

Cataloging

In FY2006, a total of 3,019 items were cataloged. This is a 37% increase from last year's 1,896 items. The reason for the increase in cataloged items is the large amount of material which was donated during the year. Of the 3,019 items cataloged, 1,500 or about 50% 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 library's section of the Acadian Archives circulating material was eliminated in the Summer of 2005. Some titles in this section were donated directly to UMFK Acadian Archives/Archives Acadiennes and other titles were transferred to the stacks and the special collection sections. See Appendix B for a list of transferred titles.

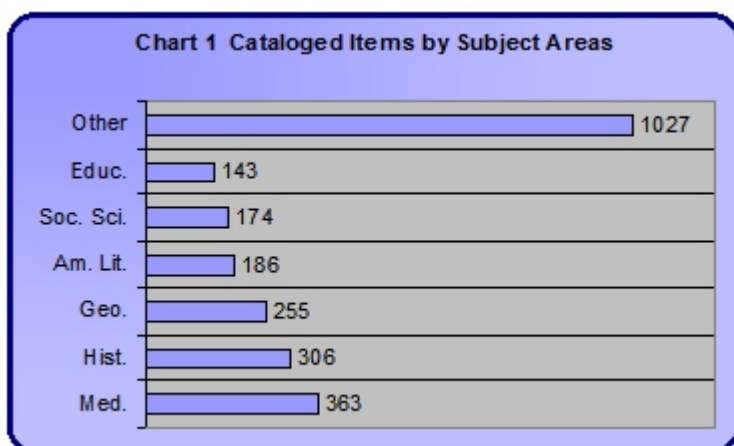
This year, as in the past few years, STEPS (Student Teacher Educational Professional Society) donated a percentage of their "Book Fair" sale proceeds to the library. 53 titles were cataloged mostly in the juvenile and the curriculum sections. A list of these donated titles can be found in Appendix C.

UMFK Professor of European History, Richard B. Dinsmore, passed away in the Fall of 2005, bequeathing his personal library to Blake Library. 610 titles were cataloged mostly in the History, Social Science, and Philosophy section of the library. See Appendix D to view a list of Professor Dinsmore's bequeathed titles.

UMFK Diversity Committee donated \$310.97 towards the purchase of multicultural titles. 20 items were purchased and cataloged mostly in the juvenile and young adult sections of the library. For a list of titles, see Appendix E.

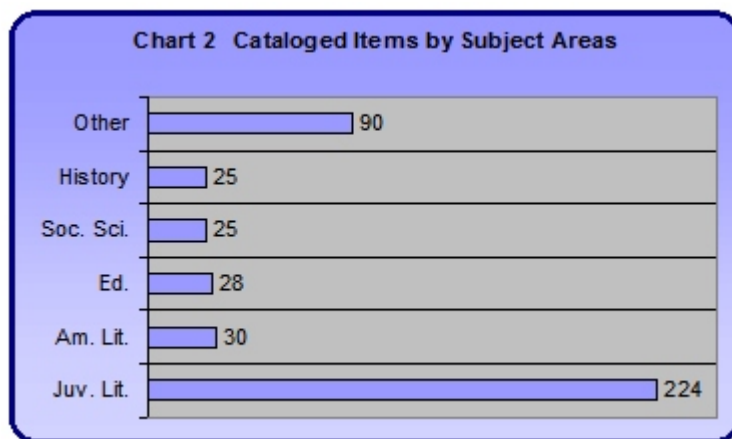
The Glickman Family Library at the University of Southern Maine (USM) donated 50 titles to Blake Library. Blake Library was contacted by the USM library, again this year, in regards to duplicate titles that USM was discarding. Upon reviewing the list of duplicates, titles were selected filling in gaps in the Blake Library collection. See Appendix F for the list of titles Blake Library received from USM.

UMFK Nursing Resource Center donated a total of 289 nursing items to the library due to space and security reasons in their center. Nursing students who wanted to take out items on the weekend didn't have access to the Nursing Resource Center where the books were located because of limited operating hours. These donated items were cataloged and placed on reserve in the library for students to use and view during more extended weekend hours. See Appendix G for a list of titles.



“Chart 1” shows the items cataloged in the Stacks, Reference, Special Collection, Oversize, and Media sections by subject area. “Other” refers to areas such as Philosophy, Religion, Political Science, General Literature, etc. The top six subjects cataloged were 15% in Medicine, 12% in History, 10% in Geography, 7% in American Literature, 7% in Social Science, 6% in Education, and 42% in other. See Appendix H for a complete list.

“Chart 2” shows the items cataloged in the Juvenile, Curriculum and Young Adult section. The top five subjects cataloged were 53% in Juvenile Literature, 7% in American Literature, 7% in Education, 6% in Social Studies, and 6% in History. “Other” refer to General Works, Religion, Geography, Science, etc. See Appendix H for a complete list.



