Certifiable Catalogers

Kathy Setter

Bridget Krejci

Indianhead Federated Library System

Eau Claire, Wisconsin

The Problem

- 49 libraries responsible for their cataloging
- 4 of them have professional catalogers
- 5 of them subscribe to Shared Services where all their cataloging is done for them
- That leaves 40 largely untrained librarians adding bib records to the database
  - We got tired of seeing records like this

Our Approach

- Offer 4 choices on how their library will add bib records to MORE
  - ◆ Verify they have a professional cataloger on staff
  - ◆ Subscribe to Shared Services
    - Library System staff do all cataloging and processing of all new materials
  - ◆ Subscribe to CABS – Cataloging and Bibliographic Services
    - New service started where Library System staff fully catalog bibliographic records from lists of items the library ordered
  - ◆ Certify a staff member in Cataloging
    - Attend an initial Cataloger's Retreat
    - Follow consortium bibliographic standards
    - Have work checked periodically by consortium staff
    - Request help whenever needed
    - Attend training annually

Library Decisions

- 4 professional catalogers were verified
- 1 library left Shared Services, 1 joined, leaving total at 5
- 11 libraries subscribed to CABS
- 29 libraries opted to have a staff member certified
    - 5 libraries chose to have 2 staff certified
    - Most like the status quo, but with more directed oversight

The Plan

- Require attendance at initial Cataloger's Retreat
  - Day long training session
  - Detailed instruction on MARC fields
  - Included quizzes

- Encourage questions
  - Email when there is a question on what to do for a particular item
  - Ask for a review of a bib record
  - Report possible duplicate records

- Regular Review of their work
  - Created a cat code just for this purpose
  - Individual visit sometime during the year

- Annual workshop in the fall

Catalogers Retreat

- Explain Why
  - ◆ Improve database quality
  - ◆ Prevent duplicate records
  - ◆ Consistency
  - ◆ Improve patron service

- Expectations for Certification

- Definition of Cataloging
  - ◆ We are concerned with Bib records, not item records

- Exercise evaluating bib records
  - ◆ Gave 3 examples
  - ◆ Asked to rank them from worst to best

Bib Record Examples

- Very Short Records
  - ◆ In some it was hard to tell what that thing was

- Missing Vital Information
  - ◆ No format code
    - Implications for the OPAC and patrons identifying what it is
  - ◆ No 300 field (description)
  - ◆ No author
  - ◆ No subject or genre headings
  - ◆ No summary or contents

MARC	008			
ISBN/ISSN	024	1		607074001829|c$9.99
MARC	040			Mvl|beng|cMvl
TITLE	245	1	0	And it's Christmas.
IMPRINT	264		1	[Canada] :|bKidzup productions,|c[2007]
IMPRINT	264		4	|c®2007
DESCRIPT	300			1 audio disc :|bdigital ;|c4 3/4 in. +|e1 booklet.
DESCRIPT	336			performed music|bprm|2rdacontent
DESCRIPT	337			audio|bs|2rdamedia
DESCRIPT	338			audio disc|bsd|2rdacarrier
NOTE	500			Compact disc.
NOTE	500			Lyrics in booklet.

Starting Point

- Search for a matching record
  - ◆ Not just ISBN, title also

- Remote searching through Z39.50
  - ◆ ISBN best search here
  - ◆ Evaluate retrieved records for best one
  - ◆ Edit record to our standards

- If not found:
  - ◆ Use bib templates to create new bib record
  - ◆ Or send to system office for cataloging
    - We catalog the tough stuff

Bibliographic Records

- Explained what is in a complete record
  - ◆ Used records from exercise as examples
- Went over required MARC fields one by one
  - ◆ Started with a book record
  - ◆ Looked at an audiobook and DVD record, pointing out what was different Lent and what needed to be added for that format
  - ◆ All information is on our training page
- New catcode k, C Cat for Certified Cataloger
- DVD, Blu-ray etc records will still be evaluated by staff
- Did second exercise evaluating bib records
  - ◆ Participants had an easier time after the training

Follow Up

- Catalogers asked questions
- Many asked us to check their records
- Looking at k coded records
  - ◆ Notify cataloger of consistent problems
- Contact cataloger to schedule personal visits
  - ◆ A chance to sit one-on-one to talk about concerns, ask questions, share program feed back.
  - ◆ See the workspace and work situation for each cataloger
  - ◆ Work through any challenging items

Success?

- We believe they are paying closer attention
- Importance of work is more of a priority
- Database is in much better shape
- Still planning follow up

Questions?

Thank You!

Kathy Setter
Setter@ifls.lib.wi.us

Bridget Krejci
krejci@ifls.lib.wi.us