Analysis of Cataloging Practices of URSUS Libraries:

A Report to the URSUS Council of Library Directors

Section I and Section II submitted on March 16, 2017

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Respectfully submitted by the URSUS Cataloging Standards Committee:

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INTRODUCTION

On January 19, 2017, the URSUS Cataloging Standards Committee was given the task by the URSUS Council of Library Directors to compile a report concerning changes to the field of cataloging, what metadata an acceptable record should contain in the URSUS catalog, and what skills are required of new catalogers. In addition to these questions the libraries were to summarize the amount of cataloging accomplished in the past year and the current staffing level at each institution. A third component consisting of peer institutions and consortia will be forthcoming.

The report was revised in September 2017 to address questions from the Directors regarding backlogs and uniformity of cataloging statistics across institutions. Please see section 2 for an added summary of the backlog, as they stood on June 1, 2017 for each institution, and the appendix for the statistics kept for the months of June, July, and August of 2017.

SECTION I

What changes are coming that will change the catalog and how we manage it, what do we need to anticipate?

There are two major changes that need to take place with technical services in regards to cataloging. The first is how the value of cataloging is discussed. The second is the development of a linked open data (LOD) environment.

Value of Cataloging

At its most basic level cataloging is just as much a part of public services as reference. Catalogers provide the quality metadata, or enhance existing deficient metadata, that allows students, faculty, and library staff to access the resources that the library purchases. The increase in remote access of materials only increases the need for quality metadata as users cannot simply go to the shelf and browse for an item. Without quality metadata and controlled access points resources become more difficult to find and if a user cannot locate a resource the library has wasted their resources.

The current methodology of collecting statistics needs to undergo a fundamental shift from collecting input data, such as number of items cataloged, and move towards measuring the value of cataloging by looking at both tangible, e.g. cost, and intangible, e.g. user satisfaction. Three national library associations have written reports offering strategies and definitions on how to assess the value of cataloging. Most relevant to the UMS libraries would be the report by the Association of College and Research Libraries (ACRL). The *Value of Academic Libraries: A Comprehensive Research Review and Report*'s primary objective of this comprehensive review is to provide academic librarians with a clearer understanding of what research about the performance of academic libraries already exists, where gaps in this research occur, and to identify the most promising best practices and measures correlated to performance.[1]

The Task Force on Cost/Value Assessment of Bibliographic Control has developed a framework for future research organized around seven operational definitions of the value of bibliographic control: discovery success, use, display understanding, interoperability with other systems, support of Functional Requirements for Bibliographic Records (FRBR) user tasks, throughput or timeliness, and support of library administrative goals.[2]

[1] http://www.acrl.ala.org/value/?page_id=21

[2] Task Force on Cost/Value Assessment of Bibliographic Control, Final Report of the Task Force on Cost/Value Assessment of Bibliographic Control: 2.

More specifically, looking at how record quality is linked to increased discovery of library information would provide greater insight into the value of cataloging.[3]

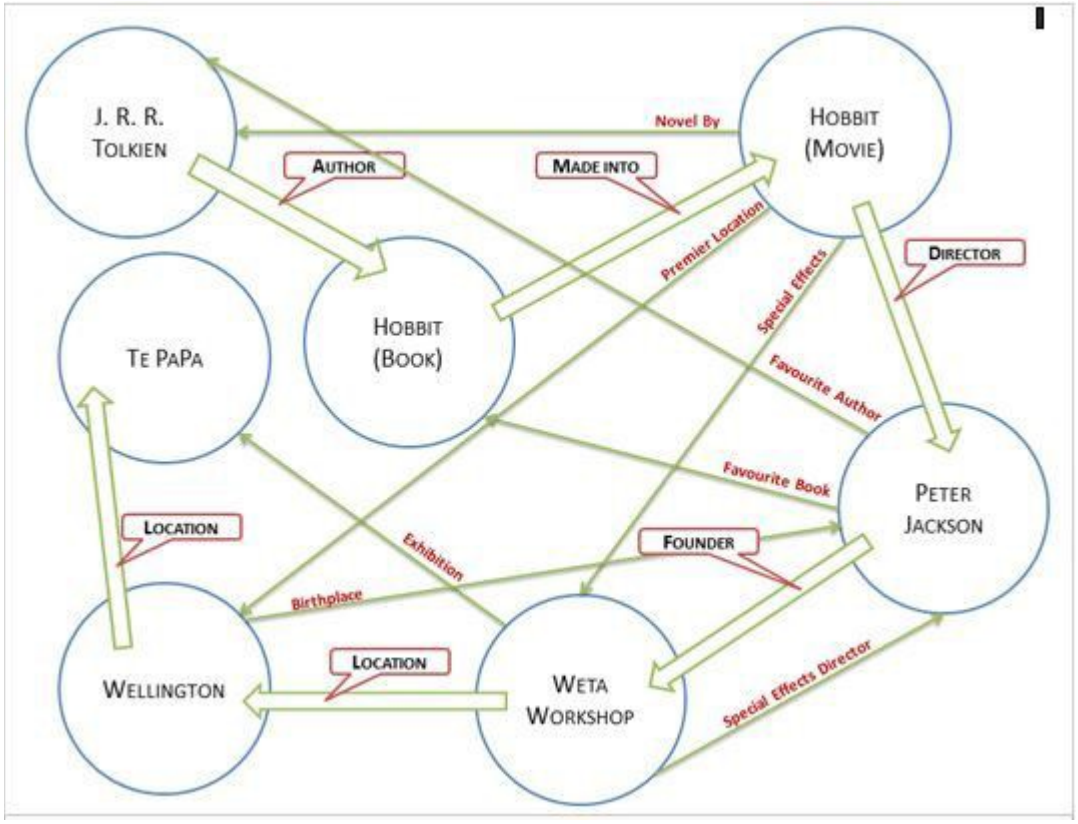
What is LOD?

Principally, the Semantic Web is a Web 3.0 web technology - a way of linking data between systems or entities that allows for rich, self-describing interrelations of data available across the globe on the web.[4] Linked open data (LOD) refers to a set of best practices for publishing and connecting structured data on the Web using three major pieces: Uniform Resource Identifiers (URI), Hypertext Transfer Protocol (HTTP), and Resource Description Framework (RDF). A URI is a string of characters used to identify the name of a resource. HTTP is the underlying protocol used by the Web. It defines how messages are formatted and transmitted, and what actions Web servers and browsers should take in response to various commands.

In libraries Resource Description Framework (RDF) is a set of standards designed as a metadata model used to describe resources. Unlike MARC which is a relational database, RDF uses a labeled, directed multi graph. In a MARC record if a single field is pulled out of the record it loses all relevance to the source record. In RDF the use of a *triple* allows context to be retained. *Triples* are at the core of RDF and are used to make statements about the resource being described. They are made up of a subject, predicate, and object. For example, a triple would be: <J.R.R. Tolkien> <wrote> <The Hobbit>, where Tolkien is the subject, wrote is the predicate, and Hobbit is the object. Multiple triples can be present in a record which can then be interpreted by machines and be used to display complex connections.

[3] Melissa De Fino and Jianrong Wang, "Counting Cataloging: Moving Beyond Statistics to Measure the Value of Cataloging," LIBRES: Library and Information Science Research Electronic Journal 22, no. 1 (March 2012): 1–9.

