

## CATALOGING DEPARTMENT MEETING

October 17, 2002, 2:30-4:00 p.m.

Library's Administrative Conference Room

Almost all the members of the Cataloging Department were present at this departmental meeting somewhat unique in nature as the Head of the Department and all Section Heads not only presented annual report highlights for 2001/02 fiscal year but also celebrated the culmination of a successful year with a party organized by the Section Heads.

John opened the meeting by stating that for some time he has wanted to have a department meeting like this where we would step back and take a look at all the accomplishments we have had over the past year or two and to celebrate them. He and the Section Heads wanted to pick out some highlights from the annual reports recently written.

He went on to say that we have had huge increases in productivity in new title cataloging in the past two years: 41% the first year, then another 7% on top of that. As a result, the foreign language backlog has been cut in half, down to 50,000. The microform backlog is way down, too. The amount of original cataloging Department-wide reached the all time high of 8,500 titles. We finished major projects like Ethnic Studies Centers recon and OCLC microforms recon; Music CDs are almost all done.

We have achieved new efficiencies in how we do our work. We changed how we do call number labeling and in-house binding. In June we got completely current with rapid cataloging coming from the Control Room.

We jumped into the E-resource arena with both feet! We quadrupled cataloging of new titles. In our participation in the CONSER PURL Pilot we proved it was practical to give persistent URLs to practically all free resources. We have gotten into the business of giving metadata advice for the local digital library projects. Our own cataloging records are now seen as vital support to the ERDb.

Through internships, presentations, etc., we help prepare the librarians of tomorrow. John went on to say that he believed people in every section have been involved in this important work. He stated that he was proud of all the outreach our Department provides to other library staff and in Southern California – things like the E-Resource Interest Group here, teaching done at local library association meetings.

John then invited the various Section Heads to present the highlights of their annual reports.

1. Caroline presented her report on the Monographic Section as follows:

The Monocats have been very busy and quite productive during the last fiscal year.

The Section had a 7% increase in production statistics over last year, adding up to an impressive 21% total increase over the last two years. This past August the section set a record for materials cataloged in one month.

BIBCO contributions almost doubled over the last fiscal year's totals. Renee McBride attended the BIBCO Operations Committee meeting at LC in May 2002 in my place while I was out on maternity leave.

Backlog of current receipts for the Music Library has been completely eliminated.

Staffing changes included my being hired as permanent Head of Monographic Cataloging and Authority Sections in Sept. 2001 and Rebecca Aiken's departure in March 2002.

Gia Aivazian received a prestigious LAUC statewide grant for over \$8,000 for her research project "The Satirical Face of the Pre-Genocide Armenian Press in Constantinople (1908-1915)."

Beth Feinberg and Louise Ratliff each received LAUC-LA mini-grants to support their research projects.

The Monocats continued their active involvement in LAUC, both statewide and locally.

YRL Cataloging Dept. applied for and received an authorization from OCLC for Scores Enhance.

Several librarians participated in the APAM (Archive of Popular American Music) and Frontera projects working with the UCLA Digital Library to provide Dublin Core data element recommendations for digitized materials.

Monocats have been involved with and attended conferences for many organizations including: ACRL Slavic and East European Section; ALA Rare Books and Manuscripts Section; Art Libraries Society of North America; Association of Jewish Libraries; LITA; MLA; MLA, Southern California chapter, Pacific Coast Slavic and Eastern European Library Consortium, Conference of the National Library Associations of the Southern Caucasus, i.e. of Armenia, Azerbaijan and Georgia.

All section members attended various departmental training classes.

I would like to thank the Monocats for all their hard work!

