Shared Goals, Shared Services: A Cataloging Story
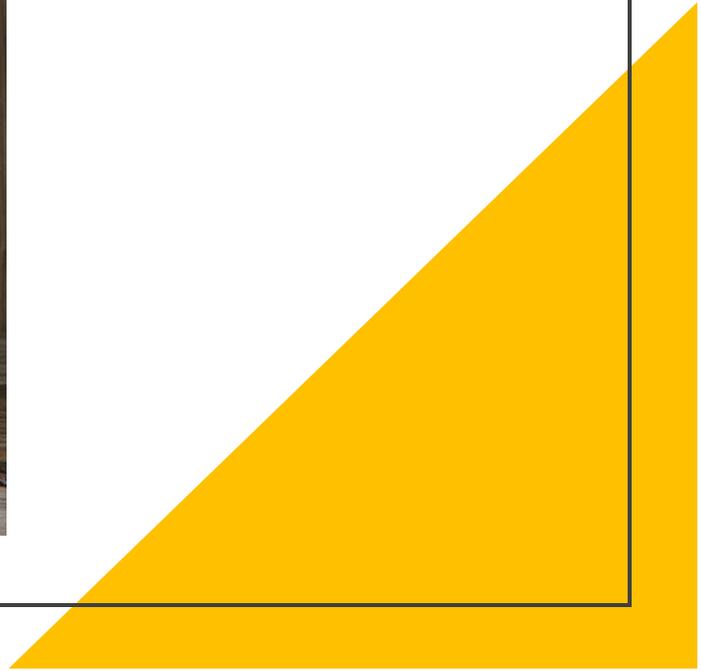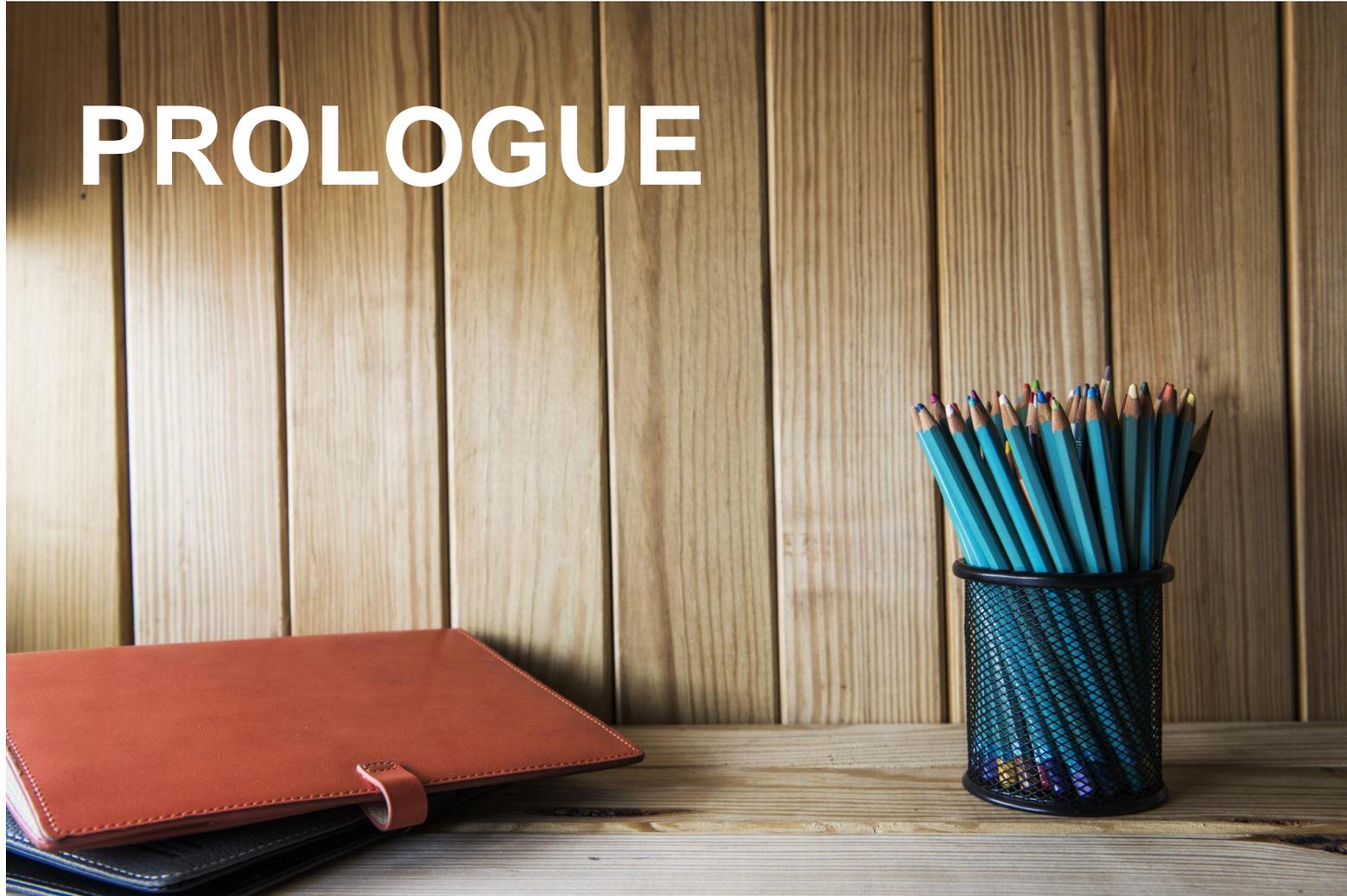
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www.suny.edu

