CPSO ANNUAL REPORT, FY 2005

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:	13,020 (weekly average = 246 messages/queries)
Email replies to messages/queries received from within LC	5,107
Email replies to messages/queries received from outside LC	9,053
Telephone queries from within LC	848
Telephone queries from outside LC	94

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).

JSC. In the JSC, work on a new cataloging code has been underway for more than two years. Work on the code, now renamed Resource Description and Access (RDA), gained considerable momentum this year with a new approach to the standard. 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 2005 than was the case last year. CPSO presented 5 rule revision proposals

representing LC's official position on issues JSC members had to comment on. These documents were the product of consultations throughout the Bibliographic Access Divisions and special collections where AACR is followed and beyond. CPSO also presented position papers or commentary on various other issues that concerned the nature, organization, and format of the new code. Deadlines were tight in order to keep to RDA's timetable with publication targeted for 2008. CPSO also proofread the 2005 revisions to AACR2 and managed LC's implementation of that final update to the old code. JSC meets twice a year.

IFLA. 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. Ana Cristan on detail to CPSO, also played a key role in editing and producing the report of the IME ICC2 meeting 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 Cristan assisted the chief in the coordination of ongoing discussion about the Statement of principles through Web ballotting among the invited participants in Europe and Latin American and the Caribbean. She also assisted in creating the Web pages and making preparations for the IME ICC3 meeting in Cairo Egypt. Her activities in IFLA again led to invitations to the chief to speak and consult in the library community world-wide, including the United States (including at IFLA's FRBR Workshop in Dublin, Ohio), Europe, and Asia.

C. Local Developments

Database Improvement Unit (DBIU). CPSO's most important local development was the large number of bibliographic and authority records that were corrected by the members of the DBIU. The unit continued to be staffed by catalogers and technicians who volunteered for the 120-day details. During the year, seven catalogers and two technicians corrected bibliographic, holdings, and item records, and authority records using BatchCat, a software program developed at Northwestern University and adapted to LC uses by David Williamson, Automation Operations Coordinator for the Acquisitions and Bibliographic Access Directorate. BatchCat programmatically corrects large numbers of records both during real time, and overnight.

By the end of the fiscal year the DBIU had corrected over 475,000 bibliographic and authority
records. Representative headings are:

Obsolete heading	Updated heading	Records
Germany (Federal Republic, 1949-)	Germany (West)	
		30,000+
Germany Democratic Republic, 1949-)	Germany (East)	together
Australian aborigines	Aboriginal Australians	6,000
Industry and state	Industrial policy	1,600
Ethics, Jewish	Jewish ethics	1,300
Near East and Levant	Middle East	1,000
Hygiene, Public	Public health	800
approximately 300 composers, each with numerous variants		40,000+
old forms of all popes' names		3,000
Porto Rico	Puerto Rico	300
Rumania	Romania	600
Argentine Republic	Argentina	1,200
Asia, Southeastern	Southeast Asia	12,000

At the team leader's request David Williamson developed some new variations of the BatchCat process for correcting large numbers of records at one time. Methods for changing incorrect tags to the correct form were implemented, as well as a method for refining a group of records so that only certain characteristics of those records could be separated from the larger category and corrected. In addition the ability to correct fields tagged 1xx and 7xx were implemented. These developments have greatly increased the kinds of corrections that can be efficiently completed using BatchCat.

In addition to the daily routine of correcting records, the team refined documents that detail how and when to use BatchCat, making it easier for new detailees to begin using this program when the arrive.

With the continued success of the DBIU it is anticipated that more catalogers and technicians can participate, thus enriching their knowledge of database maintenance and resulting in an even larger body of records that have been corrected.

Cataloging Documentation. Two cataloging staff members were detailed as technical writers to assist CPSO in its long-term project to update cataloging documentation to remove MUMS references and generally to update to reflect current policies and practices. Their projects included updating some of the DCMs and LCRIs and sending two questionnaires, one to catalogers at LC and the second to both LC catalogers and to customers of CDS, to ascertain their opinions about our documentation and their ideas for improving it. We made more information available on our Web sites and included links to new Web postings in our division's monthly Highlights. We also revised our schedule for updating our documentation.

