Now What?!: We Have an Estimate of the Size of Our Uncataloged Collection but What's Our Plan for Cataloging It? – Audio transcript

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[Please standby for realtime captions]

Hello, and welcome to now what? We have an estimate of our big election, but what is the plan for cataloguing a? For we get started, I have some housekeeping reminders. First, please use the chat box for tics, comments or other technical issues. We will really anything will issues to Amy at the end of the session. And we are also recording the conference. All registrants will receive links to the recording after the event. Please join me in welcoming our presenter, Amy love Carol. Allow me to start the session.

Thank you, Melissa. Can you hear me?

Yes, we can.

Awesome. Technical difficulties are ready. I got those on the way. So, my name is Amy Laub-Carroll. I am the federal regional depository library and. I will tell you right offhand that the title for this is a little deceptive because it's really an estimate of the un-catalogued portion. There is a portion in our close stacks. I will go over that in the presentation. I have been the regional depository library since June of 2018, and I was fortunate enough to overlap with my predecessors. She is working part-time in retirement from June 2019. Together we came up with the plan to estimate the uncatalogued portion. So the University of Kentucky libraries have been a depository since 1907. When all the land-grant institutions were brought into the FTO eight. We've been a regional since 1967. I was fortunate enough to come across our letter when going through files. I included that because I am a nerd and I think that this is cool. So having been in depository for that long, we have a lot of materials. Many appear on our shelf list, which, yes, we do have a shelf list, and it is the pride of our work area. It was not consistently updated. So some cards simply list a dock stem, and have written on them city shelf, which is not helpful at all. In 1998, the University of Kentucky completed their new main library building. And so what they did was they loaded all the depository materials and moving trucks and brought them from the old library over to the new library. However, not all of the materials -- the new building didn't have enough space for all of the materials. So the overflow items went to the basement of our old library buildings, just currently the science imaging library. So the problem was one third of our depository collection resides in close stacks. And only an unknown percentage is represented by our online catalog. Although the materials are not catalogued -- the ones that are not catalogued in that portion of that collection is listed in our shelf list. We wanted to make it more accessible, so we wanted to determine how much should be -- because of our close stacks, it is especially important to make these materials discoverable. And they were not a priority for cataloguing themselves out. Currently the collections consist of about half active stems and have inactive stems. And since we switch to a new ILS where we are using -- in 2016, we are adding item level records and including new depository materials, but is something that we weren't doing before. So in 2019, our senior associate in technical service asked us to estimate the size of the uncatalogued proportion of the materials and how close stacks. Here are just have some photos of these stacks. So the procedure. I am happy to share the detailed procedure with anyone who is interested. Nonetheless I do have my contact information, so you can email me and I would be happy to share that with you. So in order to determine the size of the uncatalogued portion of this collection, we created a procedure to go to the total foot measurements of this physical -- this involved creating a

