Central Technical Services Mid-Year Report
July 2009-March 2010

I. Outreach and Collaboration to RUL

• Melissa De Fino served as the CTS liaison to the Lyrasis Digitization project from February 2010 to May 2010. She provided metadata training for the project manager, established a workflow, and reviewed metadata for materials digitized for Special Collections and University Archives. Fay Austin succeeded her in this role, and served as the liaison from May 2010 to August 2010. Austin coordinated the work for general RUL materials.

• Mary Beth Weber and Mary Belinsky began attending meetings of the New Brunswick Collections Group in July 2009. This has given them the opportunity to hear the selectors’ concerns firsthand and to also convey information to them that will benefit their work.

• Rutgers was invited by SWETS, a library subscription agent, in November 2009, to participate in a beta test of SWETSWise, a new single solution for searching, accessing, managing and evaluating e-books. One individual from CTS and an individual from DTS served as the testers.

• Mary Beth Weber and Gracemary Smulewitz co-chaired the E-Books Task Force. The task force concluded its work and formed a smaller group, the E-Books Working Group (also co-chaired by Weber and Smulewitz). The working group has initiated a patron drive acquisition plan limited to math and computer science e-books. The working group will also develop guidelines for selecting and cataloging free e-books. A SWETS representative gave the working group a demonstration of SWETSWise.

• Mary Beth Weber and Carla Zimmerman met with RUL Development Director Tara McDonnell to discuss options for virtual bookplates.

Carla Zimmerman developed a consolidated priority slip to accompany physical items cataloged and processed in CTS and DTS. She attended the New Brunswick Collections Group to present and explain new priority slips. Previously, numerous slips of various colors were used to indicate priority, processing requests, etc. The news slip enables one slip to convey this information.

• CTS worked with three SCI students this year. Ken Marino did an internship in CTS under the guidance of Fay Austin. He completed 150 hours of training, mostly in the Monographs Cataloging Section (he also spent time in the Continuing Resources Cataloging Section and the Multimedia Cataloging Section). CTS also mentored Shanna Caines, a SCI student. Ms. Caines helped with MARC and non-MARC metadata. Carla Zimmerman was shadowed for a day by SCILS student Richetta Lobban to show her how CTS functions, explained acquisition and cataloging processes, and provided a demonstration of the cataloging and classification process.
•Two DTS staff, Melody Tomaszewicz and Susan Brower, have worked under the guidance of Fay Austin and provide copy cataloging for circ on the fly records.

•Melissa De Fino and Jane Otto assisted the New Jersey State Library with establishing geographic authority headings for New Jersey municipalities, in December 2009.

•Carla Zimmerman and Elizabeth Leister worked with volunteer Alla Yermakovich to catalog Belarusian gift materials and serials.

II. Central Technical Services Contributions to RUL

Central Technical Services’ fulfillment of this goal “Expand the collections both electronic and in print to the level of our peer institutions” follow.

•For fiscal year 2010, CTS placed a total of 22,156 orders (9,637 approvals; 10,578 firm orders; 1,941 recurring orders).

•For fiscal year 2010, a total of 38,815 titles were cataloged (310 maps; 35,147 books; 11 networked electronic resources; 113 sound recordings; 243 scores; 2,286 serials; 705 videorecordings). These figures are for all libraries in all languages. A total of items cataloged by Item Category (measures changed, gift, government document, new, priority 1, priority 2, techser [circ on the fly brief records to be given full catalog treatment]) for fiscal year 2010 follows: 304 new items were cataloged; 1,070 priority 1 items were cataloged and processed; 194 priority 2 items were cataloged and processed; 6 techser items were cataloged resulting in a total of 1,574. In addition, Continuing Resources Cataloging recataloged 539 items, made 629 miscellaneous changes to serials records, merged 369 records, and withdrew 287 records for fiscal year 2010. Items batchloaded are not included in these totals; see the following bullet point for that information.

•Carla Zimmerman coordinated the batchloading of two large records sets for networked electronic resources: ECCO (136,431 records) and LION (16,131 records), which are now available in IRIS. She has also worked with Melissa De Fino, who handles all e-book cataloging, to load records for 1,932 e-books into IRIS. A total of 154,494 batchloaded titles are now available in IRIS.

