

**CATALOG DEPARTMENT
ANNUAL REPORT
July 1, 2001 – June 30, 2002
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Accomplishments

Cataloging: The Department cataloged 53,749 titles, an increase of 2% over the previous year. This figure includes both print and electronic materials. See TPOT (<http://tpot.ucsd.edu/Cataloging/Stats/stats0203.pdf>) for more detail.

Database maintenance projects: Approximately 46,000 records were converted from the Wade-Giles romanization system to pinyin and reloaded into the INNOPAC database (and subsequently copied to Melvyl). A major improvement was made for Roger users when the master record for monographs concept and project were approved. A work plan was developed and funding was approved for immediate startup.

Shared Cataloging Program: In addition to keeping up with incoming electronic serials cataloging, SCP catalogers designed a new and innovative workflow for electronic monographs while participating in discussion of this topic by the SCP Steering Committee, HOTS and SOPAG. Three OCLC WorldCat electronic Collection Sets were generated using this process. The group also undertook a new SCP project to catalog and distribute selected electronic California state documents. Planning and training began for cataloging the 1700 electronic serials in the China Academic Journals package. UCSD will soon implement a weekly record distribution mechanism, taking over from the prior monthly CDL process. Persistent Identifiers (PIDs) continue to be a critical component in the program's success, and PID maintenance tasks at UCSD continue to grow.

Staffing: Three librarian positions were filled during this period. A new Head of Database Management was also appointed, and several new hires filled vacant positions. A thirty-year employee retired on June 30. In late Fall, the management group began discussions about a major reorganization because the Department Head was taking on a half-time assignment with theUCAI Project. That reorganization—in which three divisions were established--was implemented on April 8, 2002. Another substantive accomplishment was the revision of the Matrix of Cataloging-Related Assignments by Level, a document that helps us appropriately classify positions.

NACO: Our participation in the Name Authorities Cooperative Project (NACO) was revitalized when a new NACO Coordinator was appointed. Fifteen catalogers received NACO training in a weeklong workshop. We contributed over 100 records to the international authority file between the February training session and June 30.

Business, Automation, and Database Services (BADS) Division accomplishments:

- Sent 20,000 volumes to SRLF;
- Corrected 17,000 Wright American Fiction microform records;
- Sent the snapshot of INNOPAC to CDL for the new Melvyl;
- Created the virtual Melanesian collection;
- Improved OCLC connectivity (with cost savings);

- Coordinated a major departmental equipment purchase and computer replacement project.

Monographs Cataloging Division accomplishments:

- Remained current with the cataloging of textual materials with LC copy;
- Remained current with music copy cataloging;
- Completed a project on Latin American thesis subject analysis;
- Began a project to catalog SIO technical reports;
- Began validating URLs in monographic records.

Serials Cataloging and CJK Division accomplishments:

- Ordered on average 349 CJK titles/month and received on average 416 CJK volumes/month;
- Completed cataloging the Meiji zenki sangyo hattatsushi shiryo gift;
- Finished cataloging the Japanese in-process books in the East Asia Collection;
- Kept steadily working on cataloging the Siku quanshu electronic monographs;
- Began a project to send OCLC TechPro 600 Chinese monographs for original cataloging;
- Kept up with all current serial acquisitions (electronic and print);
- Incorporated into the workflow several new electronic resources packages (APS, SwetsNet, NAP, Bepress, AltNewsWatch, UNESCO);
- Added electronic access to a wide range of other materials;
- Substantially reduced the California documents print backlog.

Goals

Cataloging:

- Keep current cataloging the incoming acquisitions, both print and electronic
- Catalog the California and EU documents, and books with member copy on the IP shelves
- Process the Early English Books Online (EEBO) collection
- Decentralize electronic resources cataloging within the Department
- Develop a plan for processing the Vivendi sound recordings gift
- Begin cataloging the 1700 monographic technical reports from SIO
- Finish the project that outsourced 600 original Chinese monographs to OCLC

Maintenance:

- Complete Pinyin conversion cleanup
- Send 54,000 volumes to SRLF
- Complete monograph record merging for Biomed and documents
- Plan for MARC Format for Holdings Data implementation
- Develop strategies and processes for managing PID assignment and URL maintenance in large sets of records

Staff Training and Development:

- Train department staff on new and updated software packages, including Millennium Cataloging (III), Aleph, OCLC Connexion, LC Classification Web, LC Cataloger's Desktop, and Windows 2000
- Train catalogers on revisions to AACR2, especially Chapters 3, 9, and 12
- Train monographic catalogers on electronic resource cataloging

- Train CJK catalogers on serial and electronic resource cataloging
- Train staff to provide appropriate backup (e.g., sciences and medical cataloging)
- Extend NACO training to more catalogers and investigate BIBCO implementation
- Develop a departmental policy regarding continuing education and development

Management goals:

- Develop cataloging priorities document and discuss with LMG
- Develop productivity and quality standards
- Implement Cataloging Liaisons program
- Migrate TPOT to a database-driven infrastructure
- Develop and revise procedures as needed
- Redesign autostats, expanding the scope to include codes for NACO contributions
- Design a new process to assess thrupt time for cataloging
- Improve the integration of functional groups into Catalog Dept. activities
- Implement new SCP record distribution

Concerns

Morale. There is increasing negative impact on staff morale due to the unresolved UC/CUE contract negotiations.

Staffing. A halftime Department Head is not sustainable.

Cataloging workloads. We are concerned about potential growth in CDL-licensed resources, and about the practical impact of the decision to distribute separate records for electronic monographs to the campuses. We also are quite concerned about processing the 27,000 Vivendi gift CDs; this workload more than doubles the size of the existing audio CD collection (17,000) which has been developed and cataloged over the past 10 years! Another way of assessing the scope: this gift is equivalent to half of the annual output of the entire Catalog Department.

Maintenance workloads. We are concerned with the anticipated workload associated with systematic and ongoing Tower weeding. In addition, much of our maintenance (and some routine cataloging tasks) is done through macros; we have concerns about how that functionality (and productivity) will be maintained in the Web environment which is overtaking cataloging interfaces.

Digital Library workloads. When will tasks for the UCSD Digital Library impact more than senior department staff? Will there be a need for hands-on assistance with metadata record creation? While there is still clearly a learning curve for all library staff (Catalog Dept. staff included), what practical impacts might be felt here, and when? How will we prioritize?

Change management. A variety of predictable changes will impact staff in unknown ways: the implementation of the UCSD Libraries strategic plan, the potential for future budget cuts, anticipated changes to library space configurations. The Catalog Dept. in particular is concerned that all three of the major online systems that we use—INNOPAC, Melvyl, and OCLC—are changing their cataloging interfaces at the same time. In addition, we wonder when and how the impact of FRBR implementation in online systems will be felt (but eagerly await this event as a step in the right direction!)