

CUL CATALOG DEPARTMENT  
ANNUAL REPORT FOR 1987/88

**ACCOMPLISHMENTS**

**Cataloging**

As a reminder, the CUL Catalog Department catalogs monographs, serials, music, and a-v (including all microforms) for CUL's general collection, CUL Reference, the Music Collection, S&E, CMRR, IR/PS, UGL, and the East Asia Collection; and serials for Special Collections, Archive for New Poetry, and Archives. IR/PS cataloging began in July 1987, and the East Asia Collection was created at the end of the fiscal year. Additionally, we provide the related authority work and catalog maintenance for these collections.

For the third year the cataloging rates exceeded the acquisition rates for monographs, serials, and audio-visual materials, and for the first year the number of scores cataloged significantly exceeded the new score acquisition rate. The only exception is CJK serials, but we intend to have those completely current with incoming receipts this next fiscal year. We have also worked off more of the backlogs for CUL and implemented a major project to completely wipe out all backlogs over the next two years. As for cataloging for S&E, CMRR, IR/PS, and UGL, we remained current on all copy cataloging and original cataloging. Significant progress was also made this fiscal year towards the completion of all retrospective conversion of older catalog records to machine-readable form.

All of the copy catalogers (monograph and serial) are successfully handling copy with an increasing level of difficulty and are managing to maintain the high quantity and quality output we expect from the Department. We will continue to make changes to further streamline the workflow, particularly for the most effective use of INNOPAC.

**Projects**

Beyond regular cataloging, this has also been a truly productive year for the Department through the completion, expansion, or initiation of several major projects:

- \* Catalog 2 Guidecard Pulling Project completed in record time with the participation of every Section in the Department, followed by a celebration on the beach and awards
- \* Catalog 3 shift/expansion (January 1988) with the help of MARC Section staff and Catalog Maintenance
- \* Southworth Major Microforms Project (begun June 1987 and completed Sept. 1987) - entered nearly 2300 original microform records into OCLC for Spanish Civil War pamphlets, under contract with Research Publications, Inc. - Becky Hayne and project staff
- \* 3,099 UMI dissertations photocopies cataloged (with the

exception of a few requiring original cataloging) December 1987-April 1988 with major celebration and blue ribbon awards; included enhancing hundreds of OCLC records through the addition of LC call numbers and subject headings assigned by our original catalogers and through upgraded description from our copy catalogers

- \* Microfilm Backlog Project (UMI dissertations and all other microfilms - begun and nearly finished - expect to complete in September or October 1988, with the exception of some dissertations which require original cataloging) - primarily done by Ruth Garsia and original catalogers
- \* Russian materials deselected from the SRLF processed materials - completed the copy cataloging for CUL (still have an original cataloging backlog) and working off the priority 1 Russian backlog by Reva Rosenzweig
- \* Subject and geographic headings verification clean-up project was begun in April and planned to be completed prior to INNOPAC loads (GA supplemental funds for a total of 12 students). Processed 70% by June 30 (hope to be 90% complete by database load time - Gloria Moreno and JoAnne Kingsbury
- \* Annex Conversion Project started in April to provide machine-readable records for nearly 40,000 titles located in the Annex utilizing OCLC's MircoCon system. Expected completion of Phases 1-3, October 1988; and final Phase 4 to label, shelve, and add holdings to records completed in Phases 1-3 and to add brief records for those titles needing original cataloging - undetermined project dates - Perry Robinson and Heidi Heilemann
- \* Music Conversion Project started in March (95% of all scores are now in machine-readable form and approximately 26,000 musical sound recordings were searched for conversion) - Linda Barnhart and project staff
- \* Shelflist Conversion Project received a major expansion in April. This project retrospectively converts records for CUL using OCLC's MicroCon system (GA supplemental funds) a total of 13 shelflist conversion students completed the keying of over 108,000 records by June 30 which resulted in 65,000 records converted - 60% hit rate) - Lucia Pistek and JoAnne Kingsbury
- \* Visual Arts dissertations backlog - began original cataloging project (expect completion by mid-year 88/89) by Ann Studebaker
- \* Melanesian serials backlog cataloged by Margaret Christean
- \* East Asia Collections Union Dictionary Catalog created (began June 1988, expected completion 1988/89) - Jim Moore
- \* Project to provide minimal level serials records for the backlog of Chinese and Japanese serials requiring original cataloging (expect to complete summer 1988) - George Janczyn, Julie Page, Richard Wang, etc.

