

Cataloging:

In FY2005, a total of 1,896 items were cataloged. This is a 12% increase from last year's 1,660 items. The reason for the increase in cataloged items is the large amount of material which was donated during the year. Of the 1,896 items catalogued, 1,283 or about 68% were gifts received from different campus organizations, faculty, staff, and community patrons. For a detailed description of the items cataloged, please refer to "Cataloged Items" in Appendix A. The largest gifts were received from community members with over 930 titles donated.

As part of a nationwide antitrust settlement of a lawsuit alleging price-fixing by compact disc manufacturers and retailers over the past years, Blake Library received 167 music CD titles. "According to the settlement approved by the court, the CDs must be used to further music-related programs or purposes reasonably targeted to benefit a substantial number of the purchasers of compact discs and cannot be used to replace or supplant any funding for the purchase of pre-recorded music."¹ See Appendix B to view the letter and the list of titles that Blake Library received.

Again this year, as in the past few years, STEPS (Student Teacher Educational Professional Society) had a book sale with a percentage of the proceeds going to the library. 54 titles were cataloged mostly in the young adult, juvenile, and curriculum sections. A list of these donated titles can be found in Appendix C.

Audrey L. Mushcler, the widow of Arthur F. Muschler, donated 77 items to the library in memory of her husband. Mr. Muschler was a well-known and dedicated forester. He was an assistant professor at Yale School of Forestry from 1950 to 1953. Muschler served as technical director for the Edward Hines Lumber Company of Chicago until his retirement in 1986. The donated collection includes a number of core titles that both students and forestry faculty will find useful. See Appendix D for a list of titles.

The Glickman Family Library at the University of Southern Maine (USM) donated 52 titles to Blake Library. Blake Library was contacted by the USM library in regards to duplicate titles that USM was discarding. Upon reviewing the list of duplicates, titles were selected filling in gaps in the Blake Library collection. See Appendix E for the list of titles Blake Library received from USM.

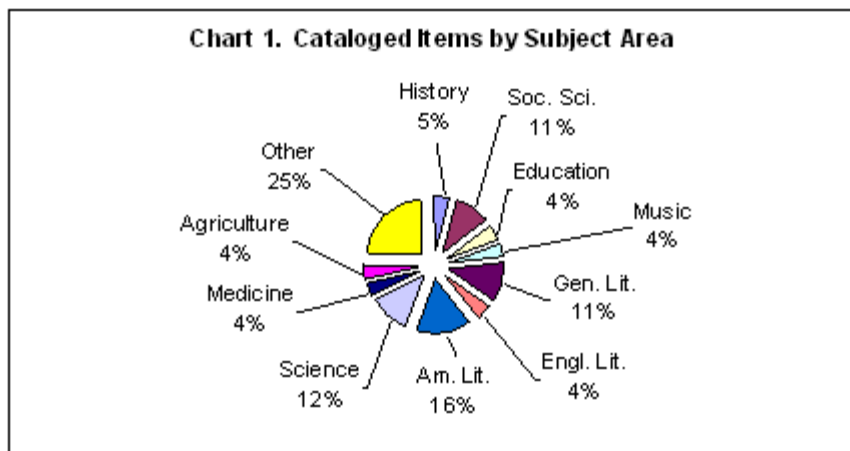
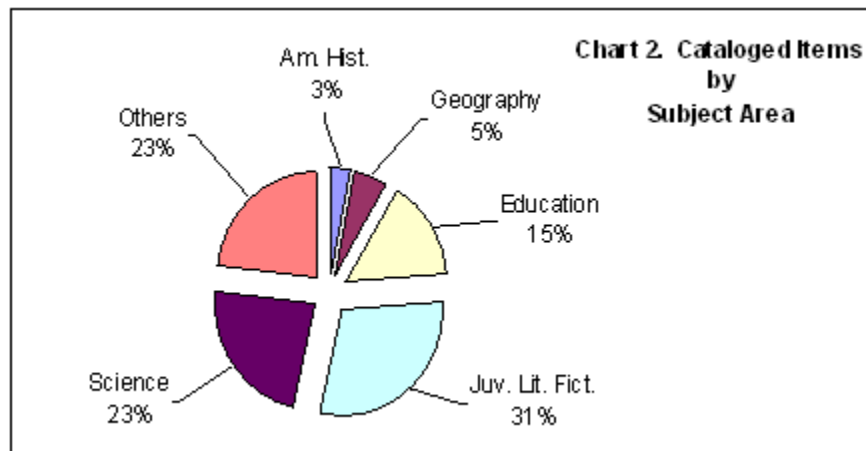


