CATALOGING POLICY AND SUPPORT OFFICE
ANNUAL REPORT
FY 2006
(October 1, 2005 - September 30, 2006)

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CPSO

CPSO ANNUAL REPORT, FY 2006

INTRODUCTION

The Cataloging Policy and Support Office's mission is to provide leadership in the creation and implementation of cataloging policy within the Library of Congress and in the national and international library community; to support the effectiveness of the cataloging staff at the Library of Congress through guidance, advice on cataloging policy, and maintenance of bibliographic, authority, and classification records; and to develop and support national and international standards for structure and content of bibliographic, authority, and classification records through cooperative endeavors.

I. THE YEAR'S HIGHLIGHTS

A. Statistical highlights

CPSO email account messages/queries received	11,563
Weekly average	1,051
Correspondence from within LC	7,946
Correspondence from outside LC	8,281
Database Improvement Team heading changes, FY06	332,200
Database Improvement Team heading changes, total	830,200
Electronic cataloging documentation other than in series	98 messages/postings

See Appendix II for additional statistics.

B. International Developments

CPSO has been highly visible in the Joint Steering Committee for Revision of the Anglo-American Cataloguing Rules (JSC) and in the International Federation of Library Associations and Institutions (IFLA), as well as engaged in encouraging international cooperation for cataloging through other venues. See also under CPSO National and International Activities below.

JSC. In the JSC, work on a new cataloging code has been underway for more than three years. Work on the code, now renamed *Resource Description and Access* (*RDA*), maintained its considerable momentum as drafts of its successive sections appeared. LC's representative to the JSC is CPSO's chief, and an appreciably larger proportion of her time and the time of the descriptive policy specialists was spent on this project during FY 2006 than was the case last year. CPSO presented 5 rule development proposals and a discussion paper that were

distributed for review, and CPSO commented, sometimes extensively, on development proposals and discussion papers presented by other JSC members and the *RDA* editor. CPSO also drafted and revised other discussion papers that will appear on the JSC agenda in the near future. Comments formally presented by LC represented LC's official position on those issues, and were the product of consultations throughout the Bibliographic Access Divisions and special collections where AACR, the standard *RDA* will replace, is followed and beyond. A new assignment to Judy Kuhagen, one of the descriptive policy specialists was as chair of the Working Group to review appendices for the new code and draft new appendices as may be needed. Deadlines were tight in order to keep to *RDA*'s timetable with publication targeted for 2008. JSC meets twice a year.

IFLA. The participation of CPSO's policy specialists and chief in descriptive cataloging and classification activities within IFLA is influential and visible. Two of CPSO's staff are official representatives from the Library of Congress to IFLA: Judy Kuhagen is the elected representative to the Cataloguing Section Standing Committee and Barbara Tillett is the elected representative to the Classification & Indexing Section Standing Committee. Another CPSO staff member, Ana Cristán, also played a key role in editing and producing the report of the IME ICC3 and IME ICC4 meetings for IFLA. Some of the major IFLA initiatives that CPSO staff have been involved in include the continuing evolution and promotion of the Functional Requirements for Bibliographic Records (FRBR) and the Functional Requirements for Authority Numbers and Records (FRANAR), which expands the FRBR model into the realm of authority records. Another major long-term initiative is the Statement of International Cataloguing Principles, which continued its regional meetings to reach global agreement on an updated set of basic cataloging principles that underlie all the major cataloging codes used throughout the world. The chief is the leader of the IME ICC Planning Committee and the primary moderator of these meetings. Ana Cristán assisted the chief in the coordination of ongoing discussion about the Statement of principles through Web balloting among the invited participants in the Middle East and with the participants in the two earlier IME ICC meetings (Europe and Latin America/Caribbean). Ms. Cristán also assisted in creating the Web pages and making preparations for the IME ICC3 meeting in Cairo, Egypt and the IME ICC4 meeting in Seoul, Korea. The chief's activities in IFLA again led to invitations to speak and consult in the library community world-wide, including the United States (Boston, Memphis), Mexico (Mexico City), Europe (Lisbon, Portugal), and Asia (Seoul, Korea).

Latin America and Spain. With the reassignment to CPSO of a policy specialist fluent in Spanish, we were able to pursue with greater flexibility our long-term objective of increasing the visibility of LC's international cataloging activities in areas of the world where Spanish is the primary language. Lecture and teaching trips to Mexico City, Madrid, and Oriente, El Salvador were arranged as the result of this appointment.

C. Local Developments

Classification Web. There are two new enhancements to Classification Web, better known as *Class Web*: 1) The classification schedules and tables databases are now being updated daily instead of weekly, so that newly approved or changed classification numbers will appear in *Class Web* within 24 hours after they have been entered in the official Library of Congress production database. *Class Web* now provides the most up-to-the-minute access to LC classification data available anywhere. The *LC Subject Headings* database and the various LC Classification/LC Subject Heading/Dewey correlations databases continue to be updated weekly; 2) A recent upgrade to the software that supports *Class Web* enables the display of

non-Roman characters.

Automating the classification *Weekly List* system. CPSO subject policy specialist Paul Weiss was the COTR on a contract with the Minaret Corporation to automate the LC Classification proposal/weekly list system. He chaired two review meetings in response to the Minaret proposal and worked closely with the Office of Technology Policy to address concerns about the contract's statement of work in preparation for ITS review of the contract. This contract was awarded on March 23, 2006. The deliverable is a Minaret-based system for submitting classification proposals that was custom-designed by the Minaret Corporation under a contract funded by CDS. The system is designed with a user-friendly interface that will greatly simplify the process of creating the vast majority of classification proposals. It will be used both by LC catalogers and by SACO institutions who contribute classification proposals. LC catalogers will have access to the system via their personal Minaret accounts; SACO contributors will have access via their Classification Web accounts. The new system addresses concerns that catalogers have expressed over a period of many years about how difficult and complicated it is to create classification proposals. Over the past summer, it was tested by a group of 17 LC catalogers and 4 SACO contributors, all of whom responded enthusiastically to it. The system will also introduce a more streamlined and efficient workflow for managing classification proposals and creating weekly lists that is expected to result in significant savings of staff time and greatly increased productivity on the Classification Editorial team. CPSO plans to implement this new system mid-November 2006.

