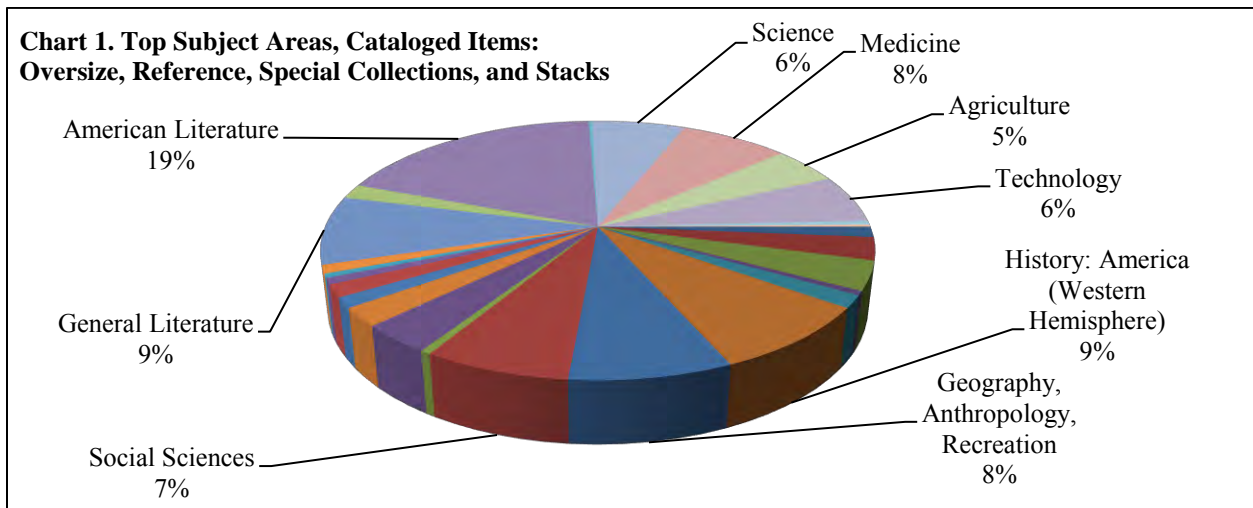


## Cataloging FY2018

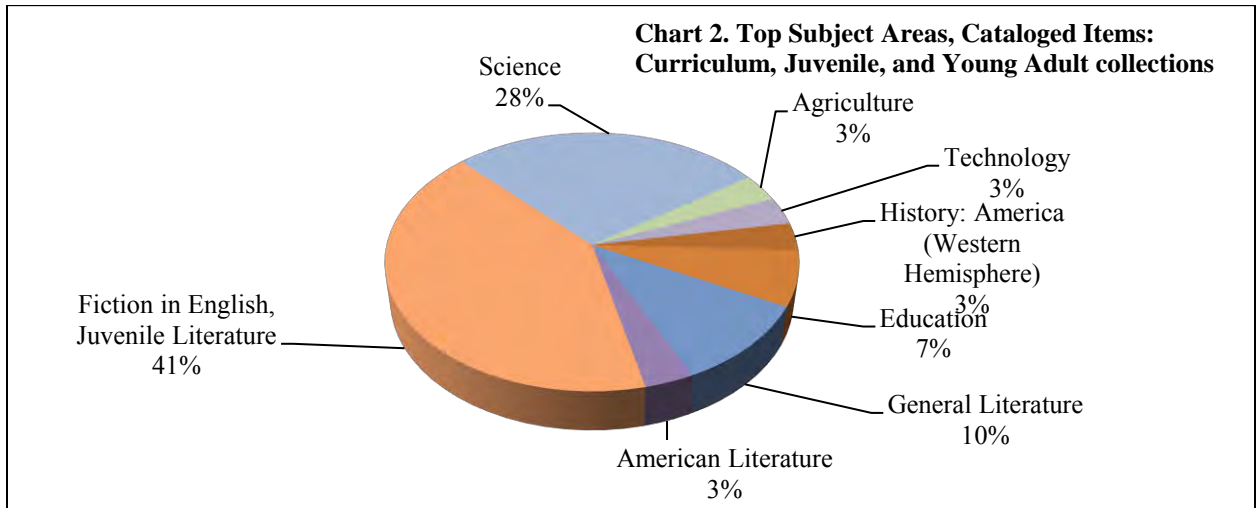
### Cataloged materials

- In FY2018, 540 total items were cataloged, a 40% decrease from 902 items cataloged in FY2017.
  - 416, or 77%, were gifts received from various campus organizations, faculty, staff, and community patrons.
    - President's Fund: 7 items.
    - Inez Day Richards Fund: 10 items.
    - Individual donations: 399 items.
  - 418 were monographs
    - 350 cataloged monographs were donated or gifted
    - 68 cataloged monographs were purchased
  - 3 were electronic Maine Docs
- The top Library of Congress classification subjects cataloged, by collection, were (Library of Congress call number classification included in parentheses):
