INTRODUCTION

TO:        Grace Agnew
            Associate University Librarian for Digital Library Systems

FROM:      Mary Beth Weber
            Head, Cataloging Department

RE:        Cataloging Department Annual Report

DATE:      August 23, 2006

The Cataloging Department has undergone a number of changes since June 2005, and we have undertaken a number of projects in support of the Technical and Automated Services goals. In October 2005, the Technical Services Council (TSC) established the following goals for FY2005-6:

Goal 1: Develop, implement, maintain, support, and promote the Rutgers Digital Repository.

Goal 2: Support effective and sustainable ongoing collection management.

Goal 3: Improve and expand the effectiveness and efficiency of distributed technical services functions.

Goal 4: Improve the efficiency of the purchasing, cataloging and distribution of resources system wide.

Goal 5: Improve collection access, analysis and use.

In support of the TSC goals, the Cataloging Department has set goals for FY2005-6 which have involved some changes and new projects:

Goal 1: Reduce processing time for newly purchased materials.
Objectives:
- Review existing workflow to determine how some materials can avoid being backlogged or how to minimize the time spent in the backlog.
- Adopt a more generalized, less specialized, approach to cataloging. Implement a workflow that allocates human resources where most needed.
Goal 2: Complete retrospective conversion projects
Objectives:
- Complete the Alexander Library stacks recon project.
- Complete the Alexander New Jersey documents recon project.
- Consult with Judy Gardner to devise a plan of action for the Annex collections conversion.
- Consult with Ellen Calhoun to devise a plan of action for the LSM New Jersey documents recon project.

Goal 3: Establish workflow and priorities for the new Asian Languages Catalog Librarian position and section.
Objectives:
- Devise a plan of action for loading the Pinyin converted files into IRIS.
- Devise workflow for handling materials in all non-Roman languages.
- Reduce the number of backlogged East Asian materials currently stored in the TAS shipping room.
- Collaborate with the East Asian Library to catalog previously uncataloged collections and materials.

Goal 4: Redesign the Cataloging Department Web page
Objectives:
- Examine and compare Web pages from other institutions.
- Document work procedures, forms, policies, etc. and make them available on the Web page in a timely fashion.
- Review the results of the Web page survey and implement recommendations as needed.
- Appoint a steering committee to oversee the redesign of the page. The steering committee will work with the Department Head to provide content for the format and subject areas represented in Cataloging.

Goal 5: Integrate metadata creation into the existing workflow.
Objectives:
- Examine the existing workflow and set priorities. Determine where the greatest needs exist and reassign staff.
- Define core competencies for staff participating in digital projects.
- Provide the training and educational opportunities for staff.

Goal 6: Examine shared work processes with other departments and units
Objectives:
- Re-examine the workflow for individuals in Cataloging who order, receive, and catalog special formats materials. Identify redundancies and specify where efficiencies may be introduced.
• Examine the potential impact of shelf-ready materials on the Cataloging workflow.
• Work with Distributed Technical Services to examine standard practices for distributed technical services functions performed in the units and in Cataloging.
• Work with Acquisitions to conduct a joint re-examination of FastCat procedures and revise as needed.

PERSONNEL

Melissa DeFino joined the Cataloging Department as the Special Collections Cataloger in June 2005. In this capacity, she serves as a liaison between the Cataloging Department and Special Collections and University Archives (SC/UA), and divides her time between the two units.

Sharon Favaro joined the Cataloging Department in August 2005 as the Coordinator of Gifts Cataloging and Special Projects Assistant. In this capacity, she works with selectors system wide as well as with Distributed Technical Services to coordinate the receipt and cataloging of gifts, including large collections. Ms. Favaro is also a metadata manager, and is coordinating projects for the New Jersey Digital Highway (NJDH) and RUcore, the Rutgers institutional repository.

Li Sun joined the Cataloging Department in November 2005 as the Asian Languages Catalog Librarian. She coordinates cataloging of CJK materials, as well as for all other non-Roman scripts. Ms. Sun is also a metadata manager, and is coordinating projects for the New Jersey Digital Highway (NJDH) and RUcore, the Rutgers institutional repository.

Fay Austin joined the Cataloging Department in March 2006 as Head of the Monographs Cataloging Section. Her emphasis has been on achieving zero backlog growth for newly purchased monographs, serving as a liaison to Acquisitions for the shelf-ready workflow, and streamlining workflow between Acquisitions and Cataloging.

