

BIBLIOGRAPHIC ACCESS SERVICES ANNUAL REPORT, 2003-2004

Highlights

This year, Bibliographic Access Services (BAS) made strides in catching up with backlogs and work created in the migration process. Also, the department experimented with different processes and workflows to increase both daily efficiency and short-term high-volume projects.

By December, the Copy-Based Cataloging Section, with participation from Original Cataloging personnel and Database Maintenance Section personnel, reduced the two-year post-migration backlog to 1193 (under our target level of 1400-1600) books. Previously, the backlog had surpassed 3200. Those involved in this project were recognized with an Infinite Mile Award this May.

Daily authority record loading from LTI resumed and is now routine. These loads included the catch up records from before migration in 2001. BNA Table of Contents loading has also resumed, as have Pre-Cataloging recalls.

Section Accomplishments

Original Cataloging

The print monograph Original Cataloging backlog is at an all-time low of approximately 300 titles during a year in which the Original Cataloger spent much time in project work. Projects included:

- Outsourcing of microfiche cataloging backlog and completion of associated authority work and end-processing
- Participation in the book backlog reduction project, including authority work, conference cataloging, and books with complex copy
- Updated authorities documentation
- Coordinated three OCLC projects including titles in English, Asian, and Arabic languages

Rare Books Cataloging

Approximately 330 titles and associated volumes were cataloged for the MIT Rare Collections. Titles ranged from a 1484 imprint on motion, to a 17th-century manuscript in Sir Isaac Newton's hand – a unique item repeatedly cited in books and scholarly web sites, but seldom examined since the 1930s. Additionally, some 60-odd titles were cataloged for the Rotch Limited Access Collection.

This year, the Rare Books Cataloger participated in planning for loading nearly 700 RLIN records for manuscript and archival collections. The Rare Books Cataloger has also been involved in initiatives related to DSpace (control of MIT theses), the impending move of materials from Hayden to the ASC, unified authority control across the Libraries' widening number of databases, and the preparation of an NEH grant proposal.

Copy Based Cataloging (CBC)

Reducing the book backlog allowed the section to plan for projects. The section is experimenting with designating “experts” in ongoing projects and areas to see if this will provide efficiency and growth of knowledge. There are currently designated experts for maps cataloging, electronic collection set cataloging, and gifts workflow. CBC involvement is detailed below under specific formats.

Special Formats Cataloging

Maps cataloging: this backlog was reduced from 364 (July '03) to 145 (May '04) largely due to a CBC member working extra hours to catalog maps with copy for the first part of the year. After the reduction of the book backlog, she added maps to her regular workload. Many of the maps were geological maps for the Lindgren collection.

Video cataloging: The Copy-Based Cataloging section has resumed video cataloging after the book backlog was reduced to acceptable levels (for the previous two years, the Special Formats Cataloger did all video cataloging, both copy and original). The Special Formats Cataloger completed a two-year backlog of MIT VLSI seminar videos for Barker Library.

Electronic Resources: An OCLC collection set was purchased and loaded to provide access to the 190 titles in the Brown Women Writers package. The records have full-level OCLC member cataloging. A CBC member participated in the examination and pre-processing of these records.

Acquisitions personnel aided in efforts to catalog the Safari Technical Books during their annual downtime. This was made possible by a search and editing macro created by a CBC member.

Music Cataloging: Original music cataloging focused on MIT performances, both recent and from decades past. Recordings from 2002-2003 include concerts by the MIT Concert Choir, MIT Festival Jazz Ensemble, MIT Symphony Orchestra, and MIT Wind Ensemble.

With the assistance of the Institute Archives, the CBC music-cataloging expert cataloged recordings that were formerly housed at the MIT Museum and are now part of the Lewis Music Library collection.

Cataloging for recordings of 12 Tech Shows that were staged between 1949 and 1963 is now complete. The Archives' June 2004 "Object of the month" features the score for one of these shows, "Suspended in air (1954)," and provides historical information on Tech Shows.

See <http://libraries.mit.edu/archives/exhibits/techshow1954/index.html>.

MIT Publications Cataloging

Production of catalog records for theses and technical reports remained relatively steady in FY 2004. Effective in spring of this year, Document Services ceased production of microfiche copies of theses, relieving the MIT Publications Unit of their handling.

The Libraries still retain two paper copies of each thesis, so the traditional student tasks of barcoding and tracking physical items persist. The scanned abstracts are now pasted into OCLC records. The abstract provides keyword-rich access to thesis titles via Barton.

There is still a sizeable backlog of earlier technical reports, though the cataloger has, at various points over the year, been completely up-to-date with current technical report receipts.

Database Maintenance Services

Projects and initiatives this year included:

- The loading of new authority records sent daily by LTI has begun, and has been scripted into all loader processes.
- All loader processes have been scripted, thanks in great part to Rich Wenger, which has allowed the OCLC loader team to reconstitute, and the Books 24x7 load to happen automatically. The Gov Docs loaders are also scripted, and are consequently *much* easier to run and take far less time to do.
- A new match criterion was added to the daily loader routine to utilize barcodes already added to the incoming records. A script Christine Moulen wrote allows for the barcode to be automatically added

to the correct place in the bib record once Acquisitions has received the items. This change in workflow eliminated the most time-consuming and error-prone step of all monograph cataloging workflow, including FastCat.

