Highlights of the AL CTS AS Education Committee Program. The Acquisitions Workstation: Resources and Innovations

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***Note: Figures may be missing for this format of the document
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The acquisitions workstation has opened up a whole new world of opportunities for us. Information is at our fingertips as we use the power of the Internet to easily communicate with vendors, publishers, and colleagues. The way we do business has radically changed. This program was designed to highlight some of the practical applications of the electronic resources available at our workstations as they affect daily acquisitions workflow and procedures. Three speakers addressed this subject from very different perspectives.

David Nuzzo, Head of Acquisitions at the State University of New York at Buffalo, spoke of the importance of making the acquisitions workstation work for you. As the size of most acquisitions staffs decrease, it is important that libraries utilize the power of workstations to make workflow and procedures as efficient as possible. Nuzzo described some Quick Basic and Visual Basic programs he has written to maximize the efficiency of the desktop. With a simple DOS find command, he is able to search text files for specific vendors or words. Using a Quick Basic program, he is able to automatically assign a vendor based on preferred ISBN prefix, create bindery tickets, and produce new acquisitions lists. Using the Library of Congress Resource File and some simple programing, it is possible to send LC copy titles to circulation shelves within 3 days of receipt. Nuzzo stressed that just placing a powerful PC on a staff member's desk is not effective if he or she can do little or nothing with it. We need to be innovative and pro-active in making the PC work for us. This will improve service to our users. Nuzzo's presentation can be seen at: http://ublib.buffalo.edu/libraries/units/cts/acq/alapres/

Eleanor Cook, Serials Specialist and Assistant Coordinator of Materials Processing at Appalachian State University was the second speaker. She began the discussion by describing the workstation of the past. Bibliographic information was scoured from the various "red books," *LC Classification Schedules, Cataloging Service Bulletins, National Union Catalog*, etc. Acquisitions librarians needed to "ferret" throughout the library in order to consult a variety of order files, *Books in Print*, publisher catalogs, and trade weeklies. Now, all of this information is available at our desktop workstations. Ordering, claiming, check-in, invoices, and binding are all done online and in one location. Cook described the benefits of being able to look at other library check-in records via telnet or through the library's Web pages. She also described some of the

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strides made in the area of binding due to online capabilities. Using her binder's software, she is able to FTP binding information to her binder shortly before pick-up. Cook also described the birth of ACQTALK, which is an alternative Web-based threaded discussion developed by ACQNET and AcqWeb. She described it as an interactive way for library staff to use the Internet to discuss items of mutual interest. ACQTALK can be reached at http://www.library.vanderbiltedu/law/acqs/bb/index.html .

Linda Brown, Coordinator of Collection Development at Bowling Green State University, began by describing her talk as part technical services, part public services. Her focus was on the collection-development resources available to us on the Internet. She stated that we should incorporate these resources into our daily procedures, but also reach out to our constituencies. Some outreach possibilities available on our collection-development homepages are collection-development statements, other policies and procedures, the electronic order form, directories of subject selectors, new acquisitions lists, collection news, journal tables of contents, collection statistics, budget information, and other interesting facts. Brown showed the audience some collection-development homepages from the University of Notre Dame, California State University, Chico, and Bowling Green State University. She also described tools that our staffs can incorporate into their daily procedures, such as AcqWeb and T-POT. Brown provided some very useful information on specific Web resources that can identify and review other resources, such as: the Internet Scout Project out of the University of Wisconsin (http://scout.cs.wisc.edu/scout), which provides an evaluative description of search engines and subject sites; BUBL Information Service (http://bubl.ac.uk), which is a catalog of selected resources from the United Kingdom; and the ARGUS Clearinghouse for Subject Oriented Internet Resource Guides (http://www.clearinghouse.net/), which are topical guides that identify, rate, and evaluate Internet-based information resources.