**Minutes of the Bibliographic Control and Metadata Committee**

**New Jersey Library Association College and University Section and ACRL New Jersey Chapter**

**Summer Meeting**

Date: July 17, 2018

Time: 10 a.m.

Location: Technical Services Conference Room, Busch Campus, Rutgers University

10:00am.

Present: Sharon An (Chair; Rowan), Colin Bitter (Rutgers), Mei Ling Chow (Montclair State), Melissa De Fino (Rutgers), Kathleen Hughes (Montclair State via WebEx), Martha Loesch (Seton Hall via WebEx), Scott Smith (Stevens Institute of Technology), Yuji Tosaka (TCNJ), Jianrong Wang (Stockton), Cathy Weng (TCNJ)

1. Minutes Taker—Scott Smith
2. Approval of Spring Meeting Minutes—Spring meeting minutes were approved with corrections.
3. Past Chair’s Report—Melissa presented the past Chair’s report. The NJLA CUS/ACRL-NJ Technical Services Award was presented to Mei Xie, of Hudson County Community College, at the 2018 NJLA Annual Conference. On May 24, the committee sponsored a workshop—Weird, Wild and Wonderful: Special Collections Cataloging—in the Alexander Library at Rutgers. The workshop will be repeated as a webinar in November for the Association for Library Collections and Technical Services (ALCTS). The date for the 2019 VALE Users Conference is January 4, 2019.
4. NJ BIBCO/NJ Funnel Update and group subscription to WebDewey—Cathy reported that the Library of Congress Program for Cooperative Cataloging (PCC) will introduce a new directory in October. The directory will indicate each library’s affiliation, e.g., NACO, SACO; however, it will, also affect the functionality of the NJ Funnel. Each institution will have its own log-in, and it will have to report statistics individually, rather than having statistics compiled automatically, as they are under the current directory. PCC will email more information to member institutions during the week of August 13. Cathy also surveyed member interest in a group subscription to WebDewey, since the 23rd ed. of the DDC will be the last print edition. Because of the low use of Dewey in their libraries, members did not show interest in a group subscription.
5. Cataloging/Metadata Issues—Yuji reported that the June rollout of the new RDA Toolkit will be treated as a beta release until early 2019, when the fully functional Toolkit will be available. This redesigned Toolkit will then be tested for a year. The current Toolkit will remain available while the redesigned Toolkit is tested. The structure of the redesigned Toolkit, unlike the current Toolkit, is aligned with the IFLA Library Reference Model (LRM), which may require catalogers who are comfortable with the current toolkit to develop an understanding of this model. Additionally, the Library of Congress has completed its BIBFRAME Pilot: Phase 2, and a report will be forthcoming. LC has announced an official commitment to BIBFRAME, and it will increase the number of BIBFRAME records it produces. It is estimated that BIBFRAME will be operational in the next 2-5 years; however, questions remain about discovery layers.
6. Round Robin report (report about each institution’s cataloging/metadata and bibliographic control related activities, etc.)—Round robins are attached.
7. New business—In light of changes to the NJ Funnel and the RDA Toolkit, Sharon noted the possibility of scheduling training sessions to help members adjust to these changes. It was noted that several schools are implementing ALMA in their libraries. These schools will communicate with one another if they have questions about implementation. Also, an Ex Libris Northeastern Users Group will meet at SUNY Albany on October 11-12, and an ALMA & Primo listserv exists.
8. Updates/announcements—There were no updates or announcements.
9. Selection of next meeting date—The next BCMC meeting will be Thursday, October 18, at 10 a.m. in the Technical Services Conference Room.

Meeting adjourned at 12:10 p.m.

Respectfully submitted,

Scott Smith

# Round Robin reports from the NJLA CUS/ACRL-NJ Bibliographic Control and Metadata Committee Member Schools

**Rutgers University**

Personnel

-Rutgers is searching for a Metadata Librarian. This is a non-tenure-track faculty position and will report to Central Technical Services.

-Central Technical Services completed a reorganization this year. Previously the section reported to Grace Agnew as part of Technical and Automated Services. Grace Agnew has been reassigned and Central Technical Services now reports to Mary Beth Weber, who reports directly to Krisellen Maloney.

-We are searching for an Associate Vice President for Collection Development and Scholarly Communication. Part of that position's responsibility will be directing Central Technical Services.

Datasync project

-As part of pre-Alma implementation cleanup, Rutgers carried out an OCLC reclamation project through their datasync service. We reconciled approximately 2.5M holdings in OCLC. We also examined records in Symphony that contained the same OCLC# and fixed them accordingly.

