

Just Keep Cataloging:

How One Cataloging Unit Changed Their Workflows to Fit the
Pandemic Remote, Hybrid, and In-library Work

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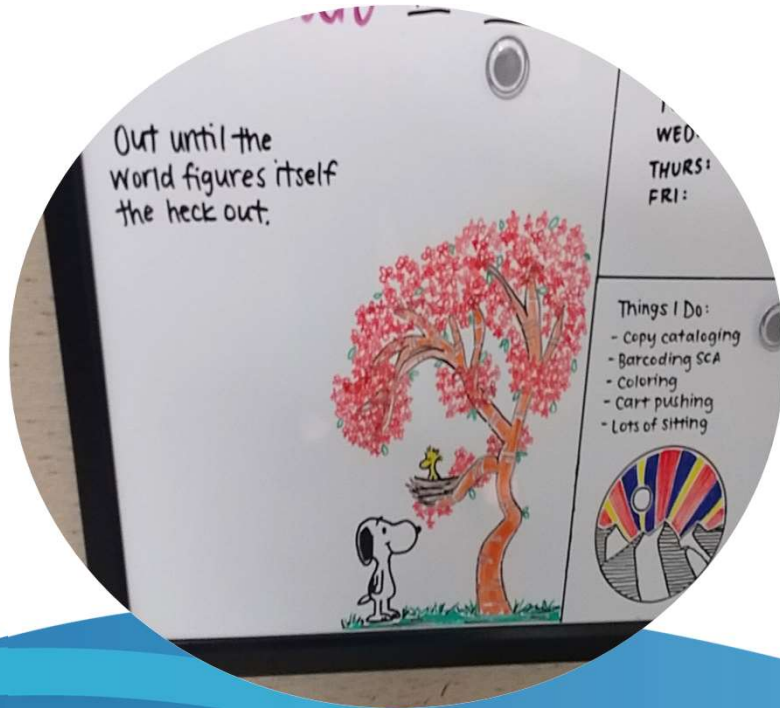
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Agenda

