

UCLA LIBRARY CATALOGING & METADATA CENTER
ANNUAL REPORT 2008-2009

Highlights of the Year's Achievements

Increasing Role in Metadata

With the completion of the latest two digital library projects, Patent Medicine Cards and the first phase of the Weber Jazz Photographs, as well as the continuing work on the Arabic/Persian Minasian Project and the Cuneiform Digital Library Initiative, the extent of Center metadata activity reached a significant new high. The number of staff who have been involved in at least one project expanded over the course of the year from 73% to 92% (33 of 36 staff)!

The Center expanded its repertoire from data element advice giving and partial or complete metadata creation for digital library projects to a new role of metadata consultations. The first two in the unit took place this year. In September Chamyia Kincy participated in a consultation on the Chancellor's Residence library collection. In March, Chamyia, Claudia Horning, and John Riemer, with research assistance from Valerie Bross, consulted with the Office of Environment, Health & Safety about its desire to organize online a collection of 200 standard operating procedure documents.

We provided descriptive metadata advice for the Center for the Study of Women collections hosted by the DLP, and we continued to give advice on the enhancement of legacy metadata for the CDLI. We advised Center for Oral History Research on descriptive metadata and recommended a workflow for providing metadata for newly digitized oral history recordings. We created a draft Manuscript Template for DLCS for the Digital Library Program Manuscript Working Group.

A couple of Center staff participated with a Digital Library Council group in the development of a general set of [metadata guidelines](#) designed to govern all digital library projects, now posted on the Center's web site. We requested and have begun receiving from the Head of the Digital Library Program a quarterly list of the top-priority projects, a prelude to working on more than one project at one time in the Center. As a result of providing ongoing feedback on the home-grown Digital Library Collection System (DLCS), we have obtained a new search "status" field that facilitates tracking of which items in a project have yet to be worked on.

Toward building up a local expertise in non-MARC metadata that rivals our AACR2/MARC accomplishments, we held a two-day Cataloging for the 21st Century course "Metadata Standards and Applications." Thirty staff from a number of cataloging and other units participated April 29-30.

We are now generating e-version records for UCLA materials in ProQuest Dissertations, via cloning print-version metadata and inserting ProQuest URLs. We are pursuing with LIT a plan to generate records for older dissertations. In this fashion we are obtaining

cataloging for a significantly lower cost than what ProQuest would charge for its records, we gain OCLC credits, and we end up with records that can go into WorldCat.

We utilized a largely automated process to catalog nearly 900 UCLA resources digitized by the Internet Archive, working with IA staff to create "collector pages" and to resolve issues with the display of serial issues.

After a three-year vacancy, a new Section Head for Digital Resources Metadata was appointed, Claudia Horning, contributing greatly to the quantity of progress seen here.

UC-OCLC WorldCat Local Pilot

The unit continued to provide strong support and development work for the Next Generation Melvyl pilot. In preparation for moving to production, should the ULs give final approval, the Center completed bibliographic record reclamation by the June 1 deadline. UCLA had already become the first of three campuses to successfully test extraction of Local Holdings Records (LHRs) from the local ILS and automate regular (weekly) batchloads of the data to WorldCat. On a couple of occasions Center staff held discussions with OCLC to set policies and strategies on how WorldCat Local would use LHRs; we obtained answers to outstanding policy questions related to WCL and LHRs. Pre-harvested local information can be displayed to users much more quickly than real-time collection of the data, and this will solve the response time problem for large serials.

We learned enough from the reclamation project batchloading that fully 10,000 Mellon Rare Book Cataloging grant titles were cataloged for Special Collections by sending to OCLC long-standing in-process (IP) records from Voyager to find matching WorldCat records.

A OCLC conference call to update UC about OCLC's batchload plans and capabilities led to another conference call in October with Karen Calhoun, Glenn Patton and others to explore UCLA and UCSD ideas for making technical services work more feasible and attractive at the network level.

We added sound recordings last fall to our collection of Enhance formats in which we can make changes to all levels of bibliographic records. Copy catalogers began contributing significant record edits to WorldCat, as part of the OCLC Expert Community Experiment. From February 15 through June 30, 119 records were contributed; each month is showing an increase over the preceding month.

Due to the training and review efforts of the UC CONSER Funnel liaisons, seven of 10 UC campuses are now capable of contributing new and revised serial bibliographic records to the CONSER program. Overall UC CONSER Funnel statistics are headed for a significant 17% increase over FY2008.

In further supporting implementation of the recommendations related to "Single Cataloging Enterprise" from the BSTF Report, Sara Layne led the first-ever UC-system cataloger training event via Elluminate, on working with "Parallel and non-English

Records" in WorldCat, sponsored by the Cataloging and Metadata Common Interest Group in March. OCLC staff subsequently "borrowed" the training material, with attribution, so that they could make additional presentations.

