



SkyRiver

Maximize Your Time with Advanced Features

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*How a small academic library is maximizing
student assistants using SkyRiver*

Today's Goal

- Introduce Emporia State University's William Allen White Library and its T.S department
- Discuss the hardships T.S. is facing
- Briefly talk about the mini study that uncovered our need for a streamlined workflow
- Role of Student Assistants
- How we are using SkyRiver to meet our needs and solve some problems
- What we've accomplished and learned

William Allen White Library



- 13 FTE(1 director, 6 faculty librarians, 6 staff), 1 part time staff member, and approximately 9 student assistants and 5 graduate teaching assistants.
- Located in Emporia, Kansas
- Collection is approximately 750,474 items (ACRL FY2018 report)

Background Information



- 2 Technical Services retirements since 2016
 - Acquisitions and Cataloging (Library Techs)
- Move from WMS (Warehouse Management System) to Sierra ILS in 2018
- New Cataloger- Librarian with MLS in 2018
 - New Needs:
 - Time to manage the catalog.
 - T.S consists of 1 cataloger (tenure-track faculty), ¼ acquisitions tech and a ¼ time student assistant
 - Record clean up

Catalogers as Faculty

Needs as defined by Hill (2007)

- Workload clearly defined
 - Scholarship
 - Service
 - Teaching
 - T.S

=

Backlog!

Repetitive Changes to Records

- Conducted mini study on records exported from SkyRiver
 - 100% : added or edited the following
 - |d in 040
 - 998 (internal signature)
 - 87% : changed the encoding level
 - 68% : edited the 300 (usually needed the page numbers, often required illustrations and measurements as well).
 - 66% : Deleted the 263 field
 - 16% : required edits to the 008 (usually an a added for illustrations)
 - 16% : required edits to the 264_4 or a 264_4 added.

Student Workers are key!

- Processing
 - Stamps, spine labels, security strips
- Basic editing of item records
 - Barcodes, Item locations, Item types, Call #s
- Copy Cataloging
 - Using SkyRiver
- Other projects
 - Weeding, displays, updating spreadsheets, etc.

Approximately 10-12 hours/week

In a 2008 study, 95% of respondents felt that student assistants were worth the investment (training and supervising)

-Tolppanen and Derr (2009)

SkyRiver by Innovative Interface, Inc.

- Bibliographic Utility- database that holds access to a large quantity of bibliographic and authority records
 - Records from national libraries, subscribing libraries and vendors



skyriver



“Time is money”

