

Catalog Dept. 2005 Annual Report

Cornerstone 2: Technology

List substantial projects to upgrade technological resources for academic programs and classrooms

Migrated to the new SIRSI Unicorn Integrated library System. In order to improve the patron's ability to search the on-line catalog and offer improved functionality. (JL)

Strategic Direction 1

Initiatives in support of Goal Cluster 1.4: Expand use of technology to improve teaching and learning for students on campus and at a distance.

- 1 faculty and 2 staff attended SIRSI Information meeting. Jan. 5, 2004 (UNCG) MJC, CS, SB
- 1 faculty attended SIRSI SuperConference. Feb. 27-Mar. 2, 2005 (Nashville, Tenn.) MJC
- 3 faculty and 8 staff attended SIRSI training: Essential Skills, Mar. 8, 2005 and Cataloging with Authority records, Mar. 10, 2005 (UNCG) MJC, DG, CZ, CS, LM, KS, CPK, PH, EGW, SH, PB
- 1 visiting librarian attended SOLINET Map Cataloging Workshop. Mar. 16, 2005 (Athens, Ga.) CB
- 2 faculty attended SIRSI training: Technical and Circulation Reports, Mar. 11, 2005 (UNCG) MJC, PH
- 1 faculty attended SIRSI training: Serials and Acquisitions Training, Mar. 21-24, 2005 (UNCG)
- 1 faculty and 2 staff attended SIRSI Users group meeting at Elon Univ., Mar. 21 DG, CZ, LM
- 1 faculty attended "Serials Services in the Eye of the Information Storm," 14th North Carolina Serials Conference. Apr. 14 -15, 2005 (Chapel Hill, N.C) MJC
- 1 faculty attended "Roaring Into Our Twenties," 20th North American Serials Group Conference. May 19 -20, 2005 (Minneapolis, Minn.) MJC
- 1 faculty and 1 staff attended UMI demonstration of digitized and archived dissertations and theses (CZ, PH)
- 1 faculty attended SOLINET Institutional Repository Workshop. Nov. 8th, 2005 (Atlanta, Ga.)
- 1 visiting librarian received training on Chat Reference procedures. Nov. 28, 2005 (UNCG) CB
- 4 faculty and 1 staff attended Element K Training by Danny Nanez. Dec. 9, 2005 (UNCG) DG CB KN, PH, MJC

List any other important examples of fulfillment of Strategic Direction 1 (such as new concentrations, initiatives to support teaching and learning, special recruitment initiatives, new assessment activities, etc.

Enhanced the way our students, faculty, staff and the community at large can find or access materials held within the library buildings and material that is available remotely through the World Wide Web. Migrated from an older text based Integrated Library System to a state of the art Windows based system. Much planning took place to make sure there was the minimum lull in service during the actual migration to the new platform. Preparing for the migration allowed the catalog department to develop projects to run reports and clean up bibliographic, item and summary information so that information going into the new system was squeaky clean. Although entirely new work routines and processes needed to be developed in a very short time so that users would not be inconvenienced, the Cataloging Staff rose to the occasion. The new Unicorn Integrated Library System allows for more variety of ways to search, especially by location. The new system also allows the Catalog Dept. to run more reports to clean up data that did not migrate well and to load large batches of e-books, government documents, streaming audio, etc. that earlier needed to be done by ERIT staff (JL, 1.4)

Cataloged expeditiously all new materials in all formats while maintaining the Department's traditional high standards of quality. This activity makes the Library's materials accessible to the UNCG community as well as to others beyond the University's confines. Access was provided to all varieties of print, electronic and audiovisual materials. (JL, 1.1)

During 2005, 18,134 paper titles were cataloged, including 310 Cello Collections scores, an average of 1,537 titles per month. The gross number of hardcopy (paper) volumes (i.e. all paper volumes, excluding discarded volumes) amount to 25,068. Some selected figures on formats other than paper include:

- 274 microform titles (comprising 698 unites) were added
- 1937 electronic serials were added
- 793 audio/visual titles were added, comprising 1057 units
- 3034 US GPO web site records added (July-Dec, previous to this records loaded by ERIT)
- 59 US GPO monographic records added (July-Dec, previous to this records loaded by ERIT) (JL 1.1)

Provided access to print serials volumes, including 1523 vols. received, 3635 bindery adds, 14 new periodicals (JL, 1.1)

