

# OHIO LIBRARY COUNCIL

## TECHNICAL SERVICES DIVISION

### MEMBERSHIP BENEFITS

- **Statewide networking**
- **Sharing ideas for technical services programming**
- **Division-sponsored educational events specific to Technical Services**
- **Forums to exchange ideas**
- **Quarterly review, TechKNOW**

[www.olc.org/TechnicalServices.asp](http://www.olc.org/TechnicalServices.asp)

Technical Services is generally perceived as being a mysterious part of the library. It's one of the few non-public areas. Although most library patrons have no idea we exist, Technical Services plays a prominent and necessary role in the successful functioning of the library. Each library's Technical Services Department has its own flavor, but most will include a combination of the following functions:

- Acquisitions
- Authority Control
- Barcode Inputting
- Bindery
- Book Repair
- Cataloging
- Classification
- Computer Systems
- Data Entry
- Interlibrary Loan
- Processing
- Serial Control



**ohio library council**

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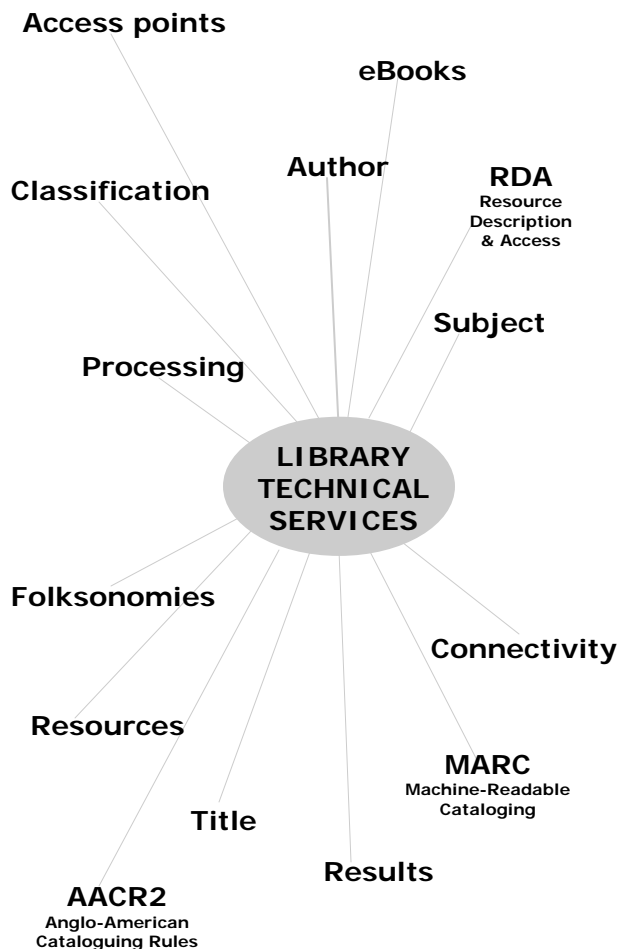


**LIBRARY TECHNICAL  
SERVICES**

**WHO WE ARE AND  
WHAT WE DO...**



## Who Works in Technical Services... and What Do They Do?



We are librarians, administrators and supervisors, often managing large units.

We are also para-professionals and support staff with various levels of skills and training, working together to benefit our libraries and communities.

We work with metadata and are continuously evaluating the means and methods available to provide cutting edge access to information, world-wide.

Some of us are information specialists in collection development.

We are responsible for ordering, receiving, cataloging and processing all new library materials, which include print, audio, video, software, CD-ROMs, games, downloadable formats and electronic resources.

We are negotiators. The ordering and receiving process requires communication or negotiating with vendors on a variety of levels.

Some of us are webmasters, bloggers, or Internet gurus, and others who expand horizons into virtual libraries.

We catalog and classify the items aiming for logic and specificity in arrangement of the materials in our collections.

We are specialists in the organization of information.

Some of us work directly with the public, while others serve behind the scenes.

We are into "item management" as we describe items in bibliographic records, providing numerous access points for more productive search results, adding information for keyword or touchpoint interaction.

Some of us have been elected to positions in national or state organizations.

We prepare and package items for use by members and staff, with careful consideration given to cost, preventative maintenance, and item identification.

We are preservationists who work to preserve, repair, or restore items that are irreplaceable.

We maintain the integrity of holdings databases and the condition of our collections.

