Good Practices for Great Outcomes: Cataloging Efficiencies that Make a Difference

Missouri Library Association

OCLC Member Services

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OCLC has launched a series of free member events, Good Practices for Great Outcomes: Cataloging Efficiencies that Make a Difference. These events bring librarians together to discuss and share good practices for achieving cataloging efficiencies by tapping the collective wisdom of a very informed group of OCLC members. These events provide a great opportunity for us all to learn, debate, and obtain practical tips to become more efficient. They explore many topics, such as what is “good enough” cataloging, the benefits of using OCLC WorldCat Cataloging Partners, streamlining workflows and the latest on RDA and WorldCat quality.

Upcoming events

- **27 September 2011**
  Cataloging Efficiencies that Make a Difference: Chicago, IL

- **21 October 2011**
  Cataloging Efficiencies that Make a Difference: Columbus, OH

Past events

Explore presentations and other materials from our past events »
Good Practices for Great Outcomes Portal


• Twitter: #goodgreatcat
• Blog
• YouTube
• Flickr
Pick a question, or compose your own:

1. How would you go about changing or redesigning your tech services workflow? Consider: what are the barriers? What steps would you need to take to move forward? Who needs to be involved at each stage?

2. How have reduced budgets impacted these cataloging workflows and practices? What creative efficiencies have you used to address reduced budgets? Have budget cuts affected what you consider the “added value” of the information you as a cataloger can offer via the online catalog or other media? If yes, how so?

3. What strategies are you using to integrate newer formats and electronic resources into your library? What challenges have you encountered and what “good practices” have you developed?

4. Have staff at your library been cross-trained? (both within technical services, and across the library including IT). What skills and workflows have been transferred? How? Has cross-training been, or could it be beneficial to staff and/or to the library? Why?

5. How are user behaviors changing, and how are their discovery tools affecting your cataloging practice? What are you doing to respond to changes in user behavior?

6. Are tech services recognized and valued in your library/institution/community? What are some strategies you’ve used to promote the value of tech services/cataloging? What has worked, and why?
What did we learn?

• Manage change with staff involvement, training.

• Catalog/discovery: enhance public access. Liase w public services.

• Workflow: automate; reduce local enhancements; reduce touch points, reduce paper; cross train and document; let it go.

• Workflow: restructuring and reorganizing. Expertise towards local and unique items. And digitization.

• Leveraging data

• Outsource anything routine

• RDA: prepare now!

Change, change, change
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Question everything: Ask why do we do that? (start from scratch: see Stefanie Wittenbach [Dallas])

Use the Magic Words: Prioritize, Balance, Train, Be Positive/ Open, Document
(see Jee Davis [San Marcos])

The Big Lebowski and Change Management? (see Karen Schneider [San Jose])

Innovate, Communicate, Collaborate, Cross-Train
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What User’s Want/ Competition for Catalogers
(See Karen Calhoun [New York])

“Cataloging is a Public Service/Hierarchy of Desire”
(see Roy Tennant [San Marino])

New Discovery: “Not your father’s OPAC”
(see Felicia Uhden [Seattle])

Collaborate with Public Services

**Access points are changed, not the traditional catalog at all. Catalog to react to climate of Google/Amazon, or new discovery tools and layers like AquaBrowser and WorldCat Local**
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OCLC services
(see Carole Myles [Detroit])

Good Enough Records/New ways to get metadata
(see Sally Grucan [West Hartford] and Debbi Dinkins [Florida])

Redo tasks workflow
(see Helen Heinrich [San Marino] and Dennis Meissner [Chicago])

Fewer touchpoints through consolidation of workflows, automation, and move from artisan cataloging to production cataloging. Stop doing local enhancements (or enhance master). Use cat partners/bibliographic notification/collection sets to automate.
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Redo people workflow
(Lai-Ying Hsiung [San Jose])

Focus on expertise
(see Laura Smart [San Marino])

Consolidate Cataloging/Acquisitions staff (routine copy cat in Acq). Catalogers freed up to be metadata experts on unique and special collections, and digitization projects.
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OCLC Services
(see Carole Myles [Detroit] and Ted Fons [Chicago])

Prepare data (Jody Harnish [Detroit])

Leverage shared catalog: enhance master record, add master records; automate processes using OCLC cataloging add-ons for routine records; WorldCat on platform, accessible by machine with WorldCat API; electronic records via Collection Sets and Knowledge Base
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OCLC services
(see Carole Myles [Detroit])

Outsource cataloging and processing
(See Beth Walters [Dallas])

Do tasks in bulk; outsource routine and repetitive tasks
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2012: the Year of RDA Readiness
(see Chris Cronin [Chicago])

Panic-free Guide to RDA
(see Jeanne Piascik [Florida])