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Now, What Do You Want Me to Do?

New and Emerging Roles for Cataloging and Metadata Librarians

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J. Willard Marriott Library
THE UNIVERSITY OF UTAH



The In-Flux State of Cataloging/Metadata

- Rules
- Framework
- Expectations (Internal/External)
- Mode of delivery
- Skill sets
- Personnel
- Structure of cataloging units
- Budgets



How are libraries **preparing**
for the **changing roles** for
cataloging and **metadata**
librarians?



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Organization of Cataloging Units in Academic Libraries

HOME / ABOUT / DATA ANALYSIS / CONTACT



Welcome!

This website is dedicated to the study of organizational structures for cataloging units in academic libraries. It was developed in 2016 and is maintained by Jeremy Myntti, Head of Digital Library Services at the University of Utah and Liz Woolcott, Head of Cataloging and Metadata Services at Utah State University, as part of the output stemming from a survey that analyzed the Organization and Structure of Cataloging Units in Academic Libraries. The survey is

Baccalaureate Institution Staffing by Student FTE

Average Staffing Levels in Baccalaureate Institution Cataloging Units

Staff Levels



Respondents answered questions regarding the type of institution and the cataloging unit staffing levels at the professional, para-professional and hourly level. * This is the average staffing reported for the 55 respondents from baccalaureate institutions.

Overall staffing**

Masters Institution Staffing by Student FTE

Average Staffing Levels in Masters Institution Cataloging Units

Staff Levels



Respondents answered questions regarding the type of institution and the cataloging unit staffing levels at the professional, para-professional and hourly level. * This is the average staffing reported for the 99 respondents from masters institutions.

<https://catalogingunitorg.wordpress.com/>

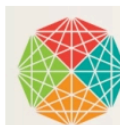


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Project Summary

Research Project Summary for ALCTS Exchange Presentation



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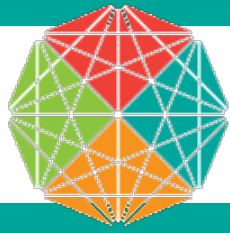
MAY 9, 11, 16, & 18 2017

Embracing the Past,
Building the Future

This post is to give some background information on this research project for participants in the [ALCTS Exchange](#). Since we have posted over 75 entries on this blog, we wanted to have a quick summary that you could use to get an overview of the project without needing to dive too far into the data.

As mentioned on the [About page](#) of this blog, "The roles and responsibilities within academic library cataloging units have gradually been shifting over the past several years. To deal with these changes, catalogers on both the librarian/faculty levels as well as professional or paraprofessional staff have had to respond by shifting workloads to ensure that necessary cataloging tasks are carried out. With many of these new and upcoming tasks and workflows that academic library cataloging units are completing comes change to the organizational structure of these units."

<https://catalogingunitorg.wordpress.com/2017/04/11/research-project-summary-for-alcts-exchange-presentation/>



Library Demographics - Your Turn!

Poll #1:

What type of library do you work in?

- Academic Library
- Public Library
- School Library
- Special Library
- Other

Poll #2:

What is the FTE for your library's cataloging unit?

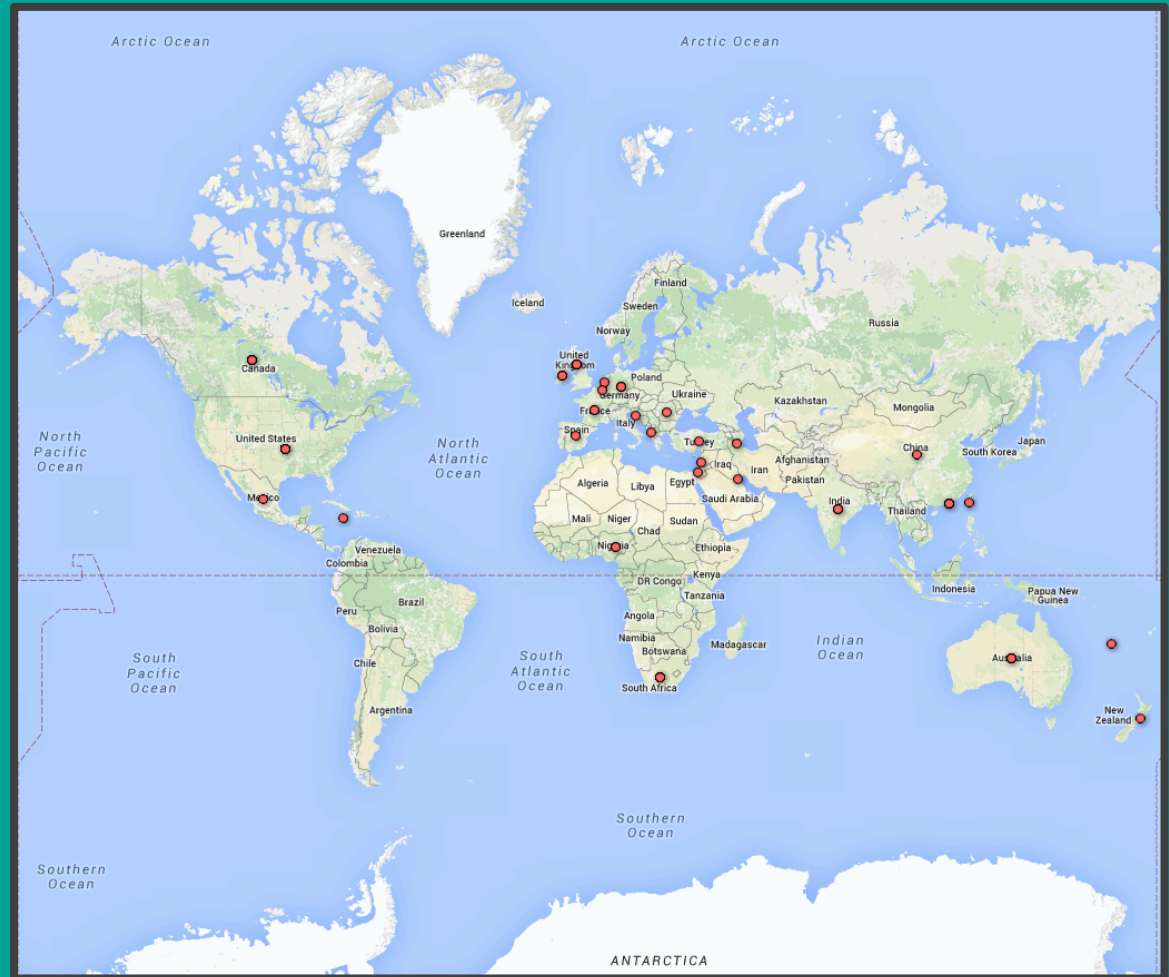
- 0-3
- 4-6
- 7-10
- 11+



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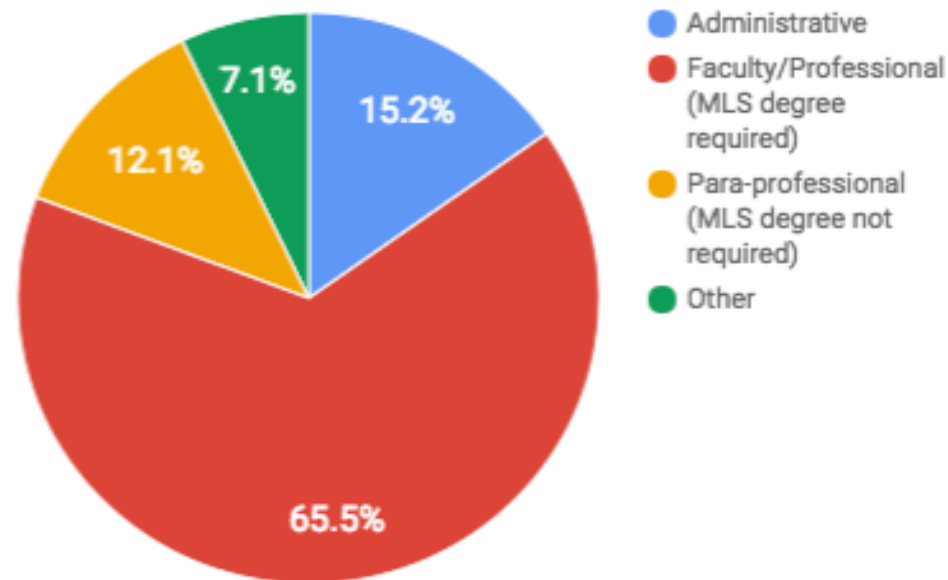
Survey response rate