•CTS is undergoing a reorganization to more fully integrate acquisitions and cataloging functions and to provide a streamlined and efficient workflow. The first phase took place in June 2010 and led to the reassignment of three Library Associates within CTS. The reorganization shifted responsibility for cataloging electronic theses and dissertations from the Multimedia Cataloging Section to the Gifts Cataloging Section. E-books were also shifted from Multimedia Cataloging to Special Collections Cataloging. Responsibility for cataloging federal government documents has been transferred from Monographs Cataloging to the Continuing Resources Cataloging Section. The second phase of the reorganization will be implemented later this year and will result in more staff reassignments. The sections within CTS will be renamed and several individuals
will have new titles. The cataloging workflow will be shifted from cataloging in Sirsi to doing original cataloging in OCLC to set holdings more quickly and to make records available more quickly. CTS will earn credits from OCLC for original cataloging contributed to its database.

• CTS participated in the open access trial period for the RDA Toolkit. Mary Beth Weber conducted an overview of the Toolkit and information about RDA implementation and testing by the three U.S. national libraries.

• In May 2010, Melissa De Fino assumed responsibility for cataloging data sets. The first data set, Vietnam Household Living Standards Survey, has been cataloged and the record is available in IRIS.

• The Continuing Resources Cataloging Section finished a long-standing project to catalog the print collections of *Daily Reports of the Foreign Broadcast Information Service*, enabling this collection to be transferred to the Annex.

• Elizabeth Leister initiated an analysis of the issues related to introduction of multiple publication fields in MARC records. Guidelines for a repeatable MARC21 260 statement were issued by the Library of Congress and its Program for Cooperative Cataloging in September 2009; providing multiple 260s to account for publisher changes over time and is optional. Leister attended a User Services Council meeting to discuss this option and implications for RUL [RUL has chosen not to implement this option].

• The Media Cataloging Section implemented new national standard policies for genre/form access to videos.

• Jane Otto initiated a strategy to integrate into IRIS 100,000+ Institute for Jazz Studies (IJS) database records currently accessible only to walk-in patrons at the Dana Library.

• End to end procedures for acquiring, cataloging and making available streaming video media are being developed. After a series of meetings of representatives from CTS, IIS and Media Services, a Media Team chaired by Jane Otto was established to coordinate and set policies for streaming video acquisitions.

• CTS initiated a pilot project to explore alternatives to OCLC for cataloging. SkyRiver, a new bibliographic utility, and Biblos, an open source product, were examined. The pilot began in March 2010 following a site visit from SkyRiver President Leslie Strauss. Mary Beth Weber and Carla Zimmerman coordinated the pilot project. Select individuals from CTS participated in the pilot. The decision was made to stay with OCLC and to change cataloging practices and procedures to be more efficient and cost effective.

• Mary Beth Weber, Jane Otto, Mary Belinsky and Charlotte Toke met with representatives from the RUL Budget Office and IJS to discuss procedures for integrating the ordering, receipt and cataloging of IJS materials into the mainstream workflow. IJS ordering and receiving have now been integrated into CTS’ workflow and IJS is using
vendors that are part of the existing approval and firm order plan as well as specialty vendors.

• Mary Beth Weber and Mary Belinsky oversaw the transition from YBP as Rutgers’ primary vendor for approval and firm orders to Coutts. This included closing out final orders with YBP, migrating Rutgers’ WorldCat Cataloging Partners profiles to Coutts, and coordinating profiling sessions with selectors and OASIS training for selectors on all three campuses. Kati Ritter oversaw the transition of Rutgers’ standing orders from YBP to Coutts which included over 300 titles.

• Mary Beth Weber, Mary Belinsky and Rob Hilliker worked with Systems and a small group of selectors to automate the notification process that takes place when an item is received in Technical Services. This process was formerly handled by inserting a green flyer into books and selectors or faculty were notified by phone. The new process triggers an email notification and the process is initiated at the selector’s request. A report has been developed to insure that no notification request is overlooked.

