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CATALOGING DIRECTORATE HIGHLIGHTS OF FISCAL YEAR 2003

In fiscal 2003 the Cataloging Directorate of the Library of
Congress pursued its mission to provide leadership to the library
and information communities as well as innovative and effective
bibliographic access to onsite and remote resources. It crafted
its first multiyear strategic plan (see _LCCN_, v. 11, no. 7, June
2003); produced high-quality, timely cataloging for nearly 290,000
bibliographic volumes; collaborated with other directorates and
service units in reducing the arrearage; enriched the Library of
Congress Online Catalog with links to tables of contents and other
data; promoted cooperative cataloging programs; and developed and
promulgated cataloging policy and standards. Perhaps most notably,
this was a year of heavy investments for future returns, as the
directorate hired and began training more than fifty new
catalogers; explored ways to improve the bibliographic control of
digital content; and began development of the New Books program to
provide enhanced prepublication information to LC catalog users.

Productivity, Production, and Arrearage Reduction

The directorate has made concentrated efforts to improve
productivity over the past twelve years, since the introduction of
team management and "whole book" cataloging workflows that
integrate all cataloging functions on each team. The overall
annual production rate has risen from 316.5 bibliographic volumes
per staff member in 1991 (including hands-on cataloging staff,
supervisors, and other positions) to 491 volumes per staff member
in fiscal year 2003--an increase of fifty-five percent in twelve
years. Productivity for full and core original cataloging of print
monographs increased again in fiscal year 2003, to 0.47 records per
hour. Total production in most categories, however, showed a
decrease in 2003, primarily because of the time spent in training
new hires, the many hours lost to coping with extensive flooding
which forced teams in several divisions to relocate for as long as
two weeks, and the continuing loss of highly experienced staff.
The directorate suffered a net loss of eleven catalogers in fiscal
year 2002, followed by the retirements of eleven senior catalogers
in fiscal year 2003. Over the past five years eighty-five
catalogers and senior technicians have retired from the
directorate.

The directorate anticipated that, as the Library continued to
integrate analog and digital content, the role of catalogers in a
digital environment would evolve, and the directorate would be less
able to depend on highly routinized methods for processing
materials and would need to devise new systems of bibliographic
control appropriate for the digital realm.

The Cataloging Directorate and Serial Record Division
cataloged 287,988 bibliographic volumes in fiscal year 2003.
Production of full- or core-level original cataloging, the category
of most interest to other libraries, was 185,363 bibliographic
records. The directorate cleared 731 print items on 160 new
collection-level cataloging (CLC) records and created an additional
4,108 CLC records from surrogates for archival manuscript
collections submitted to the NUCMC (National Union Catalog of
Manuscript Collections) Team, Special Materials Cataloging Division
(SMCD). Cataloging staff created inventory-level records for
42,465 items and CLC for 11,300 rare slides of Kabuki theater.

In copy cataloging, production was 39,015 records in fiscal
year 2003. Production of minimal-level cataloging (MLC) records
was 34,696. Added volumes numbered 5,495. The directorate and
contractors performed CIP verification for 60,284 titles, a record,
and nearly twice the previous year's production of 34,214.

In the area of authority work, the directorate, with the
Serial Record Division and the field offices administered in the
African/Asian and Overseas Operations Division, created 84,822 new
name authority records and 8,762 new series authority records.
Changes to name and series authority records totaled 68,336, which
represented an increase compared to the 44,823 actual changes by
catalogers in fiscal year 2002. Total new subject headings
including those produced by catalogers and by the Subject Heading
Editorial Team, Cataloging Policy and Support Office (CPSO),
numbered 7,242. Total changes to subject headings nearly doubled,
to 14,426 in fiscal year 2003 compared to 7,574 the previous year.
Catalogers proposed 1,403 new numbers in the Library of Congress
Classification and changes to 166 existing numbers.

The cost of producing an average record was $115.56, including
overhead and personnel benefit costs, as 69 percent of total
production was full or core original cataloging.

Several teams enjoyed increases in production. The Hebraica
Team, Regional and Cooperative Cataloging Division (RCCD), cleared
6,715 items, an increase of 26 percent over the previous year. The
Business and Economics Team (BE), Social Sciences Cataloging
Division (SSCD), increased its completions by thirty-six percent,
to 11,195. The NUCMC Team increased its production for the seventh
year in a row.

