

Print Periodicals: Recut the Puzzle Without Losing Any Pieces

Tech Services-Collection Development Project To Create A Process at Kansas City Public Library

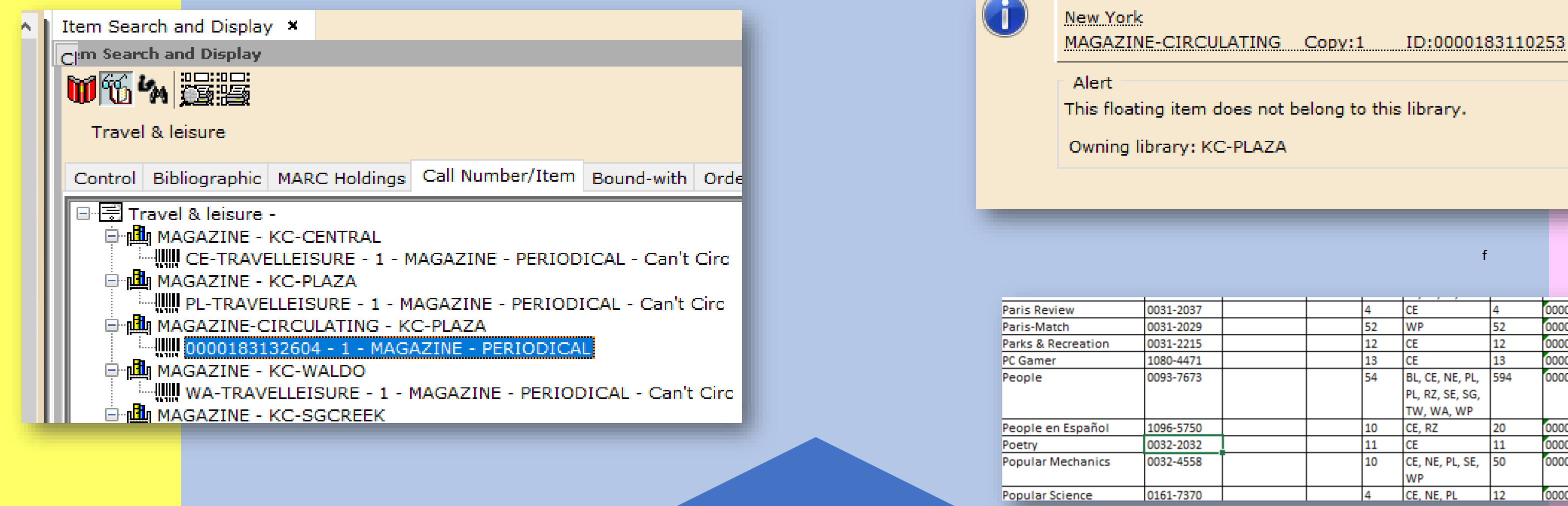
-- Poster by J. Combs -- Project by D. Mackey, C. Wormington, N. High, J. Combs and D. Stoppello --

Periodicals Before the Recut

10 Branches, each with different:

- Receiving processes
- Circulation Policies
- Colors, sizes, purposes of labels
- Staff designated or not
- Only anecdotal circulation stats