2. Luiz read the following statement:

I only have 5 minutes to give highlights of the highlights of the accomplishments of the Copy cataloging Section covering both the bibliographic control and copy cataloging activities of the Section. So, I decided to move faster than a "speeding bullet" and use my

5 minutes as a public forum to recognize those that together “are the sum of all the parts” that made the Section do “it” better. And here it goes:

I thank all the members of my Section in the area of copy cataloging:

for cataloging 58,422 titles, 6,000 more titles than the total 52,460 received (meaning we made a dent in backlogs)

for contributing a 30% increase in copy cataloging of all formats

for reducing backlog of microforms by 40% and the Persian backlog by 50%

for copy cataloging electronic resources, increasing it by 459%

for rapid processing 3,100 sound recordings for Music backlog (a total of over 5,500 cataloged of a 6,000 backlog)

for rapid processing materials and keeping current with receipts

for participating in cataloging projects from our client units (College Travel collection, Music Special Collections Materials, especially folios, and others)

for contributing NACO and BIBCO records

for contributing to microform retrospective conversion, cataloging of microform collection sets

for lending their language expertise to non-Roman language materials

for becoming more well versed in cataloging codes, formats, manuals (and for patiently putting up with Section Head’s gospel-like remarks):

“No. There’s a rule for that. Check 21.30J.”

And for doing it better, showing that the balance between quantity and quality is not an elusive concept.

I thank all members of the department:

for enduring the “maddening” and efficient bibliographic control operations of our section seen by the receipt and distribution of 81,369 titles (an 18.3% increase); a total of 123,281 volumes received;

for all the rushes and monographs distributed to the department, and

for all the workflows established – or improved -- in the process

For all this work and for all the inter-sectional cooperative work, here’s the name-dropping portion:

I thank the Serials Cataloging Section (Valerie and Angela) for including me and my Section in the area of e-resources cataloging, CONSER PURL Project, and all areas of management and cataloging of e-resources.

I thank the Records Management Section (all of them, especially Jean and Claudia) for their cooperative work in areas of minimal-level cataloging, backlog re-searching, and e-resources cataloging, and probably some more, like Jeff and Kris for making sure the final stage of physical objects are correct in the pipeline.

I thank the Monographic Cataloging Section for lending their expertise that impact the output of our work. Thanks to Beth Feinberg for assisting with Cyrillic microform recon; Gia for the Armenian Monographic workflow; Caroline for her input, guidance in BIBCO and NACO, and all other areas of cataloging; Joan Lopear for assisting with the Music sound recording cataloging; Renee McBride for her generous guidance and training of music copy cataloger , and elimination of scores backlog from the back wall; my partner in CatME crime, Louise, for putting my name forward for CatME national field test.

I'm thankful to the Authority Section that we got Maria, Paul and Nelson appointed to our copy cataloging operations. And thankful that Paul and I have not "lost it" in our series re-decision workflow; and that Silvia generously shared her students with our section.

I thank the Training Coordinator, Rita, for on-going training, and training sessions, and documentation, making my copy catalogers even better at what they do.

And most important to me, of course, my COPY CATALOGERS for all their great work, diligence, patience and expertise. Thanks to Bill, Bob, Shohreh, Shahnaz, Beth Soffran, Laura, Kathy, Iskandar, Liz, Michelle, Roxanne and Sharon.

You certainly made us look good!

And, of course, I thank my supervisor, John, for challenging me, for trusting my Section's work, as well as my work, and for providing both administrative and technical support to our operations.

I tip the hat to all of you.

4. Since Valerie was away at a conference, Angela read her report to the group:

2001/2002 Achievements: YRL Serials Cataloging Section & Digital Resources  
Coordination  
October 10, 2002

YRL Serials Cataloging & Digital Resources Achievements

CONSER-Related Activities:

Beginning in spring 2002, YRL Serials Cataloging achieved a long-wished for goal-to extend the CONSER program to CJK serials. By the end of June, 2002, Sarah Elman, Toshie Marra, and Mikyung Kang were independent CONSER catalogers.

In addition, along with others in the Cataloging Department, the section participated in the CONSER PURL Pilot. Last fall, we learned to our dismay that the migration to Office XP meant the end of our use of existing link-validation tools. For that reason, we were

particularly eager to move our maintenance operations for freely-available e-resources to the OCLC PURL server. Fortunately, the PURL Pilot was successful, and at the annual meeting, CONSER voted to continue to support the server. This summer, we completed one project to convert over 1500 URLs to PURLs and began a second project involving about 3000 URLs.

