

CUL CATALOG DEPARTMENT  
ANNUAL REPORT FOR 1986/87

Accomplishments

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The positive impact of an ongoing streamlining effort was felt throughout the department, but particularly in the MARC, Contributed, and Music Sections. For example, the MARC Section eliminated backlogs of LC MARC cataloging and sought other types of cataloging for the Section to process. In March 1987, after utilizing all available exact match LC copy from OCLC, the MARC Section began cataloging with exact match copy from the National Union Catalog, further increasing our ability to quickly process materials from the backlogs. The Contributed Section nearly doubled production due to an increase in staff as well as the streamlining efforts; and the Music Section's scores cataloging was up over 62%. In the MARC, Contributed, and Serials Sections production rates exceeded acquisition rates for our second year; and the Music Section cataloged the equivalent of 92% of the incoming music scores. On the other side of streamlining, the Catalog Maintenance Section filing correspondingly increased 43% and decklet matching increased 40%; a major shelflist expansion was conducted; and the Subject Section's post-cataloging verification of subject headings began backlogging, despite efforts to streamline subject heading procedures. The Subject Section officially changed name to Authorities/Conversion Section to reflect the changed focus of the unit.

Several backlogs were cataloged and thus eliminated, such as:

- those monographs with LC MARC copy in locations 134, 139, 141
- scores (eliminated through a project to classify them all)
- music monographic dissertations and theses, music serial analytics, and sound recordings that accompany scores
- Melanesian materials with appropriate copy
- Loeb Library
- audio-visual materials
- spoken sound recordings
- Southworth materials with appropriate copy
- CUL's Mystery Collection in Special Collections, and
- the SRLF project (nearly completed).

Additional progress was made on processing serials backlogs including the Melanesian serials, but other unprocessed backlogs remained for Japanese and Chinese serials. Cataloging was also begun for a selection of backlogged, but high priority, Russian monographs. We continued to provide cataloging for Chinese materials, but look forward to additional cataloging support for these materials during this next year. Another type of backlog, namely in workflow, was addressed through a project to process backlogged UGL withdrawal requests.

Conversion efforts focused on both monographs and serials. Within a period of six months, more than 4,000 inactive serials for CUL and UGL were converted as part of the implementation of

Innovacq. Several database cleanup projects associated with Innovacq began and will continue during the next year. The ongoing retrospective conversion of monographs completed Phase One through the Z classification. Phase Two began with a test of OCLC's MICROCON and will continue through the CUL shelflist beginning with the D classification, following the recommended conversion priorities of the 1979 BAPT report.

In original cataloging, we received and began training two original catalogers through a rotational agreement. While training took the time of three existing original catalogers, the rotations correspondingly contributed to the unit in several ways, including the eventual added help with original cataloging, a re-evaluation of S&E's cataloging needs and corresponding adjustments in the staffing and workflow procedures, as well as a bonus of additional German language expertise. The original cataloging needs continue to outweigh the resources.

Regular training of staff continued to occupy the time of supervisors throughout the department.

- Several significant projects were conducted:
- decklet pulling project for books sent to the Annex to identify Annex items for copy searching, to help preservation by removing paperclips, rubberbands, etc., and to insure each item contained a location streamer;
  - analytics cataloging, which cataloged 420 analytics with LC MARC copy;
  - location corrections for items weeded from CUL Reference;
  - scores classification project (completed June 1987), classified 7,535 scores and made the records for these scores available in a PC file;
  - moved from CATT to PROCITE for preparation of the Melanesian Center's Accession List of Unpublished Materials
  - copy search study to determine the optimum turnaround time for searching for cataloging copy.

It should also be noted that during this year, the Department was involved in numerous, time-consuming interviews for management and librarian positions, namely the AUL Technical Services, two department head positions, and librarian positions for the Chinese, Japanese, and Latin American catalogers.

### Two Worst Problems

Similar to last year, the problems can be attributed to shortage of staff and the absence of an online technical processing system. Shortage of staff will be addressed during 1987/88 through an analysis of pre-automation and hopefully post-automation workloads. Currently identified staffing needs are for original monographic cataloging, for post-cataloging authority work (principally subject headings at this time), for cataloging of music sound recordings, for processing the backlog of subject verification, for cataloging Japanese and Chinese serials, for clerical assistance, for supervising small projects,

for training copy catalogers, for copy searching, and for cataloging the classified scores.

Clearly the major problem is the lack of an online technical processing system. Some of the current problems with inadequate access to Innovacq terminals should be alleviated through access via the total online technical processing system. Some of the presently backlogged operations, such as subject heading verification, are attributable to premature staff cuts in anticipation of automation. We eagerly await further refinements in authority work which should occur once we have an automated authority file.

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The new streamlining procedures implemented during the year included those for authority verification, one-step online cataloging for LC MARC, MARC editing, and series verification searches.