spreadsheet of materials, and our catalog for this location, measuring the feet of material on the shelves, and molded blank 52 to come up with the estimated number of items per GPS instructions. We are estimating the size of the depository collection. We then divided the number of catalogued items by the estimated number of measured items to find the percentage of items catalogued. My predecessor created the draft procedure, and together we flush it out into the test drive. We actually worked with my graduate assistant, rainwater, and together he and I refined the procedure. For example, we decided to consider an item as catalogued if we have the journal or serial record in our ILS. Even if that cereal is not in inventory or does not have item level preference. Because we figured it would be easy enough to inventory these materials and at that inventory to the ILS with student assistant health. Once we measured the collection, we decided we wanted to know the percentage of cereals, so we went back and walked the Rangers to pick up some paper at the beginning of each serial run and purple slips at the end of each serial run. Here I have a photo of that. I had a couple of the Rangers. They had some really really, pretty pink and purple ones. We then had Ryan measured these serials. So determine what was a serial, I went to the kind of U.S. publications that -- though it is not Andrea, and identify obvious serials. There are some that I am sure we missed, but we are trying to get a general sense. So the results -- approximately 61.59% of the collection is catalogued, which is a higher percentage than which we originally thought. Originally we thought it was about to be 25 to 30%. 61% of the materials in this collection are monographs, and 39% are cereals. Progressing 234 different serial types. There are a total of 7000 35 linear feet in this collection, which becomes approximately 1 1/3 miles. This translates to approximately 365,820 individual. Approximately hundred 40,000 of that, these items were not catalogued. So these results do not include the serial set passive summit journals, but congressional record, and the American State papers. They have catalog records in our system and our inventory, and take up a lot of shelf space. Going forward, we have identified challenges. We have many duplicates and triplicates in this collection. Because of rampant shelving. Unfortunately because it is post X, our student assistance of really enjoyed where they are working. And sometimes they goof off and sometimes they don't. Sometimes they don't pay attention. So due to my shelving, we do have many duplicates and triplicates, so that is an issue we will have to remove any of those. Unless they are of particular interest to Kentucky, and or unique or rare item. Because so many of the items in this selection are -- we may run into issues with verifying call numbers. Particularly the two largest portions of the uncatalogued collection. They are publications from the -- department, the federal security agency, and often I found trying to verify call numbers that those are a little more difficult to find sometimes. Even though we do have access to that catalog. We do have many, many preservation issues, particularly for paper. It is an issue. So we are going to have to address how to handle preservation and conservation of this collection as well. Additionally, finding records for pre-1970 materials for cataloguing is a little more challenging. However, it is getting easier as GPO loads its historic records into it. Additionally, superseded materials -- there's a lot of those that have not been removed from the collection. So identifying those and then going through the work of pulling the older versions and deciding whether or not we're going to keep them. There is some superseded materials that we've decided to hang onto because we are -- and so now that we've estimated the size of the collection, what are we going to do? Well, we need to catalog it. But we need to figure out how we are going to approach that. It is slow going, but we will get there. We have been copy cataloguing and matching items to records and our system as we come across them. But this is going to take a long, long time. An example of an item that we came across that we decided to catalog in part because of the subject matter. I find it rather fascinating. It is the picture that is on the slide. So we did go ahead and copycat the logo screen, but because we get our records from the archive, they will go through OCLC. They will drop records and OCLC, they will drop into our system. So we have a record for something, but we don't necessarily have an item attached to it. We are also identifying specific areas to focus on. For example, if you are ending for materials, the high 20s, our former head of cataloguing is working on these in chunks. And in addition to our cataloguing department, they have

public Cajun of yearly products that they work on. So they have worked on -- they have gone through our library of Congress section, our Smithsonian collection. And so in bits and pieces, things are getting catalogued. So that is one of the permissions. It is a more organized approach to come across something that looks cool. We catalog it. It also gives the opportunity to create a procedure for identifying what to catalog next. That is how we came up with Indian affairs materials, because we felt that where they deal with a marginalized portion of the population, that we should probably bring those to the forefront and make those more discoverable sooner than something else. We also get a sense of how long it takes to catalog these materials. We estimated it takes an average of five minutes per item to copy the catalog, which translates to a little under 7143 hours. We are are a little under four years with equivalent staff members for the materials in this portion of the collection that are uncatalogued. We also learned what types of issues will arise where we have duplicates, we have records that are not -- they aren't great records out there. So those we would bump over to the catalog and they can be from those records. But all of this will help us make an informed decision. If you want a higher graduate assistants, to do this work for us. Do we want to hire temporary employees? Do we want to to subcontract cataloguing and get some of these materials out and have an agency catalog them? Or are we going to use a combination of all of the above? We have -- and thank you for your pilot project that just came out, we have applied to that, and unfortunately a portion of this collection are more department materials. So I have submitted a proposal for cataloguing our 33's. They were new one. 55, which is education of anything else. And are there any questions? Here are some of the materials that I hope to have catalog sometime soon.

