

TO: Betty  
FROM: Mary Jane  
RE: Report from the Serials Cataloging Team 1998/99 (July-Mar.)  
DATE: Mar. 31<sup>st</sup>, 1999

#### Statistics for new materials

2530 vols. received (2156 for July/Mar. 1997/98)  
2295 vols. cataloged by Serials Cataloging Team (1985 for July/Mar. 1997/98)  
159 vols. cataloged by non Serials Cataloging Team members (155 for July/Mar. 1997/98)  
51 new periodicals and US government document serials cataloged but not classified (not counted in received or cataloged count above) ( 75 for July/Mar. 1997/98)  
21 North Carolina government document serials cataloged (not counted in received or cataloged count above) ( 38 for July/Mar. 1997/98)  
2932 bindery adds (3181 for July/Mar. 1997/98)

25 CD ROMS cataloged (39 for July/Mar 1997/98)  
10 item records added to paper titles indicating that part of the serial was available on CD ROM (9 for July/Mar 1997/98)  
365 WEB sites cataloged, done by both MJC and CZ (includes both purchased, free and full text journals offered by aggregators (72 for July/Mar 1997/98)  
327 item records added to print titles to indicate the journal (or certain volumes) are available on the web (89 for July/Mar 1997/98)

The year started off relatively peacefully, but the processing of materials for remote storage is exponentially taking up more time as the actual move date draws closer. As the year progressed, team members also became involved in a variety of projects and we all felt pulled many different directions. A quick look at our statistics also indicates a busier year than last in the amount of regular serial volumes flowing through the section.

An unexpected windfall of onetime money from the state meant an increase in our workload in certain areas. The number of trucks coming over from Acquisitions increased dramatically so that more of Cindy Z.'s time was spent in checking the trucks. Her examination of the trucks proves ever more challenging with so many forms of media now being received for the library's collection. As a result of a new approval plan for scores and the policy to send all scores to the bindery first, Cindy has been busy noting when they are sent to the bindery and when they are returned so Barbara can receive them in a timely way.

Among the influx of materials coming into the department were a windfall of microfilm titles. A total of 44 of these titles were serials, mostly backfiles of currently received periodicals, but also a few new newspaper titles and new periodical titles. These 474 reels of film were cumbersome to handle but Cindy was able to catalog these completely which resulted in their being added to the collection much faster than if I had had to catalog them.

All three team members now have PC's on their desk which has been of tremendous help in making our processes as accurate and speedy as possible. Edward now updates or creates 910 fields instead of pulling, annotating and refiling series form files. All three of us use OCLC sporadically both for cataloging and searching. Being able to access OCLC as our workflow demands rather than wait for assigned terminal time has enabled us to work much more efficiently. I taught myself how to use the Cataloging MicroEnhancer (Cat ME) now that the software is available at no cost from OCLC. As the Cat ME allows for batching both searching and editing it is a very efficient way to connect to OCLC. Also with the Cat ME records cannot fall out of save in your file and editing is simpler. Hopefully when it is less hectic for the team, I would like to introduce Cindy and Edward to the Cat ME to see if they can integrate it into their work.

During the summer the Collection Management Committee reassessed what materials going to the stacks would be assigned BUILDING USE ONLY status. New guidelines were drafted and approved. These guidelines changed so that many more serial (nonperiodical) materials would be able to circulate. This was seen as a great benefit to our patrons to allow them to check out these materials. Cindy and Edward were responsible for the smooth implementation of these new guidelines. New forms were developed for Reference to indicate if new titles or title changes would now circulate when they were sent to the stacks. All new serial titles not going first to Reference would circulate. As time permits Edward has been changing the status of older volumes in the stacks and has date due slips inserted as well as pulling volumes that have been designated for withdrawal. Although this has involved a considerable amount of work on Cindy's and, especially on Edward's part, the result has been a plus for circulation staff so they do not have to make as many exceptions and more important for our patrons who almost always prefer the option of checking something out rather than using it in the building.

The Serials Cataloging Team continues to do the barcoding, targetting and MFHLing of unbound periodical issues. The number of issues to be done each day varies considerably. Although two student assistants are assigned this job, when the mail is heavy, the students are out sick or on vacation, Clara, Cindy Z. and Edward and sometimes Mary Jane need to pitch in to get the issues done by 5:00. The team student assistant also takes use statistics reports generated on DRA and updates a spreadsheet. This summer with student assistant help, the inputting of retrospective use statistics of unbound periodical issues back to 1995 was completed. Use of this spreadsheet was very helpful this winter when we did an assessment of unbound titles in periodicals to determine what needed to be bound and if it were not to be bound how long to retain it or to cancel.

