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Catalog Local: One Library's Look at How Local Classification Schemes and Subject Headings Affect Copy Cataloging

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Catalog Local: one library's look at how local classification schemes and subject headings affect copy cataloging

Copy Cataloging Interest Group Meeting – ALA Annual Conference 2019 – Washington, D.C.
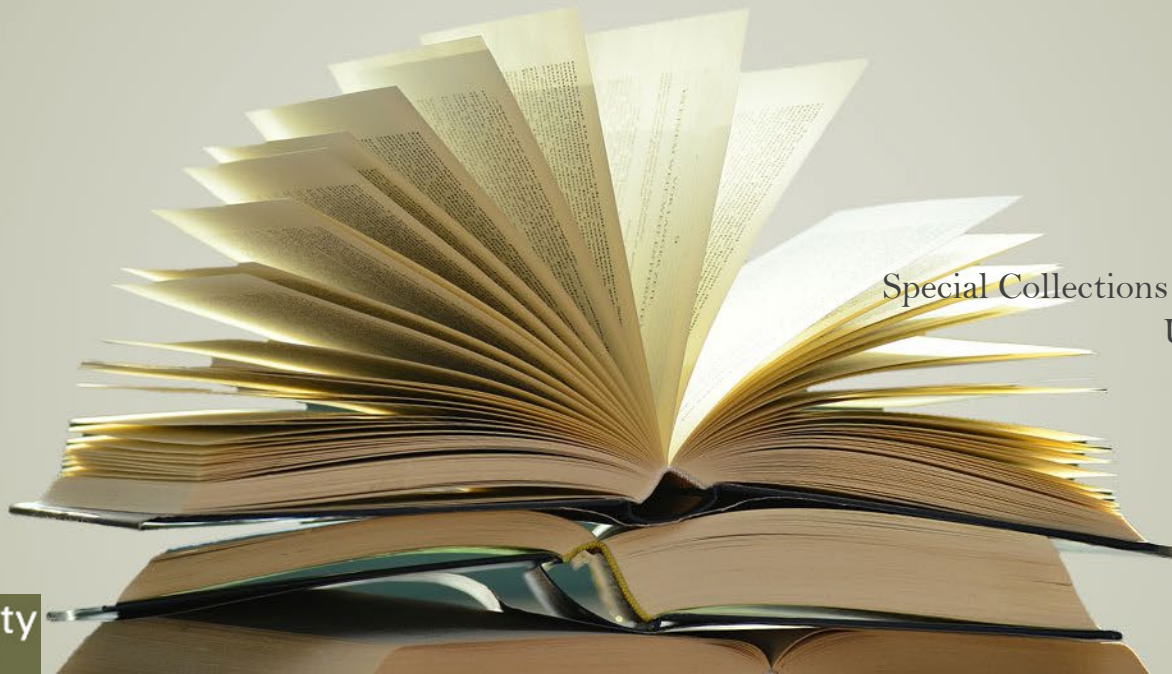
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Background

USU Special Collections & Archives

Collection Call Numbers

- ❖ **General Book Collection (modified Dewey)**
- ❖ **BOOK COLL**
- ❖ **PAM A, B, C or D**
- ❖ **COLL V (Book, Pam, Folk, Gr. or OV)**
- ❖ **PORT. SHELF**
- ❖ **FILE MSS**
- ❖ **Photo Collections (PO###)**

- ❖ **ASL (quasi-modified Dewey)**
- ❖ **FOLK COLL**
- ❖ **MAP**
- ❖ **BROADSIDE A, B, C, D, E, F or News**
- ❖ **NBRT**
- ❖ **ITEM MSS**
- ❖ **Microfilm (Utah Reel or News Reel)**

- ❖ **BOOK ARTS (unique and quasi- modified Dewey)**
- ❖ **HATCH**
- ❖ **University Archives**
- ❖ **MEDIA COLL**
- ❖ **PRES. LAB COLL**
- ❖ **COLL MSS**
- ❖ **Theses/Dissertations** (no call no.; arranged by year and alphabetical by author last name)