• Jane Otto developed a workflow and trained a work-study student to import OCLC copy for backlogged videos, dramatically reducing the number of videos previously accessible through title only (or not at all), and established a policy of full cataloging based on demand rather than “first in, first out.” During the first month of work, the student enabled access to nearly 150 titles which were otherwise virtually undiscoverable in IRIS, which was 22 percent of the backlog at that time.

• Jane Otto analyzed and documented workflows and guidelines for ETD processing, from submission of ETD through WMS, RUcore, SIRSI, and OCLC. She also developed and documented preprocessing specifications for loading of ETDs from Fedora to Symphony, with Bob Warwick. Otto created field-by-field documentation of ETD cataloging issues uncovered in the SIRSI review file, including possible fixes, rationale, discussion, desired outcome, and action items.

• Jane Otto and Charlotte Toke worked with Tom Izbicki to eliminate a backlog of materials from the Music Library.

• Nancy De Nicola assisted Li Sun by removing gift books in English from the backlog of Asian language materials waiting for cataloging treatment.

• Carla Zimmerman helped Li Sun take preservation measures on moldy books, drawing on Carla’s training and expertise as an archivist.

• Carla Zimmerman coordinated a project to consolidate the contents of the remaining shelf list at TAS. The shelf list will be discarded. Any remaining uncataloged items will be detected during the ongoing inventory projects.
• Nancy DeNicola and Brenda Carter overlaid brief inventory records in Sirsi which were created by DTS as part of the New Brunswick Inventory (NBINV) with full-level OCLC records.

• Carla Zimmerman worked with selectors Melissa Gasparatto and Donna Schulman to review a backlog of gift books, which have been weeded and prioritized for cataloging.

• Li Sun added 2,205 copies to EAL collections by cataloging monographs, periodicals, DVDs, and CDs.

• Jane Otto led several initiatives to formulate policy and procedures for new and emerging workflows, including accompanying materials and multiple piece items to streamline workflows, align practices across libraries, and minimize theft of library resources. Jane Otto and Mary Beth Weber each led a training session for CTS staff on the new procedures.

• Mary Beth Weber and Jane Otto prepared a policy on accompanying discs which duplicate print monographs.

• Jane Otto established and documented policies, procedures, and workflows for video cataloging and authority work.

• Jane Otto and Elizabeth Leister conducted a subject analysis workshop to address need for consistency and in-depth subject analysis, one of the most critical access points in IRIS.

• As CTS’ NACO coordinator, Jane Otto initiated and coordinated Library of Congress-recommended five-day authority work training for cataloging colleagues, enabling better collocation of an author’s works, and distinguish between authors of the same name, for more precise recall in patron catalog searches.

• Jane Otto, Elizabeth Leister and Carla Zimmerman developed guidelines for evaluating bibliographic record sets for electronic resources and compiled core list of specifications to consult for future record loads.

### III. Digital Projects

Central Technical Services met the goal of “Focus the creation of digital resources on the Libraries' unique collections and on the output of Rutgers University, with an emphasis on support for the faculty research process” through the following activities.

• In May 2010, Melissa De Fino completed the Peter Still Papers digital project. The papers are held by Special Collections and University Archives and the digital collection is available in RUcore.

• Mary Beth Weber is serving on the Digital Preservation Task Force.
• Jane Otto met with Equine Science Center faculty to select, catalog, and ingest a collection of equine research videos into RUcore.

• Jane Otto prepared a date requirements document for RUcore developers for entering and displaying date information in RUcore.

• Members of the Metadata Working Group (Ananthan and Otto) consulted with Boston Public Library and Columbia University on OpenWMS use.

• Jane Otto served on the RUcore Collections Architecture Task Force.

• Melissa De Fine and Carla Zimmerman joined the Metadata Working Group.

• The Metadata Working Group developed collection level metadata. Specifications were submitted to the WMS programmer.

• Jane Otto trained SCC staff map cataloging best practices.

• Mary Beth Weber is developing metadata and controlled vocabulary to describe data sets.

• Mary Beth Weber worked with Thelma Ross, Chair, AMIA Standards Review Subcommittee to coordinate the subcommittee’s review of OpenMIC. Their collaboration included developing criteria for reviewers. The criteria included usability, searching, and the OpenMIC interface.