Enhanced 523 records in OCLC during 2005, 471 books and 51 scores. The effort to upgrade OCLC records to full-level cataloging is more than offset by the benefits to the library, the UNCG community, and to the cataloging community at large. With a relatively small outlay of effort, the Department is able to provide significant financial benefit to the library: during the current reporting year the Library's SOLINET budget was credited \$2,370.35 (for Jan.-Nov.) for enhance and upgrade work in OCLC. In addition, the library was credited \$3,729.69 (Jan.-Nov. 2005) for creating original cataloging records in OCLC. Not only does the library gain financial benefit from these activities, it also gains recognition as a positive contributor to the international cataloging database that most institutions share. Jackson Library's ability to provide quality services to its users is negatively affected by allowing substandard and incomplete cataloging into its online catalog. By adhering to high standards of quality and its participation in the enhance program the Department contributes not only to the immediate University community but improves access to cataloging records for the entire worldwide community that uses OCLC services, including First Search, the public interface to OCLC. The Catalog Department is committed to full level cataloging standards (rather than "less than full" or "minimal level") as this permits the library to deliver significantly better access to records, therefore increasing the quality of service. Enhancing records and full level cataloging are mutually reinforcing activities—not only is enhancing less time-consuming when the Department strives for excellence in all its cataloging, but all cataloging activity is facilitated by familiarity with rules and standards which must be applied when enhancing. (JL, 1.1)

Highlights of Special Collections and University Archives include:

- Progress has been made in reducing a backlog of classed Archives materials
- most books in the Richard Current gift have been classed and cataloged for Archives (83 vols.)
- 125 vols. have been classified and added to the North Carolina Historical Nursing Collection
- A large purchase of Girls Books in Series titles have been cataloged
- Several hundred titles have been cataloged for the Home Economics Pamphlet Collection
- Defined and established 5 new Special Collections locations and transferred all applicable materials to these locations (2,000+ titles)
- kept current with cataloging transcripts (with links) in the Women Veterans Historical Collection (JL, 1.1)

Several music cataloging and access projects were undertaken or continued during this period, including:

- Cataloged two senior honors projects
- Cataloged seven volumes of scores for the cello collection.
- Recataloged 38 master of music education portfolios on OCLC, which had been hand-keyed on DRA.
- Continuing project to give adequate access to the library's sets of composers' collected works, supplementing a single record for the set by downloading records, enhancing records, or creating original records as needed for each individual volume. The following sets were completed: Bach critical reports, Mozart, Mozart critical reports, Lully, Mahler, Rore, Mendelssohn, Scheidt, Brahms, Glinka, Lasso, Sweelinck.
- Submitted a list to the music faculty of missing issues from composer sets and another list of possible new sets to acquire. (JL 1.1)

Redoubled our efforts to clean up item records and add summary holdings to serial titles with the help of

student help. ERIT staff provided various lists of problematic item records or summary holdings after we learned more about how data would migrate. This information helped us correct that information so it would migrate smoother and patrons would be able to clearly decide what our holdings were. (JL, 1.1)

In preparation for the migration to the SIRSI ILS in 2005 a project was begun to delete all “withdrawn” status items in the online catalog. Two staff members worked on this project which involves was projected to involve over 8,000 items. All copies that were not “last” copies were withdrawn, with “last” copies marked for examination by Collection Management for final disposition. In 2005, 2,365 items were removed and the project was completed. In all, 9,244 items were removed during the course of the project. Removing these items made the catalog cleaner and less confusing for patrons both before and after migration. (JL, 1.1)

Continued to catalog or supervise cataloging more hardcopy North Carolina documents and make them accessible through the online catalog. A prerequisite for being a depository library such as UNCG is the library’s obligation to make documents available to the wider community. Useful materials like older North Carolina documents have been underused (sometimes never used) as a result of not being cataloged. As their existence is now known through the online catalog, these materials are now “available” to all UNCG community catalog users and are now being requested. (JL, 1.1)

German language books continue to be cataloged with the help of a staff member from Government Documents. This means that German language material is made available to the UNCG community faster and a Documents staff member is receiving further training in cataloging. (JL, 1.1)

Discarded 1294 volumes, including serials and monographs, this year. A number of weeding projects in the stacks and in Reference have led to this high total. This activity is essential if misleading holdings information is to be avoided in our catalog and in OCLC. (JL, 1.1)

1 faculty designed and taught course in Cataloging (LIS 640) fall semester (JL, 1.2) DG

1 faculty served on Search Committee for Digital Projects Librarian (JL, 1.9) MJC

2 faculty and 2 staff served on Search Committee for Catalog Dept. Serials Team (JL, 1.9) LTA

1 faculty chaired the Search Committee for Head of Acquisitions (JL, 1.9) PH

1 faculty attended MOUG (Music OCLC Users Group) Feb. 15-16, 2005 and MLA (Music Library Association), Feb. 16-19, 2005, Vancouver, British Columbia. DG (JL 1.6)

Initiatives in Support of Goal Cluster 2.7: List unit efforts to increase support for basic and applied research excellence in traditional areas such as the arts, humanities, education, and social and behavioral sciences.

