E-BOOKS IN THE CATALOG: WORKFLOW CONSIDERATIONS
What happens to our processes when the majority of new records enter our catalog via bulk load?
At SMU Central University Libraries, we currently have:

- 821,576 records in the catalog for electronic monographic content

- 733,902 records in the catalog for the main circulating locations in our main, science, and arts libraries (over 3 million volumes in total collection)
Broad considerations: Issues that apply to all records in the catalog

Specific e-book considerations
What are your standards for bibliographic quality?
- Can you articulate them in a way that applies to both individually cataloged and bulk loaded items?

Examine workflows in terms of bulk loading as the main way materials enter the catalog
- Are copy catalogers asked to do things to records that cannot be done to records in bulk?

Can you sustain those workflows if you load 300,000 records into the database?
- Ex.: Series control
How will your workflows change as a larger proportion of the materials added to your collection are electronic?

- What new processes need staff time?
- What old processes can be abandoned?
- Take a fresh look at what vendors can do.
E-books have a more complicated life cycle than print books

- Facilitate their maintenance through thoughtful editing
- Document bulk loading and editing procedures
What will you want to know from the records?
  - What do your collection development or systems colleagues want to know?

Can you modify the records so you can answer these questions?
SPECIAL QUALITY CONSIDERATIONS FOR E-BOOKS

- Unique identifiers
- Authorities
- Applying limits
- Test load
Before you load:
- MarcEdit
- Loading script/profile
- Reports created by MarcEdit or vendors

After you load:
- Global editing capabilities of your ILS
- Correction of individual records using reports
RESOURCES FOR BULK LOADING

Thank you!

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