

Roles and Responsibilities of Cataloging Units in Academic Libraries Research Project



American Library Association Annual Conference
Cataloging & Classification Research Interest Group
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The State of Cataloging/Metadata

- Rapid change in cataloging field
 - Rules
 - Framework
 - Expectations (Internal/External)
 - Mode of delivery
 - Skill sets
 - Personnel
 - Structure of cataloging units
 - Budgets



Change is
a Process
not an Event!

How are **cataloging units** in
academic libraries
navigating these **changes**?

The Survey

When : March and April 2016

Who : Academic library employees with knowledge of the structure/organization of cataloging unit

Where : No geographic boundary set intentionally (although questions were US-centric)

What: Questions asked about the following

- Institution: type and size
- Library size: staff, budget, collection
- Cataloging staff, hierarchy, faculty status
- Cataloging tasks, outsourced tasks
- Future plans for restructuring, task allocation, skills development



Website

Organization of Cataloging Units in Academic Libraries

HOME / ABOUT / DATA ANALYSIS / CONTACT



Welcome!

This website is dedicated to the study of organizational structures for cataloging units in academic libraries. It was developed in 2016 and is maintained by Jeremy Myntti, Head of Digital Library Services at the University of Utah and Liz Woolcott, Head of Cataloging and Metadata Services at Utah State University, as part of the output stemming from a survey that analyzed the Organization and Structure of Cataloging Units in Academic Libraries. The survey is

Baccalaureate Institution Staffing by Student FTE

Average Staffing Levels *in* Baccalaureate Institution Cataloging Units

Staff Levels



↑ Respondents answered questions regarding the type of institution and the cataloging unit staffing levels at the professional, para-professional and hourly level. * This is the average staffing reported for the 55 respondents from baccalaureate institutions.

Overall staffing**

Masters Institution Staffing by Student FTE

Average Staffing Levels *in* Masters Institution Cataloging Units

Staff Levels



↑ Respondents answered questions regarding the type of institution and the cataloging unit staffing levels at the professional, para-professional and hourly level. * This is the average staffing reported for the 99 respondents from masters institutions.