- Benjamin Franklin

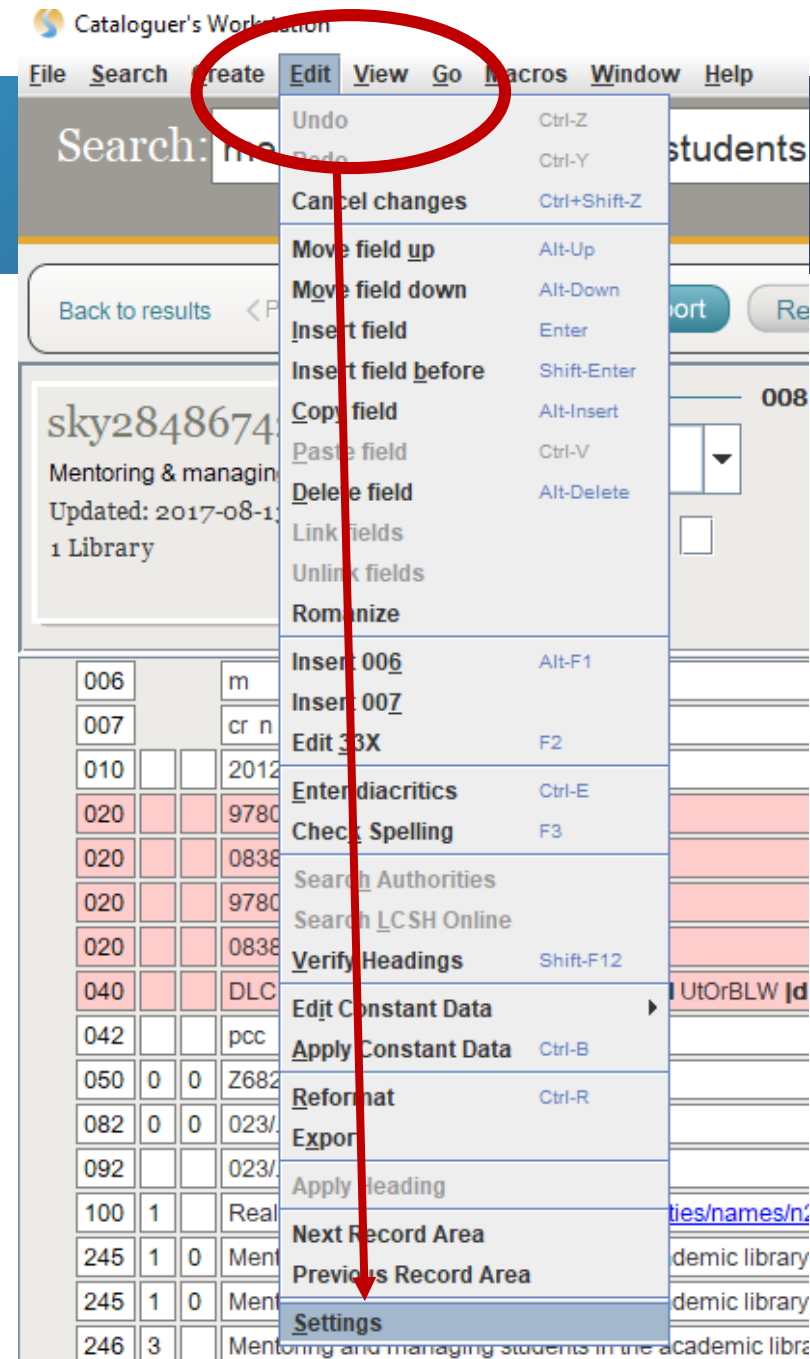
Time Saving Features

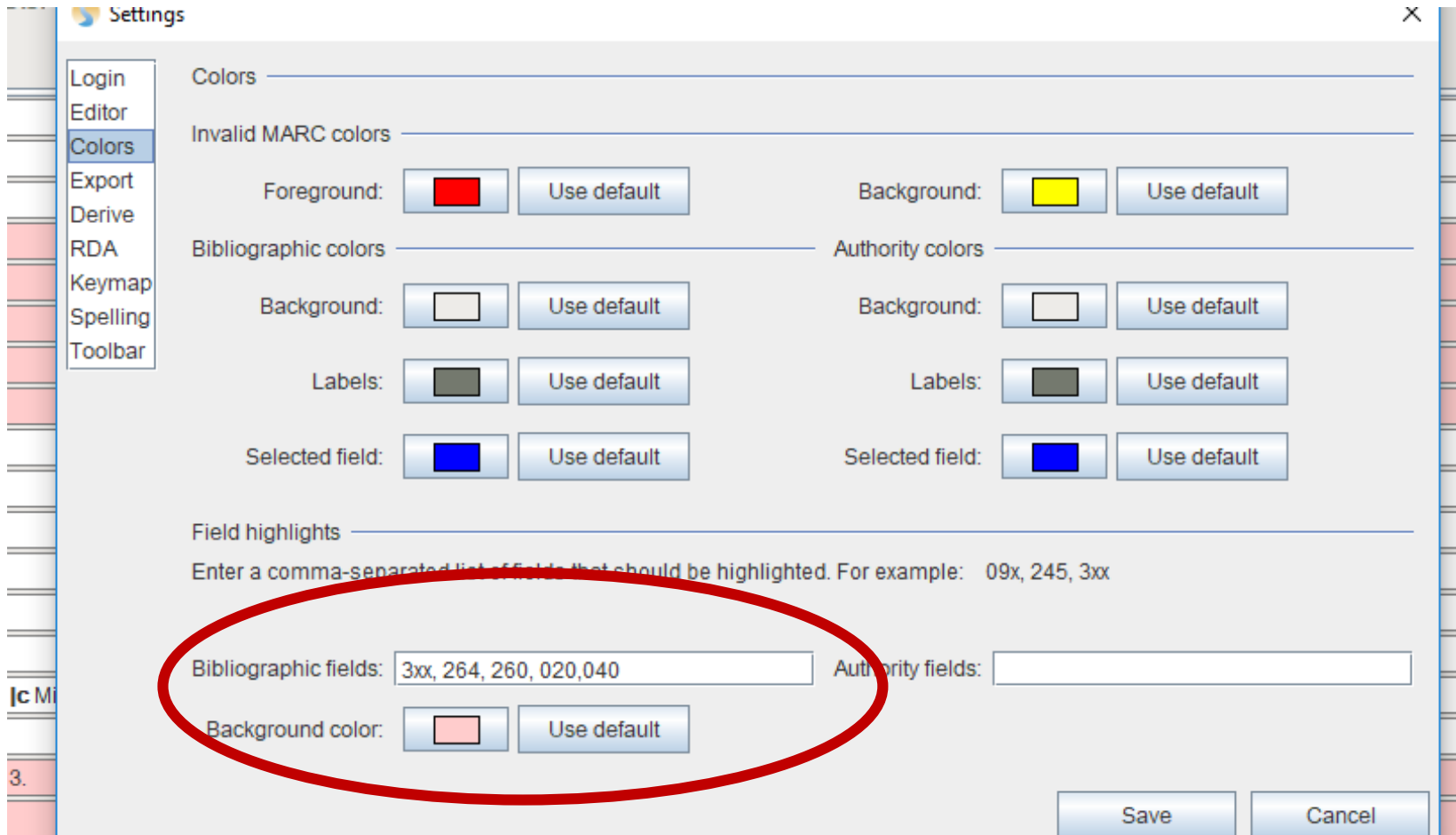
- Highlight Fields
- Ignore Fields
- Derive Fields
- Spell check
- Batch Search
- Macros
- Constant Data