Documentation and related information disseminated by CPSO during this year included:

Memo of Understanding Re Database Improvement Unit (DBIU) Pilot,
  <http://www.loc.gov/staff/catdir/cpso/memound.pdf>
Subject Cataloging Manual:Shelflisting: Drafted table of contents for new edition

Descriptions of online issuance of LCCNs for name authority records
  <http://www.loc.gov/staff/catdir/cpso/Namegen.pdf> and subject authority
  records <http://www.loc.gov/staff/catdir/cpso/Subjgen.pdf>

October
  The FRBR Model: Functional Requirements for Bibliographic records = El
    modelo FRBR: requerimientos funcionales para registros bibliográficos
    <http://www.loc.gov/catdir/cpso/frbr.html>
  Revised Copy Cataloging Manual DCM
    B13 <http://www.loc.gov/staff/catdir/cpso/>

December
  Revised copy cataloging manual <http://www.loc.gov/staff/catdir/cpso/>
    (13 PDF   files)

February
  Descriptive Cataloging of East Asian Material: CJK Examples of AACR2
    and Library of Congress Rule Interpretations; a Work in Progress,
    <http://www.loc.gov/catdir/cpso/CJKIntro.html>

March
  A non-technical description of the Library of Congress Classification
    <http://www.loc.gov/candir/cpso/lcc.html>
  New policy on establishing headings for government-designated parts,
    forests, etc., <http://www.loc.gov/catdir/cpso/parks2.html>
  1st survey on cataloging documentation, LC catalogers

April
  New policies governing headings for tribal entities
    <http://www.loc.gov/catdir/cpso/tribes.html>
  DCM Z1 update package

May
  New policies governing headings for Indian tribes recognized by the U.S.
    government <http://www.loc.gov/catdir/cpso/tribes.html>

June

  Revised draft of the Item Record Data Dictionary and circulated it for
  comment
  New on the CPSO staff and/or public Web site
  New Descriptive Cataloging Manual document for review and comment,
  DCM 16, Local Data Fields and Other Elements in the LC Local
  Bibliographic Record for Monographs and Integrating
    Resources <http://www.loc.gov/staff/catdir/cpso/>
  2nd documentation survey

August

Remaining sections of the Item Record Data Dictionary
<http://www.loc.gov/staff/catdir/cpso/irdd.html>

Proposal on addition of dates to existing personal name headings
<http://www.loc.gov/catdir/cpso/pndates.html>

September

Expanded and updated staff assignments listing,
<http://www.loc.gov/staff/catdir/cpso/assign.pdf>

Email documentation distributed:

October

DCM B13, appendices 2 and 7 mounted on CPSO staff page

ISBN-13 and EAN number

Number Generator for LCCNs for authorities

Revised Copy Cataloging Manual (DCM B13) posted

December

DCM updating planned

LCCN number generators

May

CoOp FAQ on "dot.coms" for review and comment

June

Reminder, 2nd documentation survey

August

Two new 042 codes for UK programs not updated in Validator (reminder)

Thank-you for responses to dates in personal names posting

September

Reminder to observe the new revision of classification Tables P-PZ39 and P-PZ40

MCDs. After much work on the part of a subcommittee of the Music Cataloging Advisory Group, the Music Cataloging Decisions were merged into the LCRI and the MCD series terminated. In the course of the consolidation obsolete MCDs were cancelled. Now there is only one body of commentary on AACR2, the LCRI. The merged version was published in the June LCRI *Update*.

Special assignments. In response to requests from outside the division, CPSO took on two special assignments:

Grushnikov Collection. 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 began in September, and 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 reclassed and relabeled 1,046 volumes.

D. New Directions

Scanning to Capture Cataloging Metadata. In response to a BEAT proposal, Barbara Tillett convened a meeting of Library Services stakeholders to explore enriching a large number of selected bibliographic records with tables of contents information from scanned tables of contents data. The strategy uses the 505 contents note field in a creative way in addition to BEAT's approach of making 856 links to the digital tables of contents. This project bears a relationship to work taking place in the JSC on the development of a new cataloging code, where one of the considerations for recording descriptive data is "take what you see," in anticipation that scanning the data will eventually become common practice.