Edward, Cindy and our student assistants have been very busy working with yellow overlays. These titles indicate that either volumes have bar codes in them but they are not linked to item records at this time or there are no bar codes at all. With 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. Many of these yellow overlaid titles are going to Remote Storage.

At the beginning of the year there were frequent meetings to decide criteria for what material is to go to Remote Storage, to decide on how to identify material applying the criteria, and then processing it. The Remote Storage Committee of Lois Miller, Cindy Z. and Mary Jane met several times and came up with guidelines which were approved this fall by the Steering Committee. Mary Jane began to work with spreadsheets of titles and dates provided by Nancy Ryckman as head of the Selection Committee. Documenting titles changes, the need for item records and/or summary holdings is time consuming. As various call no. areas were finished, Lois changed MFHL record locations to Transfer Project and Cindy created summary holdings for the longer runs so it would be easier for patrons to see exactly what we have and where it is located. In January the Steering Committee approved of guidelines drafted by Mary Jane to identify and process monographs.

With onetime extra money, permission was granted to hire three full time temporary staff members and four student assistants. Lois was of tremendous help as she has handled all the time sheets and paper work in hiring all the students and temporary staff. The project was fully staffed by mid-February although by early March there was some staff turnover. As of March 26<sup>th</sup>, 2259 linear feet of monographs has been identified and processed, this covers all the A's except one Rand series, H-L, Q-Z, with G's and N's being worked on at present.

Serials have been identified and fully processed for the A's and S-Z. Temporary storage staff have placed red arrows for serials in Q-R. Work on JACLIN for those titles will occur when the spreadsheet work has been completed. Work has halted on serial titles because the file holding the master list of titles identified by the Selection Committee somehow became corrupted. Franklin has spent the last few days trying to rescue the data, but what form it will be in and whether all the data was recovered will make a difference in how easy it will be to identify the rest of the serials to go to remote storage. The goal is 10,000 linear feet with 3,000 of that from monographs and 7,000 from serials. At this point 6600 feet has been identified.

Cindy has been busy coordinating and doing a lot of the online work preparing titles located in the Chemistry Reading Room that have been identified to go to remote storage. Many of these titles have numerous title changes and many, many items which had never been entered in the system. Cindy will lead a team armed with barcodes and red arrows over to the Chemistry Reading Room to get those volumes ready to be moved.

Six and a half weeks remain before the move, additional staff in the Catalog Dept. may need to help out towards the end depending on what happens in the next four weeks. We did not change location in summary holdings. We felt having Transfer Project as a location in summary holdings would confuse patrons. The last two weeks of the project will be very busy for us as we change numerous summary holdings to the Remote Storage location. For titles where part of the run goes to remote storage and part stays in

Jackson we will need to split the summary holdings into two which will be more time consuming.

In last year's report I indicated it would need to be decided how full text titles available through NCLIVE would be handled in the OPAC. Also with INFOTRAC available on the WEB, all the titles referring to INFOTRAC needed to have an 856 field added that hot linked the url to the WWW. Cindy Z. went through and updated all the INFOTRAC titles that had been done previously and downloaded new titles. Cindy and I both started to download titles that were available full text through one of the aggregators, but the amount of time we both had to spend on that project was limited. With the availability of one time funds, permission was given to hire a part time temporary library assistant. We were fortunate to hire Scott Hinshaw for 21 hours a week. Using the Cat ME, Scott has been able to search, catalog and download 552 titles that are unique to Jackson Library. This project provides the UNCG community another way to meet their research needs. Even if Jackson Library does not physically have a particular title, often patrons will find they can have the full text of an article by checking JACLIN PLUS and following the link. This is also of great benefit for our newly emerging distance education program.

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. Cindy Z. through her work on the JACLIN help desk and my work on the JACLIN help desk and Reference Desk, will continue to experience first hand how patrons use the information we provide about serials. The coming months, with the Remote Storage Move looming ahead will be a test of our organizational skills as well as flexibility and good humor. I'm confident that we will successfully have another project behind us when I write next year's annual report. In the mean time we will continue to juggle the needs of moving physical volumes, keeping up with the myriad of title, format, numbering changes, and providing access to titles we do not physically own.