

Highlights of the Year in Retrospect

Cataloging Services began the year with preparations for the upgrade to version 18 of the Aleph computer online system. Due to significant budget cuts fewer new print materials were purchased so staff and workflows had to be shifted to bibliographic/database maintenance activities and retrospective cataloging projects. Major accomplishments this year included a continued increase in production levels in all areas, three-day turnarounds for throughput of materials, and significant numbers of existing records being upgraded. Many special projects were also developed to compliment the large weeding projects being done by the media unit in Circulation Services and the Curriculum Materials Center.

Cataloging Activities

Cataloging Services continued to provide increased access for various collections and formats throughout the year even as staff and librarians developed and provided training to support the process of learning functionality of the upgraded Aleph system. Electronic resource records were added for Credo Reference and PsycBooks titles. This year was the first time that electronic videos were acquired, and original cataloging was done for titles from the Fine Media Group (FMG) on Demand. The electronic resources unit also began a project this year to remove vendor-specific information and URLs from catalog records, substituting a link to the SFX server, thereby significantly reducing duplication of

service between acquisitions and cataloging. The government documents retrospective cataloging project was incorporated into the workflow of the monographic unit this year. As a result, another 5,000 items have been cataloged for this project.

Several more unique university publications were fully cataloged and made accessible this year including: FTU/UCF press released, FTU/UCF financial reports, FTU/UCF employee, faculty and staff handbooks, and FTU/UCF Office of Research and Graduate Studies Annual Reports.

Previous projects to fully catalog 2004 UCF theses and dissertations and the 2007 Honors theses were completed this year. A staff member from Acquisitions was trained to perform copy cataloging on new electronic theses and dissertations. Another special project began in spring 2007 to catalog a special purchase for the music department which included popular and classical CDs, music DVDs, as well as music scores. This group of approximately 1,000 titles is 90% complete.

Facility

Space was slightly reconfigured in room 502 to accommodate ongoing roof leak problems. The open spaces within the workroom were preserved.



Cataloging Services: (front row, left to right) Yvonne Rivera, Ginny Farmer, Lyn Case, Claire Leonard, Jeanne Piascik; (just behind) Anna Dvorecky, Doug Dunlop, Alice Crist, Letty Abulencia; (last row) David Healy, Linda Sterchele, Peter Spyers-Duran, Jack Webb, Jacqui Johnson, Kim Montgomery, Burak Ogreten, Patrick Hadlock, Jorge Santiago, Rey Parulan



Organization

Building on the reorganization plans put into place last year, units (monographic, special formats, electronic resources) are continually reviewed and position descriptions revised to accurately reflect current duties and responsibilities.

In preparation for the upgrade to Aleph 18 slated for October 2007, librarians did testing and training development in late summer and early fall 2007. Specialized cataloging training sessions were held during the year in order to cross-train staff from other units to assist with various projects.



Partnerships

Cataloging services staff continues to participate on various levels in a variety of consortia activities and committees including review of the statewide implementation of Endeca; Central Florida Library Cooperative (CFLC); TSPC; Cataloging & Access Guidelines for Electronic Resources (CAGER); and Digital Development & Access Committee (DDAC). Cataloging activities are contributed to Florida Heritage Project (FHP) and Central Florida Memory (CFM).



Staffing Changes

- Government documents cataloger Catherine Steffens resigned in February 2008. Steffens' position remains vacant due to the campuswide hiring freeze.
- OPS Ashley Romans left in September 2007 to take a full-time position at East Central University in Ada, Oklahoma.
- OPS staff member Linda Sterchele was shifted to the government documents project and original cataloging. She completed her MLIS from FSU in December 2007 and has continued to work on several special projects for the department.
- Peter Spyers-Duran assumed some of the duties in government documents cataloging necessitated by Steffens' resignation. These included batch loading of the MARCIVE records and serving as liaison to government documents department.
- Jack Webb took on additional supervisory and workflow direction duties while the department head was out on medical leave.