USU Special Collections & Archives
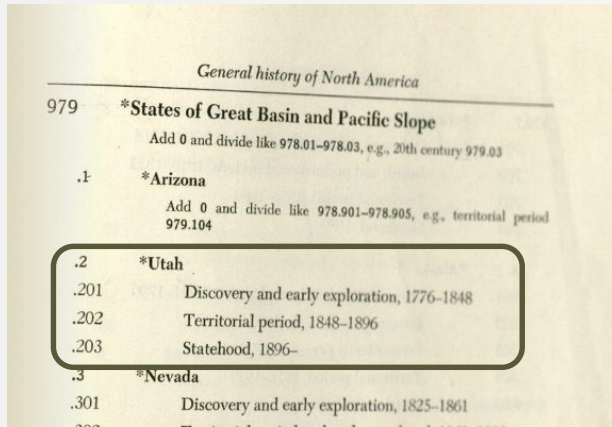
Copy Cataloging and Collection Call Numbers

- **Modified Dewey – General Book Collection**
- **BOOK COLL**
- **PAM A, B, C or D**
- **COLL V (Book, Pam, Folk, Gr. or OV)**
- **PRES. LAB COLL**
- FILE MSS
- Photo Collections (PO###)

- **ASL (quasi-modified Dewey)**
- **FOLK COLL**
- **MAP**
- **BROADSIDE A, B, C, D, E, F or News**
- NBRT
- ITEM MSS
- Microfilm (Utah Reel or News Reel)

- **BOOK ARTS (unique and quasi- modified Dewey)**
- **HATCH**
- **University Archives**
- **MEDIA COLL**
- PORT. SHELF
- COLL MSS
- Theses/Dissertations (no call no.; arranged by year and alphabetical by author last name)

Greyed out call numbers are used in original cataloging only

Modified Dewey @ USU

History

❖ Based on Dewey Decimal Classification Edition 17
❖ Increased granularity of classification numbers

DDC 17

USU modified

Other Local Classifications @ USU

Used in Copy Cataloging

Sheet 1

Special Collections= call number and label reference sheet

Reminder for printing labels: Some call numbers will need brief editing in the Sierra item record. Edits usually entail adding underscores, removing spaces, adding OVERSIZE, etc. Any edits made in the Sierra item record call number will need to be changed back after printing the label so the call number index will list them properly.

* Dewey call numbers
  Bibliographic records
    099   300.21 |a F543
    099   289.26 |a T673 |a no. 1
  Sierra item record call no. field
    092   300.21 F543
    092   289.26 T673 no. 1

* Oversize call number
  Bibliographic record
    099   979.27 |a L828
    049   UUSD

  Sierra item record call no. field
    092   979.27 L828

* Folklore call numbers
  Bibliographic records
    099   FOLK |a COLL 12 |a no. 1
    099   FOLK |a COLL 14 |a FFC |a no. 272
  Sierra item record call no. field
    099   FOLK COLL 12 no. 1
    099   FOLK COLL 14 FFC no. 272

* Book collection call numbers
  Bibliographic records
    099   BOOK |a COLL 10 |a L-1
    099   BOOK |a COLL 47 |a no. 1
  Sierra item record call no. field
    099   BOOK COLL 10 L-1
    099   BOOK COLL 47 no. 1

* Book Arts call numbers
  Bibliographic records
    099   BOOK |a ARTS |a 702.81 |a An25i
    099   BOOK |a ARTS |a 2-1 |a v. 1
  Sierra item record call no. field
    099   BOOK ARTS 702.81 An25i
    099   BOOK ARTS 2-1 v. 1

* PAM call numbers
  Bibliographic records
    099   PAM |a A |a 200

Sheet 2

    099   PAM |a C |a 330
  Sierra item record call no. field
    099   PAM A 200
    099   PAM C 330

* File or Item MSS call numbers
  Bibliographic record
    099   ITEM |a MSS |a 101
    099   FILE |a MSS |a 210
  Sierra item record call no. field
    099   ITEM MSS 101
    099   FILE MSS 210

* Hatch room call numbers
  Bibliographic record
    099   HATCH |a 1/1/25
    099   HATCH |a 3/3/1-15
  Sierra item record call no. field
    099   HATCH 1/1/25

    099   HATCH 3/3/1   (will have one item record per volume)
    099   HATCH 3/3/2
    099   HATCH 3/3/3
    099   HATCH 3/3/4
    099   HATCH 3/3/5
    099   HATCH 3/3/6
    099   HATCH 3/3/7
    099   HATCH 3/3/8
    099   HATCH 3/3/9
    099   HATCH 3/3/10
    099   HATCH 3/3/11
    099   HATCH 3/3/12
    099   HATCH 3/3/13
    099   HATCH 3/3/14
    099   HATCH 3/3/15