SkyRiver Settings

- Highlight fields
- Ignore
- Derive
- Spelling





These fields will stand out in bibliographic records.

Students can recognize if important fields are there and if they match the item in hand.



Login
Editor
Colors
Export
Derive
RDA
Keymap
Spelling
Toolbar

Derive

Enter a comma-separated list of fields to transfer. For example:
006, 007, 1XX, 2XX, 3XX

Bibliographic fields:

Authority fields:

Save Cancel

List the fields you want to derive.

When you use the “Derive” button, only these fields will remain.

Export

Export as Unicode (UTF-8)

Output placeholder for non-MARC-8 characters

Export to file

Always prompt for file

Use separate files for record types

Prompt to delete local record after export

Host:

Port:

Ignore fields

Enter a comma-separated list of fields that should NOT be exported. For example: 029, 9XX

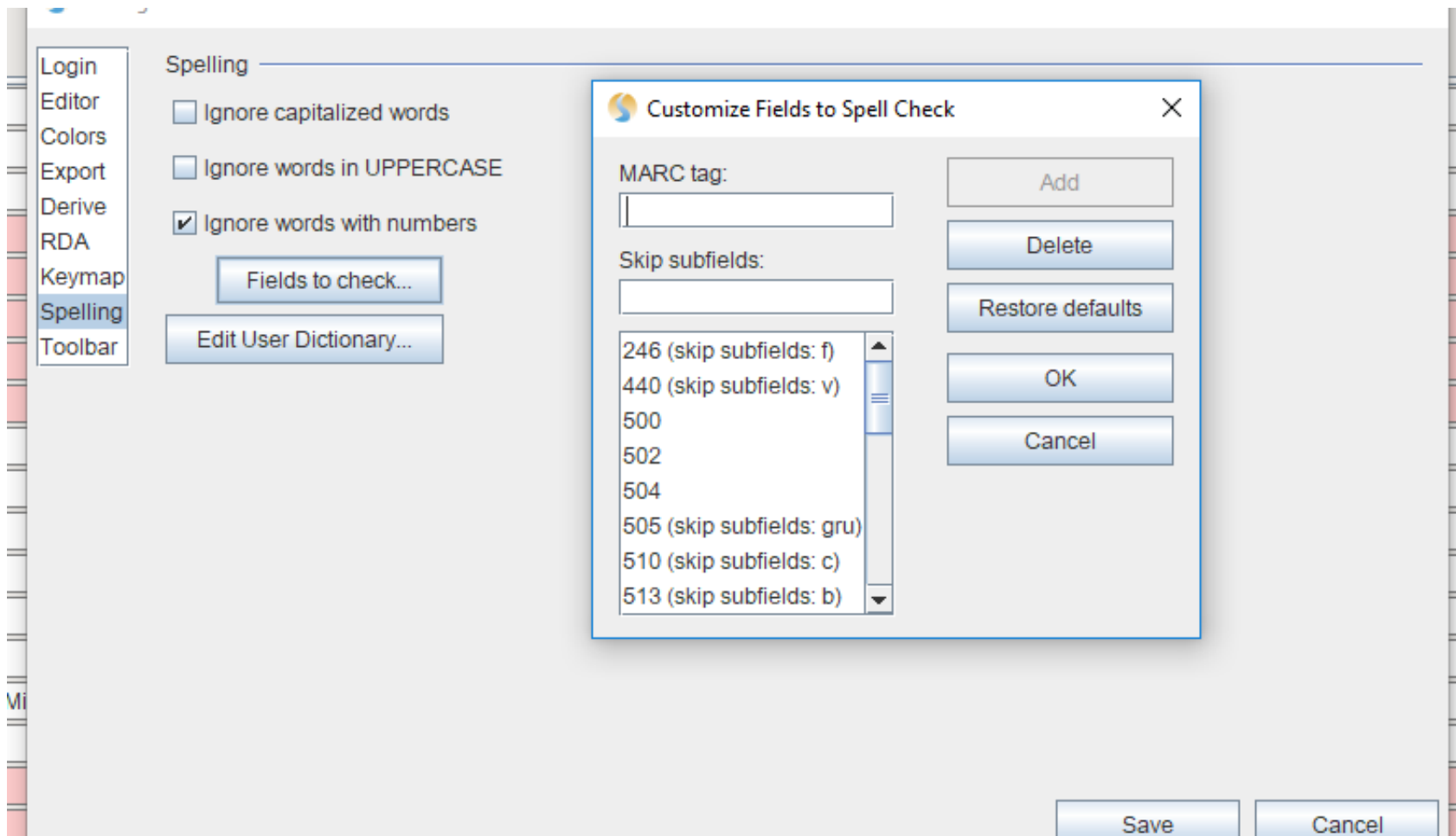
Bibliographic fields:

