INTRODUCTION

This report details the year’s activities of the Metadata Services Department (MSD). The annual reports from the Shared Cataloging Program and the Cataloging Committee contain related information.

ENVIRONMENTAL ASSESSMENT

MSD welcomed the new AUL, Collection Services, in August. In the Fall, a significant disruption was the recarpeting of department space, which necessitated identifying temporary space and relocating staff throughout the building, disconnecting and reconnecting computers and telephones, and substantial physical effort by many people. (A major thank you to Facilities and to those departments that temporarily housed MSD staff.) That this move was accomplished with little to no interruption of cataloging and maintenance services to the Libraries is a tribute to the hard work and thoughtful planning of the MSD Space Committee. MSD returned to fully upgraded wiring and a more effective configuration of staff workstations. Database Management effected an almost complete re-engineering of what was formerly EV into the new Labeling & Distribution (L&D) group. The year also saw the announcement of a UC pilot of WorldCat Local as a replacement for Melvyl, and the start of planning to prepare for this effort. We continue to explore questions about the role and effectiveness of the online catalog and other discovery tools, as well as how to achieve interoperability with other metadata sources and standards.

DEPARTMENTAL GOALS FOR 2006-07

1. Provide timely and effective access to resources.
2. Provide quality data.
3. Optimize work processes.
4. Develop staff.
5. Sustain excellent customer service.
6. Demonstrate leadership.
7. Improve our work environment.

PROGRESS TOWARD DEPARTMENTAL GOALS FOR 2006-07

1. Provide timely and effective access to resources.
   - **MSD staff cataloged** a total of 60,334 records this fiscal year, up 2% over 2005-06. This number includes 56,753 records that were copy cataloged, and 3,581 original records.
   - In addition, the **PromptCat shelfready process cataloged** 3,726 titles, which is approximately 5% of UCSD’s total cataloging statistics. With the recent expansion of branches in this program, and expansion of criteria for record selection, this figure is expected to go up next year. While most of the work by-passes MSD, Karen Peters
created and tested new load tables for PromptCat, the Books and Maps Cataloging Unit (BMCU) catalogers handle cataloging/recataloging, and Database Management (DBM) relabels materials as needed.

- **Electronic resources cataloging:**
  - A total of 7,286 electronic journal titles were added to Millennium and Melvyl, contributed both by UCSD catalogers and by the Shared Cataloging Program. The total number of electronic journal titles available to UCSD users is 29,921.  
  - A total of 113,265 records for electronic monographs were added to Millennium and Melvyl. Some of these are subsumed in the UCSD cataloging total above, but most were contributed by the Shared Cataloging Program. Of these, 106,679 were licensed resources (this includes 95,293 EEBO records) and 6,586 were open access resources. The grand total of electronic monographs in our catalogs is now 256,069.  
  - A total of 84 new databases (integrating resources) were added to Millennium and Melvyl, bringing the total number of databases in our catalogs to 419.

- Mainstreamed the cataloging of European Union documents by the BMCU and caught up the backlog of 575 monographs.

- Cataloged more than 30 sets of collected papers for the SIO Rare Book Collection.

- Cataloged 230 School of Medicine Independent Study Projects.

- **Authentication of CONSER records** became a regular cataloging task. 66 original records and 56 existing records were authenticated or re-authenticated. CONSER maintenance was done on 230 CONSER records and 11 non-CONSER records.

- 887 items were cataloging during this FY for the MP3.com gift, bringing the total number of audio CDs cataloged to 8,408 or 42% of the total of 19,944 items kept.

- Most dissertations are now electronic; 562 electronic dissertations were cataloged this year. The first entirely electronic textual music dissertations were cataloged in the Music and Media Cataloging Unit.

- **CJK Acquisitions** staff placed a total of 3,988 orders (including 328 orders for videos), a 29% decrease from last FY. Staff received a total of 5,080 volumes/items (including 708 video items and 20 audio items), a 26% decrease from last FY.

- UCSD catalogers contributed 1,079 new records to the international Name Authority File via NACO, and updated/corrected 323 existing records, for a total of 1,402 authority records. Ryan Finnerty was appointed NACO Coordinator in February 2007. Five staff members were released from revision for various categories of headings. One of our specific objectives for the year was to regularize our NACO contributions, which with the release of staff from revision, has largely been met. We also joined the new CJK NACO Funnel.

