

# Internship at DCU (Dublin City University) Library:

## Collection Management Services (CMS)

April 17<sup>th</sup> 2006 - May 12<sup>th</sup> 2006

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### Weekly Report

Name Anne Legler

Date: April 17<sup>th</sup> 2006 – April 21<sup>st</sup> 2006

#### Monday

Bank holiday

#### Tuesday

- Greeting with Miriam, Tour of the library
- Introduction to the colleagues and the workflow of the three departments of the library: CMS - Collection Management Services, IPS - Information and Public Services and PAS - Planning and Administration Services
- Meeting with Paul Sheehan, Director of the Library
- Meeting with Mary Kiely and introduction to the CMS team and the different projects I will be working on:
  1. Registration of periodical stocks (500 - 680 partly donations), compiling a list
  2. IReL Project: Retrieving Information about IReL funded data bases
- Campus Tour with Adele
- Registration of periodicals on the 2<sup>nd</sup> floor

#### Wednesday

- Registration of periodical stocks on the 2<sup>nd</sup> floor
- Identification of the following details: title of the journal, shelfmark (Dewey Classification), holdings and missing spine labels
- CMS Meeting
- General Meeting

#### Thursday

- Registration of Periodical stocks

#### Friday

- Registration of Periodical stocks on the 2<sup>nd</sup> floor
- Preparation with Agnes: triggering, stamping and labelling of dissertations and booking the items into stock

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April 17<sup>th</sup> 2006 - May 12<sup>th</sup> 2006

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### Weekly Report

Name Anne Legler

Date: April 24<sup>th</sup> 2006 – April 28<sup>th</sup> 2006

#### Monday

- Registration of periodicals on the 2<sup>nd</sup> floor
- Christina introduces all the different work areas in Collection Management Services to me (Acquisitions Dept., Cataloguing Dept., Periodicals Dept., Preparation Dept.) and gives me an insight into the ordering process
- Dan who is responsible for the receipt of the books and invoices, gives me an overview about his field of work

#### Tuesday

- Registration of periodicals on the 2<sup>nd</sup> floor
- Start on preparing an Excel list which includes all the registered periodical titles with shelfmarks, holdings, OPAC availability, missing labels and notes

#### Wednesday

- Working on the periodical list in Excel

#### Thursday

IReL Project:

- Entering all IReL databases on the IReL tab on an Excel file
- Entering URL of each resource
- Availability of full text, abstracts and indexes
- Identifying the possibility to brand the resource with the DCU logo
- Identifying the possibility to extract counter compliant usage statistics

#### Friday

- Completing the Excel list with all the registered periodicals (500 - 680)
- Comparing registered stocks with OPAC information on the journals
- Betty gives me an overview about all the details of her work in the preparation dept.: preparation of books and audiovisual media with different loan periods, triggers, labels and tapes; stamping the items and changing the status in Talis Alto from “received” into “in stock”

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### Weekly Report

Name Anne Legler

Date: May 1<sup>st</sup> 2006 – May 5<sup>th</sup> 2006

#### Monday

Bank holiday

#### Tuesday

- Comparison of registered periodical stocks and holding on the OPAC, remarking differences in the Excel list

#### Wednesday

- Completion of the periodical list including all the OPAC information about the journals
- Working on the IReL Project: investigating information about database services on full text, abstract and index availability and providing branding and statistic opportunities

#### Thursday

- Working on the IReL Project
- Guided Tour of Trinity College Library in the afternoon

#### Friday

IReL Project:

- Checking Database availability of full text, abstracts and indexes
- Identifying the possibility to brand the resource with the DCU logo
- Identifying the possibility to extract counter compliant usage statistics
- Testing username and password if available
- Writing my weekly reports

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Signature

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April 17<sup>th</sup> 2006 - May 12<sup>th</sup> 2006

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### Weekly Report

Name Anne Legler

Date: May 8<sup>th</sup> 2006 – May 12<sup>th</sup> 2006

#### Monday

- Writing my weekly report about last week
- Investigating information about general databases:
  - Checking Database availability of full text, abstracts and indexes
  - Identifying the possibility to brand the resource with the DCU logo
  - Identifying the possibility to extract counter compliant usage statistics
  - Testing username and password if available

#### Tuesday

- Investigating information about general databases
- Daphne is giving me an overview about the Cataloguing Department in the afternoon:  
Basics of Cataloguing using the library system Talis Alto, MARC 21, AACR

#### Wednesday

- Kathleen introduces IPS (Information and Public Services) to me and gives me an overview about her work at the information desk in the morning:
  - Layout of the desk
  - Areas under the control of the Information Desk
  - Basic information queries: membership, catalogue, databases (LexisNexis, Cinahl etc.)
  - Statistics
  - Induction Sessions: OPAC training
  - Reference Collection
- Introduction and working on the Issue Desk and Reception in the afternoon

#### Thursday

- Writing my Weekly Report for the last week
- David gives me an overview about his work in the Periodical Department
- Working on the IReL and General Databases Project; Referring to Siobhan

#### Friday

- Working on the IReL and General Databases Project
- Saying Good-Bye to everyone

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Weekly Report

More information about DCU Library:

<http://www.dcu.ie/~library/>