Bonnie Spaventa retired from the Libraries in February 2006 after twenty-four years of service. She worked as a part-time voucher employee from April to June 2005. She was unable to continue working part-time after June due to budget cuts imposed by the University.

Mary Steever left the Cataloging Department after nine years of service as a part-time voucher employee. Her departure was also the result of budget cuts. Ms. Steever's main responsibility was to oversee the requests routed to TAS from the Rutgers Request Service, and she also provided copy cataloging for gift materials.
Kate Slisky left the Cataloging Department after nine years of service as a part-time voucher employee. Her responsibilities included coordinating the order and receipt, binding, and brief record creation for Rutgers theses and dissertations. She was also part of a team that handled the Rutgers Request Service. Her departure was also the result of budget cuts.

After a long battle with cancer, Angelina Barbara passed away in December 2005.

A national search was started to fill the newly created Special Formats Catalog Librarian/Assistant Head of Cataloging position. This position was intended to replace the Head of Database Management position, and would also have responsibilities for digital project management. This position has been frozen as of July 2006.

To fill the gap in Database Management (DBM) supervision created by Ruth Bogan’s departure in June 2005, there have been some temporary changes in the reporting structure until the Special Formats Catalog Librarian position can be filled. Brenda Carter and Nancy DeNicola report to Sharon Favaro. Ms. DeNicola has been assisting with gifts cataloging and digital projects, in addition to her regular DBM responsibilities. Susan Graham is reporting to Fay Austin, and is providing copy cataloging treatment for items in the Monographs Cataloging backlog, in addition to her regular DBM responsibilities. Virgia Miller is reporting to Elizabeth Leister. Hala Issa works part-time for Li Sun since November 2005, while continuing to work part-time in DBM. In this capacity, Hala has worked on Hebrew and Yiddish books, and will participate in the processing of a gift collection of Egyptian books.

ACCOMPLISHMENTS IN TECHNICAL AND AUTOMATED SERVICES: CATALOGING

Asian Languages Cataloging

Li Sun is reviewing the file of records from RLIN that were converted from Wade Giles Romanization to Pinyin. She is coordinating this work in conjunction with Robert Warwick of the Systems Department. To date, seven thousands records have been converted to Pinyin. It should be noted that these records cannot be viewed in IRIS until the Libraries have migrated to an Oracle platform which provides the capability to display characters in Unicode.

Ms. Sun is also helping Acquisitions with the order and receipt of Asian language materials, cataloging newly purchased books and gifts of Asian language books, providing database maintenance for Asian language
records in IRIS, and has cataloged more than 100 old serials for a binding project.

To date, Ms. Sun has reduced the backlog at the East Asian Library from 3,000 to 1,000, and has coordinated efforts with the Acting East Asian Librarian to select useful backlog books for cataloging, discard books in the backlog that are not useful.

Ms. Sun has worked to rectify the issue of uncataloged Asian language books that have circulated without the benefit of an IRIS record. She has provided full-level catalog records for about 1,000 books.

In addition to her cataloging responsibilities, Ms. Sun temporarily worked at the East Asian Library to permit the library to remain open during normal hours of operation. Ms. Sun helped fill in at this library since a long-term staff member had retired and the Acting East Asian’s hours were limited under the terms of her Visa.

**Electronic Resources Cataloging**

Elizabeth Leister coordinates cataloging for all electronic continuing and monographic resources. Ms. Leister and Steve Zahorbenski handle serial electronic and continuing resources. Charlotte Toke handles electronic monographic resources.

Cataloging hosted a Palinet workshop on continuing resources that was conducted by nationally recognized expert Gene Dickerson of the National Library of Medicine.

Other accomplishments in the area of electronic resources cataloging include a new workflow for SPIE Proceedings. Connie Wu, in consultation with Robert Sewell, made the decision to stop purchasing the SPIE Proceedings in print, and to begin purchasing them electronically. Ms. Toke has worked with Cathy Pecoraro, the Networked Resources Coordinator, to develop a workflow for cataloging these materials. In addition, Charlotte cataloged all SPIE print titles that were in the Monographs Cataloging Section backlog.