Unicode. For several years we have looked forward to the implementation of Unicode in our cataloging systems. Unicode provides a unique number for every character, no matter what the platform,
computer program, or language, and will thereby expand our ability to use languages and scripts that do not use the Roman characters or subset of non-Roman characters to which we are now limited. Even though LC's initial implementation of the Unicode release of Voyager will not implement the full Unicode set, there will still be an impact on catalogers and end users of our online catalog. In anticipation of implementation, scheduled for early in FY 2006, the chief gave several presentations in the Library to prepare staff in a general way and to introduce them to some of the features that they would learn how to use in training classes they would later have to attend.   She also held several meetings with stakeholders through the year and arranged for tests of the non-roman capabilities of the Unicode clients.

II. CPSO AND MAINTENANCE OF DATABASES

The content of the main bibliographic database of the Library of Congress is managed

principally by CPSO. It contains approximately 13,769,876 bibliographic records, supported by 6,289,018 personal, corporate, and geographic name authority records, and 291,838 subject heading and subject subdivision authority records. 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, even though the formats are managed outside this division. The Library of Congress Classification (LCC) database, Minaret, which is now the official source for LCC, contains 435,709 schedule records and 174,253 table records. Minaret's technological aspects as well as its content are managed by CPSO.

Until 2003, when a new program called BatchCat for global updating of headings in access points became available, projects for updating headings had to be done manually, one record at a time, or weren't undertaken at all because they were too labor-intensive. BatchCat soon became a significant means of accomplishing such projects, 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 the Database Improvement Unit. The unit also undertakes projects that require manual intercession that is often required before a file is ready to be processed by BatchCat. The successful initial testing of a Database Improvement Unit during this year demonstrated what can be accomplished to assure the maintenance of the bibliographic and authority records for LC and the Program for Cooperative Cataloging.

A. Subject Heading Editorial Team. 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 (SHED). At the end of the fiscal year the team consisted of the team leader, one associate editor, one assistant editor, and an assistant. One assistant editor retired during the year, and another was on extended sick leave. With able assistance from staff members from the PREMARC, Quality Control and File Management Team, SHED managed to keep current with incoming proposals and to process 6,678 new subject headings, and correct 6,020 existing subject headings. By year's end, the LCSH master database contained 291,838 subject and subdivision authority records.

Production of the subject headings weekly lists, which has been done by CDS, was affected by phasing out of the CDS mainframe and persistent erratic behavior of the CDS printer used for printing the lists. The need to move production of the lists elsewhere has been apparent for some time. Toward that end, the team leader and two CDS staff members familiar with the list's requirements worked with ITS staff to develop new production procedures. When that planning is finished, CPSO will be able to produce and print the weekly lists inside our own office.

B. PREMARC/Quality Control and File Management Team. Among this year's many staff changes on the team, most notable was the retirement of team leader James "Bernie" Tyler after 39 years of library service. The SHED team leader, Ron Goudreau, was subsequently designated acting team leader. One team member resigned and

another was reassigned to the Social Sciences Cataloging Division.

Some staff members were given new assignments, either because the projects they were working on were done, or to assist in the Subject Headings Editorial Team, whose staff shortages are mentioned above. New assignments assisting SHED included searching and inputting subject proposals, preparation of the tentative weekly lists, and preparation of the "approved" copy of the weekly lists. A staff member who completed a special assignment to the Bibliographic Improvement Project (BIP) also helped out with some SHED activities and helped the acting team leader review work done by his supervisees.

As the team continued its responsibility to complete partial records input by BIP staff, new procedures were introduced by the acting team leader. These included upgrading of access points in all BIP records by searching name headings against corresponding authority records, correcting the access points as needed, and removing the legend, "[from old catalog]" from them. The acting team leader reviewed the subject headings on those same records and updated them to current form. Once all access points were under authority control the records were distributed.

The team member who corrects name authority records based on error reports from OCLC examined 4,500 records, correcting approximately 950 of them. Most of the rest were sent to catalogers for resolution.

Another project was inputting manual bibliographic records for the Law Library's holdings of American Indian constitutions. Approximately 300 such records were input.

Altogether the team input or updated 18,419 bibliographic records.

C. Database Improvement Unit (DBIU). Detailees corrected over 475,000 bibliographic and authority records. For a fuller description of DBIU accomplishments, see pages 2-4.

D. Classification Editorial Team. The Library of Congress Classification database's routine maintenance is done by the Classification Editorial Team. Some members of the team have been inputting a new edition of Class M and assisted with updates to the law classification schedules. In FY05 the Classification Editorial Team created or update 3,744 classification authority records. The Cataloging Distribution Service has contracted with the Minaret Corporation to upgrade the Minaret classification application to the Unicode-compatible version 3.0. Work on the contract is proceeding smoothly and testing of this upgrade began the end of August. For a list of 2005 editions of LC Classification schedules, see Appendix I.