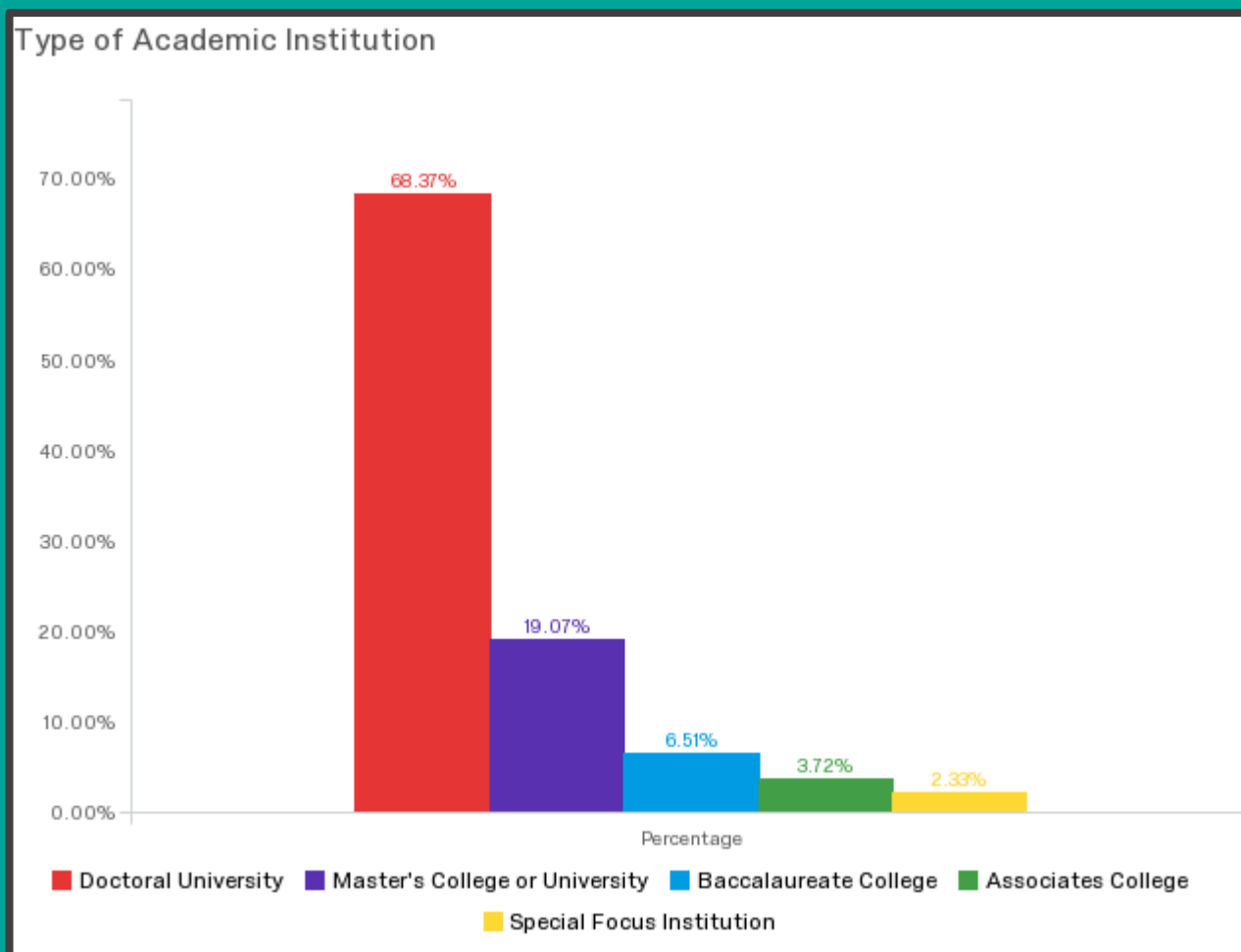
Respondent demographics

Role of Survey Respondent



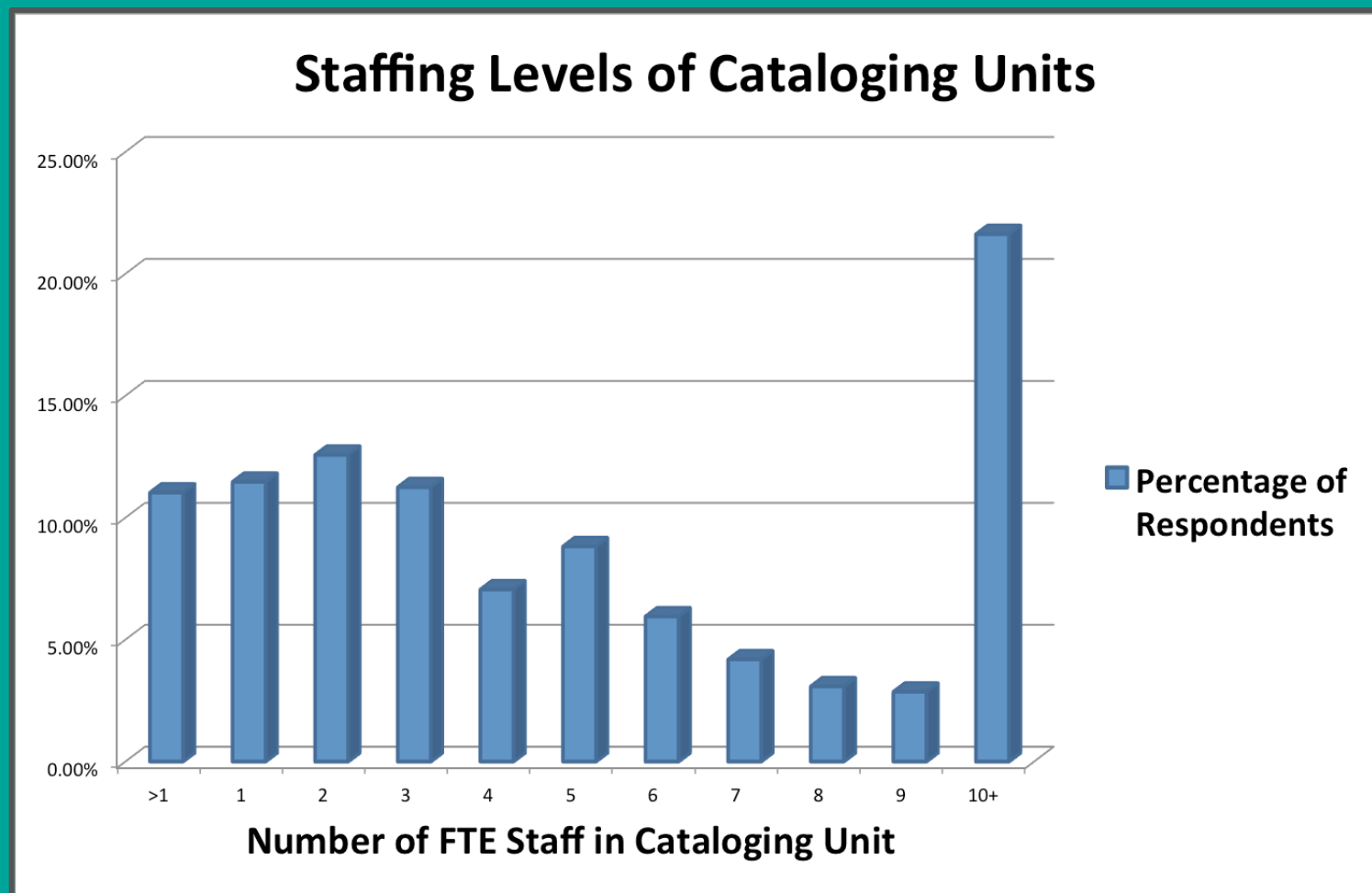


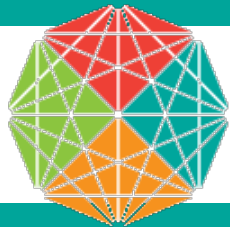
Type of Academic Institution





How Does It Compare?