- The set of Kluwer records we purchased from OCLC has been loaded into Barton, and the data we extracted from VERA was overlaid onto these records
- BNA Table of Contents processing has resumed, and these processes are also scripted.
- Planning and updating of records in Barton to reflect the move of all materials from Schering-Plough to Science. Various reports were run and completed to correct various problems before the bulk of the changes were made.
- A new procedure for logically deleting records needed to be changed due to a limitation in Aleph functionality. The new procedure globally changed all records to the new code, and set up validation to prevent catalogers from using the incorrect code in the future.
- Major improvements to the authorities enrichment of the browse indexes was completed, via testing and running a new process before indexes are built.
- Participated in the drafting of the Systems and Technology disaster recovery plan to include cataloging procedures.
- OCLC announced the termination of its Pinyin conversion services, and the MARC Database Manager along with the Original Cataloger investigated the impacts of using the service vs. doing the work in house. A recommendation to do the work locally was made.
- 47,504 bib records were loaded from OCLC, along with 99 full Gov Doc records, 2,847 brief Gov Doc records, and 898 Books 24x7 records.
- Completed bib loader error resolution: 629 from OCLC loading, 107 from Gov Docs, and 2 from Books 24x7.
- 88,085 Authority records were loaded into Barton, with 156 errors resolved.
- 3 projects were collected and sent to OCLC TechPro for contract cataloging, and 4 were returned during this fiscal year. All records, except some with vernacular scripts, have been loaded, and there remains some next day checking still to be done.

Database cleanup projects included:

- The restoration of data lost during migration and early loading of Greek characters and super- and sub-scripts has been completed. 5275 characters were corrected.
- A project to move the GMD from an older tagging in the 240, to the new preferred place, the 245 was completed, correcting over 3000 records.
- Nearly 3000 Holdings records that were incorrectly created without 852 tags were deleted.
- Over 2000 Holdings records created during migration for PRECAT items were deleted.
- Nearly 1500 items were corrected containing incorrect collection and prefixes for microforms.
- Due to a change in the deletions procedure, over 800 deleted records were corrected to updated procedures.
- Articles at the beginning of titles were examined and indicators adjusted for 267 headings.

Metadata Unit

The Metadata Unit achieved full staffing on July 1, 2003 with the arrival of the Metadata Specialist. The Unit has created metadata for 700 OpenCourseWare titles since it opened in April of 2003.

The Metadata Unit contracted with the Singapore-MIT Alliance to add its conference papers to DSpace and to create the associated Dublin Core metadata. Over 300 records were created. Authority work was performed on the author names in a separate file.

The Metadata Specialist also served as a consultant to digital projects at Wesleyan University, creating a document of metadata recommendations.

The Metadata Specialist and the Special Formats Cataloger worked in close collaboration with the Associate Director for Collection Services and the Associate Director for Administration to create a business proposal for the continued support of this cost-recovered unit.

The members of the Metadata Unit published an article on OCW experiences in *Library Hi Tech*, v. 22, no.2, p. 138-43.

Cataloging Standards and Practices Committee

This year, the Cataloging Standards and Practices Committee met on an as-needed basis. The group discussed the implementation of the revised LCRI 1.0C (extensive additions to the rule interpretation on punctuation), the consequences of using OCLC collection sets for electronic packages in Barton, and planned for Connexion interface training. The Committee also had a meeting with Digital Acquisitions personnel to discuss the electronic “comes on” print type situation. This particular meeting was very helpful for improving communications between the units.

Personnel

The Department Head position remained open for FY '04. Beth Siers participated on the Search Committee. The search was completed and the new Department Head, Rebecca Lubas, was scheduled to begin July 1, 2004.

Robert H.W. Wolfe started as the Metadata Specialist on July 1st.

Jane Marcus worked in Monograph Acquisitions this spring to help compensate for a retirement.

Macee Damon, Kathy Hamilton, Ray Schmidt, Gordon Thomas, Mary Jeanne Yuen, Linda Cuccurullo, Rebecca Lubas, Stephen Skuce, Beth Siers, and Jane Marcus were named on an Infinite Mile Award for the project to reduce the book backlog.

Future plans

On July 1, 2004, Bibliographic Access Services becomes Cataloging and Metadata Services (CAMS), uniting with the Serials Cataloging Section previously under Serials and Acquisitions Services. Fiscal Year '05 will see an examination of department structure.

The department is looking to increase efficiency in routine work to create time to begin work on uncataloged collections throughout the Libraries.

The proliferation of electronic resources demands an examination of our methods for maintaining organization and access of them. CAMS will work with personnel in various sectors of the Libraries to evaluate current methods and new possibilities.

The Metadata Unit will look to market its services beyond OpenCourseWare.

CAMS anticipates moving from the OCLC Passport software to the Connexion system in FY '05. Work has already begun on re-writing essential macros for routine cataloging work.

Rebecca L. Lubas, Head Cataloging and Metadata Services

More information about Cataloging and Metadata Services can be found on the web at <http://libraries.mit.edu/about/depts/bas.html>