Cataloged 238 titles chiefly in the Maurice Eisenberg Cello Music Collections. This completed the cataloging of the Library's original five cello collections, achieving our long-desired goals of providing access to these renowned collections and increasing awareness of them among researchers and performers worldwide. Completed revision of the Eisenberg finding aid and started organizing the Magg Collection. The cello music cataloger retired in Sept. and a visiting professional librarian has cataloged 75 titles in the Magg collection. (JL, 2.7)

1 faculty published 2 reviews in I.T.A. Journal, Jan. 2005, Apr. 2005 (JL, 2.7) DG

1 faculty created a web site that, among other things, contains information for assigning dates to undated scores (JL 2.7). DG

1 faculty had articles accepted for publication by Early Music and Journal of Band Research (JL, 2.7). DG

1 faculty made presentation, “Organizing Special Materials: Special Collections Cataloging,” at the NCLA Biennial Conference, Sept. 23, 2005, Winston-Salem, N.C. (JL 2.7) PH

1 faculty has article scheduled for publication in Dec. 2005: “Highlights of the Cello Collections at the University of North Carolina at Greensboro.” *Fontes Artis Musicae*. (JL 2.7) JS

1 faculty was interviewed by telephone for an article “The Effects of E-Journal Management Tools and

Services on Serials Cataloging, by Maria Collins in Serials Review (Dec. 2005) (JL, 2.7) MJC

Scholarly/Creative Activities: In the following table, **enter a single number total** (in place of the xx's) for the scholarly/creative output of faculty and staff in your unit for this reporting period. Do not break down data by individual academic departments.

Include your unit code here:	JL
Books (published)	xx
Refereed articles (published)	xx
Book chapters (published)	xx
Book reviews (published)	2
Abstracts (published)	xx
Public performances (concerts, plays, etc.)	xx
Juried exhibitions (art, film, etc.)	xx
Non-juried exhibitions	xx
Presentations at professional meetings	1
Other (presentations)	xx
Other (publications)	xx
Other scholarly/creative activities (specify type)	xx

List other important examples of fulfillment of Strategic Direction 2 (such as notable scholarly achievements, initiatives to increase activities in research, scholarship, and creative activity, regional/national/international partnerships in research, scholarship, and creative activity.)

Jan. through June one staff member and one temporary staff member working half time cataloged 6669 titles housed in the Teaching Resources Center. The materials were in a variety of formats. This completed a project to catalog the backlog of older materials in TRC in time for the School of Education's reaccreditation. In addition 1469 new titles were added and a new NC Collection was created with 61 titles transferred or cataloged for it. Records for all of these materials are now available online through the Jackson Library catalog. Students and faculty now have just one place to look for all types of educational materials. (JL, 2.4)

The staff of the Multicultural Resource Center requested that the Catalog Dept. add MRC materials into our OPAC. One staff member served as liaison to MRC and added 134 new titles (includes monographs and videos). These materials, which have until now been unknown by much of the University community, are now be integrated into the online catalog. Many of the titles do not duplicate Jackson Library's holdings, particularly the audiovisual resources. (JL, 2.4)

In 2005 we enhanced the holdings of the catalog by cataloging and making accessible new types of material. The library started offering audio books on cassettes and CD ROMS. These are fully cataloged so that patrons can discover this new offering in a variety of ways. 159 records for audio books were added. We also provided access to music available through NAXOS Music Library by adding 3488 bibliographic records with hot links to the streaming audio. We have had a long tradition of adding our thesis and dissertations to the catalog. This year with the acquisition of UNCG dissertations digitized by UMI/ProQuest we provide links in 687 existing record so patrons can view dissertations online back to 1996. (JL 2.5)

