University of Washington Libraries

MONOGRAPHIC SERVICES DIVISION
ANNUAL REPORT

July 1, 2008 **to June 30,** 2009

I. EXECUTIVE SUMMARY

Themes for the year in Monographic Services were cost savings, increased cataloging, and support of cataloging and management efforts in other parts of the Libraries. Cost savings were achieved by simplifying cataloging policies, such as NLM classification, increasing quick cataloging of sound recordings, and eliminating print documentation in favor of online sources. We increased cataloging of media and International Studies titles, chiefly by adding temporary staff working on these materials. The division supported other areas of the Libraries by assisting with Dewey reclassification projects, increasing map cataloging, and helping with the Summit transition.

II. MAJOR ACTIVITIES, ACCOMPLISHMENTS, OR SIGNIFICANT CHANGES

Successfully completed the close of the biennium, staying on top of ordering, receipt and invoicing, and avoiding large backlogs of cataloging.

Cataloged a significant portion of the Southeast Asian and Slavic backlogs in support of UW WorldCat by using temporary money to process simple copy cataloging, and doing complex-copy cataloging of Indonesian.

Changed the policy for National Library of Medicine call numbers to limit them to the Health Sciences Library, as a means of streamlining cataloging.

Increased even more the number of temporary staff and directed-field-work students assisting with media cataloging.

Completed our part of reclassification projects of Dewey call numbers in Suzzallo and the Social Work Library, and began a reclassification project in the Engineering Library.

Loaded 85,334 third-party bibliographic records for titles in sets and packages into Innovative.

Completed the first year of quick cataloging of classical-music sound recordings for the Music Listening Center and began quick cataloging similar sound recordings for Tacoma.

Completed the cataloging of a gift collection of children's books for Tacoma.

Finished copy cataloging of environmental impact statements loaded into Innovative, as well as the original cataloging of titles held in Special Collections, and began original cataloging of the remainder of the titles.

Subsequent to software changes at OCLC, began contributing non-Latin script references to national authority records.

Provided support for the Summit transition by creating item records in Innovative for loans on behalf of ILL for over two months.

Began purchasing book vendor cataloging for Italian titles from Casalini Libri.

Began providing additional cataloging support for the Map Section because of a vacant position there.

Continued to support digital collections by providing metadata for digitized materials in Special Collections, by starting new digital projects in Monographic Acquisitions, and by staffing the Metadata Implementation Group.

Wrote a cataloging policy for online videos (streaming media).

Reduced or cancelled subscriptions to print documentation in the division in support of the serials cancellation project.

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

The impact of budget cuts on division workloads and staffing was a major focus and concern for the past year, and will continue to be in the coming year. We do not yet know how much the liaisons will choose to cut their monographic budgets in order to offset serial cancellations, nor do we know whether they will spend their 09/10 allocation soon or hold onto it until the second year of the biennium. (Note that reductions in the materials budget do not translate directly into reduced receipts because liaisons change their buying patterns and favor less expensive titles.) We also do not know whether we will have vacancies, or whether we will be able to fill them or must instead compensate in some other way. The upshot is that we face a good deal of uncertainty, which makes planning for the coming year difficult.

Having given up 1.5 FTE in vacancies, we lost an opportunity to make progress with backlogs in media and International Studies. Since the prospect of getting new vacant lines is not good, we need to find another approach. We will review cataloging practices and standards in order to free staff time to use on these backlogs. One approach is to reduce the time we spend on printed books, and another is to investigate the feasibility of quick cataloging additional non-book titles.

After several years of anticipating the growth of e-books, we find they are really taking off. Publishers now offer more and more current e-books, and book vendors have made strides in providing e-books through normal channels. However, there is still a lot of flux in the market: publishers continue to experiment with business models, while book vendors struggle to deal with these changes and to upgrade their online systems. The result is that much e-book ordering is not yet standardized and demands an inordinate amount of time, particularly from supervisors. This amount of effort is not sustainable

and will be a challenge to maintain for the next two or three years, or until the marketplace sorts itself out.

A new cataloging code, Resource Description and Access (RDA), will be published in November/December. It is still not clear whether it will be adopted by the national libraries in the U.S., and any likely implementation is in the 10/11 fiscal year. In the coming year, however, we need to monitor developments and begin to assess the impact of the code and the implementation decisions of other libraries.

IV. MAJOR ACQUISITIONS, GIFTS, OR GRANTS RECEIVED

V. PERSONNEL

A. APPOINTMENTS

B. PROMOTIONS, TRANSFERS, RESIGNATIONS, AND RETIREMENTS

C. HONORS AND AWARDS

Pamela Freeman, 10 and 20 year service awards (given late)
Karen Highum, 20 year service award
Joe Kiegel, 25 year service award
Mary Whiting, 40 year service award

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, Non-Latin Guidelines Task Force, Program for Cooperative Cataloging

Member, Shared Bibliographic Database Task Force, Orbis Cascade Alliance

Cathy Gerhart

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

Member, Subcommittee to Advise OCLC on WorldCat Local Development, Music OCLC User's Group

Member, Editorial Board, Journal of Map & Geography Libraries

Theo Gerontakos

Member, Technology Resources for Information Professionals (TRIP) Interest Group, Washington Library Association.

