

# Glossary of Functional Terms

[Initial draft approved, Dec. 3; to be updated as needed.]

## Acquisitions

- establishing vendor agreements (approval/PDA profiles + outsourced cataloging).
- ordering (chiefly monographs but some mono-series. single eBooks are ordered in a cross departmental setting together with e-resources)
- receipt of ordered material
- claiming missing items
- receipt of PDA (patron driven acquisition) titles
- receipt of standing order material, documents, etc.
- receipt and processing of approval titles
- receipt and maintenance of documents
- receipt of gifts
- serials check-in upon arrival (dealt not only in Acquisitions also in Serials Management Unit which is responsible for ordering and claiming serials)
- inputting preliminary records
- backlog management

## Acquisitions or Cataloging

- fastcatting (cataloging on receipt) (<http://lts.library.cornell.edu/lts/pp/fas/4fastcat>)
- copy cataloging

## Automated Technical Services

- bibliographic record updates in batch
- loading and enhancing vendor records
- support cross departmental automation efforts

## Cataloging and Metadata Services

- original cataloging (MARC)
- metadata (non-MARC) cataloging, support and consulting
- bibliographic record updates
- holdings updates

## Physical Processing

- physical processing (barcodes, tattle-tape, onsite spine labeling)
- bindery preparation and receipt

## E-Resources

- establishing vendor agreements and technical specifications
- e-resource management (ordering, subscription maintenance, payments)
- licensing

## Other

- administration/management
- netadmins
- collection development
- user experience