

UCLA LIBRARY CATALOGING & METADATA CENTER

ANNUAL REPORT 2006-2007

Highlights of the Year's Achievements

Reorganization and Relocation

Last year the Library succeeded in obtaining its first new square footage in 35 years, opening up opportunities for numerous improvements to user services. In support of this breakthrough, the Cataloging & Metadata Center relocated with Print Acquisitions to the Kinross South building in March. This was the culmination of 11 months of a planning process in which many staff directly participated. The department now enjoys a newer, brighter, quieter environment, one with better "adjacencies" within technical services and new office furniture. The department also participated in reexamination and revision of workflows.

In the wake of a failed first round search for a Head of Digital Resources Metadata Section, the department created an interim E-Resources Cataloging Management Team consisting of Claudia Horning, Melissa Beck, and Valerie Bross. This kept the MARC-related e-resource cataloging workflows going during a second national search for a section head who would concentrate on the non-MARC metadata in the department.

The dismantling of Control Section in Print Acquisitions was fully implemented, including staffing changes. The work of searching and sorting all the newly-received monographs moved to the Cataloging and Metadata Center. Materials needing cataloging from client units outside YRL are now being sent directly to the Center. An LA1 position moved the Center in August, and in December a new LA4 Bibliographic Control Coordinator was recruited.

This was the first full year of utilizing the UC Bindery that was consolidated in Oakland.

Following the Center's move from YRL, the East Asian Library took over its own call number labeling and obtained a new source of administrative support.

Increased Role in Metadata

The Library successfully obtained a two-year grant for digitizing and cataloging 1500 items in the Minasian collection. This work beginning in May involves the Arabic Cataloger, Kristen Wilson; an Arabic copy cataloger, Nour Soufi; and the interim Head of the Digital Resources Metadata Section.

In support of another grant proposal that will bring significant Library involvement in the Cuneiform Digital Library Initiative, a subgroup of the department formed to make recommendations (John Riemer, Kristen Wilson, Nora Avetyan, Gia Aivazian, Nancy Norris, Louise Ratliff, Claudia Horning, Lisa McAulay).

The AIDS Posters project was officially released on the World AIDS Day release, Dec. 1, 2006. After the initial metadata creation, the Authorities/Database Maintenance Section made a systematic pass through all the name and subject headings.

Sara Layne is currently consulting with Marta Brunner, Librarian for English and American Literature and Comparative Literature, on the metadata for an oral history digitization pilot project.

Productivity and Reduction of Backlogs

Overall in the Center, cataloging of new titles rose 8.8% to 80,173.

The Copy Cataloging Section set a section record for the year: 67,810, which is 14% higher than last year and 12% more than 2 years ago. Part of this achievement included big pushes supported by overtime funding to completely eliminate long standing backlogs in the YRL CatSup and the Arts CatSup. Within Monographic Cataloging, original cataloging was down 27% to 4505, chiefly due to vacancies we are working to fill; overall in the Center, original cataloging was off 23% from the previous year—7,207 titles. BIBCO contributions were up 6.9% to 1313 for the year. Continuing Resources was highly successful, in getting 1500 more titles out of the section than came in during the year; virtually all of those represent CONSER contributions.

The Center participated in a special project initiated by CRIS to replace lost/missing monographs; we are now fielding replacements and removing 300 records a month for titles not being replaced. The Authority/Database Maintenance Section reviewed and corrected approximately 9,900 names and series headings, with the help of BSLW and MARS reports in identifying needed changes. At least 22,000 additional maintenance actions were performed during the year. A retrospective clean up of 422 Early English Text Society series publications was completed, at a selector's request. Center staff worked with staff in Chicano Studies, the Bunche Center, and the Asian American Studies center to systematically review and update their records in the library catalog.

Development of New Tools, Standards, Practices

In the spirit of a "UC cataloging as a single enterprise" as advocated in the Bibliographic Services Task Force report, staff in the department provided planning and training support for a new "UC CONSER Funnel." Approval for creating the first Program for Cooperative Cataloging funnel involving bibliographic records was obtained from Library of Congress and the UC Heads of Technical Services last year. In collaboration with UCSD, UCLA CONSER catalogers (in particular, Melissa Beck) provided training and/or review for catalogers at UC Berkeley, Davis, Irvine, and Santa Barbara. Aside from the UCLA and UCSD activity [pre-Funnel members of CONSER], some 1100 CONSER contributions came from the four newly trained campuses in the first full year of the Funnel!