New Structure = New Process



Challenges/Lessons Learned

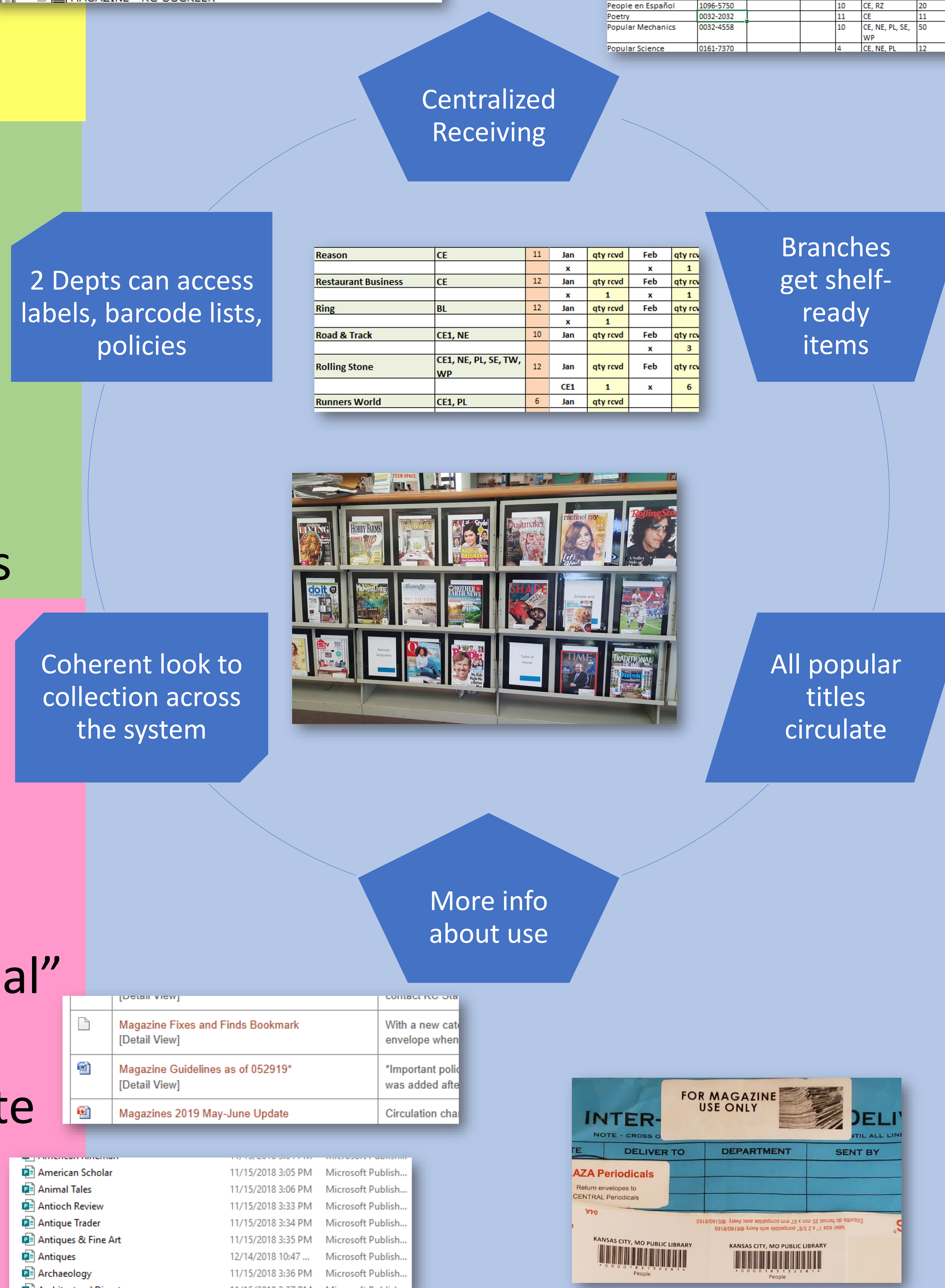
- Catalog records and behaviors different from other formats
- Checkouts only at service desk
- Allow time for sample group to preview policies, presentations, and to make suggestions
- Run reports on sample titles
- May need to circle back for more attendees at presentations
- Continued publisher lag-time

Project Flow/Key Pieces

- Cataloged all magazines/locations
- Produce barcode labels in-house
- Pilot project with 2 small branches
- Seek initial buy-in with managers
- Presentations on new look, policies
- Supplemented by shelf placeholders

Keys to Good Timing

- Align official policy start date with subscription starts
- Only catalog renewed titles (ignore issues for non-renewed titles)
- Presentations to staff around "official" start date – okay if after
- During set up project staff contribute piece closest to their continued process role



Keys to Success

- Helpful pilot project staff
- Continue to involve branch staff with surveys, reminders, new training
- Make presentations widely available
 - Branch meetings PowerPoint
 - Staff Web
 - Updates/Contact Info
 - Consistent visual themes
- Familiar solutions for problem titles: bookmarks, interoffice envelopes
- Documentation in shared folders for repeatable, changeable processing