Departmental Goals: 2007-2008

- **Continue to refine and streamline workflows and operations of the department.** *Ongoing.*
- **Train and involve all librarians in some aspect of metadata creation for digital objects and work to set standards for bibliographic control of these objects.** *Due to lack of time in work assignment of metadata cataloger and other catalogers, as well as other projects taking precedence, plans for in-house training had to be tabled for next fiscal year.*
- **Look for and develop methods to aid in communication and information dissemination.** *Successfully implemented "work group" meetings to address specific workflow issues that involved staff from other departments.*
- **Review work assignments of librarians and staff and plan for shifts in emphasis of collection development, changes in formats of materials being collected, or budget cutbacks.** *Accomplished this through cross-training for several projects, including government documents and music cataloging. Also cross-trained Acquisitions staff to assist with copy cataloging of electronic theses.*


Departmental Goals: 2008-2009

- Incorporate more bibliographic maintenance activities into staff assignments.
- Train and involve all librarians in some aspect of metadata creation for digital objects and work to set standards for bibliographic control of these objects.
- Focus on data integrity and information portability issues.
- Continue review of workflows and processes.

Advancement Toward the President's Five Goals

 **Offer the best undergraduate education available in Florida**

Continued increased production levels even with staffing vacancies as well as maintaining a three-day turnaround time to provide better access to materials.

 **Achieve international prominence in key programs of graduate study and research**

Provided increased access to electronic and digital resources, research, foreign language, media, special collections and archives materials, and US government documents. Participated in campus process to convert and provide access to electronic theses and dissertations.

 **Provide international focus to our curricula and research**

Employed multi-lingual staff thereby increasing the number of foreign languages in which the department can catalog; remaining language materials were outsourced to OCLC TechPro.

 **Become more inclusive and diverse**

Diversity in staffing – student, USPS, OPS and faculty employees. Cataloged diverse materials requiring additional skills.

 **Be America's leading partnership university**

Worked in cooperation with the State University Libraries (SUL) and Florida Center for Library Automation (FCLA) on the upgrading the Aleph system, as well as the development and implementation of Endeca. Participated in TSPC, CAGER, DDAC, SUL Authorities Subcommittee, FHP, and CFM.

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Performance Enhancement Recommendations

- Additional full-time librarian needed to serve as all multi-tasking cataloger to alleviate large workloads and assignments of current catalogers.
- Additional permanent USPS staff positions needed to establish full-time bibliographic maintenance unit and to permanently staff government documents.
- Assignment of a Systems & Technology support staff exclusively for technical services.
- Provide training for cataloging staff and cross-training for acquisitions staff as needed.

Cataloging Services	
<i>Table 1</i>	
<i>2007/08 Highlights</i>	
Bib Maintenance	
Barcodes (damaged, missing)	1,010
Labels (corrections, damaged, missing)	17,763
OCLC LHR	1,276
Location change	1,056
Move order record	115
Rebinds	924
Replacements	85
Review of bib maintenance request	882
Transfers	335
Upgrade existing catalog record	273,777
Total	297,223
Cataloging	
Original cataloging	853
OCLC error reports	16
Priorities	196
Upgraded cataloging	8,923
Total	9,988