Free PDF files. The following publications, which include some written in CPSO, will be available from the Cataloging Distribution Service (CDS) as free PDF files beginning with the first issue of the 2006 subscription year:

> Cataloging Service Bulletin (CPSO)
> Updates to Library of Congress Rule Interpretations (CPSO)
> Updates to Subject Cataloging Manual: Subject Headings (CPSO)
> Updates to CONSER Editing Guide
> Updates to CONSER Cataloging Manual
> Updates to MARC 21 format documentation

The hard copy versions will still be available for sale from CDS.

LC implementation of new MARC 21 characters. LC has been working with the other NACO nodes (BL, LC, NLM, OCLC, and until its recent merger with OCLC, RLG, which are committed to keeping complete LC authority files) to implement several new characters in the MARC 21 Latin-based character set, such as the musical sharp, Euro sign, copyright mark, etc. The NACO nodes fully implemented these characters during the summer of 2006. This work is an offshoot of discussions related to implementation of Unicode among these partners and led by CPSO in collaboration with the Network Development and MARC Standards Office and the ILS Program Office.

Form/genre headings. Moving images. CPSO has begun work in two areas to further the implementation of form/genre headings in bibliographic and authority records. As announced earlier this year, CPSO is working with cataloging staff in the Moving Image section of the Motion Picture, Broadcast and Recorded Sound Division to analyze the genre/form terms for moving image materials.

Form/genre headings. Music. In collaboration with OCLC and the Music Library Association, CPSO has begun to plan a project to implement MARC 21 X55 fields (Genre/Form Term) for *Library of Congress Subject Heading* (LCSH) terms in the discipline of music. This project may result in the first use of 155 authority records for LCSH vocabulary. LCSH terms in music that will be retagged will meet the criterion of representing what the materials *are*, as distinct from what those materials are *about*. The first LCSH music terms selected for the project will be those for musical works. In the course of the project, authority records will be created for all eligible headings. This will represent a change in present policy, which allows many headings to be used in bibliographic records without creating authority records for them. The authority records will facilitate machine validation.

Cataloging documentation. Production of cataloging documentation was unusually high, owing in part to two factors: 1) a systematic program CPSO has implemented to revise and simplify documentation, and 2) LC's decision, effective June 1, to no longer create or update series authority records and not to provide controlled series access points in its bibliographic records for resources in series. To implement this policy change much of the extensive documentation we have for the various aspects of the cataloging of series had to be revised. Aside from CPSO's regular documentation publications (see Appendix I), counting all electronic announcements or postings, we sent approximately 50 email messages in-house, posted 40 files on the CPSO Web pages, posted four messages to the PCCLIST, and made four postings or revisions to documents on the PCC Web site.

Over the course of the year three cataloging staff members were detailed as part-time technical writers to assist CPSO in its long-term project to update cataloging documentation in order to remove MUMS references and generally to update documentation to reflect current policies and practices. Their projects included 1) updating some of the sections of the *Descriptive Cataloging Manual* and *Library of Congress Rule Interpretations* (LCRIs) and writing up the responses to the second of two questionnaires, (this one sent to both LC catalogers and to customers of CDS) regarding opinions about LC documentation and ideas for improving it; and 2) a subject cataloging survey of LC catalogers, prepared and conducted by detailee catalogers to the Database Improvement Unit (DBIU), which is discussed in a separate section below. We made more information documentation available on our Web sites and included links to new Web postings in our division's monthly Highlights. We also implemented a new schedule for updating our documentation so as to coordinate more closely with releases of *Catalogers Desktop* by CDS.

Documentation and related information disseminated by CPSO during this year can be found on the CPSO Web site.

Subject Cataloging Survey

CPSO conducted a survey in August, 2006 to gain a better understanding of the ideas and views of LC subject cataloging staff on *Library of Congress Subject Headings*, *Library of Congress Classification*, and related training issues. The data collected from the staff who responded will be the basis for making feasible improvements in various areas of subject cataloging, such as making subject cataloging an easier, more efficient process, and achieving a higher level of quality and greater productivity.

The survey was developed and conducted by DBIU detailees Kay Ritchie and Rosa Alicea, who wrote the questionnaire, distributed it, received responses, analyzed the survey data, and wrote

the final report. Thomas Bishop and Elmer Klebs, also DBIU detailees, participated in the initial survey development. The catalogers surveyed, who were selected by Cataloging Directorate and custodial division team leaders, consisted of those with subject cataloging responsibilities. The 288 names of catalogers identified for the survey were from the Cataloging Directorate divisions and from the Geography and Map, Prints and Photographs, and the Motion Picture, Broadcasting and Recorded Sound Divisions, and the American Folklife Center. There was a high overall response rate of 50%.

The survey was divided into two main areas: training and cataloging. Training issues were addressed from the trainee perspective and from the perspective of those who served as trainers. The second portion focused on catalogers' ideas and comments on several topics: 1) areas of subject cataloging that present the most problems; 2) level of difficulty or ease of making subject and classification proposals; 3) level of difficulty or ease of using the rules for assigning subject headings and classification; 4) current overall state of subject cataloging in terms of quality; and 5) suggestions for improving the quality of subject cataloging.

A final detailed report of the survey was in preparation by Kay Ritchie and Rosa Alicea as the fiscal year concluded.