Authority fields:

Insert fields that you do NOT want exported with records.

When exporting, you won't need to do anything special.

SkyRiver



Conduct a spelling check before Exporting.

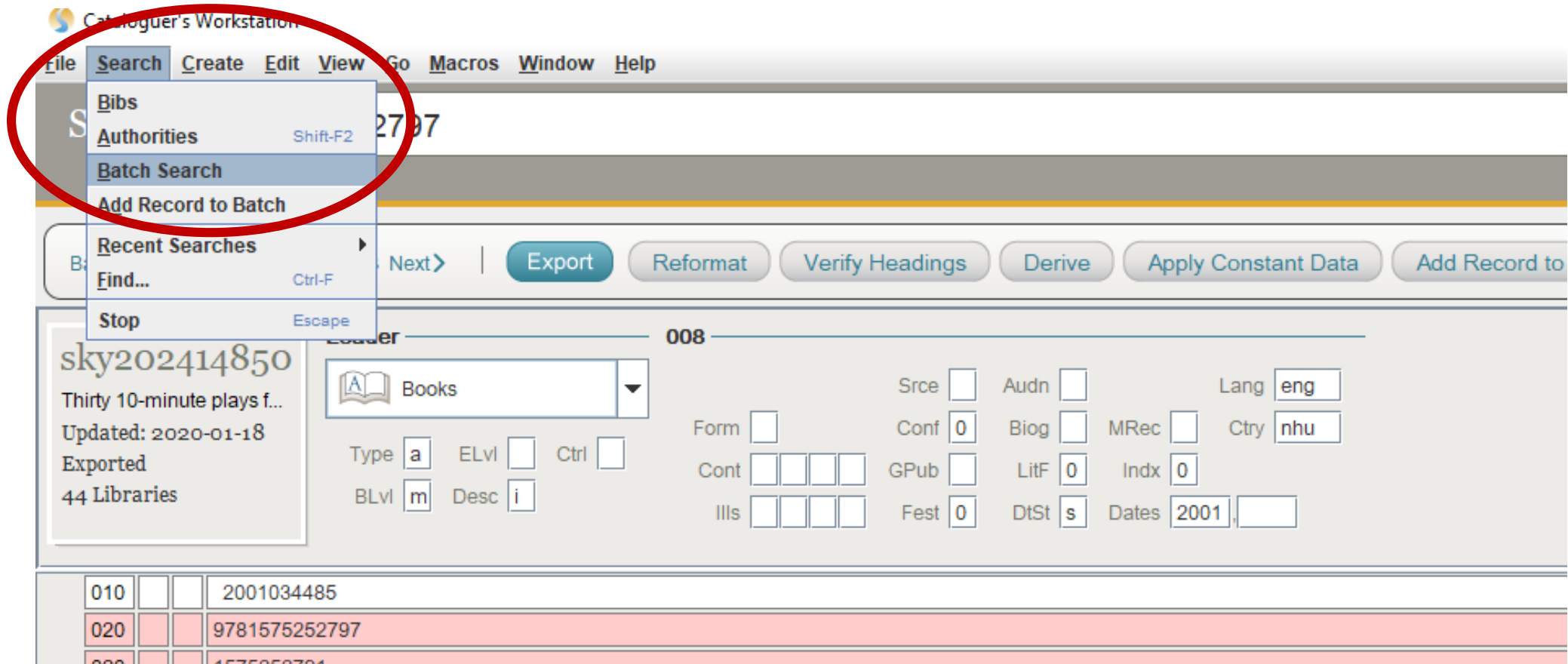
Specify fields you want to check.

