

**Library of Congress Report**  
**ALA ALCTS Committee on Cataloging: Description and Access (CC:DA)**  
**Midwinter Meeting, Boston, Massachusetts**  
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Submitted by Barbara B. Tillett, LC CPSO Liaison to ALA/ALCTS/CCS/CC:DA

## **GENERAL**

**LC at ALA.** The Library of Congress exhibit booth is # **2827**. Staff from throughout the Library are available to answer questions and demonstrate services. In-booth theater presentations are scheduled through 3:00 pm Saturday and 12:30 pm Monday. A briefing document that was prepared for LC staff attending ALA containing information supplied by service units and divisions/offices within the Library is available on the "LC at ALA" Website, <<http://www.loc.gov/ala/ala-boston-update.html>>, where it is updated regularly until the close of the Midwinter Meeting.

**National Book Festival.** The 2004 National Book Festival, held on October 9, was another huge success. More than seventy authors were joined by 85,000 book lovers who filled the National Mall and pavilions devoted to children and teens and fans of history & biography, fiction & imagination, mysteries & thrillers, and poetry. The Home & Family Pavilion once again drew thousands and this year's addition to the festival, a Science & Fantasy Pavilion, proved that this genre has its share of devotees. The Pavilion of the States drew large crowds who picked up information from every state, trust, territory, and the District of Columbia on library, literacy, and reading programs. The Library of Congress Pavilion focused on the Veterans History and Voices of Civil Rights and the numerous digital offerings on the Library's Website. The 2005 National Book Festival will be held on September 24, 2005, on the National Mall.

**Library Services Service Unit Realignment.** On July 2, 2004, Associate Librarian for Library Services Deanna Marcum announced new reporting lines for the top levels of management in Library Services. The purpose of the realignment was to emphasize the collections; streamline processes of acquisitions and cataloging; and recognize electronic resources as an increasingly important component of the collections. Most of the fifty-three Library Services divisions are now grouped into five directorates: Acquisitions and Bibliographic Access (ABA); Collections and Services; Partnerships and Outreach Programs; Preservation; and Technology Policy. The new organizational structure also includes a Deputy Associate Librarian and an administrative services office. The realignment positioned all divisions to work toward greater resource sharing and more efficient work processes to improve service to Congress and other Library users. The new ABA Directorate merges acquisitions and cataloging functions, recognizing that both functions serve the goal of building the Library's collections and providing access to information and knowledge, and also now includes the Cataloging Distribution Service (CDS). The Instructional Design and Training Division (IDTD, formerly the Technical Processing and Automation Instruction Office) also became part of ABA, but will design and deliver training for all of Library Services. Beacher Wiggins is the director for Acquisitions and Bibliographic Access and the acting assistant director for Acquisitions. Judith A. Mansfield is the assistant director for Bibliographic Access (BA), with collateral duties as chief of the Arts and Sciences Cataloging Division. Nancy Davenport, the former Director for Acquisitions, retired from the Library in July and is now President of the Council on Library and Information Resources.

**Integrated Library Management System.** In 2004, the ILS Program Office expanded its vision beyond the Library's "traditional" integrated library management system (ILMS) to implement new systems that utilize emerging technologies to improve service to staff and users. While the ILS Program Office continued to maintain and implement improvements to existing production systems, it also planned for new systems to organize and manage licensing data for the Library's electronic resources; add searching functionality; and expand and improve access to the Library's collections for staff and public users. This year marked the transition from the use of a single integrated, commercial off-the-shelf (COTS) product (Voyager) to multiple COTS products to increase access to and improve management of the Library's digital collections while continuing to support acquisition, description, preservation, and access for all materials in the Library's collections.

The ILS Office continued to expand access and improve service for users of the Library of Congress Online Catalog ([catalog.loc.gov](http://catalog.loc.gov)). In 2004, the Library increased the number of simultaneous OPAC users by almost 25 percent, and saw a resulting decline in the number of customers who could not be accommodated. LC installed a proxy server in March 2004, which functions as a front-end to LC's Voyager Z39.50 server. This proxy has improved ILS system performance by handling in-bound Z39.50 traffic more efficiently. In 2005, the ILS Office will continue to monitor external use and seek ways to increase access for those users. ILS staff continued to test the Unicode conversion of the LC Database. The ILS Office has tentative plans to upgrade to the Voyager with Unicode Release before the end of calendar year 2005, but has not yet scheduled a date for this upgrade.

As part of the Library's ongoing efforts to meet the changing demands of its users in the digital environment in 2004, the Library acquired the OpenURL software SFX from Ex Libris, Inc. This new feature, called Find It!, will enable users to navigate seamlessly between independently managed resources by generating links from citations for resources to full digital content and other services, such as tables of contents and abstracts, the traditional library catalog, search engines, or document delivery applications. The ILS Office expects to make Find It! available to users in the first quarter of 2005.