* Vault call numbers
  Bibliographic record
    099   COLL V |a BOOK |a 250
    099   COLL V |a PAM |a 128
    099   COLL V |a Gr. 2 |a no. 43
  Sierra item record call no. field
    099   COLL V BOOK 250
    099   COLL V PAM 128
    099   COLL V Gr. 2 no. 43

* ASL call numbers
  Bibliographic record
    099   ASL |a 200.3 |a P234
  Sierra item record call no. field
    099   ASL 200.3 P234

Sheet 3

* Archives call numbers
  Bibliographic record
    099   9.4 |a no. 23
    099   14.1/7:43 |a no. 3
  Sierra item record call no. field
    099   9.4 no. 23
    099   14.1/7:43 no. 3

* Collection MSS call numbers
  Bibliographic record
    099   COLL |a MSS |a 278
    099   COLL |a MSS |a 130 |a Box 19 |a Fd. 2
  Sierra item record call no. field
    099   COLL MSS 278
    099   COLL MSS 130 Box 19 Fd. 2

* Photo collection call numbers
  Bibliographic record
    099   P0032

8/25/04 RS   Rev. 1/26/05 RS, 4/7/11 RS, 2/12/14 RS, 10/6/18 RS

SCA Local Subject Headings @ USU

Used in Copy Cataloging

❖ Most fall in two subject areas
- The Church of Jesus Christ of Latter-day Saints (Dewey)
- University Archives

USU Athletics.	5
USU Athletics (Football)	1
USU Athletics (Gymnastics)	1
USU Athletics (Intercollegiate)	56
USU Athletics (Intramural)	35
USU Athletics Rules and regulations.	1
USU Athletics (Women's)	5
USU Automation.	21
USU Awards and honors.	39
USU Bands and orchestras.	2
USU Benefits.	2
USU Bibliographies.	3
USU Board of Regents.	6
USU Board of Trustees.	1
USU Brochures.	28
USU Budget.	3
USU Budgets.	37
USU Building construction.	4
USU Building dedications.	1
USU Buildings and grounds.	50
USU Business.	5
USU Business affairs.	16

USU Clubs and organizations.	43
USU Colleges and departments.	2
USU Commencement.	29
USU Community Improvement Program.	1
USU Concerts.	2
USU Conference, workshops, etc.	2
USU Conferences, workshops, etc.	203
USU Consolidation controversy.	2
USU Constitution and by-laws.	1
USU Contracts.	1
USU Contracts and grants.	1
USU Councils and committees.	53
USU Course evaluations.	1
USU Course syllabi.	20
USU Curricula.	175
USU Curricula Statistics.	1

Challenges

- ❖ Extensive training
- ❖ Steep learning curve
- ❖ Overwhelming at first
- ❖ Inconsistent application
- ❖ Uncertainty if item cataloged into correct collection (collocation)
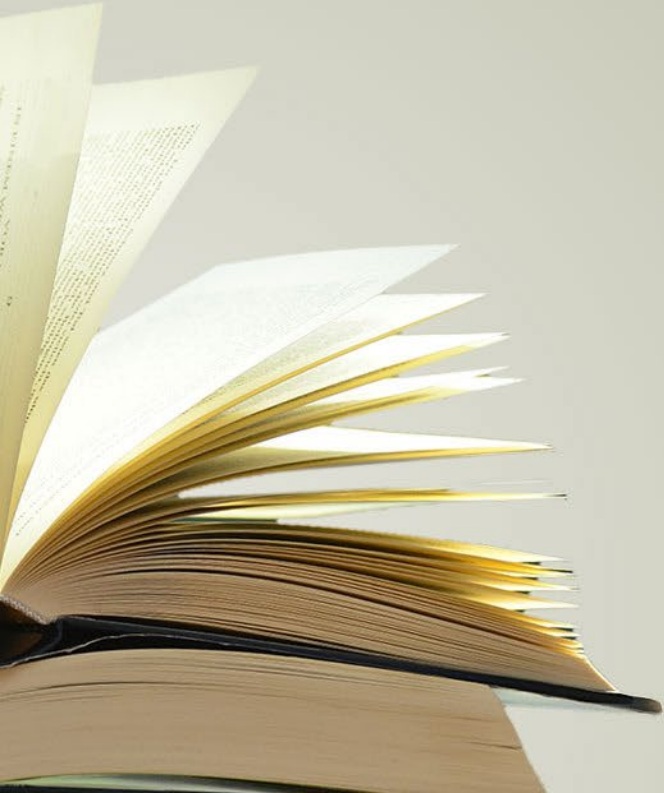
Changing times-