[4] http://www.linkeddatatools.com/semantic-web-basics



All of these elements consist of URIs. This allows users to utilize machines to perform searches across disparate data sets and find linkages not easily represented in MARC. Below are two excerpt examples of RDF data for J.R.R. Tolkien taken from the Library of Congress and the Deutsche Nationalbibliothek. The URI for each record is highlighted in yellow.

LC Name Authority:

```
@prefix rdf: <http://www.w3.org/1999/02/22-rdf-syntax-ns#> .
@prefix madsrdf: <http://www.loc.gov/mads/rdf/v1#> .
@prefix identifiers: <http://id.loc.gov/vocabulary/identifiers/> .

<http://id.loc.gov/authorities/names/n79005673>
   a madsrdf:Authority, madsrdf:PersonalName, skos:Concept ;
   identifiers:lccn "n 79005673" ;
   identifiers:oclcnum "oca00239830" ;
   madsrdf:authoritativeLabel "Tolkien, J. R. R. (John Ronald Reuel), 1892-1973"@en ;
   madsrdf:elementList   ([
         madsrdf:elementValue "Tolkien, J. R. R."@en ;
         a   madsrdf:FullNameElement
      ]
      [
         madsrdf:elementValue "(John Ronald Reuel),"@en ;
```

```
        a   madsrdf:FullNameElement
      ]
      [
        madsrdf:elementValue "1892-1973"@en ;
        a madsrdf:DateNameElement
      ]
   ) ;
    madsrdf:hasExactExternalAuthority
<http://viaf.org/viaf/sourceID/LC%7Cn+79005673#skos:Concept>     ;
   madsrdf:identifiesRWO [
      madsrdf:birthdate "18920103" ;
      madsrdf:deathdate "19730902" ;
      madsrdf:hasAffiliation  [
        madsrdf:affiliatedWith "University of Leeds" ;
        a  madsrdf:Affiliation
      ], [
        madsrdf:affiliatedWith "University of Oxford" ;
        a  madsrdf:Affiliation
      ] ;
      a madsrdf:RWO, <http://xmlns.com/foaf/0.1/Person>
   ] .
```

DNB name authority

```
@prefix foaf: <http://xmlns.com/foaf/0.1/> .
@prefix gndo: <http://d-nb.info/standards/elementset/gnd#> .
@prefix owl: <http://www.w3.org/2002/07/owl#> .

<http://d-nb.info/gnd/118623222>
   gndo:gndIdentifier "118623222" ;
   gndo:preferredNameEntityForThePerson [
      gndo:forename "J. R. R." ;
      gndo:surname   "Tolkien"
   ] ;
   gndo:preferredNameForThePerson "Tolkien, J. R. R." ;
   a  gndo:DifferentiatedPerson  ;
   owl:sameAs   <http://dbpedia.org/resource/J._R._R._Tolkien>,
<http://viaf.org/viaf/95218067>  ;
   foaf:page  <http://de.wikipedia.org/wiki/J._R._R._Tolkien>  .
```

Either URI could be used as both contain references to the VIAF URI, highlighted in orange. This cross reference would then correlate all of the numerous, different name authority records that VIAF has access to. Below is an example of an authority record in VIAF, first showing all of the variations of the name, and second a graphical representation of how the variations interrelate.

100 0 _ ‡a J. R. R. Tolkien ‡c British philologist and author, creator of classic fantasy works

200 _ 1 ‡a Tolkien ‡b J. R. R. ‡f 1892-1973 ‡g John Ronald Reuel

200 _ | ‡a Tolkien ‡b John Ronald Reuel ‡f 1892-1973

100 1 _ ‡a Tolkien, J. R. R.

100 1 _ ‡a Tolkien, J. R. R. ‡d (1892-1973).

100 1 _ ‡a Tolkien, J. R. R. ‡d (1892-1973). ‡b Story of Kullervo

100 1 _ ‡a Tolkien, J. R. R. ‡d 1892-1973

100 1 _ ‡a Tolkien, J. R. R. ‡d 1892-1973

100 1 0 ‡a Tolkien, J. R. R. ‡d 1892-1973

100 1 _ ‡a Tolkien, J. R. R. ‡d 1892-1973

100 1 _ ‡a Tolkien, J. R. R. ‡g British author, illustrator, 1892-1973

100 1 _ ‡a Tolkien, J. R. R. ‡q (John Ronald Reuel)

100 1 _ ‡a Tolkien, J. R. R. ‡q (John Ronald Reuel). ‡d 1892-1973

100 1 _ ‡a Tolkien, J. R. R. ‡q (John Ronald Reuel). ‡d 1892-1973

100 1 _ ‡a Tolkien, J. R. R. ‡q (John Ronald Reuel). ‡d 1892-1973

100 1 _ ‡a Tolkien, J. R. R. ‡q (John Ronald Reuel). ‡d 1892-1973

100 1 _ ‡a Tolkien, J. R. R. ‡q (John Ronald Reuel). ‡d 1892-1973

100 1 _ ‡a Tolkien, J. R. R. ‡q (John Ronald Reuel). ‡d 1892-1973

100 1 _ ‡a Tolkien, J. R. R. ‡q (John Ronald Reuel). ‡d 1892-1973

100 1 _ ‡a Tolkien, J. R. R. ‡q (John Ronald Reuel). ‡d 1892-1973

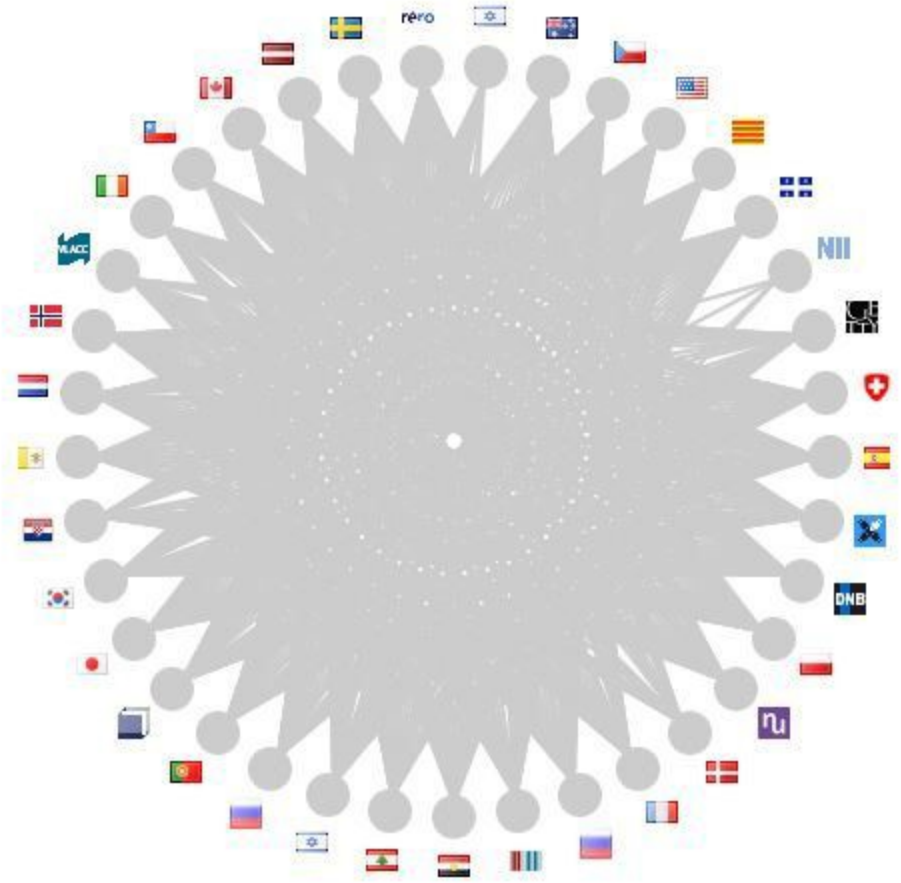
100 1 _ ‡a Tolkien, J. R. R. ‡q (John Ronald Reuel). ‡d 1892-1973

100 1 _ ‡a Tolkien, J. R. R. ‡q (John Ronald Reuel). ‡d 1892-1973

100 1 _ ‡a Tolkien, J. R. R. ‡q (John Ronald Reuel). ‡d 1892-1973

100 1 0 ‡a Tolkien, J. R. R., ‡d 1892-1973

100 _ _ ‡a Tolkien, J.R.R.