As a major provider of structured descriptive metadata, the Library of Congress strives to make its metadata available via search tools that are currently in use or under development by library software vendors. In 2004, many popular LC databases containing structured descriptive metadata could not be searched and could not send search results to federated search or metasearch software that relies heavily on the Z39.50 search protocol now widely used by libraries. To identify issues and possible solutions to this problem, LC contracted with Index Data to provide search and retrieval gateways for representative LC databases (e.g., InQuery, Lucene, and MySQL) in addition to Voyager. The front-end of this software will communicate using a standard (open) protocol Z39.50, SRU (Search/Retrieve URL), or SRW (Search/Retrieve Web Service) and the back-end will communicate with LC databases using their proprietary protocols or APIs. This pilot project will focus on federated searching of LC databases, not external databases. At the end of the pilot, LC will determine whether it will be feasible to make selected bibliographic databases not currently accessible via Z39.50, available via federated search.

Encoded Archival Description. LC's seven special format divisions created over 75 new EAD finding aids in 2004. The 266 finding aids indexed in LC's EAD InQuery search system provide access to more than 16 million archival items in LC's collections. The LC ILS contains collection level summary records that point to these EAD finding aids through persistent identifiers (handles). RLG regularly harvests LC's EAD finding aids for inclusion in their Archival Resources site, a "union catalog" of finding aids.

LC's EAD Technical Group is nearing completion of the conversion of the Library's SGML finding aids into XML, using the revised EAD2002 XML DTD released in 2004 by the Society of American Archivists. LC's Music Division staff facilitated this conversion by developing a software toolkit and distributing it to the EAD community. Toolkit enhancements also provide staff with new web display options during the finding aid creation process. In the first quarter of 2005 LC staff plan to modify the Library's EAD InQuery-based search system to accommodate the new XML EAD2002 documents. PDF versions of LC's EAD finding aids are being generated from the XML files.

## CATALOGING

**Strategic Planning for Bibliographic Access.** Recognizing that the digital context in which libraries now operate demands additional skills and values, the Bibliographic Access Management Team (BAMT) began "Reflections on the Future," a series of one-day or half-day educational retreats in support of the BA strategic planning process. The series was kicked off by Associate Librarian for Library Services Deanna Marcum, who met with the BAMT at the end of March to discuss the challenges that libraries face in the early 21<sup>st</sup> century information environment, which is marked by an abundance of information that is easy to obtain but not necessarily authoritative and is dominated by search engines such as Google. Other speakers in the Reflections series included Cindy Cunningham of the Corbis Corporation, speaking on online search in the commercial and nonprofit sectors; Lorcan Dempsey, vice president for research and chief strategist at OCLC Online Computer Library Center, Inc.; and Sarah Thomas, Director of Libraries, Cornell University. A special highlight was an all-day discussion on September 28 with eight representatives from major publishers such as Cambridge University Press, McGraw-Hill, and Thomson Learning, about how publishers and the CIP program could help each other achieve new objectives using Internet and other computer technology.

The series provided a basis for drafting new Bibliographic Access Strategic Goals and Initiatives for Fiscal Years 2005-2006, issued in November 2004 (fiscal year 2005). The new strategic plan, which supersedes the Cataloging Directorate Strategic Plan issued in March 2003, has five strategic goals:

- I. Make it easy and fast for end users to find, identify, select, obtain, and use a complete range of information and creative resources.
- II. Lead and collaborate globally in the development, promotion, and dissemination of policy, practice, standards, and programs for bibliographic description and access and inventory control.
- III. Leverage opportunities presented by the service unit realignment to realize efficiencies that will optimize service to users.
- IV. Free resources for exploring and implementing innovations in the Bibliographic Access Divisions.
- V. Prepare managers, team leaders, and team members for successful performance in the hybrid analog and digital environment.

Each goal is amplified by a set of objectives and tasks. In early January 2005, the assistant director for Bibliographic Access began seeking volunteers to work on carrying out the various strategic objectives. The entire Bibliographic Access Strategic Plan is available online at URL <http://www.loc.gov/catdir/stratplan0506.pdf>

**Arrearage Reduction.** In October, the associate librarian and the director for ABA determined that the Library had completed its arrearage reduction program for collection materials in non-rare print, maps, rare books, and prints and photographs. Since the original arrearage census of September 30, 1989, the arrearage of non-rare books, microforms, and serials has been reduced from 4,042,526 items to 291,631. Thus nearly 93 percent of the original non-rare print arrearage has been eliminated. The map arrearage stood at 54,475 items as of March 31, 2004. More than ten million pictorial items have been cleared from the arrearage since September 1989 — a reduction of 76.6 percent. For rare books, also a special format, the backlog has been reduced from 332,000 in September 1989 to 88,954 at the end of March 2004, a decrease of 73.2 percent. A sound management approach requires that the items remaining to be processed in these formats be handled as work on hand, using the resources that are available for processing current receipts. Accountability for these backlogs is assured through supervisors' performance plans, individual accountability statistics collected by the BA Divisions and Serial Record Division, and divisions' annual reports. Intensive efforts are still underway to meet arrearage reduction goals for manuscripts, moving images, music, and sound recordings.