Cataloged 5,650 new electronic books and added links to 3,524 e-books where the library had an existing copy of the title. NetLibrary books are loaded monthly through June. We are awaiting another group of Netlibray books. Other e-books are added either as purchased by the library, or those freely available. Some new sources of purchased groups of e-books are: OVID, Chadwyck-Healey Literature Collection, Greenwood Press "Literature in context" series, North American Women's Drama, Routledge reference resources. Free electronic text collections include Hoover Institution books online, Humanities text initiative, National Center for Biotechnology Information, Online medieval and classical library, Victorian Women Writers Project. We continue to add new titles from existing sources of e-books, both paid and free such as Gale Virtual Reference collection, Oxford Reference Collections, and the Biography Resource

Center, the National Academy Press, e-scholarship, Documenting the American South and American Journeys. In addition to providing records or links to these materials, resolving duplicate records and other problems is a constant task. These activities provide invaluable resources not only to our distance education program (through both new titles and links), but also to our on-campus users as large numbers of previously unavailable titles are now accessible and another means of access has been added to titles previously available only in print. (JL, 2.8; also 4.3)

Large numbers of electronic journals continue to be added to the OPAC and linked to Journal Finder. As of Jan. 2006 there are 22,613 online-only titles. We continue to get substantial vendor and aggregator packages and add numerous free electronic journals. Many of the newer electronic journals are more obscure titles; this makes them less likely to have an adequate (if any) record in OCLC. Two members of the serials team along with talented student assistants, have been very busy creating catalog records in the OPAC and adding information to Journal Finder. The serials team is in constant communication with ERIT to clarify what we actually have access to, and to point out problems and offer solutions to problems with links, titles and other anomalies to ensure a smooth interface to and from the OPAC, Journal Finder and the full text of the journal. Journal Finder not only serves the UNCG community but also other institutions, making these connections and corrections we are making serve a much larger community. Cataloging these electronic journals fully assures those searching the OPAC that they can find both hardcopy periodicals and e-journals through a wide variety of quality controlled access points. (JL, 2.8; also 4.3)

All members of the Catalog Dept. have been involved in innumerable projects of database cleanup both before and after our migration (went live June 16, 2005) 2 faculty served on implementation committees (data mapping, indexing, policy files) and participated in filling out and reviewing charts and tables needed by SIRSI. One major project was cleaning up anomalies in items, locations, material types, etc., created either during previous migrations or during the course of cataloging over the past decade. This involved checking all "unusual" locations, and/or unusual material types in all locations and correcting them if necessary. One faculty member, one staff member and one student assistant assisted in the setting up of new periodical predictions and patterns so that there would not be a lag in checking in periodical issues. (JL, 2.8)

2 faculty gave 2 presentations to LIS 600 class (JL, 2.6) MJC, DG
1 faculty gave 1 presentation and demonstration of hand printing to ART 441-01 class PH
1 faculty gave 1 presentation and demonstration of hand printing to ENG 621 class PH
1 faculty gave 1 presentation and demonstration of hand printing to LIS 688B-01 class PH
1 faculty gave introduction and tour of Catalog Dept. to LIS students PH

2 faculty volunteer 2-4 hours per week on the Reference desk (JL, 2.10) MJC, CB
1 staff volunteers 6 hours per week in Circulation Dept. (thru May) (JL, 2.10)
1 staff volunteers 2 hours per week on CP/R desk (thru May) (JL, 2.10)
1 faculty serves as resource person for questions related to the Cello Collections which are referred by the Special Collections staff (JL, 2.10)
1 staff serves as liaison with Teaching Resource Center and Music Library (JL, 2.10) CS
1 staff serves as liaison with Multicultural Resource Center (JL, 2.10). CPK

List here any other initiatives in support of SD 3 such as unit initiatives to promote open dialog, shared responsibility, and respect for individuals, programs and experiences that promote community learning, leadership training and citizenship, etc.

Out of seven student assistants, 3 African American, 1 Korean, 1 Polynesian-American (JL 3.1)

4 faculty and 1 staff attended Travel Class, Dec. 8, 2005, UNCG (JL, 3.5) DG CB, PH, MJC
3 faculty and 2 staff attended "Thriving in the Amazoogole Environment," Cathy DeRosa. Jackson Library/LIS speaker series. Apr. 20, 2005 (UNCG) (JL 3.5) MJC DG, CZ CS, KS, CPK PH
1 faculty attended Library Hot Topics teleconference (UNCG), Apr. 29, 2005 (JL, 3.5) DG
1 faculty attended Rare Books School, University of Virginia, "Publishers' Bookbindings, 1830-1910,"

June 6-10, 2005 (Charlottesville, VA) (JL 3.5) PH

1 faculty attended full day SOLINET preservation workshop, June 13, 2005 (UNCG) (JL 3.5) JS