## Ongoing Workload Analysis

We are closely examining our ongoing workload to estimate future staffing requirements. As an example of our work in this area, an analysis of serials workloads was conducted in the Serials Section to inventory the remaining uncataloged serials backlogs in Special Collections, ANP, and Archives, and estimate the volume of regular incoming serials and unconverted inactive serials. The results indicate an increasing need for original cataloging and the most complex copy cataloging and a significant decrease in copy from the Library of Congress or CONSER participants.

Similarly, Shirley Higgins conducted a comparative study of workload changes for incoming monographs finding an overall decrease in volume (reflecting the reduced buying power of the book budgets) but also a change in the percentages of types of copy available for incoming material. An associated 2-year study of copy searching is nearing completion. Karyn Ritchie completed the data gathering of this study and Shirley Higgins will be analyzing the results.

## Other Departmental Achievements

The Department finally received a permanent Department Head this year, Dr. Barbara B. Tillett.

Each staff member within the seven Sections and the Administrative Unit of the Catalog Department has made his or her own special contribution to a very productive year in addition to the significant achievements noted above. A few of the more significant contributions for each Section follow.

The **MARC Section**, led by Shirley Higgins, successfully expanded their responsibilities for processing added copies and for copy cataloging from Library of Congress records to add:

- \* two new types of copy cataloging: AACR2/full level records from any source and CIP copy;
- \* cataloging of UCSD dissertations (formerly done in Sp. Coll.); and
- \* Japanese monograph copy cataloging on OCLC's CJK system (totally new to UCSD).

The **Contributed Section**, led by Maggie Houlihan, has expanded their responsibilities to the full-range of copy cataloging having LC-type call numbers and subject headings. The Section also took on original series establishing for all monographic copy catalogers. Chinese copy cataloging was modified to utilize the OCLC CJK system, and we are now current with copy cataloging of Chinese receipts.

In January we began CJK cataloging on OCLC, including copy cataloging of Chinese and Japanese and original Chinese cataloging. Our two Chinese catalogers and one Japanese

cataloger received CJK training from OCLC's trainer, Moo-Jae Pak.

For the first time all copy catalogers were trained and began establishing all personal names according to AACR2.

The **Original Monographic Cataloging Section** reorganized their areas of responsibilities during the year for a more equitable distribution.

The **Serials Section** spent approximately .5 FTE for a 4-month period on Innovacq clean-up and plans were implemented to catch up on cataloging all Chinese and Japanese serials. The Department decentralized the establishing of original monographic series from the Serials Section to the monographic cataloging sections.

The **Music Section** had MUSCOC installed for control of uncataloged scores and sound recordings. Non-books formats were added to MELVYL, so our records could be viewed online for the first time.

The **Authorities/Conversion Section** expanded activity on several major projects noted above.

The **Catalog Maintenance Section** underwent major re-training and organizational changes in an effort to prepare them for the online environment. The staff were also involved in the major card catalog projects noted above.

In October 1987 we established a new **Administrative Assistance Unit**. Beyond keeping up with routine activities, the Administrative Assistant, Elena Jacinto, also assisted with the preparation of the OCLC prepayment budget for the Library and began projects to weed and reorganize the Departmental files.

At the end of May 1988 a core group of trainers was selected and trained on INNOPAC and in turn began general orientation for the rest of the Departmental staff. (INNOPAC Trainers in the Catalog Department: Bob Alan, Linda Barnhart, Crystal Graham, Shirley Higgins, Maggie Houlihan, JoAnne Kingsbury, Jim Moore, Perry Robinson, Jim Soe Nyun, Ann Studebaker, and Barbara Tillett.)

### Documentation

Yet another accomplishment was that procedures were kept up-to-date during each of the above changes, as well as for:

- \* the July 1987 opening of the public In Process (changes to copy searching recycling procedures)
- \* the July 1987 start of cataloging for IR/PS (monographic cataloging procedures written)
- \* deferral of corrections (Shirley wrote procedure for MARC and Contributed Sections)

- \* de-duping for corrected OCLC records in preparation for INNOPAC database load.