01

Background & Timeline

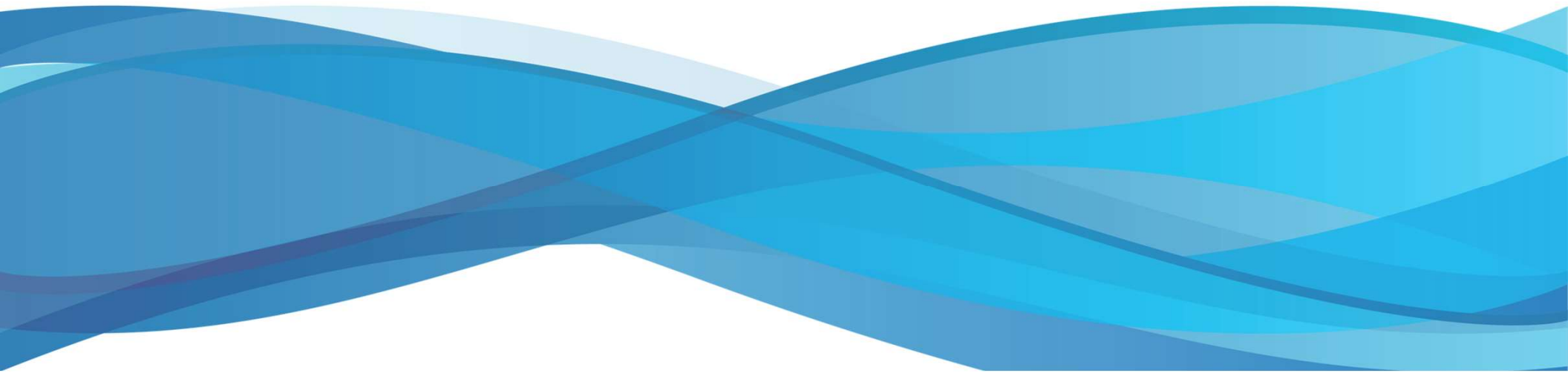
02

Phases of Remote Work

03

Lessons Learned

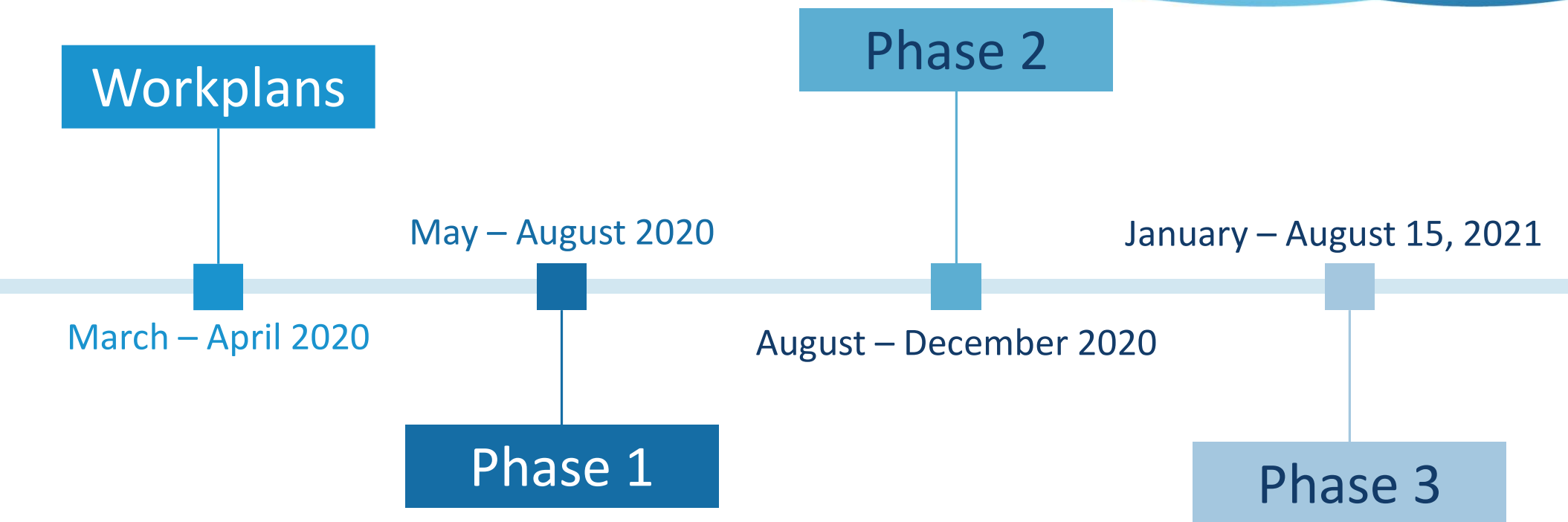
Background & Timeline



Background



COVID-19 Remote Work Timeline



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Workplans & Phase 1

March – August 2020

Phase 1 – Red Level, 100% remote



Individual workplans

- Modified for remote work



Remote work responsibilities

- Coding project, digital collection metadata, professional development, transcription, EAD guide remediation, and ArchivesSpace ingestion

Phase 1 – Red Level, 100% remote



Copy Cataloging (1st workflow)

- Collection Management and Resource Sharing (CMRS) staff
 - Received item
 - Entered cataloging information into Airtable (May-June 2020)
 - Stamped, tattle-taped and barcoded the item before checking it out and sending it to the patron
- Cataloging and Metadata Services staff
 - Used information input into Airtable to catalog item while book was out to the patron and change the location code to match the call number
- Circulation staff
 - Upon return of the item, the circulation staff would label and RFID the item before shelving
- Systems Librarian
 - Ran periodic Sierra reports to ensure all books were cataloged
- Collections Management and Resource Sharing Unit decided entering this amount of pre-cataloging detail was unsustainable

Phase 1 – Red Level, 100% remote



Remote Cataloging Workflow (2nd workflow)

- Collections Management and Resource Sharing staff add ISBNs to brief ILS order records
- Item cataloged by using ISBN
- Item placed on cataloging unit shelves
- Student technicians in charge of labeling, barcoding, and RFIDing items

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Phase 2

August-December 2020

Phase 2 – Orange Level, 75% remote

In-Library responsibilities



Quarantine system (internal, at least 24-hours)

- Drop-off forms
 - Indicate date/time dropped off in CMS and from CMS to Circulation



Weekly shifts (some catalogers & student workers)

- Shared online calendar (TeamUp)
- Primary responsibility
 - Item tracking
 - Catalog time sensitive items (rush = POD, DDA, Hold)

Phase 2 – Orange Level, 75% remote



Airtable Tracking

- Added information to assist with remote cataloging (complex cataloging)
 - ISBN
 - Publisher
 - Publication Year
 - Publication Location
 - Pagination, Illustrations, and height
 - Optional: photographs of items (e.g., title page, title page verso)
- Complex items assigned to at-home cataloger, placed on holding shelf and processed later

Phase 2 – Orange Level, 75% remote



Airtable - Integration with Slack

- Remote Questions
 - Used to gather needed information to complete cataloging – Airtable automated messaging sent to a dedicated Slack channel
 - Example: Slack message sent from Airtable "There are 2 copies on this record: which one is to be withdrawn?"




