

CATALOGING AND METADATA SERVICES ANNUAL REPORT, 2005-2006

TRANSFORMATIONS

Cataloging and Metadata Services turned one year old this year. Against a backdrop of major library initiatives and news of significant changes in the cataloging world, CAMS continued to create quality metadata for MIT Libraries' resources.

The year began with major workflow variation to accommodate the migration to Aleph v. 16 during the summer months. Due to missing programming in the bibliographic record loader in this version, CAMS was required to use a work around. We needed this alternate workflow for eight weeks. While we quickly completed the associated clean-up work, the department was left with a larger than our normal target backlog. A cataloging push in the spring cleared this backlog out, however, not without domino impacts of increased materials flow on the rest of the system. After the push, we trained additional personnel in different categories of cataloging to reduce the number of books entering the general work supply.

We filled vacancies in two key positions later in the year, helping us to start thinking about issues such as improving section workflows, communication, and documentation. This also allowed us to devote time and attention to more projects.

We have continued to keep up with changes in the software landscape such as Connexion upgrades and the campus migration from Eudora to Outlook.

While the staff in CAMS continues to monitor developments in the new version of the Anglo-American Cataloging Rules, other, even faster-paced, changes have presented themselves. For example, late this spring the Library of Congress announced a decision to dramatically change its practices in series authority control, essentially eliminating most of it. Many CAMS personnel provided information or input to the system to help picture what the impacts in Barton would be. Database Maintenance Services produced reports for public services personal to study, our CONSER representative reported first hand reactions at the Operations meeting this spring, and all the catalogers in the department helped spell out what the impacts of this decision and the various ways to handle it would look like locally. The Divisional Libraries Group/Technical Services Advisory Council made a decision on local handling of the new policy, which will be implemented next fiscal year and re-analyzed after one year. This decision will change how we handle series significantly – leaving most of the control to our authorities vendor, as opposed to immediate, guaranteed, local control.

This spring the Libraries brought in consultants to examine processing of print materials. While cataloging was not a focus of the study, many of the recommendations made affect cataloging directly or indirectly. In the coming months this will give cataloging further opportunity to examine our interrelation with the rest of the system.

CAMS retooled its meeting structure toward the end of the year to try to accommodate the faster paced world we are in, to allow for increased communication among the cataloging staff.

GOING BEYOND CAMS

CAMS' activities stretched beyond 14E-210 in many ways this year. CAMS personnel have had the opportunity to share their expertise with the rest of the system as well as learning new methods and skills from our colleagues. Many of these opportunities were focused on improving the user experience through library interfaces or direct user contact.

- Several members of CAMS were involved in the SFX/Verde Task Force. Jennifer Edwards, Serials Cataloging Librarian, and Beth Brennan, MARC Database Manager, were members from the beginning, continued to serve this year. Bonnie Parks, Head, Serials Cataloging Section, was also appointed to the group upon her arrival in February. As a member of the SFX subgroup, Jennifer advised the Web Advisory Group on public SFX menu issues and Barton as an SFX source.
- Beth Brennan, MARC Database Manager, is also a member of Barton Advisory Group. This group also participated in discussions and decisions in relation to Barton as an SFX source.
- Stephen Skuce, Rare Books Cataloging Librarian, was a member of the Web Advisory Group and the Ask Us! Virtual Reference Team. While answering many general reference questions through Ask Us, Stephen is also able to quickly and directly answer user questions about theses in Barton and in DSpace. As authors very often have questions about the accessibility of their material and the format of their name, Stephen's participation represents a better and more efficient service to this community. As part of the Web Advisory Group, Stephen participated in the intensive User Needs Assessment.
- Members of Special Collections Cataloging and the Metadata Specialist have met this year with the Digital Projects Manager, to give him background in historic practice and to move toward creative and innovative ways of providing access to MIT publications.
- The Metadata Unit made great strides in increasing its circle of clients and recognition around campus (see details in the unit's section).
- Rebecca Lubas, Department Head, and Selina Wang, Associate Department Head, joined the Head and Associate Head of Acquisitions and Licensing Services to form the Technical Services Management Group. Already this group has facilitated communication between the departments and we hope to increase its use in improving workflows in the coming year. Kim and Selina have been looking for opportunities to increase communication with staff in the divisions, including on an informal basis.
- Selina Wang also served as CAMS' representative to the Technology Advisory Group.
- Rebecca Lubas served as a member of the Performance Benchmarks Task Force. The Task Force revised the benchmark rating system and revised the evaluation forms and process.

