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The Ever Changing Role of the Cataloger and How Catalogers Manage Change

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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Cataloging is obsolete!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
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
• 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
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
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