  - Oversize, Reference, Special Collections, and Stacks collections: 19% American Literature (PS), 9% General Literature (PN), 9% History: America, Western Hemisphere (E-F), 8% Medicine (R), 8% Geography, Anthropology, Recreation (G), and 7% Social Sciences (H).

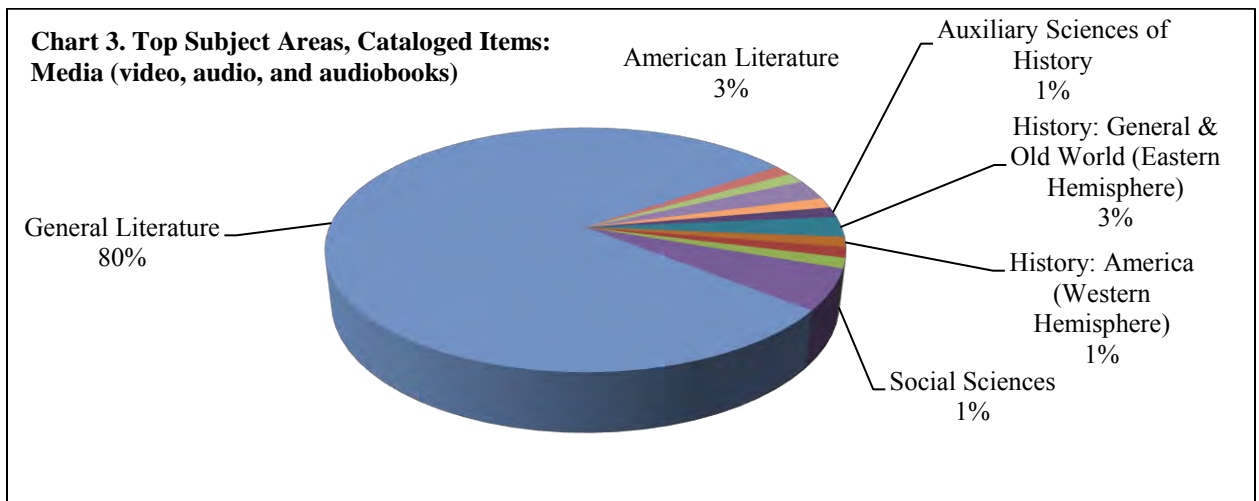


## Cataloging FY2018

- Curriculum, Juvenile, and Young Adult collections: 41% Fiction in English, Juvenile Literature (PZ), 28% Science (Q), 7% Education (L), 3% Agriculture (S), 3% Technology (T), 3% American Literature (PS), and 3% History: America, Western Hemisphere (E-F).



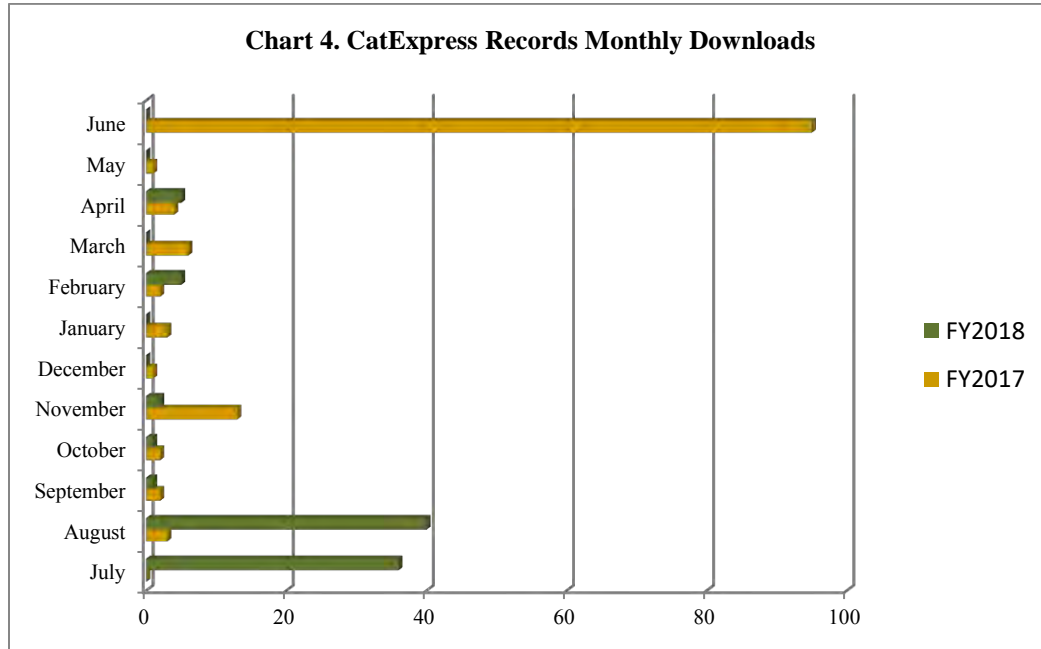
- Media collections: 80% General Literature (PN), 3% History: General & Old World, Eastern Hemisphere (D), and 3% American Literature (PS).