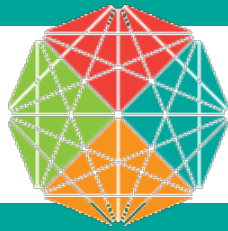


Tasks - Your Turn!

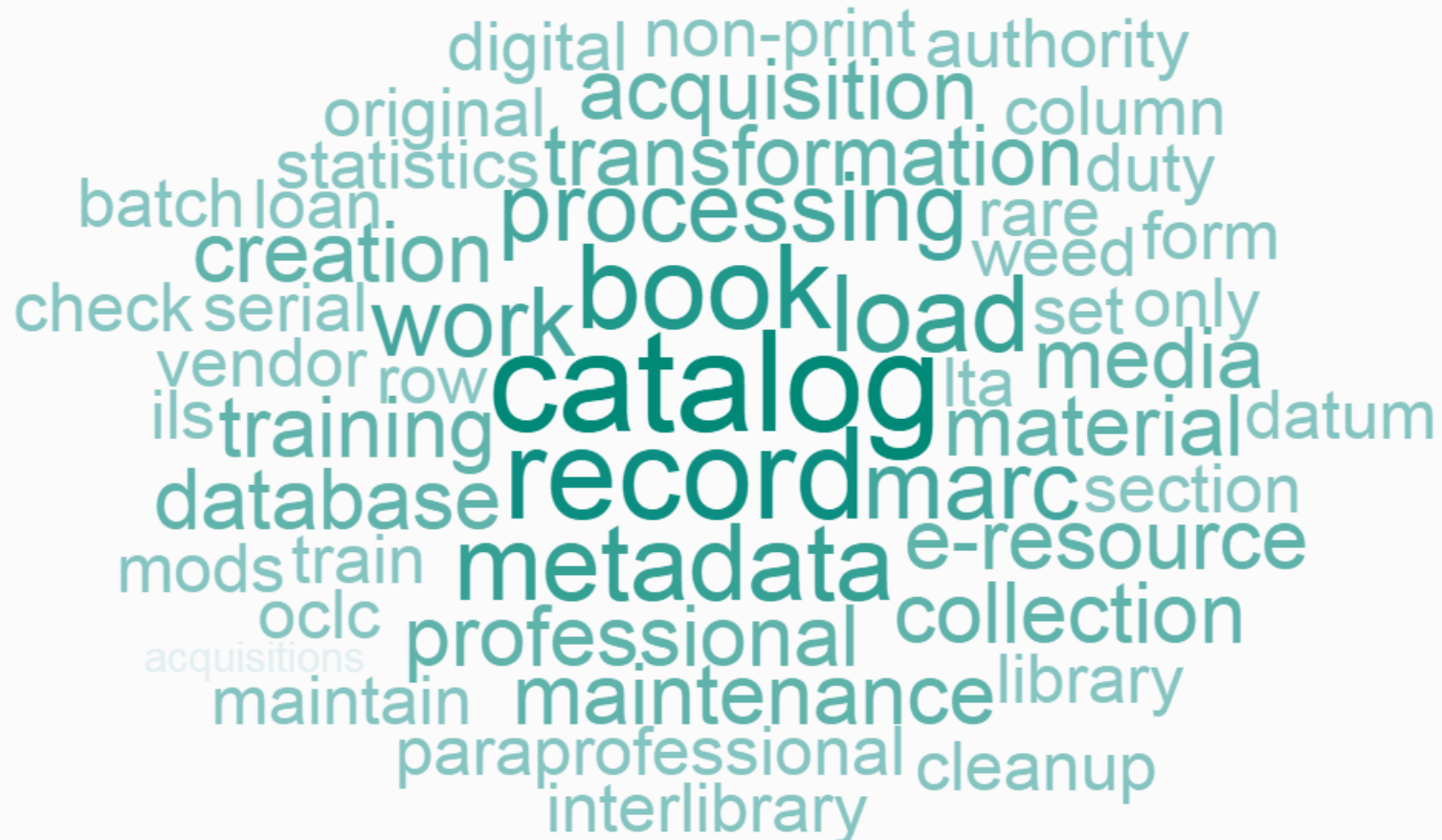
Poll #3:

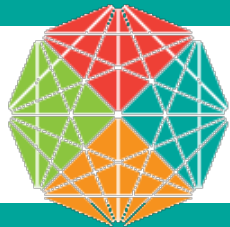
Which cataloging or metadata tasks are done at your institution?
(select all that apply)

- Original/Copy cataloging (MARC)
- Authority creation/maintenance
- Serials cataloging
- E-resources record maintenance
- Dublin Core
- METS/MODS
- PREMIS
- EAD
- Dataset/Data management metadata

