

TO: Paul
FROM: Mary Jane
RE: Report from the Serials Cataloging Team 2003/2004 (July-Mar.)
DATE: Apr. 1st, 2004

Statistics for new materials

2297 vols. received (1903 for July/Mar. 2002/03)
2270 vols. cataloged by Serials Cataloging Team (1850 for July/Mar. 2002/03)
111 vols. cataloged by non Serials Cataloging Team members (111 for July/Mar. 2002/03)
23 new periodicals and US government document serials cataloged but not classified (not counted in received or cataloged count above) (26 for July/Mar. 2002/03)
10 North Carolina government document serials cataloged (not counted in received or cataloged count above) (23 for July/Mar. 2002/03)
2809 bindery adds (1675 for July/Mar. 2002/03)

17 CD ROMS cataloged (16 for July/Mar 2002/03)
5 item records added to paper titles indicating that part of the serial was available on CD ROM (4 for July/Mar 2002/03)
2956 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) (3279 for July/Mar 2002/03)

Last year our statistics for the first nine months of the year showed a definite trend away from print and towards electronic. We received fewer volumes and bound fewer journals than the previous year. This year reverses the trend as the budget situation allowed for purchases of back files and firm orders of serials. However the bulk of the work done by Mary Jane and Sue is still in the area of electronic resources. Sue's statistics in this area are up but Mary Jane's statistics are way down as the time she has had to devote to e-resources has been less this year. The number of new CD titles cataloged continued to decrease.

For a short couple of months Sue and Mary Jane almost caught up with the number of new titles in Journal Finder. Soon after that point, several aggregator packages were enhanced with access to numerous (thousands) of new titles. In addition to this Tim decided to enhance Journal Finder by adding lists of free e-journals. At this point in time there are over 3400 of these free e-journals. As many of these free e-journals are in foreign languages, are medical in nature and have marginal or no record in OCLC they are very time consuming to catalog. Fortunately we have excellent student assistants this year and they have been able to help with the more routine aspects of searching lists of titles to our OPAC and adding information to Journal Finder. Sue and I are in constant e-mail contact with Beth to clarify what we actually have as well as to point out problems in links, titles and other anomalies that prevent a smooth interface to and from the OPAC, Journal Finder and the full text of the journal. In that Journal Finder does not just serve the UNCG community but also 17 other institutions, these connections and corrections that we are making serve a larger community. The serials cataloging team is continually fine tuning our procedures and policies to make the most effective use of our time and our student assistants

time to get as many of the new Journal Finder titles connected to titles in the OPAC and that our records and links are of high quality.

In the area of e-books, this year I worked with John Overly to get the first file of non OCLC records into our OPAC, Wright American Fiction, 1851-1875 which contained 2839 titles, most of which did not duplicate our collection. With the help of student assistants we also added records or added links to existing records for the Victorian Women Writers Project (168 titles) which is another group of public access e-books. Currently we are in the process of adding access to the freely accessible e-books on the National Academies Press web site. As we added databases that had full text e-books embedded within the database, I also added notes to existing records or imported new records. Examples of this are e-books embedded within S&P NetAdvantage, Biography Resource Center, Business and Company Resource Center, Gale Virtual Reference Library, microfilm guides within Lexis-Nexis Primary Sources in U.S. History Search Forms. In the area of e-books I supervised the adding of 6,804 new electronic books and the adding of notes to 3342 records where the library already had an existing copy. Patricia Black started helping us out with e-books in Nov. and is responsible for working on a significant portion of the numbers above. Before Patricia started with us, Sue helped out with the figuring out whether some monographs were duplicates of existing material or needed their own record in OPAC.

Edward has had an especially busy year with the increased number of titles and volumes going through the section. He is meticulous in making sure that the proper treatment is given to each volume and title. This is harder than it appears in that a large portion of our titles go reference. Each one of these titles needs to have a policy of what happens to the earlier title when the next one is received. This can include discarding it, sending it to the stacks as circulating or non circulating, going to closed stacks or oversize. In addition to the larger numbers of physical volumes handled Edward handled over 1,000 more bindery adds this year.

As usual various departments had various and sundry projects for the team to handle. Sue and Edward do a wonderful job working on these projects. They often need to fine tune the instructions as others outside the catalog department do not always know the degree of detail we need to have to carry out their instructions. Both Edward and Sue are great with the student assistants. Our students in turn are wonderful workers and we could not get done all that we do without them.

Some of the projects completed this year:

- 25 physics titles transferred to remote storage
- 19 chemistry titles transferred to dead storage (approximately 2295 vols.)
- 21 titles classified in Z reclassified to other call numbers
- 3337 volumes of law materials discarded

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 1955 titles.

Although my time has been very limited this year to catalog web sites, I have been able to catalog all the web sites suggested to me by various people in the library, especially the liaisons. Serials staff also let me know when they receive word that a title we had had on standing order is now available for free on the Web and we add a link to our records. Student assistants continue to 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 addresses are incorrect and we then correct those.

60 websites have been added this year and notes added to 62 additional records.

Edward, Sue and I continue to tweak our work flows to meet the changing demands placed on our team. We all have shifted over to working totally in Connexion. Sue and I continue to make good use of the batch mode available in the MicroEnhancer. Each member of the team and our student assistants makes valuable contributions to the quality and quantity of the serials cataloging work. We each have unique talents and perceptions that we bring to the serials cataloging team which I think allows our team to work well with the diversity of problems and challenges that come from working with serials and electronic resources.

Meetings, training, etc. for the team

Journal Finder Users Meeting. July 31, 2003 (UNCG) Sue, Mary Jane

SOLINET Workshop "Getting started with the OCLC Connexion Client." Jan. 9, 2004, UNC-G
Sue, Edward, Mary Jane

SOLINET Workshop "The Successful Searcher in the Connexion Client." Jan. 8, 2004, UNC-G
Sue, Edward, Mary Jane

SOLINET consultant's workshop. July 23, 2003.
Sue

SIRSI demo, Feb. 24, 2004
Sue

Email system demo, March 18, 2004
Sue

Service

Sue works 2 hours a week on the CP/R desk
Mary Jane works 4 hours a week on the Reference Desk

Annual Jackson Library Fall booksale, (Oct. 15-17) Mary Jane and Sue

Welcome desk volunteer (Sue 1 hour fall semester) (Mary Jane 1 hour fall semester, 2 hours spring semester)

Orientation tours 2 done by Sue, 1 fall, 1 spring

Sue and I both volunteer with the Greensboro InterFaith Hospitality Network (serves homeless families in Greensboro)

Sue does volunteer work with the Natural Science Center of Greensboro.