

CATALOG DEPARTMENT
ANNUAL REPORT 1982/1983

ONGOING ACTIVITIES

During 1982/1983, the Catalog Department recovered fully from the implementation of AACR 2 and cataloging production regained its pre-AACR 2 levels. Overall cataloging production for the fiscal year stood at 36,993 titles, a twenty-four percent increase over 1981/1982 cataloging levels. As a result of the cataloging production, over 37,000 new name authority records and more than 2700 series authority records were established, a similar number of subject headings were established, and over 150,000 cross reference cards were prepared.

Increased cataloging production also contributed to the removal of a total of 2050 monographs from the arrearages and led to improvement in turn-around times for monographic cataloging. Monographs for the Central University Library now are processed with a median lag time of seven months compared to 1981/1982's median of nine months. Whereas the mode processing time for CUL materials was nine months during 1981/1982, the 1982/1983 mode processing time is only one month. Cataloging lag times for S & E and Cluster remained at one month. The improvement in turn around times was facilitated by the Department's increasing use of Cataloging in Publication (CIP).

One continuing problem resulting from AACR 2 is the need to establish the form and treatment of vast numbers of monographic series. While over 5,000 new series have been established since the implementation of AACR 2, over 5,000 monographs in series remain in In-Process to be established. Even though the Library of Congress issues series authority records in machine-readable form, the lack of access to these records on OCLC requires that UCSD create its own original records. The implementation of new indexing and retrieval capabilities on OCLC scheduled for the fall of 1983 should enable the Catalog Department to eliminate the existing series backlog and to expend fewer staff resources establishing series in the future.

Backlogs continued to be built in serials, music scores, and sound recordings during 1982/1983. Diversion of staff resources from monographic series establishing should stabilize the size of the serial backlog which now stands at 3200 titles. The implementation of the MARC music format by the Library of Congress should improve local music cataloging productivity by reducing the need to edit poor member-input OCLC records or to input new records, but it will only slow the rate of growth of the scores and sound recordings backlog which now contains over 7700 items. Additional staffing will be necessary to enable the Department to catalog these materials at the acquisitions rate.

ORIGINAL CATALOGING

During 1982/1983 new procedures for handling original cataloging were implemented. For most items, librarians now perform subject analysis and indicate choice of main and added entries. The materials are then passed on to catalogers in the Contributed Team for descriptive cataloging. This process has enabled the Department to take advantage of the specialized skills of both librarians and

library assistants, and has contributed to overall cataloging productivity. Nevertheless, almost 3000 titles requiring original cataloging were added to the In-Process collection last year. It should be noted here that in fact, a great deal of the cataloging reported as "Contributed" also requires that a librarian perform subject analysis and scrutinize the access points before an item is cataloged by a Contributed cataloger. In addition, during 1982/1983 new cataloging definitions for reporting were established for the Department. These new definitions both more accurately reflect actual workloads, and more narrowly define original cataloging.

SOUTHWORTH COLLECTION

Cataloging of the Southworth Collection proceeded smoothly during the year, after Sylvia Lavery and Pamela Howard joined the project. Pamela and Sylvia were trained by Bo-Gay Tong, the Project Manager, and continued the cataloging of monographs which was begun by Jean Hendley the previous year. As of June 30, 1983, a total of 2641 Southworth titles had been completed. During the next fiscal year the pamphlets in the Collection will be fully cataloged and plans for producing a bibliography will be finalized. Near the end of 1982/83 microfilming of rare and brittle materials was begun under the direction of Larry Cruse.

RETROSPECTIVE CONVERSION

In July 1982 UCSD became one of the first libraries in the nation to begin a retrospective conversion project of music scores. By the end of June 1983, under the direction of Linda Barnhart, Gerry Gabel and Kama Durborow had upgraded and converted 6490 bibliographic records for music scores into machine-readable form on OCLC. All LC-based local records have been converted, and over 250 new LC-based records have been entered into the OCLC database. Beginning in March 1983 the team focused on the more complex contributed and original cataloging records. Because UCSD's music score conversion project is one of the first such projects undertaken in the United States, we are being watched and consulted by other libraries who wish to benefit from our experience and expertise. The music project will end in August 1983, leaving only a few hundred bibliographic records for scores to be completed.