Changes to "God" headings. Recognizing the increased diversity in religious backgrounds of Americans and other populations that use LCSH, CPSO revised the headings for God to provide a distinction in access between general and comparative works (under the unqualified heading God) and works from a Christian perspective (under the heading God (Christianity)). These revisions provide a uniform treatment for the concept in all religions, since the headings for other religions were already established as God (Islam); God (Judaism); etc.

The routine editorial review and maintenance of the *Library of Congress Subject Headings* continued.

D. New Directions

Significant work progressed towards making digitized legal materials available through the LC Classification schedules, including extended access through maps of world regions as entry to the classification schedules related to those regions in the law schedules (a technique already used in the G schedule for geographical regions).

Upon the request of the Director for Acquisitions and Bibliographic Control. CPSO took on the drafting of an analysis of pre- vs. post-coordinated searching of *Library of Congress Subject Headings* and associated proposals to simplify the subject heading assignment process. Related comments were received from Lois Chan and Arlene Taylor/Danny Joudrey. It is expected that a decision regarding changes will be made this coming year.

II. OVERVIEW OF CPSO ACTIVITIES

A. Subject Headings Editorial Team (SHED). The *Library of Congress Subject Headings* master database and the corresponding records in LC's local database are maintained by the Subject Headings Editorial Team. At the end of the fiscal year the team consisted of the team leader, one associate editor, one assistant editor, and an assistant. With able additional help from staff members from the PREMARC/Quality Control and File Management Team, SHED

managed to keep current with incoming proposals and to process 6,700 proposals for new subject headings and 10,400 proposals to correct existing subject headings. The major new development was the Editor's planning for ITS to produce the *LCSH Weekly Lists* instead of the Cataloging Distribution Service (CDS), which was migrating off its mainframe computer. The Editor spent many hours working with ITS staff on the new procedures, preparing records for testing, assessing the product produced, and providing feedback. We anticipate that development will be complete and ready for full implementation in early FY07.

B. PREMARC/Quality Control and File Management Team (QCFM). In FY06 the team achieved an 89% increase over FY05, 16,310 more records, in the number of bibliographic records corrected: 18,419 last year, as compared to 34,729 this year. The expansion of the skills of individual team members was significant in the team's accomplishments not only because it enabled those staff members to undertake new types of corrections they had not previously handled, but it is important preparation for the planned reorganization of CPSO's database maintenance units.

Team members, who work on records from the Baseline Inventory Project, Jacqueline Jenkins, Marian Johnson, and Vondell Johnson, updated many of those records sufficiently for the records to be distributed by CDS. During the year, approximately 2,000 records were fully updated to conform to authority records in all MARC 21 fields that contained access points for headings, and the records' encoding level revised, if necessary. Jacqueline Jenkins and Vondell Johnson continued to assist SHED in preparing LC Subject Heading *Weekly Lists*, of which 51 are produced every calendar year. Demaris Thompson and Allis Robinson assisted in preparing proposals for new and changed headings and subdivisions. Further, Allis Robinson corrected over 1,000 name authority records that were reported as conflicts, and also resolved other problems such records were found to have. Demaris Thompson assisted SHED in preparing the WordPerfect versions of the *Weekly Lists* for mounting on the CPSO Web site. Cassandra Harris corrected records rejected during CDS's processing of them for distribution and also became qualified to correct LC records in RLIN and OCLC. She routinely corrects bibliographic records whose subject headings have to be revised as a result of newly approved subject proposals.

The team met several times to discuss current procedures and to become familiar with the implications for the team of the impending merge with SHED, CLED, and DBIU into a single team devoted to maintaining and enhancing all records in the LC database. The members of PREMARC/QCFM eagerly anticipate this important development.

C. Database Improvement Unit (DBIU). The content of the main bibliographic database of the Library of Congress is managed principally by CPSO. It contains approximately 14,131,743 bibliographic records, supported by 6,893,712 personal, corporate, and geographic name authority records, and 290,820 subject heading and subject subdivision authority records. The *Library of Congress Classification* (LCC) database, Minaret, which is now the official source for LCC, contains 438,989 schedule records and 174,859 table records. Minaret's technological aspects as well as its content are managed by CPSO. In order to assure that the content is suitably conveyed by the MARC 21 format, staff from CPSO also actively participate in the design of the MARC 21 formats, though the formats are managed outside this division.

Until 2003, when a new program called BatchCat for global updating of headings in bibliographic access points became available, projects for updating headings had to be done manually, one record at a time. Some needed projects weren't undertaken at all because they

were too labor-intensive. BatchCat soon became a significant means of accomplishing not only hitherto impossible large projects, but small ones as well, so that now CPSO is able to assemble a queue of improvement projects from the massive to the small. Most major BatchCat projects are assigned to DBIU. The team also undertakes projects that require manual intercession, which is often required before a file is ready to be processed by BatchCat. The successes of the DBIU demonstrate what can be achieved to assure the maintenance of bibliographic and authority records. They have resulted in noticeable improvements not only for LC users, but for the thousands of libraries and users beyond LC, notably our partners in the Program for Cooperative Cataloging.

The DBIU became an official part of CPSO, with the result that activities that began under the auspices of the team as a pilot project stabilized, and plans for future work could be made. The team is staffed by one technician and other librarians and technicians serving voluntary details, including catalogers Rosa Alicea, Tom Bishop, Reiner Gogolin, Elmer Klebs, Anri Kuwatsuki, Kay Ritchie, and Jungja Yoon; and technicians Christine Nemil and Theron Westervelt. We hope eventually that permanent staffing can be achieved.

As they did last year, DBIU corrected very impressive quantity of records: 332,200 bibliographic records were corrected, 328,500 in Voyager, 3,500 in RLIN, and 2,000 in OCLC. This work brings the total number of bibliographic records corrected by the unit since its inception in August 2005 to 830,200, well within the possibility of reaching 1,000,000 by the next fiscal year.