PROLOGUE

SUNY Library Shared Services (SLSS) offers a mix of general and extended support services.

https://slcny.libguides.com/slss

I'm lucky enough to work with libraries needing extra help with cataloging / resource management.

Note!
Any identifying information has been removed from these profiles. If you'd like to learn more, I can get you in touch with the right people.

Alma workflows have changed the ways we add new bibliographic records to the repository. Generally:

Shared records for physical items are housed in the Network Zone (NZ).

Shared records for electronic resources are housed in the Community Zone (CZ).

Records for local campus use, only, are housed in the Institutional Zone (IZ).

SUNY began expanding remote library services with the migration to Alma.

In March/April 2020, all NYS libraries began finding their own ways to work, outside of the physical space. As the coronavirus pandemic continues today, so does this creative process.

Hopefully, some of the work I'm doing remotely will give you ideas now, and, for the future. Plus, I'm eager to hear how you've solved some of these same issues.

CHAPTER ONE
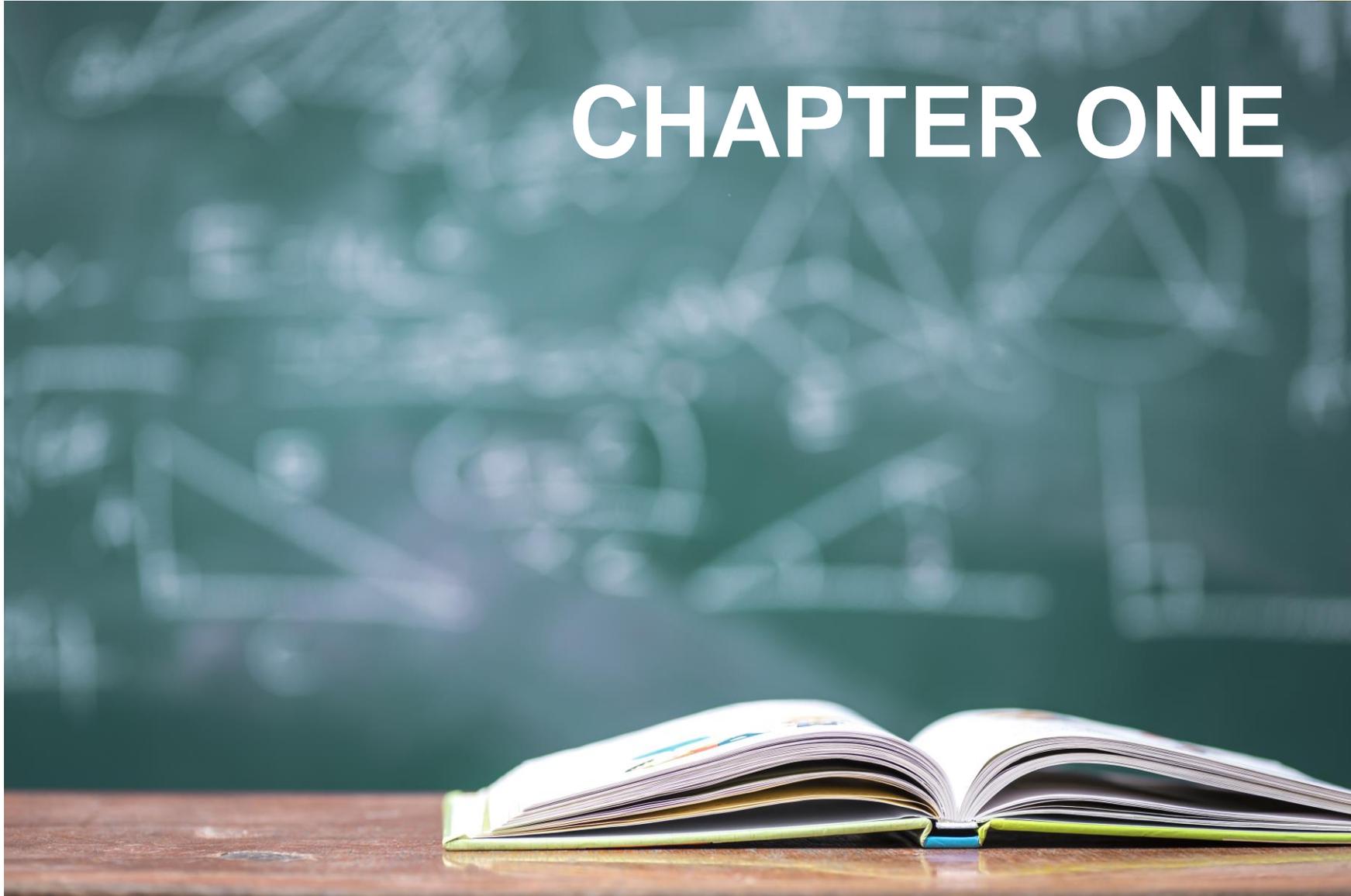
This library needed some help getting a backlog of print Masters' theses into Alma.

They shared with me a template of desired metadata.
It was my job to assign LC call numbers, and LC subject headings.

We arranged shipment for an initial sample of bound theses.
Upon review, and with more research, we discovered that a subset of them also appeared in their digital institutional repository.

Focusing on the print versions, I used OCLC's Connexion client to create new master records. I also updated their holdings, for discovery.