Batch Search- Search for multiple bibs at once



Don't search one by one, bib by bib
Do a Batch Search.

Search multiple ISBNs at once.
Review the Bibs that are returned
Make edits
Mark the ones you want to export
Export all at once



A new SkyRiver window will open for batch searching.

Source: SkyRiver

Scan or enter all of your ISBNs at once then click "Search"

The screenshot shows a Windows desktop environment. In the background, a window titled "Batch Processing" is open, displaying a menu bar with "File", "Search", "Create", "Edit", "Batch", "View", "Macros", and "Window". Below the menu bar, it shows "Searches: 0 # Found: 0 (0 records) # Not Found: 0". A table with the following columns is visible: ISBN, # Found, Searched, Control #, Held?, # Libraries, Export?, Label, Exported?, Title, Author, Imprint, Date, Format, and Encoding Level. In the foreground, a dialog box titled "Enter search keys" is open. It contains a text input field labeled "Enter search key:", two buttons labeled "Import ISBN file" and "Import MARC file" separated by "or", and a larger text area labeled "Search keys:" containing the following ISBNs: 0152986103, 1894815262, 9780689852220, and 9781416950707. At the bottom of the dialog are "Search" and "Cancel" buttons. The Windows taskbar at the bottom shows the search bar, taskbar icons for various applications, and the system tray with the date and time "10:00 AM 2/21/2020".



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Searches: 4 # Found: 4 (5 records) # Not Found: 0

ISBN	# Found	Searched	Control #	Held?	# Libraries	Export?	Label	Exported?	Format	Encoding Level
0152986103	1	Feb 21, 2020 at 10:0...	sky200846676	✓	101				Books	<unknown>
1894815262	1	Feb 21, 2020 at 10:0...	sky211773006		5				Books	<unknown>
9780689852220	2	Feb 21, 2020 at 10:0...	sky285192442		1				Books	<unknown>
9780689852220	2	Feb 21, 2020 at 10:0...	sky201818549	✓	464				Books	<unknown>
9781416950707	1	Feb 21, 2020 at 10:0...	sky200992586	✓	61				Books	<unknown>

Title	Author	Imprint	Date	Format	Encoding Level
The witch who lives ...	Guthrie, Donna.	San Diego : Harcour...	1985	Books	<unknown>
Circus of the grand ...	Wexler, Robert Free...	Rockville, Md. : Prim...	2004	Books	<unknown>
The house of the sc...	Farmer, Nancy, 194...	New York ; Toronto : ...	2002	Books	<unknown>
The house of the sc...	Farmer, Nancy, 1941-	New York : Atheneu...	2002	Books	<unknown>
Santa's reindeer / by...	Green, Rod (Journal...	New York : Atheneu...	2007	Books	<unknown>

Back to results < Previous 1 of 4 Next > | **Export** Reformat Verify Headings Derive Apply Constant Data

sky200992586
 Santa's reindeer
 Updated: 2019-09-06
 ✓ Emporia State Univers
 61 Libraries

