

# **List of Catalog Department accomplishments for fiscal 1996-97 arranged under corresponding goals**

**MISSION: To provide timely and effective access to information resources selected for our collections, whether held in our buildings or accessed remotely.**

**USS Cluster Goal 1. We will demonstrate that we are leaders in information management and access by developing programs to address user needs for electronic information resources.**

**1.1 We will provide national leadership in the development of policies and procedures for computer file cataloging, including Internet resources.**

- UCSD ranked #9 in nation for Internet cataloging (includes DISC, EAD & Docs. records)

**1.1.1 We will give presentations and contribute listserv responses and articles about UCSD policies and procedures as opportunities arise (ongoing).**

- Becky gave a presentation to the Special Libraries Association conference in Albuquerque (10/30/96)
- Becky gave a presentation to the Southern California Technical Processes Group in El Segundo (2/27/97)

**1.2 We will provide staff training as needed to process direct access and remote access computer files in order to catalog these materials more effectively.**

- Betty Wilson learned to catalog Internet resources.
- OSM staff used Netscape to access and bookmark web sites of resources and tools.
- Marilu and Ann had Windows 95 installed in their PC, resulting in faster response time and better use of their online tools.
- Provision of HTML authoring and file conversion assistance.
- LC Cataloger's Desktop on the network--configured TSWs and provided initial software installation for all licensed users.
- CJK Plus test program added to PC, primarily used for searching.

**1.3 We will continue to actively develop the TPOT as our primary information resource for technical services issues and procedures.**

- DISC completed new documents for TPOT including: Disks accompanying serials; Composite record cataloging of serials, SIO serials processing; Guides accompanying computer files; Local subject headings for electronic resources
- Continuous refinement of TPOT organization and interface, including expansion of sections on: Cataloging of Electronic Resources; Melvyl CAT/PE Consolidation Project; Resources about Cataloging.
- CJK (as well as other sections) job descriptions.
- MC2 contributed the following documents to TPOT: Job descriptions for Essie Diaz and George Brundrett; Authority record reminders from Catalogers Forum; Added entries for

**gifts and other collections; Automated statistics procedure; Reminders/new procedures for processing CMRR materials and Somerville Gift material processing.**

**1.4 We will contribute to the Innovative Interfaces' web-based catalog product through investigation and feedback to make it more fully functional, and will assist in promoting the UCSD implementation of this product.**

- **Linda, Crystal and Ryan served on ROGER Web implementation team**

**Other related accomplishments:**

- **Added links to CIA maps on the Internet to 740 catalog records**
- **Created hypertext links from working paper catalog records to Web sites**
- **Developed seamless interfaces between bibliographer Web pages and ROGER using hypertext links to real-time ROGER searches (e.g., Early American periodicals)**

**USS Cluster Goal 2. We will be seen by our internal and external users as effective, essential, responsive to their needs, and as leaders in information management and access.**

- I. Improved access to existing collections through analytics projects, including:**
- Identifying and providing records for titles in Early British**
  - Beginning project to create in-analytics for serials on Ethnic Newswatch**
  - Cataloging serials available in full-text through Melvyl.**
- **Added abbreviated periodical titles to records for currently-received titles at request of Journal Title Index Task Force.**
  - **Ryan, Betty W. and Liza completed conversion of Burroughs records for SIO and SSH stacks and began conversion of microform and annex records.**
  - **Ryan merged records for print and microform serials.**
  - **Margaret completed a major cataloging project of important farmlands maps, including hypertext links to related Web sites.**
  - **Margaret and Virginia reviewed standing order for analyzability.**
  - **Crystal co-authored paper for International Conference on AACR and gave related presentations at NASIG and ALA.**
  - **Crystal co-authored PACNET handout on format integration and gave related workshop at NASIG.**
  - **Ryan completed processing of backlog of evil SRLF rejects.**

**2.1 We will develop a strategy and action plans to solicit feedback from our internal customers about how we are doing, and develop a strategy for responding by June 30, 1997.**

- **We have quarterly updates with SIO to give and receive feedback on our progress in assuming the SIO cataloging workload.**

- When CMRR identified some customer service issues, Karen and Shirley worked with Catalog and Acquisitions Dept. staff to improve processes and communicate expectations and procedural changes to relevant staff.
- S&E meeting : communication re electronic resources (Acq., Disc., S&E's bibliog's).
- Ann checks with map librarian.

