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Using Productivity Tool to Manage Indexing Services

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Abstract

Because most often, a school assigns only one professional librarian, periodicals section is one area given less attention in school libraries. However, Miriam College Lower School/Middle School has provided six (6) professional librarians to serve more than two thousand (2000+) students from Grades 1 to 8. With that, the periodicals section is assigned with one dedicated school librarian. The work of a periodicals service librarian entails producing indexes to research articles, assisting the students and teachers in their research work through providing pathfinders and selective dissemination of information; And these are on top of other routine work like monitoring the subscriptions to various newspapers and magazines and reading assistance to library users (students and teachers).

Libraries play a vital role in the information literacy of all library users. Users often visit the library for research, relaxation, and sometimes, entertainment. The rapid evolution of library isn't possible without the librarians behind it. Librarians, especially in school must be equipped with knowledge and skills capable to the needs of the students and teachers. But how can a librarian ensure all the services given are with quality if he/she is alone?

Because most often, a school assigns only one professional librarian, periodicals section is one area given less attention in school libraries. However, Miriam College Lower School/Middle School has provided six (6) professional librarians to serve more than two thousand (2000+) students from Grades 1 to 8. With that, the periodicals section is assigned with one dedicated school librarian. According to Vicki L. Gregory, (2011) it takes a special person to love working with serials, and the fact that such professionals fortunately exist.

The work of a periodicals service librarian entails producing indexes to research articles, assisting the students and teachers in their research work through providing pathfinders and selective dissemination of information; And these are on top of other routine work like monitoring the subscriptions to various newspapers and magazines and reading assistance to library users (students and teachers).

To ease the flow of work and the demand of producing the required outputs in the periodicals section, the researcher has thought of using the Productivity tools to manage the indexing services in a systematic way which the researcher called the Indexing Flowchart. Below is the summary: See Figure 1:

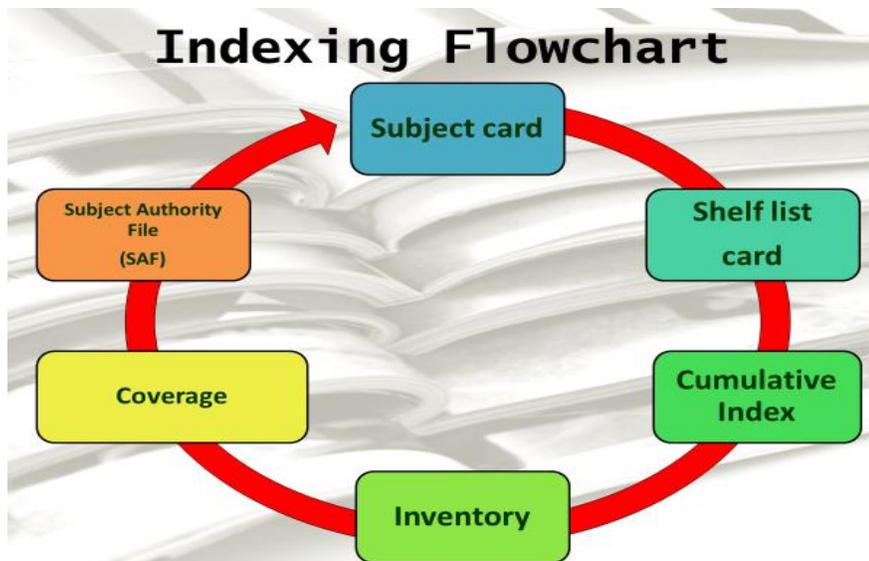


Figure 1: Indexing Flowchart

Step one: Create the subject indexes.

In the indexing flowchart, subject cards are the start of the process. As in any subject indexing, the work involves identifying as many relevant subject headings using of course the Controlled Vocabulary (e.g. Library of Congress Subject Headings and Sears List) and one's own Open Vocabulary and making the first output of the periodicals librarian in the process which are the subject cards. See Figure 2:

Subject Card

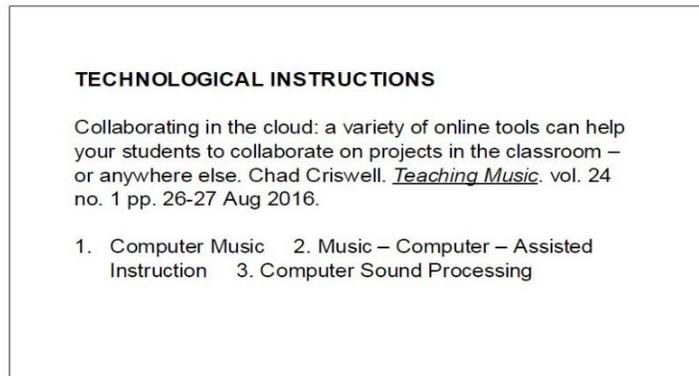


Figure 2: Subject Card

Step two: Create the shelf list cards

After identifying several subject headings in an article, the next step in the indexing process is creating the shelf List card. In the periodicals section, this shelf list card includes bibliographic information and all the subject headings assigned to an article. This step is useful and handy when bibliographic verification requests are received. See Figure 3:

Shelf List Card

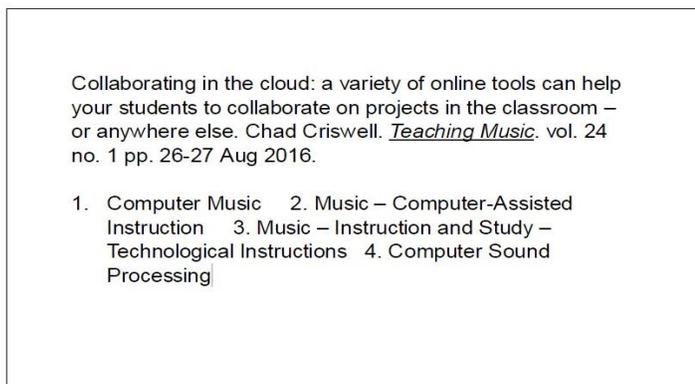


Figure 3: Shelf list Card

Step three: Update the Cumulative Index

The cumulative index is updated after the shelf list card is made. This is the most up-to-date list of subject headings with bibliographic information of all indexed articles, created using MS Word. Cumulative index is arranged alphabetically according to the subject heading followed by the subheading and the bibliographic information of articles. From the cumulative index, the pathfinder to various subjects for research may be created and provided to library researchers as a form of selective dissemination of information. See Figures 4 and 5:

Cumulative Index Sample

ACADEMIC WRITING

Study and Teaching

Lower School

The power of purposeful talk in the primary-grade writing conference. figures and tables. Lisa K. Hawkins. *Language Arts*. vol. 94 no. 1 pp. 8-21 Sep 2016.

AGE AND EMPLOYMENT

Philippines

Batas laban sa diskriminasyon sa edad sa empleyo, pasado na (Tagalog). *Philippine Currents*. vol. 2 no. 2 p. 16 Sep-Dec 2016.

AGRICULTURE

Economic Aspects

Philippines

Bigyang halaga ang pagkain bilang pangangailangan (Tagalog). pictures. *Maya Komiks Magasin*. vol. 15 no. 2 pp. 4-6 Second Quarter Issue 2016-2017.

Figure 4: Cumulative Index

PATHFINDER

ACADEMIC WRITING
 AGE AND EMPLOYMENT
 AGRICULTURE
 ALGEBRA
 ANIMATED FILMS
 AREA MEASUREMENT
 ART
 ART, ABSTRACT
 ART, PENNSYLVANIA DUTCH
 ART TEACHERS
 ARTS AND CRAFTS
 AUTISTIC CHILDREN
 AUTOBIOGRAPHY
 BANTAYOG NG MGA BAYANI
 BIBLE
 BIBLIOGRAPHICAL CITATIONS
 BIOGRAPHY
 BIOMORPHISM (ART MOVEMENT)
 BOOK TALKS
 BOY SCOUTS
 BRAIN
 BULLYING IN SCHOOLS
 CALLIGRAPHY
 CALUNGSOD, PEDRO

Figure 5: Pathfinder

Step four: Create the inventory list

In this step, journal titles are individually entered into the inventory list of indexed journals using spreadsheet like MS Excel. Under each of the journal titles, volume and issue numbers as well as article titles are entered. This is done to facilitate ease in identifying and pulling out subject cards in case periodicals (Volume and issue number) are discarded, lost or missing. See Figures 6 and 7:

Arts & Activities
Asian World Currents
Catechist
Discover
JOPERD
Language Arts
Mathematics Teaching in the Middle School
Maya Komiks Magasin
Modern Teacher The
Philippine Currents
Quality Teacher
Reader's Digest Asia
Reader's Digest Large Print
Reading Teacher, The
School Counselor
Sibikomiks
Social Studies and the Young Learner
Teaching Children Mathematics
Teaching Music