Paul Priebe took a week-long pair of workshops at LC: "Series training for PCC Participants" and "Train the PCC Series Trainer" from Judy Kuhagen, 5/14-5/18. This sets the stage for a potential second major component of shared cataloging activity.

Melissa Beck coordinated UCLA's participation in development of the new CONSER Standard Record; this included development of training and documentation to support national adoption of this new standard. As part of implementation, Melissa Beck and Valerie Bross presented three distance-learning sessions via Amigos' Centra platform.

The Center collaborated with Print Acquisitions on developing specifications for extending YBP PromptCat shelfready from YRL approvals to College Library's firm orders.

The Authority/DBM section participated in LC-sponsored testing of the new automated system for submitting LC Classification proposals via Classification Web. The department also tested the remainder of Gary Strawn's Cataloger's Toolkit; this will support greater amounts of batch heading changes than Voyager software standardly offers. The BackStage Library Works authority service has been changed over to a regular monthly service for first time since the 2004 migration to Voyager.

Claudia Horning developed a new e-resource distribution process through Outlook shared mailboxes & tasks; this replaces the LC TrackER tool we had experienced mixed success using.

The Training and Documentation Section led the effort to develop a new means of automatically capturing most of the department's cataloging statistics, at the local as well as national levels.

The Center participated in the testing of new versions of Connexion and Voyager. As part of the latter, testing of the patch to Voyager 6.2 uncovered a significant problem with reindexing of headings; this was reported and resolved.

The Center migrated the department's website to the "unitproj" server, permitting updates at four times each day. A number of documents were updated in the process.

The Physical Processing Section instituted new red bins for transporting of rush materials to clients.

Staffing

Head of Copy Cataloging Luiz Mendes left in December to become Electronic Resources Librarian at Cal State Northridge. Assistant Head of Copy Cataloging Roxanne Peck became a section head in Print Acquisitions in June. Social Sciences Copy Cataloger Kathy Brill retired in February. Lisa Jia transferred to Copy Cataloging from Print Acquisitions in August. David Benitez became Bibliographic Control Coordinator in January. Gabriel Cardenas began as E-Resources Cataloging Assistant in May. Lars Schumacher began as the second Arabic Copy Cataloger.

Hermine Vermeij began as the new Music Cataloger in December. Sharon Benamou and Peter Fletcher were hired early in 2007 as part of the cluster recruitment for Non-English Language Humanities and Social Sciences Catalogers. Chamyia Kincy's appointment as Life and Social Sciences Cataloger became permanent. In the spring, the Arabic Cataloger announced an upcoming move to Canada; her appointment converted to temporary part time, to support the Minasian grant work.

The positions in the Digital Resources Metadata Section remained vacant throughout the year, as a national search for section head was reopened.

Building the Profession for the Future

Madaleine Laird completed a two-quarter internship in the Center in the fall, as part of her library school degree.

Former member of the department Luiz Mendes taught courses in descriptive and subject cataloging at UCLA's Department of Info Studies. Valerie Bross, Melissa Beck, and John Riemer made presentations in the class sessions.

Leadership outside the Library

These are selected examples of the kinds of leadership and professional activity members of the Cataloging & Metadata Center are involved in:

- Chair, ALA ALCTS Cataloging & Classification Section Nominating Committee (Sara Layne)
- Medical Library Association liaison, ALA ALCT Cataloging & Classification Section, Committee on Cataloging: Description & Access (Chamyia Kincy)
- Chair, ALA ALCTS E-Resources Interest Group (Luiz Mendes)
- Chair, ALA ALCTS Networked Resources and Metadata Interest Group (NRMIG) (Louise Ratliff)
- Past Chair, Art Library Society/Southern California (Nancy Norris)
- Member, CONSER Access Level Record Task Group (Melissa Beck)
- President, Friends of the UCLA Narekatsi Chair for Armenian Studies (Gia Aivazian)
- Vice chair/Chair elect, Music Library Association, Southern California Chapter (Sharon Benamou)
- Chair, Program for Cooperative Cataloging, Standing Committee on Training (Caroline Miller)
- Coordinator, UC CONSER Funnel Project (Valerie Bross)
- Member, UC-OCLC Collaboration Implementation Team (John Riemer)