**2.2 We will review data and verbatim comments from the UCSD Libraries' User Survey, and develop a strategy and action plans for responding by June 30, 1997.**

**2.3 We will participate in national, regional, and system wide cooperative efforts as related to our cataloging and collection strengths and institutional goals.**

- Linda, Karen, Crystal and Ryan developed indexing and display specifications for Circuit database.
- Latin American Coop. Program participant
- NACO
- Enhance

**2.3.1 We will submit name headings to NACO for selected original cataloging records.**

- DISC implemented NACO macro and expanded Section participation.

**2.3.2 We will provide original cataloging and supporting name authority records for Mexican political economy as part of the Partners for Latin American Cataloging Program.**

- OSM continued to participate in the Latin American Cooperative Cataloging Program, cataloging Mexican imprints as first priority.

**2.3.3 We will provide feedback and guidance in national cataloging efforts in our areas of expertise as opportunities arise (e.g., PCC, OCLC, and LC surveys, core record responses).**

- Assisted California Newspaper Project for cataloging of UCSD newspapers.
- Submitted extensive comments on new LCRIs for serial and series.
- DISC actively participated in the CONSER Operations group, including
  - I. Crystal's service on AACR Task Force.
  - II. Shirley suggest rewording an LCRI proposal on conference publications, which was accepted by LC.
  - III. CCM Module 31- providing examples.

**2.3.4 We will provide leadership in cataloging issues within the UC system by developing and sharing policies and procedures in such areas as format integration, fulltext electronic journal cataloging, and Internet cataloging.**

- Designed and implemented programs and procedures for creation of Melvyl full-text serials; completed quota and began cataloging of remainder of titles.
- Linda, Crystal and Ryan provided extensive input to DLA on CAT/PE integration.

I. Advised DLA on programming needs for format integration (e.g., serial computer files, archives).

- Contributed ideas for streamlining SRLF processing and for handling major microforms to be deposited at SRLF.

### **2.3.5 We will contribute to improving the quality of the national serials database through participation in the CONSER maintenance program.**

- Became CONSER Enhance participant and the #1 contributor of hypertext links to electronic journals in the CONSER database.
- Started to contribute to CONSER the enhanced CJK serials records.

### **2.3.6 We will contribute to improving the quality of the OCLC database through upgrading and enhancing records in the books and computer files format through participation in the Enhance program.**

- Became OCLC Enhance participant for computer files.
- I. Book participant.

### **2.3.7 We will evaluate the practicality and desirability of becoming an enhance library for the Maps format, and seek training and/or authorization to enhance Maps format records if appropriate.**

II. CONSER- serial maps.

### **2.4 We will improve access to materials by maintaining and enhancing records which link to other databases (Roger, Melvyl, OCLC, LCNAF, Orion).**

- Ryan recoded series (840 fields) to improve index displays in ROGER/Circuit.
- Ryan cleaned up series tracings with His/Her/Its/Theirs to improve retrieval in ROGER/Circuit.
- Crystal reported/resolved backlog of MELVYL mislinks, ISSN problems and bad merges.

I. Elimination of #+'s in 830's.

#### **2.4.1 We will process daily InnoPac headings reports by the end of each day.**

- Accomplished

#### **2.4.2 We will merge all duplicate bibliographic records within 36 hours.**

- Accomplished

I. Completion of daily list.

**2.4.3 We will ensure that all duplicate authority and item records are deleted within 36 hours, and no later than when the file is transmitted weekly to Melvyl.**

- The Deletions Process Management Team was resurrected this year in order to complete the much needed procedures for deleting records from Melvyl and/or InnoPac. Karen made the revisions for the monographic deletions document and Crystal for the serials deletions document.
- I. Accomplished.

**2.5 We will respond within 24 hours to user requests, such as identified problems, added access training, rush patron requests, and bibliographer requests, and will provide follow-up.**

- Shirley revised the Added Access procedure and Shirley and Maggie Houlihan provided training to Reinhart Sonnenburg.
- Roz and Caroline processed 289 patron search requests, with a 97% success rate.

**2.6 We will work to develop a process by January 1997 with Access Services for handling patron requests electronically to expedite the processing.**

- I. This goal must be continued. Roz and Toby Alfaro were planning to work on this together. With Toby's departure, Roz will seek a new Access Services partner.

