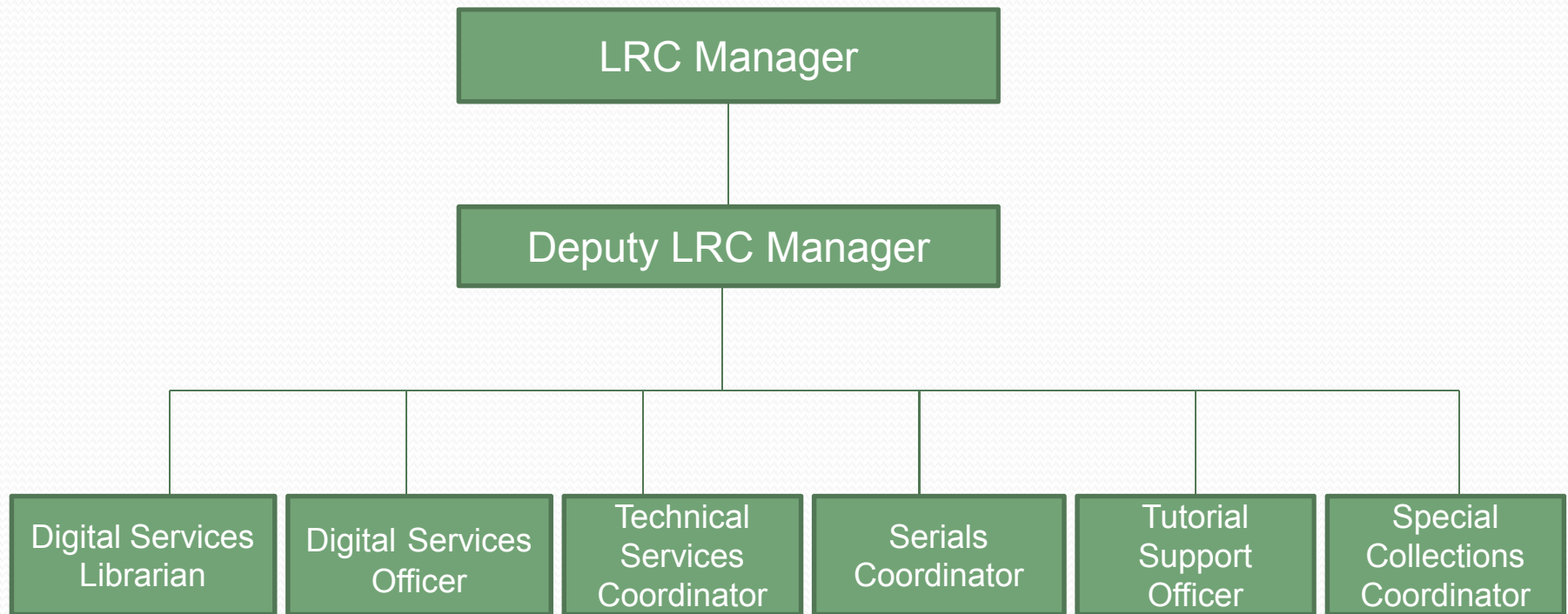
- Established in 1940 as a food trades college
- Australia's specialist training centre for hospitality, tourism, and food industries
- Has an annual enrolment of 15,000 student, local and international
- Programs range from short courses to four-year degrees and apprenticeships
- Main campus in Melbourne, Victoria and has offices in Sydney, Adelaide, Brisbane, and Perth; joint venture campuses in China soon Singapore

## About the WAI LRC

- Medium sized library with a collection of over 20,000 titles and subscription to over 20 online databases
- Member of Victorian Association of TAFE Libraries (VATL)
- Participates in the Tertiary Reciprocal Borrowing Program
- Contributes its holdings to the Libraries Australia database

# LRC Technical Services Team

- Organisational chart





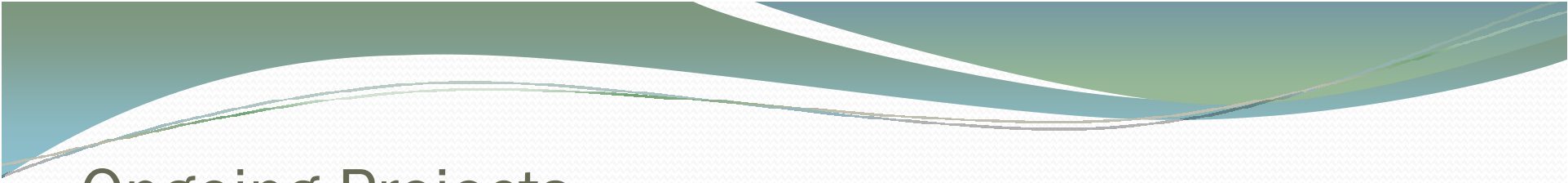
# Technical Services Team Skills Set

- Knowledge, understanding, experience in
  - Cataloguing
  - Web 2.0 applications
  - Graphics design
  - HTML editors
  - Web page design & development
- Advanced IT skills
- Knowledge and understanding of Australian copyright laws

\* The team is not dependent on the Institute's IT department in terms of training, use, administration, and maintenance of the software we use.

## Recent projects

- Acquisition of rare books like the first ever published Australian cookbook, involvement with an oral history project, and promotion of the Special Collections to the general public
- The use of PDAs for inventory
- Outsourced hosting of library server and website
- Beta-testing of Enterprise, the upgraded version of the webPAC that will feature enhanced user interaction
- Launched digital signage around the LRC using LCD TVs
- Creation and maintenance of digital reading lists
- Analogue-to-digital conversion of videos subject to copyright compliance



## Ongoing Projects

- Implementing the upgrade of the LMS
- Trial purchasing books through iPad
- Investigating the development of a virtual LRC site in Sydney and Singapore
- Development of an online purchase order form for staff via the intranet
- Implementing RDA and staff training

# Working with Technology



SirsiDynix Symphony Workflows

File Edit Wizards Helpers Modules Preference Tools Help

Acquisitions Cataloging Circulation Configuration Hyperion ILL Offline Reports Requests Reserves Selection Serial Control Utility

**Common Tasks**

- Call Number and It...
- Label Designer
- SmartPort
- Item Search and D...
- Check Item Status
- Help
- Print

**Titles**

- Add Title
- Modify Title
- Duplicate Title
- Delete Title, Call N...