<https://catalogingunitorg.wordpress.com/>

Survey response rate

Survey Participants

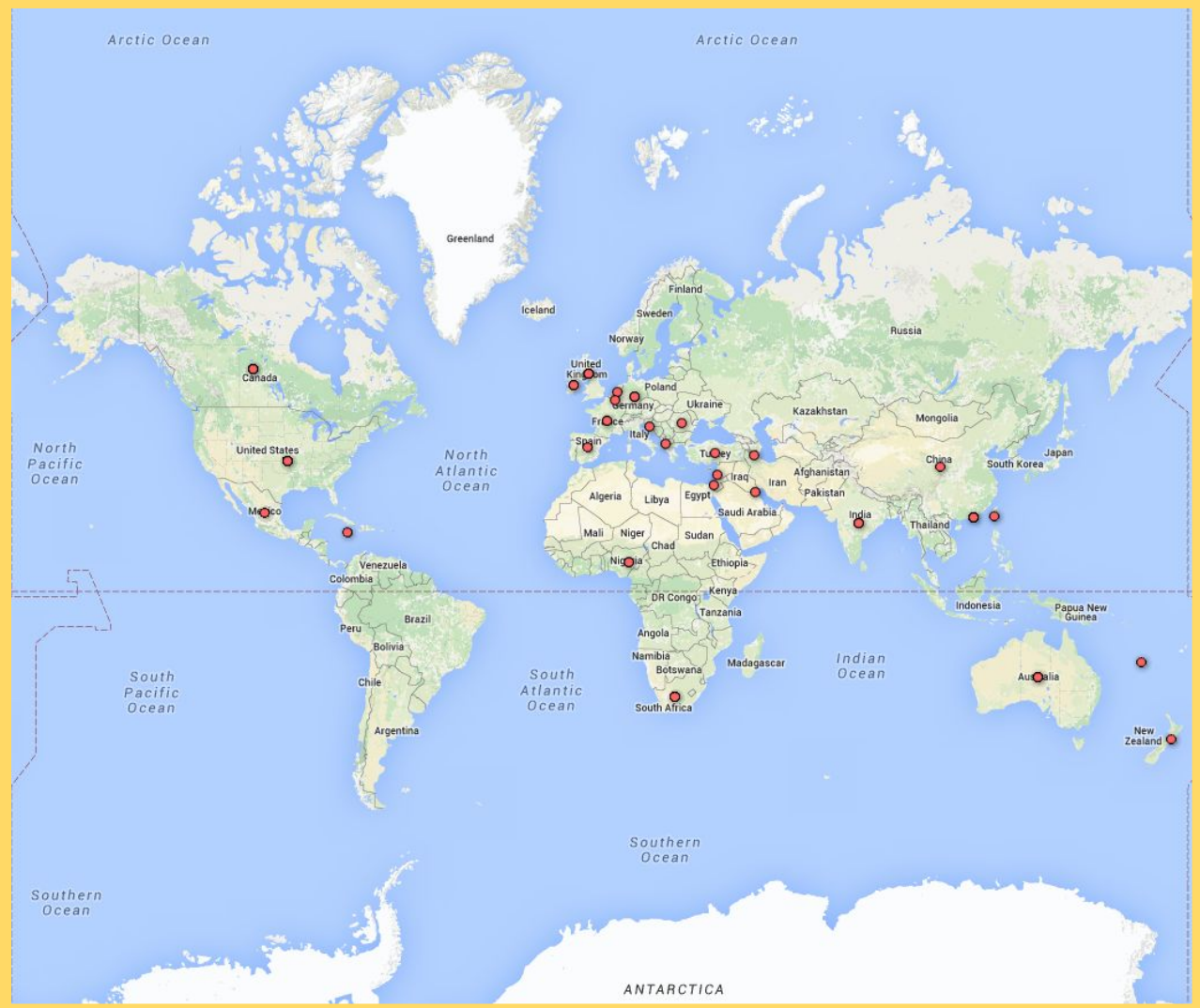