Hi, Amy. A couple of questions have come in while you were talking. Amy wants to know are you counting executive agency reports found in the serial set as duplicates?

We are not.

Okay. And another question from Bill, could you elaborate on how you are using archive for this work? Is it a detailed statement of work, and is that something you could share?

We actually aren't using archive specifically for that. We do contract with archive to get all of our depository material records. It's a part of that contract is that anything that shows up in OCLC, that is a depository material, they will gather those records and actually dump them in our system for us.

Thank you. Elizabeth wants to know how much time do you devote to cataloguing these items?

So that's the interesting part. So I'm head of what is called the federal depository unit, and I think we are part unique in the regional world in particular, but the depository world in general, where I am lucky enough to be able to focus on only the collections. I don't have any public services that I do. I'm not a reference librarian, I'm a collections library, and I actually come from a cataloguing background. So I would say a good third of my time is spent with cataloguing. And one is a cataloguing, I mean copy cataloguing. With cataloguing those materials, and I have a full-time staff member who spends about a quarter of their time doing that as well.

Okay. Thank you. Kate wants to know to the uncatalogued items have in-house call numbers, or are there no numbers at all?

They actually have two phone numbers. Now, whether those are accurate numbers are not is a question.

And Breanne wants to know, have the cataloguing records resulted in more use of the collection?

I want to say yes, but I think a lot of that might be in-house. So one of the -- one of my reasons for wanting to get this catalog, this portion of the collection catalogued not just to make it more discoverable, but we also within UK libraries, we have a digital services component. So we have on-site housed digital repository. So we are a member of ACE aerobic we are one of the A0 centers of excellence. For the Works progress administration materials. So we can work with digital services to have those all digitized, and we do host those locally. So I do have an ulterior motive in wanting these catalogued, because our digital services will not digitize with something on our repository unless it is fully catalogued. So this will open up the opportunities for digitization.

Thank you. And Margaret is asking are you doing any weeding of the collection at the same time?

Because we are regional, the only weeding I would do would be duplicates.

Thank you. And Trina asked -- this is very interesting and helpful. Do you know if there is any effort by anyone to keep track of libraries that are categories particular chunks of the materials?

I don't know that. Perhaps somebody else at GPO would know that?

I'm sorry, I'm still reading the question. There's 20 questions at one seer. You are generating a lot of interest. So yes, there are -- I will have somebody contact you directly, Trina, to you about that if that is okay? So next we have a question from Gabrielle. Are those uncatalogued resources open source? Are they open sourced and indexed in web?

Some of them I'm sure are.

Okay.

And Daisy asks what resources do you utilize for citing the number without a seductive call number?

We use, well -- we use the monthly catalog, so we do have access to it online as well as we have the physical volumes. We lovingly refer to them as they mow cat. In addition, we also use the catalog of government publications. Online. So we are very -- Cindy and I are very much on the same page of Cindy treated me well about having accurate sue dock call numbers. So we actually do have a section. After a show you the picture in our work area of problem shelves because we cannot verify that sue dock call number. So thank you, Esther GPO, because we often submit questions about cataloguing.

Okay, Allison asks you have training modules for volunteers who don't have a government background?

We don't have training modules. We actually work with them one on one.

And Elizabeth asks how did you decide which superseded items to keep? By stim?

Sometimes by stim, where we are a center of excellent and we are also reservations to it. Any of those obviously we would keep all versions of materials. And then many, many years ago, apparently the regionals got together and decided each regional would take chunks where they keep superseded items.

So I actually have a document that has the items that the University of Kentucky libraries agreed to maintain these superseded versions. So we do consult that. Additionally, if we just physically compare a newer versus older version and we feel that there is something important that was in the older version that does not show up in the newer version, we will keep them as two. So it is a combination of things. It's an art, not a science.

