

Monographic Services Division
July 1, 2009 – June 30, 2010

I. Major activities, accomplishments, significant changes and issues in 2009-10

The Division made a major effort to reduce cataloging time spent on print materials with full cataloging copy, so that resources could be freed for cataloging other materials, including media and electronic formats. Beginning in August, two task groups were formed, one focused on print and the other on non-print materials. The strategy adopted was to use full cataloging records in Monographic Acquisitions more widely, wherever categories could be identified and screened using MS Access programs. Extensive development work on Access was done in Acquisitions and changes in cataloging were adopted over a period of months. The non-print group identified a series of policy issues that needed to be resolved in order to make cataloging changes, and the discussion of these issues was folded into the work of the Task Force on Processing Efficiencies.

The result was to significantly increase the number of books cataloged in Acquisitions, and to reduce the copy cataloging going to catalogers. The percentage of these changes varied by the type of material, with the greatest reductions in new English language titles, and lesser reductions for foreign books and for gifts. After system-wide discussions in the Task Force on Processing Efficiencies, changes were made to reduce cataloging effort for videos, and policy changes were made for music sound recordings that allow increased quick cataloging in Acquisitions. Newly published music scores were also identified as an area where some quick cataloging should be possible.

Another important change was an increase in network level cataloging, in support of UW WorldCat. Previously, many edits to complex copy cataloging, such as corrections or the addition of subject headings and other elements, were made only in the local system. Now copy and original catalogers are required to make edits in WorldCat, so that they are visible in UW WorldCat. In addition to the benefit to local users, these changes in WorldCat are valuable to the entire OCLC cooperative.

The Division contributed importantly to the work of the Task Force on Processing Efficiencies, and implemented changes that came from the Task Force. As mentioned above, changes were made to video and music sound recording cataloging. A pilot was begun to hold certain foreign language approval books for 3 months to find better cataloging in WorldCat. Procedures that support branch processing were improved, additional ones were written, and all were added to a new portal for unit processing. Contact information was updated and brought together on the portal in a way that is easier to find.

Quantitative data were used to support decision making. In the most important example, a test of the BIBCO Standard Record (BSR) was conducted to learn whether it saves cataloging effort. Under the lead of Diana Brooking, a set of sample records was cataloged by four original catalogers in different combinations of full and BSR standards. An analysis of the results showed a statistically significant reduction in overall time and in the number of subject headings used. There were also fewer name headings used and fewer authority records created with the

BSR, although these numbers were not statistically significant for this sample. In a second example, the Non-Print Task Group sampled cataloging of U.S. feature films to confirm that certain cataloging problems were frequent enough to make quick cataloging problematic.

Other specific accomplishments:

19,518 records were batch-loaded for titles in electronic or microform sets, and over 64,000 Innovative records had OCLC numbers added as part of synchronization of the local library database with WorldCat.

12,638 records were completed for U.S. government documents, primarily for pre-76 titles in SuDoc call numbers beginning with F through L, as well as in S and Y. Of this total, 3,286 records were new to WorldCat. The Monthly Catalog Online provided efficiencies in correcting SuDoc numbers.

6,692 UW theses and dissertations purchased from ProQuest were loaded into ResearchWorks, and links to this full text were added to bibliographic records in Innovative and WorldCat.

The Division continued to support digital collections by providing metadata for digitized materials in Special Collections and by staffing the Metadata Implementation Group.

Purchase of titles for ILL was improved by reducing shipping costs, and by expanding to media and music scores.

A significant amount of cataloging was done on titles received as part of the Educational Media Collection.

The Division continued to provide cataloging support to the Maps Section because of their staffing changes.

The remaining brief records that had been migrated from the Environment Impact Statement Index into Innovative were cataloged in WorldCat.

Staff who still used telnet access to Innovative switched to the Millennium Cataloging module.

Planning began for changes to Innovative Interfaces to support new MARC fields for Resource Description and Access (RDA)

II. Major activities and initiatives anticipated for the 2010-11 year

Changes in work assignments due to staffing reductions and a reduction in the student hourly budget.

Changes in cataloging assignments to continue to shift effort from print to media and electronic formats.

Coping with a possible peak in ordering, receipt and cataloging due to the second year of the biennium.

Evaluation of the BIBCO Standard Record and potential implementation for complex copy and original cataloging. Additional quantitative testing of a “floor + more” local standard.

Increase in quick cataloging of non-book items in Monographic Acquisitions, in particular, music scores and additional sound recordings.

Pilot testing of new methods for efficiencies and for improved service, e.g. approval holds and patron driven acquisitions.

Implementation of new form/genre headings for map cataloging, and conversion of older records.

Implementation of theses-like call numbers for some government documents cataloged for the Suzzallo main stacks when full cataloging copy is available but lacks an LC call number.