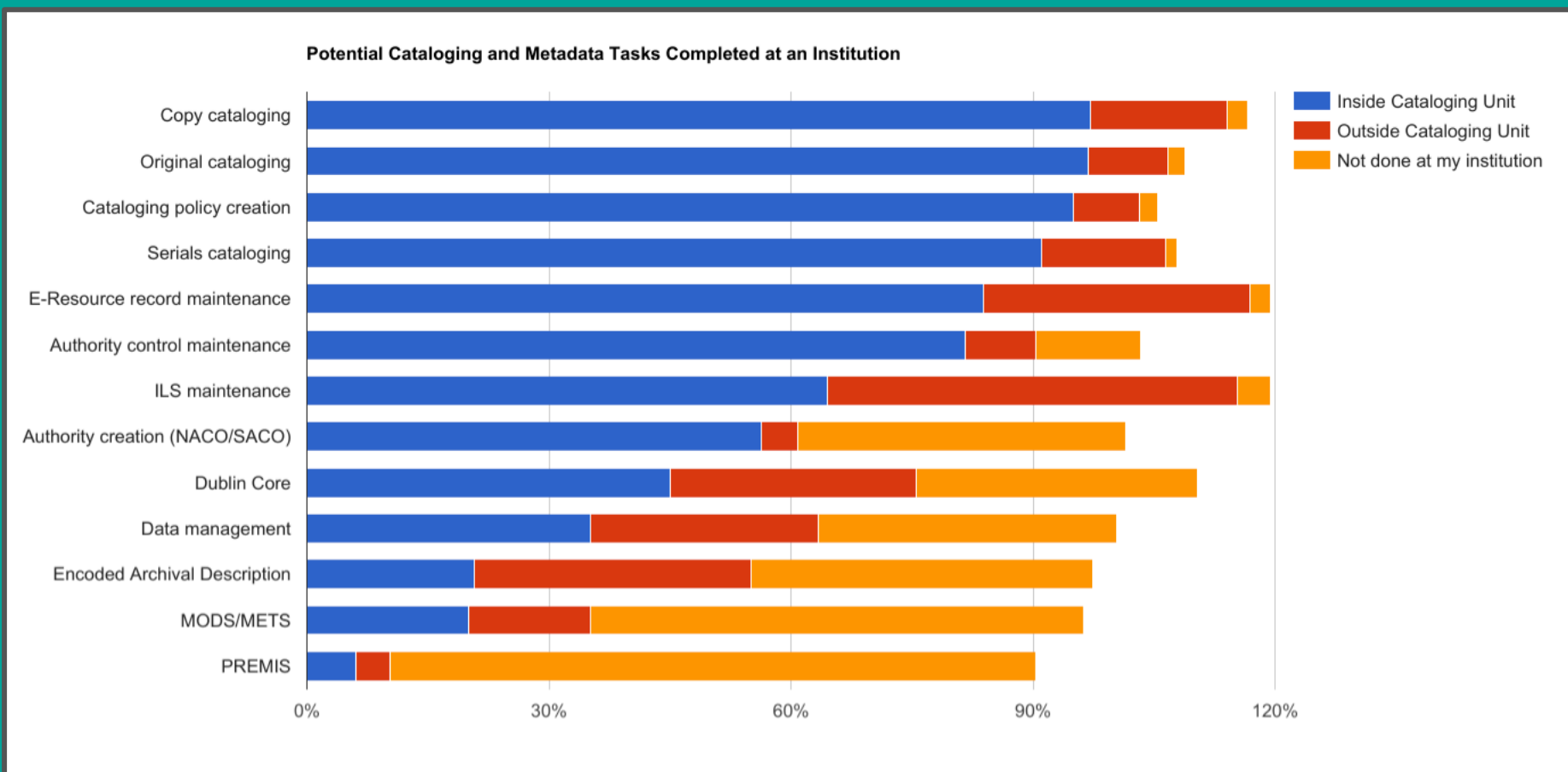


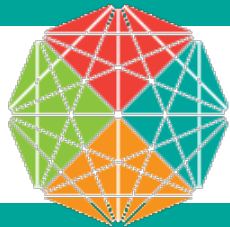
Tasks



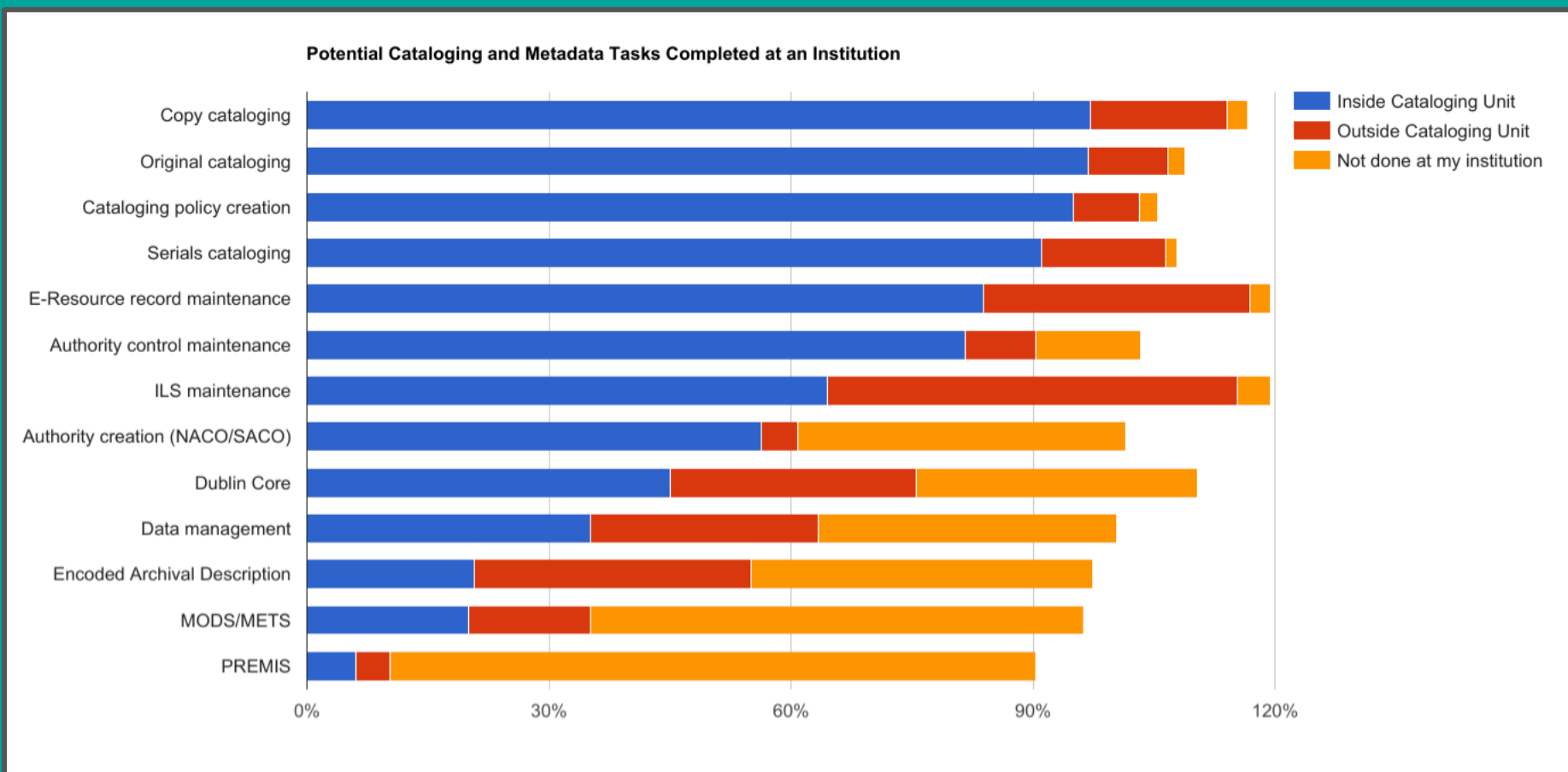


Trends in Cataloging and Metadata Tasks



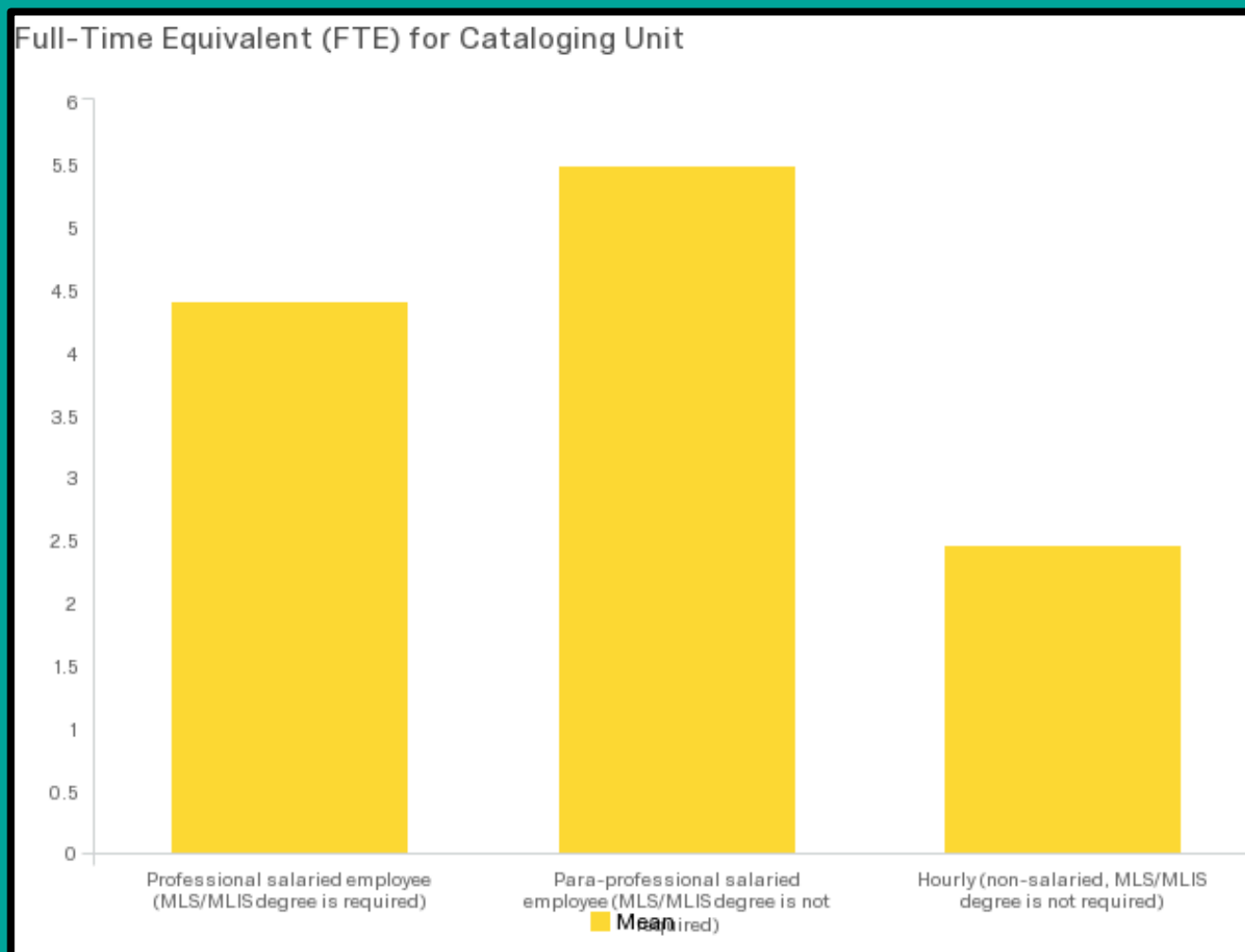


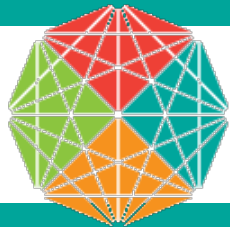
How Does it Compare?