The directorate received 364,886 items and completed 374,079.
It also cleared 109,853 arrearage items for other Library units.
The entire arrearage of Latvian history and literature was
processed by the directorate's sole Latvian cataloger, who worked
in the Arts and Sciences Cataloging Division (ASCD). The three
Music and Sound Recording (MSR) Teams in SMCD processed 67,650
discs from the AFRTS (Armed Forces Radio and Television Service)
broadcasts this year, bringing total processing in this project to
118,859 items cleared. The MSR Teams cataloged all the music
scores and sheet music in the Marion S. Carson Collection of
Americana; the SMCD Rare Book Team cleared 10,024 items from the
rare book arrearage. The Reformation Collection, Shaker

Collection, and Pennell Collection of graphic arts and cookbooks were completely processed.

The BE Team, SSCD, with the help of a technical advisor in ASCD and the Southeast/South Asia Languages Team, RCCD, processed approximately 2,500 backlogged hearings in three months, mostly using technicians. For about thirty percent of the hearings, the team was able to add links from the records to online full text.

The directorate continued its contract with MarcLink, Inc., to obtain cataloging copy through the Marcadia automated copy matching service. In fiscal years 2001 and 2002 Marcadia was used successfully to obtain copy for arrearage titles; in fiscal year 2003, ASCD and the Social Sciences Cataloging Division (SSCD) extended the use of Marcadia to copy cataloging of current receipts. Beginning in April, ASCD sent files for 12,326 current receipt titles to be searched by Marcadia and received copy for 2,484, a hit rate of 21 percent. In SSCD, almost nine hundred records were searched by Marcadia in the first two months of the project, with a hit rate of approximately fifty percent. Thereafter the hit rate stabilized at thirty to forty percent.

The MSR Teams, SMCD, continued a workflow using the OCLC RetroCon batch automated searching service; of approximately 30,000 CD-ROM sound recordings this year, exact-match copy was returned for approximately 7,000. The teams added authority record maintenance and quality control procedures to this workflow.

Program for Cooperative Cataloging

The chief of the Regional and Cooperative Cataloging Division and the RCCD Cooperative Cataloging Team ("Coop") served as the secretariat for the Program for Cooperative Cataloging (PCC), and for the program's components for name and series authority records (NACO), subject authorities (SACO), and monograph bibliographic records (BIBCO). "Coop" devoted significant resources of energy, time, and tact to encouraging international participation in all three. The CPSO policy specialists and NACO and SACO liaisons in each division collaborated with "Coop" in training and review for PCC participants.

Production by NACO participants of new name authority records increased three percent from fiscal year 2002, to 167,163. New NACO series authority records numbered 9,324. Participants in NACO submitted 51,083 changes to name and series authority records, an increase of nearly eleven percent over the previous year. Thirty-five new members joined NACO. Florida International University General Library, Ingram Library Services, Mississippi State University, and the United States Senate Library joined as individual members. An additional nineteen institutions joined NACO through two newly formed funnel projects, the Virginia NACO Project and the NACO-MEXICO Funnel Project, while twelve institutions joined the six older NACO funnels, contributing authority records through a single leader institution. The value of NACO's international participants was demonstrated as they contributed 36,288 new name authority records and changed 14,579. "Coop" staff arranged for NACO name and/or series training or

retraining for approximately ninety LC catalogers and approximately
180 catalogers at other institutions.

        Participants in SACO produced 3,509 new records for the
Library of Congress Subject Headings, an increase of eleven
percent over fiscal year 2002. New Library of Congress
Classification proposals from SACO participants numbered 1,763,
while 520 classification records were updated. Nearly one third of
SACO's new subject heading proposals, or 1,013, were from
international participants, as were sixty-three subject heading
changes. The Hawaii/Pacific Subject Authority Funnel Project,
SACO's first regional funnel, was established this year.

        Participants in BIBCO increased to fifty-seven as Ohio State
University Library joined the program. In fiscal year 2003, BIBCO
participants contributed 74,793 bibliographic records.

Bibliographic Control of Electronic Resources

        As stated in its strategic plan, the directorate took a two-
pronged approach to improving bibliographic control of digital
content. It launched an overall review of its own cataloging
activities for digital content, recognizing that this growing
workload must be shouldered by the entire directorate as more and
more researchers came to prefer digital resources to print. This
year the directorate began to provide initial bibliographic control
of electronic resources acquired by the Library's field offices.
It worked with the Network Development and MARC Standards Office
and the MINERVA Web Team's harvesting contractors to develop
metadata records using the new XML schema MODS (Metadata Object
Description Schema). They began creating MODS records for the
107th Congress Web Archive Collection.

        The second prong of the strategy was collaboration with other
institutions. The Library of Congress Action Plan Steering Group
oversaw progress in carrying out the work items in _Bibliographic
Control of Web Resources: A Library of Congress Action Plan_ (see
URL <http://www.loc.gov/catdir/bibcontrol/ [March 2004]). By the
end of fiscal year 2003, fourteen of the twenty-seven action items
had been essentially completed with Library of Congress resources
(funding, staff, or both).

