

ACCOMPLISHMENTS

Cataloging of Backlogs

Our primary accomplishment this year has been the completion of several major cataloging projects toward the elimination of the backlog (only 14,000 titles remain in the old in process/Annex) and towards complete conversion of all shelflists and authority files (we expect to complete the conversion early in this next fiscal year).

This was a record year for new cataloging statistics, primarily due to our completion of the Annex Project Phases 1-3, which accounted for 32,759 titles cataloged. Our total new titles cataloged for the year came to 79,395 (normal years are typically in the range of 50-55,000). Included in the new cataloging was the complete elimination of the microform backlog and the visual art dissertation backlog. Ongoing cataloging continued through 1989 above the acquisitions rate of receipt (see attached comparative chart). The CUL serials in process backlog was eliminated (including Chinese, but excluding Japanese and Korean). We have also cataloged incoming Chinese materials at the rate of receipt.

To help Special Collections with their cataloging for the Archive for New Poetry, we completed the authority work to establish all series they had backlogged, finished cataloging their backlog of ANP scores, and nearly completed cataloging their backlog of serials.

Conversion Efforts

It was also a record year for conversion. We completed the MicroCon shelflist conversion project, which included the conversion of Music sound recordings. Follow-up projects now have all bibliographic records for sound recordings online. We also started the final stage of shelflist conversion and completed the conversion of S&E and UGL by March 1989. A little over 132,000 titles were converted during the fiscal year for all conversion projects.

We received two conversion grants from the California State Library: one for cataloged Chinese language materials and one for cataloged scores. Both of these grants were completed ahead of schedule during August 1989. The Chinese conversion was greatly enhanced through the purchase of a second CJK workstation. That workstation will eventually be moved to the new IR/PS Library for access to vernacular records, since the East Asia collection will temporarily be housed at IR/PS while the CUL Addition is completed.

We began converting our card authority files to machine-readable form, and completed the downloading of all of our NACO

records into INNOPAC.

Other Cataloging Projects Completed

In addition to new cataloging, we were able to complete several maintenance projects, especially the Reference Z reclassification project, the transfer and withdrawal projects for the CUL Reference collection, and UGL's weeding project.

We finished the creation of the union card catalog for East Asia Collections, adding all cross references for names and uniform titles.

On May 24, 1989, the UCSD Library Department Heads agreed to discontinue maintenance of the UCSD Union Card Catalogs.

Planning, Testing, Studying, and Implementing

Aside from our top priority of cataloging, we also spent considerable time this fiscal year on seven planning efforts and studies:

1. INNOPAC

The entire department was involved heavily in planning, documenting, testing, training, and implementing various stages of INNOPAC for cataloging and catalog management. We installed an INNOPAC terminal at nearly every cataloger's desk and adjusted work areas to accommodate shared printers. We tested numerous database load processes for AMIGOS and Innovative Interfaces. We conducted training programs for catalogers and trainers and developed Day 1 workflows to get us started in implementing INNOPAC. Many of our staff members served as Innopac Trainer's and actively contributed to the Catalog Management Task Group. We began using the system for downloading authority records and minimal types of clean-up activities that did not require update to MELVYL records.

2. LA Classification Review

We completed the drafts of job tasks, skills, and knowledge for cataloging positions in the Library Assistant series at UCSD. These have already proven valuable in writing new job descriptions and promoting equitable treatment in classifying cataloging jobs.

3. CUL Addition

Our Department has been through several iterations of floorplans, and provided furniture inventories, and critiqued workspace drawings. We still have several concerns about the proposed space and are making every effort to reduce the space needs by converting and eliminating card files.

4. Strategic Planning

Our department was particularly active during the first session of Strategic Planning and continues to participate.

5. Workload Studies

Our MARC Section completed a workload study of incoming materials and compared it to a study done two years prior. Likewise, the Serials Section conducted a study of incoming serials and existing Special Collections serials backlogs. The information from these two studies will be used in analyzing the departmental staffing needs as we seek the most efficient workflow using INNOPAC.

6. OCLC equipment plan update

At the end of the year, we again evaluated our OCLC equipment needs for the year. With the delays in OCLC's implementation of its new online system, we will not need new equipment this next fiscal year.

7. Staff Development Survey

The department completed an informational survey of our staff to check the level of understanding about opportunities for self-development and job development.

