



Batch Cataloging:

Improving Access to Your Collection

TEDSIG Spring 2012 Meeting

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The quaint
past....



to...

What our Patrons Want Now...



EBooks for all!

And **RIGHT NOW!**

TS Librarians: Changing Roles



- How is the role of technical services librarians evolving?
- What role does batch loading play?
- Examine
 - Changing skill sets
 - Changing workflows
 - Shift in types of materials
 - The SWOT analysis for our environment

The Kent State Batch Experience



- KSU Libraries Technical Services— noticeable shift -- processing and batch loading of vendor records for e-resources has evolved into a key departmental task
- Processing, loading, and maintenance needed for both local and consortial purchases
- Technical services staff previously had little experience with batch loading process and lacked experience

Survey Overview: The Past

- Systems staff did batch loading in past and maintained documentation
- Only they had Innovative load training
- Only one librarian (authorities) used features such as global edit for record maintenance
- Record batches were few in number and were usually consortial purchases through OhioLINK
- Consortial record quality standards were developed and maintained

What Changed?

- Quantity of batch cataloging projects began to increase
 - Local purchases of e-resources began to outnumber consortial purchases
- Systems staff reassigned to other high priority projects
- Automation of “routine” cataloging freeing up technical services staff time, resources could be moved into batch cataloging



The Impact of the Shift



- Increasingly, purchases of local e-resource packages now come with vendor-supplied MARC records
- Many vendor records of dubious quality
- Vendor MARC record packages need to be:
 - Vetted locally for quality
 - Prepared and loaded locally (on a timely basis)
 - Maintained locally

Trifecta for Success



- For technical services to become efficient and effective with batch load processing, it required
 - Staff training
 - Development of efficient and effective workflows
 - Documentation

KSU Process



- KSU started by looking at workflow processes used by systems staff and others that could then be customized and applied to individual batch projects
- We needed information on:
 - Record source
 - Record quality
 - Record preparation
 - Record processing

Documentation Trail



- We examined individual projects; decided that the best way to get the type of information necessary to design effective workflows was to create a corpus of documentation that covered the entire projects
- We developed an e-book, e-resource checklist that would “ask the right questions” and gather and code this information

Checklist Tool



- Developed by trial and error
- Provides useful and quantifiable data about aspects of batch projects
- Currently has around 38 questions or decision points about a batch project
- Is a living document, constantly under construction

E-Book Checklist



- Copy is available free to anyone that wishes to use it
- Location is:
<http://www.library.kent.edu/page/16588>
- Unique to KSU but may be customized to fit other libraries

Why is the Checklist Useful?

- Provides us with reliable documentation for tracking decisions made for each project. Copies are placed on the local intranet.
- Consistency for handling future updates
- Gives information on the quality of vendor records, and more importantly, the quality of vendor services and support
- Documents cooperation between public services and various areas of technical services (acquisitions, cataloging)



Other Advantages



- Brings batch processing under the management of TS
- Improves staff skill sets and brings new expertise back into the cataloging department:
 - Staff learn use of local ILS tools (data exchange, global update, load tables for Innovative)
 - Staff learn use of MarcEdit for batch processing
 - Staff learn use of scripts such as regular expressions and coding

More Advantages



- Checklist identifies and helps to address problematic issues with local practices
- Makes it easier to share our work, since it helps us to provide high quality records for both our local catalog (KentLINK) and the OhioLINK central catalog

Concerns



- Working with vendor records highlights limitations on consortial record matching dependant on unique OCLC # in the 001
 - Not all vendors will provide, or work with OCLC to provide, OCLC # for e-resource records
 - Non OCLC # need to be manipulated for local and consortial use to prevent false matches in consortial catalog

More Concerns



- Difficult to adhere to provider/neutral standard
- Extensive maintenance necessary to maintain working URLs and protect them if overlays occur
- Some vendor records may come with licensing restrictions, limiting shared use
- Do records require authority control, and is the cost justifiable?

What We Learned

- Publicize! Visibility. TS must publicize and promote the batch projects they do as widely as possible
- Checklists, and all documentation, must be continuously updated and revised to get useful data
- Need for new skills in department requires constant staff training and education
- Staff skills need to be shared, especially at the consortial level



And



- Constant quality control is necessary when using vendor records
- Poor quality vendor records hinder discoverability in local catalog, which will impact services like patron-driven acquisitions
- Use of e-book management systems (Serials Solutions), that can deliver MARC records, does not guarantee record quality and improved discoverability

The Big Picture

- When evaluating the impact of batch cataloging on your department, consider
- Will discovery platforms impact batch cataloging?
 - Can staff keep up with loading and maintenance?
 - Is vendor record quality an issue for discoverability?
 - Will batch loading still be necessary?
- How much staff time is being used for these projects?



More Big Picture ...

- Are delays between resource availability and delivery of MARC records an issue? Why are there delays?
- Are the improvements catalogers make to batch records sets shareable with other libraries or are we replicating work?
- Can the vendors and libraries partner to improve record quality?
- Can vendors partner with OCLC and deliver quality records through partner programs?



And ...



- How can authority control be integrated into the batch process in a cost effective matter?
 - Time consuming
 - Expensive
 - Ownership vs. leasing matters **not** to users
- Future of shared catalogs and OCLC
 - What is your policy for setting holdings on OCLC for these resources?
 - Is the local catalog still necessary or useful for discovery?

Summary



- At KSU, we feel that the checklist process justifies itself through
 - the provision of quality data
 - better discovery and access of e-resources for our users
- Since the quality of vendor records impacts discovery and use, cataloging staff should be “at the table” when discussions for vendor purchases arise

Recommendations for TS Staff



- Staff training
 - Learn MarcEdit
 - Learn a coding script like regular expressions (Codecademy is useful)
 - Learn local ILS capabilities
 - Attend conferences, webinars
 - Join groups/committees where information about batch cataloging can be shared

Final Thoughts



- Batch cataloging impacts
 - Provides an opportunity to reengineer cataloging skills and add value to the library
 - Greater visibility and recognition within the library
 - Increased opportunity for partnership with vendors and other library service agents
 - Our users' satisfaction



Questions?



Thank You!



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