Chart 1 shows the items cataloged in the Stacks, Reference, Special Collection, Oversize, Media, Acadian Circulating sections by subject area. "Other" refers to areas such as philosophy, religion, geography, fine arts, etc. The top four subjects cataloged were 16% in American Literature,

¹Rowe, Steven G. (2004). "Compact Disc Distribution to Maine Organizations"

12% in Science, 11% in Social Science, 11% in General Literature. See Appendix F for a complete list.

Chart 2 shows the items cataloged in the Juvenile, Curriculum and Young Adult section. The top three subjects cataloged were 31% in Juvenile Literature, 23% in Science, 15% in Education. "Others" refers to Social Science, Music, Modern Language, Science, etc. See Appendix G for a complete list.



The many gifts from patrons, staff, and faculty that were received and cataloged are reported to the "Special Gifts and Events" department on campus. In the past, a "Thank you" letter was sent from the library cataloging department to the donor. It is now required, from the President's Office, that a list of items, with the name of the donor, be sent to the "Special Gifts and Events" department for official recognition. This is done on a regular basis.

The library still has a minimal number of backlog items that require original cataloging. Original cataloging is the process of finding pertinent information describing the physical shape, the content of an item, and the subject area of the article. The next step is creating a bibliographic record reflecting the rules and regulations of the Library of Congress cataloging process. The process to catalog these items takes considerably more time, and lack of time in the past year has not permitted staff to do much original cataloging. This is an on-going project.

Over the course of the year, 119 volumes were moved from various sections of the library to other more appropriate sections. As the collection is analyzed, titles may be moved to other locations within the library: 37 CD-ROMs and 6 books from the reference section were moved to the stacks section; 8 reference documents were moved from the reference section to the government document section; 66 items were moved from the reference to the curriculum section; 2 items were transferred from the curriculum section to our special collection area; 2 items from the collection were lost. The moves required changing one or more fields on the items in the system and re-labeling the items. Please see "Volumes Discarded/Transferred/Lost" in Appendix H for a list of items.

During FY2005, 105 items were discarded mostly because of outdated editions or because the items were damaged beyond repair. Some were deleted because the items had been missing for some time. 3 CD-ROMs and 95 volumes were discarded from the reference section, 3 videos were discarded from the media section, 4 pamphlets were discarded from the stacks section, and 2

items were lost. To view a full list of discarded items by subject areas, also refer to Appendix H “Volumes Discarded/Transferred/Lost.

During the collection’s inventory process, mislabeled items, items with barcode issues and other problematic items are brought to the cataloging department’s attention for rectifying. These issues are usually resolved as received and put back in the collection within a very short amount of time.

For FY2005 the library has renewed its 500 records subscription with Nelinet/Catexpress. Nelinet provides a service where bibliographic records can be downloaded, for a price, into the system. This past year, the cataloging department downloaded 818 records from Nelinet/Catexpress which means we were 318 records over our initial 500 records purchased. The library was charged .8991 cents per record over 500 records. The subscription cost for 500 records is \$479.17 compared to the cost of 1,000 records which is \$915.60. Purchasing the 500 records and paying for the extra records over 500 is still a cost savings versus purchasing 1000 records and losing some of them if we do not have enough items to download from Nelinet/Catexpress.

Using the Z39.50 protocol, Blake Library is able to access records from the Library of Congress and other Z39.50 catalogs. This sharing of records will minimize the number of records that Blake library has to purchase from Nelinet. The process of retrieving records involves searching the library catalog and saving bibliographic records to the URSUS System. This eliminates uploading previously done by the system office and allows the library to catalog items faster. There is some “cleaning” to be done to the record when adding it in the system but it is very minimal.

