

Cataloging & Metadata Center  
Unit Work Plan for FY2008  
June 30, 2007

### Mission Statement

In support of research, teaching, and learning, the Center collaboratively organizes and provides timely access to resources in the library's information space.

### The Work the Center Routinely Performs

Members of the Center organize and provide access to the UCLA Library collections, adding over 100,000 items and withdrawing about 20,000 annually. They physically prepare the items for public use. As ongoing publications change, as their creators change, and as controlled vocabularies grow, staff revise affected bibliographic and authority records to keep them accurate and consistent. These materials represent a broad range of languages, subjects, and formats. Users interact with the metadata in library catalogs, web search engines, etc.

Staff utilize records available from other libraries, publishers, and vendors. They contribute significant numbers of original and upgraded records to the Program for Cooperative Cataloging and OCLC for national and international use. Particularly in a digital environment, staff collaborate with others outside the unit and the Library on the creation of metadata.

Through a careful blend of workflow design, creative use of technology, and balance of quantity and quality standards, staff maximize access to materials and minimize backlogs. Further, they frequently consult with staff from other units to solve problems and provide for special service needs.

The rich underlying metadata the Center provides supports many of the bibliographic services the Library is able to offer, from unmediated user discovery tools to specialized report writing. Once the metadata is created, staff facilitate leveraging it beyond the catalog and the library for users in other settings.

At the national and regional level, staff advocate for needed standards, policies, and tools. This leadership gives visibility and brings benefits to UCLA.

Staff train each other and other Library staff in new developments and tools in bibliographic control.

Executive summary of Cataloging & Metadata Center Work Plan for FY2008

Priority Activity	Resources Needed
Contribute planning & problem solving toward the UC-OCLC Pilot that will determine if the WorldCat Local service can serve to support a next-generation Melvyl.	Existing staff
Support development of the “single cataloging enterprise” concept from BSTF Foster success of the UC CONSER Funnel Provide training & review in national standard authority work as needed	Existing staff
Contribute metadata and standards development in support of UCLA Digital Library Program work Patent Medicine Cards AIDS Posters, pt. 2 Minasian grant project work Cuneiform grant application Test new data collection tool	Existing staff, DLP & NEH grant funding
Reengineer tech services operations Work with R2 consultants to find improvements in tech services workflows Regularize acquisition of cataloging & shelfready materials for mainstream publications Evaluate and improve delivery service of cataloged material to different locations Transition binding responsibilities to Preservation Officer	Consultant fee & existing staff.  \$15K for Casalini & PromptCat  Existing staff  Existing staff
Automate externally- and internally-reported statistics	LIT & existing staff
Catalog the UCLA deposits in the e-Scholarship Repository, using Web Cat Assistant	Existing staff
Keep current with cataloging and database maintenance work on the incoming 90-100K materials; reduce/eliminate backlogs.	Existing staff; \$53K for OCLC TechPro (Arabic orig cataloging); \$17K BackStage Library Works authority processing.
Fill vacancies in recruitment & train newly hired staff	Existing staff
Investigate possibilities for augmenting existing Voyager records to incorporate original script (non-roman) data and to upgrade past minimal-level cataloging.	Existing staff, using batch searches of WorldCat.
Increase PCC involvement BIBCO contribution level of 70% or more Arabic NACO participation	Existing staff

## **Links**

[Spreadsheet describing progress on Unit Work Plan for FY2007 \(Excel\)](#)

[Spreadsheet containing full Unit Work Plan for FY2008 \(Excel\)](#)

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