What is BIBFRAME? (http://www.loc.gov/bibframe/docs/index.html)

In 2011, BIBFRAME was launched by the Library of Congress (LC) as an initiative to develop a linked data alternative to MARC, building on the Library's experience providing linked data access to its authority files which began in 2009. Among BIBFRAME's aims were (1) to supply search engines with descriptions of library resources in a form they could use, (2) to promote the application of concepts defined in the FRBR and RDA models, and (3) to offer an extensible solution for the description of resources in the broader cultural heritage community. A BIBFRAME high-level model was developed by Zepheira LLC, under contract, to provide a framework for development.[5]

BIBFRAME (Bibliographic Framework) is an initiative to evolve bibliographic description standards to a linked data model, in order to make bibliographic information more useful both within and outside the library community.

When a resource is cataloged -- a book, for example -- the resulting description includes information elements such as the author, what the book is about, various published forms, and information about copies of the book.

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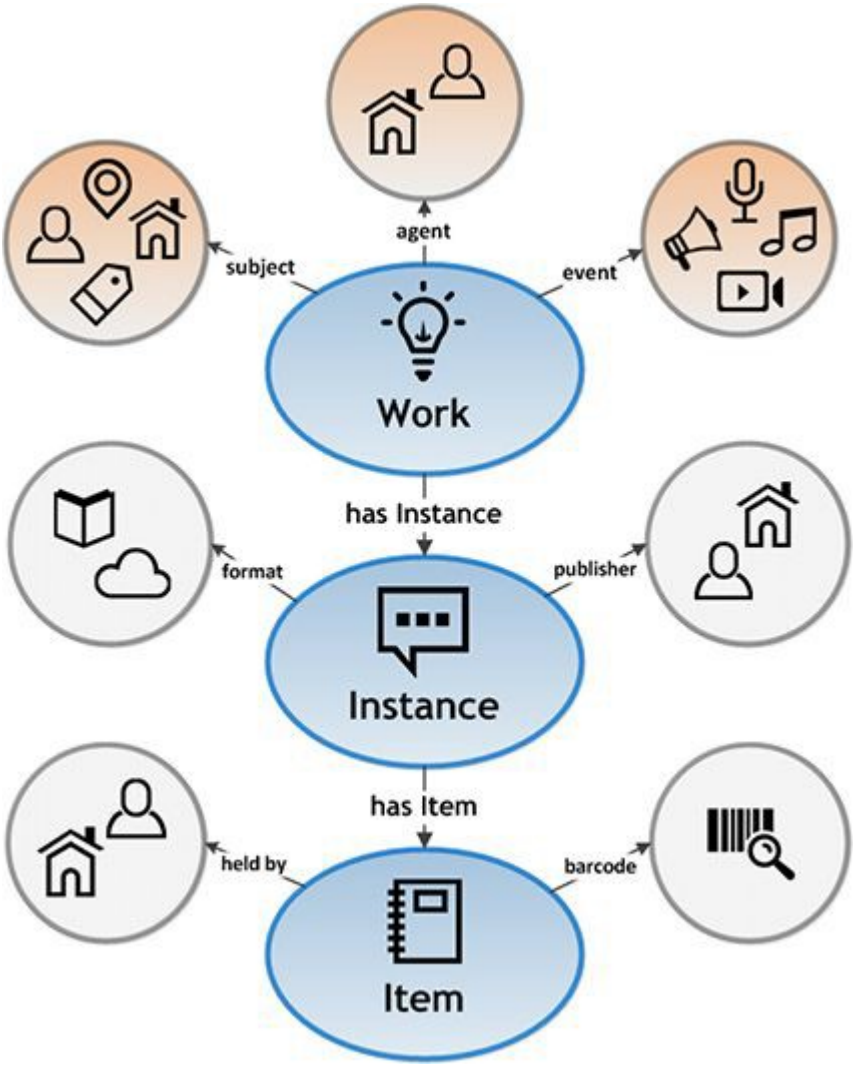
[5] Godby, Carol Jean, and Ray Denenberg. 2015. Common Ground: Exploring Compatibilities Between the Linked Data Models of the Library of Congress and OCLC. Dublin, Ohio: Library of Congress and OCLC Research. http://www.oclc.org/content/dam/research/publications/2015/oclcresearch-loc-linkeddata-2015.pdf.



BIBFRAME 2.0 organizes this information into three core levels of abstraction: Work, Instance, and Item.

- Work. The highest level of abstraction, a Work, in the BIBFRAME context, reflects the conceptual essence of the cataloged resource: authors, languages, and what it is about (subjects).
- Instance. A Work may have one or more individual, material embodiments, for example, a particular published form. These are Instances of the Work. An Instance reflects information such as its publisher, place and date of publication, and format.
- Item. An item is an actual copy (physical or electronic) of an Instance. It reflects information such as its location (physical or virtual), shelf mark, and barcode.

BIBFRAME 2.0 further defines additional key concepts that have relationships to the core classes:

- Agents: Agents are people, organizations, jurisdictions, etc., associated with a Work or Instance through roles such as author, editor, artist, photographer, composer, illustrator, etc.
- Subjects: A Work might be “about” one or more concepts. Such a concept is said to

be a “subject” of the Work. Concepts that may be subjects include topics, places, temporal expressions, events, works, instances, items, agents, etc.

- Events: Occurrences, the recording of which may be the content of a Work.

The BIBFRAME vocabulary consists of RDF classes and properties. Classes include the three core classes listed above as well as various additional classes, many of which are subclasses of the core classes. Properties describe characteristics of the resource being described as well as relationships among resources. For example: one Work might be a “translation of” another Work; an Instance may be an “instance of” a particular BIBFRAME Work. Other properties describe attributes of Works and Instances. For example: the BIBFRAME property “subject” expresses an important attribute of a Work (what the Work is about), and the property “extent” (e.g. number) expresses an attribute of an Instance.[6]

What do the URSUS libraries need to do to prepare for the move to a LOD environment?

The first step in moving towards a LOD environment is to embed URIs in MARC records. This can be accomplished using the MARCNext feature in MARCEdit. Using the Link Identifiers function in MARCNext allows MARCEdit to automatically insert an URI (if found) into a set of MARC fields. The fields covered are:

- 1xx - Author
- 336 - Content Type
- 337 - Media Type
- 338 - Carrier Type
- 6xx - Subject
- 7xx - Additional names

When run, MARCNext will go to a data source, in this case LC, and look for exact matches with LC authority records. It will then insert the URI at the end of the authorized entry. If no authority record is found then nothing is placed at the end of the entry.

