

TO: Betty  
FROM: Mary Jane  
RE: Report from the Serials Cataloging Team 2002/2003 (July-Mar.)  
DATE: Apr. 1st, 2003

#### Statistics for new materials

1903 vols. received (2100 for July/Mar. 2001/02)  
1850 vols. cataloged by Serials Cataloging Team (2081 for July/Mar. 2001/02)  
111 vols. cataloged by non Serials Cataloging Team members (151 for July/Mar. 2001/02)  
26 new periodicals and US government document serials cataloged but not classified (not counted in received or cataloged count above) (32 for July/Mar. 2001/02)  
23 North Carolina government document serials cataloged (not counted in received or cataloged count above) (30 for July/Mar. 2001/02)  
1675 bindery adds (2542 for July/Mar. 2001/02)

16 CD ROMS cataloged (27 for July/Mar 2001/02)  
4 item records added to paper titles indicating that part of the serial was available on CD ROM (13 for July/Mar 2001/02)  
3279 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) (2268 for July/Mar 2001/02)

Our statistics for the first nine months of the year show a definite trend away from print and towards electronic. We received fewer volumes and bound fewer journals. In contrast the amount of e-cataloging done by Sue and myself has increased tremendously. At the same time as online access increases, the number of CD's purchased or coming as supplements has also dropped.

This marks the first full year that Jackson Library has had Journal Finder up and running. The database underlying Journal Finder has been massaged and enhanced several times. This has meant that Sue and I have had to fine tune our procedures in order to take full advantage of these changes. Although the budgetary picture was rather bleak this year, ERIT was able to increase the number of titles the UNCG community has access to by adding more PPV titles as well as free titles. Sue and I now spend almost half our time with cataloging new electronic journal titles and adding them to OPAC. We also spend a good bit of time reconciling how aggregators list titles and how the titles appear in OCLC. We are in constant e-mail communication asking various sundry questions that Beth Bernhardt good naturedly follows up on investigating question and resolving the problem so Journal Finder can be corrected or the title be cataloged or both. Edward has been very busy linking all the new titles we catalog to Journal Finder. This a bit laborious, but very necessary to make a seamless interface between Journal Finder and our OPAC. We are fortunate to have two to three excellent student assistants each semester who help check lists of journal titles to our OPAC to determine which titles need cataloging through OCLC. These same students also update information in Journal Finder. Between us, Sue and I have cataloged 3,114 e-journals this year. Over the last three years we have cataloged about

7,300. This year we are closing the gap between how many e-journal titles are available in Journal Finder and how many of those are present in the online catalog. (As long as we don't purchase a huge number of e-journals in the coming months.)

Another large project we could not do without the able assistance of our students is the adding of bibliographic records for unique titles that we have available through SOLINET Shared Collection II. Under the guidance and training of Sue and myself, students are taught to search our OPAC and determine if each title is the same as another title we already have in the catalog or if the title is a new one. If the latter, each title gets a URL that allows especially off campus patrons to access our NetLibrary titles. Those titles are then downloaded in a batch process. All the titles with a hard copy record available are edited in NetCat so that it is apparent to patrons that these titles are available in a hardcopy format and as well as a e-book. This year the students processed 13,094 NetLibrary e-book titles and added 6,452 new bibliographic records to our database. The remaining titles (6,642) received a URL link to the e-book equivalent. In addition bibliographic records for other free e-book collections have been added such as the *North American Slave Narrative* records and *Documenting the American South* (200 records). As monographic staff and others in the library notice duplicate records for e-books and hard copy equivalents, we have developed a system for combining these into one record when found.

Towards the end of this year it was decided that Reference and Documents service points would be combined. As a result of this decision large numbers of titles and volumes in the Reference Room were identified to be discarded, transferred to the stacks or reclassified and moved to the stacks. So far 891 vols. have been transferred to the stacks and 491 vols. withdrawn. Edward has very effectively spearheaded this project, working closely with both Reference and Access Services Departments to make things run as smoothly as possible. He has made excellent use of our student assistants. Whenever they discover problems he has been the main troubleshooter.

We continue to work on cleaning item records and add summary holdings of titles. Although some of the titles we clean up are identified by others in the library, we are systematically going through all the overlaid shelf list cards and updating bibliographic close out information as well as evaluating the need for item clean up and summary holdings. These efforts should be beneficial when we need to migrate/upgrade from one system to another. Sue has spearheaded this project, training the students and answering a myriad of questions as these are often the hard core yucky titles. Between the students and the serials cataloging team we have cleaned up about 1800 titles.

Although some of my committee work has taken me away from cataloging Web sites, I continue to catalog them as time permits. Reference librarians and others in the library suggest sites to catalog. In addition I select sites recommended in *Library Journal*, *the Internet Scout Report* and other sources. Student assistants help check to make sure links are still working and they mark for deletion those sites no longer available or correct the URL if that is all that is needed. This is a backburner task, but others in the library also let us know when web address are incorrect. Acquisitions staff is now finding that especially directory information requested by liaisons is now only available via the web. When that happens Acquisitions passes on the web address and I either add notes and the address to an existing record or export a new record. 165 websites have been added this year and notes added to 29 additional records.

This year the Serials Cataloging Team has had a chance to introduce the world of serials cataloging and electronic resources cataloging to four library science students. One of the students has done his practicum in the Catalog Dept and has done a lot of work for the serials cataloging team. Two others are library science students who specifically sought out student assistant jobs in the Catalog Dept. A fourth has worked primarily with Mary Jane dealing mostly with small library problems and solutions but also has been exposed to serials and to electronic resources cataloging.

Both Edward and Sue bring different types of strengths and expertise to the Serials Cataloging Team. Large projects like the Reference deletion and transfer project and the growth of electronic are easier to handle and complete because of their years of experience and helpfulness in involving students and reshuffling their everyday work. Without their valuable help, patrons and would not have as easy a time finding the resources they need in a variety of formats.