Cataloging Services
 Table 2
 Cataloged Materials: Titles 2007 - 2008

PRINT	Added	Deleted	MEDIA	Added	Deleted
Orlando Curriculum Materials Center 16,344 2,457 BCC: Brevard 464 96 CFCC: Ocala 91 150 DBCC: Daytona 5 0 FSEC: Cocoa 95 214 LSCC: Leesburg, Clermont, Sumter 247 22 UOF Library at Rosen 91 9 SCC: Sanford/Lake Mary 584 138 VCC: Metrowest, Osceola 17 0 36 0 Print Total 17,974 3,086			Orlando Cassettes/Audio Tapes 60 220 CDs (Music/Audio) 301 2 CD ROMs/DVD ROMs 89 20 DVDs 306 7 Electronic 26 0 Kits 3 37 Slides 0 138 Video recordings 94 42 Other 0 9 Sub-total 879 475		
ELECTRONIC Integrated Resources 0 1 Monographs 11,140 119 Serials 744 8 Electronic Total 11,884 128			Curriculum Materials Center CDs (Music/Audio) 7 2 CD ROMs/DVD ROMs 9 0 DVDs 41 5 Media Kits 0 10 Video recordings 30 6 Other 1 2 Sub-total 88 25		
MICROFORM Microfilm 4 0 Microfiche 229 0 Microform Total 233 0			UOF Library at Rosen CD ROMs/DVD ROMs 2 0 DVDs 7 0 Sub-total 9 0		
U.S. GOV'T. DOCS. Cataloged 4,200 155 Outsourced (MARCIVE) 9,141 0 Microfiche 3 2 Microfilm 0 1 US Gov't. Docs.Total 13,344 158			Regional Campuses CD ROMs/DVD ROMs 7 0 DVDs 109 0 Video recordings 84 3 Other 4 0 Sub-total 204 3		
GRAND TOTAL 43,435 3,372			GRAND TOTAL 1,180 503		

Cataloging Services (cont'd)



Cataloging Services
 Table 3
 Cataloged Materials: Volumes 2006 - 2007

PRINT	Added	Deleted	MEDIA	Added	Deleted
Orlando	19,180	3,156	Orlando		
Curriculum Materials Center	561	99	Cassettes/Audio Tapes	71	444
BCC: Brevard	160	266	CDs (Music/Audio)	687	4
CFCC: Ocala	6	0	CD ROMs/DVD ROMs	217	3
DBCC: Daytona	116	222	DVDs	571	2
FSEC: Cocoa	816	32	Electronic	20	0
LSCC: Leesburg, Clermont, Sumter	93	46	Floppy Discs	0	14
UOF Library at Rosen	736	103	Kits	9	93
SCC: Sanford/Lake Mary	16	0	Slides	0	204
VCC: Metrowest, Osceola	37	0	Video recordings	204	29
			Other	0	9
Print Total	21,721	3,924	Sub-total	1,779	802
ELECTRONIC			Curriculum Materials Center		
Monographs	11,069	119	CD Music/Audio	13	2
Electronic Total	11,069	119	CD ROMs	27	0
MICROFORM			DVDs	55	11
Microfilm	57	0	Media Kits	2	11
Microfiche	234	0	Video recordings	34	6
Microform Total	291	0	Other	1	2
U.S. GOV'T. DOC.			Sub-total	132	32
Cataloged	6365	180	UOF Library at Rosen		
Outsourced (MARCIVE)	9141	0	CD ROMs	6	2
Microfiche	3	18	DVDs	12	0
Microfilm	0	1	Video recordings	75	0
US Gov't. Doc. Total	15,509	199	Sub-total	93	2
GRAND TOTAL	48,590	4,242	Regional Campuses		
			CD ROMs	6	0
			DVDs	146	0
			Video recordings	61	9
			Other	4	0
			Sub-total	217	9
			GRAND TOTAL	2,221	845

Cataloging Services
 Table 4
 Five Year Comparison
 Titles Cataloged - All Locations

	2007/08	2006/07	2005/06	2004/05	2003/04
Print	43,435	197,439	47,528	44,327	64,848
Non-Print	1,180	2,650	1,324	695	768
Total	44,615	200,089	48,852	45,022	65,616

Cataloging Services
 Table 5
 Five Year Comparison
 Volumes Cataloged - All Locations

	2007/08	2006/07	2005/06	2004/05	2003/04
Print	48,590	205,112	55,386	44,327	73,497
Non-Print	2,221	3,592	2,551	695	1,612
Total	50,811	208,704	57,937	45,022	75,109

Evelyn S. Case
 Head, Cataloging Services