Alma/Primo implementation

-Rutgers went live with Alma on June 5, 2018. The implementation project formally began in December of 2017, so it was about a six month process. In addition to the primary Implementation Team, there were several working groups, including: Acquisitions, Digital Collections, Discovery, Electronic Resources, Fulfillment, Resource Management, Resource Sharing, and Systems. From the perspective of cataloging, the primary problem areas were that some holdings and items records did not migrate properly, and some locations did not map correctly from Symphony to Alma. A complete list of known issues in addition to project details is available on the Implementation Project website at exlibris.libraries.rutgers.edu

**Rowan University**

Personnel:

We have three reference librarians retiring this year. Hopefully, those positions will be filled by the end of the year. We will also hire a new director of public services this Fall.

Projects:

Theses and Dissertations are cataloged in OCLC and also entered into Institutional Repository--Digital Commons.

Inventory of the whole print collection has been done.

Rowan Library has purchased a lot of ebooks and quality control of vendor’s cataloging records is very challenging. The ebooks collection is larger than the print collection. So Rowan library is ebook primary library.

Authority control has been processed by Backstage, but a lot of headings need manual review.

New ILS—Alma/Primo:

Rowan has signed the contract for ALMA/PRIMO, with the other four universities: Stockton, TCNJ, William Paterson, NJIT. Data clean-up and preparations before the migration will be a challenging process and hope it will start soon. It should be very helpful to get information from other institutions who have already had the migration to Alma/Primo, such as Rutgers, St. Peters and UPenn, etc. We expect Alma/Primo to become alive with the other four institutions Summer 2019.

**Stevens Institute of Technology**

In order to increase study space, the library completed a weeding project in our bound journal collection. We evaluated the collection in regard to online availability of the content, demand from document delivery requests, preservation of content related to our collection scope, and the number of holdings in other New Jersey academic libraries. When the project concluded, we had discarded nearly 200 title runs and created 800 square feet of space, which we populated with individual study carrels. In regard to bibliographic control, the project was a good opportunity to review our journal records in WMS, and correct errors, especially in regard to title changes. We added holdings to a number of OCLC records, where we had previously failed to adjust for title changes. In one instance, we discovered, cataloged with the wrong record, a 19th-century journal of which we are 1 of only 3 holding libraries worldwide. In addition, for some runs, we had to barcode each volume for storage--as a rule, we use summary holdings for our bound journals--which was a good opportunity for me to brush up on rules for using the MARC bibliographic standards for serial holdings.

Also, with thanks to the workshop on cataloging rare material, we felt confident enough to start cataloging the books in our Lieb Collection of Da Vinciana, a special collection--and a dark collection, as far as discoverability is concerned--of work by and about Leonardo da Vinci . We have been fortunate to find records in OCLC for the books we’ve cataloged to date, which were published as far back as the early 18th century, so we’ve added local notes to those records; however, we know that we have at least one book from the 15th century, so we may have to do some original cataloging as the project proceeds.

Last summer, we hired a full-time Archivist and Digital Projects Librarian, which gives us two archivists in the library. In general, more and more of our original bibliographic work focuses on our special collections as we try to highlight and promote our unique holdings, like the da Vinci collections, and prepare for the possible creation of an institutional repository that will include, among other content, the dissertations and theses written by Stevens students.

**Montclair**

Harry A Sprague Library

Montclair State University

Round Robin -- Annual Report Highlights

* Renovation of Lower Level completed for Fall 2017 semester:
  + Compact shelving installed for circulating collection
  + Lab spaces for the visual arts program created in former Multimedia Resources space
  + Larger Archives office created for MSU Archives
* Additional renovation this summer to create office space for the new University College (a place for undeclared majors & their counselors) in the former Periodicals Dept.
  + Bound periodicals have been weeded and remaining volumes moved to some of the compact shelving.
* Launch of MSU Digital Commons Spring 2018
  + Created metadata templates for various series
  + Archives & ETDs are making the greatest use of the repository thus far
* Increased use of Springshare LibApps:
  + Upgrade to Libguides CMS
  + Use of Database A to Z list for ‘official’ library website
  + Pilot of chat for the reference desk, and LibAnswers for FAQ database
  + Test of LibCalendar for library hours & scheduling library workshops
* Weeding of the circulating collections, mostly duplicates and older editions, continue.
* Not much success in replacing staff (professional & support)

