Practicum Prospectus

Tiffany L. Newton

Summer 2013

LI 870 (2 hours)

With

William Allen White Library – Technical Services

Site Supervisor: Earl Givens, Jr.

I will participate in a General Practicum for the Summer 2013 semester at William Allen White Library in Technical Services. Despite my existing library experience, I have yet to gain knowledge or experience in an academic library's Technical services department. I feel a practicum here would supplement the knowledge gained from my other SLIM coursework, expanding my knowledge while giving me much needed experience.

Practicum Activities

- **World Share Management System**: *Goal: 2000 individual records*
  - I will assist the librarians in records migration from the Innovative ILS to World Share Management System from OCLC. This task will be my main objective for this practicum, as it is the most important to the library; however, it is a longer term project than the practicum, so I will not see it to completion.
- **Search engine widget java scripting:** *Goal: Publish the live search box before July 2013*
  - I will edit and improve the java script code for a new search box for the main library webpage to search the catalog for books, articles and journals. I will make cosmetic changes and make the search box attractive. I will use Adobe Photoshop to create a background image for this search box and repair any changes needed to the library's webpage to accommodate this new search box.
- **MARC record cleanup**. *Goal: 500 individual records*
  - I will delete all 856 fields because they contain dead links. I will add fields to prepare each record for the OCLC load. I will update the 001 field with an OCLC number if it contains a Serials Solutions Number.
- **Electronic resource configuration and database management.** Goal: all 134 Databases currently purchased by White Library
  - I will use the OCLC Service Configuration tool to manage holdings in the discovery platform and ensure that subscriptions show up properly. I will also export the entire collection to Google Scholar to make the library and its resources more discoverable to students. I will ensure that all purchased databases are linked correctly by using the OCLC Service Configuration Tool.

Learning Outcomes and Goals

- I will learn how to manipulate and customize MARC records and demonstrate this knowledge by completing 2000 records.
- I will learn JavaScript and combine this new knowledge with existing knowledge of Photoshop and graphic design to create an attractive search box as described above. This search box will become live to the public before the end of my practicum to demonstrate this knowledge.

- I will become more familiar with integrated library systems and learn what must be done in a data migration preparation process. I will demonstrate this knowledge by cleaning up, editing, and prepping 500 individual MARC records for migration.
- I will learn how to use a cloud based electronic resource management system in a variety of ways, as described in the practicum activities. I will demonstrate this knowledge by updating all 134 databases.

Student Responsibilities:

- I will spend at least 10 hours a week for 8 weeks working on the projects assigned to me by the site supervisor.
- I will maintain a reflective journal of daily activities undertaken during the practicum, including observations, and reflections of experience.
- I will keep my SLIM advisor well informed of the practicum and address any concerns as they arise.
- I will write a summary of all that I have learned throughout this practicum using the self-evaluation form provide in the LI870 General Practicum Procedures and Requirements document.
- I will submit the required documentation to my SLIM advisor at the conclusion of the practicum.