1 faculty attended OCLC collection analysis demonstration, July 6, 2005 (UNCG) (JL 3.5) DG

2 faculty and 1 visiting librarian attended the North Carolina Library Association Meeting, September 21-23, 2005 (Winston-Salem, NC) (JL 3.5) CB, PH, JS

3 faculty and 1 staff attended “The Scholarly Work of Digital Library,” Sarah Michalak. Library/LIS Speaker series. Oct. 17, 2005 (UNCG) (JL 3.5) DG, CPK, PH

1 faculty attended SEMLA (South East Music Library Association), Oct. 27-29, 2005 (Memphis, Tenn.) (JL 3.5) DG

3 faculty and 4 staff attended presentation: “Helpful Organizational Support on Job-Related Training at University Libraries: Perceptions from Support Staff,” by Sha Li Zhang. Dec. 6, 2005 (UNCG) (JL 3.5) DG, CB, KS, CPK, KN, PH, MJC

1 faculty served on CPR Task Force (JL, 3.6) MJC

1 faculty serves on Institutional Repository Task Force (JL, 3.6) MJC

1 staff served on Travel Task Force (JL, 3.6) CZ

1 staff serves on Jackson Library Web Group (JL, 3.6) CS

1 staff serves on Staff Development Task Force (JL, 3.6) CZ

1 faculty served as Vice President of the Jackson Library Staff Association (thru June), serves as President (July-Dec.) (JL, 3.6) DG

1 faculty served on RLG/SPARC/CRL task force (Jackson Library) (JL 3.6)DG

1 staff serves on Jackson Library Display Committee (JL 3.6). CPK, KS

1 faculty serves as co-editor of Library Staff Association newsletter (JL 3.6) PH

1 staff served as Secretary/Treasurer of the Jackson Library Staff Association (thru June) (JL, 3.6) LM

1 staff serves as Vice President of the Jackson Library Staff Association (JL, 3.6)LM

1 staff serves on Library Disaster Preparedness Committee (JL, 3.6) LM

1 staff serves on Jackson Library Beautification Committee (including the Furniture Subcommittee, and serves as Liaison to lighting designer) (JL, 3.6) SH

1 faculty and one staff member served on the Jackson Library Service Award Committee; staff member served as chair (JL, 3.7) SH

1 staff 30 year Service Award (3.7) (LM)

Add any other important examples of fulfillment of SD 4, including any other items that illustrate fulfillment of Strategic Direction 4, such as the formation of external boards or advisory committees, collaborations between the unit and external organizations, etc.

1 faculty and 1 staff volunteer with the Greensboro InterFaith Hospitality Network (JL, 4.7) MJC, SB

1 staff volunteers with the Greensboro Natural Science Center (JL, 4.7) SB

1 faculty serves as volunteer church librarian, Starmount Presbyterian Church, Greensboro (JL, 4.7) MJC

1 faculty serves as a ruling elder, Starmount Presbyterian Church, Greensboro (JL, 4.7) MJC

1 faculty participated in Agents of Grace, Aug. 20th, 2005 (community wide service project in Greensboro (JL, 4.7) MJC

2 faculty volunteers at Lindley Elementary School (JL, 4.8) MJC, CB

1 staff volunteers at Grimsley High school (test proctor, Band Boosters exec. Board) (JL, 4.8) CZ

1 staff self-published in booklet form the revised text of an address given the previous year at Covenant Fellowship of Greensboro, which is now also accessible on-line through the courtesy of that church. (JL, 4.7)

1 staff periodically performs original music at Covenant Fellowship of Greensboro (JL, 4.6) EW

1 faculty performs on the violoncello with the Greensboro Philharmonia (JL, 4.6)

1 faculty performs on the trumpet with the Greensboro Philharmonia (JL, 4.6)

1 faculty performs on the violoncello with the Monticello Trio, which gives programs at retirement and assisted living communities (JL, 4.6)

1 faculty performs on the violoncello with the Matz Quartet (cello quartet) which performs at University sponsored and community events (JL, 4.6)

List here any other important examples of fulfillment of Strategic Direction 5, including any other items that illustrate fulfillment of Strategic Direction 5, such as initiatives to enhance student advising, unit marketing or recruitment efforts, and initiatives undertaken to improve internship or career placement, etc.

1 faculty served as Jackson Library Welcome desk volunteer for 2 one hour sessions in Aug. 2005 CZ
1 staff gave orientation tour of library for spring Semester 2005; 1 faculty and 1 staff gave orientation tours of library for Fall Semester 2004 (JL, 5.8)