

High-Value Tasks for Cataloging Effectiveness



**OCLC GOOD PRACTICES FOR GREAT OUTCOMES:
CATALOGING EFFICIENCIES THAT MAKE A DIFFERENCE**

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In a Nutshell



- **Concentrate on Higher Value Tasks**
- **Reduce Time Spent on Lower Value Tasks**

Higher Value Activities



- Record edits that substantially increase user access, such as:
- Original cataloging
- Upgrading incomplete copy cataloging
 - Adding subject headings
 - Adding name headings and uniform titles
 - Adding call numbers
 - Tracing series
 - Correcting substantive errors in these fields or in the bibliographic description

Lower Value Activities



- **Changes to copy cataloging that do not support user tasks or that do not have a great impact on access**
 - Adding or correcting many notes
 - Changing descriptive practices or access points that are allowed but differ in judgment from your own
 - Reviewing most complete cataloging records
- **These activities do have value, but less of it**
- **When we have to choose how our time is used, it is better spent on high value tasks**

Ways to Focus on High Value



- **Accept Most Complete Cataloging**
 - **Catalog at the Network Level**
 - **Review Cataloging Standards**

Accept Complete Cataloging



- Accept complete cataloging records that meet your library's standards, without close review on a record-by-record basis
- Establish a set of criteria for acceptable records and then take them, e.g. in acquisitions
- Incomplete copy cataloging and some special cases need work by staff with more cataloging skills
 - Discernment is still necessary

Former UW Practice



- Cataloged print monographs with full copy in acquisitions when the inputting library was on a “white list”: DLC, PCC, or selected member libraries
- Sent all non-book material to cataloging
- Did not catalog books in special categories, e.g. children’s literature

Current UW Practice



- Screen records for fullness and accept complete copy for print monographs in acquisitions
 - 95% of the titles from YBP are done there
- Do more cataloging in acquisitions
 - Children's literature with DLC copy
 - Many music sound recordings
 - Starting to catalog some scores
- Still send some complete copy to catalogers
 - For example, pre-AACR2 records
- Use automated methods to facilitate record screening

Catalog at the Network Level



- Consider making high-value changes to copy cataloging in the OCLC master record
- Most changes may be made without Enhance authorization
- Reduce local practices that cannot go in the master record in order to save time
- Edits to a local copy of a record are lost to the OCLC cooperative
 - The more we share, the more we all stand to gain

Review Cataloging Standards



- Consider using the BIBCO Standard Record (BSR)
- The Program for Cooperative Cataloging (PCC) recently replaced both its Full and Core standards with the BSR
- Separate BSRs have been created according to bibliographic format
 - Serials are governed by the CONSER Standard Record (CSR)
- BSRs are available at:
www.loc.gov/catdir/pcc/bibco/BSR-MAPS.html

Purpose of the BSR



- Designed to support the user tasks of find, identify, select and obtain
- Emphasizes access over extensive descriptive information
- Intended as a “floor” record
 - Contains the minimum needed for its purpose
 - May be supplemented with additional elements based on library needs or cataloger judgment
- Controlled access points are supported by authority records

UW Test of the BSR



- Four experienced original catalogers cataloged 12 titles in different combinations so that each title was done twice at full level and twice as a BSR
- Catalogers tracked the time spent on cataloging and authority work
- Results were analyzed statistically
- Description of the test is available at:
staffweb.lib.washington.edu/committees/CPC/bsr

Savings Gained With the BSR



	Average Reduction	Statistically Significant
Total Time	26%	Yes
Subject Headings	30%	Yes
Name Headings	24%	No
Authority Records	17%	No

Development of a “UW BSR”



- UW is developing a “floor +” version of the BSR
- Three areas where the floor is surpassed
 - Limited use of additional fields, e.g.
 - ✦ 520 in certain cases
 - ✦ 538 for non-standard hardware or software
 - ✦ 539 for original cataloging only
 - Bibliography note for “substantial” bibliographic material
 - Full subject analysis
- This version will be tested to see what it saves

How to Use the BSR



- You don't need to be a PCC library
- Follow the BSR standard, with these changes:
 - Non-PCC library
 - ✦ Encoding Level: 4
 - ✦ 042: omit
 - PCC library
 - ✦ Encoding Level: blank
 - ✦ 042: "pcc"
- Non-PCC libraries should formulate name headings according to AACR2 but do not need to create authority records

Summary



- Review your cataloging standards
- Reduce lower value tasks by accepting more complete cataloging records
- Focus on higher value tasks such as upgrading incomplete copy and performing original cataloging
- Increase the number of high-value edits to copy cataloging in the OCLC master record

The Value of These Changes



- Good for our users because they get better overall access to a wider range of materials
- Good for the library because staff time is used effectively
- Good for catalogers because they exercise their skills at the highest level, and they have more interesting and challenging work