

University of Washington Libraries

MONOGRAPHIC SERVICES DIVISION ANNUAL REPORT

July 1, 2007 to June 30, 2008

I. EXECUTIVE SUMMARY

Major themes for activities and accomplishments in Monographic Services were the WorldCat Local interface, electronic books, and cataloging of non-book materials.

Monographic Services took several steps to improve service through WorldCat Local and to begin adjusting cataloging practices for the new environment. A number of projects were undertaken to represent our holdings better in WorldCat. We also began to do more maintenance at the network level by obtaining additional authorization to change records, and by contributing more national authority records for series. Division staff gave presentations on WorldCat Local at conferences and meetings.

The division provided leadership and made changes to increase purchasing of e-books. Two additional e-book aggregators were set up through our main book vendor, YBP. Internal procedures for ordering, receiving and cataloging e-books were improved and documented. We also worked to better coordinate electronic purchases with other units in the Libraries.

Responsibility for cataloging materials for the Music Listening Center was transferred from the Music Library to Monographic Services. To create efficiencies and avoid overloading non-book catalogers, new procedures were developed to provide simple copy cataloging for sound recordings in Monographic Acquisitions. This is the first time cataloging procedures in Acquisitions have been extended to non-book materials.

Additional accomplishments in the division include: migrating a large Staffweb site to the Libraries new content management system, providing cataloging training for staff throughout the Libraries, and adding online selection for another foreign vendor.

II. MAJOR ACTIVITIES, ACCOMPLISHMENTS, OR SIGNIFICANT CHANGES

Migrated the Division's large and complex page on Staffweb to the new library content management system in a timely way. Updated a number of procedures.

Transferred responsibility for cataloging from the Music Listening Center to Monographic Services. As part of the process, developed procedures to provide quick cataloging of music sound recordings in Monographic Acquisitions, the first time quick cataloging has been used for materials other than printed books. The procedure has been extended to classical music recordings for Tacoma.

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Began ordering e-books through two additional aggregators (ebrary and EBL) through YBP's Gobi. Worked to establish ordering and receipt procedures for e-books, to coordinate cataloging within Monographic Services, and to coordinate standards, ordering and licensing with Serials Acquisitions and Collection Management Services. Provided leadership on e-book issues through committees and projects.

Received OCLC Enhance authorization for music scores.

Provided metadata for a number of digital collections.

The Principal Cataloger, Adam Schiff, delivered a NACO training session for cataloging staff from across the Libraries.

Hired and began training for two librarian positions: Metadata/Cataloging Librarian, and Manuscripts and Special Collections Materials Cataloging Librarian.

Began cataloging a large gift of children's books for the Tacoma campus.

Developed procedures to review untraced series based on authority vendor reports and to create national-level authority records for some of them.

Undertook a number of small projects to synchronize the Innovative cataloging database with OCLC WorldCat in support of WorldCat Local. Not counting licensed third-party records and in-process records, which require a programmatic solution from OCLC, synchronization has reached about 99%.

Supported the project to reclassify Dewey books in Suzzallo.

Participated in a field test of the OCLC Connexion Client, ver. 2.10.

Enabled online order requests for French materials through the website of Aux Amateurs de Livres. With this, we completed the installation of online ordering for all of our regular vendors who support the service.

III. OPPORTUNITIES, ISSUES, OR CONCERNS FOR THE COMING YEAR

Space for staff workstations is increasingly difficult to find. In addition to a significant number of iSchool directed-fieldwork students and volunteers, the division has a new permanent staff position. Dependencies between people and equipment, in particular for media cataloging, mean that we cannot locate new workstations in remote areas. With our current staff size, space is the biggest challenge we have to using our resources effectively.

As is typical during the first year of a biennium, statistics declined over the previous year. Approval books increased due to profile expansion, but firm orders decreased. Volumes sent to cataloging decreased over 20%, and overall cataloging was off by 10%. Given the relative low state of monographic budgets, we are uncertain how much of a peak there will be in the upcoming year, the final year of the biennium.

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IV. MAJOR ACQUISITIONS, GIFTS, OR GRANTS RECEIVED

N/A

V. PERSONNEL

A. APPOINTMENTS

[Supplied by personnel office]

B. PROMOTIONS, TRANSFERS, RESIGNATIONS, AND RETIREMENTS

[Supplied by personnel office]

C. HONORS AND AWARDS

**D. APPOINTMENTS AND ELECTIONS TO LIBRARY OR UNIVERSITY
RELATED OFFICES OUTSIDE OF THE UW LIBRARIES**

Diana Brooking

Chair, Automated Bibliographic Control Committee, Slavic and East European
Section, Association of College and Research Libraries

Co-owner, Enhance listserv, a national mailing list for the dissemination of news
and discussion of procedures for libraries authorized to replace records
as part of the OCLC Enhance Program of quality control (with Kathleen
Forsythe)

Member, Orbis Cascade Alliance working group to rewrite the Summit record
contribution policy

Member, Orbis Cascade Alliance subgroup of the Summit Migration Task Force

Cathy Gerhart

Member and Liaison to MARBI, Online Audiovisual Catalogers, Inc.

