Cataloging Activity Logs

Gathering Data To Explain What We Do and What We Need

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If We Aren't Cataloging As Much, Why Are We So Busy?

- Budget cut – less materials purchased
- Lost a position – data to support need to get position back

Activity Log

	A	B	C	D	E	F
1	**Date**	**Activity**	**Begin**	**End**	**Category**	**Minutes**
2	9-May-13	NCHI	10:07 AM	10:39 PM	NC Health Info Cataloging	32
3	9-May-13	E-books	10:39 AM	11:50 AM	Cataloging	11
4	9-May-13	MeSH updates	11:50 AM	12:16 PM	Database Maintenance	26
5	9-May-13	YH	12:16 PM	1:43 PM	Metadata Projects	87
6	9-May-13	AIDS exhibit	1:43 PM	2:00 PM	Special Collections Support (excludes cataloging)	17
7	9-May-13	ETDs	2:00 PM	2:48 PM	ETDs	48
8						

Background

- Department kept for 6 months (2 EPA, 1 SPA)
- Individuals kept detailed logs on all activities
    - Contributed numbers only for certain activities to the department totals
- Privacy
- Categories of activities to focus on
- Define each category

Results

- 7% - NC Health Info "cataloging"
- 5% - Cataloging
- 3% - Database maintenance
  - MeSH, headings, close out serials, etc.
- 2% - Metadata projects
  - Your Health blog, HIVE, etc.
- 2% - Special Collections support
- 1% - ETDs

18% of our total time

*** approximate numbers***

Did We Answer Our Question and Make Our Case?

- Partially
- How do we spend the rest of our time?
  - Management/Administrative, Professional Development, Meetings, Field Experiences
  - 2 Desk Hours/Week, Docline, Eresources Problems, Materials Processing, Transfer Materials, Special Collections (temporary)
  - **PROJECTS** – International Theses, Journal Barcoding, Gift/Donor Info, Reclassifying Collections, Overhaul Lost/Missing, etc.

What's Next?

- Do it again? Some things have changed.
  - It could be useful if we find the right way to do it
- Other uses of the logs
  - Help to prioritize
    - Enough time on higher priorities?
    - What gets too much time?
    - What doesn't get enough time?

Thank You

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