Bibliographic Enrichment Projects

        The Bibliographic Enrichment Advisory Team (BEAT) celebrated
its tenth anniversary on Nov. 10, 2002. This team evolved from a
small group of catalogers concentrating on enhancing bibliographic
records for works in the areas of business and economics into an
interdivisional effort with two dozen ongoing projects in a full
range of subject areas.

        The best-known BEAT project was the enrichment of online
catalog records by providing electronic tables of contents data
(TOC). This year BEAT-developed software supported the inclusion
of TOC in 8,598 records for Electronic Cataloging in Publication
titles and enabled links to and from another 11,000 catalog records
to D-TOC, or digital tables of contents, which resided on a server.

Links to TOC were also provided by the BEAT ONIX projects, which link LC catalog records to tables of contents, publisher descriptions, sample text, and reading group guides provided by publishers in ONIX, the standard for communicating book industry product information in electronic form. At year's end there were nearly 115,000 links, including links to more than 7,500 sample texts and more than 63,000 publisher descriptions of their publications. The Library counted nearly 2.5 million visits to the D-TOC and ONIX records residing on its server.

     In a new project, BEAT linked selected catalog records to 6,173 reviews in _H-Net Reviews_, online reviews of scholarly works in the humanities and social sciences, hosted by MATRIX at Michigan State University. Another new project, Web Access to Works in the Public Domain, linked LC catalog records for public-domain materials to full online text in the _Making of America_ project of the University of Michigan and Cornell University and in Indiana University's _Wright American Fiction, 1851-1875_ project.

     In the Web Access to Publications in Series Project, BEAT provided access over the past three fiscal years to the full electronic texts of more than 20,000 individual monographs in 192 different series of the "working paper/discussion paper" type. Approximately forty percent of these series were not previously represented in the LC Online Catalog.

     Information about the Web Access to Works in the Public Domain Project is available at <http://www.loc.gov/catdir/beat/pub.domain.html> [March 2004], and fuller descriptions of BEAT projects as well as information about BEAT are found at <http://www.loc.gov/catdir/beat/beat.html> [March 2004].

Cataloging in Publication

     The Cataloging in Publication Division (CIP) performed three major functions: administering the CIP and Electronic Preassigned Card Number (EPCN) programs; performing CIP verification of published books that were first cataloged as galleys; and ensuring initial bibliographic control (IBC) for LC collection materials received through the U.S. Copyright Office. The division began work on the New Books program.

     A total of 55,001 titles from approximately 3,500 publishers were processed in the CIP program this year, a significant increase from the 53,733 CIP titles in fiscal year 2002. The number of publishers participating in the Electronic Cataloging in Publication (ECIP) program increased by 636, to a total of 2,858, and nearly half of all CIP galleys were received through ECIP.

     Average throughput time for CIP cataloging overall was 14.1 calendar days from the date the record was created in the LC ILS, with seventy-one percent of all CIP galleys completely cataloged within fourteen days. The CIP Division worked with the monograph cataloging divisions to improve throughput in the coming year. The directorate incorporated an initiative to examine means of improving timeliness of cataloging and other materials into its

strategic plan.

The EPCN program, in the first full year after the cessation of the paper-based Preassigned Card Number (PCN) program, assigned LCCNs to a record high total of 26,292 PCN titles.

The CIP Division received 248,967 published books and searched more than 180,000 titles on the LC ILS. The CIP Support Team implemented CIP Check-In, an in-house application that allowed the searcher to scan a book's International Standard Book Number to access the LC ILS database and create or update the appropriate bibliographic, holdings, and item records automatically.

New Books

New Books, a project to link highly desirable auxiliary information such as author biographies, images of book jackets, and summaries or additional subject terms to the catalog records for forthcoming books, got underway this year with the hiring of two developers. The CIP Division consulted closely with the library and publishing communities to resolve issues essential to the development of New Books. Based on this input, CIP staff, with Information Technology Services, reached two decisions about the direction of New Books. First, the New Books system would use the unabridged Book Industry Standards and Communications subject terms for subject access to New Books records. Second, New Books would be integrated into the ECIP Web site, effectively converting the ECIP Web site to a New Books/ECIP Web site. This approach should require less initial investment than developing a separate site and separate workflow; more importantly, the integrated approach would be more user friendly for both publishers and catalogers.