The DBIU corrects bibliographic, holdings, item, and authority records using BatchCat, a software program developed at Northwestern University and adapted for LC use by David Williamson, Automation Operations Coordinator for the Acquisitions and Bibliographic Access Directorate. Among BatchCat's capabilities is the timing of jobs by means of a built-in check to see how many online records associated with the designated heading need to be changed. If more than 300, the job will be run late in the day and into the evening. If fewer, the job will run immediately. Some of the important changes to headings in bibliographic records that were made were from the form "[place]–Road maps" to the form "Roads–[place]–Maps" (ca. 10,000 records); from "Blind-deaf" to "Deafblind people" (ca. 800 records); and from "Talk shows" to "Radio talk shows" or Television talk shows (ca. 1000 records).

After consultation with the Program for Cooperative Cataloging, LC adopted a new rule interpretation that enabled a much requested policy change to add death dates to personal name headings with open dates. CPSO launched the policy February 1, 2006 with a group of 378 names that had been identified as having a large number of authority and bibliographic records that would require maintenance. Lucas Graves, on detail from SMCD, worked half-time in CPSO correcting the records for more than 400 famous people whose death dates needed to be added to their names. He also corrected name authority records as needed. In response to a request from LC, OCLC agreed to provide an RSS feed to serve as an alert service for authority records to which death dates have been added.

D. Classification Editorial Team (CLED). The Library of Congress Classification database's routine maintenance is done by CLED. CLED also produces the classification *Weekly Lists*, of which 51 are issued each calendar year. With the retirements of assistant editors Nancy Jones and Dorothy Thomas in January 2006, CLED staffing was reduced by 50%. In preparation for these retirements, the acting team leader worked with assistant editors Barry Bellinger and Kent Griffiths in December 2005 to minimize disruption to the daily workflow by dividing up responsibilities and developing ways to streamline CLED workflow significantly. As a result, and

in consultation with CPSO's subject policy specialists, the weekly classification editorial meetings were discontinued in February 2006. The result was faster turnaround time for issuing the approved classification *Weekly Lists.* Another simplification, in materials-handling procedures, resulted in a considerable reduction in the processing time between receipt of new books and their being available to LC readers. Previously, CPSO returned to the cataloging teams in the Madison Building books that came to CPSO in conjunction with proposals for new classification numbers. It was in the cataloging teams where all shelflisting and end-stage processing were done. According to the new procedure, most such books sent to CPSO now have their shelflisting and end-stage processing completed in CPSO, as soon as the proposed new classification number is approved. Instead of being returned to the originating team, these books are labeled in CPSO and sent directly to the general collections, or to the Binding and Collections Care Division.

In an LCC development, Barry Bellinger began creating Minaret classification records for Dr. Jolande Goldberg's draft of KIA-KIX (Law of Indigenous Peoples in the Americas).

E. Policy Specialists. The policy specialists continued the day-to-day work of responding to LC catalogers' queries, CPSO email queries, telephone, mail, and hosting visitors, in addition to their individual responsibilities for various documentation and standards maintenance.

CPSO National and International Activities. CPSO represents the Library in various international and national cataloging and metadata policy bodies and professional organizations, collaborates in the creation and revision of cataloging standards, promotes the maintenance of standards by offering continuing education, and reports to colleagues and sister organizations and institutions on Library of Congress cataloging activities. In terms of the visibility of CPSO's involvement, the most important among the organizations where CPSO represents LC are the JSC, the IFLA Cataloguing Section and Classification and Indexing Section, several sections or committees in the American Library Association (ALA) and the American Association of Law Libraries (AALL), and the United States Board on Geographic Names Domestic Names Committee. The professional organizations and other groups in which staff served were:

      American Association of Law Libraries
              Cataloging & Classification Standing Committee
              Classification & Subject Cataloging Policy Group
              Descriptive Cataloging Advisory Group
              Education Committee
              Federal Law Librarians Caucus
              Foreign, Comparative and International Law Special Interest Section
              Long-Range Planning Committee
              Native Peoples Law Caucus
              Roundtable for Head Catalogers at Large Libraries
              Roundtable for Heads of Technical Services
      American Bar Association
      American Library Association
              ALCTS/PCC committee for series training
              Authority Control in the Online Environment Interest Group
              Cataloging Cultural Objects program
              Committee on Cataloging: Description and Access (LC representative)
              Committee to revise the major/minor change document

Format Variations Working Group Implementation Group
FRBR Implementer's Group
International Relations Committee
Joint CCS/PCC Committee on Continuing Education Training Materials (chair)
Joint Initiative on Subject Training Materials (LC representative)
MARC Formats Interest Group
Subject Analysis Committee (LC representative)
    Subcommittee on FAST
    Subcommittee on Semantic Interoperability
Task Force on Consistency across Part I of AACR2
American Society of International Law
    Indigenous Peoples Interest Group (executive board)
    Teaching International Law Interest Group (executive committee)
Association of American Law Schools
    Legal Information Preservation Alliance (LIPA)
CONSER Cataloging Manual Revision Committee
Council on Geographic Name Authorities (LC representative)
Dublin Core Working Group on Agents (authority control metadata on the World Wide Web; linking national authority files)
IME ICC (IFLA Meeting of Experts on an International Cataloguing Code)
    3rd IFLA Meeting of Experts on an International Cataloging Code, Cairo, Egypt (chair, planning committee; conference moderator; report editor)
    4th IFLA Meeting of Experts on an International Cataloging Code, Seoul, Korea (chair, planning committee; conference moderator; report editor)
    Planning of future meetings (for Middle Eastern, Asian, and African experts)
International Association of Music Libraries, Archives, and Documentation Centres
    Comp. and ed., annual published bibliography, "Recent Publications in Music"
    Constitution Committee
International Federation of Library Associations (annual conference in Seoul and special meetings in The Hague)
    Cataloguing Section Standing Committee (LC representative; chair)
    Working Group on the Use of Metadata Schemas
    Classification and Indexing Section Standing Committee (LC representative is secretary/treasurer)
    Division IV: Bibliographic Control Coordinating Board (chair and secretary)
    Division liaison to the ICABS (IFLA-CDNL Alliance for Bibliographic Standards) Advisory Board
    FRANAR (Functional Requirements and Numbering of Authority Records) Working Group
    FRBR Review Group
    FRBR Working Group on Aggregates
    FRBR Working Group on Continuing Resources
    FRBR Working Group on the Expression Entity
    Governing Board Liaison to the UNIMARC Advisory Board
    ISBD Material Designation Study Group
    ISBD Review Group
    ISBD Series Study Group Study Group on Future Directions of ISBD
Joint Steering Committee for Revision of the Anglo-American Cataloguing Rules (LC representative)
Music Library Association

