



**LIBRARIES**

# **Area-Studies Cataloging Workflow Improvement with a Temporary Student Assistant**

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# Background

# My background

- Cataloging librarian with 14+ years of experience at public and academic libraries
- Trained staff and librarians to catalog
- Trained only those with prior library or cataloging experience
- Started training a student assistant (non-MLS) in 2021
  - My first time to train someone with no prior library work experience



# Student's background

- No prior library work experience
- Experienced library user
- Assigned duties
  - Copy-catalog Library of Congress (i.e., DLC) bibliographic records
  - Loading authority records if not yet in the system



# Dialogues and discoveries

# Library jargons to avoid or to be explained

- ILS, MLS, OPAC, Discovery Layer
- OCLC, OCLC Connexion
- ISBN, ISSN
- MARC tags, fields, subfields, indicators
- Parallel title, parallel fields
- Transcription, description
- Controlled vocabularies
- Subject headings, LCSH, free-floating subdivision
- Authority records, authority control
- **Series**



# Can I explain well the difference?

Series vs. serials



# Global (OCLC) vs. local (WorkFlows)

- Connexion and SirsiDynix Symphony WorkFlows
  - Record can be saved locally in Connexion whereas changes in WF appear in public
  - “040 \$d IUL” appearing after holding update visible only to IUL
  - Connexion record can be edited and loaded into WF without being saved
  - New call number (050) in the bib does not overwrite a local call number





# Transcription, controlled, note fields, etc.

- 490 0\_, 490 1\_ and 830
  - Transcribed vs. controlled
- Illustrative matters
  - “illustrations” vs. “Illustrations, maps...”
- Irregular pagination

# ISBN vs. item barcode

- ISBN attached to a print monograph
- Item ID/barcode attached to a library copy



# Other issues

- Multi-volumes and open bibliographic records
  - What if we have only 3 volumes out of 5?
- LC call numbers and cuttering
  - When to cutter, when not to cutter
  - Literary author number vs. number for a work about a literary author
- ISBN punctuations





# Future plans

# Achievements

- Over a half of DLC backlogs were cataloged and processed
- Student developed skill sets and became experienced
  - Good at finding problems, not only in descriptive cataloging part, but also in other parts, which are outside her job duties



# Dream plans

- Vernacular-field project
  - Update OCLC bib records missing vernacular fields by adding Korean scripts
- Original-cataloging project
  - Catalog using a template I will create for her

or

  - Filling out a workform I will create for her. I will original-catalog according to information available in the workform





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# Thank you!

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