THE EVER CHANGING ROLE OF THE CATALOGER AND HOW CATALOGERS MANAGE CHANGE

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WHAT DIRECTION DO WE TAKE ?

Cataloging is obsolete!

Rich Metadata is more important than ever!

And what do we tell our staff?

SITUATION IN FALL 2009

- **Staff**
  - **Head of Cataloging**
  - **Library Technical Assistant**
  - **2 Cataloging Assistants**
  - **Student Assistants**

- **Cataloging Workflow**
    - **Each book/tangible piece came to cataloger's desk with OCLC printout of MARC record selected by acquisitions**
    - **Each cataloger wrote edits on OCLC print out**
    - **Cataloging assistants swapped books and edit sheets and each proof read the other's work**
    - **Only checked technical details not cataloging decisions**
    - **Student assistant made all edits in Voyager system**
    - **Serials cataloger was cataloging electronic books**

SOME OF THE CHANGES

- **RDA – Whether we adopt or not we will be using RDA records so staff need training**
- **Decisions about bibliographic records**
  - **Vendor records vs. in-house**
  - **Mass edits vs. single record**
- **Multiple Catalogs – Bibliographic data more exposed!**
  - **Classic Catalog**
  - **GIL-Find Catalog (next gen catalog using Vu-Find)**

SOME OF THE CHANGES

- **Discovery services**
- **Data driven acquisitions (PDA)**
- **Institutional repositories and other Digital dollections**
  - **Non-MARC metadata**
- **Relocation of print legacy collections**
  - **Automated storage retrieval, Storage facilities, Withdraw**
- **Transition of resources from print to electronic continues**

STAFF PERCEPTIONS OF CHANGE 2012

- **More and more electronic books**
- **More and more electronic periodicals**
- **Single record approach record for serials discontinued**
- **Special collections merged with Cataloging/Metadata**
- **More staff members cataloging government documents**
- **All staff members catalog more than just print books**
- **Genre headings (can be confusing)**
- **Expected to know more about bibliographic records**
- **Work is increasingly complex**
- **Introduction to RDA and concern about future changes**

MANAGING CHANGE
1. REORGANIZATION

- Department wide including cataloging

- Set up 3 teams

- Shift from print to electronic resources

- Workload was out of balance

- Some staff too little work ; some had too much

- Change in titles to more closely reflect updated job descriptions

- Can be difficult but staff may be ready or relieved

MANAGING CHANGE
2. SHIFT STAFF RESPONSIBILITIES

- **Review position responsibilities whenever there is retirement or vacancy**
- **Combine declining print responsibilities to create staff time for emerging tasks**
  - **Bindery Assistant**
  - **Periodicals Assistant**
  - **Serials Assistant**
- **Shift work to students when possible**
  - **Processing Assistant – Supervise student; Assist with cataloging**
- **Review all positions for greatest efficiency**
  - **Special Collections Secretary – Metadata**

MANAGING CHANGE
3. EVALUATE & REVISE WORKFLOWS

- **Update cataloging workflows**
  - Streamline processes
  - Eliminate multiple handling of materials
  - Paperless cataloging / Paperless statistics
- **Batch edit when possible**
- **Use the right staff for the right task**
- **Resources you cannot "see" are as important as those stacked all around you**

MANAGING CHANGE
4. TAKE ADVANTAGE OF TECHNOLOGY & CATALOGING TOOLS

- Use batch editing tools such as MarcEdit
- Use easy access online tools such as Class Web, Cataloger's Desktop
- Use tools such as macros, text strings, customization in OCLC
- Use RDA Toolkit in OCLC to examine RDA records as we now use MARC help
  - On the fly introduction to RDA records
- Use features of ILS to fullest extent - customize

MANAGING CHANGE
5. TRAINING AND COMMUNICATION

- **Monthly Team Meetings** – Breakfast & Humor
  - **Plan with Library Technical Assistant**
  - **Webinars**
  - **New and revised procedures – Wiki updates**
  - **Examples of Problems**
    - **Who knows the answer?**
  - **Short training sessions**
  - **Staff concerns**

FINAL REMARKS

- **Change is here to stay**
- **Constant staff training**
- **Regular workflow evaluation and revision**
- **Must continue to improve metadata in catalogs / discovery tools**
- **Must continue to develop efficiencies in cataloging**
- **Not just one library**
- **Bibliographic data available to the world**