Joint MLA/UMCP Committee on the MLA Archives
Subject Access Subcommittee (LC representative)
National Information Standards Organization Thesaurus Revision Advisory Group
(revision of ANSI/NISO Z39.19)
OCLC
FAST (Faceted Application of Subject Terminology) Project Team
Program for Cooperative Cataloging
BIBCO Operations Committee
CONSER Operations Committee
Standing Committee on Standards
Standing Committee on Training
Group to revise documentation and SCCTP course for integrating resources
(chair)
Seminar on Acquisitions of Latin American Library Materials
Subcommittee on Cataloging and Bibliographic Technology (chair)
United States Board on Geographic Names
Domestic Names Committee (LC representative; past chair)
Virtual International Authority File (Die Deutsche Nationalbibliothek/OCLC/LC Joint
Personal Name Authority Proof of Concept Project)

CPSO staff also served as official and informal consultants to many organizations, sometimes carrying out their responsibilities away from the Library, and sometimes by meeting with visitors to LC. This year staff collaborated with representatives from:

Africana Librarians Council (CPSO representative)
Association of College and Research Libraries (review, draft of *Descriptive Cataloging of Rare Materials (Serials)*)
Cornell University
Kroch Library (digitization of law materials)
Olin Library and law library (new LCC classes KIA-KIX)
Google (digitization projects)
Hawaii State Archive (new scanning method for rare law materials)
International Federation of Library Associations: ISBD (LC's response to the draft of
ISBD(A) and to the draft of the consolidated ISBD)
Jewish National Library (Hebrew references in NACO authority records)
Law Library Microform Digital Consortium (overview of CPSO operations)
Middle Eastern Libraries Association (reclassification of law materials)
Moving Image Consortium (representing LC)
National Agricultural Library (with LC ECIP; proposal that NAL become a cataloging
team for ECIPs in their collecting areas)
National and University Library of Iceland (overview of CPSO operations)
National Institute of Korean History (LCSH; plans of the visiting researchers to create an
English version of their Korean history thesaurus)
National Library of Australia (series authority records)
National Library of Medicine ("minimal" data elements for a serial bibliographic record)
OCLC (FAST search engine's capabilities; Project to enhance geographic name
authority records with 781 data)
Program for Cooperative Cataloging (Hebrew funnels for NACO and SACO)
Project MUSE (Johns Hopkins University Press; possibilities for using LCSH terms and
other options for their subject access)

Simmons College Graduate School of Library and Information Science (12 graduate
    students from Vietnam studying at Simmons)
University of Arizona, Tucson (forthcoming schedule for indigenous law of the Americas;
    demonstration of *Class Web*)
University of California, Berkley, Southeast Asia Collections (Unicode cataloging
    policies)
University of Denver (student doing a practicum in SSCD; the LCSH editorial process)
University of Hawaii Library, Special Collections (revision of subclass DU for Hawaiian
    materials, subject headings, possible collaborative collecting of Pacific law
    materials
University of Pristina/National Library of Kosovo (demonstration of online tools to 9 staff
    members)
Other visitors from:
    Jerusalem (to discuss his classification system)
    Royal Library, Stockholm (personal host of visitor from CPSO)
    Swedish librarians (touring LC cataloging divisions)
    Uppsala University (personal host of visitor from CPSO)

Conferences and other events at which staff members gave formal presentations as speakers
and panelists were:

"21st Century Cataloging and National Bibliography Policy Symposium" (National Library
    Seoul, Korea, 60th Anniversary Symposium)
Association of Jewish Librarians (invited conference speaker; Virtual International
    Authority File, non-roman scripts in authority records)
Biblioteca Nacional de España (Madrid; international standards for authority records and
    benefits of cooperative projects)
Encuentro Internacional de Catalogación 2: Tendencias en la teoría y practica de la
    catalogación bibliográfica (Mexico City meeting of catalogers throughout Latin
    America; keynote speaker, invited speaker (IME ICC 4th meeting, Seoul, Korea;
    RDA as an international cataloging standard; collaboration between the PCC and
    ALCTS for workshops in basic cataloging)
IME ICC3 (Cairo, Egypt), on VIAF, Paris Principles, IME ICC process, etc.
IME ICC4 (Seoul, Korea), on VIAF, Paris Principles, IME ICC process, etc.
KISTI Supercomputing Center (Seoul, Korea; Virtual International Authority File)
LC's Digital Future & You series. ("It's All about Access: Defining MARC/AACR Access
    Level Records")
Music Library Association (panelist; form/genre subject headings using MARC 21 X55)
Universidad de El Salvador, Oriente campus (two lectures: international cataloging
    standards and resulting efficiencies)
UNIMARC & Friends (Lisbon, Portugal; "Cataloguing Standards: Challenges and Future
    Directions")

Within the Library, CPSO staff members were consulted by or collaborated with colleagues
outside CPSO on a broad range of topics and activities, including:

African and Middle East Division (collections review to identify Islamic materials that
    could be classified in KBP, Islamic Law; cooperative project to scan and briefly
    catalog ca. 200 AMED manuscripts; explore this type of processing for other
    groups of rare materials in the Library not under any, or under insufficient,

bibliographic control)

American Folklife Center (review procedures for subject heading proposals)

Anglo-American Literature Team (training and review for catalogers taking retiree's assignment)

Cataloging Reference Steering Committee (the future of the Cataloging Reference Collection)

Cairo Office (editing the final version of the *Proceedings*, 3rd IFLA Meeting of Experts on an International Cataloguing Code, held in Cairo, Egypt, Dec. 2005)

Cataloging Policy Advisory Group (simplification of serials cataloging)

Cataloging in Publication Division (possible cataloging by the National Agricultural Library of eCIPS in the field of agriculture; searching backlogged materials in the LC database)

Cooperative Cataloging Team, RCCD (series FAQ on their Web page; other documentation for the PCC of the series decision)

Geography & Map Division (geopolitical features concerning LCC classes G and KIA-KIX)

Hebraica Team, RCCD (CPSO archival collections relating LCSH and LCC headings and class numbers involving Jews and the Holocaust)

Hebraica Team, RCCD, and Religion, Philosophy, and Psychology Team, SSCD (change in uniform title for the Hebrew Bible)

Law Library of Congress (LC law classification; special classification projects; translation of two 17th-/18th-century feudal manuscripts of the King of England in German Gothic font)

Leadership Development Program (CPSO operations)

Motion Picture, Broadcasting & Recorded Sound Division (rule revision proposal for *RDA* for moving images)

Office of Security and Emergency Preparedness (assembling shelter-in-place supply bins; floor warden)

OSI data team (software options for analysis of data related to MARC files)

Rare Books and Special Collections Division (collection level processing for the Grushnikov Collection; Kislak Collection (planning meeting for processing)

Serial Record Division (formal review of subject headings and classification work of three catalogers)

Within the Library, CPSO staff sat on various Cataloging Directorate and Library Services committees and official units. These include:

ABA reorganization (head, Materials Handling group; head, Space and Move group)

Baseline Inventory Program (co-manager, specializing in problem resolution)

LC/MARC Review Group (representing CPSO)

Library Services Strategic Plan (working groups, 2.A, 2.B.3, 2.C, 3.A.3, 4.D.3)

Little Loaders (subgroup to examine post-RLIN options for input of JACKPHY data)

Music Cataloging Advisory Group (chair)

LC Classification Schedules. Development of law schedules KIA-KIX, Law of the Indigenous Peoples of the Americas, gained momentum. The law classification specialist collaborated with staff at libraries where the materials are held, both at their home institutions and at the annual conference of the American Association of Law Libraries. Projects to digitize rare documents were pursued. Various religious law schedules have been in development or under revision for the last several years. Newly revised by CPSO and published by CDS were G (Cartographic

Materials) Geographic Cutter Numbers (Tables G1548-G9804), H Social sciences, J Political Science, K Tables, L Education, P-PA Philology and linguistics, PJ-PK Oriental Philology and Literature, Indo-Iranian Philology and Literature, PL-PM Languages of Eastern Asia, Africa, Oceania. Hyperborean, Indian, and Artificial Languages, and Z Bibliography. Library Science. Information Resources. While the schedules continue to be available in paper copy, LCC online, the subscription product *Classification Web*, is the official version.

Teaching and Training. Along with the standard instruction CPSO provides in the form of cataloging documentation, teaching is another major activity of CPSO staff. Staff members develop courses, write teaching materials, teach classroom courses and workshops, provide training for established and *ad-hoc* groups, offer formalized supervision to individuals on a long-term or short-term basis, and serve as advisors. Instruction is given on-site to LC staff and to visitors who have come here for training, and it is given away from LC, be that elsewhere in the United States or abroad. CPSO often works in conjunction with LC's Instructional Design and Training Division and with professional organizations such as the American Library Association and the Program for Cooperative Cataloging to write instructional materials, train trainers, and give courses and workshops. During this fiscal year, teaching and other training activities included:

> **Classes for LC staff only (regularly scheduled; some frequently offered)**
> Geographic Headings and Subdivisions in LCSH
> Introduction to Library of Congress Classification
> Introduction to LCSH
> Introduction to Shelflisting
> Proposing Classification Numbers Using *Class Web*
> Subdivisions in LCSH
> Subject Headings Validation for Descriptive Catalogers
> Voyager with Unicode: Cataloging Module and IDB
>
> **Formal review of LCC catalogers' work**
> Serial Record Division
>
> **Other instructional presentations at LC**
> Anglo-American Literature Team, ASCD (review of and introduction to certain additional responsibilities)
> Bibliographic Access Management Team (LC classification schedule; Cutter numbers)
> LC Classification and Shelflisting (by special arrangement with ASCD, for descriptive-only catalogers)
> Series analysis briefings (training materials and instruction)
>
> **Classes, etc. for LC staff and others**
> ALA ALCTS/PCC series course (update, specific portion of training materials)
> Online demonstrations of *Classification Web*, emphasizing law applications
> PCC series training institute (3 days): Library of Congress (LC staff and area librarians); Cambridge, England (librarians from Great Britain and Ireland)
>
> **Custom-designed courses, etc. taught outside LC**
> Semana Cultural del Bibliotecario Salvadoreño, El Salvador (3-day workshop on the use and application of the MARC 21 format in creating bibliographic and authority

records, emphasizing the fields chiefly used in monographic records, maps, and sound recordings)

Tennessee Library Association Conference, Memphis (day-long workshop on *RDA* and related IFLA initiatives (FRBR, VIAF, IME ICC))

F. Special assignments. In response to requests last year from outside the division, CPSO took on three special assignments, one of which is still in progress:

Grushnikov Collection (in progress). To assist the library in processing a special collection, Kay Guiles developed a collection-level processing plan, subsequently approved by the Director for Acquisitions and Bibliographic Access, for the Oleg Pavlovich Grushnikov Collection of Children's Books of approximately 10,000 items, mostly in Russian. The collection is organized by illustrator and includes a 400-page bibliography of works by Soviets. In order to bring the collection under bibliographic control, CPSO is creating collection level records with extensive contents notes for subsets of the collection. Work on the Grushnikov Collection is expected to take several years.

