Collection Management and Metadata Services

About Us

The Collection Management and Metadata Services department encompasses acquisitions, collection development, cataloging, and print and electronic resources management in support of the library’s goal to have a robust collection that serves the library’s users. After acquiring and cataloging resources, the department makes the resources available to Galter Library’s users, and, in the case of electronic resources, maintains reliable access to them. When problems occur with access to electronic resources, librarians address them in a timely fashion. Librarians also enhance metadata for digital objects deposited into DigitalHub, Galter's digital repository for the Feinberg community, and provide metadata creation and support for the Special Collections department.

The Collection Management and Metadata Services department is dedicated to providing rapid and reliable access to resources for Northwestern’s Feinberg School of Medicine and its affiliated communities.

Quick links:

**Discover Resources**

- [GalterSearch](#) - Galter Library's online catalog for resources of all formats, including electronic, print, video, models, etc.
- [DigitalHub](#) - Galter Library's digital repository for Feinberg, which includes Open Access journal articles, posters, presentations, datasets, and more by authors from Feinberg and Northwestern
- [Archival and Manuscript Collections](#) - online finding aids for manuscripts and special collections material for all of Northwestern libraries, including collections in Galter's Special Collections

**Resource access**

- [Appropriate use of electronic resources policy](#)
- For questions about accessing or using electronic resources, please [contact the Reference team](#), (312) 503-8109
- To access electronic reserves, or put an item on reserve for a course, see [Reserves and Copyright Policies](#)
- [Request in-process item](#)

**Collections**

- [Recommend that the library add an item to the collection](#)
- View [collection statistics](#)

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**Gifts of Materials to the Library**

As part of the selection process, the Department accepts relevant gifts of books. For questions about material donations to the Library [contact Ramune Kubilius](#), Collection Development/Special Projects Librarian, (312) 503-1912.
Cataloging and Metadata

Librarians create catalog records for every resource owned by the Galter Library. Records are also created for certain Open Access electronic resources that are freely available. All of the resources are cataloged using the appropriate standards (RDA, NISO, etc.) and metadata schema (MARC, EAD, XML, etc.). Medical Subject Headings (MeSH) are assigned to every resource, and print books and videorecordings are classified using the National Library of Medicine Classification. The Collection Management and Metadata Services department is also responsible for the quality control of all of the data in the Library's catalog. The Department participates in Northwestern University's LCSH/MeSH Mapping Project. For questions about cataloging and metadata contact Tony Olson, Cataloging Librarian, (312) 503-8125 or Joelen Pastva, department head, (312) 503-6020.

Related links:
- MeSH (Medical Subject Headings) Browser
- National Library of Medicine Classification
- Northwestern University Libraries LCSH/MeSH Mapping Project

Staff

Joelen Pastva
Head, Collection Management and Metadata Services
312-503-6020
Email Joelen
Professional Website

Ramune Kubilius
Collection Development / Special Projects Librarian
312-503-1912
Email Ramune
Professional Website

Anton Olson
Cataloging Librarian
312-503-8125
Email Tony
Professional Website

Jonathan Shank
Acquisitions and Electronic Resources Librarian
312-503-1201
Email Jonathan
Professional Website

Susan Wishnetsky
Assistant Collections Librarian