Responsibilities documented in Confluence

- In-Person Cataloger Responsibilities (MORNING)
- In-Person Cataloger Responsibilities (EVENING)
- Remote Cataloger Responsibilities
 - Remote Cataloging - Additional Tasks, Time Permitting

Phase 2 – Orange Level, 75% remote

Remote work responsibilities

- Cataloging assigned items, batch processes
 - Digital collection metadata (includes remediation)
 - ArchivesSpace
 - Scholarship and professional contributions
- 
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Phase 3

January-August 15, 2021

Phase 3 – Yellow Level, less than 75% remote



Improved quarantine system (internal, 24-hour)

- Drop-off forms with rotating quarantine carts
 - AM and PM responsibilities

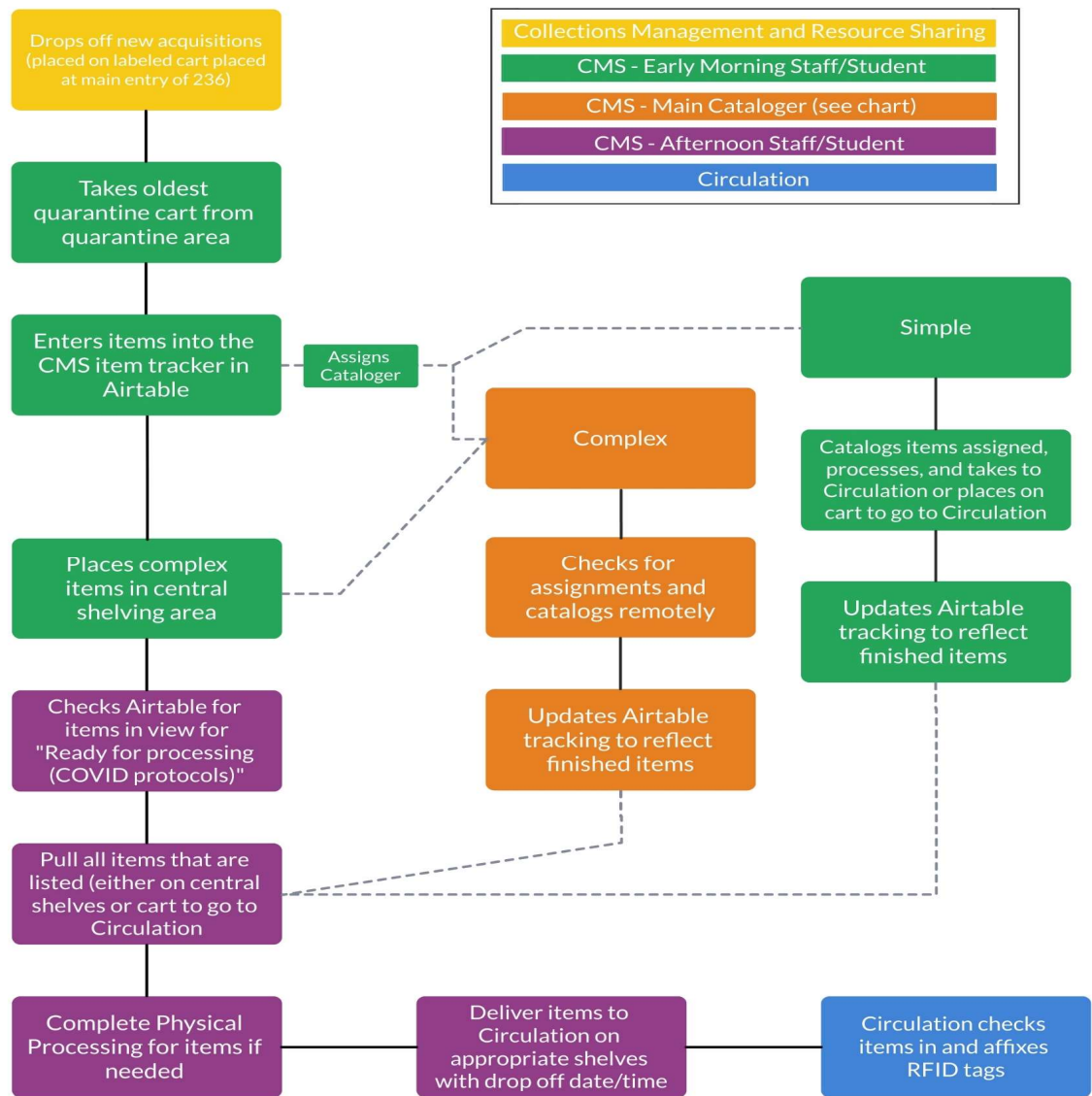


Increased shifts (more catalogers & student workers)

- Primary responsibilities
 - Time sensitive items (rush = POD, DDA, Hold)
 - Other items



Continued Airtable tracking and use of holding shelves, other remote projects



Lessons Learned



Lessons Learned



Communication

- Frequent updates and transparency
- Multiple methods more effective (Email, Slack, Zoom)
- Extra care, consideration, sensitivity



Health and Wellness

- Social hours (optional)
- Fun Slack channels
- Administration
 - 2.5 hours health and wellness time per week

Lessons Learned



Flexible workflows

- Can re-implement at any level, if needed

Thanks!

Any questions?

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