

Executive summary of Cataloging & Metadata Center Work Plan for FY2009

Even without the current budget challenges, our holistic vision for the unit would be one of re-engineering the work on traditional materials to free up resources to more fully address metadata resources for digital resources. Key strategies will be increasing the scope of shelfready, working with selectors to develop more flexible and efficient options for the cataloging of print materials, implementing greater standardization of workflows involving client unit materials, continuing active participation in system-wide and national creative bibliographic control initiatives.

In as much as possible we are seeking to do the priority daily work differently so that we can accomplish much of it with 90% of the staff resources reflected on last year's org chart. Since fully 20% of those positions are presently vacant, it will be critical to fill 4 of the 9 vacancies, giving us 90% of the positions we have had in the very recent past.

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 Define Next Generation Cataloging Foster success of the UC CONSER Funnel Provide training & review in national standard authority work as needed	Existing staff
Adopt strategies for improving cataloging efficiency, in order to expand capacity for metadata work across the department. Bring 1 or 2 Cataloging for the 21st Century courses to UCLA Explore use of MarcEdit as a new means of scripting creation of metadata and/or acquiring metadata from outside sources	Existing staff; Print Acq; LIT; funds for shelfready physical processing fees; \$1-2K of Staff Development Funds
Contribute metadata and standards development in support of UCLA Digital Library Program work Patent Medicine Cards Minasian grant project work Cuneiform grant project work Improve new data collection tool	Existing staff, DLP & NEH grant funding
Reengineer tech services operations Work with R2 consultant report recommendations to make improvements in tech	Existing staff

<p>services workflows</p> <p>Regularize acquisition of cataloging & shelfready materials for mainstream publications</p> <p>Investigate shelf ready for sound recordings with the Music Library</p> <p>Transition binding responsibilities to Preservation Officer</p>	
<p>Eliminate backlogs and consolidate leftovers.</p> <p>Work with selectors to remove/eliminate A-level and Basement backlogs at YRL.</p> <p>Work with limited appointment staff to reduce 26K YRL maps backlog.</p>	<p>Existing staff; selectors; a final \$64K for OCLC Arabic TechPro funding for last 2K titles; 3 limited appointment staff with geography BA degrees.</p>
<p>Catalog and make accessible/physically prepare those materials for which shelf-ready is not available</p>	<p>Existing staff; \$18K BackStage Library Works authority processing; \$2200 for Marcive Doc w/o Shelves.</p>
<p>Fill vacancies & train staff with new responsibilities</p>	<p>Existing staff</p>
<p>Expand the range and depth of our abilities to contribute and maintain bibliographic & authority records at the network level.</p> <p>Join NACO Music Project & obtain sound recordings Enhance</p>	<p>Existing staff</p>



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Spreadsheet containing full Unit Work Plan for FY2009:

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