Janet Heineck

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

Karen Highum

Secretary, Washington Library Association

Chair, Arlington Library Board

Member, GODORT Cataloging Committee

Joe Kiegel

Member, Standing Committee on Standards, Program for Cooperative Cataloging

Member, Task Group on BIBCO Standard Record, Program for Cooperative Cataloging

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

Member, OCLC Task Group on Automated Record Enhancement

Member, Collaborative Technical Services Task Force, Orbis Cascade Alliance

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

Helice Koffler

Chair, Dance Librarians Discussion Group, American Library Association

Member, Social Metadata Working Group, Research Libraries Group

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, Recertification Review Team, Academy of Certified Archivists

Adam Schiff

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

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

Diana Brooking

Co-taught a workshop entitled Metadata and Digital Library Development for Libraries' staff.

Theo Gerontakos

Presented "Digitizing Local Treasures: UW Digital Projects" at the Summer Institute for Chinese Studies Librarianship (with Ann Lally).

Trained and advised MOHAI staff on indexing images.

Presented special topics in metadata for a graduate seminar (DXARTS/HUM 511, "Applications of Digital Technologies to Humanities Research").

Presented special topics in metadata for a graduate seminar (NEARE 511, "Digital Media: The Near East and Central Asia").

Lijana Holmes

Translated materials for the exhibit Baltic Communities of the Pacific Northwest, which will travel to the National Library of Lithuania in Vilnius.

Adam Schiff

Taught a five-day NACO workshop at McGill University.

F. DEGREES RECEIVED BY STAFF

G. OTHER SIGNIFICANT ACCOMPLISHMENTS

Diana Brooking

Completed a one-month course in Swedish at Folkuniversitetet Lund.

VI. MAJOR GOALS, OBJECTIVES, AND ISSUES FOR THE COMING YEAR

Perform additional Dewey reclassifications in support of branch consolidation. Adjust other procedures and documentation as needed as a result of the consolidations.

Review cataloging practices and standards within the division with a goal of freeing staff time for additional cataloging of media materials and other activities.

After approval at the national level, adopt the provider-neutral record for e-books, develop documentation, revise procedures and train staff.

When the university begins a pilot of electronic theses and dissertations, revise the theses cataloging workflow and cease the assignment of LC subject headings.

Begin providing Electronic Cataloging in Publication (ECIP) records for the UW Press.

Consider further changes to move cataloging to the network level, in support of UW WorldCat.

Contribute to the university's Financial System Needs Assessment (FSNA) project.

Begin to use form headings for maps after their adoption by the Library of Congress.

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Begin new digital and metadata projects in Monographic Acquisitions.

Continue moving metadata for CONTENTdm digital collections to OCLC WorldCat.

If adopted at the national level, evaluate the BIBCO standard record and decide on its use within the Libraries.

Monitor the campus pilot of the Amazon Kindle and assess its impact on library purchasing.

Monitor developments with RDA and begin to assess its impact on the Libraries.

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STATISTICAL APPENDIX

2007/08 – 2008/09 Comparison

Acquisitions Activity

	2007/08	2008/09	% Change
Electronic Order Requests	22,596	26,407	+16.9%
Firm Orders	2,988	3,277	+ 9.7%
Approval Records	8,890	8,753	- 1.5%
Total Records Processed	34,474	38,437	+11.5%
Approval Receipts	8,890	8,753	- 1.5%
Approval Returns	154	141	- 8.4%
Approval Return Rate	1.7%	1.6%	- .1%
Pro Form Invoices	104	66	-36.5%
VISA Orders	589	565	- 4.1%
Media	3,058	3,904	+27.7%
Rush Orders	955	863	- 9.6%
Rush Receipts	3,032	2,705	-10.8%
Vols. Sent to Cataloging	15,721	16,541	+ 5.2%
Backlog	June 2008	June 2009	
Order Requests	78	116	+48.7%
Receipts	254	367	+44.5%
Gifts	3,125	5,018	+60.6%

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Cataloging Activity

	2007/08	2008/09	% Change
New Titles Cataloged			
Original	5,556	6,868	+23.6%
Complex Copy	28,125	30,899	+ 9.9%
Quick Cataloging – Acquisitions	18,566	21,706	+16.9%
Quick Cataloging - Cataloging	7,097	15,189	+114%
Minimal Level	4,822	3,959	-17.9%
Total	64,166	78,621	+22.5%
Added Copies	7,415	9,505	+28.2%
Added Volumes	2,131	1,964	- 7.8%
Rush Materials	2,426	2,830	-16.7%
Catalog Maintenance			
Central withdrawals/discards	2,968	4,142	+39.6%
Recataloging	347	233	-32.9%
NACO Headings	5,197	5,206	+17.3%
SACO Headings	780	626	-19.7%