

TO: Betty  
FROM: Mary Jane  
RE: Report from the Serials Cataloging Team 1999/2000 (July-Mar.)  
DATE: Mar. 31<sup>st</sup>, 2000

#### Statistics for new materials

2052 vols. received (2530 for July/Mar. 1998/99)  
2326 vols. cataloged by Serials Cataloging Team (2295 for July/Mar. 1998/99)  
141 vols. cataloged by non Serials Cataloging Team members (159 for July/Mar. 1998/99)  
59 new periodicals and US government document serials cataloged but not classified (not counted in received or cataloged count above) ( 51 for July/Mar. 1998/99)  
195 North Carolina government document serials cataloged (not counted in received or cataloged count above) ( 21 for July/Mar. 1998/99)  
2957 bindery adds (2932 for July/Mar. 1998/99)

25 CD ROMS cataloged (25 for July/Mar 1998/99)  
22 item records added to paper titles indicating that part of the serial was available on CD ROM (10 for July/Mar 1998/99)  
255 WEB sites cataloged, done by both MJC and CZ (includes both purchased, free and full text journals offered by aggregators, also includes records cataloged on CORC) (365 for July/Mar 1998/99)

Although the move of materials to the remote storage site took place in May 1999, the need for clean up of holdings information continues. The speed at which temporary staff had to identify and process materials meant that complex serial titles and/or holdings did not always get completely changed. As a result of our migrating from LS2000 to DRA several years ago and the inability of DRA to accommodate complex holdings information until MFHL was implemented, many of our item records have such brief entries that it is almost impossible to tell what the holdings are unless the actual volumes are consulted. For materials in remote storage these brief holdings are especially unacceptable. Cindy Z., Edward and sometimes our student assistants have spent much time this year adding or correcting summary holdings especially for materials in remote storage, they have also been cleaning up item records where holdings are so short summary holdings are not needed. The team as a whole continues to be alert to needs of our patrons as we constantly try to upgrade the display of our holdings to the public.

In the first quarter of the year Cindy especially was busy with cataloging and exporting new journal titles into our OPAC that we have access to by way of one of our aggregator sources. We had somewhat caught up with the many lists of journal titles becoming available through various aggregators both from NC LIVE and our own subscriptions so we turned our attention to other projects. We were soon to learn some of the drawbacks to cataloging full text journal titles from aggregators. In 1998/99 we had added over 1800 titles that were available full text through Lexis-Nexis. Lexis-Nexis then dropped

many of those titles so over half of those 1800 titles had to be identified and deleted from our OPAC.

Late in the last fiscal year John Felts designed an ACCESS database to list all the full text journals UNCG has available to its users. This spreadsheet has titles from aggregators, both NC LIVE and those we directly subscribe to, full text titles from publishers or groups of publishers and independent electronic journals both free and those we subscribe to. In addition to titles the database includes start and end dates and the URL to get to the title. One of the Serials Cataloging Team's goals is to have the information from the database available in the OPAC. With a part time temporary position and student help, access points in the form of hot links have been added to existing journal titles. As time permits new titles are exported to DRA. This is a huge undertaking considering the sheer numbers of titles represented in the database (over 10,000), but the Serials Cataloging Team is used to large projects, so slowly but surely we are working to add titles and/or URLs. In addition John and I have worked out a way for him to keep us informed as various titles are added, deleted or the coverage dates change.

In Nov. 1999 Jackson Library joined OCLC's CORC project. Both Cindy Z. and I volunteered to help with the project. I have been very busy in training, designing and writing up work flows and procedures on how to use CORC and revising records before they go into the OPAC. Our part time temporary assistant, Krystal Black, has been very helpful in both finding WEB sites to catalog based on WEB sites located on the Reference Depts. course guides, as well as actually editing WEB records already in the CORC database. Cindy Z. and Cindy S. along with April and myself have been doing the equivalent of original cataloging in CORC. Between working with a new format with different fields and tags and a new, still under development, cataloging database, it has been quite an experience for all of us. The frustrations of the mechanics of the CORC database sometimes threaten to overwhelm our efforts. However, collectively all those who have worked on the project have added 156 titles since Nov. 1999.

The Serials Cataloging Team continues to oversee the barcoding, targetting and MFHLing of unbound periodical issues. The number of issues to be done each day varies considerably. Until mid-fall we only had two student assistants assigned to this job. When the mail was heavy, the students were out sick or on vacation or had to change their hours, Clara, Cindy Z. and Edward and sometimes Mary Jane needed to pitch in to get the issues done by 5:00. With the permission to add hours on to the Acquisitions Dept.'s temporary position, we now have help every day at the time needed. This has greatly eased the burden of this duty on the permanent full time Cataloging staff who had to cover the job when the student assistants were not available. We are all hopeful that this position could become permanent rather than temporary.

In the past two years a very small percentage of Cindy Z.'s time was spent cataloging serial NC Docs on microfiche. This year new titles have come out of the woodwork and have innudated Cindy Z. with fiche to catalog. Most of the 195 titles have come from Documents in the last two months. Not only is Cindy Z., through her cataloging of NC docs fiche providing additional access to North Carolina titles, she is also adding notes to

summary holdings and adding items for some paper NC Docs that are also received in other formats. All of this should provide better public access to these materials.

With the turnover of both SPA positions in the Reference Dept., both Cindy Z. and Edward have been busier consulting with Reference Library Faculty as they have had to take over various parts of Laura's and Mary Katherine's jobs. A large percentage of the materials of all formats in the Serials Section end up in the Reference Dept. or being used by the Reference staff. We have always had a very good relationship with Reference. Cindy Z. and Edward are very conscientious and flexible in providing materials in as timely and user-friendly fashion as possible. We look forward to working with the two new staff people when they are in place. With new people in the jobs it will give all of us a chance to see our procedures with new eyes and potentially to fine tune and/or change our procedures.

Another area where we are developing new procedures is in the area of serials continuations. In the past when serials ordered a new title, information about that title being on order was not in DRA or in the OPAC. Occasionally that led to the duplication of ordering. Rick and Mary Jane decided to start placing on order information in DRA for serial titles. This decision has led to the creating of new procedures for when and how new serials records are placed in DRA, what information the serials assistants need at the time of ordering, how DRA records are to be changed at the point when the subscription begins. New routines are always a bit messy at first, but Cindy Z. and Edward have many years experience with fine tuning new routines and procedures and I am sure this worthwhile addition of on order records for serials will evolve into a smoothly running process.

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. This year in particular, when as chair of the Peer Evaluation and Tenure Committee, I often was not around to help, Cindy Z. and Edward carried on the many day to day details of the team. Much of my work rarely involves regular print serials and periodicals, and increasingly Cindy Z.'s work is with special formats, we are fortunate to have Edward with his attention to detail and thoroughness to work with the bulk of the regular hard copy serials. We will continue to strive to meet the needs of our users to have accurate, complete, clear information concerning our physically owned serial material as well as the ability to know which journal titles are available via remote access. In all formats, whether we own them or have access to them, we endeavor to keep up with the myriad of title, format, numbering changes and to present that information and holdings information in the clearest way possible.