III. OVERVIEW OF CPSO 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
        AALL Publications Series (development of a handbook on using LCC class K)
        American Indian Caucus
        Cataloging & Classification Standing Committee
        Collaborative project to digitize significant rare law materials
        Education Committee Legal History and Rare Book Special Interest Section
        Foreign, Comparative and International Law Special Interest Group
        Education Committee
        Joint Ad Hoc Committee on Annual Meeting Programming
        Legal History and Rare Book Special Interest Section
        Long-Range Planning Committee
        Native Peoples Law Caucus
        Roundtable for Head Catalogers at Large Libraries
        Roundtable for Heads of Technical Services
        Technical Services Special Interest Group
            Member-at-Large, Executive Board
            Standing Committee on Cataloging and Classification
        Tribal Law Collaborative Collection Development Round Table
    American Library Association (ALA)
        ALCTS/LITA MARC Formats Interest Group
        ALCTS/PCC committee for series training
        ALCTS/SAC-PCC/SCT Joint Initiative on Subject Training Materials
        Authority Control in the Online Environment Interest Group
        Cataloging Cultural Objects program
        Committee on Cataloging: Description and Access (CC:DA)
            LC representative
            Committee to revise the major/minor change document
            Format Variations Working Group Implementation Group
            Task Force on Consistency across Part I of AACR2
        FRBR Implementer's Group
        International Relations Committee
        MARBI
        Subject Analysis Committee (LC representative)

Subcommittee on Fiction Cataloging Guidelines
Subcommittee on Reference Structure
Subcommittee on Semantic Interoperability
Subcommittee on Training
Association of American Law Schools
Legal Information Preservation Alliance (LIPA)
CONSER Cataloging Manual revision committee
Council on Geographic Name Authorities
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)
Second IFLA Meeting of Experts on an International Cataloging Code, Buenos Aires, Argentina (chair, planning committee; conference moderator; report editors)
Planning of future meetings (for Middle Eastern, Asian, and African experts)
IFLA (International Federation of Library Associations; annual conference in Oslo and special meetings in The Hague)
Cataloguing Section Standing Committee (LC representative was secretary and now 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 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
Professional Committee
Publications Committee
ISBD Material Designation Study Group
ISBD Review Group
ISBD Series Study Group
Study Group on Future Directions of ISBD
JSC (LC representative)
Music Library Association (MLA)
Joint MLA/UMCP Committee on the MLA Archives
Subject Access Subcommittee
NISO Thesaurus Revision Advisory Group (revision of ANSI/NISO Z39.19)
OCLC

FAST (Faceted Application of Subject Terminology) Project Group
Research Advisory Committee
PCC (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)
United States Board on Geographic Names Domestic Names Committee (LC
representative; past chair)
VIAF (Virtual International Authority File) (Die Deutsche Bibliothek/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:

BIBCO Operations Committee
British Library Music Department (Music-related activities in CPSO)
Casalini libri, Fiesole, Italy (LC subject cataloging and LC classification)
CONSER Operations Committee
Cornell Univ. law library (digitizing rare law materials; law of indigenous peoples
of the Americas)
Deutsche Bibliothek (subject policy weekly meeting; OCLC's FAST project)
East View Information Services of Minneapolis (Moldovan representative, Chisin
au,
Moldo
va)
Free International University/ULIM Library, Moldova
Harvard Univeresity Law School, Fellow at the Berkman Center for Internet &
Society (metadata schemes, Library of Congress Classification, Library of
Congress Subject Headings)
HKCAN (Hong Kong Chinese Authority File for Names; consultative meeting at
LC)
IFLA (in consultation with catalogers in Geography & Map Division, review of the
draft of the revised ISBD(CM))
Law Library Microform Consortium-Digital
Legal Information Preservation Alliance (law library directors)
Moldova State University Law Center
Moldpress [Moldovan news agency]
National Academy for Sciences of the Republic of Moldova
National Library of Sweden (development of a Swedish subject heading list
based on LCSH)
National Museum of the American Indian library (outline of the forthcoming law
schedule for indigenous peoples of the Americas)