Leader 008

Books

Type a ELvl 4 Ctrl

BLvl m Desc i

Form Conf 0 Biog MRec Ctry nyu

Cont GPub LitF 1 Indx 0

Ills a Fest 0 DtSt s Dates 2007

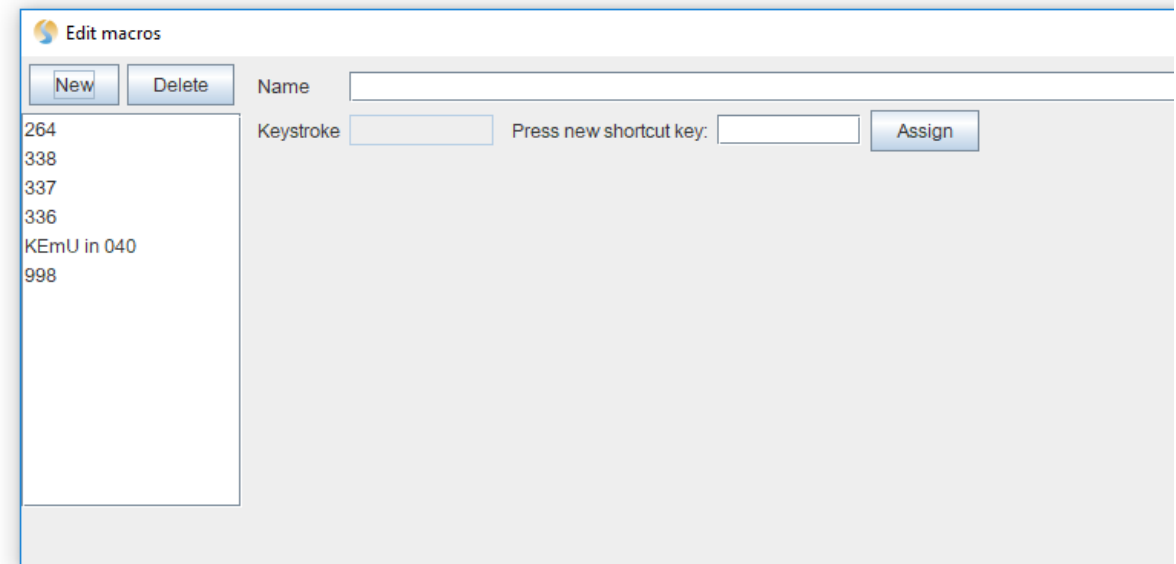
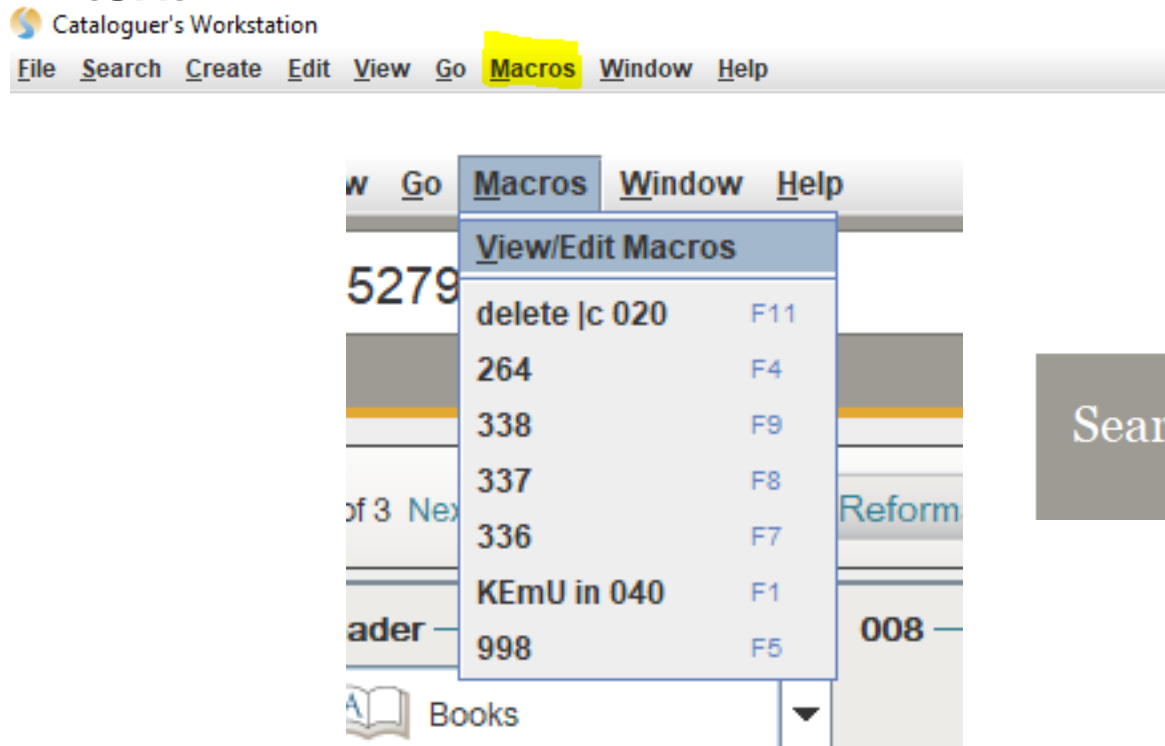
Srce Audn j Lang eng

010		2007531900
019		sky206516505 a sky226305182
020		9781416950707
020		1416950702
040		DLC c DLC d DLC d SKYRV e rda
050	0 0	PN6071.C6 b G67 2007
082	0 4	[E] 2 22
092		[E]
100	1	Green, Rod c (Journalist)
245	1 0	Santa's reindeer / c by Rod Green ; illustrated by Jon Lucas, Carol Wright, and Clayton McDermott.
264	1	New York : b Atheneum Books for Young Readers, c 2007.
300		1 volume (unpaged) : b color illustrations ; c 24 x 26 cm
336		text b bt 2 rdacontent
337		unmediated b n 2 rdamedia
338		volume b nc 2 rdacarrier
385		n age a Children 2 lcdgt 0 http://id.loc.gov/authorities/demographicTerms/dg2015060010
385		n age a Children 2 lcdgt
520		Presents an account of how reindeer are raised at the North Pole by Santa and his helpers, with details on the skills they have to learn, the chores they have to do, and the tricks they like to play on the elves, along with descriptions of the personalities of some of the most famous reindeer.
600	0 1	Santa Claus v Fiction.