#### E-Resources:

CORC Interest Group: A key area last year was training and continuing education, as both the cataloging rules (AACR2, Chapter 9) and the cataloging software (OCLC CORC) changed. Angela Riggio's monthly UCLA CORC Interest Group meetings served as one venue for ongoing sharing of information for catalogers. In addition, Angela coordinated and presented three CORC workshops: two on Aug. 28 & 29, 2001 (with Caroline Miller and Louise Ratliff); the third on Mar. 21, 2002, for Biomed Library catalogers.

PID Server: We had tried since summer 2001 to obtain permission to use the CDL PID server (a regional PURL server) for licensed e-resources. Despite the support of librarians at UCSD, we ran into an invisible wall of silence. Much to our surprise, just as the CONSER PURL server was taking off, Sara Shatford-Layne & Terry Ryan generously lent us support. With access to the CDL PID server, we finally had the means to monitor all URLs in our catalog.

Other Reports: In fall, 2001, Andy Kohler developed a much-needed report of all new 856's entering Orion2. With this report, we could exhaustively control incoming records, to make sure that all records with web links had the required 655 genre entry ("Online resources. \$2 local") and that the 856 had the correct structure (subfield \$u with PURL or PID).

5. Caroline then presented the Authority Section's Annual Report highlights as follows:

The Authority Section has been extremely productive (and cheerful!) despite consistently poor system performance.

Staffing changes included Maria Salazar and Nelson Velasquez being hired into the section in July 2001. I took over permanent responsibility as Head of Monographic Cataloging and Authority Sections in September 2001. There has also been a lot of student assistant turnover.

Authority section accomplishments and events include:

A new workflow was created for standing order series monographs where series authority records are now linked with ORION2 serial check-in records.

Silvia Mariscal was appointed co-chair of the Library Committee on Diversity. She has also participated in several search committees and interviews.

Paul Priebe served as president of LSA. His term ended in Feb. '02.

The Authority section worked on many projects including:

Resolving pre-O2 backlog conflicts and changes. This cleanup is nearly complete for series and subjects.

Paul and Maria removed multiple duplicate authority records from O2. They updated the remaining records and ensured their proper display in the Cat Client.

Paul and Maria worked on the Armenian backlog, loading and editing records in O2 to reflect YRL Cataloging Dept. policy decisions. This project is 60% complete.

Silvia and student assistants Nina and Erica worked on large editing project for revising subject headings such as "Handicapped" and changes in music headings. Silvia also worked on art headings. These and other projects resulted in the revision of thousands of bib records.

Training, workshops, conferences, etc.

Silvia attended two SACO workshops, one for geographic heading and one for language and literature headings. She also attended a conference at the Univ. of Iowa entitled "Diversity: Building a Strategic Future" co-sponsored by ARL and Committee on Institutional Cooperation.

Paul co-taught with Rita several authority searching classes to the Serials/Acq department and the Copy Cat section with an emphasis on series.

All section members attended various departmental training classes.

Caroline then went on to thank the members of the Authority Section for all their hard work!

6. Jean then reported on the Records Management's achievements as follows:

This year our Section saw quite a number of changes, both in work and personnel. Just some of the highlights are as follows:

With the departure of Claudia Carcamo, we were able to hire Martik, and then we were able to hire Nora Avetyan to fill a position finally that had been open for over a year. Martik and Nora are each sending over 1,000 titles per month to the SRLF. At the end of 2001, happily, Chamyra Kincy was promoted to LAIII.

We also employed several limited appointment staff during the year to help clear backlogs in Arabic, Hebrew, Armenian and Yiddish.

Meanwhile, the overcrowding of the YRL stacks meant over 100,000 volumes needed to be pulled and sent to the SRLF at one time, with several thousand more pulled over the course of the year. Because many titles were found to be duplicates to previous deposits by UCLA or other UC campuses, we inherited approximately 15,000 discards to process, for which more limited appointment staff were hired.

During the year we received via Control over 61% more items than the previous year. At the same time we were working steadily to clear the last of the MGI closed stack and backlog collections to facilitate their merger with Reference. David is currently working on the last batch of volumes from the closed stacks. This has been a huge project which was begun in the late 80s with the clearance of an entire floor of government documents in the Powell building, thousands of volumes from the MGI stacks and we are really looking forward to finishing up this year.

