

Cataloguing and End-Processing Specifications

Notes summarised from the Open Workshop Discussion Groups
 Friday 30 November 2007
 Hume Global Learning Village Library

Discussion Group 1

1. End processing must address the needs of the users

Questions raised

- Do they care/know about processes?
- What do they want?
- How do they select library material?
- What can we do to help their selection?
- Think in genre – influenced by bookshops?

2. The end result of developing cataloguing processes and specifications should:

- Benefit the customer/patron by:
 - a. Teaching skills
 - b. Actively help customer/patrons to interact with library material
- Increased budgets due to savings made
- Economies of scale
- Increase turnaround times i.e. more new books on the shelves
- Enhance bargaining power

3. Possible cataloguing and processing specifications:

End Processing	Important	Negotiable	All Collections	Linked Issues	Patron Issues	Staff Issues
Barcodes	✓	×	✓	<ul style="list-style-type: none"> ▪ Lib ID ▪ Security ▪ Placement ▪ Shelf check/RFID ▪ Asset register ▪ Value of public ▪ Cover OHS 	LMS	✓
Spine Label	✓	Collection	Not necessary	<ul style="list-style-type: none"> ▪ Big issue for vendors/end processing ▪ Call number ▪ Placement 	✓	✓

End Processing	Important	Negotiable	All Collections	Linked Issues	Patron Issues	Staff Issues
				<ul style="list-style-type: none"> ▪ Locator – visual or through shelving ▪ Scanners 		
Library ID	✓	✗	✓	<ul style="list-style-type: none"> ▪ Incorporate with barcode council/authority need 	✓	✓
Covering	✓	✓	Not all collections HB/PB	<ul style="list-style-type: none"> ▪ Turnover rates affect covering ▪ Cover vs Item replacement ▪ Most expensive component 		
Genre Labels	✗	✓	Fiction/Non fiction	<p>Individual libraries to negotiate.</p> <ul style="list-style-type: none"> ▪ Yes – here is the standard ▪ No – do it yourself 	✓	✓
Security (strip, label, tag)	?	✓		<ul style="list-style-type: none"> ▪ Protect high use items ▪ RFID ▪ To be included with barcode/ownership 	✓	✓

It was suggested that there was a need to come up with two options only and offer these up for consideration.

4. Linked issues

Genre labels

- LC – list of genres?
- Standardised list to be decided upon
- Should we adopt
 - a. LA list of genres
 - b. State Library of NSW list
 - c. Forgo genre lists altogether
- List of genre for music, CDs – linked to subject headings
- More research needs to be conducted on
 - a. How users look for information in library?
 - b. What is happening world wide?

Barcodes

- We have to have them
- Placement is an issue: options – outside front preference
- OHS issues

- Customer needs

Library ID

- Important
- Important for movement of stock
- Possible to be incorporated on barcode

Covering

- Prolongs life of item
- Life of item determines cost
- Cost of repairs vs covering

Spine labels

- Two options for deciding on label size, font size and type, etc.
We need to decide on one as a statewide option from those two options.

Possible suggestions:

Adult fiction	3 letters of author name: HAL (16pt)
Non Fiction	Three numbers, new line numbers, 3 letters for author: 456 321 HAL
Junior/Fiction/Teen	J T HAL HAL
Young Adult	Y YA HAL HAL
Y Adult Non Fiction	YA 365 429 HAL
Large print	LP HAL
Large Print Non Fiction	LP 365.492 HAL
Picture books	Single letter or nothing

Audio books (Talking books)	No spine label or alphabetical by title/author
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Security

- Why do we use security?
- What is the amount of items stolen?
- What is the amount borrowed and never returned?

AV Security

- Security Strips/Labels on every book? AV items?

Downloading

- Scrutiny of record
- ISBN not to be used alone to establish record – leads to duplication

Outsourcing issues

- Standards and quality control
- The reworking of records
- Duplication of records
- Unique control numbers
- How do we reduce electronic record duplication for temp records from suppliers?
- The more library requirements differ, the greater the cost. What is it worth to you to be different? Local flavour? Vanilla or 100s & 1000s
- We've always done it, it's ours and we're keeping it
- Individual identity
- Rachel van Riel "How Collections are Used?"
- Pay labour cost – less steps = less cost
- What is the gain?

To cover or not/Materials

- Contact – Level 1, 2, 3 sides
- Quality of finish also, non-reflective and shiny
- Sleaving
- Laminated books – don't cover
- Less is best
- Tape – do you use it to reinforce paperbacks? No

- Life of the item determines covering – asset management?