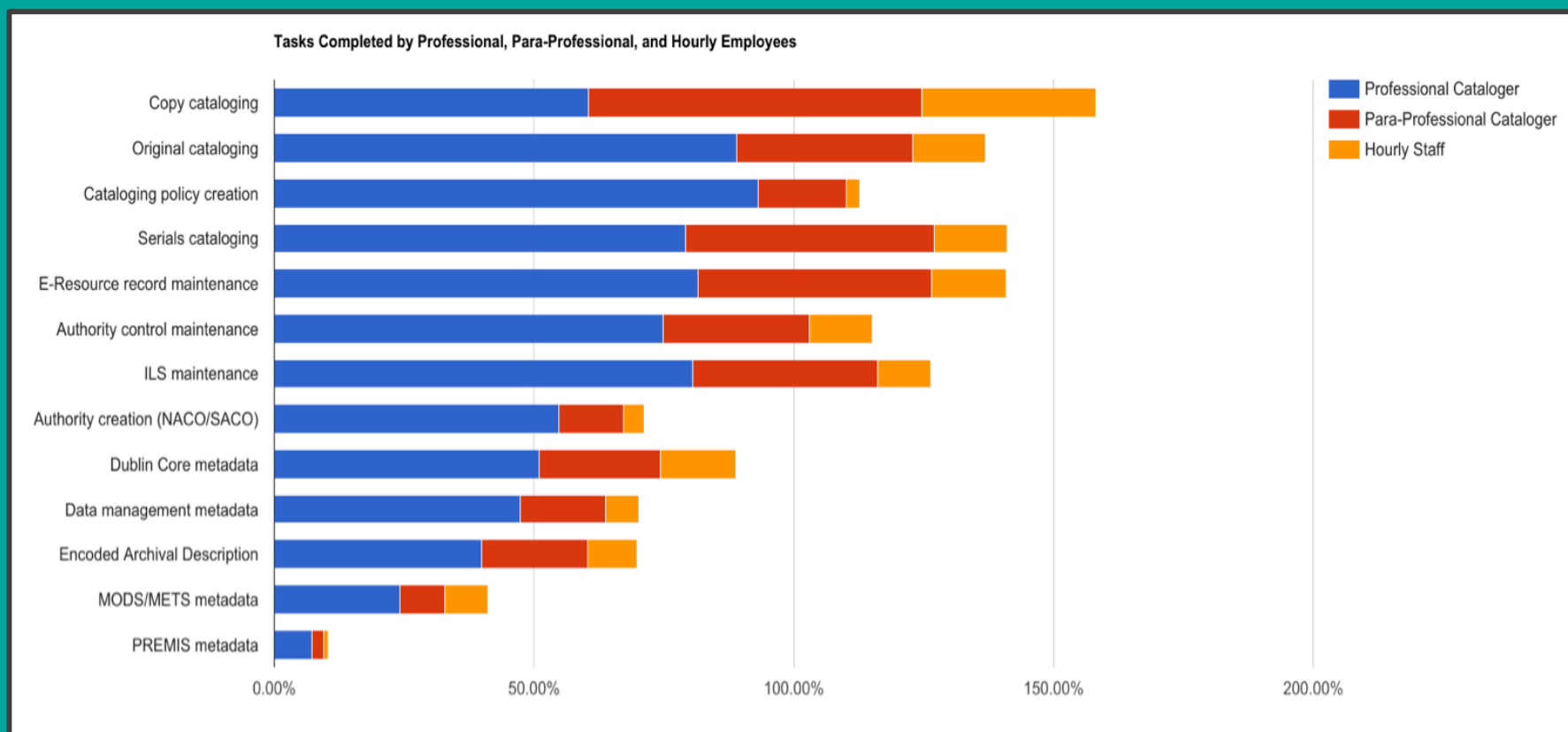


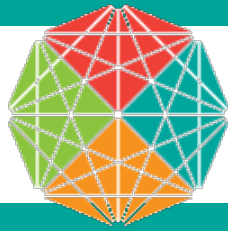
Who is doing the work?





Who is doing the work?





Analysis of Tasks

<https://goo.gl/48lkJg>

Overall Responsibility for Cataloging and Metadata Creation

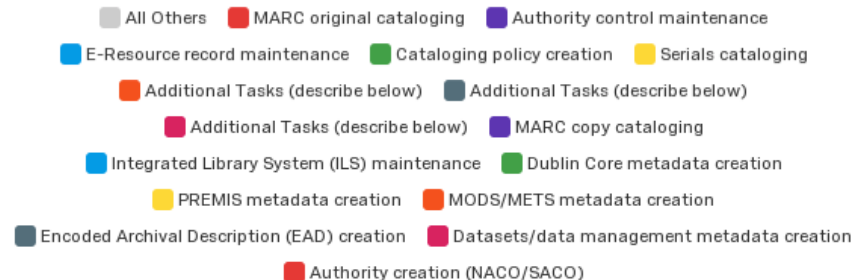
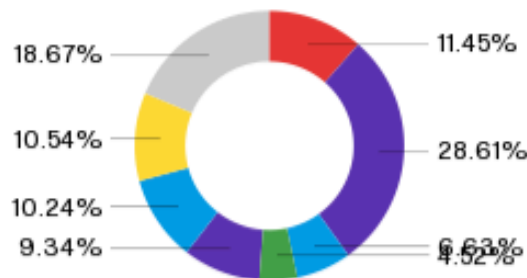
IN CATALOGING Professional



IN CATALOGING Para-professional



IN CATALOGING Hourly staff





Integrated Library System (ILS) maintenance

ILS maintenance

0%

30%

60%

90%

120%

Inside Cataloging Unit
Outside Cataloging Unit
Not done at my institution

Location

Inside: 44%

Outside: 30%

Both: 21%

Not done: 4%

Professional Type

Professional: 81%

Para-Professional: 36%

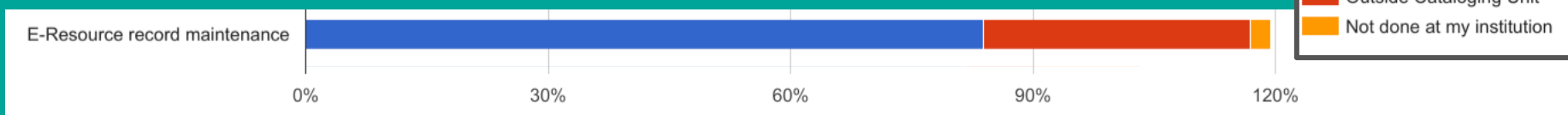
Hourly: 10%

ILS Maintenance Completed by Professional Status





Electronic Resources Record Maintenance



Location

Inside: 63%

Outside: 13%

Both: 21%

Not done: 3%

Professional Type

Professional: 82%

Para-Professional: 45%

Hourly: 14%





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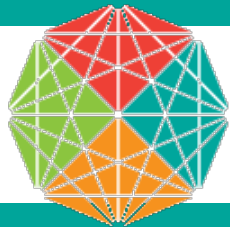
Digital Resources Trends