In the area of music and sound recording arrearage reduction, the Special Materials Cataloging Division (SMCD) in fiscal year 2004 (Oct. 1, 2003-Sept. 30, 2004) processed 1,600 discs from the collection of AFRTS (Armed Forces Radio and Television Service) broadcasts, bringing total processing in this project to 120,459 items cleared. Cataloging of the Document Record Collection of more than 800 blues, jazz, boogie-woogie, gospel, and country music titles was completed. A total of 45,397 compact discs was processed. The Dayton C. Miller Flute Collection, which includes approximately 1,700 woodwind instruments as well as thousands of books, prints and photographs, printed music, patents, trade catalogs, autographs, and correspondence from wind instrument manufacturers, was cataloged on collection-level records. The Library of Congress Moldenhauer Archives of 3,600 items related to Western music history and the 15,000-item Charles Mingus Collection also received collection-level cataloging.

The Rare Book Team, SMCD, cleared 13,041 items, including 124 rare serial titles, in fiscal year 2004. Completed cataloging included the World War II Underground Movement Serials and Miscellaneous Pamphlets (approximately 1500 items), the McGuffey Readers (34 American primers for children), and Big Little Books (a 467-item collection of American juvenile literature). Cataloging of the Vollbehre incunables was completed through the Hain-numbered, non-folio Aquinas volumes. The Pforzheimer Bruce Rogers book collection of 2415 titles was also completely cataloged. The rare book arrearage declined from 93,555 to 87,637 items over the course of fiscal 2004. In addition, the Japanese Teams, Regional and Cooperative Cataloging Division, cleared more than 4,000 rare Japanese items.

**Bibliographic Enrichment Projects.** The Library's interdivisional Bibliographic Enrichment Advisory Team (BEAT), led by the chief of the Regional and Cooperative Cataloging Division, initiates research and development projects to increase the value of cataloging products to library users. The team's best-known project is the enrichment of online catalog records by providing electronic table of contents data (TOC). In fiscal 2004 BEAT-developed software supported the inclusion of TOC in more than 45,000 records for Electronic Cataloging in Publication titles and enabled links to and from another 8,300 catalog records to D-TOC, or digital tables of contents, residing on a server. Links to TOC were also provided by the BEAT ONIX projects, which link LC catalog records to tables of contents, publisher descriptions, and sample text provided by publishers in ONIX, the standard for communicating book industry product information in electronic form. This fiscal year BEAT introduced links to contributor biographical information, as well as including book jacket illustrations in all of its enhancements. At year's end there were more than 250,000 links, including links to more than 7,500 sample texts and more than 63,000 publisher descriptions of publications. The Library counted approximately 1.5 million visits this fiscal

year to the D-TOC and ONIX records residing on its server; there have been more than four million visits since the project began in 2001. In fiscal year 2004, BEAT continued its joint venture with H-NET, *Humanities and Social Sciences Online*, by which cataloging records for selected monographs in the LC collections were linked to *H-NET Reviews*. New links were made to 1,022 items, keeping within the projected range of 1,000 links to reviews per year. Another noteworthy BEAT project has continued this year to provide significantly improved access to pre-1970 Congressional hearings, resulting in improved service to the Congress, centralized availability of information now widely dispersed throughout the Library's collections, modernization and uniformity of catalog formats for the hearings, and addition or inclusion of other information, such as the existence and location of alternate data sources. Approximately 6,500 hearings have been identified and are being processed. The newest BEAT project is scheduled for launch on February 1: computer-generated contents notes to be added to the 505 field of about 100,000 MARC 21 bibliographic records.

**Cataloging Distribution Service (CDS).** *Cataloger's Desktop on the Web* <[www.loc.gov/cds/desktop](http://www.loc.gov/cds/desktop)> and <<http://desktop.loc.gov>> is now in its second year with the addition of new resources, including *AACR2 Rule Interpretations of the Library and Archives Canada*, *Canadian Subject Headings*, *LC Classification Outline*, and Web resources from the National Library of Medicine and the National Agricultural Library. The product's major feature is that it includes extensive linking between AACR2, the *LCRIs* and the MARC 21 formats. You can see it demonstrated at the booth, and theater demonstrations will take place from 12:00 - 1:00 pm today and 11:30 am to noon Monday. *Classification Web* <[www.loc.gov/cds/classweb](http://www.loc.gov/cds/classweb)> and <<http://classweb.loc.gov>>, which was introduced in June 2002, is now used at more than 1,500 sites and has 8,200 concurrent users. The product includes the entire *Library of Congress Subject Headings* and *Library of Congress Classification* schedules. Of particular interest to public and foreign libraries, LC/Dewey correlations have recently been added to the product through the courtesy of a cooperative agreement between OCLC Online Computer Library Center, Inc. (OCLC) and CDS. With the new correlations feature, users can enter a Dewey classification number and display a list of matches to LC subject headings or LC classification numbers as they have been applied in LC bibliographic records. A new chapter on the LC/Dewey correlations was added to the *Classification Web* tutorial that's available on the CDS web site. Subscribers to OCLC's *WebDewey* service can also link between products to obtain the most-up-to-date Dewey classification data. Enhanced links into *WebDewey* will be available in 2005. Plans are currently under consideration to add the *LC Name Authorities* in the second half of 2005. Again, you can see the product demonstrated at the booth and theater presentations will be available today from 1:30 - 2:00 pm and Monday from 12:00 - 12:30 pm. Information on Classification Web and LCC schedules is available at <http://www.loc.gov/cds>.