Does anybody have any more questions for Amy? Amy Quinn thinks you should write a article about the project because it would be useful to many libraries as a case study.

You and my Dean as well, Amy.

Beth wants to know is there a mechanism to track call number changes into older vocab? I understand there was such a thing, but it never ran across it.

So I know in the older log cat, they actually did make a note of a call number changes. But I don't know if there is an easier way to do it. It is a matter of clicking on the record and reading the detailed record. So I don't know if anybody else has suggestions for that.

Okay. And Jacob asks how do you keep track of materials that will need future material conservation attention? Are you conserving while you catalog, or waiting?

Is actually wildly catalog. I was fortunate enough to go to a graduate school to work with our conservation librarian. So I have minor, very basic training. Anything above that, we actually do set aside because we don't want to put it back on the shelves to have it damaged. So we do have a list of those materials.

Thank you. Margaret wants to know do you know how long you will need to finish cataloguing all materials you intend to catalog?

Probably until I retire. Honestly, I don't know.

And Christopher asks, do you have a bindery onside, or do you contract them out?

We contract that out.

The secret collection. Your secret collection our problem shelves could get together and chat.

Does anybody else have any questions for Amy? Mark wants to know the email you to request the formula?

I would be happy to share our procedure with anybody. I'm putting my email address in the chat if that is more helpful? And I don't believe our procedure is just specific to our ILS. We simply pull the spreadsheet out of the ILS. Any final questions for Amy? I am not seeing any more questions. Lots of kudos, so Amy, thank you for a great presentation. Just keep a few more minutes in case anybody wants to slip into the chat with the final question or two. Trina wants to know, have you reconsidered your use of student workers, given the shelving errors?

Katrina, I would love to, as with most libraries. We have legit issues, so there are just two of us. Two full-time members of our depository unit. I am the faculty member and a staff member. So, unfortunately, we can't do it all on our own. I would've loved to have get my graduate assistant forever, but he graduated. And so I'll tell you a story for very briefly, speaking of shelving, because we do our depository collections. We have a member of the cataloguing department get items for us, I walked up on the stacks about a month ago, and I walked past out of the corner of my eye and assessing the shelving. Like wait, wait a minute, that is not one of us. So I went to chatting with her and I said well, what are you working on? She said well, I am reshelving these. I'm said well, do you know Sudha? She said well, good enough to get by. At which point I went --

Okay, it doesn't look like we have any more questions. A lot of people sympathize with your student employee plight.

I know, just when you get them trained up and you really like them, they graduate and get real lives.

She was once told by supervisor that a call number was a suggestion.

Oh. Job security, I like that, Amy.

Okay. Well, since it doesn't look like there any -- oh, one just slipped in. Margaret wants to know if you have any advice for folks starting on a similar project? Anything that you didn't expect to learn?

Even though it was about a third of our collection, it was a large chunk to play with. My former graduate assistant he was a yes, yes it was, since he was the one out there with the tape measure. I would suggest doing things in smaller chunks if at all possible, or identifying call number stems that you really want to make sure our catalog more, or sooner rather than others. You know, as we did after the fact with a quarter of Indian affairs materials. We didn't expect to learn that after we did the initial estimate that we wanted to find out the difference in cataloging between serials and monographs, because that does play a role in how they are catalogued. So you might want to think for that before you start a project analysis as well.

Okay, if there are no more questions, just give it a question in case something else comes up. Thank you for a wonderful program, Amy. This was very, very interesting, and you seem to have inspired quite a few people to go back to their shelves and start cataloging.

Yay!

Up next in this room, we have listened to our youth and sharing federal information. In our other virtual meeting room, the next program is reaching new audiences. Reaching technical supports for reaching the humanities and social sciences. If you want to join that program, you will have to close out of this virtual room and then go use the other URL to go to the other room. And those URLs are found on the event page. For now, we will take a short break and pick up again at 4:45 Eastern. Thank you all.