696

responses

54%

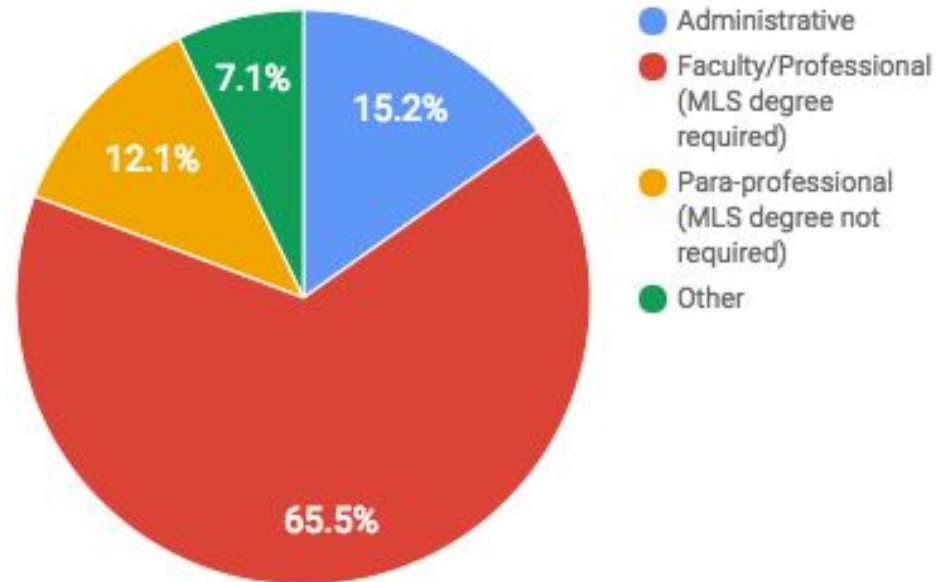
Completion Rate

28 Countries