- The Metadata Analysis and Specification Unit prepared **specifications for simple objects** (ca. 235,000 legacy objects which are now being imported into the DAMS) and started the specification for complex objects. The METS profile for complex objects has been internally vetted and will soon be officially registered on the METS site. METS profiles were also prepared for projects involving the Library of Congress and the San Diego Supercomputer Center.

- Progress was made on our specific objective to integrate and **expand electronic resources cataloging.**
  - MSD continued work on an integrated cataloging workflow for electronic
dissertations that includes the digital preservation workflow; good progress was made, but more work is needed
  o MSD completed training in electronic monographs cataloging for three monographic catalogers (see below) and commenced the transfer of standing workloads from the Serial Cataloging Unit (SCU) to BMCU
  o We developed plans for cataloging textual Web resource printouts.
  o A subgroup was appointed and charged with preparing a plan for mainstreaming federal documents print workflows and to recommend techniques for handling electronic versions
• Karen Peters worked with ICT and Innovative on a reindexing project to isolate ISBNs and ISSNs in a unique field group tag to enable OPAC and WebBridge features, enhancing public access.
• Karen routinized the monthly post-labeling change of SSHL locations so that the floor on which an item is housed displays to patrons as part of the location/call number. This makes it easier for patrons to find materials without labeling books with floor numbers, keeping shelving locations somewhat free from labeling/relabeling. She has also added a dimension of cataloging quality control by reviewing classification numbers and making sure they are located to the correct branch (N’s to AAL, M’s to Music, etc.)
• Our contract with BNA was expanded to include tables of contents for SSHL, so that we get TOCs for BML, S&E, SIO, and now, SSH.

2. Provide quality data.
  • Sent ca. 21,000 volumes to SRLF and completed processing a backlog of SRLF rejects (ca. 170 shelves)
  • Transferred ca. 63,000 volumes that had never circulated from the SSHL stacks to the Annex, and then began a project that transferred to SRLF or withdrew approximately 30,000 of these. Work on this continues in 2007-08.
  • Weeded
    o ca. 10,000 volumes from S&E
    o ca. 3,000 volumes from IR/PS Reference
    o ca. 10,000 volumes from SSHL Reference
    o ca. 2,000 volumes from AAL
  • Processed 45,211 new volumes in Labeling & Distribution, as well as 3,288 relabels.
  • Resolved discrepancies from the BML Annex move from last year.
  • Sent fill-in volumes to the JSTOR Archive.
  • Sent 317,159 bibliographic records to Backstage Library Works for authority processing: 72,000 from our current cataloging, 200,000 records with MeSH headings and the rest older records.
  • Received and loaded 166,742 new authority records and 38,571 updated authority records from Backstage Library Works and kept current with resolving issues from their reports.
  • Kept current with other report resolution, such as Melvyl reject processing, III headings reports, PromptCat exceptions, OCLC’s Bibliographic Notification Service, and batch deletions.
  • Kept current with adding death dates to deceased authors.
  • Finished the project to reunite accompanying CD-ROMs with their books for all
• Reclassed 75 chemical engineering Ph.D. dissertations and M.A. theses.
• The Music and Media Cataloging Unit designed and began work on a project to replace minimally-cataloged video records with full OCLC records

3. Optimize work processes.
• Within Database Management, a major re-engineering of the EV (Export Verification) group resulted in streamlining all procedures, catching up all labeling backlogs, and renaming the group Labeling and Distribution (L&D) to reflect its new mission.
• UCSD served as a beta test site for Release 2006 of Millennium. While there is more work for folks who must document, report, and work around bugs, serving as a test site enables us to help shape the product and to take advantage of new features as early as possible.
• Karen Peters and ICT completed Innopac access and Millennium login audits, eliminating out to date accounts and standardizing account set-up and deletion.
• Continued work on a new workflow for cataloging electronic theses and dissertations (ETDs) that would leverage metadata creation and streamline ingest processes for the DAMS and ProQuest
• Created documentation for the cataloging of remote access electronic monographs.
• TPOT improvement: In the course of the year, a proposal to re-frame TPOT as the MSD Web site was accepted. The TPOT Editorial Board was established to improve the back-end file structure of TPOT, to re-design the site to improve findability, to oversee the updating of content, and to prepare it for a future migration to Vignette. TPOT search was upgraded to use Google search, and an in-house backup regimen was developed and scripted for TPOT.
• Because of the retirement of the Japanese original cataloger, many options were explored for handling Japanese materials. An option attractive to administrators was the idea of establishing a “center of specialization” that could handle materials for all of UC. More work remains to be done to make such an idea real; in the meantime, UCSD is maximizing the use of our talented staff, including recalling Nobuko Smith, and will work with OCLC TechPro to keep up with original cataloging.
• Reconfigured the Japanese original cataloger position into a Chinese original cataloger position because of the heavy, ongoing workload of Chinese language materials, particularly videos.
• Tami Leamer designed new, easy to read, and attractive end-of-year budget reports that made the final review process much more efficient and pleasant.
• With Tami’s help we implemented the Payclock timeclock system for MSD student employees. The system has made monitoring and management of student hours more efficient for student workleaders, and has added an extra check/balance by requiring close coordination between the AA and student workleaders.
• A major contributor to optimized work processes for the entire department is our new DSSL, Michael Stuart. Highlights of departmental support activities include:
  ○ 12 replacement workstations were configured and installed, along with the resulting hand-me-downs. Four new laptops were purchased, configured, and installed, and older laptops were upgraded with RAM.
  ○ The department is now compliant with minimum network security standards and all staff workstations (with the exception of 2 laptops) are joined to AD.
A comprehensive inventory of hardware and software has been established and all departmental software licenses have been verified.