Osterreichische Nationalbibliothek, Uberregionale Bibliographische Dienste (LCSH)

PCC Policy Committee

Public Law Library of Moldova

Research Libraries Information Network (Virtual International Authority File; OCLC's FAST project)

David Rumsey, map collector whose collection is being digitized

SIBIMOL [union catalog] Centre, Cisinau, Moldova

State Archives of Hawaii (law of the indigenous peoples of the Americas)

University of California, Berkeley law librarians (digitizing some of their maps)

University of Hawaii, Honolulu law library (law of the indigenous peoples of the Americas)

Università Politecnica de Valencia (CPSO overview)

Visitors from India (LCSH reference structure and its use in combination with online catalogs), England (resources for research on changes in LC subject headings from the ALA list to 1940), Japan (LCSH and SACO), China (name authority control), Korea (planning for IFLA Seoul meetings), Switzerland (cataloging policy, LCSH, and FRBR), Russia (LCSH and ontologies)

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

Business, Science & Technology, music and technology catalogers (how to classify computerized sound processing)

Collections, Access, Loan and Management Division (some problematic classes in E)

End-stage processing, including adding copies and labeling

Geography & Map Division (incorporating online maps into the forthcoming KI-KIX, Law of the Indigenous Peoples of the Americas)

Hebraic Section, African and Middle Eastern Division (project to catalog over 1,200 uncataloged items in the Thomas Kane collection)

Hebraica Team, Regional and Cooperative Cataloging Division (co-op proposal from Lithuania for the quasi-Jewish ethic group Karaims)

Law Library of Congress (acquisition of Moldovan materials; classification of certain Moldovan materials with help from intern Mariana Harjevschi from Moldova)

Motion Picture, Broadcasting & Recorded Sound Division (relationship between LCSH and MIGFG, LC's Moving Image Genre/Form Group)

Music and Sound Recordings Teams, Special Materials Cataloging Division (electronic music in class M; DCM Z1; 21.30J and title access points for musical works)

Rare Book Team, Special Materials Cataloging Division: cataloging and classification or reclassification of works by Giovanni Battista DeLuca

Slavic Team, History and Literature Cataloging Division (new classification

development in PG for Bosnian literature)
Serial Record Division and Law Team, Social Sciences Cataloging Division: cataloging of the official gazette of Iraq during the Coalition Provisional Authority

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

Bi-Centennial Conference 2.3 Task Force. CPSO's chief chaired a task force to evaluate the document "Proposed Design and Budget for Searcher Thesaurus Front-End System, Based on Library of Congress Bicentennial Conference on Bibliographic Control for the New Millennium, Task Force Recommendation 2.3," submitted by Marcia Bates. Tom Yee and Lynn El-Hoshy also served from CPSO. The TF held several meetings in late January and early February, and submitted a report to Beacher Wiggins and Judy Mansfield. Other task force members were Erik Delfino, Ann Della Porta, Rebecca Guenther, Everette Larson, Kevin Novak, Michelle Rago, and Helena Zinkham.

Also:
Cataloging Technicians Advisory Committee
LC MARC Review Group
Music Cataloging Advisory Group

DESCRIPTIVE CATALOGING

JSC. (See also International Developments, p. 1.) The increased pace of activity in the JSC required descriptive specialists to devote a significant portion of their time to fulfilling the Library's responsibilities within this international body. CPSO's work concerns not just official representation of LC, but the development, drafting, and review with catalogers and managers at LC of the sections of AACR2, AACR3, and now RDA that are under discussion. That work extends to the implementation of AACR2 at LC, which inevitably involves the Library of Congress Rule Interpretations (LCRIs). Among the major tasks that occupied CPSO was preparation of drafts for chapters and other sections of AACR3 (now RDA), including such issues initial steps in the cataloging process, simplification of the publication information, revised rules for archival and manuscript materials, and proposals for musical presentation information. CPSO staff also proofread the entire 2005 revision of AACR2 (*2005 AACR2 Update*) and its index and the *2005 Concise AACR2* and index, and wrote LCRIs and relevant training materials so that LC cataloging staff would be properly prepared to implement the 2005 updates.

IFLA. The participation of CPSO in descriptive cataloging activities within IFLA is

influential and visible. CPSO's principle IFLA activities are summarized near the beginning of this report, and the specific units in which CPSO is active are listed in the Overview of Activities section in this report.

