Department of Library Services

Strategic plan: 2016-2018

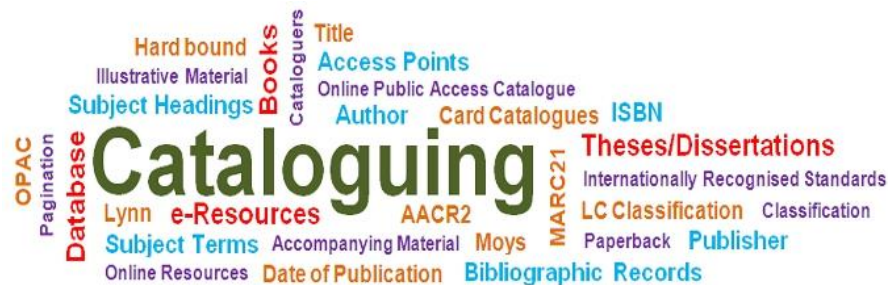## Cataloguing Team Strategic Project: Computerization of pre-1980 Collection

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Strategic Project: Computerisation of pre-1980 collection

From a strategic point of view
'The Cataloguing Team's focus was and still is,
to efficiently contribute our cataloguing skills
to unlock the information environment
for our clients' success'
***

Defining the Old Collection

- **Historic backlog**
  - The so-called 'old collection' consists of thousands of volumes collected over many years, awaiting cataloguing
  - Budget increases & budget cuts influenced amount of material to be catalogued
  - Cataloguing of certain materials/collections determined by internal policies (e.g. print theses & donations)
  - Size of cataloguing team determined by availability of cataloguing posts

- **Implementation of WorldShare Management Services**
  - Created a reality check: it was clear, the so-called 'old collection' are still in demand for use by our clients

Challenges

- **Internal policies**
  - Cataloguing of print theses & donations were previously not prioritised (workloads vs. number of cataloguers)
  - Newly acquired material catalogued first
  - Functionality of Millennium allowed material to be issued without being catalogued

- **Shrinking cataloguing staff component**
  - Since October 2015 Cataloguing Team lost 5 permanent cataloguers
  - No contract cataloguers appointed for specific projects
  - No retired cataloguers appointed – although specialised & skilled cataloguers are in the age group 65 and above

The Impact of WorldShare

- Cataloguing simultaneously on Millennium and WS for period of 6 months (time consuming)

- Ongoing training in Metadata Record Manager Module to accommodate our specific needs

- Certain types of material sometimes put on hold to develop procedures for correct WorldCat Discovery display (e.g. e-theses)

- Integrated WS modules require ongoing drafting of integrated workflow procedure and policy documents

How did we approach the project?

- Items from the 'old collection' are being issued with temporary records in the Circulation module of WS, & catalogued when returned by clients

- Migration to WS resulted in a number of error lists, which allowed for the cataloguing of a number of items from the 'old collection'

- Faculty Library Managers & information specialists identified some items to be catalogued

- Cataloguers were occasionally tasked by Faculty Library Managers to use their subject expertise to identify items from the collection to be catalogued

What has been achieved?

Number of bibliographic records created on WorldShare, including new purchases & theses:

Old Collection	**3000**
New items	**2950**
Theses	**1260**
Donations	**980**
Total	**8190**

Remaining Challenges

- Size of the 'old collection' backlog cannot accurately be determined (no systematic catalogue)

- Old collections still take up valuable shelf & storage space

- Valuable & unique items need to be identified for cataloguing

- Labour intensive weeding strategies need to be put in place

Backlog?

Solutions

➢ Assistance needed from
  - Faculty Library Managers
  - Information Specialists
➢ Identify specific & significant collections to be catalogued
➢ Weed unwanted items
➢ Calculate the size of the remaining collections
➢ Ensure timely processing of older material for accessibility to clients

Good news

- **Team of highly skilled cataloguers**
    - will continue to use their individual expertise &
        subject knowledge to catalogue the 'old collection'

- **WorldShare Management Services**
    - provides the benefit of cooperative/shared cataloguing
    - allows for a greater amount of copy cataloguing
    - less editing of bibliographic records
    - & the benefit of adding unique local bibliographic data

- **Unfortunate cut in book budgets**
    - resulted in less new book purchases

In Conclusion

Strategically the Cataloguing Team now also need to direct their skills to explore new opportunities:

- Focus on original cataloguing
- Catalogue the backlog of print theses (also creating records for e-theses)
- Invest in the transfer of cataloguing skills relating to copy-cataloguing (over a 2-3 year period)
- Contribute to the creation of enhanced metadata in UPSpace

… working together in a changing information environment

to create a greater visibility of our collections and research