CDS also has new training products available as economical PDF files. At <[www.loc.gov/cds/training.html](http://www.loc.gov/cds/training.html)>, *Basic Subject Cataloging Using LCSH* (2004) and *Basic Creation of Name and Title Authorities*, which is coming September 2005, are both listed under the "Cooperative Cataloging Training Program" (CCT). *Rules & Tools for Cataloging Internet Resources* (2004) is the first publication from the "Cataloging for the 21<sup>st</sup> Century" program; four more are coming over the next two years. Free copies of the popular brief publications, *Understanding MARC Authority Records*, which was published last year, and *Understanding MARC Bibliographic*, which is now in its 7<sup>th</sup> edition, are available at the booth. They are both available in individual copies from Network Development and MARC Standards Office (NDMSO) and in bulk from CDS. *Bibliographic* is on the MARC Website and *Authority Records* will soon be.

**Cataloging in Publication Division (CIP).** In fiscal 2004, the BA Divisions cataloged 53,349 CIP titles. Average throughput time was 12.7 days, with 78 percent of all CIP records completed within fourteen calendar days. The CIP Division carries out the administration and development of the program, which involves extensive liaison work with publishers, creation of initial bibliographic control (IBC) records for the galleys submitted by publishers, obtaining a copy of the published book (in addition to copies received through copyright) and ensuring that “CIP verification” is performed.

The division continued to encourage publishers to opt for the Electronic Cataloging in Publication program (ECIP). During fiscal 2004 the number of participating ECIP publishers increased twelve percent, to 3,212, and 55 percent of all CIP titles were submitted as ECIP galleys, with the percentage of ECIP galleys climbing to 60 percent in October and 62 percent in November 2004. Since they are submitted electronically, ECIP galleys are cataloged much more quickly — often within a few hours of receipt — and without the expense of mailing and handling paper galleys. Electronic galleys also tend to be more complete than paper galleys, enabling catalogers to perform more thorough subject analysis in advance of publication.

As an enrichment of ECIP records as well as to compensate for the suspension of AC (annotated card) treatment for non-fiction juvenile titles in January 2004, the CIP division developed the CIP Guidelines for Summaries, a set of instructions and examples to assist publishers in creating clear, concise, and objective summaries for inclusion in the CIP record created during the ECIP process. A pilot program was initiated that allowed all ECIP publishers willing to adhere to the guidelines to participate by submitting summaries. For the time period of August 30th-Dec.3rd, a total of 349 summaries was received; of this total, 332 were used in CIP records exactly as they were submitted. Seventeen summaries were rejected, most often due to excessive length. Each week additional ECIP publishers request inclusion in the pilot, and the CIP Division has received positive feedback from participating publishers. At the CIP Advisory Group Meeting at Midwinter CIP Division Chief John Celli expects to obtain additional feedback to use as a basis for deciding whether to make the publisher-supplied summaries a permanent program. At the end of November, the Text Capture and Electronic Conversion (TCEC) software application that supports ECIP cataloging was enhanced so it will now migrate publisher supplied summaries into the MARC 21 bibliographic record automatically during the TCEC process. All the cataloger need do is read the summary; if it does not meet LC's criteria, the cataloger can easily delete it but otherwise the cataloger need do nothing.

**Copy Cataloging.** The Bibliographic Access Management Team authorized the test of redesigned workflows for copy cataloging in two divisions, Arts and Sciences Cataloging (ASCD) and History and Literature Cataloging (HLCD), in June 2004. The HLCD initiative would test a workflow in which technicians and subject catalogers work together to produce copy cataloging; the ASCD pilot would test the use of a dedicated, all-technician copy cataloging team. The two copy cataloging workflows will be tested after bargaining their impact with the labor organizations.

The BA Divisions increased their production of copy cataloging in fiscal 2004 by nineteen percent over fiscal 2003. The divisions began reviewing copy-cataloged records produced in the Library's field office in Rio de Janeiro. An important factor in increasing production was the use of Z-Processor, a software application that searches both bibliographic utilities, allows the searcher to view and select the best copy found, and merges the best record into the LC ILS. Specialized versions of Z-Processor search the National Library of Canada, the National Library of Australia, or the Deutsche Bibliothek via RLIN; another version is used for cataloging electronic resources. The Special Materials Cataloging Division (SMCD) used a similar application, Z-Client, for simultaneous database searching for compact discs,

long-playing sound recordings, scores, and books. The Computer Files and Microforms Team revised its workflow for direct-access electronic resources so that before any initial processing is undertaken, direct access items are searched for copy on the bibliographic utilities, eliminating the need to create IBC records for items that have copy.