The library still has a backlog of phonograph records. About 150 remaining unique titles still exist. Lack of time in FY2005 did not permit us to do the cataloging but the project is on going.

The cataloging of Maine documents has been incorporated into the cataloger’s workflow. This year, 503 Maine document items were cataloged compared to 737 last year. There is still a small amount of backlog that needs cataloging. This backlog, however, needs to be looked over by the reference librarian to pinpoint outdated material. The process of cataloging the documents has changed in the past year. The documents are cataloged as they are received reducing the amount of backlog. The decrease in the number of cataloged documents this year is due to the increased number of documents being made available on-line by government agencies and the fact that the cataloging department has caught up with much of the backlog. The reference department still receives the documents, processes the inserts, and maintains the collection while the cataloging department assigns numbers and adds item records in URSUS.

The Blake Library DVD and video collection has been growing. This year 88 DVD titles and 114 video titles were added to the collection (see Appendix A “Cataloged Items”). Due to the

growing request for the list of DVDs and videos, the cataloging department has created a database which is accessed via the web. Patrons can now search the DVD and video list on the library web page at <http://www.umfk.maine.edu/infoserv/library/resources/videos/fkvideos.cfm>. Patrons have the options to search by VHS or DVD. As we catalog new DVD and video titles, we add the titles to the list on the web making it up-to-date.

In the past, all Blake Library audio books were on cassettes. We now have a small collection of audio books on CD-ROMs. In cleaning up the collection of audio books, the “itype” has been changed to better reflect the collection and audio books on CD-ROMs were re-labeled and shelved separately.

Going through the video (VHS) collection, the items in the oversize section were missing the “Ovr.” for “Oversize” on the label for the call number and in the item record in the system. This project required changing one field in the system and re-labeling the items.

Because of a new compact disc display that the library purchased, it is necessary that the labels on the disc collection be redone. The labels will be placed on the bottom left corner of the container instead of the bottom right corner for easier browsing. It will be more comfortable for patrons and staff to find the items in the display. This project will be done during the coming summer.

The Millennium cataloging software, which has been used for the past few years, is the library’s most recent software for cataloging. Regular upgrades of the software has made functionality of the program easier to work with eliminating past issues. Most problematic issues are worked on by the system as we encounter them. The Telnet URSUS program that had been the system’s cataloging program will finally be phased out in October of 2005 and Millennium will be the only program used by the libraries for cataloging.

“The Century of Progress,” a title that covers the first 100 years of UMFk’s history, has been digitized and put on the web for UMFk 125th anniversary last year. A few photos need to be added to the site in order to complete the project, but the document is available to view at the following site: <http://www.umfk.maine.edu/infoserv/library/cataloged/century>.

The Inez Day Richards’ digitizing project has still not materialized due to lack of time. The library will create a web site which will include music pieces, information gathered about Inez Day Richards and music clips of her compositions for our patrons to view. This is an on-going project.

The Maine Memory Network, a project of the Maine Historical Society, is a Maine statewide online museum, archive, and educational resource. Contributions from cultural institutions from around the state made this project possible. Blake Library signed up to also contribute to this statewide database of electronic versions of Maine's Historical Documents. This future project requires the digitizing of many items from our special collection area and will be an

on-going project.

The cataloging department has also been moved to a new location within the library this past year. The workspace used is about the same and the furniture has not changed. The use of odd pieces makes it awkward to work on and sometimes uncomfortable. Because of the lack of funds, new furniture has not yet been purchased for that particular office. A moderate open work surface and floor work area is needed because of the nature of the work in the cataloging department. A VDT (video display terminal) training session was attended and the work area was analyzed and suggestions were made to ease some physical discomfort. Other suggestions were made on the position of the computer. Because of the location of the computer and the placement of the office furniture, the glare and brightness from the outside light make it tiring for the eyes and hard to work on the computer. Note that the office is also shared with two other staff members so trying to fit furniture and people in a limited and cramped area is difficult. In FY2006, new furniture will be purchased for the cataloging department. The furniture will need to take into account the limitations of the space, the work flow and the difficult lighting in the room.