**Items**

**Authenticity**

**Special**

Add Title

**\*\*REQUIRED FIELD\*\***

Control Bibliographic MARC Holdings Call Number/Item

☐ Shadow title

|          |     |         |        |          |   |          |   |
|----------|-----|---------|--------|----------|---|----------|---|
| Rec_Type |     | Bib_Lvl | m      | TypeCtrl |   | Enc_Lvl  |   |
| Desc     |     | Entrd   | 000000 | Dat_Tp   | n | Date1    |   |
| Date2    |     | Ctry    |        | Ilus     |   | Audience |   |
| Repr     |     | Cont    |        | GovtPub  |   | ConfPub  | 0 |
| Festschr | 0   | Indx    | 0      | Fiction  | 0 | Blog     |   |
| Lang     | eng | Mod_Pec |        | Source   | u |          |   |

Tag Ind. Contents

|     |   |                    |
|-----|---|--------------------|
| 020 |   |                    |
| 100 | 1 |                    |
| 245 | 1 | **REQUIRED FIELD** |
| 260 |   |                    |
| 300 |   |                    |
| 500 |   |                    |
| 505 |   |                    |
| 520 |   |                    |
| 590 |   |                    |
| 650 |   |                    |

Save Add Another Title Add Holdings Modify Holdings Add Call Number Add Item Delete Close

SirsiDynix Workflows



Username

Password

Login

MyWAI

Ask a Librarian

Home

Print

## Explore a Room

### Home

- ▶ Hospitality Management
- ▶ Tourism & Event Management
- ▶ Culinary Arts
- ▶ Food Science & Technology
- ▶ Occupational Health & Safety
- ▶ Confectionery Room
- ▶ HE Room & Reading Lists
- ▶ Higher Education
- ▶ Resort Management
- ▶ Ask a Librarian
- ▶ Online Learning
- ▶ Special Collections

## Just for You

### Databases

### Journals

### Referencing Guide

### Client Service Charter

### Purchase Request

### Assignment Cover Page

Everything

Advanced Catalog Search >>

Home

Browse History

## Welcome to the MyPC Computer Booking System

click here to make a computer booking in the William Angliss Library

MyPC allows you to book computers in Learning Resource Centre + Library. To make a booking you will need a valid user name and password.



Inform databases on trial on our database page: Tell us what you think.

Student printer networks has been renamed more clearly for you e.g. printer 1, printer 2.

Refresh of student computer desktop is occurring.

Extended hours for the LRC will be trialled during swot vac week, starting November 8th.

twitter

Join this conversation

## Books of the Month

Taste le tour : regional French cuisine

**TASTE LE  
TOUR**

*Regional French Cuisine*

## My LRC Account

- Renew My Materials
- My Items on Hold
- View My Fines
- Review My LRC Account
- Edit My Account
- I'm not able to renew items

## LRC HOURS & LOCATION

Learning Resource Centre  
Ground floor, Building C  
555 LaTrobe street  
Melbourne, 3000



Phone: 9606 2237

Fax: 9606 2485

Email: [lrc@angliss.edu.au](mailto:lrc@angliss.edu.au)

## Term Hours

Mon - Thu 8.00am - 5.00pm

Fri 8.00am - 6.00pm

Sat 11.00am - 2.00pm

## Non-Term Hours

Mon - Fri 8.30am - 5.00pm

Public Holidays: CLOSED



Please click on the adobe icon to print a cover

ROOMS

Pages - LRC - Windows Internet Explorer provided by ICT William Angliss Institute

http://portal.ATAU/Pages/LRC.aspx

Welcome Paula Lingin

Please Select

Advanced Search

Home | CEO | Corporate | Human Resources | International | National | Teaching & Learning | Green WAI | Committees

Home > Teaching & Learning > Learning Resource Centre

## Learning Resource Centre

### Learning Resource Centre

The Learning Resource Centre is a portal for discovery, integral to the learning, teaching and research activities of the Institute community. Our aim is to achieve excellence in the provision and promotion of information services to meet these activities.

To achieve this, the LRC focuses on the key themes of:

- Its staff, who share a collective responsibility for the LRC's success.
- Its collections both in terms of content and access.
- Learning, teaching and research information services integrated into the educational programs of the Institute.
- Place, space and technology characterized by an inviting spacescape and an innovative technological environment.
- Promotion, flexibility and continual openness to change and expand its information resources.

### LRC News

**Learning Resource Centre- Newsletter October 2010**  
Another great culinary archive acquisition: Australia's first butchery manual! The Australian Butchers Manual: more...

**Two new LRC staff members**  
Newest staff member #1: The successful candidate for the full time continuing lending services librarian position more...

**Learning Resource Centre- Newsletter September 2010**  
vocational Studies Complete database-on trial till 30 September 2010. The EBSCO database contains more than 1,500 marks...

### WAI LRC Request to Purchase Resources Authority Form

#### Request to Purchase Resources Authority Form

The LRC welcomes suggestions for purchase of resources from staff and students of the Institute. All requests are evaluated according to, and comply with, the Collection Development Policy of the William Angliss LRC.

### Your Liaison Librarian

Do you have a complex research query? Contact your Liaison Librarian for your department to make an appointment for advice on research strategies, resources and tools specific to your area of research!

- Culinary Liaison Librarian – Mary
- Higher Education Liaison Librarian – Debra
- Tourism Liaison Librarian – Gail
- Hospitality Liaison Librarian – Angela
- Disability Liaison Librarian (Tuesday, Wednesday, Friday) – Anna Lee
- Senior Liaison Librarian – Gail

### LRC Resources

 Learning Resource Centre Internet Site

 LRC Organisational Chart 2010

### Documents Resources

External Links

Conference & Food Operations

Culinary and Food Processing

Curriculum, Research & Learning Services

Hospitality & Business Management

- Degree Programs
- Hospitality Operations Blog

### Learning Resource Centre

#### Research Unit

#### Student Support Services

- Student Support Services - Manager
- Student Support Services - Careers
- Student Support Services - Counselling
- Student Support Services - SAC
- Student Support Services - Study Skills

#### Tourism & Event Management

- Tourism - Managers
- Tourism - Administration Team
- Tourism - Senior Educators

