MANAGING E-CONTENT CATALOGING

Impact and Insight

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How to quickly “gain control” in managing multiple e-resources cataloging activities with limit staffing and resources.

We will cover:

- Understanding the new responsibility
- Motivating your team
- Strategy for managing multiple tasks
- Tools to keep things under control
- Assessment
“The demand for increased digital access to information sources is driving our collection development policy aggressively in this direction…”

“In 2011-12, the University Libraries held 7,117,102 volumes, including more than 100,000 digital journal titles and more than 467,000 e-books.” (OSUL Strategic Plan 2011-16)

The budget increase for e-resources at OSUL:
- E-journals – increased from 60.5% to 90.7% of the serials budget
- E-books – increased from 10% to 13% of the monographs budget
The ultimate “drive” is of course, our library users… The goal of all of our effort is to satisfy library patron needs.

Subject Specialists, Collection Managers and/or Area Studies Librarians.

ACQ-E people: In a large research library, the Acquisition will have a team for handling e-resources ordering, claiming, receipt, licensing… They are the colleagues we have day-to-day close work relation with in terms of e-resources cataloging.

IT personnel: Support and trouble shoot system issues.
The work

- **Cataloging**: To catalog individual titles of e-resources one at a time. Cooperative (e.g. OCLC) and Consortia (e.g. OhioLINK) involved.

- **Batch Loading**: To load many records once at a time to the library’s catalog. May or may not involve Cooperative or Consortia cataloging.

- **Making record to share**: To create a file of MARC records for other libraries to load. Mostly Consortia services.
In cataloging e-resources

- Handling multiple different projects each requires special attention or treatment.
  - What is the mode of access: Paid or for free/restricted or not restricted access?
  - What the entity is: A Web journal or an e-book?
  - What about range?
  - Who provides the e-resources: publisher/vendor/consortia?
WHY DO WE NEED A LOCATION CODE FOR SOMETHING EXIST NOWHERE BUT ON THE WEB?

- Bib location codes used in OSUL for e-resources:
  - wwj = Web e-journals
  - wws = Web database journals (e.g. “Full texts from Academic Search Completion”)
  - wwb = Web e-books
  - www = World Wide Web access (databases)

- But what about a collection of PDF files of maps online? What about an issue of a journal made into a e-book? ……
The three types of work ...

- Cataloging
  - Paid web journals or databases
  - Backfiles (Oxford, Wylie, Elsevier)
  - Free e-resource requests
  - Some e-books
The three types of work ...

- Batch loading
  - Serials Solutions
  - E-books
  - Others
Making MARC records to share in the consortia

- EJC cataloging (OhioLINK Electronic Journal Center)
  1. Catalog EJC titles
  2. Create a package of mrc. file for other OhioLINK institute to load to their catalog
Psyche of an E-res Cat manager?

- Working with materials that you are not familiar with – ADAPTIVITY
- Taking projects without clear direction – WORKABLE SOLUTION
- You will never be alone – Enjoy working with people.
- When problem comes up and nobody around can help? – Wait for another day – it’s not the end of the world!
- Get your supervisor’s support!
Motivating your team...

- Know the strength of your staff
  - Full time staff
  - Part time staff
  - Student workers
- Experienced vs. New
- Involving staff in different report line
Motivating your team ...

It’s there something called “Low morale scale?”

- Giving clear expectation
- Setting priorities
- Overcome the “I don’t do xxx” attitude
- Understanding and Appreciation
Manage the works

- Provide training, and staff-to-staff co-training
- Provide clear and accessible guidelines
- Delegate the work
- Open for support
- Monthly meeting
Keeping track of the progress is especially important when you’re supervising an e-res cat. section that has multiple projects running at the same time.

It is equally important to have your staff track their works (and share it with you)! Which in turn, not only help their productivity, but also make ease at time you do monthly or quarterly report on e-res cataloging performance.

What – How many – How long – Carry-ons
Communicate

- Not only keep track of your team works, but also let those people you support know the status of processing their requests. And these can be done at the same time.
- Let your colleagues in other unit know who is responsible for what.
- Form working group or task force that involves key stakeholders.
Attention to details vs. seeing the big picture
- Don’t forget why we do this.
- WHAT WE DO => HOW WE DO IT

- Streamlining projects ➔ Tools
- Keeping track of progress ➔ Tools
An ever changing world

“Nothing is everlasting, but changes are sure to come.” --- me 😊

“Some changes look negative on the surface but you will soon realize that space is being created in your life for something to emerge.”
--- Eckhart Tolle

- AACR2 to RDA
- System upgrade! Millennium to Sierra
- The (future) way of cataloging e-resources?
Blog, Wiki, and some Clouds apps, these tools come handy for

- Documentation
- Guidelines available and accessible in real time
- Keeping track of progress
- Collaboration
- Communication
- Case-by-case level treatment
- Integrating resources (e.g. bookmarks of online tools etc.)
- Fostering learning …
Tools ...

- Wiki
  - Collaboration such as task force, integrating guidelines for multiple projects (examples: e-res working group)

- Blog
  - Training tutorials, guidelines for specific procedures and some level collaboration (example: backfiles cataloging)

- Google Drive
  - Good for both keeping track and communication (example Processing free e-resources requests)

- Box
  - Good for sharing documentation
One of the highlighted spots on the Cataloging Department’s quarterly report.

The E-Res Cataloging Librarian/Coordinator is responsible to provide the report.

Keeping track of progress should be tied to staff performance and assessment.

See patterns and make adjustment.
- Quarters 1-2 performance -- Cataloged

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Legend: Quarter 1 | Quarter 2
Assessment...

- Quarters 1-2 performance – Loaded

![Bar chart showing performance comparison between quarters 1 and 2 for Serials Solutions, DOE OSIT, e-books, and total.](chart.png)
Questions?

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