With the help of Chamyra, David and Claudia Carcamo, we completed the 2-year project of putting all the monographic holdings for the American Indian Library, the African American Library and the Asian American Library online. Since then we have been receiving their new acquisitions to catalog and we're now starting to receive new acquisitions from the Chicano Studies Library as well.

Claudia Horning spent a lot of the past year training staff, both as part of the Library's Orion2 Training Team and in the Section as career staff were hired and limited appointment staff changed.

David continued to help ILL with the deletion of records for returned books. When Claudia Carcamo left, he also took on the task of inputting OCLC records for the University Elementary School.

To finish the last large recon project still outstanding, we contracted with OCLC to convert the monographic portion of our microfilm shelflist. This work was done very quickly and the 800 fallout records cleaned up when the shelflists were returned to us. Chamyra and David were part of a team to prepare the shelflists for OCLC.

As always, Orion editing and maintenance activities are ongoing, but haven't decreased, and we are actually still continuing to work on Orion1 fallout.

One of the biggest ongoing projects caused by the record structure in Orion2 is that of circ-on-the-fly cleanup. Jeff has been spending about ¼ of his time clearing COTF records, transferring items and holdings, and reconciling related problems. He was able to do over 3,000 records last year, which just keeps us even with the number input for YRL. We are hoping that those records without active circ transactions will be deleted at the time of migration so we can continue working with only those which are checked out.

The year before last Jeff and Kris introduced a more effective means of producing call number labels using computers and laser printers rather than electronic typewriters. This has worked out very well. This year the Brodart company, which supplied our in-house labeling system and supplies, phased out their binding system. Jeff found that Irvine was using the System One fast-back binding system successfully, so we purchased the machinery and supplies for the Section and he and Kris have integrated use of this technology into the work of the Section. It is actually better than the old Brodart system because we don't have to drill holes into the pages.

As stacks maintenance and shifting increased over the past two years, the number of items identified for relabeling, rebinding, and mending has also increased. Also, as brittle and fragile books are moved to the SRLF, archival boxes are needed to keep them in tact. As a result, Wil's workload has also increased.

The Section continues to have representatives on YRLIS, the O2 training team, TPAC, the YRL safety team, and we have 2 departmental TACs.

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This year we hope to finish off our all MGI work so we will receive only newly acquired material.

Jeff will continue to work as a member of the ad hoc team which is developing plans for a Library preservation lab, housed at SRLF, and funded by a Mellon grant.

We are hopeful of being able to eliminate at least 2 more backlogs of non-Roman language materials during this next year.

We will continue working on Orion2 diagnostic reports supplied by LIS to complete editing projects before migration to the next system.

Generally, we hope to keep up with incoming work and projects assigned to the Section and to work off a large backlog of materials to be cataloged for the SRLF currently shelved in the basement.

If the YRL beautification project really comes our way, we will plan for and make all needed preparations for our move.

My thanks to all Records Management and Physical Processing staff for their continuing hard work and commitment to the goals of the department.

7. Finally, Rita Stumps who comprises a section of one but who, in reality, interfaces with all the sections presented her brief report about her activities. First she spoke of the various documents connected with cataloging procedures with the help of the rest of the Department. She then cited a number of classes (Classification Web, authority searching, OCLC searching, Orion Cat Client searching) she has conducted, sometimes in conjunction with Louise Ratliff.

She indicated that a log of her training is library-wide, something which she finds to be exciting outreach as well as beneficial to the image of the Department. She also indicated her involvement with tracking documents that should have turned up.

8. John then thanked all the Section Heads for their uplifting reports and the members of the Department for work well done. He went on to say that overall, we are known for being a production- and service-oriented Department. This obviously would be impossible without the hard work of the Department personnel and he thanked the group.

He also added that as he read over the evaluations in the Department, he was struck by how many different people are cross- trained to do multiple kinds of work, something that gives us a great deal of flexibility.

He invited everyone to continue the celebration with good food and good cheer.

Respectfully submitted,

Gia Aivazian  
Cataloging Department  
YRL