Upgrades to several major system and software packages were tested and deployed (Millennium Release 2006, OCLC Connexion Client 1.7 and its fixes, Microsoft Office Access, Excel, and Word, then Outlook).

Michael also trained Donal O’Sullivan in the fundamentals of programming and specific theory related to Visual Basic and OML, and Donal created a macro that eliminated the need to use OCLC CatME (which eliminated a potential security gap with telnet connectivity).

Remote access was provided and/or enhanced for authorized staff via VPN, webproxy, and remote desktop.

The department CAD was completely redesigned to reflect current configurations and layers were added to support different levels of complexity (furniture, workstations, circuits, etc.)

- With legal counsel, finalized the UCSD Libraries Rights Strategy

4. Develop staff.

- MSD staff were fully trained in CONSER authentication. When the UC CONSER Funnel was established in March 2006, Margaret Christean and Adolfo Tarango became the revisers for UCD and UCSB’s CONSER work.

- The Music and Media Cataloging Unit achieved a better balance between original and copy cataloging than in previous years, with original cataloging capacity finally able to keep up with the incoming workload.

- We were able to provide cross-training and backup for critical batch processes by having Karen Peters train Kate Garvey-Clasby. This will allow Karen some relief as well as some local control of processes within SCPU.

- Electronic resources cataloging was expanded beyond the SCP and Serial Cataloging units, as Marilu Vallejo, Deann Trebbe, and Caroline Kidman were trained and began taking on a regular workload

- David Savage attended format-focused workshop on cataloging sound recordings, and Sandra Stocking went to a workshop on video cataloging.

- Hanley Cocks attended the SCCTP Advanced Serials Cataloging Training Workshop; Margaret Christean attended SCCTP Electronic Serials Cataloging Training, and both attended workshops on CONSER authentication, the CONSER standard record and other workshops on SFX, wikis, and Google tools.

- Shu He Wang and Mayumi Anderson took Express Card training, enabling them to provide improved acquisition services for users

- Two MASU staff took part in the Cornell Digital Preservation workshop offered at UCSD, while all three unit members took part in the RDF workshop and the NDIIPP conference.

- Unit Heads and staff attended a variety of professional association meetings, including ALA, MLA, IUG, DLF, SAA, and other meetings and workshops.

- Staff attended other sessions or took online training in other areas, including CPR, new and emerging technologies, and ethics.

- Our new AA, Tami Leamer, came to us with a strong accounting and business background and very quickly learned UCSD and UCSD Libraries financial software and business processes. She was able to reconcile departmental budgets after four months
without an AA, and did this just in time to successfully complete fiscal closing on time!

5. Sustain excellent customer service.
   • Successfully defined and implemented new departmental rush/notify policy
   • Helped FVL preservation efforts by developing a process to convert existing catalog descriptions for material that FVL transferred to new formats
   • Ryan Finnerty developed a wiki for collection management use
   • Shi Deng worked with public services staff to teach two BI sessions on using Pinyin in library catalogs for a graduate history course and an undergraduate music course in Fall quarter 2006.

