Coming Out of the Back Room: Technical Services Breaks Loose

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Coming Out of the Back Room: Technical Services Breaks Loose

Lisa Palmer
Barbara C. Ingrassia

Lamar Soutter Library
University of Massachusetts Medical School
Worcester, MA

MLA '05
San Antonio, TX

May 16, 2005
Overview

Our objective:
Describe how technical services librarians at an academic medical center have embraced opportunities for campus outreach. The Library has long been committed to teamwork. As members of cross-departmental Library teams and campus-wide task forces, technical services librarians have utilized skills in information organization, integrated library systems, and problem solving to benefit colleagues, faculty, clinicians, students, and the public.
Who We Are

UMass Medical School
- Massachusetts’ only public medical school
- Currently ranked fourth in primary care education among U.S. medical schools by U.S. News & World Report
- 860+ students
- School of Medicine, Graduate School of Biomedical Sciences, Graduate School of Nursing
- Clinical partner: UMass Memorial Health Care

Lamar Soutter Library
- NLM Regional Medical Library for New England Region
- 289,000 volumes
- Journal subscriptions: 1360 print, 3700 electronic
- Special collections: rare books, government documents, consumer health materials, early childhood and pediatric resources
- Selective depository library in the Federal Depository Library Program
- 40 Library FTE; 8 FTE in Technical Services
- Technical Services co-located with Public Services
Library Silos

“In many organizations, a silo has become a metaphor for a department that behaves as an isolated group with little access or visibility with other departments. Running an organization as a collection of silos can cause duplicate efforts, discourage cooperation, and stifle cross-pollination of ideas.”

Teams at the LSL

Since the arrival of a new Director in 1998, much of the work of the Library has been accomplished through voluntary cross-functional teams. Examples:

- Collections and Electronic Resources
- Continuous Process Improvement (several teams)
- Cultural Events
- Disaster/Emergency Preparedness Plan
- Facilities
- Outreach & Education
- Social Issues
- SoutteReview
- Staff Development
- Systems Issues
- Web Site
Task Forces at the LSL

Some specific projects are assigned to limited-term Task Forces whose members are appointed for their specific skills. Examples:

- Acquisitions/Financial
- Cumulus Image Database Implementation
- Electronic Resources Management
- Government Documents/De-selection
- Library Employee Handbook/Orientation
- Kiosk Implementation
- Medical School Curriculum
- Photocopy Services/Implementation
- Reference/Information Desk/Services
- Remodel Follow-up
- Institutional Repository
Lost Books Team

- **Goal:** Reduce lost book rate (books not returned by patrons) by 50%
- **Interdepartmental team:** 5 from Circulation, 1 from Technical Services, led by Circulation Supervisor
- **What Technical Services brought to the table:**
  - Broad, deep knowledge of integrated library system
  - Problem solving skills
  - Microsoft Access report writing skills
- Resulted in better staff communication, understanding … and fewer lost books
Educational Image Database

