

Cataloging

In FY2007, a total of 1,993 items were cataloged. This is a 33% decrease from last year's 3,019 items. The reason for the decrease in cataloged items is a lower number of items purchased and less item donated. Of the 1,993 items catalogued, 1,323 or about 66% 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.

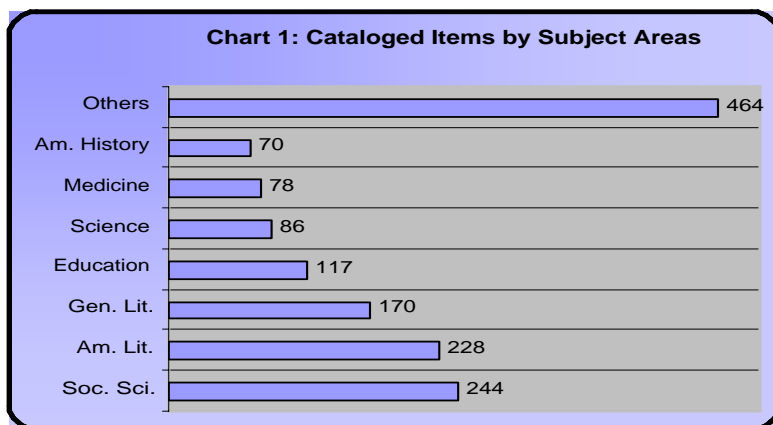
This year, as in the past few years, STEPS (Student Teacher Educational Professional Society) donated a percentage of their "Book Fair" sale proceeds to the library. 87 titles were cataloged in the juvenile, young adult, curriculum, and the media sections. A list of these donated titles can be found in Appendix B.

UMFK Diversity Committee donated \$305.95 towards the purchase of a multicultural title, "The Letter" on DVD. The committee also donated another title "Benjamin Franklin: Citizen of the World" on DVD. Both titles can be found in the library media section.

The Glickman Family Library at the University of Southern Maine (USM) donated 89 titles to Blake Library. Blake Library was contacted by the USM library, as in the past few years, 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 C for the list of titles Blake Library received from USM.

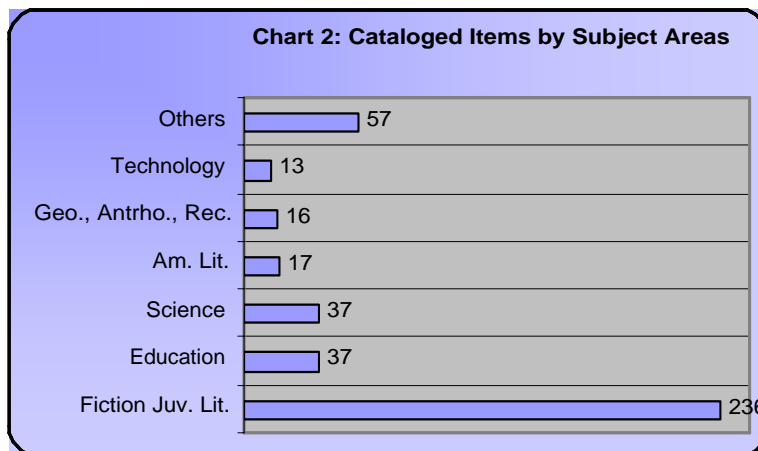
23 remaining items from UMFK Nursing Resource Center which were donated in FY2006 were cataloged this year. These items were donated to the library due to space and security reasons in the Nursing Resource Center. Nursing students who wanted to take out items on the weekend didn't have access to the 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 D for a list of titles.

"Chart 1" shows the items cataloged in the Stacks, Reference, Special Collection,



Oversize, and Media sections by subject area. "Others" refer to areas such as Philosophy, Religion, Political Science, Fine Arts, etc. The top seven subjects cataloged were 17% in Social Science, 16% in American Literature, 12% in General Literature, 8% in Education, 6% in Science, 5% in Medicine, 4% in American History, and 32% in others. See Appendix E for a complete list.

“Chart 2” shows the items cataloged in the Juvenile, Curriculum and Young Adult sections. The top six subjects cataloged were 58% in Fiction Juvenile Literature, 9% in Education, 9% in Science, 4% in American Literature, 4% in Geology, Anthropology, Recreation, 3% in Technology, and 13% in “Others” referring to Philosophy, Religion, History, Music, etc. See Appendix E for a complete list.