CLASSIFICATION

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, and at LC we began preparing to input more than a thousand manual bibliographic records for American Indian law. About 400 of those items (constitutions, bylaws and charters) are already fully digitized. This project led to review of the tagging of names of Indian tribes in our authority records, the subsequent change of the tag from 110 (corporate name) to 151 (geographic name), and use of the form of the name recognized by the U.S. government and published and updated by the Department of Interior, Bureau of Indian Affairs in the Federal Register. Various religious law schedules have been in development or under revision for the last several years. This year several were posted on the Web for review by selected libraries. Subsequently, KB (Religious law in general), KBM (Jewish law), and KBP (Islamic Law) were completed, and a new edition of KB Religious Law was published by CDS. The new edition includes these three subclasses as well as updated versions of KBR and KBU. All of these KB subclasses are now valid for use in Class Web. Meetings took place to consider a new classification development in PG for Bosnian literature.

TEACHING AND PRESENTATIONS

Outreach represents a major aspect of CPSO's mandate. Staff regularly provide workshops, courses, classes, and customized instruction not only inside LC, but to professionals from throughout the United States and well beyond. Major outreach activities are summarized at the beginning in this report, and outreach efforts are integral to some of the activities mentioned in other sections. Below are listed specific presentations and recipients of instruction provided by CPSO staff that don't fall under any of those other rubrics.

Papers, Panels, Reports, etc.
> Descriptive cataloging (Barbara Tillett)
>> "FRAR - the Authority Record Extension to FRBR". Open briefing in conjunction with LC's Review of the IFLA Study Report, "Functional Requirements for Authority Records: A Conceptual Model" (http://www.ifla.org/VII/d4/wg-franar.htm)
>> Briefings for LC staff following the two JSC meetings on the progress of the new descriptive cataloging code, now titled Resource Description and

Access.

Inaugural speaker at the Univ. of Illinois Urbana-Champaign, library school's Windsor lecture series, "Cataloging for the Future." The presentation was Webcast on the school's Web site.

Televideoconference workshop from Univ. of Illinois, broadcast to 5 sites in : on planning for AACR3.

California Library Association preconference workshop in San Jose: FRBR, on the virtual international authority file project that LC is participating in, and on IFLA's work on the statement of international cataloguing principles

National and University Library of Slovenia: IFLA initiatives

COBISS conference (Co-operative Online Bibliographic System and Services, the shared cataloging system for Bosnia and Herzegovina, Montenegro, Macedonia, Slovenia, and Serbia in Maribor, Slovenia): keynote speech on the progress of AACR3

Symposium on the virtual international authority file concept as it applies to Arabic scripts, Al-Ain, United Arab Emirates; also, cataloging Arabic-script materials at LC.

Harvard University presentation on FRBR and its implementation and impact on cataloguing

IFLA satellite preconference on FRBR, "Bibliotheca Universalis: How to Organize Chaos," Järvenpää, Finland

Law libraries and librarianship (Jolande Goldberg)

International & Comparative Law Library of the Georgetown University Law Center: how the online classification schedule can be used as a direct access tool to the OPAC

Association of American Law Schools, San Francisco meeting, Legal Information Preservation Alliance (LIPA): the desirability of including in preservation projects materials in areas beyond modern law; development of the LCC schedule for law of indigenous peoples of the Americas

Courses, Workshops, and Other Instruction Given by CPSO Staff to Personnel from Other Libraries

Authority Control (for non-PCC libraries) seminar
Integrating resources (ALA Continuing Resources Cataloging Committee)
Series problem-solving seminar (½ day)
Series training (3 days)

Courses, Workshops and Other Instruction Given by CPSO Staff to LC Staff

Series training (3 days)

Standard Courses Given by CPSO Staff to LC and PCC Staff:

IDTD classes

Baseline Inventory Project
Basic Shelflisting
Basic Subject Cataloging
Catalogers Desktop
Classification Web
Classification workshops
ILS SkillBuilders series
LCC in Minaret
Library of Congress Subject Headings: Introduction
Shelflisting I (21 hours)
Subject cataloging workshops series (Subject subdivisions in LCSH; Geographic Headings and Subdivisions in LCSH; Proposing New and Revised Headings for LCSH; Proposing New and Revised Geographic Subject Headings for LCSH)
Validating Subject Headings
Voyager 2000
Web OPAC

