

TO: Barbara
FROM: Mary Jane
RE: Report from the Serials Cataloging Team 1996/97 (July-June)
DATE: July 1, 1997

Statistics for new materials

3954 vols. received (3076 for July/June 1995/96)
3409 vols. cataloged by Serials Cataloging Team (3076 for July/June 1995/96)
217 vols. cataloged by non Serials Cataloging Team members (301 for July/June 1995/96)
109 new periodicals and US government document serials cataloged but not classified (not counted in received or cataloged count above) (107 for July/June 1995/96)
65 North Carolina government document serials cataloged (not counted in received or cataloged count above) (100 for July/June 1995/96)
8 CD ROMS for Reference or Documents (41 for July/June 1995/96)
3910 bindery adds (3513 for July/June 1995/96)

246 titles cataloged of the Silva Collection, of these 76 were inputs, since project began 22 boxes cataloged

20 world wide web sites were cataloged

At total of 316 titles were updated on InfoTrac

Working with serials, Cindy Z, Edward and I are used to changes, changes in title, format, frequency, changes in the ways holdings display, but 1996/97 was the year of CHANGE. The two biggest changes were: the MOVE and MFHL. The move to the second floor main not only changed our view (we enjoy our windows) but also encouraged us to examine all our work flows. Although we moved into very attractive surroundings we did lose quite a bit of shelf and floor space. A plus has been each member of the team having their own terminal or PC on their desk. With Edward and Cindy Z. having their own terminals and bar code readers, work flow has been made more efficient.

Moving to 2nd Floor Main has the disadvantage of having to cope with the older elevator. Fortunately we have discovered the benefits of the booklift. "The daily mail from Serials (new titles and added vols. to be cataloged) is now sent by way of the booklift rather than hand delivered by the Serials staff." With accessibility to JACLIN at our desks we ceased ordering "new serials shelf list cards (except for reference materials) or typing added holdings to the old serials shelf lists."

With the long awaited implementation of MFHL, the Serials Cataloging Team found the MFHL format serial friendly. It allowed us to place all the information we have had on our shelf lists and series form file into the MFHL record. We also were able to display holdings in the order we wanted. Edward and Cindy Z have developed great expertise in using MFHL, finding short cuts in adding and transferring materials. This has helped quicken the pace of moving materials through the section. With the arrival of MFHL we also have spent considerable time and energy

straightening out holdings that were badly mangled or dropped out of the system at the time we migrated from LS2000. This is a time consuming process which we have only begun, working first on straightening out currently received titles and titles pointed out to us by public services staff that need attention.

With the implementation of MFHL and the decision to not type bindery adds of serial shelf lists, we are able to add bindery information in summary holdings more rapidly. We are currently coordinating with Fran Rubio in Serials to have bindery adds added into JACLLN at the same time she is updating the holding file in CP&R. This will mean all files will agree and desk assistants in CP&R will have very current information to direct students to the proper location for periodical issues. A new work flow was also developed for microfilm adds so that summary holdings reflect what is in the cage and microfilm room as quickly as possible. These changes in work flow will allow anyone with access to JACLIN to know the correct location of periodical issues much faster than ever before.

As INFOTRAC becomes more popular with students, it has been clear there is a need for the Serials Cataloging Team to update periodical holdings information on INFOTRAC as soon as possible so students do not go to the CP&R service desk when they don't have to. Now periodical holdings are updated on INFOTRAC journal holdings program by our student assistant as soon as summary holdings are completed. Keith is then notified to update INFOTRAC. 915 titles were updated on INFOTRAC. Usually updated INFOTRAC journal holding information is available within a day or two of bound periodical volumes being shelved in the stacks.

We have always had much valuable information on our series form file cards. With the advent of MFHL and JACLIN terminals on our desks, we (primarily Edward) have begun to place series form file information in the 910 field of the MARC bibliographic record, in the MFHL record and/or the series authority record. For added volumes coming into the section, if information has been placed in the 910 field, shelf list cards and the SFF are not pulled and updated. JACLIN instead has a complete record of our holdings and our treatment of the title. These notes are especially needed and useful for transfers and withdrawal information. With our greater use of JACLIN we have been able to reduce the amount of information Kardex staff need to provide on the processing slips sent to us, freeing up some of their time for other tasks.