A workflow for handling the electronic version of Lecture Notes in Computer Science has also been established. Science selector Mei Ling Lo worked with Mary Beth Weber, Elizabeth Leister, Cathy Pecoraro and Kati Ritter to make the transition from paper to completely electronic for this resource. Cathy Pecaroro, Kati Ritter and Charlotte Toke (who catalogs these resources) coordinate the current workflow.
Gifts Cataloging

Sharon Favaro has refined the process for receiving and cataloging gifts, particularly collections, which was originally developed by Mary Beth Weber in consultation with Grace Agnew and Robert Sewell. Nancy DeNicola, Bonnie Spaventa, and Mary Steever have all contributed to the cataloging of gifts. Ms. Favaro maintains ongoing communication with selectors, working with them to prioritize processing of gift collections. To this extent, she has developed an online form for selectors to use when assessing a collection for cataloging. The form makes provision for cataloging treatment, special notes, and preservation needs. Ms. Favaro has also developed procedures to formulate a 590 virtual bookplate for gift collections. She regularly consults with Ian Bogus, the Libraries Preservation Specialist, regarding fragile materials and materials that may require other types of preservation treatment. This collaboration has resulted in a future proposal to the Councils and possibly IPAC to implement a 583 MARC action note to record preservation information, including type, date of treatment, vendor, and the party responsible for authorizing the treatment.

Monographs Cataloging

Under the guidance of Fay Austin, a review of the monographs cataloging workflow took place in April 2006, and some significant changes were made. Prior to April, all items arriving from Acquisitions were shelved in the backlog. All books, with the exceptions of Priority 1 and 2 items and patron requests, waited in the backlog for an average of one year. The new procedures, instituted in April of 2006, now require that a cataloger review each batch received from Acquisitions, and the following categories are then removed for current cataloging:

- Annuals are forwarded to the Serials Cataloging Section
- Reference books not formerly tagged for priority treatment
- 2nd and all subsequent editions of a title.
- Series (particularly those that may be “cat set a”)
- Books for which there was a full bibliographic record in Sirsi (Acquisitions staff now indicate the presence of a full bib record on the processing slip that accompanies the book. These records are usually all non-DLC records, some with 090 or 050 4 call numbers).
- Current imprints with CIP data

Trucks are also screened for possible serials that have been overlooked in the receiving process. These are removed and routed to the Serials Cataloging Section. The only items now sent routinely to the backlog are those for which there is only a brief record in Sirsi.
This new workflow could mean that books in the backlog may remain there for somewhat longer. This is being carefully monitored. In the meantime, each cataloger is asked to ensure that at least 25% of the cataloging they produce each week is from the backlog.

In addition the Monographs Cataloging Section staff is making better use of the records already in Sirsi. Formerly, each title was automatically searched in OCLC and then the record in Sirsi was overlaid with the OCLC record. The record in Sirsi is now reviewed first, and catalogers use the record if it contains no significant errors. Lack of a call number is not reason to reject the record in Sirsi, even if that is the only field missing from the record. Catalogers have also been asked to use the slips any accompanying vendor slips as the starting point for assigning call numbers and subject headings. They usually contain LC call numbers and subjects.

There is much that remains to be done to streamline and optimize the workflow in Monographs Cataloging. Procedures are reviewed during weekly staff meetings, with the aim of ensuring that all procedures are clear and applied by all.

Fay Austin is also working closely with the Acquisitions Department to ensure that all items that can benefit from fast cataloging are done in Acquisitions. She is also working with Acquisitions and Systems to ensure that the vendor-supplied catalog records are appropriate, that they meet our needs, and that they enhance (rather than impede) our ability to expedite the cataloging process.

During the new fiscal year (2006/07) Monographs Cataloging plans to continue working to refine the changes cited above and will:

- Limit the number of items sent to the backlog.
- Improve the ease with which titles move through the cataloging workflow
- Reduce the time spent in OCLC searching for a “better” record
- Document new procedures

The section recognizes that if the backlog is to be contained and to prevent growth, the cataloging workflow must continue to improve, without sacrificing the quality of the records. To this end, staff have been asked to monitor their daily and weekly production. Fay Austin is currently working with staff to set realistic goals for production, both personal and unit wide. She will monitor production closely to ensure that progress is being made towards these goals.
NACO

Rhonda Marker assumed responsibility as the NACO Coordinator for the Cataloging Department. The department sharply increased its contributions to the Library of Congress/Name Authority Cooperative Program (LC/NACO) of the Program for Cooperative Cataloging (PCC). This year 592 new or changed headings were contributed to the authoritative file of names used by libraries worldwide. The majority of these were personal names (399 new records, 38 changes to existing records), although there were also 119 new corporate names submitted to the program. Rutgers also contributed 17 new series authority records.