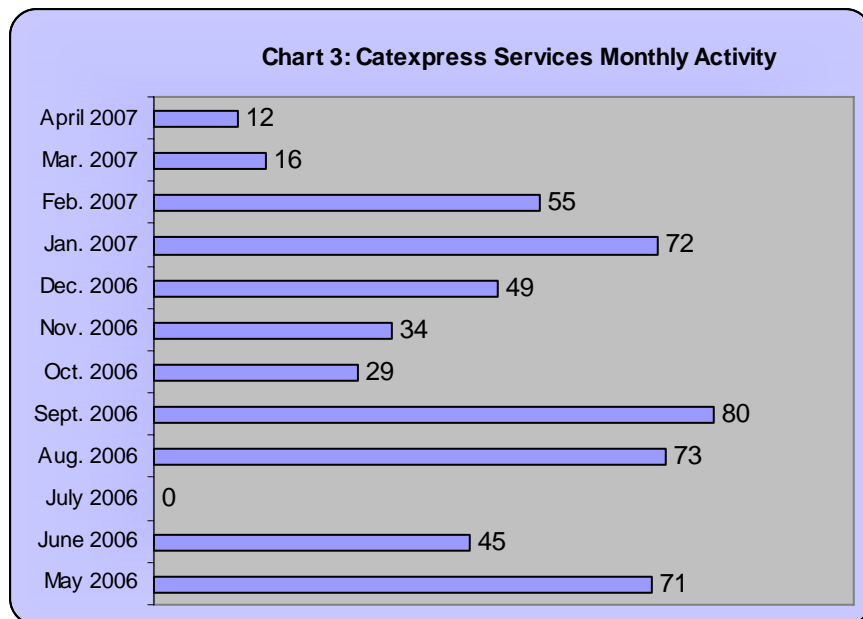
The library still has a minimal number of backlog items that require original cataloging. Original cataloging is the process of finding pertinent information describing the physical shape, the content, and the subject area of an item. The next step is creating a bibliographic record reflecting the rules 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, 69 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: 61 items were moved from the government document section to the stacks; 5 items were moved from the government document section to the curriculum collection section; 2 items were moved from the stacks to special collection; 1 item was moved from the reference section to the stack section. The moves require changing one or more fields in the item and bibliographic records in Millennium and re-labeling the items. Please refer to “Discards/Transfers” in Appendix F.

During FY2007, 765 items were discarded from the collection. 37% of those discarded items were from the Geography 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. Besides the Geography section, 168 volumes were discarded from the Science section, 136 volumes were discarded from the reference Books History section, 65 items were discarded from the media section. Items from the media section mostly reflects audio cassettes that were never used and were obsolete because of new technology being used. Some of the discarded books were donated to the Allagash Public Library. Please refer to Appendix F for discarded items by subject area.

In FY2007, 46 items, mostly from the media section, DVDs and music CDs, were reported lost. The 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 was finalized. This number reflects items that were lost not just this year but from the past few years. The decision was made to finally delete these items from the system. To view a full list of discarded items by subject areas, you can refer to Appendix F “Discards/Transfers.”

For FY2007 the library has renewed its 500 record subscription with Nelinet/Catexpress. OCLC provides a service where bibliographic records can be downloaded, for a price, into the system. This past year, the cataloging department downloaded 536 records from Nelinet/Catexpress. The library is charged .8991 cents per record over 500 records. The subscription cost for 500 records is \$473.00. 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 reduced the number of records that Blake library has to purchase from OCLC. This year the cataloging department was able to extract a total of 527 records from the sharing of those services.

This FY2007, the library has renewed its 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. This new web service is kept up-to-date by the Library of Congress and is considered very helpful by the cataloging department.

About 150 remaining unique titles still exist in the backlog of phonograph records. Lack of time in FY2007 did not permit us to do the cataloging but this project is on-going.

This year, 420 Maine documents were cataloged compared to 281 last year. The increase in number of Maine documents cataloged in FY2007 is due to the number of backlog documents that were cataloged. The cataloging department is now up-to-date with the cataloging of government documents. The documents are mostly cataloged as they are received. 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. 730 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 125 DVD items, 122 video items, and 47 audio on CD items 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.

The Inez Day Richards’ digitizing project is now completed and can be viewed at the following URL:

<http://www.umfk.maine.edu/infoserv/library/about/history/inezday/default.cfm>

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 is an on-going project.

The writing of an office manual for the Cataloging and Acquisitions departments is presently being created. An overview of the tasks performed in those two departments is currently being written in this manual in order to facilitate the findings of information for those not familiar with the functioning of those departments when necessary. This is an on-going project.