We also completed:

- \* the copy search manual revisions (at least twice)
- \* the MARC editing guide for new catalogers (Feb. 1988)
- \* copy search and copy cataloging procedures for Japanese monographs (used as model for the Chinese cataloging procedures) - prepared by Sanae Isozumi
- \* cataloging procedures for Chinese cataloging (Jean and Richard)
- \* revision of added copy procedures
- \* revised procedures for withdrawals (Adela Crespin)
- \* revised procedures for post cataloging verification of subjects
- \* revision of Name Authority File card typing procedures
- \* the final section of the revised authority verification procedures for personal names

and started:

- \* revisions of procedures for cataloging sets and analytics
- \* revised procedures for OCLC shelflist card matching (Velma Carroll, underway)
- \* revised procedures for card catalog and shelflist filing (Jim Moore and Maggie Houlihan, underway).

### Staff Training

Besides cataloging and INNOPAC training, we took advantage of increased training offerings by Systems and LPO for WordPerfect (so most of the staff are now familiar with the system), and for CPR Training.

We also increased our awareness of other departments through participation in the library orientation tours.

### The Move

During October 1987 after months of planning, we expanded departmental space and moved to new areas. The move was coordinated by Bob Alan, who received the prestigious bulldozer award for his skills. Bob also later coordinated the move of OCLC terminals.

### Contributions to non-Departmental Activities

Our catalogers' expertise continued to be utilized for the benefit of the Library as a whole in the following ways:

- Linda Barnhart continued as NACO coordinator working closely with the ANP catalogers and planned the expansion of NACO participation to CUL and SIO catalogers;
- Crystal Graham served as Latin American bibliographer during the absence of Karen Lindvall-Larson and served on the OPAC Task Force;

- Perry Robinson served as head of the Slide & Photo Library during Judy Herschman's absence;
- Julie Page served as the Art/Architecture/Photography bibliographer during Judy Herschman's absence and was also called upon to coordinate the development and implementation of the Library plan for signage;
- Bob Alan served on the OPAC Task Force and the Serials Database Load Task Force, continued to donate his time on the reference desk at S&E, and trained Joanne Donovan in serials cataloging to prepare for a Documents conversion project;
- Becky Hayne continued as the OCLC PACNET Peer Council representative for public academic and research libraries and completed service as the Library Science bibliographer for the campus through November 1987;
- Kathy Creely received an extension to her research grant and continued to make significant progress on her very important Bibliography of bibliographies for Oceania, which will be a contribution to researchers and librarians alike; and
- Barbara Tillett served as an INNOPAC Coordinator, chaired a Task Force to determine the campus OCLC equipment needs in light of the upcoming changes to the OCLC system; chaired a Task Force on Asian Materials Processing; consulted with Documents in preparation for their retrospective conversion proposal; served as the campus Library Science bibliographer from December 1987.
- to guide decision making for the INNOPAC database load, Karyn Ritchie, Kent Korzon, and Sonia Chun performed a call number sampling study in June 1988 of the UGL Shelflist to determine the number of bibliographic records effected by a call number load problem with AMIGOS processing for INNOPAC. The results of that study indicated approximately 4,000 records in our database of about 800,000 titles will have incorrect call number information for one of the branches holding that title. The greatest impact is for UGL and CUL.
- Shirley Higgins served on the interdepartmental Task Force on In Process.
- JoAnne Kingsbury, Linda Barnhart, and Barbara Tillett served on the Non-Serials Database Load Task Force.
- JoAnne Kingsbury and Barbara Tillett reviewed various iterations of the AMIGOS specifications and early test records for the INNOPAC database load.

### Miscellaneous

In June 1988 Becky Hayne and Barbara Tillett began working for the summer quarter with Tami Weintraub, a UCLA GSLIS intern, on subject analysis and authority control.

The entire Department actively participated in Strategic Planning.

Nearly completed this fiscal year was an extensive review of tasks, skills, and knowledge for the various levels of the Library Assistant series and Student Assistants.

## CHALLENGES FOR 1988/89

The primary challenge will be to implement INNOPAC. That will involve all the department in the development and modification of workflows for the most effective use of the system. We will need to analyze the Department's organizational structure and workload needs with the new system to propose staffing changes, such as additional staff or transfers of staff among Sections to meet project and long-term needs. We will need to provide training and other staff enrichment, conduct extensive clean-up projects, and document procedures.

The secondary challenge will be to complete the two major conversion projects. We have funding to convert everything except the no-hits (an estimated 30,000 titles).

Respectfully submitted,

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Barbara B. Tillett  
Head, Catalog Dept.