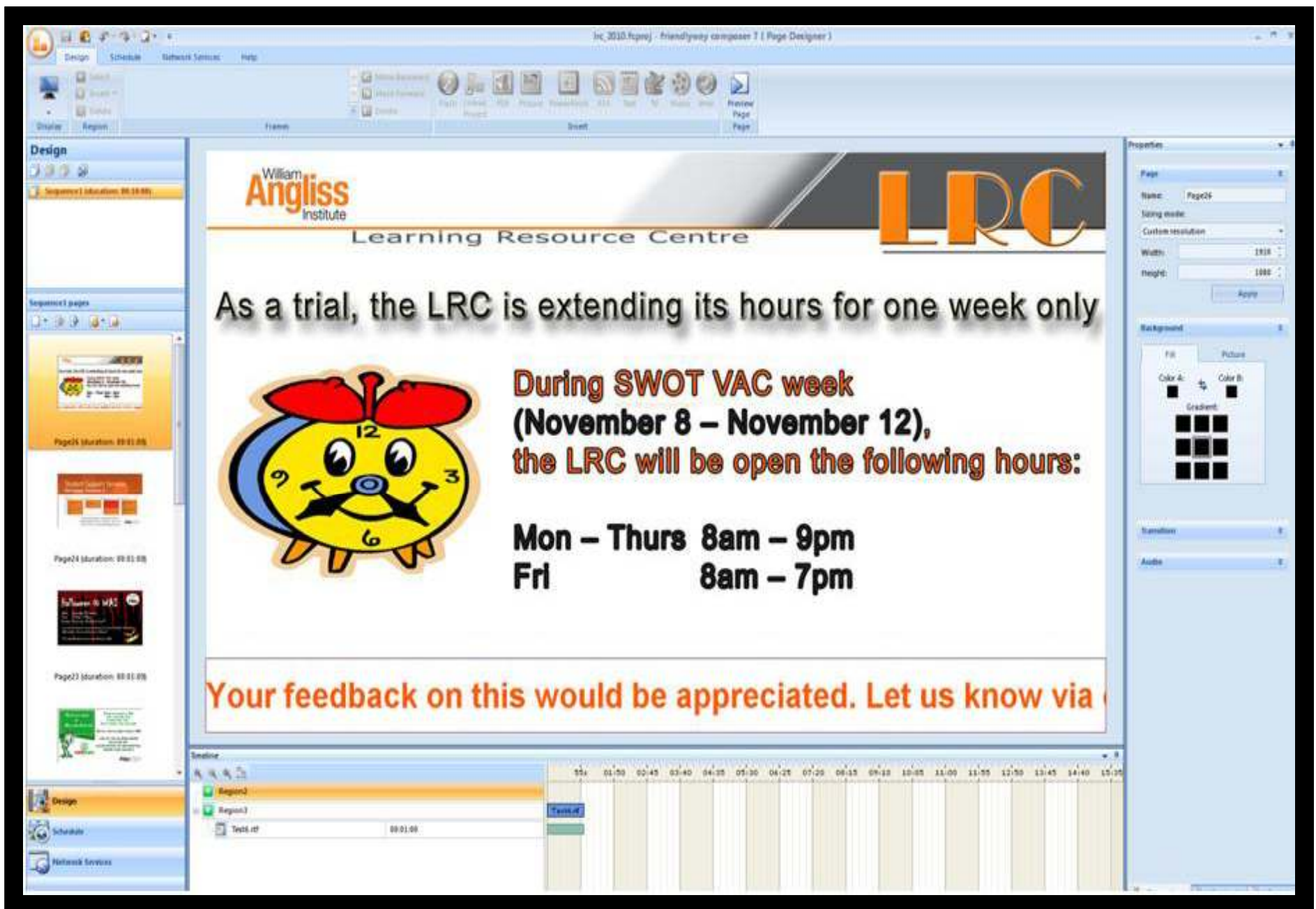
#### Degree Programs

#### Flexible Learning Unit

#### Institute Calendar

October 2010

## Institute LRC Intranet



Digital Display

### Joomla! Administration Login

Use a valid username and password to gain access to the Administrator Back-end.

[Return to site Home Page](#)

Username:

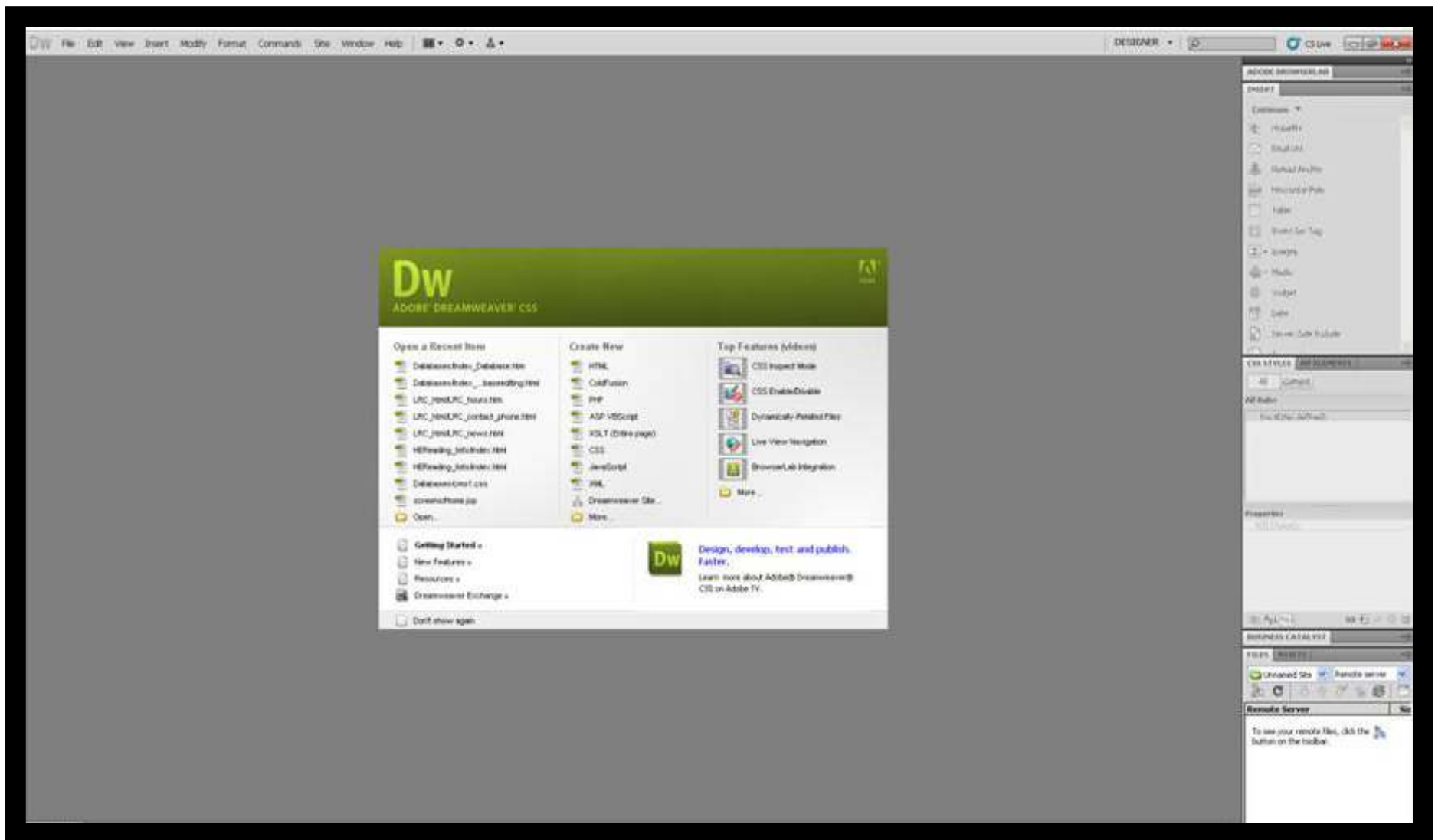
Password:

Language:  

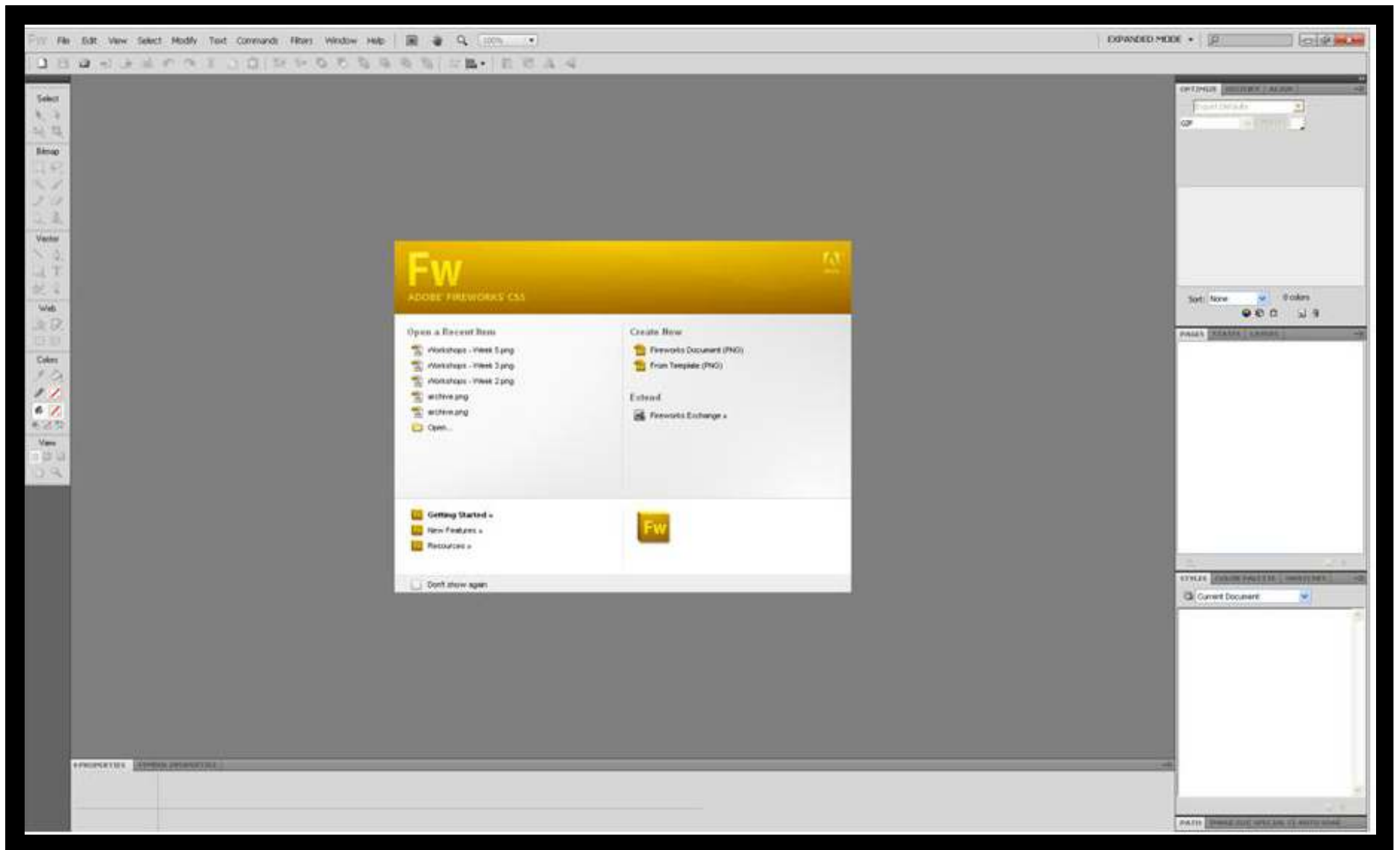
Login 



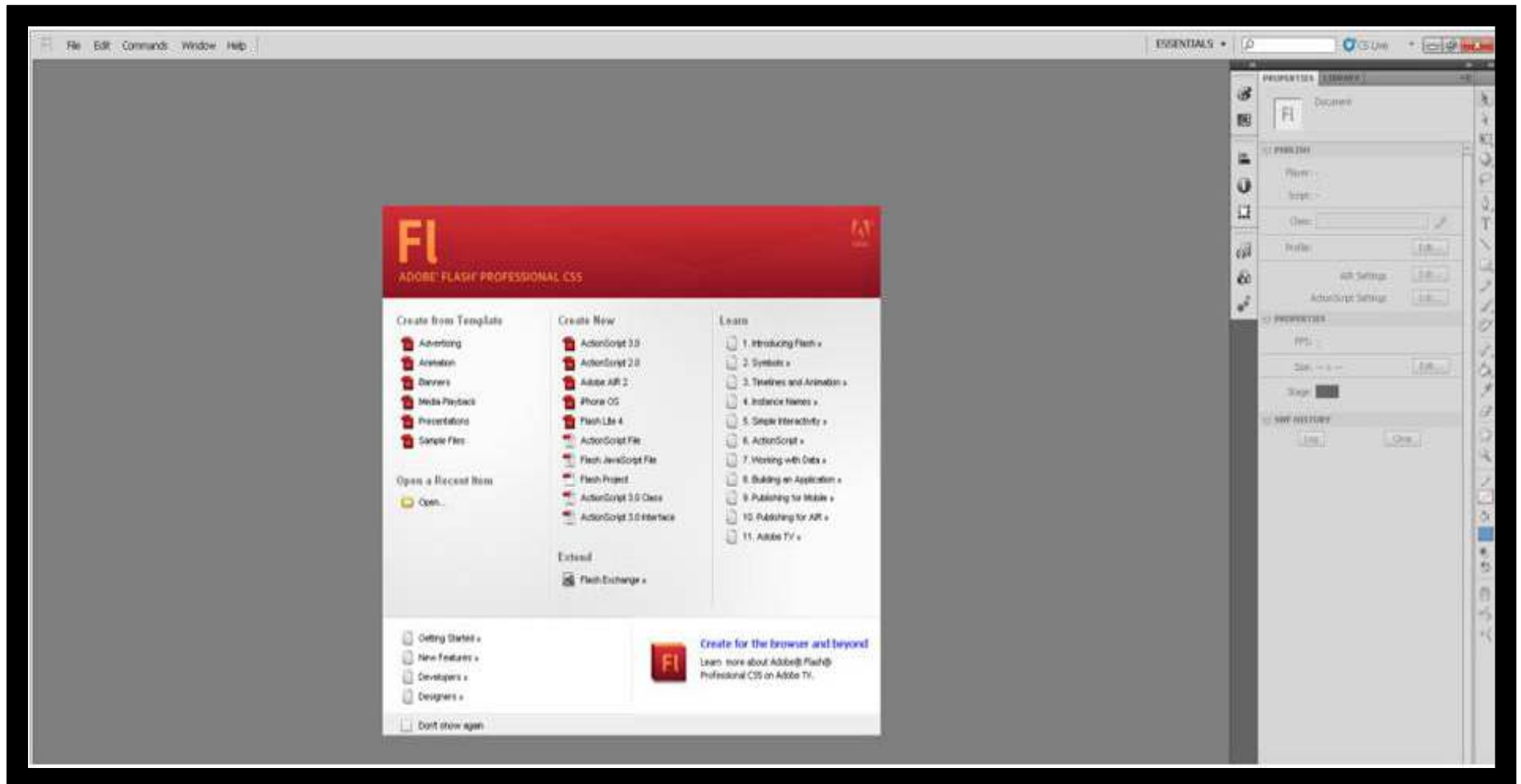
Joomla for Student Portal



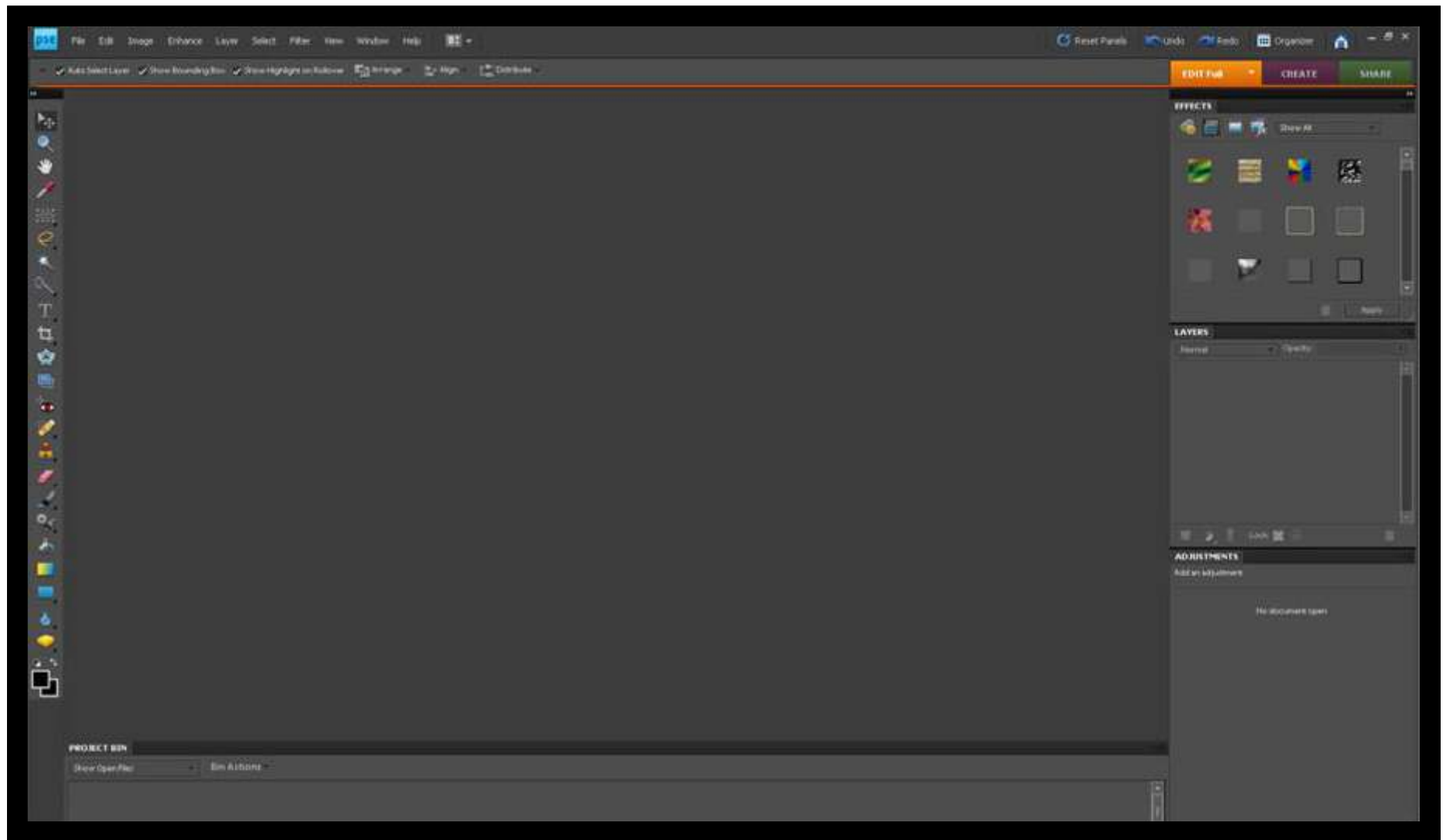
Adobe Dreamweaver



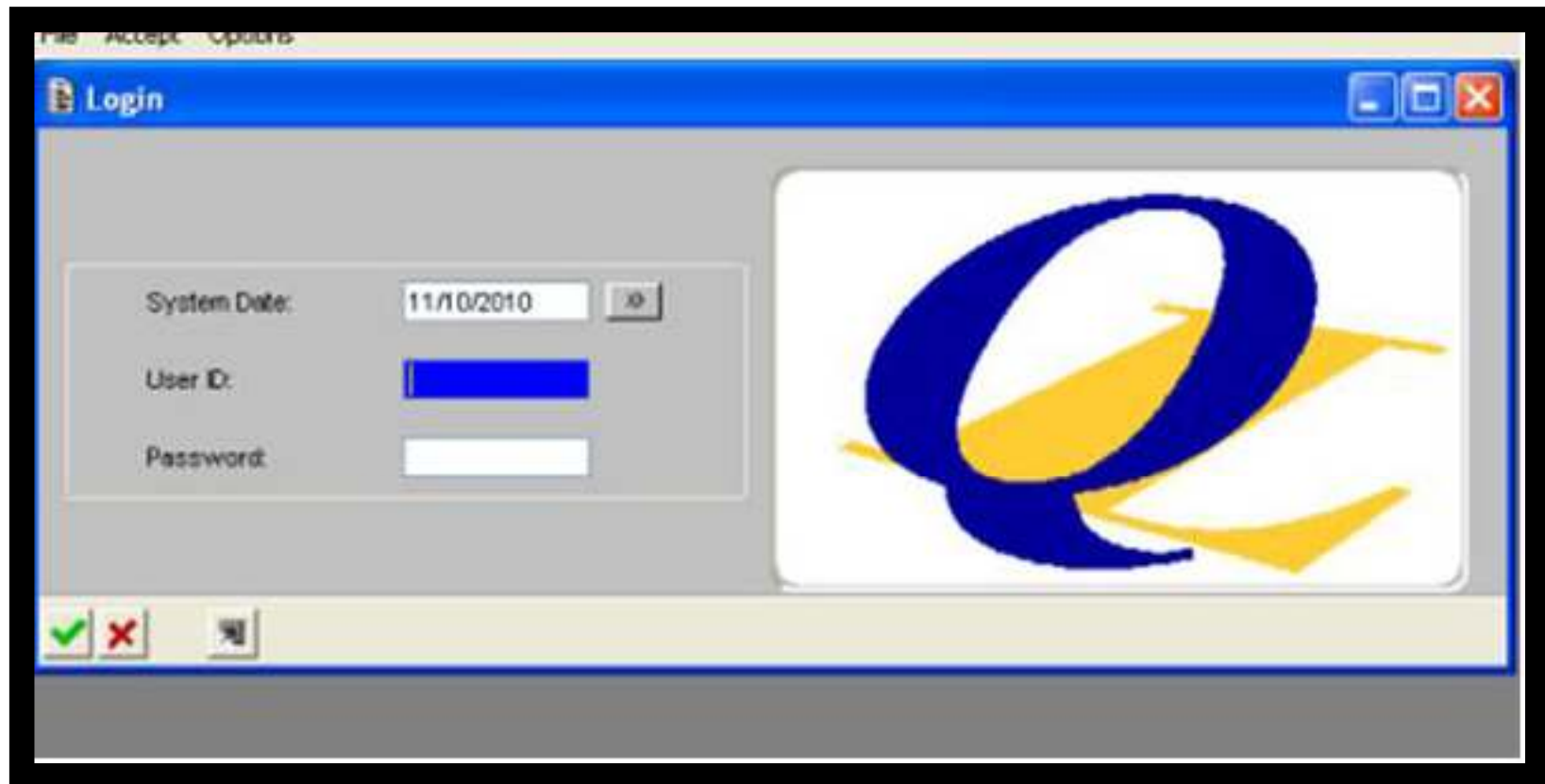
Adobe Fireworks



Adobe Flash



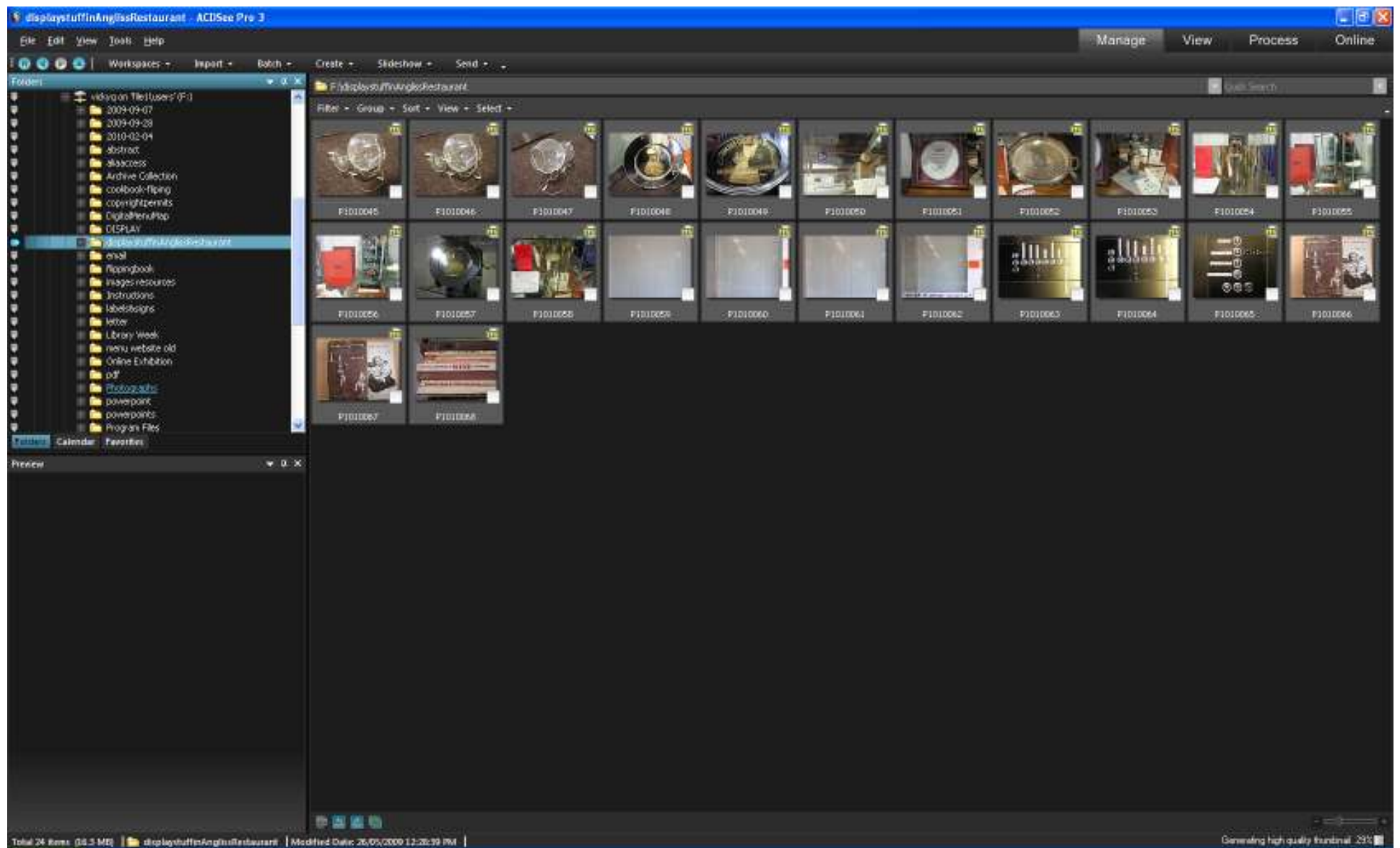