- See also: [Appendix A](#).

## Cataloging FY2018

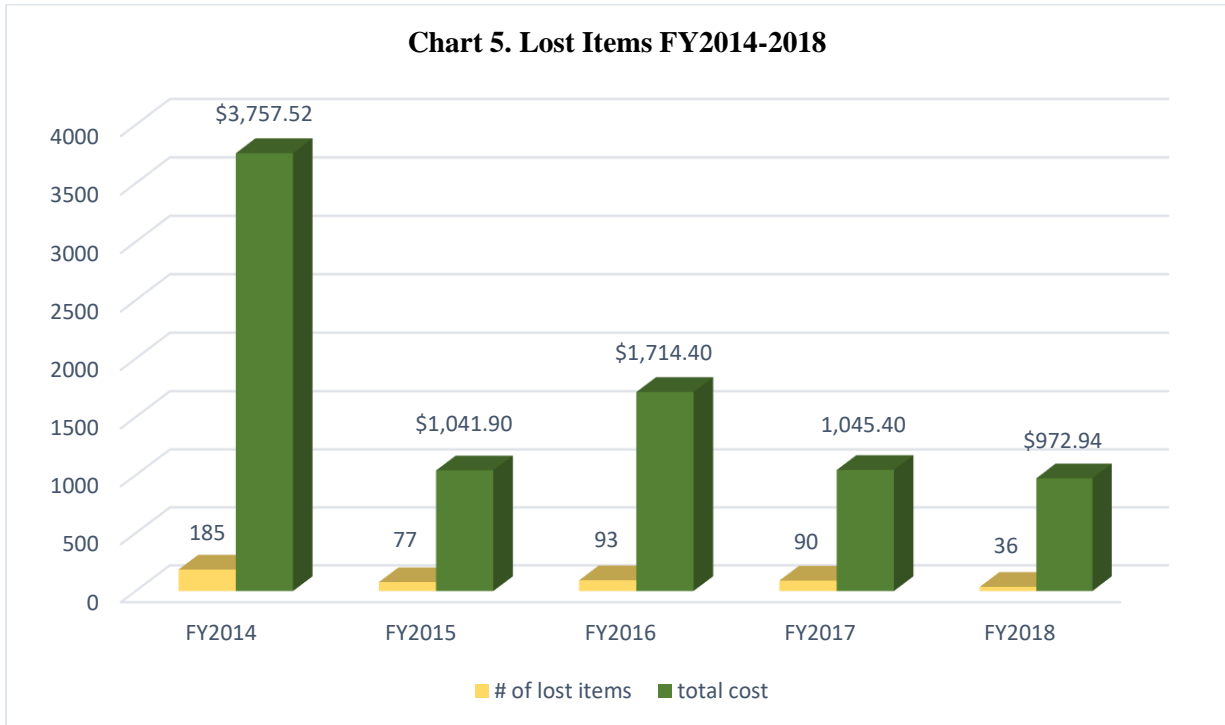
- 90 records were downloaded from OCLC's CatExpress Service.



- 122 records were extracted from the Z39.50 protocol. This service provides Blake Library access to records from the Library of Congress and Maine InfoNet catalogs.
  - This year the process for recording the Z39.50 record number was updated. Past practice had the Z39.50 record number recorded in the 001 field, this has changed to the 929 field. This change was made following a discussion at an URSUS Cataloging Standards meeting.
- At the end of FY2018, 60 items have a status of "missing;" 36 items have a status of "lost." These 36 lost item records will be purged from the system at the start of FY2019. The total cost of these 36 lost items: \$972.94.
  - This fiscal year, the total price of lost items has been calculated to simulate what it would cost the library to replace these lost items.
    - For those items without prices in the order records, pricing for comparable items in Amazon has been used.