SECTIONS

Monograph Cataloging Unit (MCU)

The Associate Head of CAMS and Monograph Cataloging Supervisor started on September 1. Upon her arrival, the section assumed its new configuration, including two department members formerly in Database Maintenance Services.

MCU worked collaboratively with other sections, especially Database Maintenance, to complete several projects. Projects included:

- Cleanup of database problems resulting from the upgrade to Aleph 16
- Entry problems resulting from capitalization of acquisitions records
- Table of Contents errors
- Book search webform redesign

We eliminated the cataloging backlog of Oxford Reference Online and Safari e-titles for the past two years. Also, because IEEE stopped issuing their Conference Proceedings in print format, we have been required since January 2006 to catalog each conference's proceedings from the IEEE Xplore website.

The transition to Aleph 16 slowed down the cataloging process, causing the backlog of the Wall books to increase. (The "Wall" is the general copy cataloging work supply). All members of MCU worked intensively for two months on the "PUSH" procedure to handle this increased backlog. As a result, we reduced the number of Wall items from 3,455 to 788. This was accomplished in addition to maintaining our ongoing commitment to complete all rush requests within 24 hours.

MCU also performed much cataloging of gifts, for example, we received 592 Jacobson gift books from Monograph Acquisitions, and we completed cataloging for all of them.

A Geographic Information Systems (GIS) pilot project was begun this year, in which we treat all newly purchased GIS datasets as "Rush." To assist with the coordination of the purchasing and cataloging of the items, we designated a Copy Cataloger to act as a liaison with the GIS Librarian. This project has also been successful in reducing the backlog of GIS items.

Everyone in MCU participated in updating the monograph cataloging documentation. Each section of documentation was reviewed during our weekly meetings, and individuals volunteered to rewrite sections that needed updating. We made the content available on a shared directory on Turnpike so that everyone could view and comment on the revisions.

Several changes were made to cataloging duties to help make the workflow more efficient. We have increased the number of personnel performing "FastCat" cataloging. (FastCat is expedited cataloging for records from trusted sources). Additional personnel have also been trained check and modify the cutter numbers for LC records of the "P" class books, as well as those in the ML410 call number range. This has streamlined the Copy Cataloging workflow and also reduced the number of volumes being sent to the general work supply.

Original Cataloging continues to have responsibility for monograph materials in all formats. Effects this year included:

- Reduced backlog of CD-ROMS with copy, collaborating with a copy cataloger
- Worked with Database Maintenance personnel on project to catalog Engineering Library videotape series
- Worked with two copy catalogers on project to derive LC call numbers from DDC call numbers on contributed records
- Trained another section member in RLIN searching
- Planned and directed the workflow process for a non-Roman book material Techpro project this year, working with Database Maintenance personnel

Music Cataloging. During the past year, the Lewis Music Library has been involved in the tape-to-CD digital transfer of concert performances by the MIT Symphony Orchestra (MITSO) during the tenure of conductor David Epstein, who led the orchestra from 1966 to 1998. Many of these tapes, along with 1,100 books and scores from Epstein's personal collection, were donated by his widow Anne, who also provided generous funding for the digitization project.

CAMS personnel inventoried this material -- 190 tapes were sorted into groups representing about 70 concerts, and a set of "draft" catalog records was created for each concert. Since then, the process of creating CDs from the tapes has entailed a close collaboration with the recording engineer to make sure that the contents of the CDs match the original programs. Completion of the project is expected by the fall of 2006.

CD versions of music with MIT associations have come from various sources. Examples include the recording of the Grateful Dead's free outdoor concert at MIT in 1970 and "The cyclotronist's nightmare"-humorous songs by MIT physicists and others, recorded in the late 1940s (the original 78 rpm discs were cataloged in 2004). High priority is given to these unique materials.

World music cataloging has continued to grow. We have enlisted the help of an MIT student employee to assist in researching and cataloging music in two areas where we have received significant donations of CDs: Latin American pop, hip-hop and jazz (102 CDs, about half requiring original cataloging) and Indian classical music (25 requiring original cataloging). The Latin American music was donated to the Lewis Music Library last spring by Michèle Oshima, Director of Student and Artist-in-Residence Programs of the MIT Office of the Arts. The Indian music is a gift of MITHAS (MIT's Heritage of the Arts of South Asia), and supports the teaching of this music at MIT.

Serials Cataloging

Serials cataloging weathered both a vacancy for over half the year plus an extended family leave for one of its members. There was a small decrease in original cataloging due to these factors. During this time, the copy catalogers kept material moving by creating original non-CONSER records for rush new titles, title changes, and format changes (to CD-ROM or online), by deriving records from print versions and using macros and constant data records in OCLC.

