Students Working in the Cataloging Department

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UNC UNIVERSITY LIBRARIES

UNC UNIVERSITY LIBRARIES Health Sciences Library

Background

- University of North Carolina at Chapel Hill (UNC-CH)
  - 18,862 undergraduates
  - 11,049 graduate and professional students

- UNC-CH Libraries
  - 14 libraries on campus

- Cataloging in the Libraries
  - Davis Library (central collection for humanities, social science & business research)
  - Health Sciences Library (HSL)
  - Wilson Library (special collections and rare materials)
  - Law Library (administered separately)

Cataloging on Campus

- All libraries share an integrated library system (ILS)
  - Sierra from Innovative

- Local cataloging decisions made collaboratively but libraries can alter policies based on their needs

- Authority control is mostly handled by outside vendor

- Davis Library catalogs materials for all campus libraries except for:

  - HSL
  - Wilson Library
  - Law Library

Student Work at Davis Library

- Authority Control
  - Searched authority file for records
  - Noted mistakes/problems and gave to librarian
  - Librarian checked and gave back to student to make corrections
  - One student was so good she made corrections on her own

- Theses Inventory
  - Fixed mistakes or makes note and gives to librarian
  - Mistakes include:
    - Author name
    - Wrong physical location
    - Wrong format bib record
  - Ran macro to add inventory note and other fields
  - Student did this work with a laptop in the stacks
  - Some students were good enough to email with librarian while in the stacks and fix on the spot

- Language Specialty
  - Usually Chinese, Japanese or Korean
  - Searched OCLC for records
  - Verified Pinyin or adds to bib record
  - Verified Non-Roman script or transliterated and added to bib record
  - Fixed some reports from authority vendor

Student Work at HSL

- Inventoried Special Collections
  - Added gift plate information to bib and item records
  - Entered barcodes into ILS
  - Made call number slips
- Withdrew materials from ILS and did physical processing
- Transferred materials to different locations within library
- Processed physical materials
  - Date due slip, property stamp, call number labels, etc.
- Edited CONTENTdm records
- Sometimes helped other departments

Conclusions

- Staff who will work with the student most should be in charge of making the hiring decision

- Like any new employee, students need a lot of training and oversight at first

- Students with the right aptitude can work independently and save staff significant time

- Keep good notes about performance - you're likely to be a reference, possibly several years after the student leaves

- Consider sharing a student with another department if there's not enough work in cataloging

Davis Library Cataloging Staff (as of October 2018)

Paraprofessionals	16
Professionals	12
Library science students	2
Undergraduate students	4

Health Sciences Library Staff (as of August 2014*)

Paraprofessionals	2
Professionals	2
Undergraduate students	1

* HSL cataloging has undergone significant changes since 2014 and currently only catalog a very small number of materials.

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880			6250-02	a第1版.
880	1		6264-03	a北京 :	b中国社会科学出版社,	c2017.
880	1		6490-04	a中國研究
880	2		6710-05	a文化部对外文化联络局,	eeditor.
880	2		6710-06	a中外文化交流中心(China),	eeditor.
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