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# Fundamentals Of Technical Services (Ala Fundamentals)



## Synopsis

Written by librarians working and teaching on the front lines, this guide uses a functional, hands-on approach to lay out the basics of technical services, from acquiring new materials to making them available to library users. Perfect for those just moving into the profession, as well as library staff in need of a brush up, *Fundamentals of Technical Services* concisely examines what precisely Technical Services are, with a brief history of the field. Collection development and acquisitions, including budgeting, ordering, and receiving. Metadata and cataloging, from MARC to RDA. Dealing with different kinds of materials, including books/monographs, serials, video, audio, and electronic/e-resources. The basics of physical processing. Systems such as ILS, ERM, and EDI. Collection maintenance issues such as book repair/preservation and weeding. Authority control and database maintenance. Vendors, contracts, workflow, and other administrative functions. Forward-looking analysis of important trends and developments such as pricing, consortia/co-ops, languages of materials, and outsourcing. Complete with a handy glossary, this primer provides essential coverage of the broad array of technical services and how the library's back-office operations work together.

## Book Information

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## Customer Reviews

"The individual sections within each chapter describing various tasks, such as budget creation, copy cataloging, authority control, and communicating with entities outside technical services are simple,

clear, and very useful ... This book is a starting point, but a worthy one, and I would recommend it to someone wishing to begin to understand library technical services." --Technical Services Quarterly

The tone of writing clearly conveys the authors enthusiasm and passion for technical services and emphasizes the crucial role that technical services staff play in providing access to resources through purchasing, cataloging, physical processing, and authority control. This book begins with a chapter ... This well-written, enthusiastic text provides a great introduction to the many aspects of Technical Services. --Library Resources & Technical Services

John Sandstrom is the Acquisitions Librarian at the New Mexico State University Library. At various times he has worked in technical services, branch management, and administration in academic, public, and special libraries, and library education. He is currently working on a doctorate in Education Leadership and Development at New Mexico State University. Liz Miller is the Cataloging Librarian at the New Mexico State University Library. She has written and presented workshops about practical aspects of RDA: Resource Description and Access.

good

This is one of two textbooks for my library science class on technical services. I like this one much better, since the reading is shorter (more concise) and easier to understand. I don't have to spend 30 mins trying to figure out the information. If you want a good overview, I would definitely recommend this book (yes, to instructors for classes and the everyday person with an interest).

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