Productivity and Reduction of Backlogs

For the year Center staff cataloged 75,190 new titles (1.7% increase), marked 68,820 volumes (8.3% decrease), bound 16,918 volumes (8.4% decrease), and rush processed 2,631 volumes (2% decrease).

From Nov 2008 to June 2009, the size of the print backlogs was reduced by 2,000 volumes to a new low of 16,000. New cataloging options were developed, along with a proposed change in model where cataloger designates treatment on selector's behalf. Pursuit of approval to implement began in April and continued through the end of the year [approved July 31, 2009].

The Center contributed 1,261 records to BIBCO (84% of last year's 1504). This year's BIBCO total represented 27% of the total of 4600 original monographic cataloging records. The unit's contributions to CONSER reached 1,203 (9% increase).

National authority file contribution totals at UCLA totaled 967 new names, 421 revised names, 220 new series 79 revised series, 27 new and revised subject heading proposals. Notably, UCLA assisted Cal State Fullerton's catalogers with a set of proposals for the new LCSH topic Wizard rock music.

As a result of BackStage Library Works services, we performed 683,274 updates to existing authority records in Voyager and added 65,459 new authority records to Voyager. A total of 54,584 headings were revised as a result of changed authority records. A total of 10,468 heading conflicts were resolved in Voyager (up 31% from 8011 last year). Other types of maintenance were performed on 11,410 monographic bibliographic records. The Center withdrew 9,527 volumes (increase of 36%).

Owing to expanded use of Gary Strawn's Cataloger's Toolkit, we obtained word-processor-like ability to globally update headings in bibliographic records in Voyager. That makes annual statistics like these from one staff member commonplace: Revision of 1,879 name authority records resulting in 12,820 bibliographic records revised. One single day this past year, subject heading authority record changes performed in the Authority/Database Maintenance section resulted in 5,600 bibliographic records updated, followed by a phone call from LIT to verify this level of activity was indeed authorized by our staff.

CMC provided support for a number of projects related to the YRL renovation: Cleared away the YRL A-level backlogs so that renovation projects could begin (July). In spring took on database maintenance work related to reduction of the CRIS reference collection (transfers to stacks, deposits to SRLF, withdrawals of unneeded material) and shrinkage of the current periodicals (marking of issues for subscriptions going directly to

stacks after check in). In June we cataloged 15 map series, as well as 1700 individual maps via 10 collection-level records.

We eliminated a CD backlog from Music Library and cataloged several hundred LPs that needed to be deposited to SRLF.

In June, under the leadership of Caroline Miller, the Center took on responsibility for the Mellon Rare Book Cataloging grant, for the final two years of the project.

Development of New Tools, Standards, Practices

Three "New Beginnings" groups were formed in our unit in April in collaboration with Sharon Farb, to develop a vision statement for the unit, address print backlogs, and improve access to non-roman/hidden collections, etc. As a result of this work the print monographs backlog has declined by 2,000 over the last 8 months of the year, and all the minimal-level cataloging with copy was eliminated.

Several staff in the unit served on three task forces to follow up on recommendations contained in the R2 consultant's report.

Valerie Bross served on a [LOCKSS](#) Pilot group in the fall, which culminated in a final report on this international digital preservation initiative submitted to Sharon Farb in December.

We designated and developed training for back up staff for rush book processing requests and basic Physical Processing activities.

The Voyager-based statistics-gathering tool is now used more widely in the Library. An ability to report data by country of publication was recently created.

The Authority/DBM section workload now routinely includes review of and support for digital library projects. During the year, they contributed authority work to the Cuneiform Digital Library Initiative, the Patent Medicine Cards, and the Weber Jazz Photographs projects.

We are now generating e-version records for UCLA materials in ProQuest Dissertations, via cloning print-version metadata and inserting ProQuest URLs. We are pursuing with LIT a plan to generate records for older dissertations.

We have begun in-house to develop software for an ISSN Portal database character converter that will permit quick pasting of data elements containing diacritics and special characters into WorldCat records, using the ALA character set.

Within the Program for Cooperative Cataloging (PCC), the provider-neutral integrating resource guidelines have been implemented for integrating resources, and the provider-neutral e-mono guidelines were readied for August 2009 implementation. Peter Fletcher and Claudia Horning served on those committees.

Claudia Horning is leading the cataloging subgroup responsible for implementing the new SerialsSolutions ERM.

The Center organized and brought in trainers for "Metadata Standards and Applications," a two-day Cataloging for the 21st Century course workshop, held for 30 staff April 29-30. Two staff presented an interactive version of the Serials Cataloging Cooperative Training Program's Integrating Resources workshop, Dec. 4-5. One staff member is reviewing the revision of the SCCTP Advanced Serials Cataloging and Holdings workshops.

Illuminate Training

Valerie Bross coordinated 11 sessions that included over a dozen different presenters and 245 participants. This track record gave the Library confidence to commit to future funding for this tool and usage continued. Among the groups that used Illuminate with UCLA assistance: Cataloging staff across the UC system for training in OCLC parallel record usage; RLG Partners nation-wide session on xISSN; description of a modular approach to teaching the new cataloging code; CONSER Operations Committee and NASIG post-meeting highlight sharing in Southern California; guest presentations from UCLA during a Library of Congress meeting.