Other

Advanced Serials Cataloging (course in the CONSER Serials Cataloging Cooperative Training Program)

PCC module on integrating resources (Appendices to the BIBCO and CONSER manuals)

Train-the-trainer additions to series training materials

STAFF

Retirements
Barbara Barnes, SHED
Rose Carter, PREMARC
Robert Ewald, senior policy specialist, after 37 years of service
Diane Humes, senior policy specialist, after 41 years of LC service
James (Bernie) Tyler, Jr., leader of the PREMARC/QCFM team, after 39 years of LC service

New responsibilities. With retirement of Quality Control and File Management (PreMARC/QCFM) Team team leader, Ronald Goudreau was appointed acting team leader in addition to his SHED team leader responsibilities.

New and Returning Staff
Bonnie Detwiler, senior policy specialist, transferred from ASCD team leader position as a result of reorganization

Yolanda Proctor, program specialist (secretary), new hire

David Reser, senior policy specialist, returning from his detail as acting digital projects coordinator in the office of the Director for Cataloging (Sept.)

Paul Sayers, technician, transferred as a result of the Serial Record Division reorganization

Awards

Bonnie Briscoe. On-the-Spot Award for performing the work normally done by two assistant editors; training another GS-12 in searching; and writing instructions for that trainee

Steven Gatling, RCCD work-study student, and David Maya-Hernandez, RCCD program assistant, in recognition of their "exceptional and timely" efforts at the request of CPSO in scanning and converting documentation into electronic files

Geraldine Ostrove. On-the-Spot Award, 053 pilot project

Length of Service Awards

35 years: Vondell Johnson

30 years: Lynn El-Hoshy, Jacquelin Jenkins, Thompson A. Yee

20 years: Geraldine Ostrove

Details

To CPSO

Mark Behrens (Dewey): 120 days, DBIU

Roselyn Chang (HLCD): 120 days, DBIU

Ana Cristán (RCCD) :120 days (extended), cataloging policy specialist

Carroll Davis (SRD): 120 days (extended), ½-time , technical writer/cataloging policy specialist

Marion Davis (SRD); 120 days, ½-time, series queries

Phil George (SSCD): 120 days, DBIU

Michi Hoban (MSR I): 120 days, ½-time technical writer/cataloging policy specialist

Anri Kuwatsuki (ASCD); 120 days, ½-time, series queries

Celeste Moore (SSCD): 120 days, DBIU

Tim Morris (SSCD): 120 days, DBIU

Paul Sayers (SRD): 120 days, DBIU

Anne Whitaker, rare book cataloger: 20%, assigned to Jolande Goldberg to catalog and (re)classify the works of Giovanni Battista DeLuca

Courtney Williams (SSCD): 120 days, DBIU

Janis Young (HLCD): 120 days, DBIU

From CPSO

Anne Bowman to the Baseline Inventory Program (continued from previous fiscal year)

Daphine Lee to the Baseline Inventory Program (continued from previous fiscal year)

David Reser to the Office of the Director of Acqusitions and Bibliographic Access Directorate

Publications by Individual Staff Members

Geraldine Ostrove

"Recent Publications in Music," *Fontes artis musicae*, 50/2-4 (Apr.-Dec. 2003), p. 197-290.

Barbara B.Tillett

Authority Control in Organizing and Accessing Information : Definition and International Experience, edited by Arlene G. Taylor and Barbara B. Tillett. New York : Haworth Press, 2004 also issued as Cataloging & Classification Quarterly, v. 38, no. 3/4 (winter 2004) and v. 39, no. 1/2 (winter 2004).

"Authority Control: State of the Art and New Perspectives," by Dr. Barbara B. Tillett. In: Authority Control in Organizing and Accessing Information : Definition and International Experience, edited by Arlene G. Taylor and Barbara B. Tillett. New York : Haworth Press, 2004 also issued as Cataloging & Classification Quarterly, v. 38, no. 3/4 (winter 2004) [Best paper of CCQ 2005 award]

Cataloging for the Future, by Barbara B. Tillett. Presentation October 13, 2004 for the Windsor Lecture Series, Graduate School of Library and Information Science, University of Illinois at Urbana-Champaign. Available online: http://www.lis.uiuc.edu/puboff/catalog/windsor/index.html . The lecture itself is at: http://www.lis.uiuc.edu/puboff/catalog/windsor/windsor_tillett.pdf Available as audio at: http://leep.lis.uiuc.edu/rafiles/auditorium/lis000oct13_04_2.ram To listen to the audio files you will need Real Player software freely available from: http://www.real.com/freeplayer/?rppr=rnwk

"Change Cataloging, but Don't Throw the Baby Out with the Bath Water!" by Barbara B. Tillett for the Festschrift Die innovative Bibliothek : Elmar Mittler zum 65. Geburtstag / Hrsg. von Erland Kolding Nielsen, Klaus G. Saur, und Klaus Ceynowa. München: K.G. Saur, 2005, p.151-158.