Macros- shortcuts to create a sequence of events ex: use one keystroke (F2) to input an entire MARC field (336)

- Just like in Sierra, create shortcuts to insert fields and text.



Edit macros

New

Delete

Name

Keystroke

Press new shortcut key:

Assign

Actions

Insert text

New Macro

264

338

337

336

KEmU in 040

998

020			083894714X q (pdf)
020			9780838947159 q (kindle edition)
020			0838947158 q (kindle edition)
040			DLC b eng c DLC e rda dKEmU
042			pcc
043			n-us---
050	0	0	ZA3075
082	0	0	028.7071/173 2 23

Source: SkyRiver

Other Macro Options

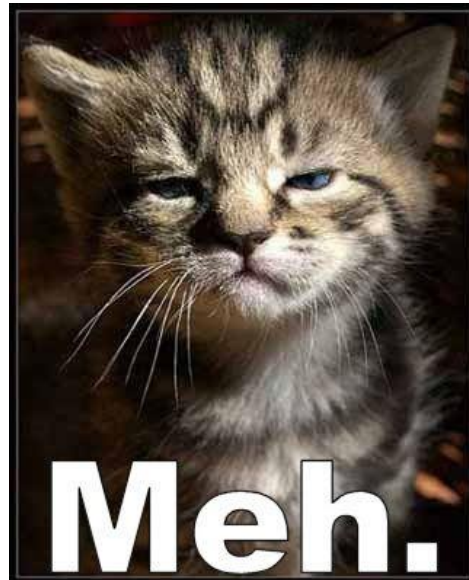
- Add text to a field



- Copy field
- Update Cutter
- Export with 949



- Insert a field



- Find & replace



Constant Data- a partial bibliographic (or authority) record created with standardized content that you reuse when you create or edit a record.

- Fixed Fields
- Variables
- BOTH



Create Constant Data



Search:

[Advanced Search](#)

New Constant Data

File Search Edit View Go Macros

Back to results < Previous Next > | Reformat Verify Headings Add Record to Batch Delete field Redo Undo Insert field

Leader 008

Books

Type a ELvl u Ctrl

BLvl m Desc

Form

Src d Audn Lang

Conf 0 Biog MRec Ctry

Cont GPub LitF Indx

Ills Fest 0 DtSt Dates

010			
020			
041			
050			
1			
245			
246			
250			
260			
300			
4			
5			
6			
6			
7			
7			
8			
856	4		

If you use fixed fields, it's all or nothing.

Delete the variable fields you don't need.

Constant Data at WAWL

- Had trouble using this the way we really wanted to, hoped to insert SOME fixed fields and SOME variable fields.
- BUT found it was the best way for us to add the

264 _ 4 |c to our records

200			c 2007.
264		4	c x
300			vii, 117 leaves ; c 28 cm.
500			Abstract

tion Info.	264		4	c©2020
tion Info.	264		1	Lawrence, Kansas ; bUniversity Press of Kansas, c[2020]

**** Have to insert place holder text in the |c

264_4 |cx

Once imported replace the x with the copyright information

WAWL Practices

- Created student workflow in SkyRiver for Books only.

Student Workflow: SkyRiver

You may batch search records by scanning the ISBNs into the batch search function. For each record, carefully complete the following if you are exporting records for **books**.

The bibliographic record must match the ISBN for the book you have in hand!

1. Look at the fields highlighted in green.

- 020 fields
____ delete any that correspond with electronic books or PDFs (noted in parentheses)
- 040 field
____ click at the end of this field and use the F1 key to enter the assigned macro.
- 300 field
____ Make sure the page numbers are entered and the illustrations and book measurements are entered and correct. If not, enter these as they appear in the book.
Ex: ix, 398 pages :| illustrations, maps, photographs ;|c22 cm
- Following the 300 field, notice if a 336, 337, and 338 are present and highlighted. If not:
____ Use the F7, F8 and F9 keys to enter the assigned macros.
- A 260 or 264 field should be highlighted. If you do not see a 264:
____ Enter the Constant Data called "WAWL Books" (selecting variable data only!)