Contributions and Achievements within the Library

Advisory Committee on Cataloging/Metadata (Sara Layne, chair; Caroline Miller)
"The Artist in the Library" art exhibit in Powell Rotunda (Kristen Wilson, organizer)
Campbell Committee (Rita Stumps, past chair)

"Diversity Recruitment Summit for the Information Professions" (Silvia Mariscal, co-chair of local arrangements)
 "En la academia" exhibit at YRL, celebrating the establishment of the UCLA Chicana/Chicano Studies Department (Silvia Mariscal, preparation)
 Ergonomics Team (Laura Horwitz, Joan Sutton)
 GSEIS Portfolio Presentations (Sharon Benamou, Nancy Norris, Hermine Vermeij, external reviewers)
 Kinross Beautification Team (Paul Priebe, Anna Berkovich, Lisa Jia)
 Kinross Client Units Team (Elaine Sakamoto)
 Kinross Emergency Team (Claudia Horning, Silvia Mariscal, Lanna Moriwaki)
 Kinross Logistics Team (Melissa Beck, chair; Sharon Benamou; Roxanne Peck; Nelson Velasquez; Raphael Villena)
 Kinross Signage Team (Sharon Benamou, Bob Hanks)
 Kinross Space Planning Team (Sharon Benamou, Beth Soffran)
 Kinross SRLF Workflow (Nora Avetyan, Silvia Mariscal)
 Kinross Statistics subgroup (John Riemer, chair)
 Kinross Workflows Team (John Riemer, chair)
 LAUC-LA Committee on Appointments, Promotion and Advancement (CAPA) (Louise Ratliff)
 LAUC-LA Committee on Library Plans and Policies (Valerie Bross)
 LAUC-LA Committee on Professional Governance (Melissa Beck, Sharon Benamou)
 LAUC-LA Committee on Programs (Nancy Norris, Kristen Wilson)
 LAUC-LA Election Committee (Chamyia Kincy)
 LAUC-LA Secretary (Kristen Wilson)
 LAUC-LA Task Force on Diversity (Chamyia Kincy)
 LAUC-LA Task Force on Mentoring (Kristen Wilson)
 Map Cataloging Workshop with Paige Andrew at UCLA for SCTPG and CLA (Caroline Miller)
 Reference desk service (Arts, Nancy Norris; Music, Sharon Benamou, Laura Horwitz, Hermine Vermeij; YRL, Valerie Bross; YRLIS, Louise Ratliff)
 TACs (Technical Assistance Consultants: David Benitez, Claudia Horning, Raphael Villena)
 Technical Processing Advisory Committee (Claudia Horning)
 Technical Services Council (Valerie Bross, Sara Layne, John Riemer)
 UCLA GSEIS Internship/Career Fair (Sara Layne, Caroline Miller)
 UCLA Information Studies Mentor Program (Nancy Norris)
 Voyager Cataloging Client Testing Team (Silvia Mariscal, Paul Priebe, Louise Ratliff, Rita Stumps)

Presentations of Operations to Outside Groups

As the flip side of seeking to learn tips and ideas for improvements from others, the department is willing to share what it knows and its experiences with interested outsiders.

LAUC-LA brown bag on Cataloging for non-catalogers (Aug. 31)
 Visiting delegation of Cambodian librarians (Nov. 8)
 Presented operations and demos to Chris Borgman's Library Automation Class (Jan. 24)
 Hosted visitor, Mr. Feng Dong, Zhongshan University (Jan. 26)

Shared details of Voyager Global Heading Change experiences with Boise State University's Albertson Library (March)
Toured Kinross South and hosted small groups for 7 Pepperdine University Library staff (June 15)

Included in the training provided by the department to at least 66 individuals were staff in Collections, Research, and Instructional Services; East Asian Library; IML; ISSR; LIT; YRL Special Collections.

Goals for FY2008

The unit's work plan for FY 2008 is available at:

http://unitproj.library.ucla.edu/cataloging/reports/UnitWorkPlan2008_CatalogingFINAL.pdf

Appendix: Statistics

- **General**
 - Volumes added to the collection: 95,847
 - Volumes withdrawn from the collection: 10,907

- **New Titles Cataloged**
 - Monographs/Integrating Resources: 78,173
 - Minimal 14,933
 - Copy 56,811
 - Original 6,429
 - Serials: 2,000
 - Minimal 29
 - Copy 1,193
 - Original 778