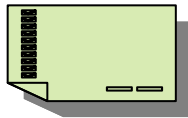


HOW DID THAT GET HERE?



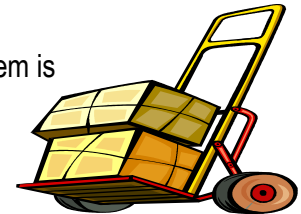
Have you ever wondered how items make it to the shelves in your libraries? It is quite a process. In preparation for the new libraries, the materials budget for the Apache County Libraries increased from \$32,000 in FY 2006-2007 to \$75,000 in FY 2007-2008. This is why you have seen more new items on the shelves.

Library staff begins the ordering process by considering patron requests; checking various lists such as the New York Times Bestseller List, Oprah's Book Club List, Junior Library Guild, and many others; and studying the various catalogs sent to the libraries from vendors. Each library is responsible for ordering their own materials.



The librarian completes an order form for each item. The forms are sent on to acquisitions. The acquisition staff organize the slips by type of material, title, and vendor. Vendors are contacted and the orders are placed.

Orders start arriving approximately two weeks after the order was placed. Each item is checked in. Is this the right item? Is the price correct? To which library is this going? Packing slips are checked along with invoices, shipping and handling is calculated along with all figures necessary to pay for the items.



From acquisitions, the items move to cataloging. During the cataloging phase, a MARC (**M**achine-**R**eadable **C**ataloging) record is created. This is the record that appeared as a catalog card in the olden days and which now creates an item record in automated systems. This record is what allows patrons and staff to search by title, author, subject, collection, genre, etc.

Once cataloged, the items get some finishing touches. Each item is barcoded, library identification is stamped on the items, labels and pockets are attached, and a protective jacket is applied. The items are separated according to library, and await delivery.

Once the items make it to the individual libraries, they must again be checked in by the library staff. Is our order complete? What is back ordered? Is a patron waiting for this? Once the paperwork is completed, the item is placed on the shelf awaiting you, the patron, to check it out.

New items are waiting for you now!



23 March 2009