2. Use F3 key to complete spellcheck.

3. When completed, Export the record. **NOTE: If using the batch search feature, mark the book for export and batch export ALL of the edited records at once.**

****The system is set to auto delete 263s upon export****

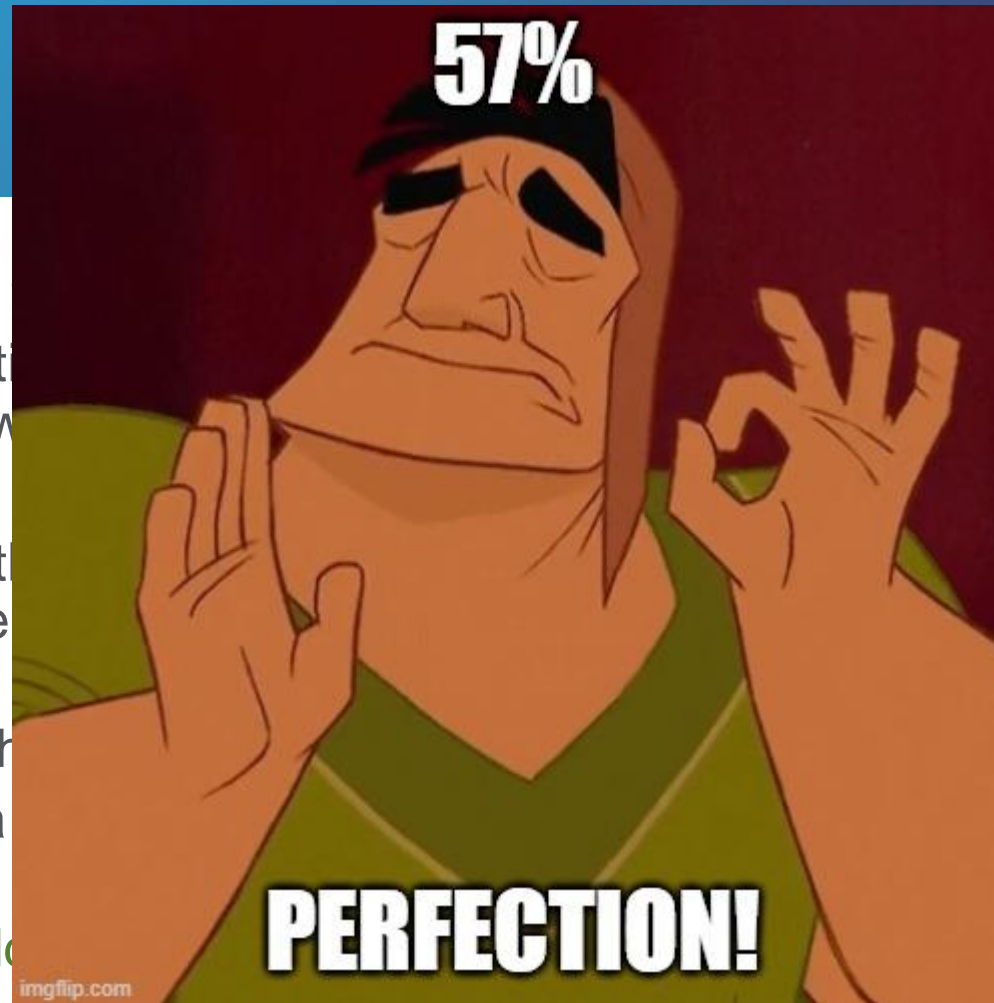


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What We Accomplished

- Id in 040 is ALWAYS added prior
- 998 (internal signature)- No solution
- Changes to the encoding level- We lost valuable fixed field data.
- Editing the 300 (usually needed to get measurements as well). –This field is not available.
- Deleting the 263 field- Included the data that won't be available.
- Edits to the 008- Unable to find a way to edit it and can edit it.
- Edits to the 264_4 or a 264_4 added. –This field is always available.



What We Learned

- What is important in your library's records
 - What do you find yourself correcting or editing the most?
- Practice and Play with SkyRiver
 - Compare records in SkyRiver and your ILS after and settings are changed.
 - Ask students or staff what they would like to see in SkyRiver.
 - Search for work-arounds if something isn't working.
- Minimal documentation exists for SkyRiver
 - Search for other bib utility documentation
 - Come to the IUG Conference – See if you can find someone else who knows.
 - Create your own documentation.
 - Students and staff leave. Be prepared.
- Empower your staff!
 - Provide a checklist and ample time for training.
 - Check their work in the beginning and walk through mistakes as a learning team.

References

- Hill, J.S. (2007). Technical services and tenure: Impediments and strategies. *Cataloging & Classification Quarterly* 44(3/4), 151-178. doi:10.1300/J104v44n03_01
- Innovative Interfaces, Inc. (2009?). SkyRiver.
- Tolppanen, B. P., Derr, J. (2009). A survey of the duties and job performance of student assistants in access services. *Journal of Access Services* 6(3), 313-323. doi:10.1080/15367960902894138

Thank you!

Questions?

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