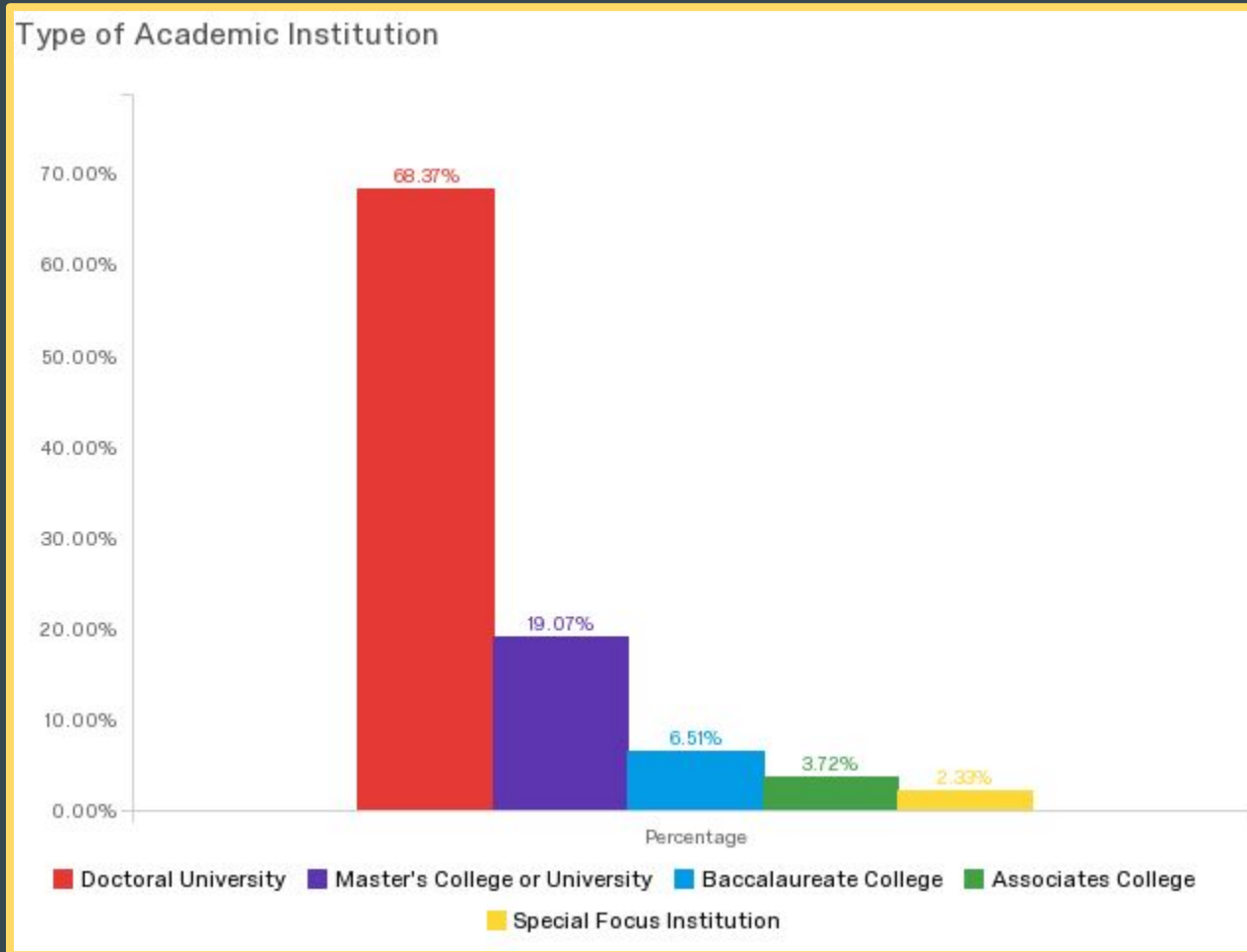


Respondent demographics

Role of Survey Respondent

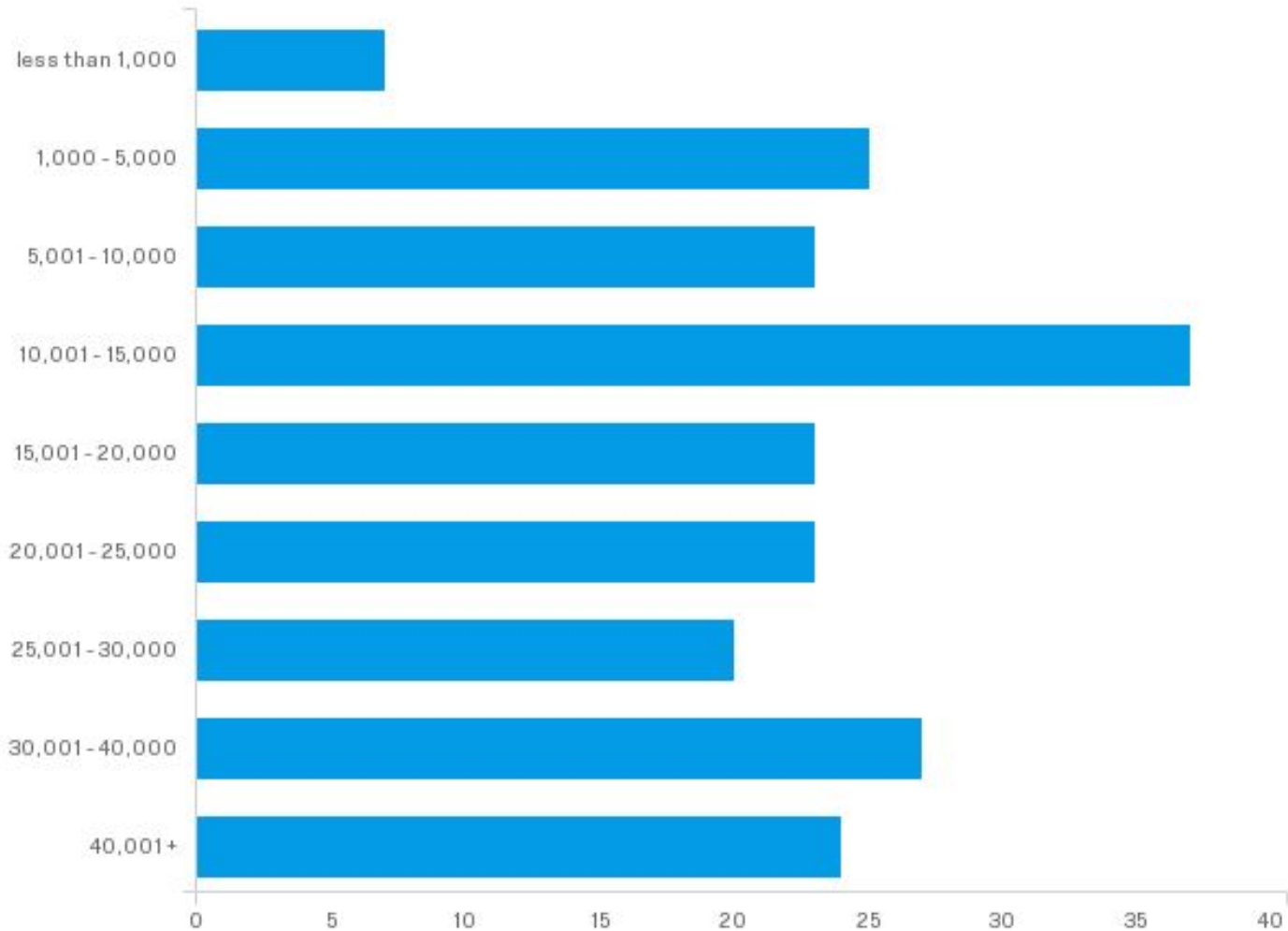