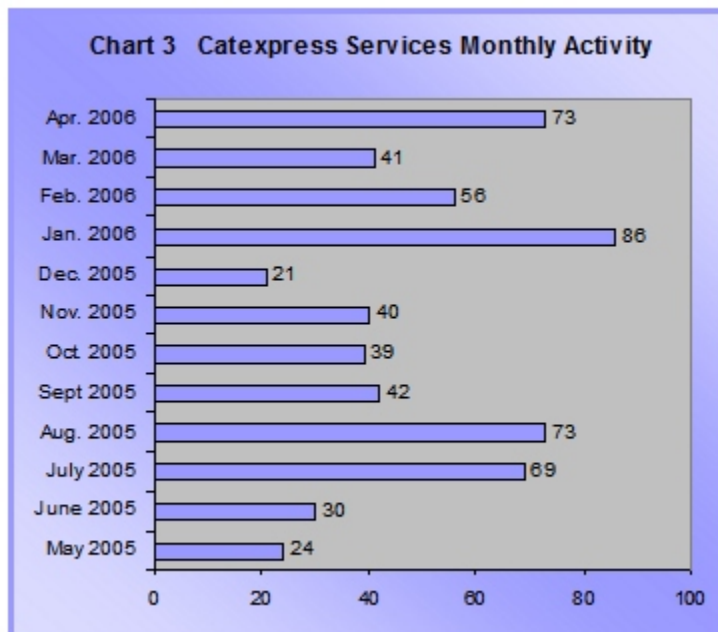
The library still has a minimal number of backlog items that require original cataloging. Original cataloging is the process of finding pertinent information describing the physical shape, the content of an item, and the subject area of the article. The next step is creating a bibliographic record reflecting 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, 85 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: 51 titles from Acadian circulating section were moved to the stacks and 17 items were moved to special collection; 4 Acadian non-circulating items were transferred to the stacks, 2 to the reference section, and 11 to special collection. The moves required changing one or more fields on the items in the library system and re-labeling the items. Please refer to “Discards/Transfers” in Appendix I.

During FY2006, 1,582 items were discarded from the collection. About 69% of those discarded items were from the Social Sciences section of the stacks. The decision to discard those volumes was made from statistics showing that they had not been checked out in the past 15 years. We made sure that at least one other library in the system had these items cataloged so patrons could request them if needed. The Social Sciences section also needs to be updated with more recent works that will be purchased in the future. Besides the Social Sciences section, 36 volumes were discarded from the reference section, 5 volumes were discarded from the juvenile section; 1 volume was discarded from the young adult section; 4 items were discarded from the video (VHS) section.

In FY2006, 76 items were reported lost. The high number of lost items, compared to the previous years, is due to the fact that the circulation staff had just completed inventory and a process to address lost items had not been finalized. This number reflects items that were lost not just this year but from the past few years. A decision was finalized on the process and those lost items were deleted from the system. To view a full list of discarded items by subject areas, you can refer to Appendix H “Discards/Transfers.”

For FY2006 the library has renewed its 500 record 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 594 records from Nelinet/Catexpress. The library is charged .8991 cents per record over 500 records. The subscription cost for 500 records is \$500.27. Refer to “Chart 3” below for a monthly log of catexpress records downloaded.



Using the Z39.50 protocol, Blake Library is able to access records from the Library of Congress and Maine InfoNet catalogs. This sharing of records has minimize the number of records that Blake library has to purchase from Neline/Catexpress. This year the cataloging department was able to extract a total of 589 records from the sharing of those services.

This FY2006, the library has purchased a one year *Classification Web* service, a cataloging distribution service providing World Wide Web access to Library of Congress Classification schedules and Library of Congress Subject Headings. The library discarded the many outdated LC classification books to be replaced by this new web service which is kept up-to-date by the Library of Congress.

About 150 remaining unique titles still exist in the backlog of phonograph records. Lack of time in FY2006 did not permit us to do the cataloging but the project is on going.

This year, 281 Maine documents were cataloged compared to 503 last year. The declining number of Maine documents cataloged in FY2006 is due to the availability of on-line documents by government agencies and to the high number of material cataloged in other sections of the library. 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 documents are mostly cataloged as they are received reducing the amount of 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. 630 outdated government documents were discarded this year by the reference librarian to make space for newer incoming documents.

The Blake Library DVD and video collection has been growing. This year 87 DVD titles and 110 video titles were added to the collection (see Appendix A "Cataloged Items"). A list of DVDs and videos can be accessed via the web. Patrons can 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. The list is kept up-to-date as we catalog new DVD and video titles.

Due to patron request, the library is actively collecting audio books. The library added 202 volumes to the audio book on CD collection this past year.

The Inez Day Richards' digitizing project has still not materialized. Keeping up with incoming cataloging and lack of material for the website has put the project on hold. The cataloging department has scanned most of the documents available and is missing information to make the project work. The family has been contacted regarding the acquisition of a photograph of Inez Day Richards with her biography. 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 received a new workstation this year making the work area more comfortable and spacious. Because of the location of the computer and the placement of the office furniture, the glare and brightness from the outside light made it tiring for the eyes and hard to work on the computer. Some window shades were mounted on the windows reducing the brightness and glare and making the work area less strenuous on the eyes.