There are two reasons for the dramatic increase in records submitted. NACO records are now contributed using the OCLC Connexion Client, which has a simple-to-use interface. Rhonda Marker conducted a series of four training sessions for the NACO contributors. The training focused on the cataloging rules for headings and actual NACO record construction. Training was provided to Elizabeth Leister, Nancy DeNicola, Steve Perrotta, Roman Frackowski, Ruth Dyer, Charlotte Toke, Harriet DeCeunynck, Sharon Favaro, Melissa DeFino, Mary Beth Weber, and Fay Austin.

Retrospective Conversion

Virgia Miller, Nancy DeNicola, Brenda Carter, Hala Issa, Susan Graham, and Bonnie Spaventa completed much of the Alexander Library conversion project. The work that remains to be done are theses and dissertations, original transcription for items lacking records in OCLC or RLIN, and a few drawers of shelf list cards. Sharon Favaro, Nancy DeNicola, and Brenda Carter are working to complete the original transcription and conversion of the remaining shelf list cards. Harriet DeCeunynck is handling the theses and dissertations. Roman Frackowski is cataloging the monographs, and Steve Zahorbenski is handling the serial items in the remaining Alexander New Jersey documents that require assignment of LC classification numbers.

Brenda Carter completed a brief record upgrade for the Art Library’s Folio collection. Working from publication year 1974 and back, records were imported from OCLC to overlay brief IRIS records. The records were matched against shelf list cards. Records for which there are no shelf list cards remain as brief records. A total of 1,028 records were upgraded to full-level cataloging.

The Technical Services Council ranked future conversion projects in priority order at the July 1, 2004 meeting: LSM New Jersey documents, Annex collections, and the Institute for Jazz Studies. Unfortunately, budget considerations have now put a hold on conversion projects.
Special Collections/University Archives Cataloging

Melissa DeFino has acted as a resource person to Cataloging and Acquisitions regarding questions about the cataloging and handling of SC/UA materials. The arrangement has worked well, and Ron Becker, Head of SC/UA, reported that his unit has had its most productive year in many, due to Melissa’s work. Additionally, she has helped to reduce a backlog of legal materials that had accumulated in the Monographs Cataloging Section.

Ms. DeFino has begun cataloging the Arthur Waley book collection, which was donated by Arthur Waley, a scholar and translator of Chinese and Japanese literature, and his partner, Beryl De Zoete, a translator and dance scholar.

Ms. DeFino and Lida Sak (our former head of Serials Cataloging who now works as a part-time voucher cataloger) began creating item-level records for trade catalogs. The former policy was to add these materials to a collection level record created in 2000. The items will now be individually cataloged to provide greater name and subject access.

Two additional Special Collections sublocations were established for Special Collections and University Archives: X-Waley and X-Folio2.

Other: Collaboration with Other Library Units and Departments

Elizabeth Leister, Mary Beth Weber, Steven Perrotta, Sharon Favaro, Virgia Miller, and Fay Austin have participated in meetings of Distributed Technical Services (DTS), which is coordinated by Gracemary Smulewitz, and works to serve the needs of unit technical services operations. They have contributed to discussions related to workflow, and provided substantial feedback on procedures developed by this group for barcode placement, call number spine labels, and most notably, for handling accompanying materials and gifts.

OUTREACH AND STATEWIDE COLLABORATION

Outreach

Roman Frackowski was invited back for a second year to teach a cataloging class in India in December 2005 for Marcnow Innovative Solutions, a company that provides cataloging and IT services.

In October 2005, Mary Beth Weber and Sharon Favaro lectured to the SCILS Master Level Course “Metadata for Information Professionals” on the Workflow Management System (WMS), our locally developed content
management system for creating metadata for export into NJDH or RUcore. Together with Kalaivani Ananthan, they provided a hands-on training session that required the students to create metadata records in the WMS in fulfillment of their class project.