Figure 6: Journal Titles in Excel Format

Music, movement, and more: a school in Martinez, California has an innovative class that combines music with physical education. Adam Perlutter. <i>Teaching Music</i> . vol. 23 no. 3 p. 14 Jan 2016.					
1. Music in education	2. Music in physical education				
The demographics of the profession: does the current crop of music educators reflect the diversity of their students? Andrew S. Berman. <i>Teaching Music</i> . vol. 23 no. 3 p. 18 Jan 2016.					
1. Music teachers – training of	2. School music – Instruction and study				
Kicking and screaming to competence: student motivation in a choral classroom. Ben Cook. <i>Teaching Music</i> . vol. 23 no. 3 pp. 22-23 Jan 2016.					
1. Choral singing – Instruction and study					
Preinstrument activities for beginning instrumental instruction. Warren Haston. <i>Teaching Music</i> . vol. 23 no. 3 pp. 24-26 Jan 2016.					
1. Musical instruments – Study and teaching					
A digital recorder primer. Chad Criswell. <i>Teaching Music</i> . vol. 23 no. 3 pp. 28-34 Jan 2016					
Jan 2016 Vol 23 # 3 Apr 2016 Vol 23 # 4 Aug 2016 Vol 24 #1 Oct 2016 Vol 24 # 2 Jan 2017 vol 24 # 3					

Figure 7: Inventory List

Step five: Create a coverage list

Coverage is the most up-to-date list of indexed title of journals with volume and issue number. This is created using the spreadsheet like MS Excel. This coverage list contains list of journal issues grouped according to volume number to facilitate easy monitoring of binding tasks. See Figure 8:

Arts & Activities
vol. 160 no. 1 Sep 2016
vol. 160 no. 2 Oct 2016
vol. 160 no. 3 Nov 2016
vol. 160 no. 4 Dec 2016
vol. 160 no. 5 Jan 2017
vol. 161 no. 1 Feb 2017
Asian-World Currents
vol. 2 no. 1 Jun-Aug 2016
vol. 2 no. 2 Sep-Dec 2016
Catechist
vol. 49 no. 6 Mar 2016
vol. 50 no. 2 Oct 2016
vol. 50 no. 3 Nov/Dec 2016
vol. 50 no. 4 Jan 2017
vol. 50 no. 5 Feb 2017
vol. 50 no. 6 Mar 2017
Discover
vol. 37 no. 10 Dec 2016
Journal of Physical Education, Recreation & Dance
vol. 87 no. 1 Jan 2016
vol. 87 no. 2 Feb 2016
vol. 87 no. 4 Apr 2016
vol. 87 no. 5 May/Jun 2016
vol. 87 no. 7 Sep 2016
vol. 87 no. 8 Oct 2016
vol. 87 no. 9 Nov/Dec 2016

Figure 8: Coverage

Step six: Create a local Subject Authority File (SAF)

The local Subject Authority File (SAF) is a collection of subject terms made from the natural language of the school and the library users (students and teachers). In this step, the periodicals librarian enters terms into the list from open vocabulary and in the process, builds up the school library's own list of subject headings. See Figure 9:

MIRIAM COLLEGE Lower School and Middle School LIBRARY MEDIA CENTER Subject Authority File	
ACADEMIC WRITING Study and Teaching – Lower School	Lower School
AREA MEASUREMENT Lower School	MATHEMATICAL STATISTICS Study and Teaching – Middle School
ARTS AND CRAFTS Lower School Middle School	MATHEMATICS Problems, exercises, ETC – Middle School
BANTAYOG NG MGA BAYANI	MATHEMATICS Study and Teaching - Lower School - Middle School
CLASSROOM MANAGEMENT Middle School	MODERATE TO VIGOROUS PHYSICAL ACTIVITY (MVPA)
CRITICAL THINKING Study and Teaching – Lower School	NATIONAL MUSEUM OF THE PHILIPPINES
EDUCATIONAL TECHNOLOGY Mathematics – Middle School	PHYSICAL EDUCATION FOR CHILDREN WITH DISABILITIES Middle School
FRACTIONS Study and Teaching – Lower School	RATIO AND PROPORTION Problems, exercises, etc – Middle School
GAMES Mathematics - Lower School - Middle School	RECTANGLES Study and Teaching – Lower School
GEOMETRY Computer-assisted instruction – Middle School	SCIENCE TECHNOLOGY ENGINEERING ART MATHEMATICS
INEQUALITIES Mathematics – Middle School	SCIENCE TECHNOLOGY ENGINEERING MATHEMATICS Activities – Lower School
K-TO-12 EDUCATION Philippines	SEMIRARA MINING AND POWER CORP Philippines
LENGTH MEASUREMENT Lower School	ANG SIGAW NG PUGAD LAWIN
LITERACY Lower School	SOUTH CHINA SEA
	WEIGHT AND MEASUREMENT Mathematics – Middle School

Figure 9: Subject Authority File sample

With the help of technology today, I was able to come up with this productivity tool. Sarah Houghton-Jan, (2010) mentioned that technology has been around a long time in libraries, and it is here to stay and let's use this to our advantage and make our communities proud.

References

Gregory, Vicki L. *Collection Development and Management for 21st Century Library Collections: an Introduction*. Neal-Schuman Publishers, 2011.

Houghton-Jan, Sarah, and Ellyssa Kroski. *Technology Training in Libraries*. Facet Pub., 2010.