

Cataloging Department's  
Summative Annual Report  
2008/09

Executive Summary: 2008/09 was a year of cataloging many types of materials other than the usual books requested by various faculty members and library liaisons.

NCDOCKS Institutional Repository (IR): entering articles into the system, describing and organizing them; working with electronic theses and dissertations (ETDs) to catalog them in the international database WorldCat and add to IR.

Music: began cataloging Varga Cello Score Collection; developed procedures for upgrading brief School of Music recital recording records to full bibliographic records; cataloging the BMG CDs.

Cataloging Don Etherington purchase; began work on providing images of trade binding collection by building database and linking images to the online catalog; recataloged all materials in Special Collection general stacks by/about Emily Dickinson to Special Collections Women's Collection.

Started and completed major push to catalog all items in the North Carolina documents collection (1,358 items cataloged); ramped up cataloging of United States Government documents.

Involved in the major weeding program, including updating or eliminating thousands of records in local and international databases; requires careful coordination with other departments and liaisons.

Determined how to set up, catalog and process materials for the Interior Architecture Dept. (IARC) including the cataloging of their sample collection (fabric, insulation, stones, etc.); ongoing cataloging of these materials.

Identified titles where UNCG was the only library in ASERL that held that title (according to WorldCat) to help liaisons in their weeding decisions. Worked with collection management in running reports and updating records for long overdue and missing materials.

Rearranged job assignments so student assistants were cataloging straightforward books and highly experienced staff could work on more difficult materials.

Worked closely with University Archives to determine their cataloging priorities for various collections and also collaborated with them on several procedures; started to provide MARC records for finding aids.

Set up procedures to have up to four LIS practicum students per year, working primarily with IARC materials, but also with other projects in the department.

Had one graduate assistant who assisted with cataloging IARC materials, music recital recordings, and work with ETDs, among other projects.

Took over the cataloging and/or processing of audio books, paperback leisure reading titles, and leased popular titles.

Maintained our goal of a two week stay or less in the department for most materials coming through the department.

Worked with Post MLS Diversity Resident for a four month period. Major projects included cataloging IARC materials and Home Economics pamphlets. Excited he will return for a year long stay in the department.

Added July 2008-May 2009

- 16,878 new paper titles including 846 scores (Music Library and Cello Collections)
- 1744 sound recordings
- 54 music recital recordings
- 1842 DVD and videocassette records
- 449 maps
- 2131 electronic journals
- 13,829 US GPO web sites
- 3390 US GPO and NC documents print records
- 2662 E-books, including e-audio books
- 522 Institutional Repository records
- 929 records for Interior Architecture Library
- 466 records enhanced for the international database WorldCat
- 7,762 titles withdrawn; 23,515 volumes withdrawn

### Departmental Effectiveness Highlights

1. The department decided to shift standard monographic cataloging to student assistants. Data indicates material flows through the department at the same speed or faster than before. Data indicates that cataloging staff have more time to spend on more difficult materials.
2. The department decided to offer a practicum in cataloging. Data indicates there is an increased interest by LIS students in having experience in cataloging.
3. Data suggests that materials added to the international database WorldCat become easier to discover by scholars around the world. New records for materials in Special Collections and University Archives, electronic theses and dissertations, School of Music recital recordings as well as some titles in the general collection were added to Worldcat.

### Activities Related to Teaching

Three library faculty in the department shared their expertise with students by teaching one or more sections of the following classes: LIS 340 (Organizing Library Collections), 4 sessions; LIS 688 (Special Collections Librarianship), 1 session; and LIS 688 (History of the Book), 1 session. As a result of greater involvement in LIS classes we have seen a greater interest in going into these fields. Students mention in their evaluations of the classes that the guest lectureships are very much valued.

### Activities Related to Research, Scholarly, and Creative Activity

David Guion has had his book: *A History of the Trombone* accepted for publication by Scarecrow Press. He has also written two book reviews. Anne Marie Taber presented with Mary Early: *Current practices and workflows among North Carolina ETD programs* at the Symposium on Electronic Theses and Dissertations. Mac Nelson developed extensive work shop materials on cataloging video and sound recordings for two sessions at SEMLA (South East Music Library Association). Mary Jane Conger revised Sedona Handbook for Library Faculty. Also was primarily responsible for overseeing the creation, organizing and cataloging of the Interior Architecture Library. Co-presented with Marcie Burton: *The Adventures of Loading Authority and Bib Records* at the NC Sirsi User Group Meeting.

### Activities Related to Public/Community Service/Community Engagement

. Anne Marie Taber and Mary Jane Conger participated in Voter Registration Drive at Jackson Library. Anne Marie Taber provided assistance at the Southeast Middle School Book Fair. Mac Nelson is Vice President of the UNCG Library and Information Studies Alumni Association. Mary Jane Conger serves as volunteer church librarian at Starmount Presbyterian Church and has been a consultant for the renewal of the church library at the Greensboro First Christian Church – Disciples of Christ. Also is a volunteer with the Greensboro Interfaith Hospitality Network which serve homeless people

### Activities Related to Internationalization/Intercultural/Inclusivity

The University Libraries' Diversity Resident Librarian spent four months in Technical Services, In Cataloging he met with all the staff, had a chance to learn new cataloging and worked on projects in the Interior Architecture Library and with Home Economics Pamphlets. Cataloging Dept. also had the opportunity to share our organization and procedures with visiting Chinese librarians. One of the librarians helped find records in OCLC for the cataloging of Chinese DVDs. In addition staff attended presentations by the librarians to learn more about China and Chinese academic libraries. Mary Jane Conger also hosted the Chinese librarians on a trip to the Greensboro Historical Museum and a play performed on campus.