In addition, most copy cataloging in the BA Divisions was done according to “encoding level 7” guidelines that call for authority work to be done only to break conflicts in the catalog or to establish needed subject headings. By setting the copied records’ encoding level to “7,” the divisions signaled that full authority support was not provided and ensured that any fuller records created by other libraries would not be overlaid in the OCLC database. Divisions also made use of Marcadia, the automated copy matching service now owned by Backstage Library Works, Inc., to help process more than 4,400 items in law, the arts, and the social and physical sciences. Match rates for Marcadia searching remained stable at 22 percent in ASCD and 30 percent in the Social Sciences Cataloging Division.

**Database improvement.** At the end of June 2004, the Cataloging Policy and Support Office (CPSO) began a one-year pilot project for a Database Improvement Unit to develop, analyze, and document maintenance procedures for bibliographic records in the online catalog. Under the direction of the Subject Headings Editorial team leader, the pilot staff consists of three catalogers and one cataloging technician serving on detail. To date, the database improvement pilot has updated approximately 200,000 records, mainly obsolete subject headings on bibliographic records.

**Electronic Resource Cataloging.** With a realistic understanding that the resources available for cataloging electronic resources are unlikely to increase, and that the volume of requests to catalog such resources will increase, the BA Divisions began investigating ways to provide catalog records that support resource discovery, but at a lower cataloging cost. The concept of an “access level” MARC/AACR catalog record comes from a recent report from an internal LC workgroup operating under the former Cataloging Directorate Strategic Plan for fiscal years 2003/2004 (for the full report, see <http://www.loc.gov/catdir/stratplan/goal4wg2report.pdf>). This group recommended that a new level of cataloging be defined, emphasizing data elements that allow catalog users to search for and find records, while de-emphasizing data elements that have traditionally been used in full level records to describe and identify the resource but are not as relevant to remote access electronic resources, or do not support resource discovery. LC’s Office of Strategic Initiatives funded a contract with a noted cataloging consultant, Tom Delsey, during the summer of 2004 to work with an LC team of cataloging and reference librarians to develop a core data set for “access level” records. The core data set was developed by analyzing the specific uses to be supported by the record, taking as the starting point the four generic user tasks (find, identify, select, and obtain) identified in the International Federation of Library Associations and Institutions (IFLA)’s *Functional Requirements of Bibliographic Records* (FRBR). For each of the specific tasks, the attributes and relationships required to support the task were identified and mapped to the corresponding element in AACR and to the data elements defined in the MARC 21 formats. The project team then assigned values of “high” or “low” to each FRBR attribute/relationship, and each AACR and MARC element as the basis for defining the core data set. Delsey also assisted in the development of a draft set of “cataloging guidelines” specifically designed to address problematic cataloging issues. In order to confirm that the proposed “access level” meets the objectives formulated for the project (functionality, cost-efficiency, and conformity with current standards), the Library of Congress will be testing the application of the proposed data set and draft cataloging guidelines on a subset of remote access electronic resources selected for inclusion in the LC Online Catalog (monographs and integrating resources only). After evaluating the results in the first quarter of 2005, LC will consult widely with stakeholders internal and external stakeholders, including our traditional bibliographic

partners, related to the evaluation, revision, and possible implementation of this new level of cataloging. For more information, the project report is available at the following links for review and comment: Project Report (25 p., including Appendices A-E) [[http://www.loc.gov/catdir/access/report\\_final.pdf](http://www.loc.gov/catdir/access/report_final.pdf)] Core Data Set (20 p. data set table to accompany Appendix A. Note: to print, use legal sized paper with landscape orientation.) [[http://www.loc.gov/catdir/access/dataset\\_final.pdf](http://www.loc.gov/catdir/access/dataset_final.pdf)]. The Library welcomes comments, which may be emailed to Dave Reser at [dres@loc.gov](mailto:dres@loc.gov).

**Music cataloging.** The Hofmeister XIX Project will convert the Hofmeister series of printed music catalogs (starting in 1829 and largely German) into a searchable, Internet-based database for scholars that will be mounted incrementally. This collaborative venture was funded and scanning was coordinated during fiscal year 2004. Catalogers on the Music and Sound Recordings Teams, SMCD, contributed to the project design.

**Program for Cooperative Cataloging/Cooperative Cataloging Team.** The Program for Cooperative Cataloging (PCC) achieved the following in fiscal 2004: Name Authority Cooperative Program (NACO) participants contributed 146,645 new name authority records (NARs), 9,453 new series authority records (SARs), and revised 41,019 NARs and SARs. Since the inception of the NACO Program, cooperative libraries have contributed nearly three million name authority records to the authority file. Subject Authority Cooperative Program (SACO) participants contributed 2,558 new subject authority headings, revised 586 subject headings, and successfully proposed 1,724 new classification numbers for inclusion in LCSH and LCC. The Bibliographic Cooperative Program (BIBCO) libraries contributed a total of 71,661 records during the fiscal year.

