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THE EVER CHANGING ROLE OF THE CATALOGER AND HOW CATALOGERS MANAGE CHANGE

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June 24, 2012

ALA ALCTS Metadata Interest Group

**WHAT DIRECTION DO
WE TAKE ?**



***Cataloging is
obsolete!***

***Rich Metadata is
more important
than ever!***

And what do we tell our staff?

SITUATION IN FALL 2009

- Staff
 - Head of Cataloging
 - Library Technical Assistant
 - 2 Cataloging Assistants
 - Student Assistants



SITUATION IN FALL 2009



- **Cataloging Workflow**
 - Each book/tangible piece came to cataloger's desk with OCLC printout of MARC record selected by acquisitions
 - Each cataloger wrote edits on OCLC print out
 - Cataloging assistants swapped books and edit sheets and each proof read the other's work
 - Only checked technical details not cataloging decisions
 - Student assistant made all edits in Voyager system
 - Serials cataloger was cataloging electronic books

SOME OF THE CHANGES

- RDA – Whether we adopt or not we will be using RDA records so staff need training
- Decisions about bibliographic records
 - Vendor records vs. in-house
 - Mass edits vs. single record
- Multiple Catalogs – Bibliographic data more exposed!
 - Classic Catalog
 - GIL-Find Catalog (next gen catalog using Vu-Find)



SOME OF THE CHANGES

- Discovery services
- Data driven acquisitions (PDA)
- Institutional repositories and other Digital collections
 - Non-MARC metadata
- Relocation of print legacy collections
 - Automated storage retrieval, Storage facilities, Withdraw
- Transition of resources from print to electronic continues



STAFF PERCEPTIONS OF CHANGE 2012



- More and more electronic books
- More and more electronic periodicals
- Single record approach record for serials discontinued
- Special collections merged with Cataloging/Metadata
- More staff members cataloging government documents
- All staff members catalog more than just print books
- Genre headings (can be confusing)
- Expected to know more about bibliographic records
- Work is increasingly complex
- Introduction to RDA and concern about future changes

MANAGING CHANGE

1. REORGANIZATION

- Department wide including cataloging
- Set up 3 teams
- Shift from print to electronic resources
- Workload was out of balance
- Some staff too little work ; some had too much
- Change in titles to more closely reflect updated job descriptions
- Can be difficult but staff may be ready or relieved



MANAGING CHANGE

2. SHIFT STAFF RESPONSIBILITIES

- Review position responsibilities whenever there is retirement or vacancy
- Combine declining print responsibilities to create staff time for emerging tasks
 - Bindery Assistant
 - Periodicals Assistant
 - Serials Assistant
- Shift work to students when possible
 - Processing Assistant – Supervise student; Assist with cataloging
- Review all positions for greatest efficiency
 - Special Collections Secretary – Metadata



MANAGING CHANGE

3. EVALUATE & REVISE WORKFLOWS

- Update cataloging workflows
 - Streamline processes
 - Eliminate multiple handling of materials
 - Paperless cataloging / Paperless statistics
- Batch edit when possible
- Use the right staff for the right task
- Resources you cannot “see” are as important as those stacked all around you





MANAGING CHANGE

4. TAKE ADVANTAGE OF TECHNOLOGY & CATALOGING TOOLS

- Use batch editing tools such as MarcEdit
- Use easy access online tools such as Class Web, Cataloger's Desktop
- Use tools such as macros, text strings, customization in OCLC
- Use RDA Toolkit in OCLC to examine RDA records as we now use MARC help
 - On the fly introduction to RDA records
- Use features of ILS to fullest extent - customize

MANAGING CHANGE

5. TRAINING AND COMMUNICATION

- **Monthly Team Meetings** – Breakfast & Humor
 - Plan with Library Technical Assistant
 - Webinars
 - New and revised procedures – Wiki updates
 - Examples of Problems
 - Who knows the answer?
 - Short training sessions
 - Staff concerns



FINAL REMARKS

- Change is here to stay
- Constant staff training
- Regular workflow evaluation and revision
- Must continue to improve metadata in catalogs / discovery tools
- Must continue to develop efficiencies in cataloging
- Not just one library
- Bibliographic data available to the world