Additional vocabularies can be accessed with the defaults being:

- LC - Library of Congress (http://id.loc.gov/)
- MeSH - Medical Subject Headings (https://www.nlm.nih.gov/mesh/)
- VIAF - Virtual International Authority File (https://viaf.org/)
- DNB - Deutsche National Bibliothek (http://www.dnb.de/EN/Service/DigitaleDienste/LinkedData/linkeddata_node.html)

Other collections could be accessed by altering the collection definition within MARCNext.

The University of Maine has been running a pilot project using MARCNext and it had been successful so far. The URIs will display in the OPAC, but this has been remedied by changing the subfield for the URI. This will be changed back once the move has been made to a Linked Data environment.

MARCNext also has a BIBFRAME Testbed.

[6] http://www.loc.gov/bibframe/docs/bibframe2-model.html

LoC Transformation Tool (http://bibframe.org/tools/transform/start)

The Library of Congress BIBFRAME Editor (http://bibframe.org/tools/editor/) is a demo version allowing a user to create new BIBFRAME records for various media types. A work or instance record can be created using this interface. It currently supports the following media types:

- Monograph
- Serial
- Notated Music
- Cartographic
- BluRay DVD
- 35mm Feature Film
- Audio CD

What is the minimum amount of information needed in the catalog [record]?

Records must be in correct MARC format and will include all appropriate MARC tags, indicators, and subfields.

The Fixed Fields section of the Bibliographic Record will be complete with all required information, including correct material type, language, non-filing characters, location, language, country, input library, and initials. New records will have the cataloging date entered.

The MARC Leader will be complete with correct codes for Record Type, Status, and Cat Form "i" (ISBD/RDA) in particular.

The record will include all the following fields:

- 001 field, used for OCLC numbers only. Exceptions are made for several sets batch loaded records from vendors, e.g. Kanopy.
- 010 field containing the LC control number if assigned.
- 020 fields with ISBN if one has been assigned and it appears inside or on the cover of the item, or ISSN in the 022. ISBNs that do not pertain to the item in hand will be removed from the record.
- Nonprint, audiovisual material records will have a complete and correct 007 field for physical description.
- 008 field with complete information including dates and country code.
- 1XX field for the main entry if applicable, with correct indicators and the correct LC authority record form of the entry.
- Title information will be entered in 245 field following RDA rules for transcription. Correct indicators and subfields will be present, and correct punctuation will be observed. In compliance with RDA cataloging rules, GMDs will not be added to the

245. When importing bib records from remote sources, GMDs found will be removed.

- 250 edition statement if applicable.
- 264 fields containing place of publication, publisher, and date, using correct subfields. In the absence of any of those details, repeated 264 fields will provide place, name, and date of distribution, manufacture, copyright, in the order described by RDA. The MARC 260 field is obsolete and will not be used.
- 300 physical description field with pagination, illustration details, and size in centimeters. Information regarding additional materials will be included as needed.
- 336, 337, 338 MARC fields for content, media, and carrier description.
- 336 field stating "|still image|bsti|2rdacontent when applicable.
- 340 field stating "|nlarge print" when applicable.
- 490 fields for series information if applicable. MARC 440 is obsolete and will not be used.
- 500 or 538 note with system details for audiovisual materials, as described in previously approved MCSC standard policy.
- 504 bibliography note (optional) will include pagination when possible.
- 520 field for summary note (optional field). Content should be objective and non-judgmental in nature and should not include excessive plot detail. The summary note is not a review of the material.
- 6XX subject access field will be entered with correct indicators and subdivisions. Library of Congress subject headings will be used except where MeSH headings and GSAFD genre headings are required.
- 7XX added entry fields are included when applicable; the correct authority form of names will be used.
- 8XX series added entry fields are included when applicable. URL links to non- site specific resources are given in 856 notes.[7]

[7] These standards are derived from those used by the Minerva consortium. http://www.maineinfonet.org/minerva/support/cataloging-serials/acceptable-cataloging-for-minerva-libraries/

What skills are required for new hires with cataloging responsibilities based on the answer to the question above.

- Perform simple and complex cataloging of a wide range of resources in print, media and born digital formats using Resource Description and Access (RDA).
- Familiarity with the BIBFRAME model that will replace MARC21
- Proficiency in batch processing of large files of bibliographic data
- Understanding of the concepts of linked data and supporting XML and RDF protocols
- Knowledge of other metadata schemes such as Dublin Core (eg. in Digital Commons)
- Proficiency with spreadsheet applications for facilitating batch loads and batch record updates.
- Communication skills to work effectively with colleagues in other departments on joint projects
- Identity management skills for creating authority records for global authority registries (eg. VIAF described above)
- Project management skills to organize, conduct and assess ongoing metadata projects[8]

[8] Adapted from *Rethinking Technical Services: New Frameworks, New Skill Sets, New Tools, New Roles* (Creating the 21st-Century Academic Library) / edited by Bradford Lee Eden, 2016.

SECTION II

How many items does the cataloger handle per year of all types, including:

- copy cataloging
- original cataloging
- e-resource cataloging
- video and audio

UMS Response:
The shift toward online resources coupled with building local repositories has expanded contributions beyond the tangible items traditionally contributed to the ILS. The following is a working list of ongoing contributions from library staff both professional and classified for the URSUS catalog, archival platforms such as Digital Commons and electronic resource knowledge bases.

1. Copy cataloging – using OCLC as a source for records representing a wide array of formats: print, media, online for genres ranging from audio files to survey maps.
2. Original cataloging – typically unique items in our Special Collections area including: University Publications, local historical publications, topographic maps, …
3. Institutional repository metadata – many of the UMS libraries are contributing to local repositories, notably through the bepress platform, Digital Commons. Ingested resources require a standardized set of discovery points based on a subset of MARC metadata fields.
4. Batch record management – as more resources are purchased and/or licensed in package format, the numbers of records available have grown exponentially [1/30/17: unique title access to 115,307 journals and 692,574 ebooks according to Serials Solutions]
    a. MARC record processing – MarcEdit is a metadata tool suite which facilitates batch processing of records, primarily to add customized content before records are uploaded to URSUS. (eg. Springer, a UMS collection of ebooks)
    b. Serials Solutions Knowledge Base – collections of both serials and ebooks are now managed through this portal which facilitates monthly loads of records to URSUS. Prior to loading by MIN, individual libraries must activate collections, customizing as necessary as contractual terms can vary by provider.
    c. IR batch uploads (eg. Digital Commons) – staff have developed spreadsheet based metadata skills to expedite delivery of record sets with common fields. (eg. Maine Town Documents in DC; Alex – batch upload examples for archives?)
    d. OCLC WorldShare – batch records managed to support demand

driven acquisitions (DDA) as well as holdings updates serving ILL.

With these areas in mind we would recommend revisions to the initial bulleted list as follows:

How many items does the cataloger process per year of all types (including video and audio) in the following workflow categories

- copy cataloging
- original cataloging
- repository metadata (eg. Digital Commons)
- batch record sets (eg. streaming media)
- electronic resource management (journal and ebook collections)
- DDA/PDA record management (patron driven acquisition)
- deletions & other maintenance

The listing of statistics for each of the participating institutions follows at the end of the report listed in alphabetical order.