"FRBR and Cataloging for the Future," Barbara B. Tillett. Cataloging & Classification Quarterly, v. 39, no.3/4, 2005, p. 205-216.

SPACE

In order to relocate the Network Development and MARC Standards Office to contiguous space in the Adams building and to make use of the large number of vacant work stations scattered throughout the southeast portion of the 3rd floor, portions of

CPSO and the Digital Reference Team were regrouped into contiguous units. SHED and the PreMARC/QCFM staff are now in workstations between CLED and the Policy Team in LA-321.

APPENDIX I: Print and Electronic Publications

Cataloging Service Bulletin. Quarterly
      no. 106, Fall 2004
      no. 107, Winter 2005
      no. 108, Spring 2005
      no. 109, Summer 2005
Descriptive Cataloging Manual
      New: C8, C16, C17, C18, E3
      Revisions: C12, Z1
Free-Floating Subdivisons: an Alphabetical index. 16th ed. Annual
LC Cataloging Newsline. Frequency varies
      v. 12, no. 11 - v. 13, no. 11
LCC
      G (Geography. Maps. Anthropology. Recreation)
      H (Social sciences)
      KB (Religious law in general; new edition includes KBM (Jewish Law), KBP (Islamic Law), KBR (History of Canon Law; revision), and KBU (Law of the Roman Catholic Church; revision)
      KF (Law of the United States)
      L (Education)
      PB-PH (Modern European languages)
      PJ-PK (Oriental philology and literature. Indo-Iranian philology and literature)
      PR-PS, PZ (English and American literature. Juvenile belles lettres)
      PT (German, Dutch, and Scandinavian literatures)
LC Classification; Weekly Lists (Tentative; Approved)
LC Subject Headings; Weekly Lists (Tentative; Approved)
Library of Congress Classification
      Tables P-PZ39 and P-PZ40: revised
Library of Congress Rule Interpretations, 2nd ed., 1989
      2005, Update No. 1 (April)
      2005, Update No. 2 (July)
Library of Congress Subject Headings, 28th ed. Annual
Subject Cataloging Manual: Subject Headings
      2005 Update No. 1 (February)
      2005 Update No. 2 (August)

Appendix II: STATISTICS

Cataloging for:	Subtotal	Total
AMED		
Books cataloged		21
Bound copies added		33
Unbound copies added		20
Hours spent		7.5
ASCD (encoding level 7)		
Books cataloged		40
New subject headings		58
New classification numbers		4
CALM		
Class E169 books reclassified		1,046
Law library		
Subject cataloging (classification; subject headings)		89
HLCD		
Items cataloged		4
Hours spent		2.0
SSCD		
MLC records completed		117
Full cataloging		15
CIP verification		296
Correspondence		14,160
Internal	5,107	
External	9,053	
CPSO email account messages		13,020
Weekly average		246
CLED		

Minaret records created or updated		3,744
DBIU		
BatchCat changes to bibliographic and authority records		475,000+
Reclassification+relabeling		414
Duplicate LCCNs reconciled		63
Error reports		7,140
Internal	2,795	
External	4,345	
LCSH master database records as of Sept. 30, 2005		291,838
New subject authorities created		6,678
Changes to existing subject authority records		6,020
Records deleted		91
Total transactions		12,789
New and changed classification numbers		3,744
Phone queries		942
Internal	848	
External	94	
Pilot project: music 053s		
Total number of name authorities to which 053s added		231
Other NARs created or updated		64
Bibliographic records updated		476
Titles reclassified		1
QCFM Team		
American Indian law records input for the Law Library		950
Bibliographic records input or updated		18,419
Name authority records corrected based on OCLC error reports		950
Replacement copies added to the general collections		21
Visitors		696
Internal	613	
External	83	