

**Copy Cataloging Challenges During COVID-19: A
Glimpse at the Processing and Workflow Management
of Donations and a Specially-Acquired Collection**

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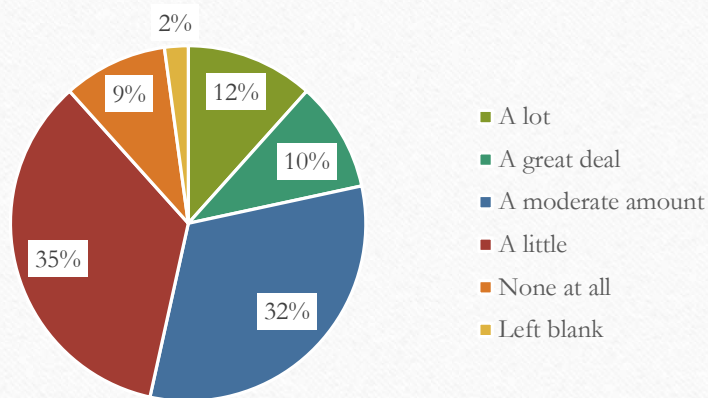
Impact of COVID19 on Technical Services

- This study looked at the following:
 - Average work week
 - Support of employer
 - Job Capability/Productivity
 - Accessing the library
 - Having the Support of the Employer
 - How much did one have to alter their job
 - Future of Working from Home

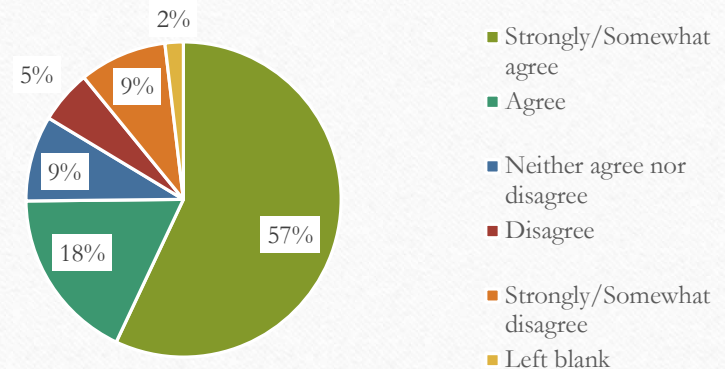
Average Hours Worked			
Pre		During	
At Library	At home	At library	At Home
37.15	1.19	3.90	36.93

Impact of COVID19 on Technical Services

Did you have to alter your job to make it possible to work from home?



Given the opportunity would you want to be able to work from home on a more permanent basis?



Pandemic Impact at Saint Leo

- Work from home initiated in Mid-March 2020.
- Some staff were placed on a three-week furlough.
- Copy Cataloging: The transition...will we be successful working from home?
- Ferrying materials and keeping the ball rolling.
- During Spring 2020-Spring 2021 students and staff needed to work and remain separated in certain ways.