Adobe Photoshop



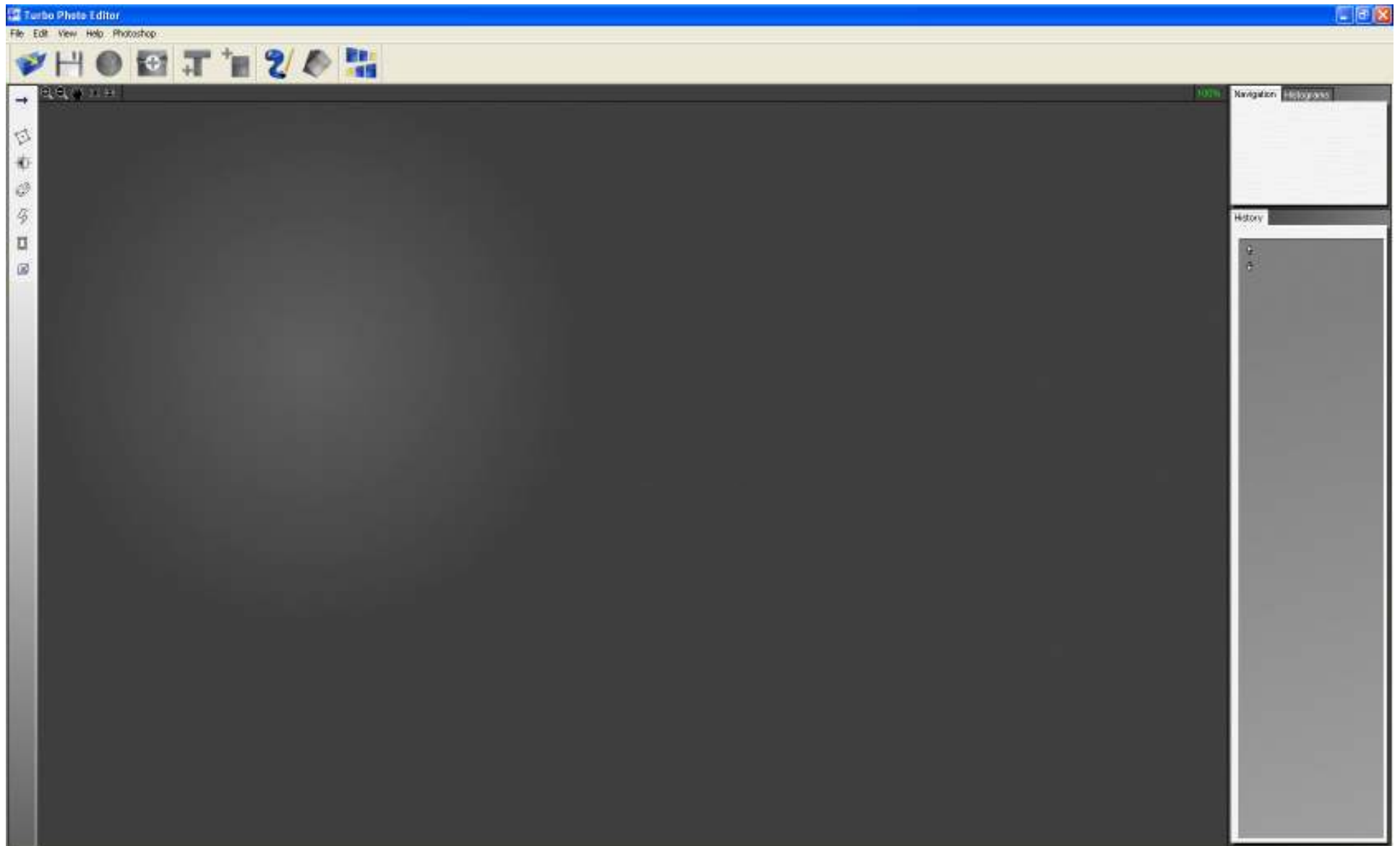
QLS Student Database



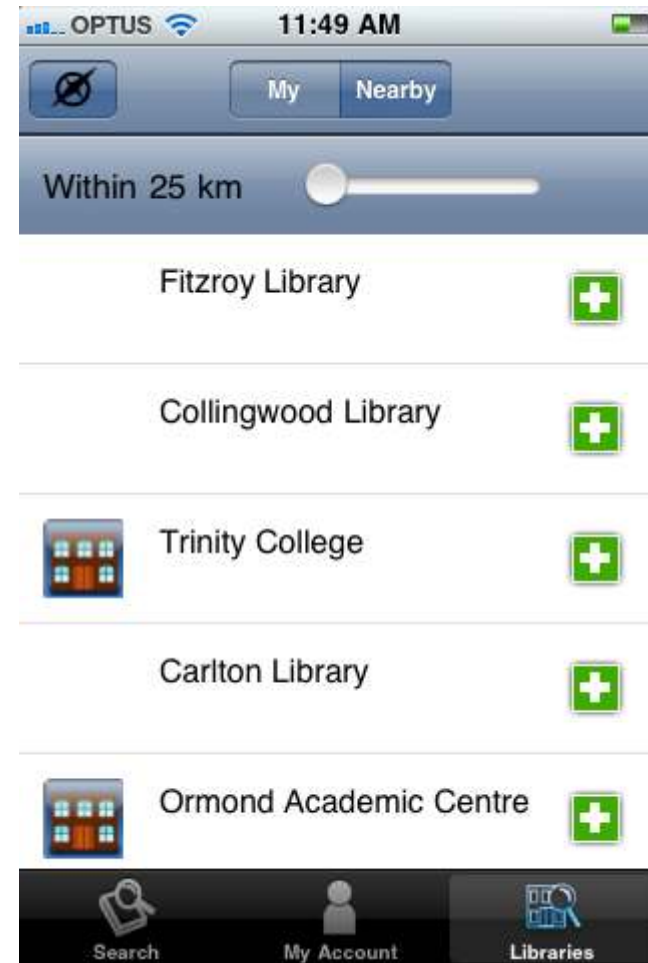
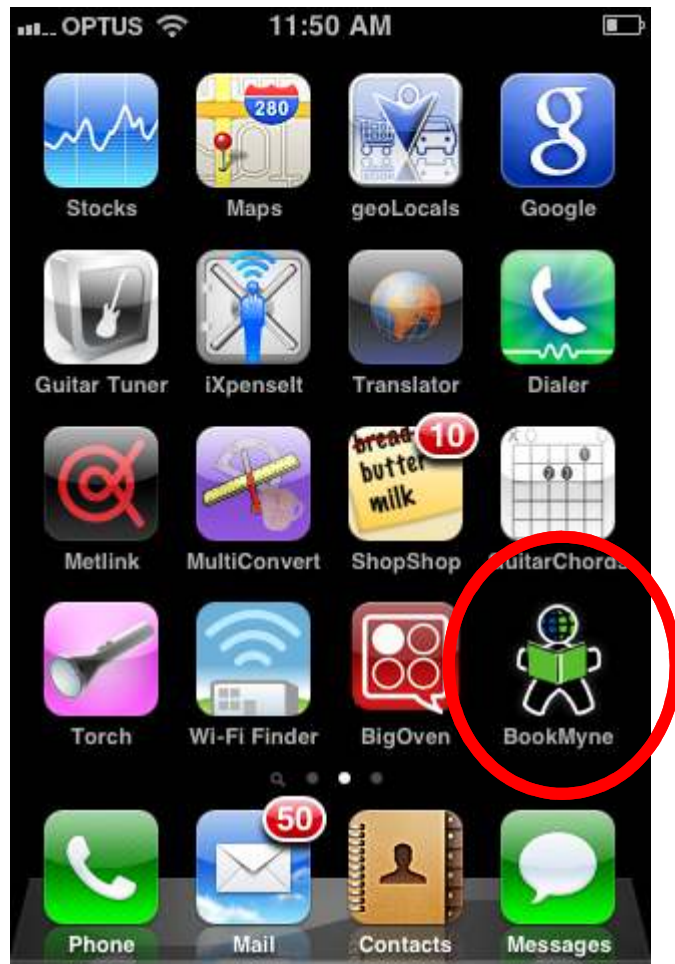
## System Console



ACDSee



Turbo Photo



BookMyne app for the iPhone



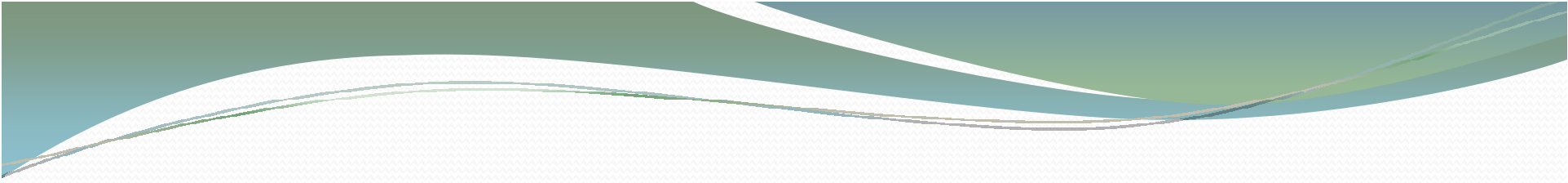
Deputy Manager using iPad to weed the collection



# Impact on Philippine libraries and librarianship

4<sup>th</sup> Rizal Library International Conference

- 
- For technical services librarians to retool and acquire new skills. How?
    - Besides attending professional development activities and formal education, by reading or mentoring
  - For the National Library of the Philippines to act on the adoption of RDA and plan and provide for training
  - For library schools to update the curriculum to include these developments and for teachers to have the appropriate training
  - For CPE providers to offer professional development programmes that would:
    - Identify skills needed to carry out specific duties that will help place the individual's role within the organizational context
    - Provide awareness and skills-based training



# Questions?

Thank you for listening!