Shelf-ready pilot project subject cataloging review. Specialists reviewed the subject cataloging and shelflisting of approximately 150 Italian bibliographic records from Casalini Libri as part of Phases 1 and 2 of the Casalini shelf-ready pilot project. In addition, 50 name authority records were reviewed.

U.S. 20th century, description and travel reclassification. At the request of CALM to discontinue E16.02 and E16.04, (classification numbers followed by a decimal point and zero) because of the confusion between zeroes and the letter O, CPSO established new numbers in this American history section, e.g. E169.Z8, E169.Z82, and E169.Z83. To date, CPSO has reclassified and relabeled 1,046 volumes.

III. STAFF

Awards, honors, publications, etc.

Cristán, Ana Lupe. Co-editor of:
IFLA Cataloguing Principles: Steps towards an International Cataloguing Code. Report from the 2nd Meeting of Experts on an International Cataloguing Code, Buenos Aires. Argentina, 2004. Edited by Barbara B. Tillett and Ana Lupe Cristán. München: Saur, 2005. 227 p. (IFLA Series on Bibliographic Control, 28). (In English and Spanish)
IFLA Cataloguing Principles: Steps towards an International Cataloguing Code. Report from the 3rd Meeting of Experts on an International Cataloguing Code, Cairo, Egypt, 2005. Edited by Barbara B. Tillett, Khaled Mohamed Reyad, and Ana Lupe Cristán. München: Saur, 2006. (IFLA Series on Bibliographic Control, 29) (In English and Arabic)

Jolande Goldberg. Appears in the 2005 edition of Marquis' *Who's Who of American Women*. Included as a foreign law reference specialist on the Web site of the American Association of Law Libraries' Foreign , Comparative & International Law Special Interest Section (<http://www.aallnet.org/sis/fcilsis/Jumpstart.htm>). Co-author with Natalie

Gawdiak of *Library of Congress Law Library: An illustrated Guide* (Washington, D.C., Library of Congress, 2005) Received an honorable mention in a juried selection for entries in an art reference work in preparation, "The Best of Virginia."

David Reser. Contributed an article, "Defining an 'Access Level' Catalog Record Using MARC 21 and AACR2," to the Electronic Journal Forum column. The article appeared in the September 2005 issue of *Serials Review*.

Barbara B, Tillett. For her article, "Authority Control: State of the Art and New Perspectives," received from an awards panel for *Cataloging & Classification Quarterly* the award for the best article published in vol. 38 of that journal (38/3-4 (Dec. 2004)); interviewed by editor Rory Litwin, *Library Juice*, Aug. 9, 2006 (<http://libraryjuicepress.com/blog/?p=115>); interviewed by editor Mauro Guerrini, "Verso un codice internazaionale di catalogazione," dieci domande a Barbara Tillett," In: Guerrini, Mauro. *Verso nuovi principi e nuovi codici di catalogazione* (Milano: Edizioni Sylvestre Bonnard, 2005), p. 25-34; and edited the following books and had the following articles published:

IFLA Cataloguing Principles: Steps towards an International Cataloguing Code. Report from the 2nd Meeting of Experts on an International Cataloguing Code, Buenos Aires. Argentina, 2004. Edited by Barbara B. Tillett and Ana Lupe Cristán. München: Saur, 2005. 227 p. (IFLA Series on Bibliographic Control, 28). (In English and Spanish)

"FRBR and Cataloging for the Future," *Cataloging & Classification Quarterly*, 39/3-4 (2005), 205-216.

"New Directions for Cataloging Codes from AACR2 to RDA – Resource Description and Access," prepared by Barbara B. Tillett. *Symposium on 21st Century Cataloging and National Bibliography Policy*, Oct. 18, 2005, held at the National Library of Korea. (Seoul, Korea: National Library of Korea, 2005), p. 1-39. (Also in Korean, p. 40-59.)

"Virtual International Authority File," presentation by Barbara B. Tillett. Symposium on *21st Century Cataloging and National Bibliography Policy*, Oct. 18, 2005, held at the National Library of Korea. (Seoul, Korea: The National Library of Korea, 2005), p. 61-102. (Also in Korean, p.103-122.)

"Multi-script Bibliographic and Authority Data and a Virtual International Authority File on the Web," speech by Prof. Barbara B. Tillett, keynote speaker. In: *Symposium on Arabic Script Web-based Catalogs in the 21st Century, Al-Ain, UAE, 15-16 February 2005. Proceedings and Papers*. Edited by Dr. Younis Ahmad Ismail Al-Shawabkeh, supervised by Ibrahim Muhammad Al-Tenaiji (Al-Ain: Libraries Deanship, United Arab Emirates University, 2005), p. 19-27 (English) and p. 19-28 (Arabic).

"Library Authority Files as Building Blocks for the Semantic Web" In: *Knowledge without Boundaries*: *Organizing Information for the Future*, Michael A. Chopey, editor (Chicago, Association for Library Collections & Technical Services, American Library Association, 2005), p. 35-48. (ALCTS Papers on Library Technical Services and Collections, #12) [Updated version of "Authority Control: State of the Art and New Perspectives"]"

"International Shared Resource Records for Controlled Access, 1998," In: *From Catalog to Gateway: Charting a Course for Future Access*. Briefings from the ALCTS Catalog Form and Function Committee. Bill Sleeman and Pamela Bluh, editors. (Chicago: Association for Library Collections & Technical Services, American Library Association, 2005), p. 69-74.