Type of Academic Institution

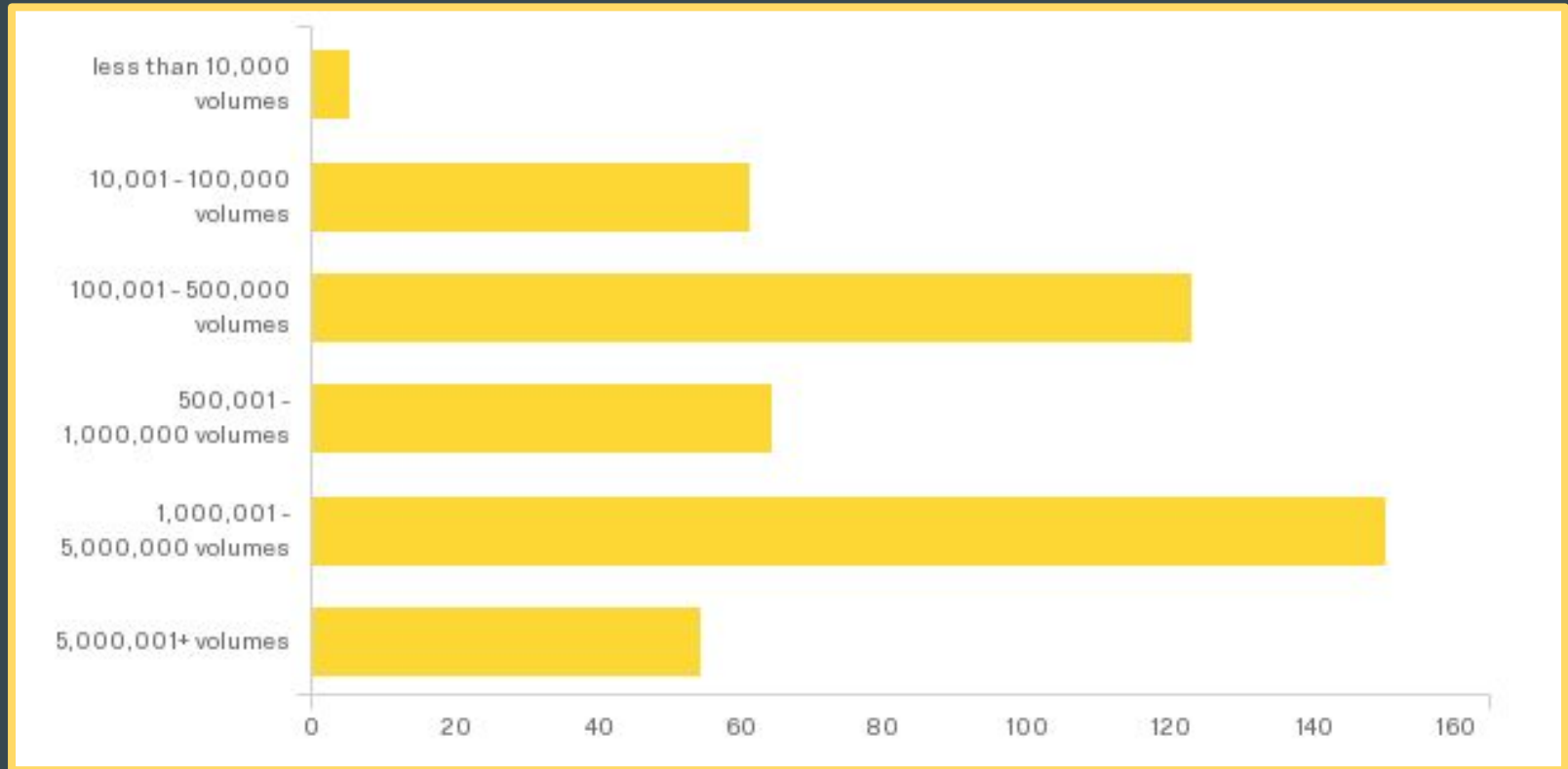


Institutional Student FTE