What is the current number of staff within URSUS who do some type of cataloging and the percent of their time assigned to cataloging?

University of Maine at Augusta
Katz & Nottage Libraries: 1 librarian, 30% cataloging (remaining 70%: research & instruction user services, website maintenance, electronic resources troubleshooting, other technical services work (e.g., acquisitions, physical processing), etc.). Percentages vary with semester, staffing, budget levels, and project priorities. e.g., During Fall 2016 the cataloging librarian provided 50% of all in-person classroom instruction sessions for the UMA libraries, and book purchasing was limited, so fewer hours were spent on cataloging than previous semesters. Acquisitions & serials processing is performed by staff in both Augusta and Bangor, who spend 4 to 8 hours per week, per campus, on acquisitions and serials processing, with this work shared across 2 library specialist positions in each location. Invoices for both campuses are processed by 1 library staff member (the half-time library budget manager) in Augusta. Most other collections work such as weeding and collection shifting is performed by the full time collection development librarian in Augusta, or the library director in Bangor.

University of Maine at Farmington
1 staff 100% and 1 staff 20% for cataloging (weeding, acquisitions, etc.)

University of Maine at Fort Kent
Blake Library - 1 staff ; 35% of time assigned to cataloging (remaining time spent on physical processing of cataloged materials, managing technical services, collection

development, weeding collections, special collections projects, backing up/providing circulation and reference services, and occasional acquisitions and serials work when co-worker is out).
Acadian Archives - 1 staff; 20% of time assigned to cataloging

University of Maine at Machias
We don't have any one staff member dedicated to cataloging; instead both full time staff members and the one part time staff member spend a little less than 5% of their time creating the cataloging records described in Section II above.

University of Maine
6 full time staff (3 cataloging/metadata unit; 3 serials/eresource maintenance unit), 1 professional librarian (15 hours of FT position), 1 student (10 hours)

University of Maine at Presque Isle
UMPI only has 2 staff, the director and myself. The director and I share most responsibilities such as Circulation, Reference, Special Collections, Maintenance, Weeding, Inventory, and minor technical issues. However, I am the sole cataloger and on occasion, I will ask for assistance with some materials. The director teaches all information literacy classes, budgetary, all acquisitions, and any major decisions related to the library.

University of Southern Maine
University Cataloging Librarian (50%). Spends approximately 75% of time week cataloging. Remainder of time is spent on oversight of all cataloging operations, including catalog maintenance and gathering and reporting statistics.
Cartographic Cataloger (80%)
Vault Manager - Osher Map Library spends approximately 10% of time copy cataloging
Library Specialist - Collection Management Services spends approximately 20% of time copy cataloging

Bangor Public Library
We have four full-time staff in Technical Services. One serves primarily as the adult fiction cataloguer, another as adult non-fiction cataloguer, and the third handles juvenile cataloguing, government documents, and periodicals. The fourth full-time handles ordering, endowment funds, receiving, and pre-processing items before cataloguing.

Maine Law and Legislative Library
To summarize our cataloging staff, the Law and Legislative Reference Library has two catalogers with one technical services staff member who assists us. Both cataloging librarians are also reference librarians, work heavily in digitization efforts, and do significant amounts of other work as well. We spend at least 2.25 hours/day on the desk in the off session and at least 4.25/day hours during session. For about half the year, during the legislative session, the two catalogers' reference responsibilities nearly double. Because of this variance in our schedule throughout the year, it is difficult to assign a hard percentage that we dedicate to cataloging. If we

absolutely had to assign a percentage of our time that each of us catalogers spend on cataloging, I would guess approximately 15%.

Maine State Library
1 full time professional librarian. 1 Library 1 (10 hours/week)

What is the current, as of 1 June 2017, backlog of cataloging at each library?

The information below is a snapshot of the cataloging backlog at each institution as of June 2017.

University of Maine at Augusta
Katz Library does not have a backlog. Nottage library has 25 books and 151 AV items, mostly audio CDs.

University of Maine Farmington
Mantor Library has approximately 450 books, 50 CDs, and 15 DVDs as a backlog.

University of Maine Fort Kent
Blake Library's backlog of uncatalogued materials consists of maps and Special Collections materials. There are approximately 307 maps in the backlog. Of these uncatalogued maps, not all may end up being cataloged, as this will depend on the area the map covers, the condition of the map, and if the map is an original or duplicate. Cataloging the map backlog will require about 30% copy cataloging, and 70% original cataloging (this is due to the cataloger's experience with previous maps that have been cataloged). For Special Collections materials, the backlog includes 2 photo albums, 1 box of academic records and class registers (dating from 1914-early 2000's), and approximately 195 streaming video files (which were digitized from VHS tapes). All of the Special Collections materials backlog will require original cataloging.

The Acadian Archives has a backlog of collections (documents, photographs, digital files, artifacts, videos, etc), some quite large, that we haven't had time to go through in the past few years. These collections are donated to the Acadian Archives for preservation and will require original cataloging. We also have over 100 items (clothing, sculptures, tools, etc) that are part of our permanent collection and are exhibited in our gallery when we don't rent or borrow other exhibit for that space. These items will require original catlaoging; we have hundreds of reference files that are supplementing historical and genealogical research and these are items that will be added to an already existing record.

University of Maine at Machias
There are 38 monographs to catalog with 3 items requiring original cataloging. We have approximately 50 periodical titles to be bound (all in house, we do not send any out). There are 10 government documents to catalog.

University of Maine
Fogler Library does not have a backlog of current items.

University of Maine at Presque Isle
UMPI has an estimated 10,000 items to be cataloged. These are mostly in Special Collections, including photographs and music scores.

University of Southern Maine
USM has 966 scores, 302 books, 627 CDs, 47 theses to be cataloged.

Bangor Public Library
No backlog reported.

Maine Law and Legislative Library
Estimated at 225 items to be cataloged. This will be mostly original cataloging.

Maine State Library
Has no backlog of new items and an uncounted number of older items.

SECTION III
Peer library comparisons

Analyze cataloging practices - peer comparisons to other consortia

- ICOLC is a source - http://icolc.net/
- Directors will assign the consortia for comparisons

This portion of the report will be completed after March 17, 2017.

Appendix: Compiled Statistics for the months of June, July, and August 2017

University of Maine at Augusta

TECHNICAL SERVICES STATISTICS
Cataloging (Metadata) and Resource Maintenance

NEW TITLES CATALOGED: ORO	Originals	Copy
monographs: paper		48
ebooks (individuals)		
serials: paper		
ejournals		
microforms		
audiovisual (incl. music CDs, DVDs)		2
computer files (incl. data CDs, websites)		
music scores		
maps		
theses		
govdocs (incl. state, federal, Canada)		
manuscripts [spec. coll.]		
TOTAL	**0**	50

NEW TITLES CATALOGED: DAR	Originals	Copy
monographs		
serials		
microforms		
TOTAL		0

PIECES ADDED: ORO	
monographic volumes	
serial volumes	
microform pieces	
A-V units (includes DVDs)	
computer files (includes CDs)	
scores	
maps	
theses	
gov docs (includes AES & Canadian)	
TOTAL	0

PIECES ADDED: DARLING	
Monographic volumes	
Periodical volumes	
Microform pieces	
TOTAL	0