On behalf of the U.S. Government Printing Office and at the request of Andrea Morrison, Chair, ALA/Government Documents Round Table Cataloging Committee, Rhonda Marker reviewed and contributed portions to the revision of the Electronic Federal Depository Library Manual in August 2005.

**Digital Initiatives**

Mary Beth Weber (chair), Sharon Favaro, Rhonda Marker, and Li Sun are currently serving on the Metadata Working Group, which sets metadata policies and standards for RUcore, the Rutgers Institutional Repository. The committee has participated in review of controlled vocabulary lists for the WMS and has developed project workflows. All four of them are also metadata managers for projects both at Rutgers (RUcore) and the New Jersey Digital Highway, a statewide collaborative effort to preserve and make available collections and resources from libraries, museums, archives, and cultural heritage organizations.

In support of digital initiatives at Rutgers University, the following occurred in 2005-2006:

- Rhonda Marker mentored SCILS/RUL Intern Melissa John during her three-month practicum at Technical and Automated Services. Melissa worked on the Motion Picture Catalogs digital project. She helped to establish metadata standards, mapped the written citation information to MODS/METS metadata elements, built an Access database for over 500 metadata records, and created the metadata records for the collection.

- Mary Beth Weber, Rhonda Marker, and Sharon Favaro helped to develop a means for students in the New Brunswick Graduate School to submit their theses and dissertations electronically (ETDs). They developed a list of MODS metadata elements that are represented in the metadata records, and Rhonda Marker provided a spreadsheet that maps these elements to MARC.

- Rhonda Marker, Steve Zahorbenski, Steve Perrotta, Melissa DeFino, Debbie Apgar, Li Sun, Sharon Favaro, Nancy DeNicola, Bonnie Spaventa, Mary Beth Weber, and Charlotte Toke participated in usability testing for the WMS under the direction of Kalaivani Ananthan, the WMS Manager. Sharon Favaro was
Kalaivani’s training assistant, and developed testing guidelines and handouts. Mary Beth Weber, Sharon Favaro, and Debbie Apgar tested the batch ingest feature; this enables project participants to enter brief metadata records on an external template which is loaded into the WMS, and then ingested into Fedora. Li Sun was instrumental in the testing of the batch import feature designed by Kalaivani Ananthan and Yang Yu, which enables project partners who have developed an external database for projects (Excel spreadsheets or Access databases) to import this information into the WMS and to map it to RULIB.

- Elizabeth Leister is collaborating with Chad Mills of the Systems Department to coordinate two metadata projects using the Luna presentation platform. They are working with Professor David Marsh of the Italian Studies Department and an undergraduate student on a metadata project that will provide access to photographs of Italy. The second project is a collaboration with Joseph Consoli, the Art Librarian, and provides metadata for digital images of outdoor sculpture located at Rutgers.

- Mary Beth Weber, Sharon Favaro, Rhonda Marker and Li Sun are serving as metadata managers for digital projects both for the New Jersey Digital Highway and RUcore, the Rutgers institutional repository. In this capacity, they advise NJDH project partners and Rutgers colleagues on metadata to describe their projects, and provide an overview of using the WMS, serving as a resource persons to guide participants through the process.

- Rhonda Marker is the metadata manager for the following digital projects: Jersey City Public Library, the Dutch Immigration Experience, the New Jersey Network Digital Video Project, the Newark Museum photographs project, the Griffis Collection (Special Collections and University Archives), WNET Videos for Channel 13, Seabrook Educational and Cultural Center, Edison Papers, Motion Picture Catalogs, and Latin American Pamphlets (a Rutgers project). Additionally, Rhonda is the Cataloging Department liaison to the Scholarly Communications Center, and mentors student assistants who provide metadata for projects.

- Li Sun is the metadata manager for a project with the Hoboken Public Library and is co-managing this project with Rhonda Marker. This project was used to test the batch import and metadata mapping feature available in the WMS.