Digital Resources Metadata by Location

	Inside Cataloging Only	Outside Cataloging Only	Inside & Outside Cataloging	Not done at my institution	I don't know
Dublin Core	31%	17%	14%	35%	3%
PREMIS	5%	3%	1%	80%	11%
MODS/METS	15%	9%	5%	61%	9%
EAD	15%	29%	6%	42%	8%
Datasets	25%	18%	10%	37%	10%



Digital Resources Metadata by Professional Type

	Professional Cataloger	Para-Professional Cataloger	Hourly Staff	Not done at my institution	I don't know
Dublin Core	51%	23%	15%	35%	3%
PREMIS	7%	2%	1%	80%	11%
MODS/METS	24%	9%	8%	61%	9%
EAD	40%	20%	9%	42%	8%
Datasets	47%	16%	6%	37%	10%

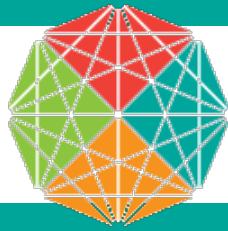
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Workflow mapping

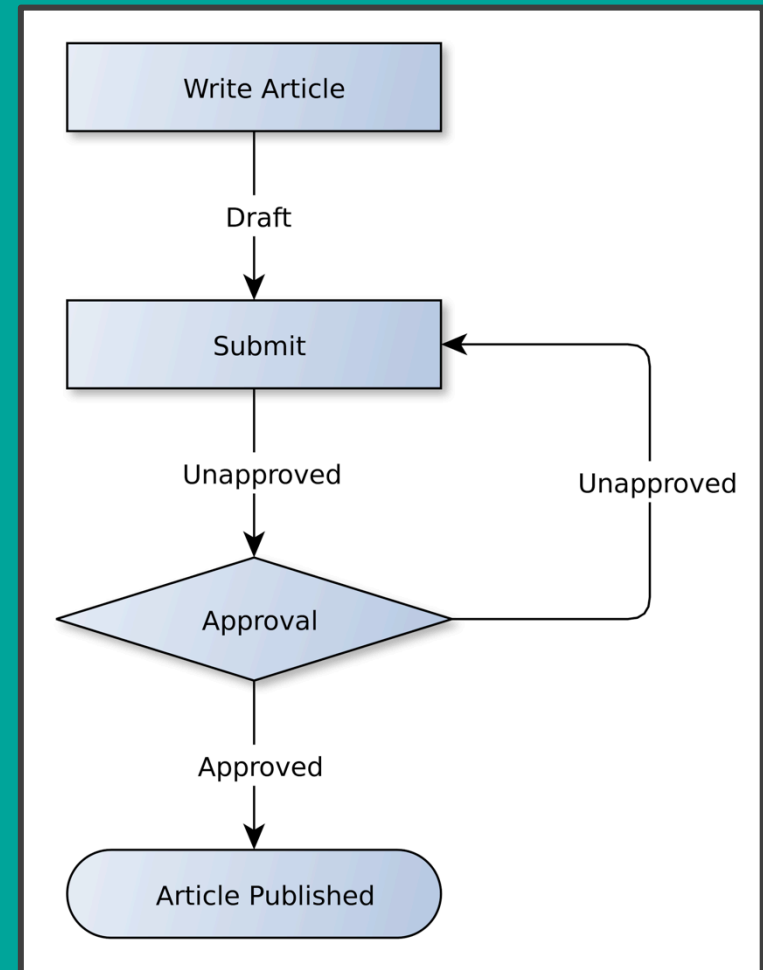
Graphing the changes in
Technical Services
Work

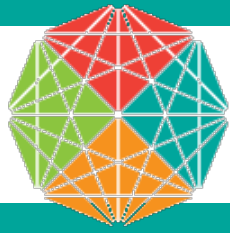


What is a workflow?

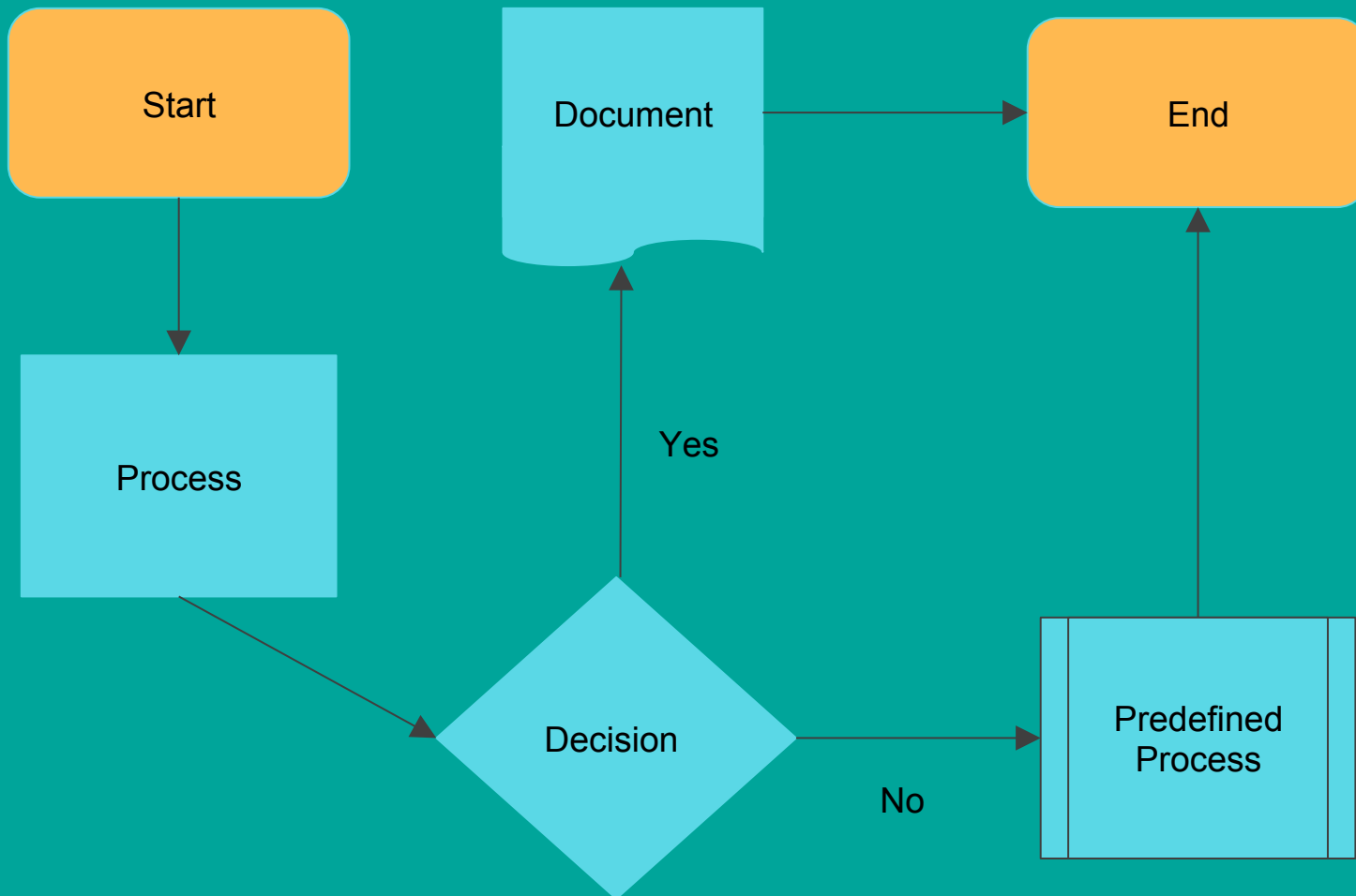
Definition: Sequence of processes through which a work passes from initiation to completion

- A management term for a process they don't understand (adapted from Urban Dictionary and edited for professional appropriateness, of course)





Basic Elements of a Workflow Diagram





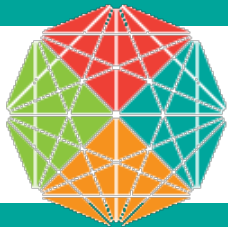
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Example 1

