

TECHNICAL SERVICES

The Technical Services Department of the Kwantlen Polytechnic University Library supports teaching, learning and research by providing a wide range of services to support the development and maintenance of the library collection. Technical Services activities include acquisitions, serials management, cataloguing and processing. The Library uses the Symphony integrated library system software from SirsiDynix to support the tasks related to these functions.

The department is responsible for acquiring print, electronic and audio-visual library materials, describing these resources so that they are discoverable in the library catalogue, and processing the material to facilitate borrowing. This work is primarily performed on behalf of and in consultation with the subject liaison librarians and the Collections Librarian. The Technical Services Librarian provides direction, training, and support related to the use of the integrated library system and the application of international library standards. Technical Services staff work in a production environment handling large volumes of material while ensuring quality control is maintained across numerous detail-oriented procedures.

Acquisitions

Acquisitions activities include the sourcing of material and placement of orders and payments for purchase via numerous vendors. Books, e-books, videos, journals, government documents and music are acquired from all over the world in a variety of languages for every subject area.

Cataloguing

Cataloguers provide resource descriptions following international cataloguing standards in order to expose the library materials in the library catalogue and the Summon discovery layer. The work involves knowledge of metadata encoding standards, subject analysis methods, and organization using the principles of classification, all of which ensure the fullest access via author, title, subject, series and keyword is supported.

Serials

Serials management activities include maintaining subscriptions to hundreds of print and online journals, receiving individual issues and adding them to the library catalogue, claiming missing issues and cataloguing new journal titles, and amending records for ceased and cancelled titles.

Processing

Processing is carried out to label and package materials for shelving and prepare them for circulation. These tasks include making and affixing spine labels, adding barcode labels and inputting the barcode numbers to the database, adding ownership stamps, inserting donor bookplates, applying pamphlet covers and acrylic covers to book jackets, and reinforcing and mending material.