**NACO.** NACO training in fiscal 2004 drew on the talents of NACO trainers from many partner institutions and centered mainly on expansion training for existing NACO libraries, with the addition of some new NACO contributors. The trainers took an active role in refining NACO training documents that are offered online.

NACO series activity reached new levels in fiscal 2004 beginning with a Train-the-Series-Trainer course that prepared eleven veteran PCC contributors to deliver series training to PCC libraries. The PCC NACO Series Institute training manuals are available online to be downloaded and used locally as needed by PCC institutions.

**SACO.** SACO achieved status as a full-fledged component program of the PCC. The PCC secretariat produced a full set of requirements, applications, procedures, and training workshops that will apply to all libraries joining the program. SACO was established to provide a means for libraries to submit subject headings and classification numbers to LC via the PCC. Each SACO-only institution has agreed to an annual numerical contribution goal. To maintain a consistent understanding among SACO participants and to provide formal training sessions, SACO workshops are offered by the PCC either in conjunction with library-related meetings or conferences, or as part of the jointly-developed ALCTS/PCC-Standing Committee on Training subject cataloging workshops available through the Cataloging Distribution Service.

“Basic Subject Cataloging Using LCSH”, a workshop jointly developed by ALCTS/PCC, has been successfully presented at its initial regional venues, including the Southern California Technical Processing Group, Texas A&M University, and the Oregon Library Association’s Technical Services Roundtable. The course provides a solid foundation in the principles and practices of subject cataloging using LCSH, including the application of topical, form, geographic, and chronological subdivisions. The



course, designed as a two-day workshop totaling twelve hours, is geared to those individuals who are new to subject cataloging with LCSH but who have some basic knowledge of cataloging and the MARC formats.

BIBCO. In September, Carolyn R. Sturtevant was appointed as permanent Program for Cooperative Cataloging (PCC) BIBCO Coordinator. Ms. Sturtevant is familiar to many program participants from her long term of service as the NACO Coordinator, working with new and existing NACO institutions to provide training, liaison, and ongoing information about program policies and practices.

BIBCO activities in fiscal 2004 have centered on training programs that have great potential for strengthening participation. Work on the revision of the BIBCO Training Manual has been completed and the document has been made available to BIBCO members on the PCC Website.

The online FAQ on BIBCO cataloging includes new items guiding catalogers on the use of the 042 in BIBCO records and on the use of parallel language records in OCLC. Members are monitoring changes in cataloging of Integrating Resources, the 2004 Update to AACR2, and the development of AACR3.

CONSER. CONSER is the arm of the PCC that coordinates contribution of serial bibliographic records. Many CONSER activities during the past year were associated with carrying out recommendations from the CONSER Summit, held March 2004. The CONSER Summit was a meeting of 70 people who shared experiences in serials related library work, commercial information services, and standards development. Panel discussions and facilitated breakout sessions resulted in specific recommendations for CONSER and the PCC. A summary and list of recommendations is available from <http://www.loc.gov/acq/conser/summit.html>.

Two recommendations from the Summit focus on CONSER and the ISSN. Regina Reynolds, head of the National Serials Data Program (NSDP), has been working with CONSER members to gather input on the ISSN revision process and ideas for improving ISSN accuracy in the CONSER database. Members of the CONSER Publication Patterns Initiative have been working on Summit related recommendations, including the model of the “super record” used to improve the display of records for print and electronic versions. Patterns Initiative members have pursued interoperability and compliance issues directly with publishers and vendors.

Three task groups were set up at the CONSER Operations meeting in May 2004 to explore other Summit recommendations, including coverage of electronic serials within the CONSER database, use of URLs in CONSER records, and accommodation of non-AACR2 records.

International Cooperation (“INTCO”). The PCC programs in the current fiscal year include sixty-four non-U.S. members; approximately one-third are individual members, the others participate through funnels. Fifty-eight members contribute to NACO. Nine contribute to both NACO and SACO. Six members are SACO contributors only. Three institutions are members of CONSER. Areas represented by participants are Europe with eleven members; Canada, nine; Latin America, eighteen; Asia, three; Africa, twenty; Australia, two; and New Zealand, one.

Statistics for fiscal 2004 show international PCC participants contributing 19.87 percent of new name authority records, 23.99 percent of the revisions to existing name authority records, and 20.45 percent of the new subject headings contributed by the PCC to LCSH. The British Library (BL) continues to be the largest NACO contributor and remains among the largest SACO contributors. A recent study revealed that, when creating bibliographic records, LC staff use twenty percent of the new personal name headings

established by the BL within five months of creation by the BL. The BL resumed its NACO and SACO contributions in June after a hiatus to implement its new integrated library system.