**2.7 We will facilitate access to electronic government documents by developing UC-wide policies by September 1996.**

- Becky wrote and implemented UC-wide electronic government documents policies and procedures.

**USS Cluster Goal 3. We will continually assess and refine our work processes to improve the quality and efficiency of operations, to develop the most cost-effective delivery of services, and to improve access to information resources.**

- I. Centralized SIO cataloging.
- II. Designed and implemented work flows for SIO serials (e.g., new titles, title changes, withdrawals, recataloging, transfers, etc.)
- Betty W. eliminated large backlog of SIO original cataloging.
  - Initiated and implemented 856 verification program.
  - To facilitate circulation of computer files, designed and implemented new item types in cooperation with Access Services.
  - Software installation and upgrades--reduced the need for people to rely on outside help by publishing installation procedures on TPOT and making setup programs available on the file servers, for such applications as: Passport for Windows, Netscape, cc:Mail for Windows, and Cataloger's Desktop.
  - Field test of OCLC's Dedicated TCP/IP communications line for access to OCLC

#### **Prism**

- **\$5,000 annual savings in communications charges by more closely matching needs with access requirements.**

### **3.1 We will catalog current materials without building any backlogs (includes the work from copy search through export verification).**

- **Ann and Peggy performed whole-book cataloging for all IR/PS and S&E material decreasing the throughput time considerably and no materials were sent to the In-Process shelves.**
- **Peggy cataloged all S&E and CMRR materials on receipt as first priority.**
- **An additional LAI student cataloger was hired for 3 months to help with the working paper workload.**
- **Clarissa cataloged dissertations and theses as first priority.**
- **Betty F., OSM's descriptive cataloger, juggled 4 work flows (i.e., added volumes, new inputs, enhances and California documents) preventing backlogs in any of these areas.**
- **Su-jung reclassified to LAIII.**
- **Recommended to hire Shu He for another year as a casual employee to help with Chinese workload.**
- **Sanae left the library, Jean designated Head of the CJK section.**
- **Planned to hire a Japanese cataloger to do Nobuko's work, while she was trained to do original Japanese cataloging. LAIII job posted.**
- I. **Nobuko started serials cataloging training with Margaret.**
- II. **Received major Japanese gift books from Yale University Library, about 700 titles.**
- III. **5327 monographs and 175 serials were cataloged compared to 4508 monographs and 174 serials last year, an increase of 18%.**
- **MC2 catalogers (totaling approximately 5 FTE), cataloged 25,102 titles in FY 96/97.**
- **MC2 was backlog free throughout fiscal year 96/97.**

### **3.2 We will catalog backlogged materials as time is available, specifically targeting the following collections:**

- **MC2 completed Phase 1 of the SSHL analytics cataloging project, by copy searching and cataloging 4,224 titles. These titles all had exact copy and authority records to indicate the proper form and treatment for the serial title. The next phase of the project will be to process titles with exact copy which require authority records.**
- **DISC, MC2, and OSM completed the League of Nations cataloging project, providing catalog records for ca. 2,000 volumes which were previously housed at the Annex with no online record.**
- **The annual volume count (of IP books and books in the cataloging stream in the Catalog Dept. and Annex), shows a total of 4,756 fewer uncataloged titles in 1997 than in 1996. The number of books in the Catalog Dept. was down too, by 1,246 volumes.**
- **Shirley managed a small project to get 23 Armenian language titles cataloged by a cataloger from Columbia University.**
- **Shirley and Karen met with Karen Lindvall-Larson to develop a strategy and workflow for processing the ca. 5,000 Brieflisted books at the annex. These materials are the last substantial backlog of uncataloged materials that the Geisel Library Catalog Dept. is responsible for.**

#### **3.2.1 Chinese copy cataloging from IR/PS**

- CJK backlog totaled 9330 at the end of June 1997, a decrease of 10% from the previous year.
- Finished re-exporting of Chinese serials records that lacked vernacular fields on InnoPac.

### **3.2.2 CUL and IR/PS Roman language IP collections**

### **3.3 We will complete the authorities processes evaluation and develop a plan to implement recommended improvements.**

- I. Maggie completed this with Gloria's assistance in January. See TPOT documentation: Authority record reminders from Catalogers Forum.

