

Minutes of the Catalogers Group
August 28, 2003
2:30-3:30
Administrative Conference Room

Present: John Riemer, Caroline Miller, Joan LoPear, Janice Matthiesen, Louise Ratliff, Valerie Bross, Laura Horwitz, Paul Priebe, Kathy Brill, Sharon Benamou, Liz Patterson, Beth Feinberg, Nancy Norris, Hao Phan, Angela Riggio, Nelson Velasquez, Maria Salazar, Rita Stumps, and Gia Aivazian (recorder).

I. John's first item on the agenda was the update on Consolidation Planning for the Cataloging Center. He spoke of the various teams that are in place and working with great intensity towards the new goals. The first group he mentioned was the **Implementation Team** which consists of the section heads and Sara Shatford Layne and Janet Carter. He said that at the beginning of the month he invited three people to be liaisons to the team, namely, Lorelyn Lewis, the head of the Sciences Acquisitions unit; Anita Colby, to represent public services and collection development at SEL; and Janice Contini, to represent public services and collection development at Biomed.

A **Binding Task Force** has been addressing the different practices that exist in the three units and coming up with some practical methods that would be in sync with the consolidation plans. Its members are: Jean Rashedi, Janet Carter, Barbara Rudich, Lorelyn Lewis, Rey Quitos, Marco Tamase, Germaine Wadeborn and John. Of the three options suggested, namely, maximum involvement of acquisitions staff, minimum involvement of acquisitions staff, and the in-between option of splitting the work among circulation, cataloging and acquisitions staff, ExComm chose the first as the most attractive.

An **SRLF Procedures Task Force**, with the same membership above minus Marco is working on workflows for sending materials from library collections over to SRLF. Included in their consideration is the need to address withdrawal procedures for monographs or serials intended for SRLF when the latter already has a copy of the volumes in question.

John further informed the group that the **Physics Library** will be closing by the end of December and its collection will be dispersed among the Chemistry, Geology and Engineering/Math Sciences collections and the SRLF. Some materials will be withdrawn. Also, to make room at the other library collections that are absorbing volumes from Physics, additional withdrawals and SRLF shipments will be required. The Cataloging Center's involvement will be concerned with the relabeling of some 1200 books destined for Geology and Engineering/Math Sciences library and doing housekeeping on these records as well as the records of the withdrawn materials. He has discussed these matters with Audrey. Jean is going to join the weekly planning and reporting meetings at SEL.

Further, in a series of individual meetings, John has heard from Biomed collection development, Biomed special collections, and College processing about their concerns, unique processing requirements, etc.

New **Statements of Responsibility** have been discussed, drawn up, and finalized between the four librarians and their new supervisors.

Early last week Ellen Brody announced that the **Bibliographers** will be moving upstairs to the old LIS office space. This would give much needed room to Acquisitions. The Gifts collection will have to go down to A Level as well. Eventually the Cataloging Center could have a little additional space, such as the area occupied by Dora's and Ruby's offices. This means we no longer have to think about moving the shelflist cabinets down to the basement or moving the backlog shelving to take their place. A project manager from campus administration, an architect, and an interior designer will be involved in floor planning for the Collection Management Department and Social Sciences and Humanities Acquisitions. A question was raised if we could use the YRL renovation fund for this project.

If changes in our Department involve less than \$25K of construction, we can streamline the process and physically consolidate by October 1, especially if there will be no change in our assigned square footage. Various questions were asked about the possible aesthetically pleasing arrangement of cubicles, furniture, etc. Finally, John thought it might be more realistic to come up with two plans, a quick one just to get people moved here and a more permanent plan one for later. Roughly, the general arrangement in the latter would be: the Monographic catalogers would be placed in the windows area; the Copy catalogers in the center area of the hall, and the Serials catalogers roughly in the present location.

II. Mr. Gary Strong's orientation and meeting with our Department will be two-fold. First, he will pay us a walk-through visit on Friday, September 5, 9-10 a.m. This will allow people to know that he is here as well as be an orientation to the physical layout of this building for Mr. Strong.

Our new University Librarian would like to meet with each department in September and October. We are one of the first on his schedule, more exactly, Monday, September 15, 10-12 noon. John invited ideas on how we want to spend his time with us. We could begin with a 20-minute overview of what we do and then allow for questions and answers. After some discussion about the manner in which the questions would be presented, it was agreed that we, the members of the department, could pass our questions to Caroline. Once the questions are coordinated, John will pass them to Mr. Strong before the meeting. In addition, to help Mr. Strong prepare for the meeting, we have been requested to give him at least an abbreviated annual report beforehand. Janice Koyama plans to accompany him for all of it. John also asked that we organize a reception for this important get-together.

III. Importance of developing **Extra Features** in the New ILS.

At the AdCon meeting the previous day, John learned for the first time what the extra features were that OTNG asked for during contract negotiations. They had to be few in number, had to be considered a “crucial” item that the vendor did not offer, had to be on the “tradeoffs” summary at the end of the deliberations, and should be something needed or asked for by other customers. Timeline for development would be 2005.

We were asked to respond to a list of three capabilities that are not currently available. We may not be able to afford the cost of all three developments, so ExComm is asking for feedback on the relative importance of each:

- Default AND as an operator for command keyword searches

When you enter “austen Mansfield,” have the system supply a Boolean AND

- Keyword-in-Heading searches

When you search for “perception in children” as a subject, get a list of subject headings with the words anywhere in the heading:

- Auditory perception in children
- Form perception in children
- Geographical perception in children
- Perception in children
- Self-perception in children
- Social perception in children
- Etc.

- Subfield separators for browse subject displays

When you search for subject headings, get a list of subject headings with the subfields separated by dashes

- Metabolism, Disorders of -- Congresses
- Metabolism, Disorders of – Cook Islands

instead of without

- Metabolism, Disorders of Congresses
- Metabolism, Disorders of Cook Islands

From the detailed demonstration and discussion of these options, it was obvious that all three were extremely desirable, but most of all the second capability – that of Keyword-in-Heading searches.

There was no time left to discuss the merits and disadvantages of our new email systems Mulberry and Webmail. The next meeting will take place on Thursday, September 11, 2:30-3:30 p.m.

Respectfully submitted,
Gia Aivazian