- Goal: Develop a shared database of images to be used by UMMS faculty for teaching purposes
- Joint project with Academic Computing, led by Library
- Histology, pathology, and neurology images
- Catalogers had crucial role
  - Developing database and record structure
  - Enhancing keyword access with MeSH terms
  - Quality control
  - Teaching role: writing user documentation, training faculty
Images courtesy of: Thomas Smith, M.D.
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<th>Field Name</th>
<th>Field Content</th>
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<tr>
<td><strong>Contributor</strong></td>
<td>Smith, Thomas</td>
</tr>
<tr>
<td><strong>Thumbnail</strong></td>
<td><img src="image" alt="Brain Image" /></td>
</tr>
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<td><strong>Categories</strong></td>
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</tr>
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<td><strong>Description</strong></td>
<td>Coronal section of brain (frontal lobe) showing acute infarct in left hemisphere in territories of ACA and MCA. This patient had nonbacterial (marantic) endocarditis with mitral valve vegetations.</td>
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<td><strong>Keywords</strong></td>
<td>Stroke, hemorrhagic infarct</td>
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<td>For UMMS educational use only - contact contributor for other uses</td>
</tr>
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<td><strong>Image Type</strong></td>
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<td><strong>Orientation</strong></td>
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<td><strong>Clinical Status</strong></td>
<td>Pathology</td>
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<td>Organ</td>
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<td><strong>Specimen Source</strong></td>
<td>Human</td>
</tr>
<tr>
<td><strong>Life Cycle</strong></td>
<td>Adult (for humans: 19-64 years)</td>
</tr>
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<td><strong>MeSH Subjects</strong></td>
<td>Cerebrovascular Accident, Infarction, Anterior Cerebral Artery; Infarction, Middle</td>
</tr>
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Image courtesy of:
Thomas Smith, M.D.
<table>
<thead>
<tr>
<th>Field</th>
<th>Instructions</th>
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<tbody>
<tr>
<td>Title</td>
<td>By default the system assigns the asset's filename as the Title. Delete the filename and instead enter a short, descriptive name for the asset. Use upper and lower case letters, with first word and proper words capitalized. This is a <strong>required field</strong>. Example: Metastatic lung carcinoma</td>
</tr>
<tr>
<td>Contributor</td>
<td>Author or creator of asset. Select name from drop-down list. This is a <strong>required field</strong>.</td>
</tr>
<tr>
<td>Thumbnail</td>
<td>Created automatically by the system when asset is added.</td>
</tr>
<tr>
<td>Categories</td>
<td>The system automatically added the category New Images. Your department category also displays here. Library staff will review your record and assign MeSH subject categories. These category assignments allow MediaBase users to browse assets by department and broad subject area.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter a detailed free-text description of the asset. Include as many details as possible about the subject or topic of the asset. This is a <strong>required field</strong>. Example: EBM stain demonstrates acidophilia and basophilia nucleus, RER and large golgi plasma cell. 1000x magnification.</td>
</tr>
<tr>
<td>Keywords</td>
<td>Assign keywords or phrases you believe capture the subject of the asset, separated by commas. This is a <strong>required field</strong>. Example: pancreas, acinar cell, acidophilia, basophilia</td>
</tr>
</tbody>
</table>
| Copyright          | Select one option from the drop-down list. This is a **required field**.  
|                    | • For UMMS educational use only – contact contributor for other uses  
|                    | • No restrictions                                                                                                                                                                                          |
| Image Type         | Angiogram, CT, Diagram/Drawing, Electron Micrograph, Graph/Table, Light Micrograph, MRI, Nuclear, PET, Photograph, Ultrasound, X-Ray                                                                                |
| Orientation        | Axial, Coronal, Horizontal, Longitudinal, Sagittal, Transverse                                                                                                                                               |
| Clinical Status    | Normal, Pathology                                                                                                                                                                                             |
| Specimen Type      | Cell, Organ, Organ System, Organelle, Tissue                                                                                                                                                                |
| Specimen Source    | Bovine, Mouse, Drosophila, Monkey, Human, Rabbit, Rat                                                                                                                                                         |
| Life Cycle         | • Embryo (for humans: 0-2 months of development)  
|                    | • Fetus (for humans: 3rd month until birth)  
|                    | • Pregnancy (specimen from pregnant female)  
|                    | • Lactation (specimen from lactating female)  
|                    | • Infant (for humans: 0-23 months)  
|                    | • Child/Juvenile (for humans: 2-18 years)  
|                    | • Adult (for humans: 19-64 years)  
|                    | • Aged (for humans: 65+ years)                                                                                                                  |
| Contributor Notes  | Enter any important information not applicable to other fields, such as the course where the asset is used, the source of the image, etc.                                                                |
| Archival Image     | Enter the location of the master file, for example, filename and path, CD number, slide number, etc.                                                                                                |

**MeSH Subjects, Status and Library Review Date**: Do not use. These fields are for Library Use Only.
Institutional Repository

- Follow-on to Image Database initiative
- Potential pilot projects: dissertations, alumni publications, state Medicaid brochures, educational images
- Catalogers are database metadata specialists
  - Developing record structure, access points
  - Authority control
  - Quality control
  - Migrating descriptive data from online catalog to IR software
What Is an Institutional Repository?