### **3.4 We will acquire and make available to users library materials in the Chinese, Japanese, and Korean languages in the most timely, accurate and cost-effective manner following sound business practices.**

- AsiaLink Committee investigated outsourcing of Korean titles.
- Analyzed Korean workload; assigned Jay to catalog Japanese books temporarily.
- Jay gave a presentation to AsiaLink visitors on technical processing of Korean language materials.
- Worked with OCLC Asia Pacific to change the 6 UC5 holding symbols to CUT for CJK records.
- Welcome visitors from Japanese Publications Trading Co. and China National Publishing Industry.

### **3.5 We will develop and use macros to expedite work flows.**

- DISC made extensive use of macros and constant data record for cataloging (e.g., Web resources and electronic journals, Springer-Link titles, Item type cleanup for microcard; Notes for serial working papers records; Check-in records for electronic journals; Full-text cataloging).
- MC2 has macros for all essential functions including exporting OCLC records to InnoPac, MOO cataloging, and updating MOO records on OCLC. Ryan developed the MOO update macro in June 1997.
- OSM dissertation macro.

## **USS Cluster Goal 4. We will strengthen our ability to take advantage of advances in technology through commitment of time and resources on research, development, and experimentation, and continuous training for all staff.**

### **4.1 We will improve individual job knowledge and enable effective teamwork by addressing the continuing education needs of staff.**

#### **AUTOMATED SYSTEMS**

- Prompt response to hundreds of consulting and troubleshooting requests from

- computer users, thus contributing to the efficiency of the department.
  - Regular monthly presentation of Ask CCG computer training and discussion group series.
  - Attended Microsoft certified course in Windows 95 for Support Professionals.
  - Partial list of reading: Practical Unix & Internet Security; Managing Internet Information Services; Webmaster in a Nutshell; HTML, the Definitive Guide; HTML & CGI unleashed; Windows Annoyances; JavaScript, the Definitive Guide.
  - Professional Subscriptions: Internet Week; Sun Expert; Unix Review; PC Week; Web Week; Webmaster.
- I. Participated in as a member of Web-Based Administrative Systems Team, Cataloging Committee, Acquisitions Committee, Cataloging Section Heads Group and Departmental Systems Coordinators Team, Win 95 Implementation Group.
- Served as chair for Technical Services Systems Support Group and the Computers Coordinators Group.

#### **DBM**

- Kate, Adela, and Gloria attended the WordPerfect for Windows class.
- Kate, Adela, and Gloria attended beginning Excel class.
- Karen attended the Innovative Users Group Conference and ALA.
- Karen provided boolean searching training for 6 library staff.

#### **DISC**

- Margaret gave a class on interpreting records for serials/series to staff that assumed new serials-related responsibilities in the PPD restructure.
- Margaret and Becky provided training to Nobuko in serials cataloging and subject analysis, respectively.
- Crystal and Marilu attended a Windows 95 class.
- Margaret and Becky attended cc:Mail for Windows class.
- DISC Section had 100% attendance at Ask CCG and utilized skills learned there to streamline work.
- Becky attended the WordPerfect for Windows class.
- Becky attended the Powerpoint class.

#### **MC2**

- MC2 staff attended the following classes: Infopath and the WWW (Caroline), Netsurfing (Caroline), Office Ergonomics (Caroline), Introduction to cc:Mail for Windows (Caroline and Roz), and Excel (Roz).

#### **OSM**

- Peggy and Marilu attended a CLA workshop on creating corporate headings at UCI.
- Marilu attended a Staff Education class on constructing HTML documents.
- Charles used OCLC CBT PRISM Basics on searching.
- Charles was trained by Marilu on imputing work forms, applying constant data records, and cataloging working papers.
- Configuration, installation, and customization of seven Pentium workstations to replace aging 486 PCs, along with user orientation.
- Upgraded 17 aging 486s with additional memory to enable them to function better on the library network.

### **4.2 We will develop online access to LC Cataloger's Desktop and Classification Plus and implement a training plan for those tools to expedite cataloging.**

- Becky, George and Marilu lead cataloger training session for LC Cataloger's Desktop.