6. Demonstrate leadership.
   • Active work by Linda Barnhart, Ryan Finnerty, Karen Peters, and Adolfo Tarango, with assistance by Margaret Christean, on the planning for the WorldCat Local pilot
   • Regional and national level work by staff (e.g., CONSER training by Adolfo)
   • Cataloging and Metadata Common Interest Group was formed by HOTS; Linda Barnhart is the inaugural chair
   • UC CONSER funnel was established; Renee Chin acts as Communications Coordinator and Adolfo Tarango did CONSER training for UC staff
   • Adolfo Tarango and Becky Culbertson represent the Shared Cataloging Program on the SCP Advisory Committee and in other venues
   • MASU staff presented at the DLF, OLAC, SAA, and VRA conferences.
   • MASU staff jointly published an article on metadata normalization in Against the Grain.
   • Evaluated system-generated brief bibliographic records that were created for Smithsonian Global Sound materials by the University of Virginia, and made recommendations for how some of the data in the records could be incorporated into Millennium or distributed through SCP
   • Karen Peters consulted with Salk Institute employees on creating their own library database.
   • Karen trained Arvid Nelsen and Matt Peters from Special Collections to create and output MARC files using Data Exchange.
   • Michael worked with DSSLs and ITD to create and document policy and procedures, improve communication, completely revise the DSSL website, provide training to DSSLs and UCSD Libraries staff, and to improve shared processes.

7. Improve our work environment.
   • Recarpeting. See the Environment Assessment statement above.
   • Excellent work by the Space Committee: Shirley Higgins, Marilu Vallejo, Hanley Cocks, Michael Stuart, Nhu La, and Tami Leamer

STAFFING CHANGES

• Nobuko Smith retired in June 2006; Ann Studebaker and Natalie Hutchins retired in June 2007; Nobuko and Ann have subsequently been recalled
• Betty Wilson left the Libraries in December 2006; Deann Trebbe joined the Books and Maps Cataloging Unit in May 2007
• Linh Huynh transferred to an LA 4 position in BML in March 2007
• Paul Weiss left the Libraries in February 2007
• Successfully transformed two temporary Librarian positions to permanent positions, and hired Arwen Hutt and Trish Rose-Sandler
• Nhu La left the Libraries in January 2007; Tami Leamer was hired in May 2007
• Ellen Wilson and Steve Kubly joined Database Management in September 2006 and April 2007, respectively
• Donal O’Sullivan joined SCPU in July 2007
• Annie Ross joined the Archivists Toolkit in May 2007
• Successfully recruited for an LA 5 Chinese Language Materials Cataloger for CJK; Ruihua Zhang will begin in September 2007
• Successfully recruited for a temporary Chinese Language Electronic Resources Cataloger for SCP; Bi-hwa Ma will begin in November 2007

CONCERNS AND CONSTRAINTS
• Staff compensation and morale has improved, but is not resolved. UC staff salaries still lag behind market, which is a big concern for most staff. Staff members are also concerned about employee retirement contributions and rising healthcare premiums.
• The traditional cataloging environment is in flux, as evidenced by the interest in cataloging at the network level, in sharing work with outside vendors, and in the changing role of local ILSs. MSD staff members are concerned about how these many changes will impact their jobs and their workloads. Are staffing levels and classifications appropriate for the new environment? Will cataloging be centralized within the entire UC system?
• We look forward to a new Digital Library Program Manager, and the closer coordination and communication among the Digital Library Office, the IT Department, and MASU that we anticipate that person will bring. With traditional catalogers using the DAMS to process electronic dissertations (and, soon, theses), DAMS stability and development is of increasing importance.
• Organizational changes may affect MSD. The consolidation of the Arts Libraries, for example, may require significant database work as well as changes to current processes. Other librarywide space needs could have an impact on MSD.
• A sustained process for Japanese language materials cataloging needs to be established. Will UC be able to establish a center of specialization for these materials? If so, will it meet all of UCSD’s needs? What level of language expertise is needed within the Libraries to support this program?

HORIZON ISSUES
• RDA impacts are still unknown
• Further integration of metadata work into traditional cataloging work would be a useful leveraging of cataloger expertise
• Impact of WorldCat Local: on MSD workloads and workflows, and on the Shared Cataloging Program
• Impact and implications of an ERMS
• Expansion of NACO training to more department staff
DEPARTMENTAL GOALS FOR 2007-08
1. Implement UC’s WorldCat Local pilot, making changes to UCSD’s processes and data as necessary.
2. Customize and improve TPOT.
3. Provide timely and effective access to resources.
4. Provide quality data.
5. Optimize work processes.
6. Develop staff.
7. Sustain excellent customer service.
8. Demonstrate leadership.
9. Improve our work environment.