TITLES ADDED TO	
Titles	
Volumes	

RECAT/RECLASS	
Titles	
Volumes	

WITHDRAWALS/DISCARDS	
Titles	**1624**
Volumes	
Pieces	
*Ebooks**	

RELOCATIONS	
Titles	
Volumes	
Pieces	

*Category added April 3, 2015

SERIALS	
checkins: serials	240
standing order	
newspapers	361
gov. docs (microfilms)	
claims	

ELECTRONIC RESOURCE MANAGEMENT	
New ejournals activated	
Ejournal titles deactivated	
Ebooks activated	
Holdings updated	
Troubleshooting (eg. 360 Link issues)	
Provider notifications (eg. Proquest; Ebsco)	

BINDING: monographs	
in house	
sent out	
received	

BINDING: theses	
in house	
sent out	
received	

BINDING: serials	
in house	
sent out	
received	

BINDING: Academic Depts	
deptartment theses sent out	
deptartment theses received	

ITEMS MENDED	
Items mended	

URSUS DATABASE MAINTENANCE	
856 Link Updates (URL checker)	
Adding Additional Access Points (856, 505, 246)	
Serials	
Monographs	
Order records created/revised	
Checkin record created/revised	
Bib record revised	
Bib records deleted (added 09/10/15)	

DIGITAL LIBRARY	
Fogler Web maintenance	
New pages added	
Updates	
Indexes and Databases record entries	
New records	
Revisions	
Proxy config file updates	
Batch Load of Online Records	
Ebooks (Springer, ASP)	25000
Streamed video (NAXOS, ASP)	
Naxos database discontinued/removed	??
Digital Commons (records entered)	
Digital Commons (revisions)	

OTHER	Originals	Copy
Relabeled Volumes		
Barcodes / Bookplates		

Revised: June 1, 2017

University of Maine at Farmington

TECHNICAL SERVICES STATISTICS
Cataloging (Metadata) and Resource Maintenance

NEW TITLES CATALOGED: FAR	Originals	Copy
monographs: paper	107	221
audiovisual (includes DVDs)	27	36
computer files (CDs) / websites		10
music scores		
maps		
TOTAL	**134**	267
		Copy

PIECES ADDED:	
monographic volumes	337
A-V units (includes DVDs)	49
computer files (includes CDs)	47
scores	
maps	
TOTAL	433
WITHDRAWALS/DISCARDS	
Titles	**45**
Volumes	**45**

SERIALS	
checkins: serials	45
standing order	
newspapers	
gov. docs (microfilms)	
claims	

University of Maine at Fort Kent

NEW TITLES CATALOGED: FK	Originals	Copy
monographs: paper	10	91
ebooks (individuals)		
serials: paper	3	1
ejournals		
microforms		
audiovisual (includes DVDs)		4
computer files (CDs) / websites		1
music scores		
maps	2	
theses		
gov docs (includes AES & Canada)		
manuscripts [spec. coll.]		
TOTAL	15	97

NEW TITLES CATALOGED: DAR	Originals	Copy
monographs		
serials		
microforms		
TOTAL		0

PIECES ADDED: FK	
monographic volumes	53
serial volumes	17
microform pieces	
A-V units (includes DVDs)	1
computer files (includes CDs)	
scores	
maps	
theses	
gov docs (includes AES & Canadian)	2
TOTAL	73

PIECES ADDED: DARLING	
Monographic volumes	
Periodical volumes	
Microform pieces	
TOTAL	0

TITLES ADDED TO	
Titles	
Volumes	

RECAT/RECLASS	
Titles	2
Volumes	4
Volumes	198
Pieces	0
*Ebooks**	17

RELOCATIONS	
Titles	29
Volumes	1
Pieces	

*Category added April 3, 2015

SERIALS	
checkins: serials	203
standing order	
newspapers	300
gov. docs (microfilms)	
claims	

ELECTRONIC RESOURCE MANAGEMENT	
New ejournals activated	
Ejournal titles deactivated	
Ebooks activated	
Holdings updated	8
Troubleshooting (eg. 360 Link issues)	
Provider notifications (eg. Proquest; Ebsco)	

BINDING: monographs	
in house	
sent out	
received	

BINDING: theses	
in house	
sent out	
received	

BINDING: serials	
in house	
sent out	
received	

BINDING: Academic Depts	
deptartment theses sent out	
deptartment theses received	

ITEMS MENDED	
Items mended	3

URSUS DATABASE MAINTENANCE	
856 Link Updates (URL checker)	
Adding Additional Access Points (856, 505, 246)	
Serials	
Monographs	3
Order records created/revised	10
Checkin record created/revised	
Bib record revised	473
Bib records deleted (added 09/10/15)	30
Item records revised	79

DIGITAL LIBRARY	
Web maintenance	
New pages added	
Updates	2
Platform Maintenance updates (Proquest)	5
CampusGuides Updates	3
Indexes and Databases record entries	
New records	
Revisions	
Proxy config file updates	
Batch Load of Online Records	
Ebooks (Springer, ASP)	
Streamed video (NAXOS, ASP)	
Digital Commons (records entered)	
Digital Commons (revisions)	

OTHER	Originals	Copy
Relabeled Volumes		
Barcodes / Bookplates		

Revised: Feb. 1, 2017

NEW TITLES CATALOGED: FK	Originals	Copy
monographs: paper		117
ebooks (individuals)		
serials: paper		
ejournals		
microforms		
audiovisual (includes DVDs)		10
computer files (CDs) / websites		
music scores		
maps		
theses		
gov docs (includes AES & Canada)		
manuscripts [spec. coll.]		
TOTAL	0	127

NEW TITLES CATALOGED: DAR	Originals	Copy
monographs		
serials		
microforms		
TOTAL		0

PIECES ADDED: FK	
monographic volumes	3
serial volumes	128
microform pieces	
A-V units (includes DVDs)	
computer files (includes CDs)	
scores	
maps	
theses	
gov docs (includes AES & Canadian)	
TOTAL	131

PIECES ADDED: DARLING	
Monographic volumes	
Periodical volumes	
Microform pieces	
TOTAL	0

TITLES ADDED TO	
Titles	
Volumes	

RECAT/RECLASS	
Titles	
Volumes	

WITHDRAWALS/DISCARDS	
Titles	
Volumes	
Pieces	
*Ebooks**	

RELOCATIONS	
Titles	
Volumes	
Pieces	

*Category added April 3, 2015

SERIALS	
checkins: serials	
standing order	
newspapers	18
gov. docs (microfilms)	
claims	

ELECTRONIC RESOURCE MANAGEMENT	
New ejournals activated	
Ejournal titles deactivated	
Ebooks activated	
Holdings updated	
Troubleshooting (eg. 360 Link issues)	
Provider notifications (eg. Proquest; Ebsco)	

BINDING: monographs	
in house	
sent out	
received	

BINDING: theses	
in house	
sent out	
received	

BINDING: serials	
in house	
sent out	
received	

BINDING: Academic Depts	
deptartment theses sent out	
deptartment theses received	

ITEMS MENDED	
Items mended	

URSUS DATABASE MAINTENANCE	
856 Link Updates (URL checker)	
Adding Additional Access Points (856, 505, 246)	
Serials	
Monographs	
Order records created/revised	105
Checkin record created/revised	
Bib record revised	
Bib records deleted (added 09/10/15)	
Item records revised	2