**The College of New Jersey**

1. **Personnel**
   1. None.
2. **College update**
   1. The College has a new president, Dr. Kate Foster who was previously the President of the University of Maine, Farmington. She started on July 1, 2018. Our provost has also retired. The Dean of the School of Business is now the interim provost. Search for a new provost is underway.
3. **Library wide update**
4. The Library has signed a contract with ExLibris to migrate to Alma. It is expected that the system to go live in July 2019. Preparation for migration will begin soon.
5. The Library will upgrade our Voyager System to version 10 from version 8 in late August.
6. The Library’s institutional repository and digital repository are now official. The Library Dean gave a final OK to make the repositories available to the public. Yuji has been overseeing the development of the project. We are now working on recruiting faculty publications.
7. **Cataloging Dept. update**

* The Cataloging Dept. conducted a cataloging workflow analysis project for print monographs in fall 2017. Three monograph catalogers participated in the project. They were asked to document each step of their cataloging work. An Excel sheet was prepared for the catalogers to fill out, (for example, which fields have been deleted, added, edited; whether OCLC records examined or imported, Voyager records were overlaid or not, etc.) Each cataloger was asked to document 10 books each day for 5 days. The purpose of the project is to learn more of staff’s cataloging workflow hoping to detect inconsistency of copy cataloging workflow and to ensure cataloging quality. Yuji and I examined the worksheets and the results were very helpful. Based on the results, we took some actions. We updated/enhanced our copy cataloging procedures providing more detailed instructions in areas where seemed to be confusing to copy catalogers. We also gave a quick refresher session to help clarify and reinforce some essential cataloging concepts.

The Cataloging Dept. completed the first phase of the Rand Classification Project. Approximately 7000 titles published by the Rand Corporation have been assigned an LC call number replacing the original Rand publication number. We are now working with the Access Services Dept. on the second phase of the project. That is relabeling the books. Books relabeled will be will be incorporated into our General Collection.

**Stockton University**

**Weeding**

The de-selection of materials became a routine activity since last year. Materials have been weeded on a daily basis.

**Item inventory**

The library started inventorying its main circulating collection in March this year. This is the first time that the library has ever inventoried its collection since its founding in 1969. Circulation Department checked each item physically and examined its record on the OPAC. Items that were suspicious of problems were sent to Cataloging Department to be fixed. An estimate of 180,000 items were inventoried in the first phase, among which, over 1,400 items (0.8%) were handled by Cataloging Department. The majority problems found were call number disagreement among bibliographic and item records and labels. During the project, several cataloging training sessions were held to analyze the problems and alert the staff for better quality control. This project has enhanced the data accuracy of our main circulating collection and paved the way for a clean data migration in the near future.

**Preservation and Special Collections reached out to school kids**

The Special Collections Department and the preservation program under Cataloging hosted a session respectively in the Library during the campus event “Bring Your Kid to Work Day” on April 26th. Seventeen school kids of 12 to14 years old came and learned about Stockton’s special collections and how to care and repair books. The final activity was a prized library treasure hunt of the children’s favorite books in the library. It was great to see the kids being all over the library, either searching the OPAC, talking to the staff or browsing the stacks. Below are some pictures reflecting the event.

**Seton Hall University**

1. Have a new Access Services Librarian responsible for Circulation Desk, ILL and Stack Management.
2. Failed president search so still have interim president and provost of the university.
3. We joined ICPSR (Inter-university Consortium for Political and Social Research) as we establish data management services in the library. Created Libguides, have formed a relationship with Office of Grants & Research Services, conducted panel discussion and presentations for the February Love Data Week. We continue to promote library services in this area – created a survey, plan future workshops on campus.
4. Installed Stack Map in our catalog which informs patrons exactly where the book is located in the stack shelves.
5. I’m working with the Gallery to add exhibition catalogues to the library catalog with links to the gallery website that provides additional information regarding the exhibits.
6. We had a special classification system for religions books that dates backs many years so that we had BQZ, BTZ, BVZ, and BXZ call numbers. But this is not LOC classification and BQ represents Buddhism, so finally got around to removing the Z and recataloging the BQZ items.
7. Seton Hall is partnering with Hackensack Meridian Health to establish a new medical school in Nutley, NJ. A new Interprofessional Health Sciences Library (IHS) was formed
   1. Our programmer created website for new library
   2. New metadata was created for cataloging of health sciences material
   3. Procured new databases, journals, books and media material