Honors and Professional Contributions

In recognition of quality cataloging, our Music Section was awarded "Enhance" status on OCLC for scores and began making permanent upgrades to OCLC's online master records. We also slightly increased our involvement in "Enhance" of monographs, which we have been authorized to do for several years.

Our professional staff have been actively involved in numerous professional activities throughout the year. Our librarians have also been very active in professional organizations, especially ALA, CLA, MOUG, etc. serving on committees, planning conference programs, giving talks, workshops, and seminars, and editing newsletters.

We have also made professional contributions to the Library as a whole through temporary assignment of our staff on the catalog information desk, and through more formal assignments: Bob Alan is spending 25% of his time at SIO in Technical Services and George Janczyn is spending 25% of his time in the Systems Dept.

Reorganization, Staffing Changes

The MARC Section lost Connie Bahner and Steve Espinoza took her place as assistant section head. Various training efforts in that section led to a reduction in their error rate while continuing to upgrade and expand the cataloging capabilities of the staff.

The Contributed Section lost Jack Jeffs. Ann Studebaker served as assistant section head.

During this year Maggie Houlihan took on the supervision of the Catalog Maintenance Section in addition to her role as head of the Contributed Section. Ken Treshow then moved to work on special projects for the department. Marilu Vallejo was

appointed to assist Maggie in various INNOPAC projects.

We decentralized NACO activities, formerly just involving ANP staff, to now include original catalogers.

FUTURE PLANS

During the 1989/90 fiscal year, our top priority will be to complete the conversion of our shelflist and to return to cataloging at a rate that exceeds the rate of receipt.

Secondarily we want to fully implement INNOPAC for cataloging activities and adjust workflows for optimal use of the system. There are many difficulties in using INNOPAC for cataloging and catalog maintenance, but we hope to adjust to the new system and make the best use of it, while identifying enhancements to make it better. We will also focus on clean-up of the bibliographic and authority database.

We also hope to complete the conversion of our name authority file and to complete most of the INNOPAC clean-up projects.

We were selected to be among the next small group of libraries to be added to the national Linked Systems Project for NACO on OCLC. This means we will be doing our NACO work directly on OCLC and Linda Barnhart, our NACO Coordinator, will be trained at the Library of Congress in Sept. 1989.

We will continue to plan for the moves for the CUL Addition, including planning for the administrative move of our Music Cataloging Section to the Music Department.

New initiatives started in 1988/89 that were put on hold due to INNOPAC implementation should resume, namely the cataloging of non-US government documents (monographs and serials) and completion of the cataloging of ANP serials. During 1988/89 we made arrangements for contracting out the cataloging of Japanese original cataloging, and that service will begin in October 1989. We also began a project to eliminate the backlog of analytics cataloging, and hope to make further progress during 1989/90.

We expect to complete the conversion of all shelflists by October 1989 and our name authority file (for names, uniform titles, and series) by mid-fiscal year.

We will also be tackling many of the INNOPAC clean-up projects and providing an assessment of completion times for the remaining tasks.

