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

<table>
<thead>
<tr>
<th></th>
<th>Pre</th>
<th>During</th>
</tr>
</thead>
<tbody>
<tr>
<td>At Library</td>
<td>37.15</td>
<td>3.90</td>
</tr>
<tr>
<td>At home</td>
<td>1.19</td>
<td>36.93</td>
</tr>
<tr>
<td>At library</td>
<td></td>
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<tr>
<td>At Home</td>
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</tbody>
</table>
Impact of COVID-19 on Technical Services

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

- A lot: 35%
- A great deal: 12%
- A moderate amount: 10%
- A little: 32%
- None at all: 9%
- Left blank: 2%

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

- Strongly/Somewhat agree: 57%
- Agree: 18%
- Neither agree nor disagree: 9%
- Disagree: 5%
- Strongly/Somewhat disagree: 2%
- Left blank: 9%
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

Donations Received Throughout the past 7 years
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.
Copy Cataloging Procedures

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