## DESCRIPTIVE CATALOGING

**2004 Update to AACR2.** LC implemented the 2004 Update to AACR2 on September 1, 2004. LC's implementation plans are available on the CPSO Website <<http://www.loc.gov/catdir/cpso/>>

**Greek Romanization.** In response to reactions CPSO received to the proposed revision of the ALA/LC romanization table for Greek, LC has decided not to make any changes to the Greek table at this time. LC is looking forward to such time as the Library can prepare bibliographic records with the Greek characters included, using Unicode, and can provide the romanization of those characters through computer program.

**AACR3: Resource Description and Access.** Dr. Barbara Tillett's background paper on AACR3, "AACR3: Resource Description and Access," is now available on the Joint Steering Committee for Revision of AACR's public Website at: <<http://www.collectionscanada.ca/jsc/current.html>>

## SUBJECT HEADINGS

**LCSH.** The 27<sup>th</sup> edition of LCSH became available in the summer.

**Subdivisions Under Names of Individual Persons.** The subdivision –**Contributions in [specific field or discipline]**, which had been authorized for free-floating use under names of individual persons, was eliminated in the fall. The subdivision –**Views on [specific field or discipline]** should no longer be used, except in the two situations in which it is specifically established, under the headings **Jesus Christ** and **Lincoln, Abraham, 1809-1865**. For works about a persons' contributions or views, the name heading for the person should now be assigned with no subdivision, or where appropriate, with another existing subdivision, such as –**Political and social views**. An additional heading should be assigned to bring out the topic of the person's contributions or views. Existing bibliographic records in which these subdivisions have been used will be updated on a gradual basis in CPSO. Revised versions of the relevant instruction sheets in the *Subject Cataloging Manual: Subject Headings* were issued with the *2004 Update Number 2* in the fall.

**Implementation of Second Indicator in 655 Fields.** With the updating of internal tag tables in LC's Voyager system in the fall, LC implemented the use of the second indicator "0" to identify form/genre headings from LCSH that are assigned in 655 fields. Use of the indicator replaces assignment of second indicator "7" in combination with "lcs" in a subfield \$2. Instructions sheets in the *Subject Cataloging Manual: Subject Headings* will be revised to reflect this change with the first update for 2005 to be issued in the spring.

**Headings for National Parks and Forests.** By long-standing tradition, LC has established headings for government-designated parks and forests as subject headings. This category includes national parks and forests, as well as those at the state, provincial, county, municipal, or other levels. This tradition reflects the fact that the vast majority of usage of these headings is in 6XX fields for works about these parks or forests as physical geographic entities. However, many of these parks and forests also have a corporate

“identity,” and occasionally it is necessary to assign the headings in 1XX or 7XX fields. According to current policy and practice, a heading may not be used in a 1XX or 7XX field unless a corresponding name authority record exists. Therefore, when it is necessary to use one of these headings in a 1XX or 7XX field, current LC practice is to delete the authority record for the subject heading and re-establish it as a name heading, but using subject heading conventions as to form and qualification of the heading. This practice has proven to be problematical and confusing to users of the LC/NACO authority files. It has resulted in a situation where there are subject authority records for the vast majority of headings for parks and forests, but name authority records for a minuscule number of them. Users of the authority files must be aware that they have to search both name and subject authorities in order to determine whether a particular park or forest has been established, and if so, whether the authority record is appropriate for the required usage or whether the authority record must be deleted as a subject and re-established as a name. In order to address this problem, CPSO is considering changing the current practice so that headings of this type that are established in the subject authority file would be potentially usable only as subject headings and would represent only the physical, geographic entities. If it is necessary to assign a heading for a park or forest in a 1XX or 7XX field, a separate name heading would be established to represent the entity as a corporate body. The name heading would be tagged 110, would have the qualifier (**Agency**), and would be potentially valid for use as subject heading as well. CPSO circulated the proposal in the fall and requested comments by the end of the year. Comments received by CPSO are now being analyzed and will be considered after Midwinter. If you wish to register an opinion on this issue, please send comments to [cpsol@loc.gov](mailto:cpsol@loc.gov) directly after ALA.

## CLASSIFICATION

**New printed LCC schedules.** The 2004 printed editions of Class H, Subclasses PN and PQ, and the P-PZ Tables were published by CDS in the summer. A new schedule KB for Religious law in general was published in the fall. It includes the newly completed subclasses KBM (Jewish law) and KBP (Islamic law) as well as updated versions of KBR (History of canon law) and KBU (Law of the Roman Catholic Church). You can see it a copy of it on display at the exhibit booth.