Monographic retrospective conversion for CUL and S & E resumed in September 1982 when Stan Benedict, Danaii Lamb, and Lucie Pistek transferred from the branch projects at SIO and Biomed to CUL. A total of 14,028 records were completed during the fiscal year. During 1983/1984 the project for CUL will continue and the remaining S & E problems will be worked off gradually.

BRIEFLIST PROJECT

Due to workload increases in other areas and changes in personnel, this project moved more slowly during the year. Nevertheless, 6145 titles (6440 volumes) were processed by Pre-Order Search, and 5225 of these titles were sent to the Friends' booksale. Weeding was oriented to the withdrawal of duplicates, old text books and other obviously dispensible materials. In addition, a group of books on Russian history was assembled, of which 90 percent were discarded by the bibliographer as unsuitable for CUL. French literary authors were also

reviewed and many were discarded because of poor physical condition or because they were duplicates of items already in the collections. Most of the items on a truck of books on American history were retained, as a faculty review found them to be of unique and lasting value.

The project also resulted in the establishment of an "R" range for reviewed and retained Brieflist items which are not high priority for cataloging. Since it was impossible for the Contributed Team to catalog these items and continue to remain current with new acquisitions, an area of shelving in the brieflisted room was cleared and labelled "R". All of those books which had been reviewed were stamped "R" both on the streamer and on the in-process slip. Books are shelved in numerical order and the cards filed in the In-Process File. There are now approximately 2500 volumes in the "R" section. While it is true that these books are still on the Brieflisted shelves, at least we know that someone wishes to retain them and they are accessible for an In-Process record.

SCOBIE COLLECTION

By arrangement with Ingrid Scobie, the widow of one of UCSD's Latin American scholars, the Library acquired a substantial collection of materials pertaining to Argentina. Under the terms of the agreement, all materials in the Collection were to be processed within one year of receipt, and any items not retained by the Library returned to Ms. Scobie. By June 30, 1176 titles (1420 volumes) had been processed by Pre Order Search. Of these, 792 titles (995 volumes) were retained by the Library and placed in the cataloging pipeline. 384 titles (425 volumes) were returned to Ms. Scobie. Approximately 200 remaining titles will be completed during the Fall of 1983.

SPECIAL COLLECTIONS

The arrival of a new head of Special Collections brought several changes in cataloging priorities and policies for that unit. All materials are now being classified, additional specialized access points are being assigned, one FTE (Marlese Davidson) has been assigned to Special Collections for bibliographic projects, and Special Collections is establishing priorities for the cataloging of materials in its collections.

FILING

Because of staffing shortages (almost 5 FTE were lost during the last half of the fiscal year), adjustments were made in filing priorities. As of May, main and title entries were filed promptly, but other added entries received a lower priority for filing into the union catalog. The lowest priority was given to typing reference cards.

PERSONNEL

There were numerous personnel changes in the Catalog Department during 1982/1983. Hired were Debbie Bittner (Serials), Gerry Gabel (Music Conversion), Jean Hendley (Original cataloging), Pamela Howard (Southworth), Sylvia Lavery (Southworth), and Margaret Trader (MARC Cataloging). Transferring into the Department were Danaii Lamb and Stan Benedict from SIO (Monographic Conversion), Lucie Pistek from Biomed (Monographic Conversion), and Ronald Silveira from

Special Collections. Mavis Dela Cruz, Kay Kingery, Lisa Knight, Danail Lamb, and Leah Martin resigned.

FUTURE PLANS

During 1983/1984 BLIS will be implemented and Melvyl will become operational, eliminating the need to maintain our manual files. We hope that the automated system will thereby release staff for other services and projects such as cataloging of Brieflist and In-Process materials, additional retrospective conversion, bar coding of the retrospective records in machine readable form created since 1977, weeding of card catalogs, etc. We also look forward to analyzing the organizational structure of the Department to establish new structures which will take best advantage of individual strengths and the capabilities of new systems.