

TO: Barbara
FROM: Mary Jane
RE: Report from the Serials Cataloging Team 1997/98 (July-Mar.)
DATE: April 2, 1998

Statistics for new materials

2156 vols. received (2576 for July/Mar. 1996/97)
1985 vols. cataloged by Serials Cataloging Team (2418 for July/Mar. 1996/97)
155 vols. cataloged by non Serials Cataloging Team members (132 for July/Mar. 1996/97)
75 new periodicals and US government document serials cataloged but not classified (not counted in received or cataloged count above) (65 for July/Mar. 1996/97)
38 North Carolina government document serials cataloged (not counted in received or cataloged count above) (49 for July/Mar. 1996/97)
3181 bindery adds (3005 for July/Mar. 1996/97)

This year was definitely a calmer year, no physical moving of the Catalog Dept. from one floor to another and nothing like the introduction of MFHL to learn and integrate into our work flow. This has been a year to fine tune our procedures and continue to evaluate our work flow so that patrons receive materials accurately and speedily processed and entered into the OPAC in as user friendly way as possible.

I wrote last year that it had been a plus for each of us to have our own PC or terminal on our desks. This year in Dec. Cindy Z. swapped out her VT for a PC. She writes of the advantages: "It has made my work easier in many ways. I am able to open multiple session of JACLIN ... thus enabling me to view the same record in 3 different subsystems simultaneously. I am able to use OCLC at my desk and have freed up all my assigned time on the paired terminals for the other catalogers. There are many times when I just need to look up one or two records quickly on OCLC ... I can now fit my OCLC work time into my day rather than fitting my day into the OCLC schedule ... It has aided my work on the JACLIN help desk to have familiarized myself with DRA WEB." Hopefully by the time I write this report next year I will be able to say Edward has a PC on his desk as well. As all three of us are sporadic users of OCLC, it makes sense for us to free up the paired terminals for those spending a greater percentage of their time on OCLC by having Edward have a PC as well. Also as Cindy mentioned the ability to see how a record appears in OPAC as well as NETCAT and SERIALS allows us to be aware of how users see our work.

In our efforts to get materials to users quickly and in a user friendly manner as possible, we helped CP/R in a large project. Since the split off of service of current periodicals from Serials and placement of it under Reserves, Reserves had two work flows for students wishing to checkout reserve materials and/or a periodical issue located in the cage. After a feasibility study, it was decided to bar code and add item records for all the periodical issues in the cage and the reading room. Along with CP/R, some Circulation, some Acquisition staff, several people in the Catalog Dept. helped out with this project. Cindy Z. and myself became the MFHL guru's for answering perplexing questions about how to represent issues on MFHL records. As any large project, we found titles that needed cleanup either by Serials or by ourselves.

After the retrospective bar coding and adding items for periodical issues came the challenge of how to bar code and add item records without significantly delaying the time before patrons could read new issues. It took a while to find the best work flow, but with the Catalog Dept.'s "can do" attitude and flexibility the process is running smoothly. Thanks to Cindy Z. and Clara's joint overseeing of the work and an excellent student assistant, new issues are available quickly. Not only are issues available in a timely manner but patrons no longer need to fill out slips. CP/R has a more accurate account of who has issues and no longer has to compile use statistics in a labor intensive way. The Serials Cataloging Team student assistant is now responsible for taking use statistics reports generated on DRA and updating a spreadsheet. This takes her about 2 hours a month. In addition to this on-going responsibility, the student is also inputting retrospective use statistics of unbound periodical issues back to 1995. All these statistics are readily available to all Collection Management Committee members when they are assessing periodicals titles to retain.

Although the number of volumes coming through the section is down, the number of bindery adds is up. Edward has been adding notes in the 910 field of the bib record over a period of two years.

His persistence and attention to detail is paying off. Most of the regularly received serial titles do not have to have any paper files consulted or added to. Staff and patrons benefit as holdings records have been tidied up and standardized making it easy to see what we have or do not have. All three of us continue to straighten up messy MFHL records and add summary holdings for older serial titles as we have time and stumble upon them or for titles brought to our attention by public services.

In preparation for moving titles to Remote Storage in Ferguson we are assessing titles lists given to us by Collection Management members to see what type of work needs to be done before transferring them. Many of these titles are yellow overlays indicating that although volumes have bar codes in them, the bar codes are not linked to item records at this time. They were linked in LS2000 but did not transfer over to DRA. With the advent of MFHL we have the ability to add these volumes in a way that is understandable. Unfortunately most of these titles have many volumes and the work is tedious and time consuming. Kathy Shore has been working on this project as time permits.

We continue to update INFOTRAC holdings. The main change this year is that Cindy is overseeing this now that she has her PC. This frees up my time and PC for other tasks.

This year marks the first time that CD ROMS were cataloged that did not go to Reference. Guidelines were drawn up to specify how these would be cataloged and processed and reside in the stacks. This first year 39 CD ROM titles were cataloged and 9 item records added to paper titles indicating that part of the serial was available on CD ROM (often an index or supplement)

Electronic journals and web sites were cataloged for the first time this year. Marla has been busy signing us up for access to web versions of journals for which we subscribe. 72 web sites or electronic journals were cataloged and 89 item records added to print titles to indicate the journal

(or certain volumes) are available on the web. Once a month our student assistant checks web addresses to make sure they are still viable addresses.

Next year we know we will be heavily involved in processing of titles going to remote storage. We will continue to straighten out holdings as we come across them or have them brought to our attention.

Our work with adding item records for unbound periodicals will continue. The future of updating INFOTRAC holdings is in doubt as several products available on NCLIVE may duplicate it. If we no longer subscribe to INFOTRAC we will have a mini-project to remove bib records for full text journals available on INFOTRAC. The question will we catalog full text titles available on products in NCLIVE will need to be answered next year.

As always I am grateful for the high quality and high volume of work that both Cindy Z. and Edward do. Without their dedication to their jobs and commitment to serials being presented in the most user friendly manner, the team would not be able to accomplish as much as it does. I'm sure another year will bring as many twists and turns as the myriad of title, format, numbering changes that we deal with in serial materials. With good humor, expertise and flexibility we will meet those challenges.