- High level
- Single unit
- Multiple workflows



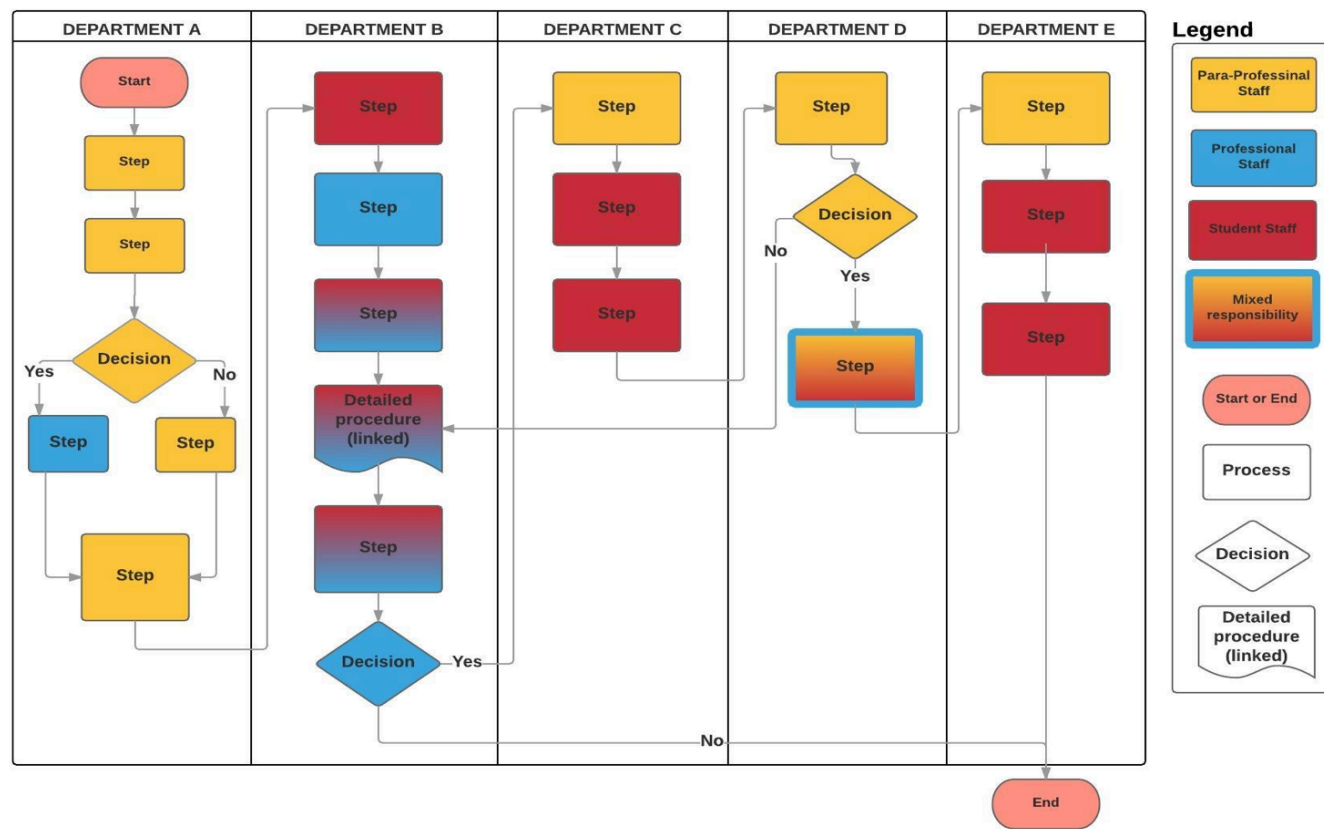


Example 2

- Mid level
- Multi unit
- Single workflow

SAMPLE WORKFLOW DIAGRAM

USU Merrill-Cazier Library | Date





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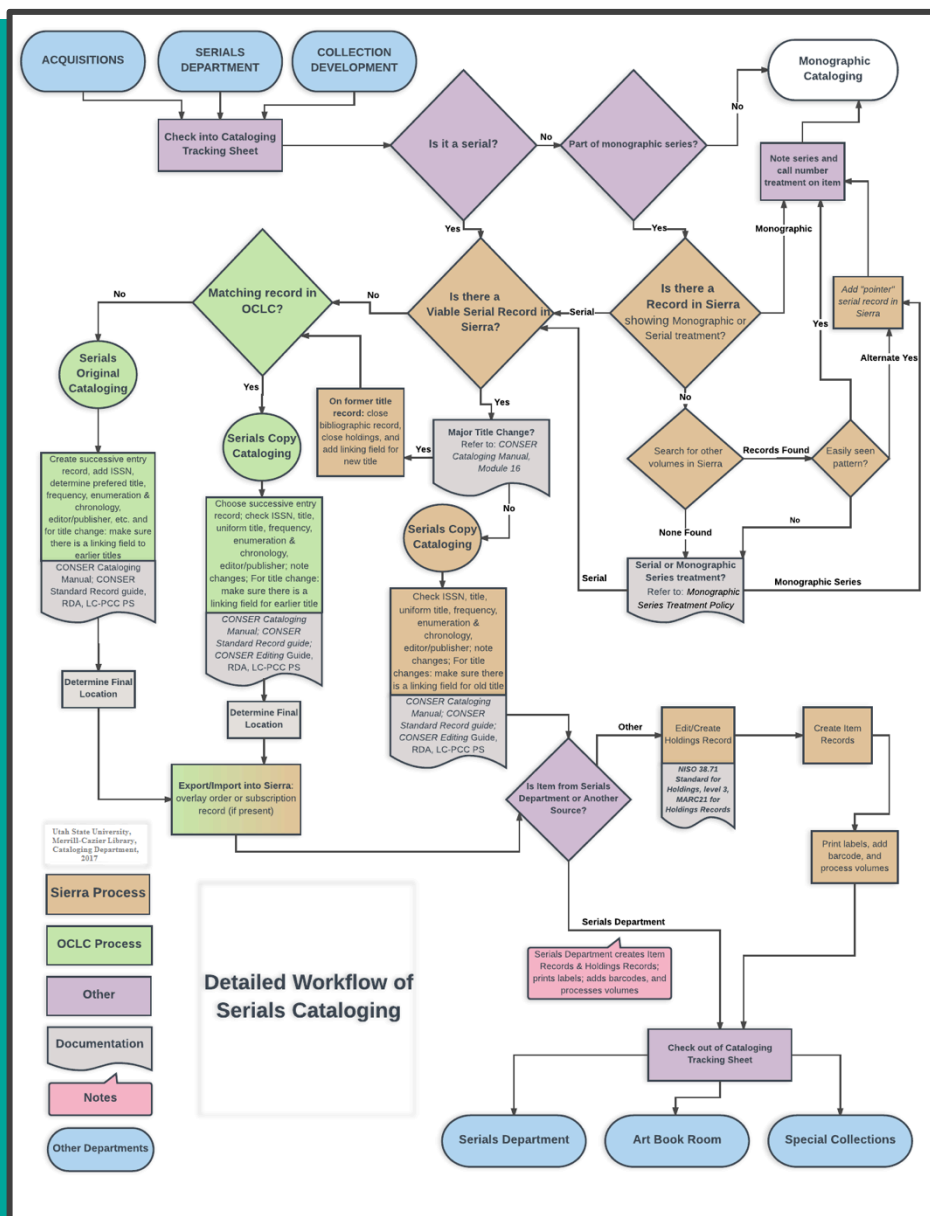
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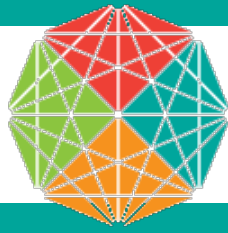
Example 3