- Theses & dissertations
- Data sets
- Preprints & postprints
- Conference proceedings
- Supplementary materials
- Books
- Multimedia collections
- Electronic portfolios
- Online journals
- Working papers and reports

- Easier distribution: Faculty can give out links to their work rather than sending out email attachments or reprints.
- Wider distribution: Makes faculty work easily accessible on the web.
- Preservation: Valuable digital resources are safely preserved.
- Showcase: Serves as a showcase for research, teaching, and scholarship for individual faculty and for the institution.
Scholarly Communication System

**CREATION**
- Domain of Scholars
- Institution$
- Grant$
- $supply

**CONSUMPTION**
- Scholars
- Students
- Other Readers

**QUALITY CONTROL**
- Editorial Process by Scholars
  - Peer Review
  - Editorial Boards
  - Scholars $supply

**DISTRIBUTION**
- Publishers
- Libraries:
  - Cataloging
  - Indexing
  - Physical Organization
  - Preservation
- Institution$
  - (Libraries)$
- $supply

**PRODUCTION**
- Publishers
- Manage Peer Review
- Editorial Boards
- Copy Editing
- Editorial Process
- EARNs $$

Based on: Create Change: Scholars Have Lost Control
http://www.arl.org/create/faculty/issues/scholars.html
THE CRISIS IN SCHOLARLY COMMUNICATION:
WHAT DOES IT MEAN FOR UMMS??
WHAT DOES IT MEAN FOR YOU ??
“The scholarly communication system is under siege. The free flow of information and discovery is severely threatened.” (source: www.createchange.org/faculty/issues/silent.html)

HOW HAVE THESE CONTRIBUTED TO THE CRISIS?
* SOARING JOURNAL SUBSCRIPTION PRICES
* LICENSE RESTRICTIONS ON THE USE OF ELECTRONIC CONTENT
* LOSS OF AUTHOR CONTROL DUE TO COPYRIGHT TRANSFERS TO PUBLISHERS

WHAT CAN WE DO TO RESOLVE THIS CRISIS?
WHAT ARE THE OPTIONS?

“Is Open Access Publishing the Answer?”

Attend a Presentation facilitated by:
MARC KIRSCHNER, PH.D
Carl W. Walker Professor of Systems Biology
Head of the Dept. of Systems Biology
Harvard Medical School

Thursday, April 8, 2004
11:30 – 12:45
Amphitheater I (3rd Floor)
University of Massachusetts Medical School

For additional Information contact: Barbara Ingrassia
Email: Barbara.ingrassia@umassmed.edu
Phone: 508-856-1041

Session co-sponsored by:
The Lamar Soutter Library and the UMMS Office of Faculty Administration
THE CRISIS IN SCHOLARLY COMMUNICATION:
WHAT DOES IT MEAN FOR UMMS??
WHAT DOES IT MEAN FOR YOU??
Conclusions

- Technical Services outreach has positive impact for librarians, the Library, and the user community
  - New and enhanced services and products
  - Professional satisfaction (new skills)
  - Improved staff communication
    - True partnership with public services staff
    - Increased appreciation for skill set
  - Better access to library materials
  - Better known to larger campus community
- Don’t hesitate!
How to Reach Out

Teams and collaborative groups are vehicles to outreach

- Speak with your Dept. Head and/or Director. Express willingness to be a member of cross-functional teams/committees beyond the Library.
- Incorporate a goal into your professional development plan or performance review.
- Take the first step: suggest opening up existing committees within your dept. Propose a “Pilot Project.”
- Read professional literature about teams.
Thank You!!

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