- Sharon Favaro is the metadata manager for several projects. The Newark Library’s collection “Remembering Newark's Greeks: An
American Odyssey,” consists of 400 digital images, including photographs, diaries, passports, and marriage certificates. She supervised the work of Nancy DeNicola, who created many of the metadata records for these resources. Sharon also provided metadata for many of the objects in the collection. This is the largest hands-on project that the Cataloging Department has undertaken, and also the first project coordinated through the Cataloging Department to be ingested into Fedora and made available in NJDH. Sharon Favaro also managed a project for the American Hungarian Foundation, located in New Brunswick. This involved the John Albok Collection of thirty digital images of Hungarian immigrants, businesses, etc. taken by photographer John Albok. Under Sharon Favaro’s guidance, Debbie Apgar created metadata for this collection.

- Mary Beth Weber and Sharon Favaro are co-metadata managers for a joint project between the Paterson Public Library and the Paterson Museum that features digitized images of about 400 historical post cards of Paterson. They are advising the participants on metadata for their projects, and will provide a refresher training session for using the WMS.

PUBLICATIONS, PRESENTATIONS, AWARDS

The following information is for FY2005-2006.

Publications


Conference presentations, lectures, demonstrations

Rhonda Marker

“The Rutgers Community Repository (RUcore) and Technical Services.” Presenter, Association for Library Collections and Technical Services (ALCTS) Scholarly Communication Discussion Group at American Library Association (ALA) Annual Conference, June 26, 2006, New Orleans, LA.
“The Digitization of History: Primary Sources and the Digital Library Initiative,” lecture to SCILS Manuscripts and Archives class; on metadata for manuscripts and archives, April 26, 2006, New Brunswick, N.J.


Mary Beth Weber
“Metadata Workflows and Top Trends.” Presenter, panel presentation with four other metadata librarians at the ALCTS Metadata Interest Group at the ALA Annual Conference, June 26, 2006, New Orleans, LA.

Presented “The Rutgers Metadata Model” as part of the Rutgers Team for the NJLA Technology Award competition, March 17, 2006, New Brunswick, N.J.

SERVICE

Service to the Profession

Rhonda Marker
Member (2004-2008), Membership Committee, ALCTS/ALA

Member (2004-2007) and Chair (2006-2007), Library Support Staff Travel Grant Award jury, ALCTS/ALA


Reviewer, Resume Review Service (2005- ), New Members Round Table, ALA. Reviewed two resumes in 2005-2006

Mary Beth Weber
Member, ALCTS Fiftieth Anniversary Celebration Planning Committee, ALCTS/ALA
Chair, Publicity Subcommittee, ALCTS Fiftieth Anniversary Celebration Planning Committee, ALCTS/ALA

Ex-Officio Member, Board of Directors, ALCTS/ALA

Ex-Officio Member, Publications Committee, ALCTS/ALA

Ex-Officio Member, Editorial Board, Library Resources and Technical Services (LRTS)

Service to Rutgers University

Sharon Favaro
Member (2005-, Technical Services Core Working Group (TSCWG))

Member (2005-2007), RUL Repository Team

Member (2005-, Metadata Working Group
Member, ETD [Electronic Theses and Dissertations] Implementation Group

Elizabeth Leister
Acting Representative [in the Department Head’s place] (2005-, Inventory and Stacks Automated Working Group

Member (2005-), RUL Serials Team

Member (2005-), Marcive Government Documents Processing Team

Rhonda Marker
Member (2004-2006), RUL Strategic Plan Steering Committee

Member (2006), RUL Internal Communications Review Task Force

Chair (2005-2007), RUL Research Leave Review Committee

Chair (2005-2006), RUL Committee of Review

Elected representative (2005-2007), RUL Planning and Coordinating Committee

Member (2005-2007), RUL Repository Technical Development Steering Committee

Co-Chair, User Services and Applications Working Group

Member, Metadata Working Group

Member, Outreach and Training Working Group
Member, ETD [Electronic Theses and Dissertations] Implementation Group

Mentor (2006-2008), RUL Faculty Mentoring Program

Li Sun
Member (2005-), IRIS Public Access Committee (IPAC)

Member (2005-), Metadata Working Group

Mary Beth Weber
Member (2005-2007), RUL Repository Technical Development Steering Committee

Chair (2005-, Metadata Working Group)

Member, ETD [Electronic Theses and Dissertations] Implementation Group

Faculty Coordinator (elected office, 2005-2006), RUL Planning and Coordinating Committee

Chair (2005), Task Force to Establish a Library Faculty Mentoring Program
Serials Cataloging Statistics