**053 Project.** A pilot project to add 053 fields for biography classes to name authority records for individuals and corporate bodies in the field of music was devised in response to PCC requests. The Library of Congress Classification numbers within the scope of this project are ML410-ML429, a span in a major subclass of class M, Literature on Music. Ten numbers in the span are used, each subdivided by cuttered subclasses for the subjects of the individual biographies (including bio-critical works) within it. The pilot project has been in progress in the Cataloging Policy and Support Office (CPSO) since July 2004, and in the three Music and Sound Recordings (MSR) Teams in Special Materials Cataloging Division, where the project has been under way since April 2004. In CPSO, existing authority and bibliographic records are being examined; in the MSR teams, name authority records for the subjects of newly cataloged materials assigned to the relevant classes are eligible. In CPSO, bibliographic and authority records for materials in letter .A of the relevant classes have been examined. The 053 field was added to existing name authority records for the subjects of biographical/bio-critical works where no conflicts or other impediments appeared, roughly 82 percent of cases. Along the way, selected authority records were enhanced and bibliographic file maintenance was done for many biographical names in obsolete or incorrect forms. To date, 053 fields have been added to more than 650 authority records by both divisions.

**Cataloging Statistics.***Bibliographic Access Divisions and Serial Record Division Production, FY04 and FY03*

<i>Bibliographic Records Completed</i>	FY2004	FY2003
Full/Core Original	185,309	185,363
Collection-level cataloging (CLC)	4,393	4,268
Copy cataloging	46,363	39,015
Minimal level cataloging	<u>23,872</u>	<u>34,696</u>
Total records completed	259,937	263,342
 <i>Total Volumes Cataloged</i>	 294,510	 287,988
 <i>Items Processed on Inventory-Level Records</i>	 24,392	 42,465
 <i>Authority Records Created or Updated</i>		
New name authority records	92,311	84,822
New series authority records	8,770	8,762
New Library of Congress Subject Headings	<u>6,393</u>	<u>7,242</u>
Total records created	107,474	100,826

**ACQUISITIONS DIVISIONS**

Judy McDermott, chief of the African/Asian Acquisitions and Overseas Operations Division (AFAOVOP), retired on October 1. The acting Chief of AFAOVOP is now Lygia Ballantyne.

Electronic resources initiatives. In March 2004, a Library representative met in Leipzig with representatives of the EZB (Elektronische Zeitungen Bibliothek), Deutsche Bibliothek, German State Library in Berlin, and the Bavarian State Library to inaugurate discussion of a “whole life cycle” exchange of government e-journals. This project is intended to lead to an exchange between U.S. national libraries (including the Government Printing Office) and German National Libraries (including the EZB) of the following: 1) free access online to government e-journals; 2) the right to freely download and archive on their own servers a subset of the other government’s e-journals; 3) metadata for those e-journals; 4) a commitment by each set of national libraries to preserve and provide access to its government’s e-journals; and 5) electronic reference service in support of their government’s e-journals. The proposal was well received by the German participants, and discussions continued through the year.

In July, the European and Latin American Acquisitions Division sponsored a conference at LC that included participants from the EZB, Stanford University Library, Northwestern University Library, the University of Wisconsin Library, Cornell University Library, the National Agricultural Library, GPO, and a cross-section of LC participants. The purpose of the conference was to explore interest in possible collaborative acquisitions and library system interoperability projects. The principal outcome was an idea for an electronic Cooperative Acquisitions Program (ECAP) modeled in part on the Cooperative Acquisitions Program run by the LC overseas offices.

## **NATIONAL AUDIO-VISUAL CONSERVATION CENTER**

NAVCC in Culpeper. Construction on the Library's National Audio-Visual Conservation Center (NAVCC) continued on schedule throughout 2004. The NAVCC, located in Culpeper, Virginia, is a state-of-the-art complex that will consolidate the activities of the Motion Picture, Broadcasting, and Recorded Sound Division (MBRS) in one central facility, while also greatly increasing preservation efficiencies and throughput. The 45-acre NAVCC campus is being built with extraordinary private-sector support from the Packard Humanities Institute, and is comprised of four building components totaling 420,000 square feet of space. The first phase of the Center will be completed this May, at which time the Library will begin moving its sound and moving image holdings into the 140,000 square foot Collections storage building. The second phase will be completed one year later, in May 2006, at which time the Library will move the MBRS Division staff and preservation laboratories into the newly constructed Conservation building, and relocate its nitrate film holdings into 124 dedicated nitrate storage vaults.

MIC: Moving Image Collections Portal. In a milestone for the project, the MIC development team has successfully implemented the MIC Union Catalog mapping utility, which automates the record mapping and loading process to enable organizations with in-house metadata schema to contribute records to the MIC Union Catalog. Using the MIC Mapping Utility, any organization with non-MARC records can submit an application and submit sample records electronically. A MARC record version of the utility was also completed in 2004. Cosponsored by the Library and the Association of Moving Image Archivists, MIC is the first Internet-based union catalog and access portal to the world of moving image archives and collections. MIC is being developed at three external university sites — Rutgers, Georgia Tech, and the University of Washington — through a National Science Foundation grant. Following a technology transfer, the Library will serve as permanent host for the project, which will become a key access program of the NAVCC in Culpeper.