CAT Standards

- Libraries Australia records for all materials
- Add all holdings
- Subject headings for Fiction
- Which genre headings scheme do you use? Why? What is this? None at all?
- Public have specific genre likes which are well used
- Music CDs – ANCR

Call Numbers

For consideration:

- What is the purpose of call numbers?
- Length of Dewey Number/Alphabet (3 or 4 letters?)
- Three numbers after decimal point
- Cutter?
- Different collections
 - F/C – special collections – eg library, language learning?
 - N/F/C
 - Biog? Books about people – use subject of book?
 - Junior Collection
 - J, JE, Teen
 - YA, JFIC, PIC, Graphic Novels
 - B-(board)
- Use call numbers that make sense to the public!

Barcodes

1. Placement
 - Front lower left hand
 - Top front – middle (hands-free scanners)
 - Why on front cover – cover art work
 - Outside cover – front or back?
2. Issuing and self check machines
 - Issue barcode placement is it for the public or staff?

- Library processes issue or Supplier issue
- Stocktake – how easy to scan?

Agreement that barcodes should

- Not be inside the item
- Not be near ISBNs
- Meet OHS requirements
- Need minimal handling to scan items
- Not be affected by scanners and types used

Ownership Labels/Stamps

- Do you need them?
- How many?
- Where? Why?
- Do you use a label or a stamp?
- Do you put it on the barcode?
- Would the public like large ownership labels?

Agreement that:

- Ownership labels should be on barcode
- Consist of only one label

Spine Labels

Questions

- Why do we have spine labels? Especially for any fiction – all formats
- Location tool, convenient
- Barcodes – min across board identity
- Reasons – identity
- Do you place tape over spine labels?

Non fiction	Yes
DVDs	Fiction type – no spine labels

- Fiction = author on spine?
- How effective are they in relation to customers/patrons browsing collections?

- Ask customers how they use the library but not just library customers// bookshop customers
- Read Rachel van Riel research – “How Collections are Used?”

Genre Labels

Genre Labels are very subjective

Questions:

- Should they be used? Yes/No?
- Colour scheme for different genres (eg pink=love, blue=crime, etc.)?
- Range of name for labels (eg love stories, romance, crime, detective, mystery)?
- Placement?
- Reflected in catalogue entry?
- Do you use standard labels or do you have your own designs?
- Do they go on spine or front cover?
- Font size?
- Are there any other ways of doing this?

Costs

- How much extra are you prepared to pay for any specific requirement?
- How is the time for extra requirements measured?
- How is the time taken and cost related?
- How will we work together to minimise original records?
- Will be able to use Libraries Australia record numbers?
- Returns to wrong library in terms of ownership and courier costs?

RFID

- RFID stickers and identifying number
 - Barcode
 - System generated
- Level of security
- Barcode added to tag
- Flexible influenced by all other not limited

Discussion Group 2

1. Cataloguing processes and specifications must be:

- Z39.50 compliant
- UNICODE COMPLIANT
- Involve NLA
- Able to accommodate copy cataloguing where suitable
- Need a process that will update pre-cat records

Questions:

- What degree should vendors amend an existing NLA record?
- Pre pub records vs full records?

2. Possible cataloguing and processing specifications

- Add 610 to 618 to NSW exceptions, 3 past the decimal.
 - a. Either 4
 - b. Or up to 6 past the decimal
- General consensus to leave to the 0994
- Subfields
 - a. Agreed specs on what changes we make to subfields, DVDs, etc.

3. Spine Label

Possible suggestions:

- Arial Bold
- Font size 14 or 16 generally acceptable
- Spacing of rows on spine labels needs to be ensured
- Left alignment for prefixes

Non Fiction	<ul style="list-style-type: none"> ▪ Cutters to be four letters ▪ Agreed we should break on the decimal
Young Adult	<p>T or Y or YA?</p> <ul style="list-style-type: none"> ▪ YA preferred
Y Adult Non Fic	<ul style="list-style-type: none"> ▪ Classification same standard as Adult Non Fiction
Large print	<ul style="list-style-type: none"> ▪ LP preferred

Picture books	<ul style="list-style-type: none"> ▪ Accept NSW standard BUT check on size requirements of letters ▪ No agreement on placement of spine label
Reference	REF prefix rather than “R” consensus that no need for J or T ref (one integrated collect)

4. Linked Issues

Barcodes

- Unresolved

Talking books

- Unresolved

Genre labels

- A site specific value-add service

Biographies

- Agreed catalogue records in subject areas as standard but need to determine how it gets processed
- Cutter needs discussion as well