Decimal Classification Division

The Decimal Classification Division implemented a new edition of the _Dewey Decimal Classification_ (DDC) and introduced new automated workflows. The division classified 96,909 titles in fiscal year 2003, in addition to the acceptance of 7,003 Dewey numbers assigned by other libraries in copy-cataloged records. The division gained three new classifiers in July. The division expected production to increase markedly in the coming year as the new classifiers became fully trained.

The division hosted two meetings of the Decimal Classification Editorial Policy Committee (EPC). Meeting 119 was held Oct. 16-18, 2002, at the Library of Congress; Meeting 120 took the form of three teleconferences in March, April, and May 2003. The two editorial meetings approved the final revisions to _Dewey Decimal Classification_, Edition 22 and Abridged Edition 14. Completing a revision cycle that began in 1996, _DDC 22_ was loaded into the WebDewey(TM) database on June 15. The new edition features major changes to the schedules for Computer science (004-006) to reflect emerging technologies and for Law (340) relating to the law of nations, human rights, and intergovernmental organizations. The online version also includes mapped _Library of Congress Subject Headings_.

Staffing

    The directorate gained fifty-three new catalogers and decimal
classifiers in fiscal year 2003. This was the result of a
considered decision to use all available hiring opportunities to
replenish dwindling language and subject expertise. For the first
time in more than a decade, the directorate was able to hire a
significant number of catalogers from regular (external) postings,
first authorized in fiscal year 2002. Several Library employees
were promoted to cataloger positions in the Affirmative Action
Intern Program. The job analysis, posting, interview, and
selection processes required many hours of work from team leaders
and catalogers who served as subject matter experts, but the
applicant pools were outstanding and promised to strengthen the
directorate's capabilities greatly over the coming years. A
profile of each new cataloger is issued in _LCCN_.

    Only five new catalogers arrived in the directorate before
Mar. 31. The rest did not report until the second half of the
fiscal year, and thirty-two were not on board until June or later.
Even with fifty-three new professional staff, the directorate
finished the year with 549 staff members or 539.1 full-time
equivalents, far below the level of 745 staff in fiscal year 1991.
Cataloging teams designed intensive training plans for the new
catalogers with the aim of making them fully productive in the next
fiscal year.

    The directorate continued its project to revise all position
descriptions. The GS-13 cataloging specialist position had been
certified in 2002, and during this fiscal year, 51 catalogers
earned promotion to this position by submitting portfolios
demonstrating the necessary proficiencies. Twenty cataloging
technicians gained promotion this year to the GS-9 grade level,
which had been added to the technician promotion plan at the end of
fiscal year 2002. The team leader position was reclassified to the
GS-14 grade level in April, and all team leaders were promoted.
The GS-13 decimal classifier position was certified on September 9,
giving decimal classifiers the opportunity to work toward this
grade.

    Retirements and temporary promotions among supervisory staff,
with no ability to fill the resulting vacancies, created serious
gaps in the management chain. The chief of ASCD acted as director
throughout the year. Three divisions, ASCD, SSCD, and Dewey, spent
the entire fiscal year managed by acting assistant chiefs.
Furthermore, at the end of the year ten cataloging teams were led
by acting team leaders.

Cataloging Policy and Standards

    The Library of Congress, OCLC, Inc., and Die Deutsche
Bibliothek (DDB, the national library of Germany) entered into a
cooperative agreement on Aug. 6 to test the concept of a Virtual
International Authority File (VIAF). The VIAF would provide open
access on the World Wide Web to approximately two million records
for personal names from DDB and more than 3.8 million personal name
records from LC. (See _LCCN_, v. 11, no. 11, December 2003.)

After the completion of the law schedules (Library of Congress Classification, Class K) in autumn 2002, many libraries began to reclassify their law holdings or planned such projects. The law classification specialist in CPSO provided instruction to a large number of LC and external constituencies in use of the newest schedules (religious law). Cataloging teams implemented subclasses KBM (Jewish law) and KBP (Islamic law) this year. The development of KBM stimulated major revisions to BM (Judaism). Harmonization of KBM amd BM involved extensive cleanup of bibliographic records.

Among the largest projects of the past year were the reformulation of headings for battles and the change from the subject heading "Handicapped" to "People with disabilities." Headings for battles would now be structured in the same way as other events headings. Along with the direct exchange of terminology to "People with disabilities," many related headings were also revised. By means of the Voyager BatchCat software, the access point "Afro-Americans" was changed to "African Americans" on 11,658 bibliographic records at an estimated saving of more than $22,000 compared to manual changes.

This year saw the completion of the project to create the entire initial set of subject authority records to control free-floating subdivisions. The Library also celebrated the completion of the ten-year project to bring the entire Library of Congress Classification online in the MARC 21 Classification Format.

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