IV. Publications and Presentations

• November 2009: Mary Beth Weber co-presented a poster session on the Video Mosaic Collaborative (VMC) with Chad Mills at the State of the Libraries.

• November 12, 2009: Jane Otto presented on depositing video in RUcore, NJVid, and the Video Mosaic Collaborative (VMC) at the Office of Instructional and Research Technology 2009 Technology Showcase.

• December, 2009: Mary Beth Weber co-presented on the Video Mosaic Collaboratory with Grace Agnew and Chad Mills at a SAPAC Brown Bag lunch session.

• December 17, 2009: Mary Beth Weber co-presented with Gracemary Smulewitz on the recommendations of the E-Books Task Force. The presentation was made to a joint session of the Library Resources Council and the User Services Council. The session was also open to anyone in the Libraries. The session was well attended and generated a good discussion.


• March 30, 2010: Jane Otto presented at the Video Mosaic Collaborative Advisory Board Meeting held at Technical and Automated Services.


• May 25, 2010: Melissa De Fino presented a poster session, “Cataloging Assessment Survey Findings,” at the VALE Assessment Fair held at Rutgers.


• July 14, 2010: Mary Beth Weber and Jane Otto presented on depositing videos in the Video Mosaic Collaborative (VMC) at the RUcore Open House.


• Li Sun completed an article “Applying NISO Metasearch Initiative Scheme to enhance e-resources management at Rutgers Library,” and is preparing to submit it for publication.

• Kati Ritter participated in Banned Books Week activities by reading a banned book. All readings were made available as podcasts on the RUL website.

• Kati Ritter’s article “One day in the library ACQ department” was published in Book, Library, Librarian, no.18, p. 12, December 2009, [this is a Hungarian librarian journal]
V. Service to the Libraries

• Jane Otto and Charlotte Toke are serving on the RUetd Working Group (chaired by Rhonda Marker).

• Jane Otto is serving on the Personnel Policy and Affirmative Action Committee.

• Jane Otto joined Melissa De Fino as a Rutgers representative on the VALE Bibliographic Control and Metadata Committee.

• Jane Otto is serving on the RUcore Collections Architecture Task Force. She collaborated with Chad Mills on proposed collections data model.

• Jane Otto served a one-year term on the Cyberinfrastructure Steering Committee; she is the Scholarly Communication Committee’s liaison to CISC.

• Mary Beth Weber is serving as a faculty mentor to two untenured faculty members.

• Mary Beth Weber is serving on the Digital Preservation Task Force.

• Melissa De Fino was elected to a two-year term as Faculty Secretary. Her term began in July 2009

• Elizabeth Leister was appointed to the Last Copy Task Force.

• Li Sun succeeded Melissa De Fino as the CTS representative to the User Services Council following the conclusion of Melissa’s two year term.

VI. Service to the Profession

• Carla Zimmerman served as Membership Officer for the New Jersey Studies Academic Alliance.

• Carla Zimmerman served as the District Representative on the Membership Committee of the Society of American Archivists

• Jane Otto cataloged photographs for the Hunterdon County Historical Society.

• Li Sun is the President of CALA Northeast Chapter (2009-2010).

• Li Sun is serving as Chair of the Nominating Committee of ACL/Asian African and Middle Eastern Section (2009-2010).

• Li Sun served on the ALCTS Outstanding Collaboration Citation Jury (2009-2010).
• Jane Otto was invited to review IMLS National Leadership Grants (Advancing Digital Resources).

• Melissa De Fino attended the ALA Midwinter meeting in Boston as intern to the ALCTS Board of Directors, January 2010

• Melissa De Fino attended the ALA Annual Convention in Chicago as the ALCTS sponsor to the Emerging Leaders Program, as well as the chair of the ALCTS/CCS Catalog Management Interest Group, in July 2009.

• Fay Austin is assisting the University of Guyana library in planning to automate their catalog. She was involved in reviewing the open-source Biblos software which they now use to retrieve cataloging records.

VII. Personnel

Hala Issa resigned from her position in CTS in July 2010.

VIII. Other

Mary Beth Weber and Fay Austin participated in a Management Training series program conducted by the Libraries.