2012 ALA ANNUAL
ANAHEIM, CALIFORNIA

21ST CENTURY CATALOGING: CHANGING PRIORITIES

PAT HEADLEE
SANDRA LAHTINEN
JULIE SWANN

CATALOGING SKILLS

DATA EXCHANGE REQUIRES:

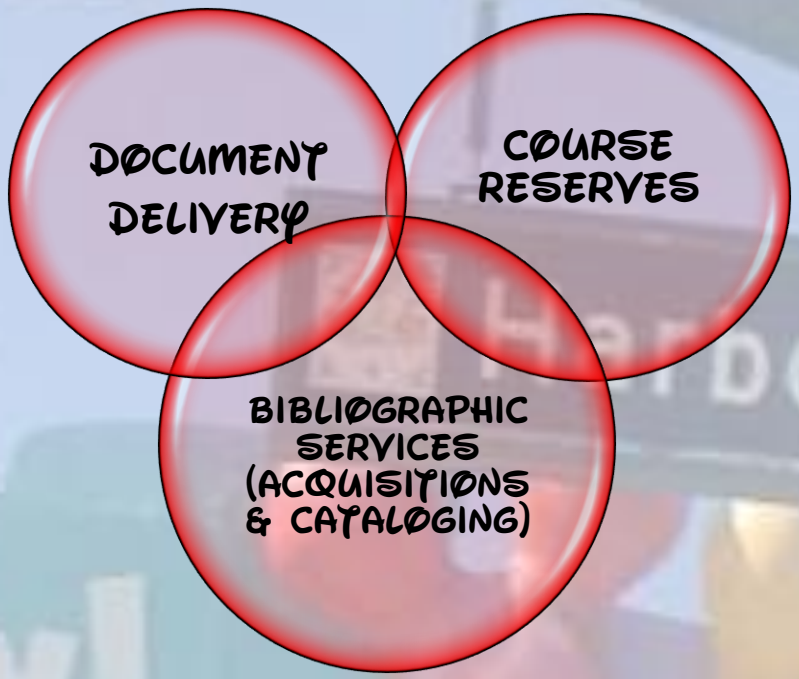
- UNDERSTANDING OF BIBLIOGRAPHIC RECORDS
- EXPERIENCE SEARCHING OCLC
- ABILITY TO CREATE LISTS IN IOLS AND PERFORM BATCH EDITING

ELECTRONIC RESOURCE MANAGEMENT:

- CREATE REPORTS FOR USAGE AND COST/ANALYSIS IN ERM
- SEARCH AND EDIT OCLC RECORDS FOR ILS E-RESOURCE TRACKING

INTERLIBRARY LOAN:

- SEARCH OCLC / ILLIAD
- SEARCH ONLINE CATALOG FOR LOANS
- FAMILIARITY WITH DATABASES



PRIMARY STAFF ASSIGNMENTS

Department	2002	2012
Bibliographic Services (Acquisitions & Cataloging)	21	10.5
Document Delivery	6	5.5
Course Reserves	1.5	3.5

CHANGING PRIORITIES

CLINE LIBRARY COMBINED CATALOGING SERVICES WITH ACQUISITIONS, ILL, COURSE RESERVES UNITS

HOW TO MEASURE SUCCESS?

Content Delivery Time Averages

Rush physical item copy cataloging	24 hours
Rush physical item original cataloging	48 hours
Non Rush copy cataloging	48 hours
Non-Rush original cataloging	7 days
EBook cataloging	Receipt of payment (average 4 hours)
Document Delivery article owned	24 hours or less electronic delivery
ILL owned book chapter	24 hours or less electronic delivery
Reserves request scanned for course management System	48 hours

LESSONS LEARNED

- SPECIALIZED TASKS REQUIRE PRACTICE
- NEED TO ENSURE MUTUAL UNDERSTANDING OF PRIORITIES
- DIVERSE JOB FUNCTIONS ADD VARIETY TO WORK, BUT THERE IS A LIMIT…

WHAT COMES NEXT?

CATALOGING SKILLS HAVE MANY APPLICATIONS

- APTITUDE FOR LEARNING NEW PROCESSES VITAL
- SEEK STAFF WHO ARE FLEXIBLE

CATALOGERS, THE UNSUNG HEROES OF THE LIBRARY WORLD

CONTACT INFORMATION:
JULIE.SWANN@NAU.EDU
PAT.HEADLEE@NAU.EDU
SANDRA.LAHTINEN@NAU.EDU

Photographs by Pat Headlee taken during Disneyland visits throughout the years.