In addition to the regular print and electronic cataloging, several significant projects were completed, including "Springer/Kluwer Cancellation Project," Jakobson serials and journals project which involved a large gift which resides at LSA, and Barton version 16 testing.

The report year for CONSER is Oct. 1, 2005 through Sept. 30, 2006. The final numbers for the last fiscal year (Oct. 1, 2004-Sept. 30, 2005) were 229 first-time authentications and 1443 total transactions. This fiscal year, as of May 31, 2006, we are halfway towards our quota for first-time authentications of records and have completed 75% of our quota for total transactions, which includes the first-time authentications and maintenance of authenticated.

This year, the section continued to devote about 1 FTE a week to the DDC Recon project at the Library Storage Annex. This fiscal year, 865 titles have been "reconned" as of May 31, 2006, and a total of 3,736 DDC serials reconned at Annex this past year.

Serials cataloging personnel also helped at the Annex with problem-solving, cataloging materials "on-demand", and reclassifying journals, which involved a large volume of items processed for HDC storage, holdings updates, and items linking.

The Section continued to catalog e-serials and work with the Digital Acquisitions Unit to coordinate procedures for notification of new titles and packages, and for updates to Vera. New titles were added to Vera as reported by Digital Acquisitions. Some of the bigger new packages included several collections of Wiley backfiles, the JSTOR Business II collection, and the Royal Society of Chemistry Archive. The Kluwer record URLs were globally updated to new Springer platform.

In June 2006, OCLC announced the implementation of new codes for integrating resources prompting Serials Cataloging personnel to work on this backlog.

Database Maintenance Services (DMS)

Many DMS activities supported library endeavors and goals such as improving the user experience (SFX activities), Pinyin conversion, and loading of electric resources records. DMS provides reports of data that helps in libraries decision making, such as the selectors deciding which gifts from the Space Center to keep based on circulation statistics, or classed together series data after the LC series policy change announcement.

DMS was a key player in the Aleph v. 16 upgrade as much testing was required.

The MARC Database Manager began reporting to the Technical Services Management team this year, helping to provide better flow of information between CAMS and Acquisitions and Licensing Services.

A sampling of DMS activities include:

- Remainder of the testing for the upgrade to Aleph v.16, testing two service pack upgrades, and the beginning of testing for the upgrade to Aleph v.18
- Setup workflow for loader semi-downtime after upgrade, and worked through implementing the resolved loaders, and finding the resulting errors
- MARC Database Manager worked to get the SFX button working in Barton, including the addition of URLs to records covered in SFX, to allow conditional display of the button
- Loaded 33,353 bibliographic records via the OCLC loader, 697 Books24x7 records, 2,019 brief Gov Doc records, 1,046 full Gov Doc records, 3,045 records for e-only Gov Docs, and 13,143 records enriched with Table of Contents (TOC)
- Loaded: 24,552 Authority records
- Resolved: 1,728 errors in the OCLC load, 4 Books24x7 errors, 113 Gov Doc errors, 75 e-Docs errors, 119 Authorities loading errors, and 731 TOC errors
- Global addition of URLs to 3274 SPIE conference proceedings
- Completed project to resolve the incorrectly placed data switched between tags 300, 028 and 260
- Successfully completed setup for parallel indexing
- Global changes to assist in the transfer of the film collection.
- 1066 problem materials routed through DMS
- Assisted with Techpro projects including CJK and new projects

Special Collections Cataloging

SCC continues to make materials unique to MIT available, and has expanded the forums in which this happens in the past year.

A new and important duty undertaken by the MIT Publications Cataloger this year is direct editing of metadata in MIT's installation of DSpace. While the number of errors in the Libraries' catalog and other metadata records is very low, those few errors that do escape our attention are much more likely to be noticed when the metadata accompanies full-text objects in DSpace: faulty catalog data that might have gone unnoticed for years in WorldCat and Barton is liable to be caught by authors and readers who use DSpace.

Thesis cataloging was up over FY 2005: Bob Hall cataloged 2094 thesis titles in FY 2006, versus 1819 in FY 2005, an increase in our output of roughly 15%. In accordance with our standard practice, the MIT publications cataloger has kept pace with the actual number of theses generated at the Institute. Technical reports cataloging benefited once again from MCU member Kathy Hamilton. Over 500 tech report items through the department in FY 2006.