Janet Heineck

Co-Chair, Association of Jewish Libraries Convention (Seattle, 2010)

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Karen Highum

Secretary, Washington Library Association

Joe Kiegel

Member, Standing Committee on Standards, Program for Cooperative Cataloging

Member, Ad Hoc Series Review Task Force, Program for Cooperative Cataloging

Member, Task Group on the Internationalization of the Authority Files, Program for Cooperative Cataloging

Member, Technical Services Directors of Large Research Libraries Discussion Group, American Library Association

Member and Steering Team Member, Summit Cataloging Committee, Orbis Cascade Alliance

Helice Koffler

Member, Manuscript Repositories Section Steering Committee, Society of American Archivists

Member, Performing Arts Roundtable, Society of American Archivists

Web Liaison and Administrator, SAA Performing Arts Roundtable blog, (Ephemeral Archives), Society of American Archivists

Member, RBMS Security Committee, American Library Association

Member, Symposium III Planning Committee, Theatre Library Association

Member, Recertification Review Team, Academy of Certified Archivists

Member, Peer review panel for Archival and Records Management projects, National Historical Publications and Records Commission

Adam Schiff

Chair, Joint Steering Committee for Development of RDA - RDA Examples Group 2

Member, BIBCO Operations Committee, Program for Cooperative Cataloging

Member, Subject Analysis Committee--Future of Genre/Form Headings Subcommittee, Cataloging and Classification Section, Association for Library Collections & Technical Services, American Library Association

Member, Joint LC/PCC LCRI/RDA Task Group

E. PUBLICATIONS, PRESENTATIONS, PERFORMANCES, AND EXHIBITIONS

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Diana Brooking

Presenter: "Network-Level Cataloging: the View from a Member Library", ALA Midwinter Conference, January, 2008

Presenter: "WorldCat Local and Network-Level Cataloging", Western Washington University, March, 2008

Presenter: "Authority Records and Local Systems", ALA Annual Conference, June, 2008

Trainer: LC/PCC/ALCTS workshop at Arizona State on "Metadata and Digital Library Development", May, 2008

Cathy Gerhart

Trainer: preconference on cataloging music materials, Idaho Library Association Annual Meeting, October, 2007

Presenter: "Worldcat Local and Use for Searching for Music Materials," Music OCLC Users Group, February, 2008

Trainer: preconference on cataloging map materials, Oregon Library Association, April, 2008 (with Matt Parsons)

Theo Gerontakos

Author: "Implementing an Image Database for Complex Russian Architectural Objects: The William Brumfield Collection," *Slavic & East European Information Resources* 8.2/3 (2007): 109-126. (with James D. West, Eileen Llona, and Michael Biggins)

Presenter: graduate seminar on metadata in NEARE 511, "Digital Media: The Near East and Central Asia", April, 2008

Presenter: graduate seminar on metadata in DXARTS 505, "Research Techniques in Digital Arts", February, 2008

Lijana Holmes

Translator: *The Diary of a Partisan: Lionginas Baliukevicius-Dzukas* (Vilnius: Genocide and Resistance Research Centre of Lithuania, in press) (with Irena Blekys)

Joe Kiegel

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Presenter: "E-Books: Controlling the Avalanche," Electronic Resources Committee, Orbis Cascade Alliance, April, 2008 (with Diane Grover and Laurel Kristick)

F. DEGREES RECEIVED BY STAFF

N/A

G. OTHER SIGNIFICANT ACCOMPLISHMENTS

Directed fieldwork and volunteers supervised by Cathy Gerhart:

Ben Christensen - fieldwork Summer 2007, volunteer Fall/Winter/Spring
Jeffrey Winter, Tessa Campbell -- fieldwork at Rome Center Summer 2007
Erin Connor -- fieldwork Winter 2008
Youngmee Doh -- fieldwork June-July 2008

VI. MAJOR GOALS, OBJECTIVES, AND ISSUES FOR 2007-2008

Begin producing CIP records for the University of Washington Press.

Apply for OCLC Enhance authorization for sound recordings.

Hire and train a media cataloging librarian for International Studies materials.

Begin contributing non-Latin references to authority records.

Train staff in Acquisitions in metadata and subject heading assignment in support of digital library projects.

Hold training workshops for NACO and series headings, metadata, LC classification, and integrating resources.

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STATISTICAL APPENDIX

2006/07 – 2007/08 Comparison

Acquisitions Activity

	<u>2006/07</u>	<u>2007/08</u>	<u>% Change</u>
Electronic Order Requests	27,352	22,596	-17.4%
Firm Orders	3,071	2,988	-2.7%
Approval Records	7,665	8,890	+16.0%
Total Records Processed	38,088	34,474	-9.5%
Approval Receipts	7,565	8,890	+17.5%
Approval Returns	86	154	+79.1%
Approval Return Rate	1.1%	1.7%	+0.6%
Pro Form Invoices	109	104	-4.6%
VISA Orders	576	589	+2.3%
Media	2,951	3,058	+3.6%
Rush Orders	942	955	+1.4%
Rush Receipts	3,055	3,032	-0.8%
Vols. Sent to Cataloging	20,106	15,721	-21.8%
<i>Backlog</i>	<u>June 2007</u>	<u>June 2008</u>	
Order Requests	73	78	+6.8%
Receipts	9	254	+2,722%
Gifts	2,214	3,125	+41.1%

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Cataloging Activity

	<u>2006/07</u>	<u>2007/08</u>	<u>% Change</u>
<i>New Titles Cataloged</i>			
Original	6,340	5,556	-12.4%
Complex Copy	27,078	28,125	+3.9%
Quick Cataloging – Acquisitions	21,957	18,566	-15.4%
Quick Cataloging - Cataloging	10,873	7,097	-34.7%
Minimal Level	5,134	4,822	-6.1%
Total	71,382	64,166	-10.1%
Added Copies	11,019	7,415	-32.7%
Added Volumes	2,007	2,131	+6.2%
Rush Materials	2,452	2,426	-1.0%
<i>Catalog Maintenance</i>			
Central withdrawals/discards	2,020	2,968	+46.9%
Recataloging	305	347	+13.8%
NACO Headings	4,125	5,197	+26.0%
SACO Headings	871	780	-10.4%