- **Instruction on LC Cataloger's Desktop for 30 users.**
- **Accomplished, but need more access for more people (DBM).**
- **Ann and Marilu started using the networked LC Class Plus Infobase for assigning classification numbers.**
- **Ann, Peggy, Betty F. and Marilu used the networked LC Desktop on a regular basis.**
- **All CJK members got Desktop training.**

**4.3 We will test and critically evaluate PromptCat as soon as InnoPac Release 10 is implemented at UCSD. We will implement PromptCat if it proves to be cost-effective and decreases throughput time.**

- **A team of Acquisitions and Catalog Dept. staff was formed and the team developed a workflow and cost-analysis and completed all necessary paperwork to implement PromptCat with OCLC. We're currently on hold, waiting for Release 11 software from III before we can test PromptCat. Roz, Shirley and Karen serve on the PromptCat team.**

**4.4 We will participate in the testing of Windows 95 for TSWs, and provide recommendations and feedback to the Library Systems Department in preparation for possibly broader implementation.**

#### **I. Continuing**

**4.5 We will actively seek out opportunities to be a Beta test site for new technologies.**

- **DBM and MC2 did seek the opportunity to Beta test Release 11, but were turned down because Innovative already had testers.**

**USS Cluster Goal 5. We will demonstrate our commitment to shared decision making through ongoing SDM training, continued improvement in effective communication, and regular use of SDM tools and techniques.**

**5.1 We will practice effective communication by incorporating SDM skills and techniques into our staff meetings and our daily work environment.**

- **MC2 utilized SDM to recruit a new section staff member.**
- **During FY 96/97 Bettie K. and Caroline served on the Red Team.**
- **Shirley coordinated StressBusters.**
- **Shirley chaired the SDM Communications Team.**
- **Shirley served as the USS participant on LMG January-December 1996.**

#### **I. Red Team**

**5.2 By June 30, 1997, 100% of our staff will attend, or be scheduled to complete within three months, all of the SDM core classes.**

- **Ryan chaired USS Cluster SPOT Awards Committee.**

- 100% of DBM staff completed the training.
- 3/4 OSM section staff members participated in the second set of training classes. The other staff member had to re-scheduled to complete class in July 1997, due to a canceled class in June 1997.
- George attended the following classes: Classroom Training Skills, Effective Meeting Management, Effective Communication, Giving and Receiving Feedback, Team-building, Conflict Resolution, Writing Goals & Objectives, and Sustaining Excellence Series.
- All CJK members completed the SDM training.
- 100% of the MC2 staff have attended the core SDM classes and Performance Appraisal training.

### **Additional accomplishments:**

- Regarding providing access to information resources, Karen and Shirley served on the Slide Database Team which is charged with developing a plan to convert 160,000 slide records from Data Ease to InnoPace, and to develop a new slide cataloging workflow. The team has drafted a proposal, and the conversion tables are nearly done.
  - Regarding refining work processes, Maggie and Shirley developed new procedures for handling series with LC authority records that will enhance our ability to take advantage of LC copy and outsourcing.
  - Karen and Becky participated as members of the Item Status Task Force, which was formed to examine the present status codes and their displays will be changed to facilitate understanding by both staff and patrons. We also recommended a new code for Bindery in order to make the patron search process more efficient.
  - Karen and Marilu participated on the Password Quality Improvement Team, whose mission was to make the necessary improvements to the InnoPac access authorization process in order to ensure maximum efficiency and security for both System's staff and customers.
  - Linda and Karen participated in the Film and Video Library Technical Services Implementation Team, which was responsible for planning and implementing the migration of the Film and Video Library from Media Minder to the InnoPac system.
- I** Karen participated on the Format Integration Task Force and worked with Stella to submit an enhancement request to Innovative for programming changes to the 006 to allow simultaneous search capability for primary and secondary type.
- II** Authority projects involving topical subdivision formerly assigned before place names, split headings' changes; heading changes that involve natural disasters, riots, demonstrations, etc; deleting modifier before dates used in specific subdivisions under important geographic headings.
- I** Currently working on the UGL Weeding Project.
- II** Added or corrected access to 6500 titles via Annex Project.
- III** Deleted and exported 2500 new records for MCON mismatches.
- IV** Export Verification surpassed their production of 95/96 by 10,043 volumes.
- V** Added and corrected access to 2169 on-the-fly records.
- VI** Added 2327 new records from Shelflist Inventory (no online records).
- VII** Inventoried 2500 Cyrillic titles.
- VIII** Inventoried 100 Greek/Arabic titles.
- IX** Made adjustments to label positions and fonts that made searching and

**shelving easier for the circulation and shelving staff.**