Cataloging Systemwide Content Video Transcript

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Hi. Welcome to another in a series of clips about CDL content licensing and content management operations. I'm Adolfo Tarango, head of the Shared Cataloging Program, and in this presentation I'll be providing you with some very general information about the Shared Cataloging Program, who we are, what we do, and cover a bit about how we operate. I'll also provide you with information on how and who to contact if you would like more information about the Program.

First off, some background information. The Shared Cataloging Program, or SCP, was established in February of 2000 to be the centralized cataloging agency for Tier 1 and Tier 2 licensed online resources. Since then the scope of the Program has been expanded to also include cataloging of open access resources, and any licensed resources accessible by at least three campuses.

Staffing is relatively small, just over 4 FTEs, consisting of the six individual listed here.

Collectively they are cataloging an average of just over 47,000 titles per year. Staff are cross-trained on multiple tasks, but do focus most of their time in the specified areas listed.

Organizationally, the program reports through me to Ivy Anderson, Director of Collection Development and Management at CDL. Funding for the program comes primarily from CDL but the campuses directly provide funding for the Chinese language resources cataloger.

Cataloging priorities are set by the JSC, CDL's Joint Steering Committee on Shared Collections, and I'll cover this in more detail in a moment.

SCP is advised by the SCP Advisory Committee. The Committee is an all campus group with representatives selected by their respective campuses. They provide feedback on cataloging policies and procedures, provide technical assistance on systems related issues, and generally assist SCP in troubleshooting problems. Each member also acts as the campus's local contact regarding SCP and SCP operations.

While the program reports to Ivy Anderson, its staff is physically located at the UC San Diego Library and staff operate within UCSD's integrated library system and access OCLC under the umbrella of

UCSD Library authorizations. As a result, the UCSD Library has administrative oversight over various system and staffing operations. For example, all the SCP librarians are evaluated using the same policies and procedures used to evaluate all UCSD librarians.

As I mentioned, SCP cataloging priorities are set by the JSC. Cataloging priorities are divided into two types, standing priorities and projected oriented priorities. The current standing priorities are shown here and as you can see, they are very broad in scope. The JSC reviews these on an annual basis.

In contrast, the projected oriented priorities are very specific. These are identified by SCP staff in response to current events such as the purchase of a new package. On a quarterly basis, I submit a list of project oriented priorities to the JSC. The JSC shares this list with systemwide bibliographer groups to gather input and, considering this, finalize the priorities for the quarter. These are communicated back to me and implemented

Irrespective of any cataloging priority, note that as general policy, SCP does catalog every resource at some level. Also, title level cataloging for packages consisting of multiple titles is our default practice, however, title level cataloging may not be possible in all cases due to technical barriers or because it's not desired. In such cases, only a high level database record will be created for a resource.

So what does SCP actually do?

Here is a very generalized view of our workflow.

With very rare exceptions, all our cataloging is done in OCLC. As part of the cataloging process, SCP assigns the appropriate holding symbol for each campus to the OCLC record. This will cause the resource to show up as being held by the respective campus when retrieved in a search in Melvyl.

Once the cataloging is completed, the records are then loaded into UCSD's integrated library systems. Once per week, we create a file of catalog records for each campus. These files are posted every Monday with each campus getting two files, one of monographs and another for serials and integrating resources. Once posted, the campuses retrieve their set of files and load them into their local catalogs.

When necessary, SCP revises records and these are redistributed as updated records, or, if all access to a resource is lost, the record is resent with coding indicating it is to be deleted.

In addition to providing catalog records to each campus, SCP is also responsible for creating local holding records for all the serials it catalogs. These are sent weekly directly to OCLC.

There is of course, a lot more detail that can be shared. If you are interested in learning more about SCP please visit our website where many of our policies and statistics are posted.

SCP home page: http://www.cdlib.org/services/collections/scp/

As I mentioned, each campus has a representative on the SCP Advisory Committee and the second link will take you to a list of the current membership. If you have any questions regarding SCP or its operations, they can be your first point of contact.

SCP Advisory Committee members:
http://www.cdlib.org/services/collections/scp/organization/SCPcontacts.html

If you interested in ongoing developments, we have a listserv which we use to send out announcements and updates on what we've been cataloging and other items of interest. The URL listed takes you to a page where you can subscribe to the list.

SCP-L, general email list: http://www.cdlib.org/contact/subscribe.html.