

TO: Betty  
FROM: Mary Jane  
RE: Report from the Serials Cataloging Team 2001/2002 (July-Mar.)  
DATE: Apr. 2nd, 2002

#### Statistics for new materials

2100 vols. received (2321 for July/Mar. 2000/01)  
2081 vols. cataloged by Serials Cataloging Team (2107 for July/Mar. 2000/01)  
151 vols. cataloged by non Serials Cataloging Team members (195 for July/Mar. 2000/01)  
32 new periodicals and US government document serials cataloged but not classified (not counted in received or cataloged count above) (72 for July/Mar. 2000/01)  
30 North Carolina government document serials cataloged (not counted in received or cataloged count above) (62 for July/Mar. 2000/01)  
2542 bindery adds (3008 for July/Mar. 2000/01)

27 CD ROMS cataloged (21 for July/Mar 2000/01)  
13 item records added to paper titles indicating that part of the serial was available on CD ROM (20 for July/Mar 2000/01)  
2268 WEB sites cataloged, done by both MJC and Sue (includes both purchased, free and full text journals offered by aggregators, also includes records cataloged on CORC) (800 for July/Mar 2000/01)

The statistics above emphasize the trend of library resources toward access rather than ownership. In all the categories for hard copy materials the number of titles and volumes the Serials Cataloging Team handled are down. The area where the team saw the most activity continues to be in cataloging virtual materials, especially periodicals.

Aug. 15<sup>th</sup> was a momentous day for the UNCG community, the library and for the Serials Cataloging Team. The newly developed Journal Finder became operational. ERIT staff imported all periodical titles in the OPAC to the database for Journal Finder. Any time data from one source is essentially dumped into another database, a cleanup project will be necessary. This was true in this case as well. Staff from ERIT and the Serials Cataloging Team spent numerous hours deleting duplicate entries, deleting titles that had been coded as periodicals years ago, adding titles that had been missed in OPAC because of incorrect coding. Our student assistants checked for holdings and identified electronic journals that were not in our OPAC. Sue and I have spent much time in resolving problems and searching and cataloging through OCLC numerous electronic journals. Edward is then linking those new titles to Journal Finder. We have added 2,131 new electronic periodicals to the catalog. Although many patrons rely only on Journal Finder, Journal Finder links to our OPAC so that patrons are aware of our hardcopy material. Journal Finder provides several access points for many of its titles but having electronic journals also fully cataloged means that those who search the OPAC can find both hard copy periodicals as well as journals available through aggregators, various vendors and publishers, and pay per view options using a wide variety of searches. The cataloging of

electronic periodicals keeps team members very busy as the library is constantly adding large groups of new journal titles to especially support our distant education programs.

This year the Serials Cataloging Team has been very fortunate to have an exceptional group of student assistants working for us. We had two student assistants that were returning and did not need additional training, a library science student assistant who also worked with us this summer and two new student assistants who are very bright and pick up new procedures quickly. As mentioned above these students have helped immensely in the area of identifying new titles that needed to be added to OPAC from Journal Finder. They also help update the Journal finder database and add Journal Finder information to existing titles in the OPAC. With the advent of Journal Finder the Serials Cataloging Team and student assistants no longer needed to add 856 URL information. This has been a time saver as the URL information if not input correctly will cause the link to fail. Often the URL information changes. With Journal Finder the upkeep of URL information now resides with ERIT. This is of great help to us. As of March 22, there were 12,380 unique titles in Journal Finder (last year at this time there were 8,800 unique titles). This number includes electronic journals as well as all hard copy journals (including government documents and archives periodicals).

Another large project the student assistants helped us with is the clean up of serial holdings as identified by CP/R staff. Sue's wonderful ability to train and supervise our student assistants has proved a great asset. Although the cleanup of serials holdings has been on a back burner for a long time, with our increased number of student hours, our talented students and Sue's patience and lovely sense of humor, the team has been able to make a substantial dent in the amount of clean up done. Students have either cleaned up item records to make them more readable and/or added summary holdings to over 700 titles. Sue, Edward and myself have cleaned up over 660 titles. Together this number is almost twice as many titles as we cleaned up last year. The famous yellow overlay project, that has been languishing while other projects have gotten higher priority, is finally getting some attention. These were titles where information had dropped out of the system when we migrated from LS2000 to DRA. It is time consuming project as barcodes need to be annotated, items added to the system and barcodes applied. At this point in time the students have worked their way to the Q's in the classification. All this clean up is especially important as we are looking to migrate to another system next summer. Migration of data should be easier if we have clean correct data in our MFHL records.

Although not serial related, the Serials Cataloging Team, basically me, has taken to overseeing the adding and deduping of electronic books bought in batch from SOLINET. Our student assistants worked on identifying which of the 14,054 records added in batch mode were unique to our catalog and which were duplicates of hard copy titles. For all titles UNCG's URL for NetLibrary e-books was substituted for the generic NetLibrary URL. This allows patrons to go directly to the e-book title and also to be authenticated if coming from off campus. For those titles which duplicated the hard copy edition, NetLibrary records were deleted and an added format note and 856 field for the URL were added to the existing hard copy record. 6,301 of the titles were duplicates.

This was the first full year Sue has been on the team. She has been a terrific addition to the team. She has picked up routines quickly and has made valuable suggestions on how to improve

workflow as well as being a sympathetic and effective supervisor. With the loss of one position in the catalog department, Edward volunteered to take on the checking of serials truck after it has been processed and distributes the volumes to their various locations. Edward's meticulous work with 910 fields that indicate the disposition of new and old volumes continues to be very helpful to staff throughout the library. The serials cataloging team is very fortunate to have two such highly dedicated and knowledgeable staff along with our great student assistants. This has allowed the team to have a very productive year. As a team we continue to strive to provide high quality records that will be helpful to the entire library community.