DIGITAL LIBRARY	
Fogler Web maintenance	
New pages added	
Updates	
Indexes and Databases record entries	
New records	
Revisions	
Proxy config file updates	
Batch Load of Online Records	
Ebooks (Springer, ASP)	
Streamed video (NAXOS, ASP)	
Digital Commons (records entered)	
Digital Commons (revisions)	

OTHER	Originals	Copy
Relabeled Volumes		
Barcodes / Bookplates		

Revised: Feb. 1, 2017

University of Maine at Machias

TECHNICAL SERVICES STATISTICS
Cataloging (Metadata) and Resource Maintenance

NEW TITLES CATALOGED: ORO	Originals	Copy
monographs: paper		73
ebooks (individuals)		
serials: paper		
ejournals		
microforms		
audiovisual (includes DVDs)		4
computer files (CDs) / websites		
music scores		
maps		
theses		
gov docs (includes AES & Canada)		
manuscripts [spec. coll.]		
TOTAL	**0**	77

NEW TITLES CATALOGED: DAR	Originals	Copy
monographs		
serials		
microforms		
TOTAL		0

PIECES ADDED: ORO	
monographic volumes	
serial volumes	6
microform pieces	
A-V units (includes DVDs)	
computer files (includes CDs)	
scores	
maps	
theses	
gov docs (includes AES & Canadian)	27
TOTAL	33

PIECES ADDED: DARLING	
Monographic volumes	
Periodical volumes	
Microform pieces	
TOTAL	0

TITLES ADDED TO	
Titles	
Volumes	

RECAT/RECLASS	
Titles	**7**
Volumes	

WITHDRAWALS/DISCARDS	
Titles	**346**
Volumes	**45**
Pieces	**22**
*Ebooks**	

RELOCATIONS	
Titles	**79**
Volumes	
Pieces	

*Category added April 3, 2015

SERIALS	
checkins: serials	117
standing order	1
newspapers	38
gov. docs (microfilms)	
claims	2

ELECTRONIC RESOURCE MANAGEMENT	
New ejournals activated	
Ejournal titles deactivated	
Ebooks activated	
Holdings updated	
Troubleshooting (eg. 360 Link issues)	
Provider notifications (eg. Proquest; Ebsco)	

BINDING: monographs	
in house	
sent out	
received	

BINDING: theses	
in house	
sent out	
received	

BINDING: serials	
in house	86
sent out	
received	

BINDING: Academic Depts	
deptartment theses sent out	
deptartment theses received	

ITEMS MENDED	
Items mended	

URSUS DATABASE MAINTENANCE	
856 Link Updates (URL checker)	
Adding Additional Access Points (856, 505, 246)	
Serials	
Monographs	
Order records created/revised	**21**
Checkin record created/revised	
Bib record revised	
Bib records deleted (added 09/10/15)	

DIGITAL LIBRARY	
Fogler Web maintenance	
New pages added	
Updates	
Indexes and Databases record entries	
New records	
Revisions	
Proxy config file updates	
Batch Load of Online Records	
Ebooks (Springer, ASP)	
Streamed video (NAXOS, ASP)	
Digital Commons (records entered)	
Digital Commons (revisions)	

OTHER	Originals	Copy
Relabeled Volumes		20
Barcodes / Bookplates		37

Revised: Feb. 1, 2017

University of Maine

TECHNICAL SERVICES STATISTICS
Cataloging (Metadata) and Resource Maintenance

NEW TITLES CATALOGED: ORO	Originals	Copy
monographs: paper	342	1,366
ebooks (individuals)		230
serials: paper		56
ejournals		1
microforms		3
audiovisual (includes DVDs)		22
computer files (CDs) / websites		4
music scores		0
maps		28
theses	**211**	
gov docs (includes AES & Canada)		495
manuscripts [spec. coll.]		
TOTAL	**553**	2,205

NEW TITLES CATALOGED: DAR	Originals	Copy
monographs		
serials		
microforms		
TOTAL		0

PIECES ADDED: ORO	
monographic volumes	1,730
serial volumes	120
microform pieces	
A-V units (includes DVDs)	7
computer files (includes CDs)	
scores	
maps	6
theses	211
gov docs (includes AES & Canadian)	460
TOTAL	2,534

PIECES ADDED: DARLING	
Monographic volumes	
Periodical volumes	
Microform pieces	
TOTAL	0

TITLES ADDED TO	
Titles	**69**
Volumes	**153**

RECAT/RECLASS	
Titles	
Volumes	

WITHDRAWALS/DISCARDS	
Titles	**17**
Volumes	**44**
Pieces	**13**
*Ebooks**	**40541**

RELOCATIONS	
Titles	**36**
Volumes	**63**
Pieces	**63**

*Category added April 3, 2015

SERIALS	
checkins: serials	2,738
standing order	
newspapers	
gov. docs (microfilms)	
claims	31

ELECTRONIC RESOURCE MANAGEMENT	
New ejournals activated	131
Ejournal titles deactivated	981
Ebooks activated	
Holdings updated	**40**
Troubleshooting (eg. 360 Link issues)	**11**
Provider notifications (eg. Proquest; Ebsco)	**33**

BINDING: monographs	
in house	22
sent out	
received	15

BINDING: theses	
in house	4
sent out	
received	**75**

BINDING: serials	
in house	14
sent out	
received	**61**

BINDING: Academic Depts	
deptartment theses sent out	
deptartment theses received	

ITEMS MENDED	
Items mended	**96**

URSUS DATABASE MAINTENANCE	
856 Link Updates (URL checker)	964
Adding Additional Access Points (856, 505, 246)	
Serials	**0**
Monographs	**0**
Order records created/revised	**366**
Checkin record created/revised	**966**
Bib record revised	**3918**
Bib records deleted (added 09/10/15)	**191**

DIGITAL LIBRARY	
Fogler Web maintenance	
New pages added	2
Updates	64
Indexes and Databases record entries	
New records	1
Revisions	3
Proxy config file updates	**10**
Batch Load of Online Records	
Ebooks (Springer, ASP)	37040
Streamed video (NAXOS, ASP)	42
Digital Commons (records entered)	350
Digital Commons (revisions)	0

OTHER	Originals	Copy
Relabeled Volumes		
Barcodes / Bookplates		

Revised: Feb. 1, 2017

University of Maine at Presque Isle

TECHNICAL SERVICES STATISTICS

Cataloging (Metadata) and Resource Maintenance

NEW TITLES CATALOGED: ORO	Originals	Copy
monographs: paper		29
ebooks (individuals)		
serials: paper		
ejournals		
microforms		
audiovisual (includes DVDs)		
computer files (CDs) / websites		
music scores		
maps		
theses		
gov docs (includes AES & Canada)		2
manuscripts [spec. coll.]		
TOTAL	**0**	31

NEW TITLES CATALOGED: DAR	Originals	Copy
monographs		
serials		
microforms		
TOTAL		0

PIECES ADDED: ORO	
monographic volumes	3
serial volumes	
microform pieces	
A-V units (includes DVDs)	
computer files (includes CDs)	
scores	
maps	
theses	
gov docs (includes AES & Canadian)	148
TOTAL	151

PIECES ADDED: DARLING	
Monographic volumes	
Periodical volumes	
Microform pieces	
TOTAL	0

TITLES ADDED TO	
Titles	
Volumes	

RECAT/RECLASS	
Titles	**45**
Volumes	

WITHDRAWALS/DISCARDS	
Titles	**2102**
Volumes	**9**
Pieces	
*Ebooks**	

RELOCATIONS	
Titles	**11**
Volumes	**1**
Pieces	

SERIALS	
checkins: serials	
standing order	
newspapers	
gov. docs (microfilms)	
claims	