The Rare Books Cataloging Librarian cataloged some 430 titles for the MIT Rare, Rotch Limited Access, and Archives collections. As always with the older titles cataloged for the Rare collections, the actual number of volumes processed was several hundred higher than the number of titles. Additionally, we've nearly completed throughput of the massive *Annalen der Physik* gift from Tom Peterson. Among the more interesting titles cataloged this year:

- A copy of Faraday's "Experimental researches in chemistry and physics" containing contemporary newspaper clippings marking the death of the author.
- A leather briefcase covered in African print cloth, containing cards, pictures, and other training materials designed to teach women in developing countries about clean drinking water, public sanitation, and so on.
- An 1851 table, apparently unique to MIT and inscribed by its author, on how to measure an area in "acres, rods, and decimals of a rod."
- A unique collection of materials documenting the history of what for years was derided as the nightmarish "Scheme Z" but went on to become the celebrated Leonard P. Zakim/Bunker Hill Bridge.
- Several editions of Bowditch's "Practical navigator," acquired from various sources. At least one copy was carried aboard oceangoing steamships during the 19th century; one was given a cover, presumably while at sea, of rough burlap; and a third was presented to MIT by Prof. J.W. Howard in 1941 after having been, according to his inscription, "rescued from an ashcan and rebound."

We continued to use student help for routine processes. We also took advantage of downtime in Monograph Acquisitions to bring the rare books database up to the present. This means that when the new Conservator arrives in July, she will have available to her a completely up-to-date database, containing condition information on every single volume that has been cataloged for the MIT Rare collections. This will help facilitate batch processing, time allocation, and so on.

Metadata Unit

The Unit continued its partnership with MIT's OpenCourseWare, and made great strides in being recognized as an MIT authority in metadata, and in outreach beyond the campus.

OCW is participating in several new repository federations, for which the unit repurposed the metadata it had prepared in past years. The unit also wrapped up its work for CWSpace participating in Usability Assessment Testing and redesign of metadata interactions for this project to archive old OCW courses in DSpace.

The Metadata Specialist participated in the DLRG grant project to define a policy expression language for digital repository policies, dubbed "PLEDGE." This project is part of a NARA grant to define the requirements of a trusted digital repository. The Specialist is working on defining a scheme for encoding policies that are both human and machine-readable.

The Metadata Specialist held two marketing campaigns which including sending a postcard and holding an open presentation. The unit's visibility on campus is clearly marked by the number of on-campus clients this year, including:

- Podcasting @MIT: The unit joined AMPS and IS&T in preparing the Podcasting @ MIT initiative. The Metadata Specialist defined a recommended set of metadata elements for all podcasts, preparing a user's introduction and guide to podcasting and giving a presentation on writing RSS XML feeds at the IT Partners day.
- MIT iTunesU: The Metadata Specialist participated in the design of the iTunesU pilot, preparing a recommended set of ID3 tags to add to every audio/video file.
- Reference Publications: The Metadata Specialist reviewed, researched and prepared a recommendation for improved use of metadata in the publication of the MIT Course Catalog and Annual Report.
- Singapore MIT Alliance: For the third year in row, the unit published the proceedings of the annual SMA conference to their DSpace community, enhancing metadata records.

The unit also had a major outside client, Wesleyan University. In previous years the Metadata Specialist wrote a best practice guide for Wesleyan. This year the unit added new learning objects to the LOLA Exchange repository. The Production Assistant did the bulk of this work.

PERSONNEL

Comings and Goings

- Selina Wang began as Associate Head and Head, Monographs Cataloging September 1.
- Bonnie Parks began as Head, Serials Cataloging Section February 15.
- Macee Damon, Copy-based Cataloger, departed for a professional position May 19.

Professional Activities

- Beth Brennan, MARC Database Manager, participated in the search for the Head, Serials Cataloging Section. Beth was promoted to Librarian II this December.
- The Original Cataloging Librarian, Linda Cuccurullo, served as liaison between ALCTS' Subject Analysis Committee and ARLIS.
- Jennifer Edwards, Serials Cataloging Librarian, gave a panel presentation at NASIG.
- Rebecca Lubas, Department Head, was selected by the U.S. State Department Speaker program to teach nonprint cataloging at the National and University Library of Kosova in April.
- Bonnie Parks, Head, Serials Cataloging Section, gave a Serials Cataloging Cooperative Training Program workshop on cataloging electronic resources.
- Stephen Skuce, Rare Books Cataloging Librarian, teaches the Organization of Knowledge course at Simmons' Library Science Program. He is also a major contributor to the soon to be published Descriptive Cataloging of Rare Materials (Books) and working on Descriptive Cataloging of Rare Materials (Serials). Stephen won an Infinite Mile Award this year for his participation on "Ask Us" as well as an individual award for Community.
- Robert Wolfe, Metadata Specialist, was appointed to the METS editorial board, participating in the governance of the METS standard.

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