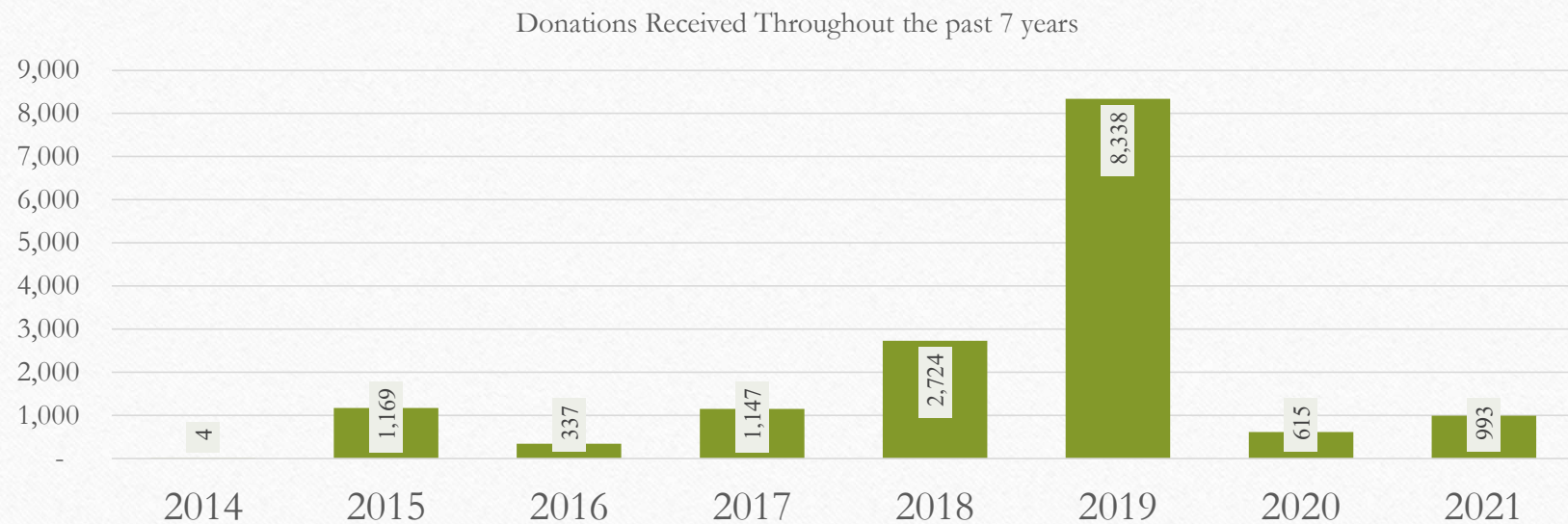


Our acceptance policy and how COVID complicated the process

- The only **major** change we had was the fact that our community patrons were not allowed on campus beginning March of 2020 to July 2021.
 - We did provide special arrangements if it was convenient and if people felt comfortable. We have picked up one donation off-site.
- Overall, due to the pandemic the quantity of interested donations dramatically dropped.
- This time period served a wonderful way to catch up on our donations.



Saint Leo's Donations From July 2014 through March 2021



Anne Nevins Collection

- Given the opportunity to purchase more books.
- Had to wait on the COVID-19 Response Team to be approved to travel to the library.
- Limited to two employees, arriving in separate vehicles, and masks were required the entire time.



Copy Cataloging: Decision Process



First, we check our collection for duplication.



If not in collection, assess value and condition of item.



If good—add (we maintain spreadsheets of donation statistics).



If in very poor condition, we recycle the items.



If in fair/good condition we check Better World Books to see if they would accept the item for their collection to sell.



We receive some funding from Better World Books, definitely helpful during crisis time with a budget freeze!

Copy Cataloging Procedures

- Scroll down to the designated donation option.
- Pre-set constant data fields, saves time and prevents mistakes.
- Double check for correct call number during transfer to LHR.
- Complete 020, 541, and 876 fields.

The screenshot displays the WorldShare Record Manager interface. On the left, the 'Record Manager' sidebar includes search filters (Data Type: Bibliographic Records, Scope: All WorldCat, Index: Keyword) and checkboxes for 'Search Keyword', 'Apply LHR Constant Data', and 'Derive Record (LHR)'. The main panel is titled 'Apply Constant Data' and features a 'Constant Data Record Name' dropdown menu currently set to 'New Book Donation'. Below this, a 'Preserved 852 Subfields' list shows various record types, with 'New Book Donation' selected. The 'Preview Current Record with Constant Data' section displays a table of MARC fields (Tag, Ind 1, Ind 2, Data) for the selected record type. The 'Constant Data Record' section on the right shows the resulting record structure with pre-filled values for fields 007, 008, 020, 541, 852, and 876.

Tag	Ind 1	Ind 2	Data
LDRL			rx un
004			309647012
007			ta
008			2107272g 8 4001aang0210727
020			
541			\$a Donation, \$d October, 2019.
852	0		FSA \$a FSAM \$c Processing, Technical Services \$h FR9619 4 M74 \$i 555 2009
876			\$p
876			\$c 0.00 USD \$p #####

Tag	Ind 1	Ind 2	Data
LDRL			rx un
007			ta
008			1907282g 8 4001aang0190728
020			
541			\$a Donation, \$d October, 2019.
852	0		FSA \$a FSAM \$c Processing, Technical Services \$h FR9619 4 M74 \$i 555 2009
876			\$c 0.00 USD \$p #####

Copy Cataloging Procedures

- Prefilled 541 field : reminder to complete the donation date field.
- Important identifier.
- Only update month and year for each donated item.

The screenshot displays the WorldShare Record Manager interface. On the left, the 'Record Manager' sidebar includes search filters (Data Type: Bibliographic Records, Scope: All WorldCat, Index: Keyword) and buttons for 'Create Record', 'Record Work Lists', 'Export Lists', 'Toolbox', and 'User Preferences'. The main area shows a 'Derive Record' section with a green success message: 'Applied the constant data record New Book Donation'. Below this, the 'Record Number' is 210727, 'Date Entered on File' is 2/10/27, and 'Last Updated' is 20210727. A 'Related Bibliographic Record' is listed as 309947012. The 'Title' field is 'The House at Riverton'. The '541' field is highlighted, showing a prefilled value '541' and a reminder to complete the donation date field. The '541' field is also highlighted in the '541' field, showing a prefilled value '541' and a reminder to complete the donation date field.

Field	Value
Record Number	210727
Date Entered on File	2/10/27
Last Updated	20210727
Related Bibliographic Record	309947012
ISBN	
Title	The House at Riverton
541	541
552	552
576	576
576	576

Copy Cataloging During COVID

- Stated earlier—great opportunity to catch up with copy cataloging.
- Renee and Marissa were already employed; Audrey joined in August 2020.
- Great team effort!



Sum-up Overall impact of COVID

- Happy with how we could manage during the pandemic—remaining productive and still accepting donations.
- We were able to get a lot accomplished=more resources for our community post-COVID!
- Always more to do...



Continuation this summer and beyond

- Always more donations to work on.
- Still experiencing budget freeze, good to have these to input.
- Variety of donations—the Nevins Collection, World War II, bookstore items, donations from professors/departments.



Questions and Answers

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