Library: behind the scenes

Martin Lochman, MLIS
Outreach Department
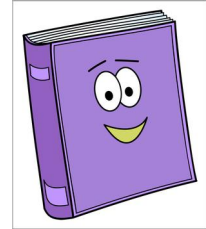
L-Università ta' Malta
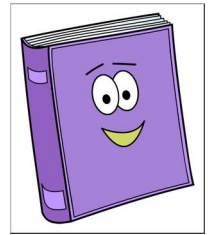
The secret life of books (1)

- Acquisitions department
  - Acquires and processes any new books
  - Book suggestion form X only for academics
  - Each book:
    - Stamped as Library property
    - Labelled
    - Equipped with a security tag (magnetic stripe)
   - In Library catalogue: "In process"

L-Università ta' Malta

The secret life of books (2)

- Cataloging department
  - Creating and maintaining the Library catalog
  - Each book:
    - Assigned a bibliographic record
    - Classified according to the Library of Congress Classification (shelfmark)
    - In Library catalogue: "in process" → "Item in place"

L-Università ta' Malta

The secret life of books (3)

- <u>Final destination</u>
  - General collection (Level 2 & 3)
  - Short loans collection (Level 1)
  - Fine arts collection (Level 3)
  - Archives & Rare Books (Level 3)
  - Branch libraries
- <u>And the end?</u>
  - Weeding out
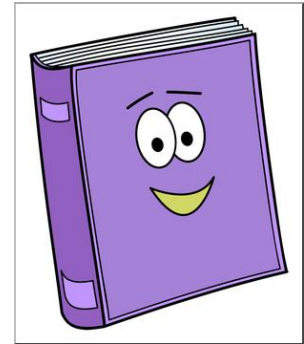
The secret life of books (4)

- <u>What about Reference and Melitensia?</u>
  - All processes done in house:
    - Acquisition
    - Cataloging
    - Shelving
    - Weeding out

What about the journals?

- <u>Periodicals department</u>
  - Acquisition and management of online journals
  - Management of print journals
  - All necessary processes done in house

L-Università ta' Malta

...and dissertations?

- <u>Melitensia department</u>
  - BUT! – currently an ongoing digitization project
  - The Library depends on a faculty/department to send a copy
  - Digitization – also includes pamphlet boxes
  - Everything ➜ OAR@UM

But wait – there is more! (1)

- Retro-conversion Department
  - converting card-catalogue records into machine-readable format
  - Includes materials from pamphlets and Melitensia and Reference Departments
  - Ongoing process

But wait – there is more! (2)

- <u>Open Science Department</u>
  - dissemination of the intellectual output, research and data produced by the University of Malta
  - processing and uploading academic research output on the UM's Institutional Repository – OAR@UM
  - Promoting Open Access and Open Science

But wait – there is more! (3)

- <u>Outreach Department</u>
  - "customer service" of the Library
  - Training workshops (HyDi, RefWorks) + events
  - Library image
    - Website
    - Social media (Facebook, Instagram)
  - Marketing & promotion

L-Università
ta' Malta

But wait – there is more! (4)

Thank you for your attention!

L-Università
ta' Malta