FY	# of items lost	total cost
FY2014	185	\$3,757.52
FY2015	77	\$1,041.90
FY2016	93	\$1,714.40
FY2017	90	\$1045.40
FY2018	36	\$972.94

## Cataloging FY2018



- Since July 2009, Blake Library has worked with Better World Books to send books that are unwanted, which the company sells, donates, or recycles.
  - In FY2018, 2,179 volumes were sent to Better World Books.
  - See [Appendix B](#) for details on the Blake Library/Better World Books environmental metrics and inventory for FY2018.
- As detailed in last year's Annual Report, the URSUS Cataloging Standards Committee was asked by the Library Directors for our group to collectively keep the same set of statistics in order to get a better idea of how much is cataloged system-wide. The statistics have now been kept for an entire year.
  - See [Appendix C](#) for the statistics data for fiscal year 2018.
- Floating Collections service
  - The Head of Technical Services Librarian encountered complications with several processes:
    - Billed items process - questions arose on how to handle billed items that display as an fk item, but are actually other libraries' materials that have floated to fk.
    - Paid items process - questions arose on how to handle items that were paid that displayed as fk location, but was in actuality another library's item that had floated to fk.
    - Lost/Missing items process was complicated by the floating collections services, as again, not all items displaying as fk location were truly fk items.
    - Collection Development processes were complicated, as staff discovered

## **Cataloging FY2018**

- they couldn't rely on initial search results to determine if a title was already in our collection. This made Collection Development processes difficult and time-consuming.
- Finally, the Head of Technical Services Librarian reached out to participating libraries to reach some consensus on how to proceed due to the complications listed above. Unfortunately, sufficient feedback was not received on how to handle these issues.
  - Due to the above mentioned issues with the floating libraries service, the Head of Technical Services Librarian brought these issues to other library staff, which was subsequently brought to the System Library Directors.
    - The Library Directors discussed the floating libraries service. Due to some of the participating libraries having problems, and due to the fact that not all UMS libraries were participating, the System Library Directors decided to no longer use the floating collection service (USM is continuing this service among its three libraries).
  - Should Blake Library consider at a future date to rejoin the floating libraries service, Technical Services staff strongly recommend participating libraries create guidelines for Technical Services processes and procedures before implementation to prevent problems.
- Library staff were very busy with collection weeding projects during FY2018. The Technical Services Librarian finished weeding the D's (History) and then began a major weed of the P's (Language & Literature section) which involved:
    - Compiling an initial discard list (identifying books that weren't used in 10+ years)
    - Reviewing the list against the books on the shelves (checking condition as well)
    - Updating the discard list as books were identified to keep, or added on to the list books to discard
    - Sharing discard lists with libraries across Maine to offer our discarded books for their collection(s)
    - Pulling books identified for discard
    - Removing books from the library system
      - A guide and form (see image below for Discard Form used) was created to help train other staff and a volunteer in the process of removing items from the library system and to record necessary statistics
      - The Technical Services Librarian trained a volunteer and staff in the discard process due to the large volume of books being weeded

## Cataloging FY2018

*Discard Form used during discard process to record statistics.*

Discarded Books Statistics

Section:		<i>Vols Discarded</i>	<i>Titles Discarded</i>	<i>Bibs Modified</i>	<i>Bibs Deleted</i>
Cart _____	Shelf 1				
	Shelf 2				
	Shelf 3				
	Shelf 4				
	Shelf 5				
	Shelf 6				
	<b>TOTALS:</b>				

- Screening discarded books through Better World Books, if accepted, boxing up and sending them out
- Remaining materials were brought to Circulation to process discarded books
- Additionally, the Head of Technical Services Librarian:
  - Coordinated with other collection development librarians as they were reviewing and identifying materials in their areas to weed
  - Coordinated with library staff and a volunteer through the discarding process
  - Coordinated with Circulation staff with regard to the physical discarding of books
  - Coordinated with library staff to communicate with library patrons so they understood why and what we were doing
- A total of 8,198 volumes (7,621 titles) were discarded from the library collection in FY2018.
  - These numbers were available due to the system-wide statistics Technical Services keeps track of for the Library Directors (see page 4).

### Goals and continuing processes:

- Complete project that involves updating individually cataloged electronic resources (fixing links if available; if no longer available online notify cataloger to correct record).
- Explore training opportunities for staff to gain knowledge in electronic resource management.