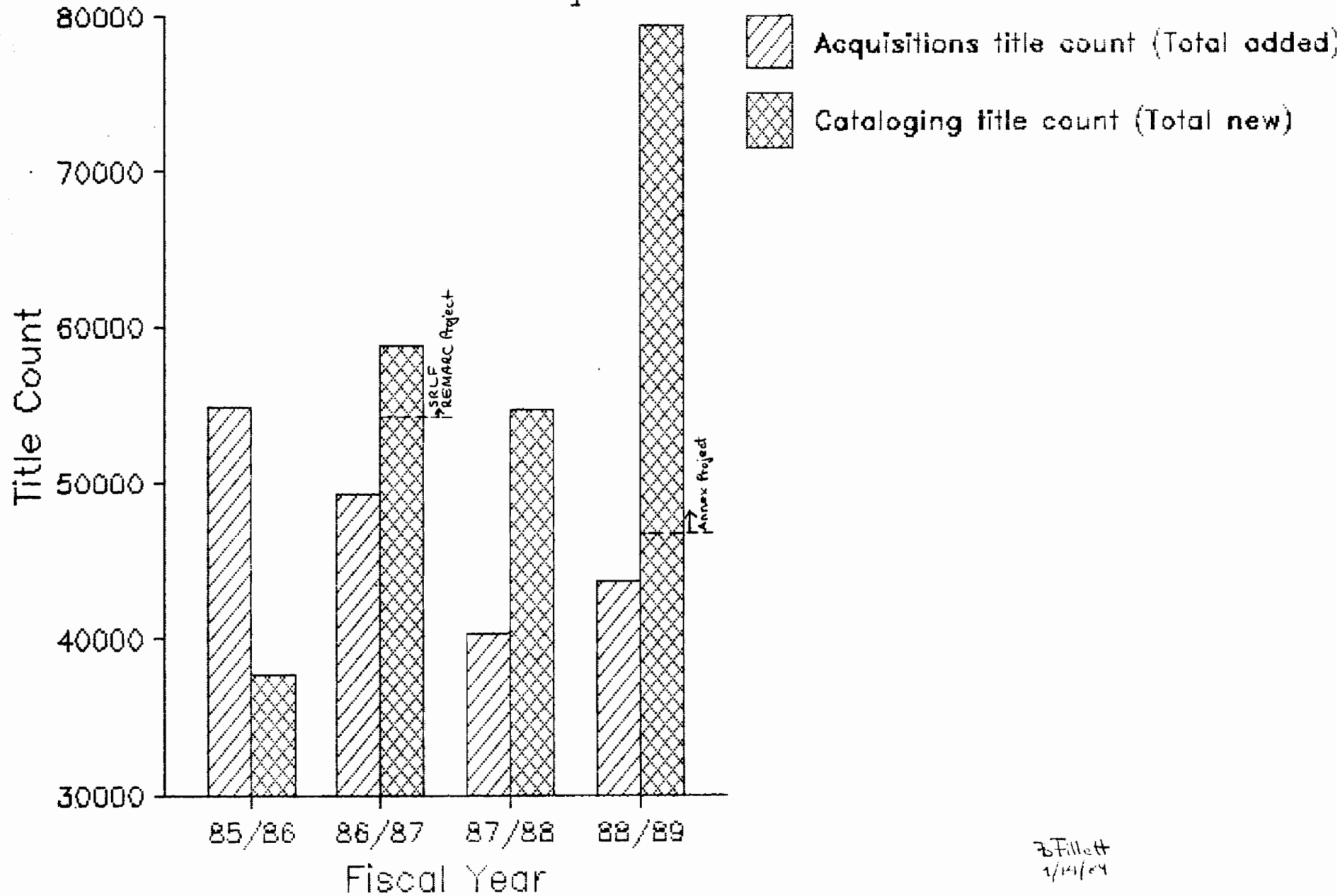
One project on hold is the creation of machine-readable records for the remaining 14,000 old in process titles. Many of these titles should now have copy and will be searched again and cataloged during routine recycling.

September 14, 1989
Prepared by B. Tillet

Attachment

Acquisitions Receipts vs. Cataloging

Comparative Table



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1/14/89

Acquisitions Receipts vs. Cataloging
 Comparative Table
 Sept. 13, 1989 bt

Acquisitions volume count (Total added)

	<u>85/86</u>	<u>86/87</u>	<u>87/88</u>	<u>88/89</u>
CUL	53,702	47,912	36,186	35,064
S&E	8,667	8,187	7,440	7,800
CMRR	261	222	204	209
UGL	3,102	2,701	2,075	2,563
IR/PS	0	100	2,477	6,787
<i>Total</i>	65,732	59,122	48,382	52,423

Acquisitions title count (@1.2 vol./title) (Total added)

CUL	44,752	39,927	30,155	29,220
S&E	7,223	6,823	6,200	6,500
CMRR	218	185	170	174
UGL	2,585	2,251	1,729	2,136
IR/PS	0	83	2,064	5,656
<i>Total</i>	54,777	49,268	40,318	43,686

Cataloging title count (Total new)

ANP		2,756	6,836	2,092
Annex		0	0	32,759
CUL		42,613	39,294	33,909
CMRR		155	119	135
DOC			252	305
IR/PS			1,266	2,904
S&E		3,464	2,408	2,856
SPC		1,719	2,662	2,244
SRLF		4,846	5	21
UGL		3,214	1,798	2,170
	37,662	58,767	54,640	79,395
	<i>784</i>			46,636 <i>--- val was 46,636</i>