Staffing

Peter Fletcher began assisting John Riemer with interim Head of Copy Cataloging activities in December. Training Coordinator Rita Stumps left in January to take a Law Library cataloging position. Claudia Horning became Head of Digital Resources Metadata in February. Armenian cataloger Gia Aivazian retired in June after 42 years of service.

Two limited appointments were completed: Abby Deras in September and Rachel Barnhart in November.

Two library school students were provided internship opportunities in Monographic Cataloging.

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 CCS Policy and Planning Committee (Sara Layne)

Chair, ALA ALCTS Council of Regional Groups Continuing Education Committee (Louise Ratliff)

Member, ALA ALCTS RDA Implementation Task Force (Chamya Kincy)

Co-author, with Art Libraries Society of North America Cataloging Advisory Committee, Next chapter of *Cataloging Exhibition Publications: Best Practices* (Nancy Norris)
Contributor of Geographic names list to "Arabic Cataloging Manual" within Cataloger's Desktop on the Web (Iman Dagher)
Indexer, *Hispanic American Periodicals Index* (HAPI)
Member, Music Library Association Bibliographic Control Committee Subject Access (Hermine Vermeij)
Chair, Music Library Association, Southern California Chapter (Sharon Benamou)
Chair, North American Serials Interest Group Continuing Education Committee (Valerie Bross)
Member, Program for Cooperative Cataloging Provider Neutral E-Monograph Record Task Force (Claudia Horning)
Chair, Program for Cooperative Cataloging Standing Committee on Standards Task Force on Non-Latin Script Cataloging Documentation (Peter Fletcher)
Chair, Program for Cooperative Cataloging, Standing Committee on Training (Caroline Miller)
Member, RLG Partners MARC Tag Working Group (Paul Priebe)
Member, UC-OCLC Collaboration Implementation Team (John Riemer)
Organizing an international committee to standardize Armenian cataloging practices and to convince OCLC to add the Armenian alphabet (Nora Avetyan)

Contributions and Achievements within the Library

Advisory Committee on Cataloging/Metadata (Sara Layne, chair; Caroline Miller)
Department of Information Studies Internship/Career Fair (Peter Fletcher, Caroline Miller)
E-Resources Cataloging Team (Valerie Bross; Gabe Cardenas; Claudia Horning, chair; Chamya Kincy)
Ergonomics Team (Laura Horwitz, Joan Sutton)
Information Literacy Programs, Communications Interest Group (contributing to *Staff Newsweb's* "Spotlight on Information Literacy" column and other activities) (Chamya Kincy)
Kinross Emergency Committee (Louise Ratliff, Claudia Horning, Silvia Mariscal)
LAUC-LA Committee on Appointments, Promotion and Advancement (Nancy Norris)
LAUC-LA Election Committee (Chamya Kincy)
LAUC-LA Nominating Committee (Hermine Vermeij)
LAUC-LA Peer Review Documentation Workshop (Chamya Kincy)
LAUC-LA Professional Governance Committee (Caroline Miller, rep to LAUC statewide)
LAUC-LA Programs Committee (Nora Avetyan, Iman Dagher, Peter Fletcher, Hermine Vermeij)
LAUC-LA Research and Professional Development Committee (Valerie Bross, rep to LAUC statewide)
LAUC-LA Secretary (Louise Ratliff)
LAUC-LA Task Force on Mentoring (Nora Avetyan)
LAUC-LA Web Administrator (Louise Ratliff)
R2 subcommittees to follow up on consultant's report (Sharon Benamou, Valerie Bross, Sara Layne, Caroline Miller)

Reference desk service (Music, Sharon Benamou, Laura Horwitz, Hermine Vermeij; YRL, Valerie Bross, Iman Dagher, Peter Fletcher; Web Call Center, Claudia Horning)
TACs (Technical Assistance Consultants: David Benitez, Claudia Horning, Raphael Villena)
Technical Services Council (Valerie Bross, Sara Layne, John Riemer)
UCLA Information Studies Mentor Program (Nancy Norris)
Voyager Testing Team (Silvia Mariscal, Paul Priebe, 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.

Organized overview of technical services for staff of Antelope Valley College Library (June 10)

Goals for FY2010

The unit's work plan for FY 2010 is available at:

<http://unitproj.library.ucla.edu/cataloging/reports/UnitWorkPlan2010Summary.pdf> (summary)
<http://unitproj.library.ucla.edu/cataloging/reports/UnitWorkPlan2010spreadsheetFinal090701.xls>
(detailed)

Appendix: Statistics

- **General**
 - Volumes added to the collection: 92,618
 - Volumes withdrawn from the collection: 9,527

- **New Titles Cataloged**
 - Monographs/Integrating Resources: 73,065
 - Serials: 2,125