IFLA Cataloguing Principles: Steps towards an International Cataloguing Code. Report from the 3rd Meeting of Experts on an International Cataloguing Code, Cairo, Egypt, 2005. Edited by Barbara B. Tillett, Khaled Mohamed Reyad, and Ana Lupe Cristán. München: Saur,

2006. (IFLA Series on Bibliographic Control, 29) (In English and Arabic)

Courses and Other Instruction

Most of the instruction taken by CPSO staff members was in classes given at LC for LC staff. A few staff members also attended classes or workshops off-site.

AVUE
Geographic Headings and Subdivisions
Library of Congress Subject Headings: Introduction
Managers and Diversity
Momentum
The Respectful Workplace
Visualization of Textual Information (one-day workshop co-sponsored by the Commerce, Energy, NASA, Defense Information Managers Group and the National Federation of Abstracting and Information Services)
Voyager with Unicode

Personnel Changes

Reassignments to CPSO
Ana Cristán (from the Cooperative Cataloging Team, RCCD)

Retirements
Margaret Detwiler, Linda Gail Edwards, Nancy Jones, Daphine Lee, Dorothy Thomas

Details from CPSO
Barbara Tillett. To CDS as acting chief beginning January 1, 2006 (simultaneous with CPSO)

Part-time Details to CPSO
Rosa Alicea (DBIU)
Thomas Bishop (DBIU)
Carroll Davis (Policy Team)
Reiner Gogolin (DBIU)
Lucas Graves (DBIU)
Michi Hoban (Policy Team)
Elmer Klebs (DBIU)
Anri Kuwatsuki (DBIU)
Christine Nemil (DBIU)
Kay Ritchie (DBIU)
Howard Sanner (Policy Team)
Mary Wedgewood (Policy Team)
Theron Westervelt (DBIU)

APPENDIX I: Print and Electronic Publications
FY 2006

As of December, 2005 the publication schedules of CPSO publications reproduced in *Catalogers Desktop* are coordinated with the quarterly updates to the *Desktop*.

Cataloging Service Bulletin. Quarterly
       no. 110, Fall 2005
       no. 111, Winter 2005
       no. 112, Spring 2006
       no. 113, Summer 2006
Descriptive Cataloging Manual
       Revisions of DCM Z1
       2006 Update, no. 1-2 (May)
       2006 Update, no. 3 (August)
Free-Floating Subdivisions: an Alphabetical index. 18th ed. annual
LC Cataloging Newsline. frequency varies
       v. 14, no. 1-5
Library of Congress Classification
       G (Cartographic Materials) Geographic Cutter Numbers (Tables G1548-G9804)
       H Social sciences
       J Political Science
       K Tables
       L Education
       P-PA Philology and linguistics
       PJ-PK Oriental Philology and Literature, Indo-Iranian Philology and Literature
       PL-PM Languages of Eastern Asia, Africa, Oceania. Hyperborean, Indian, and
          Artificial Languages
       Z Bibliography. Library Science. Information Resources
LC Classification; Weekly Lists (Tentative; Approved)
LC Subject Headings; Weekly Lists (Tentative; Approved)
Library of Congress Rule Interpretations, 2nd ed., 1989
       2005, Update 3-4. reprinted owing to printer's error
       2006, Update No. 1 (April)
       2006, Update No. 2 (July)
Library of Congress Subject Headings, 28th ed. annual
Subject Cataloging Manual: Subject Headings
       2006 Update No. 1 (February)
       2006 Update No. 2 (August)

Appendix II: STATISTICS
FY 2006

CATEGORY	DETAILS	TOTAL
Authority records (Policy Team; partial figures)		14,560
Names created	1, 363	
Series created	15	
Records revised	10,873	
Records deleted	2,341	
Bibliographic file maintenance (Policy Team; partial figures)		
Records updated	10,814	
Records deleted	2,341	
Records copy-cataloged	1	
Cataloging for:		
AMED		
Titles given subject analysis and/or classification		85
Hours spent		19
ASCD (copy cataloging, encoding level 7)		
Books cataloged		46
New subject headings		68
Revised subject headings		3
New classification numbers		9
Revised classification numbers		1
Law Library		
Titles reclassified		142
Subject headings assigned		14
Classification Editorial Team changes		2,890
Correspondence		16,227
Internal	7,946	
External	8,281	

CATEGORY	DETAILS	TOTAL
CPSO email account messages		11,563
Weekly average	227	
Decrease from FY 2004 (exact duplicate reports no longer rec'd. from Northwestern Univ.)	11.2%	
Databases		
Bibliographic records		14,131,743
Authority records		6,893,712
LCSH master database records as of Sept. 30, 2006	298,820	
Names	6,594,892	
Classification		613,848
Schedule records	438,989	
Table records	174,859	
DBIU		
Records changed (authority, bibliographic, holdings; Voyager, RLIN, OCLC)		332,200
Records changed since unit's inception, Aug. 2004		830,332
Books relabeled		547
Error reports		2,628
Internal	483	
External	2,145	
Ft. Meade holdings records call number changes		27
LCCN duplicates reconciled		233
Music 053 project		
Total number of name authorities to which 053s added		217
Other NARs created or updated		87
Bibliographic records updated		441
Phone queries		685
Internal	534	
External	151	
Quality Control and File Maintenance Team		

CATEGORY	DETAILS	TOTAL
Bibliographic records corrected		34,729
Increase over FY 2005	89%	
Baseline Inventory Project records fully updated for distribution	2,000	
Replacement copies added to the general collections		0
Subject Headings Editorial Team		
Proposals for new headings processed		6,700
Proposals for changed headings processed		10,400
Visitors		387
Internal	366	
External	21	