Workflows & Training

Streamlining SCA Copy Cataloging Workflows

Why

- ❖ Complex projects
- ❖ More acquisitions=More catalogers needed
- ❖ Increase consistency

How

- ❖ Revised the modified Dewey list
- ❖ Started accepting more Dewey call numbers as assigned in OCLC Connexion
- ❖ Not creating new locally-made classifications
- ❖ Not using as many local subject headings
  - ▪ Exception: USU Archives
- ❖ Hired more student assistants

Current SCA Copy Cataloging Workflow

1 Items deposited on cataloging shelves

2 Assigned cataloger searches items in local ILS

**3** Assigned cataloger searches for bibliographic records in Connexion

4 Copy catalog items & import records into ILS

5 Put item on processing shelf

SCA Copy Cataloging Training

Standardization

- ❖ Created SCA Copy Cataloging Manual – update regularly
- ❖ Created separate supplemental training materials and quick guides
- ❖ Organized and centrally located training material and reference sheets

Rewards

❖ Process less complex
❖ Robust cataloging for unique items
❖ Increased knowledge of cataloging standards and controlled vocabularies
❖ Increased discoverability
  ▪ Easier paging
  ▪ Easier for curators to find materials
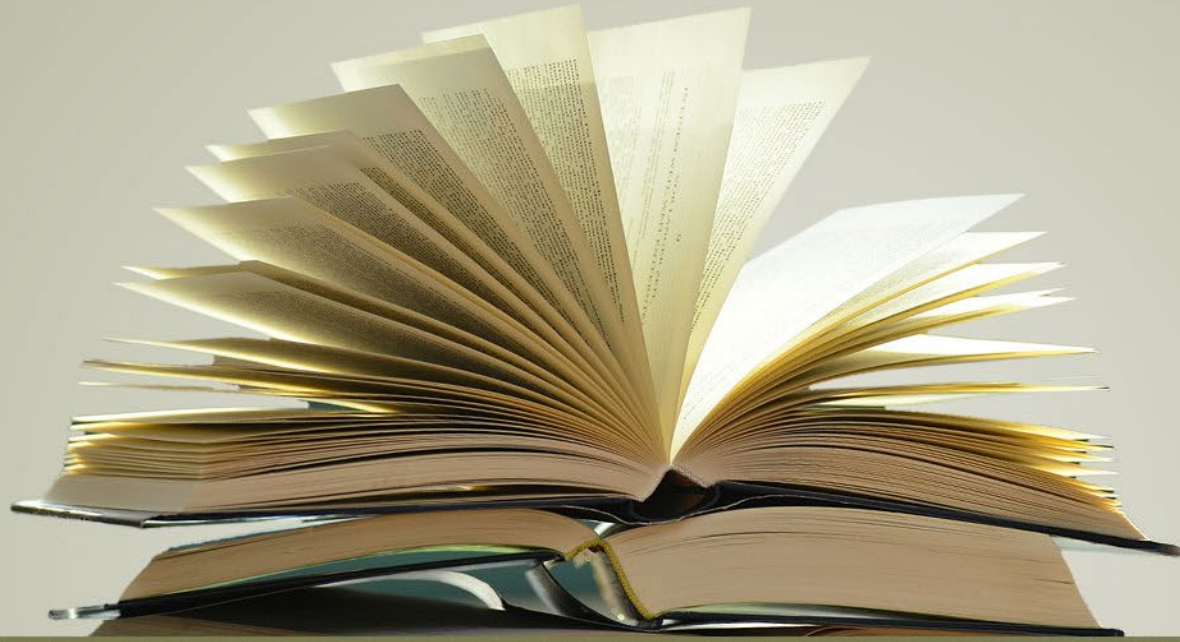
Thank you

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