Monitoring of the national test of Resource Description and Access (RDA), local system changes to accept RDA test records, and preparation for possible implementation of the new code in 11/12.

Installation of Windows 7 on the Division’s computers as a pilot for the Libraries.

APPENDIX

I. Personnel and Staff Achievements 2009-10

A. Personnel

There were no appointments, promotions, transfers, resignations or retirements in the Division in 2009-10.

B. Staff honors, awards, degrees and significant milestones

Service awards:

Margaret Fulton (10 years)

Carol McCready-Cohn (30 years)

Mary Schibig (5 years)

C. Appointments and elections to offices and/or committees of organizations outside the University of Washington

Diana Brooking

Member, Task Force for Non-Latin Guidelines, Program for Cooperative Cataloging
Nominated for election to Policy Committee, Program for Cooperative Cataloging
Member, Task Force on Shared Bibliographic Database, Orbis-Cascade Alliance
Member, Slavic and East European Access and Preservation Committee, Association of College and Research Libraries

Jacqueline Coats

Orbis-Cascade Network Library System Task Force

Catherine Gerhart

Member and Liaison to MARBI, Online Audiovisual Catalogers, Inc.
Member, Editorial Board, Journal of Map & Geography Libraries

Theo Gerontakos

Chair, Interest Group on "Technology Resources for Information Professionals", Washington Library Association
Member, CONTENTdm Metadata Working Group, OCLC

Janet Heineck

Co-chair, Association of Jewish Libraries Annual Convention, Seattle, July 4-8, 2010

Karen Highum

Secretary, Washington Library Association
Chair, Arlington Library Board
Member, GODORT Cataloging Committee

Joseph Kiegel

Member, Collaborative Technical Services Team, Orbis-Cascade Alliance
Member, Standing Committee on Standards, Program for Cooperative Cataloging
Vice-Chair/Chair Elect, ALCTS 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

Web Liaison, SAA Performing Arts Roundtable, Society of American Archivists

- Role includes: Administrator, SAA Performing Arts Roundtable blog, (Ephemeral Archives), Society of American Archivists

Member, RBMS Diversity Committee, American Library Association

Team Leader, Recertification Review Team, Academy of Certified Archivists

Adam Schiff

Member, BIBCO Operations Committee, Program for Cooperative Cataloging

Member, Subcommittee on Genre/Form Implementation, Subject Analysis Committee, ALA

D. Appointments to University of Washington groups outside the Libraries

(None)

E. Publications, presentations, performances, and exhibits

Diana Brooking

Presentation on UW's Bibliographic Standard Record Testing at ALA Annual Conference, Washington, D.C., June, 2010

Guest lecturer, LIS 531, Winter Quarter "LC Classification and ClassWeb"

Adam Schiff

Co-instructor, Basic Subject Cataloging Using LCSH

Portland, Oregon, November 16-17, 2009

Eugene, Oregon, May 13-14, 2010

Guest online lecture "Cooperative Cataloging" for LIS 533, Advanced Cataloging and Classification, University of Washington Information School, February 2010

Changes from AACR2 to RDA: A Comparison of Examples - presentation at BC Library Conference, Kelowna, B.C., April 22, 2010

II. Key statistics not reported centrally

2008/09 – 2009/10 Comparison

Acquisitions Activity

	<u>2008/09</u>	<u>2009/10</u>	<u>% Change</u>
Electronic Order Requests	26,407	15,998	-39.4%
Firm Orders	3,277	2,302	-29.8%
Approval Records	8,753	8,340	-4.7%
Total Records Processed	38,437	26,640	-30.7%
Approval Receipts	8,753	8,340	-4.7%
Approval Returns	141	61	-56.7%
Approval Return Rate	1.6%	0.7%	-0.9%
VISA Orders	565	449	-20.5%
Media	3,904	3,022	-22.6%
Rush Orders	863	997	+15.5%
Rush Receipts	2,705	4,009	+48.2%
<i>Backlog</i>	<u>June 2009</u>	<u>June 2010</u>	
Order Requests	116	31	-73.3%
Receipts	367	88	-76%
Gifts	5,018	7,119	+41.9%

Cataloging Activity

	<u>2008/09</u>	<u>2009/10</u>	<u>% Change</u>
<i>New Titles Cataloged</i>			
Original	6,868	6,374	-7.2%
Complex Copy	30,899	29,508	-4.5%
Quick Cataloging – Acquisitions	21,706	19,375	-10.7%
Quick Cataloging - Cataloging	15,189	14,595	-3.9%
Minimal Level	3,959	3,869	-2.3%
Total	78,621	73,721	-6.2%
Added Copies	9,505	6,106	-35.8%
Added Volumes	1,964	2,107	+7.3%
Rush Materials	2,830	2,022	-28.4%
NACO Headings	5,206	4,684	-10%
SACO Headings	626	769	+22.8%