ELECTRONIC RESOURCE MANAGEMENT	
New ejournals activated	
Ejournal titles deactivated	
Ebooks activated	
Holdings updated	
Troubleshooting (eg. 360 Link issues)	
Provider notifications (eg. Proquest; Ebsco)	

BINDING: monographs	
in house	
sent out	
received	

BINDING: theses	
in house	
sent out	
received	

BINDING: serials	
in house	
sent out	
received	

BINDING: Academic Depts	
deptartment theses sent out	
deptartment theses received	

ITEMS MENDED	
Items mended	**825**

URSUS DATABASE MAINTENANCE	
856 Link Updates (URL checker)	
Adding Additional Access Points (856, 505, 246)	
Serials	
Monographs	
Order records created/revised	
Checkin record created/revised	
Bib record revised	**1**
Bib records deleted (added 09/10/15)	**575**
Item records revised	**56**

DIGITAL LIBRARY	
Fogler Web maintenance	
New pages added	
Updates	
Indexes and Databases record entries	
New records	
Revisions	
Proxy config file updates	
Batch Load of Online Records	
Ebooks (Springer, ASP)	
Streamed video (NAXOS, ASP)	
Digital Commons (records entered)	
Digital Commons (revisions)	

OTHER	Originals	Copy
Relabeled Volumes		70
Barcodes / Bookplates		2

*Category added April 3, 2015

Revised: Feb. 1, 2017

University of Southern Maine

TECHNICAL SERVICES STATISTICS
Cataloging (Metadata) and Resource Maintenance

NEW TITLES CATALOGED: USM	Originals	Copy
monographs: paper		205
ebooks (individuals)		11
serials: paper		
ejournals		
microforms		
audiovisual (includes DVDs)		29
computer files (CDs) / websites		
music scores		
maps		
theses	**4**	
gov docs (includes AES & Canada)		
manuscripts [spec. coll.]		
TOTAL	**4**	245

NEW TITLES CATALOGED: OSHER	Originals	Copy
globes		
maps		
rare		19
monographs		29
serials		
TOTAL		48

PIECES ADDED: USM	
monographic volumes	59
serial volumes	
microform pieces	2
A-V units (includes DVDs)	27
computer files (includes CDs)	
scores	
maps	
theses	
gov docs (includes AES & Canadian)	
TOTAL	88

PIECES ADDED: OSHER	
Monographic volumes	
Periodical volumes	
Microform pieces	
TOTAL	0

TITLES ADDED TO	
Titles	
Volumes	

RECAT/RECLASS	
Titles	**45**
Volumes	

WITHDRAWALS/DISCARDS	
Titles (Journals)	**134 (13)**
Volumes (Journals)	**-402**
Pieces	
*Ebooks**	

RELOCATIONS	
Titles	**11**
Volumes	**1**
Pieces	

*Category added April 3, 2015

SERIALS	
checkins: serials	102
standing order	
newspapers	275
gov. docs (microfilms)	
claims	4

ELECTRONIC RESOURCE MANAGEMENT	
New ejournals activated	
Ejournal titles deactivated	
Ebooks activated	
Holdings updated	
Troubleshooting (eg. 360 Link issues)	
Provider notifications (eg. Proquest; Ebsco)	

BINDING: monographs	
in house	
sent out	
received	

BINDING: theses	
in house	
sent out	
received	

BINDING: serials	
in house	
sent out	
received	

BINDING: Academic Depts	
deptartment theses sent out	
deptartment theses received	**15**

ITEMS MENDED	
Items mended	

URSUS DATABASE MAINTENANCE	
856 Link Updates (URL checker)	
Adding Additional Access Points (856, 505, 246)	
Serials	
Monographs	
Order records created/revised	**119**
Checkin record created/revised	
Bib record revised	
Bib records deleted (added 09/10/15)	
Item records revised	

DIGITAL LIBRARY	
Fogler Web maintenance	
New pages added	
Updates	
Indexes and Databases record entries	
New records	
Revisions	
Proxy config file updates	
Batch Load of Online Records	
Ebooks (Springer, ASP)	
Streamed video (NAXOS, ASP)	
Digital Commons (records entered)	195
Digital Commons (revisions)	246

OTHER	Originals	Copy
Relabeled Volumes		
Barcodes / Bookplates		

Revised: Feb. 1, 2017

Bangor Public Library

Statistics were not kept.

Maine Law and Legislative Library

TECHNICAL SERVICES STATISTICS
Cataloging (Metadata) and Resource Maintenance

NEW TITLES CATALOGED: ORO	Originals	Copy
monographs: paper	21	12
ebooks (individuals)		
serials: paper		
ejournals		
microforms		
audiovisual (incl. music CDs, DVDs)		
computer files (incl. data CDs, websi	1	
music scores		
maps		
theses		
govdocs (incl. state, federal, Canada	131	48
manuscripts [spec. coll.]		
TOTAL	**153**	**60**

NEW TITLES CATALOGED: DAR	Originals	Copy
monographs		
serials		
microforms		
TOTAL		0

PIECES ADDED: ORO	
monographic volumes	56
serial volumes	96
microform pieces	
A-V units (includes DVDs)	
computer files (includes CDs)	4
scores	
maps	
theses	
gov docs (includes AES & Canadian)	877
TOTAL	**1,033**

PIECES ADDED: DARLING	
Monographic volumes	
Periodical volumes	
Microform pieces	
TOTAL	**0**

TITLES ADDED TO	
Titles	
Volumes	

RECAT/RECLASS	
Titles	
Volumes	

WITHDRAWALS/DISCARDS	
Titles	11
Volumes	153
Pieces	1893
*Ebooks**	

RELOCATIONS	
Titles	
Volumes	68
Pieces	

SERIALS	
checkins: serials	241
standing order	47
newspapers	1,314
gov. docs (microfilms)	42
claims	32

ELECTRONIC RESOURCE MANAGEMENT	
New ejournals activated	
Ejournal titles deactivated	
Ebooks activated	
Holdings updated	
Troubleshooting (eg. 360 Link issues)	
Provider notifications (eg. Proquest; Ebsco)	

BINDING: monographs	
in house	
sent out	
received	

BINDING: theses	
in house	
sent out	
received	

BINDING: serials	
in house	
sent out	
received	

BINDING: Academic Depts	
deptartment theses sent out	
deptartment theses received	

ITEMS MENDED	
Items mended	

URSUS DATABASE MAINTENANCE	
856 Link Updates (URL checker)	12
Adding Additional Access Points (856, 505, 246)	122
Serials	7
Monographs	60
Order records created/revised	180
Checkin record created/revised	30
Bib record revised	136
Bib records deleted (added 09/10/15)	4

DIGITAL LIBRARY	
Fogler Web maintenance	
New pages added	
Updates	
Indexes and Databases record entries	
New records	
Revisions	
Proxy config file updates	
Batch Load of Online Records	
Ebooks (Springer, ASP)	
Streamed video (NAXOS, ASP)	
LLDL (records entered)	309
LLDL (revisions)	3

OTHER	Originals	Copy
Relabeled Volumes		
Barcodes / Bookplates		

*Category added April 3, 2015

Revised: June 1, 2017

Statistics were not kept.