TO: Paul
FROM: Mary Jane
RE: Report from the Serials Cataloging Team 2004 (Jan.-Dec.)
DATE: Feb. 18, 2005

Statistics for new materials

   2095 vols. received (3069 for Jan.-Dec. 2003)
   1984 vols. cataloged by Serials Cataloging Team (3061 for Jan.-Dec. 2003)
    123 vols. cataloged by non Serials Cataloging Team members (150 for Jan.-Dec. 2003)
     61 new periodicals (not counted in received or cataloged count above) (33 for Jan.-Dec.
       2003)
     13 North Carolina government document serials cataloged (not counted in received or
       cataloged count above) (15 for Jan.-Dec. 2003)
   3184 bindery adds (4732 for Jan.-Dec. 2003)

    27 CD ROMS cataloged (21 for Jan.-Dec. 2003)
    10 item records added to paper titles indicating that part of the serial was available on CD
       ROM (4 for Jan.-Dec. 2003)
  4451 WEB sites cataloged, done by both MJC and Sue (includes both purchased, free and
       full text journals offered by aggregators) (4240 for Jan-Dec. 2003)

2003 reversed the trend of each year receiving fewer serial vols. as the budget situation allowed for purchases of back files and firm orders of serials. 2004 went back to the trend of fewer hard copy titles and volumes being received. We did show an increase of new hardcopy periodical titles cataloged as it has become easier for faculty to justify and order new periodical titles both online and/or in hard copy. The bulk of the work done by Mary Jane and Sue is still in the area of electronic resources. Sue's statistics continue to increase in this area as she has had extensive experience in cataloging these materials and she is always looking for ways to increase her productivity and quality of the records she catalogs. Mary Jane's statistics are way down as the time she has had to devote to e-resources continues to be less than it was two years ago.

Throughout the year Sue and Mary Jane get almost caught up with the number of new titles in Journal Finder. There is definitely an ebb and flow of the number of depending on what has been bought and added to Journal Finder. As of Jan. 2005 there are 20,313 online only titles and the Serials Cataloging team have added notes to or added new records for roughly18,000 since Journal Finder started in Feb. 2003. In 2004 alone we added 4,334 new electronic journal titles. We continued to get some substantial vendor and aggregator packages. Tim continues to add numerous free electronic journals to Journal Finder. Many of the newer electronic journals are more obscure titles which make them less likely to have been cataloged or to have a decent catalog record in OCLC. Many titles we put in a "catalog later category" and go back to investigate those titles. Sometimes especially the free titles no longer have access points that work and sometimes we find that especially the commercial aggregators like to put monographs in their journal lists. In both of these cases we notify Beth Bernhardt who then decides what needs to be done next. 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 25 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

I continue to work with John Overly to get monthly loads of NetLibrary ebooks into catalog. Our wonderful student assistants work with the file, first deduping it, then changing and adding MARC fields. All this is done off line and John then adds the new records via batch mode. Patricia Black has helped tremendously in getting a variety of e-books from different sources into the OPAC. She works half time in the Catalog Dept. She has worked on e-books that the library bought as opposed to those we get through the SOLINET shared collection. She also added links and/or records for titles in the Gale Virtual Reference Collection, Oxford Reference Collections, and Biography Resource Center. Adding these e-books is often tricky as many of the titles are serials. She also added many added links and/or records for titles in free electronic texts collections including: National Academy Press, e-scholarship, additions to Documenting the American South, and American Journeys. Patricia has also taken over most of the problem solving of duplicate records reported to us by various staff members and as well as problematic titles found by our student assistants.   This year we added 7,729 new electronic books to the OPAC as opposed to 6,146 records last year. In addition to new e-books added to the collection, our student assistants and Patricia also add notes on existing hardcopy records to indicate the existence of a electronic copy. For 2004 we added 3,026 links and notes as opposed to 2003, 2916 links and notes.

All of the team and our student assistants have kept busy this year with various and sundry clean up projects which will help us have cleaner data when we migrate to SIRSI in 2005. Some of this is getting our holdings in good shape to migrate. We corrected and updated holdings for 3,081 titles this year (mostly done by our student assistants) as opposed to 1,509 titles last year. Other projects involve changing location and material codes.

With the recent influx of new monographic titles and the department being short staffed, both Sue and Edward graciously agreed to help out with new book cataloging as their other duties permitted.

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.

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 year our student assistants also checked government document links and reported broken links to the government documents unit.   ERIT went to a different way of structuring their URL's for authentication which meant another project for student assistants to go through and make the catalog's URLS consistent with those listed on the database page.

69 websites have been added this year and notes added to 92 additional records. The number of databases added and then cataloged jumped from 17 to 49.

Edward, Sue and I continue to tweak our work flows to meet the changing demands placed on our team. Sue and I have taught ourselves how to do offline batch work in the newest version of Connexion.   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. Patricia has added her valuable insights to her work with e-books which helps in the quality of e-book cataloging we put in the OPAC.

Meetings, training, etc. for the team

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

SIRSI demo, Feb. 24, 2004
Sue

TDnet & Metasearching, Mar. 4, 2004
Mary Jane Conger

Email system demo, March 18, 2004
Sue, Mary Jane

World of Science demo, Apr. 20, 2004

North Carolina Serials Conference, Apr. 15-16 (Chapel Hill)
Mary Jane

Email and calendar training, June 2004 (Bryan Building)
Edward, Sue, Mary Jane

SIRSI PreInstallation Site Visit, Aug. 17-18
Mary Jane

Calendar training, Sept. 2004 (InHouse, done by Franklin)
Edward, Sue, Mary Jane

Voter Registration Training, Sept. 8, 2004
Mary Jane

North Carolina Backcountry Conference, Sept. 14-15th, 2004
Edward

North Carolina Library Association Biennial Conference, Nov. 11-12, paper presented on Nov. 12th
Mary Jane

Bridging Difference Workshop (diversity sensitivity training), Fall 2004 (6 contact hrs)
Sue

Service

Sue works 2 hours a week on the CP/R desk
Mary Jane works 2 hours a week on the Reference Desk
Welcome desk volunteer (Mary Jane 2 hours spring semester)

Orientation tours 4 done by Sue, 2 spring, 2 fall

Staffed Voter Registration Desk, 2 hours fall 2004

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.

All three of us are active volunteers in our respective churches