With space becoming increasingly tight in Jackson Library and the explosion in electronic resources, the Serials Cataloging Team (primarily Cindy Z.) has been heavily involved in transfers and withdrawals. In the basement alone 1376 vols. have been withdrawn. In addition to all the JACLIN work and handling of dusty often heavy volumes Cindy Z. has sought to have as much of this material recycled as possible. Coordinating with the Recycling Office has been an important part of this project, often holding it up until recycling bins were available. In addition to the basement withdrawals there has been a massive project to move older volumes out of the Reference Dept. either to withdraw, send to close stacks or to the tower. Cindy Z. has handled over 2200 volumes, working closely with Reference, Circulation and the Recycling Office to keep this project smoothly running. This is in addition to Cindy and Edward's regular transfers and withdrawal work.

In addition to the large project mentioned above, Cindy Z. also graciously agreed to take on the task of screening Reference and Bindery materials as materials start their way through the Catalog Dept. The centralizing of this decision making came out of my meetings with various units as Coordinator of Collections and Resources. All materials coming into the Catalog Dept. are viewed in light of Reference Dept. guidelines of what materials they want to consider for shelving in Ref. Fewer titles are being sent to Reference as a result of this centralization and the guidelines. These same materials are also screened for need to go to the bindery based on new guidelines. (Guidelines were developed after much consultation by myself as part of my coordinator duties.) As a result of these new guidelines less material is being sent to the bindery, thus speeding up the time materials are available to the public. Materials sent to Reference and the InHouse Bindery now have a note in a 035 field to indicate their location and another 035 note added when the materials are returned and placed in the cataloging stream. This makes these titles easier to find if someone needs them before cataloging is complete.

Edward also was affected by the new guidelines for the bindery. He is sending fewer titles to the bindery again meaning that titles are available to the public more quickly.

The Serials Cataloging Team continues to evaluate how to best displays holdings to the public so they are accurate, and easily understandable. Our first goal is to keep up to date summary holdings as this is the first and often only screen patrons look at. We roughly revised 3000 summary holdings during these 9 months. Although the MFHL format has been very helpful in allowing a clearer, cleaner display of items after the MFHL record has been massaged, often the conversion left a very messy display. It will take us a long time to clean up holdings displays, especially for not currently received materials. The translation of items to MFHL records was in many cases mangled as we had a ten digit limit in item records and did a lot of abbreviating. Cindy Z. has started through the Film drawer checking for mangled MFHL displays. She has corrected or added 78 MFHL records. We rearrange, neaten up, correct misleading MFHL displays when we find them. At some point we plan to go back through the serials shelf list and check for how the title displays to the public and what if anything is needed to make the display more clear. We still have not done any work with our famous "yellow overlays" These are shelf lists where the holdings dropped out when we migrated to DRA. The volumes are in the stacks with bar codes in them. We are waiting for the ability to take a scanner into the stacks and record the bar codes and return and add them into the MFHL record.

In addition to our work in getting clear information to display in summary and MFHL records, we are also going through the Series Form File (with help from others in the department) to evaluate what SFF's can be discarded, what series authority records need to be downloaded to JACLIN. Much of this project has been done with DRA and/or OCLC are down.

With my appointment as Coordinator of Collections and Resources and my work at the Reference Desk, Cindy Z. and Edward have done an outstanding job of working with all the challenges of new work space, the introduction of MFHL and keeping materials flowing smoothly through the section. Both have been very adaptable and open to work flow suggestions and changes, adding good suggestions. Each year more and more of the daily work of the team is performed by Cindy Z. and Edward. I am most grateful for their dedication and their willingness to be flexible.

(All quotes are from Cindy Z. memo of April 1st, 1997)