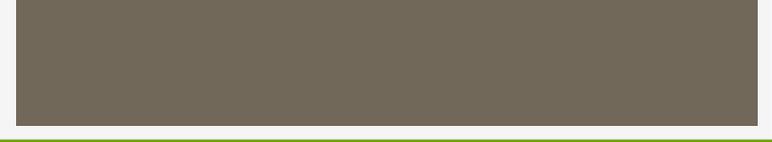


# Beyond Shelf-Reading

Stretching Technical  
Services Resources Through  
the Utilization of Student  
Labor

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A Presentation for the 2011  
SEMLA Annual Meeting

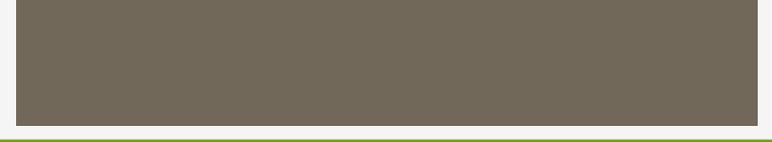
Sarah Hess Cohen

Warren D. Allen Music Library

Florida State University

# The situation at FSU:

- We are a stand-alone, autonomous music library which does all technical services tasks in-house.
- Due to retirements, full-time staff has been reduced from 8 to 6 over the past 2 years.
- No sign that we will be able to return to full staffing any time soon.
- The work still needs to be done.



The solution?

Utilize our student resources.

# Selecting Candidates

Music majors tend to possess many skills and traits which are ideal for this type of work.

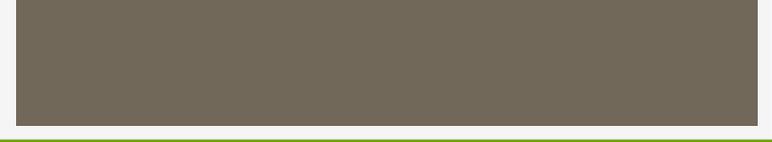
- Motivation
- Self-discipline
- Attention to detail
- Ability to work independently
- Familiarity with working toward group goals



## Characteristics of ideal tech services assistants\*:

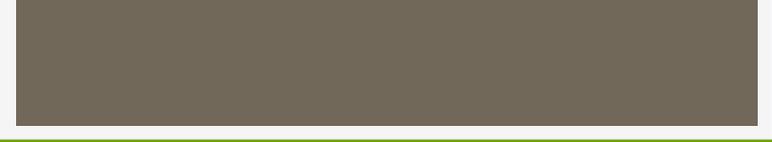
- Reliability
- Attention to detail, especially the ability to spot mistakes
- Curiosity about library work

\* Cuteness not necessary



*Caveat:*

It may be easier to train a musician to do library work than to teach music to a person with library experience.



# Short-Term Projects

(One semester or less)

## Creation of Special Collections finding aids:

- Create template on LAN or shared computer which can be used across many different projects for consistency.
- Utilize skills and interest of musicology students.
- Alternatively, non-musicians can work with items not requiring specific music knowledge (letters, clippings, ephemera.)

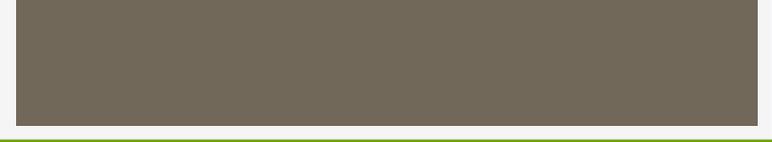
# Searching donations against the catalog:

- Look for duplicates.
- Check number of loans and condition of existing items that do have duplicates.

This may require training and privileges in the staff client.

# Summer Housekeeping Tasks

- Periodicals collation for binding
- Bar-coding and tattle-taping
- Pulling items for re-class/re-Cuttering



# Long-Term Projects (One-time or ongoing)

# Physical Processing

- Labeling
- Affixing property stamps, date-due slips, etc.
- RFID tagging

# Minor Repair

- Taping
- Replacing labels
- Tightening hinges
- Sewing pamphlets
- Replacing jewel cases

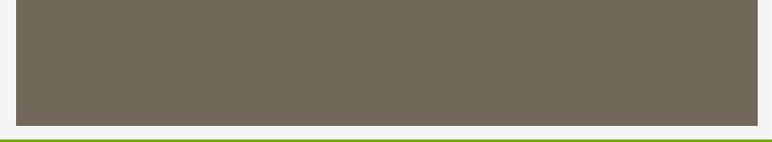
# Periodical holdings updates

- Check in new issues.
- Update holdings (if done manually).
- Label and shelve.

Refer all title changes and other oddities to the catalogers.

# OCLC Searching

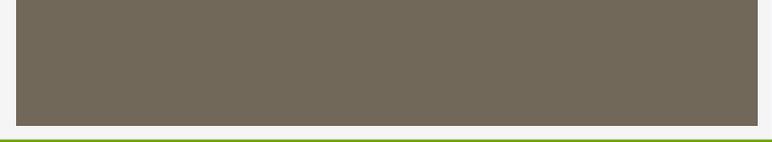
- Requires training on identifying parts of the cataloging record.
- Connexion can now be searched like any other online database, so less search training required than in the past.



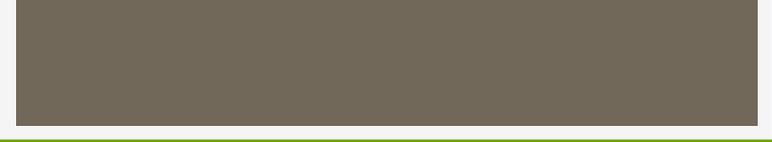
# Advanced Training

# Cataloging

- The traditional first “cataloging” task in our library is OCLC searching.
- Next step is to create records for local recital CDs using a template in the cataloging client.
- From there, students have moved on to copy cataloging of books, scores, and recordings (in that order).



Cataloging requires more extensive training, so make sure both you and the student worker have the time to commit to the project.



And occasionally, you'll get a special one . . .

We have a young lady on our staff who has taken it upon herself to learn nearly all the technical services tasks in our library. In addition, she has become quite an accomplished book conservator and will be teaching those skills to *us*.

A student like this comes along once in a great while, but you could find one too!

# Pitfalls to Avoid

(Or, please learn from our mistakes.)

# Supervision

- You absolutely must remain aware of what is going on at all times.
- People can become bored with mundane tasks and become sloppy.
- Or they will cut corners with more complex tasks.
- TALK to your student workers and find out what is happening.

# Remember that they are still students!

- This job is not their career (at least not yet).
- Schoolwork, practicing, and performance commitments must come first.

# Student labor is a supplement to the work of the full-time staff, not a replacement for it!

- If you discover that full-timers are not fulfilling their job duties and students are picking up the slack, you have a problem.
- If you don't have enough work to go around, then you should reduce the amount of student "help" you have. Full-timers should be fully engaged in their duties.

# Give student workers appropriate feedback and rewards for their effort.

- In our situation, we cannot give raises to the hourly wage. Our only means for increasing pay is to offer extra hours.
- We also offer a greater flexibility of schedule for tech services assistants.
- Praise, thank yous, and doughnuts can go a long way!

# Benefits to Library

- Continuity of operations is ensured. Projects do not have to be abandoned, and updates can continue.
- With students taking care of routine tasks, full-time staff have more time to devote to more complex tasks.

# Benefits to Student Workers

- Students can gain useful skills, which can transfer to many office and business situations.
- Some may even be inspired to pursue librarianship as a career.