- Detailed
- Single unit
- Single workflow
- Almost step-by-step

Created by Melanie Shaw,
available at

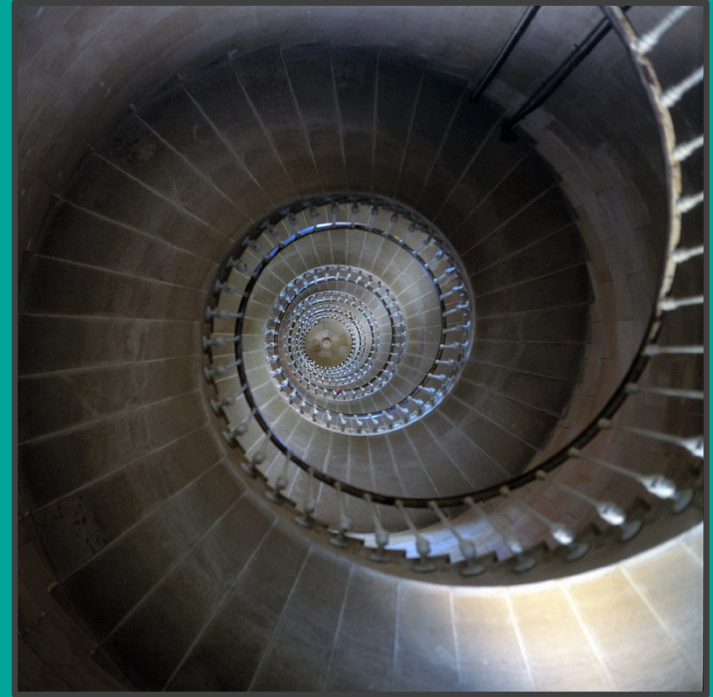
<https://usucataloging.wordpress.com>

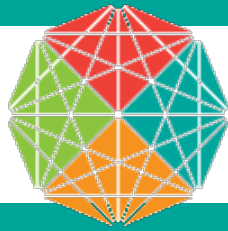




How do I start this process?

- 1) Bring together all involved parties
- 2) Brainstorm all the workflow possibilities
- 3) Name the workflows
- 4) What do you need from the workflows?
 - a) Staffing involved in process?
 - b) Units involved in process?
 - c) Step-by-step or high level information?
- 5) Map out the work
 - a) Define the beginning and end
 - b) Define the basic steps and decision points in the process
- 6) Review and revise
 - a) Use outside review source
- 7) Maintain and update - this is a continual process
- 8) Post in a visible space to help others

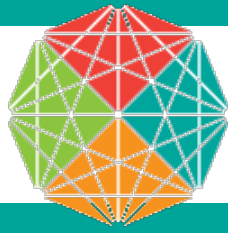




Important Considerations

- Create a team atmosphere
- Be inclusive
- Sell the process
- Concentrate on the “basics”
- Avoid jargon
- Simplify where appropriate
 - Difference between “procedures” and workflow visualizations
- Workflows are a visual medium





Tools

Brainstorming:

Whiteboards

Post-its

Workflow Map:

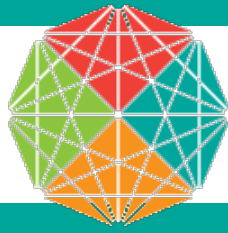
LucidCharts

Creately

Powerpoint

Word





Why map out workflows?

- Visualizations are powerful
- Convey complexity/over-complexity
- Demonstrate work done in unit
- Reveal intersections (or lack of)
 - Where are staff working together?
 - Does the physical environment facilitate this workflow?
 - Does the structural alignment of the library support these workflows?
- Look for potential areas of growth
- Visualize the “now,” highlight the “could be”
- Identify professional development opportunities



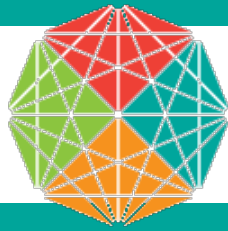


Future Skills - Your Turn!

Poll #4:

Are there any new skills or competencies that you are looking to develop in your cataloging unit in the next five years? (select all that apply)

- BIBFRAME
- Dataset/Data management metadata
- Dublin Core
- Encoded Archival Context - Corporate bodies, Persons, and Families (EAC-CPF)
- Encoded Archival Description (EAD)
- Extensible Markup Language (XML)
- Linked Data
- Resource Description and Access (RDA)
- Resource Description Framework (RDF)
- Scripting languages

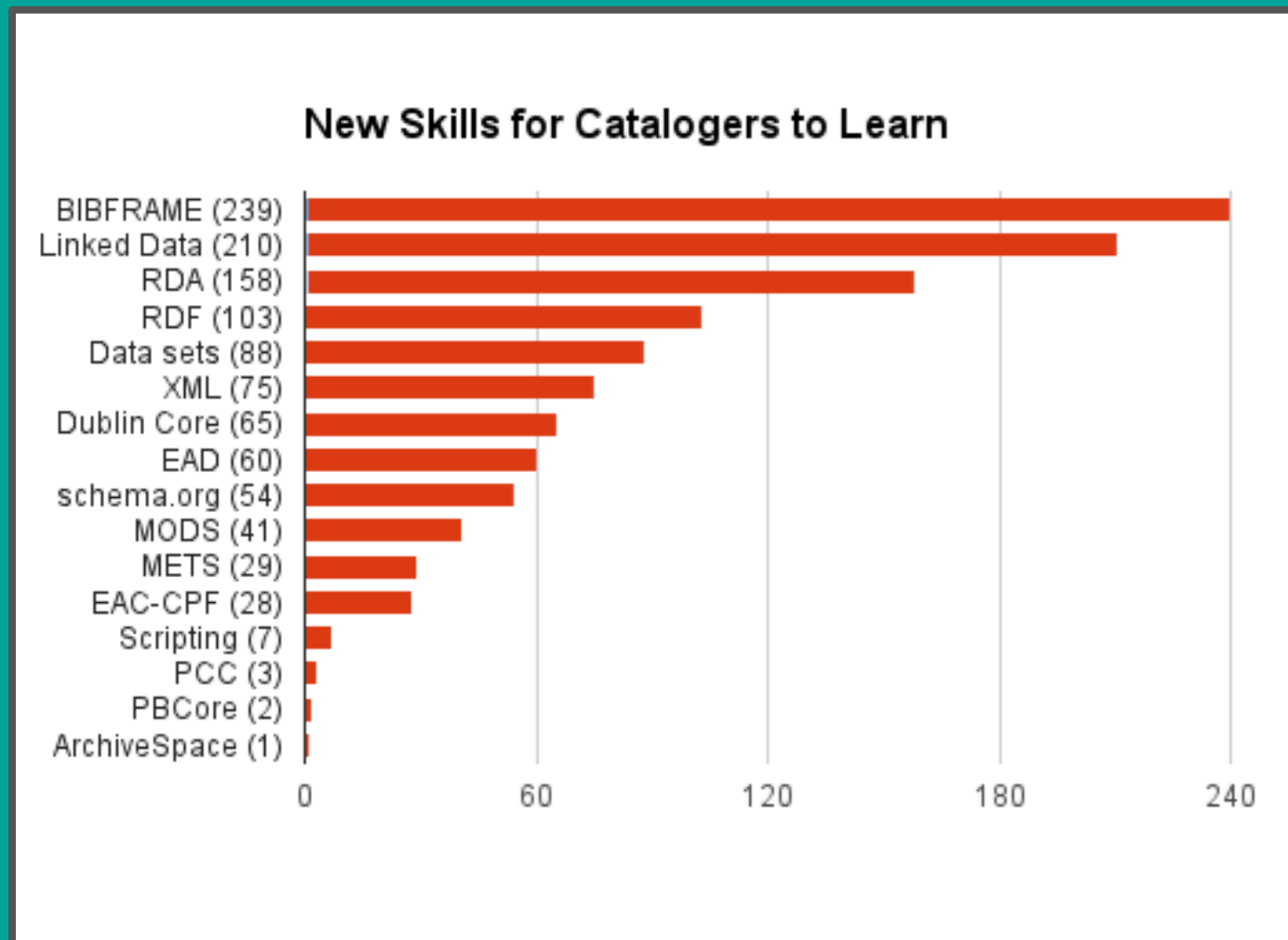
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Future Skills Word Cloud





Future Skills for Catalogers and Metadata Creators





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Questions?



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