The library was then able to import the records into the NZ, attaching local holdings.

Future work will address electronic theses, in the IR.

CHAPTER TWO

This library needed help getting an acquisitions backlog of print monographs and DVDs into Alma.

Most of the items could be found in WorldCat, so copy cataloging was sufficient.

Occasionally, I'd assign a missing call number.

Original cataloging was needed for a small subset of the items.

From a shared database, I had access to new arrivals, awaiting processing.

Given the backlog, it was most helpful for the library if I could make all items appear shelf-ready.

Library documentation provided guidance for locations, and call number prefixes. We worked out a system of temporary barcodes, indicating items I had cataloged.

Although I was working FIFO, it was easy enough
to process "rush" orders, out of sequence, upon request.

When original cataloging was needed, the library
scanned and sent the relevant information.

It took about five months to clear the backlog. By that
point, ordering had ceased, due to library closures.

CHAPTER THREE

This library needed help with original cataloging.

Once they scanned and sent the relevant information, it became clear that these were unique items, to be housed in their local history collection.

Although there was a relatively small number of items to catalog, they did require a bit of research.

The research process was fun, and fascinating! It covered aspects of New York State history that were new to me.

Once I'd entered the master records into Connexion, the library was able to import the records, and finish the process.

Thank you!

THE END.

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