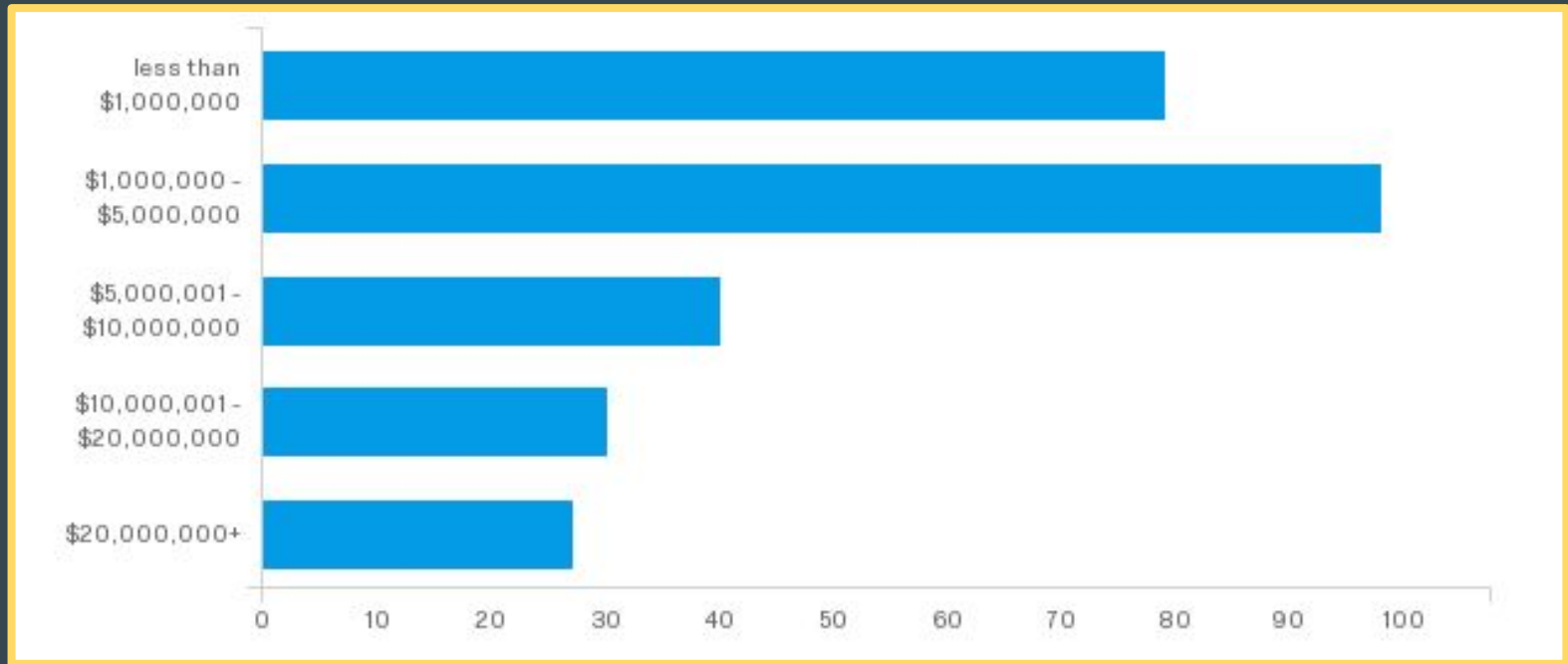
Full-time equivalent (FTE) student population



Library Collection Size

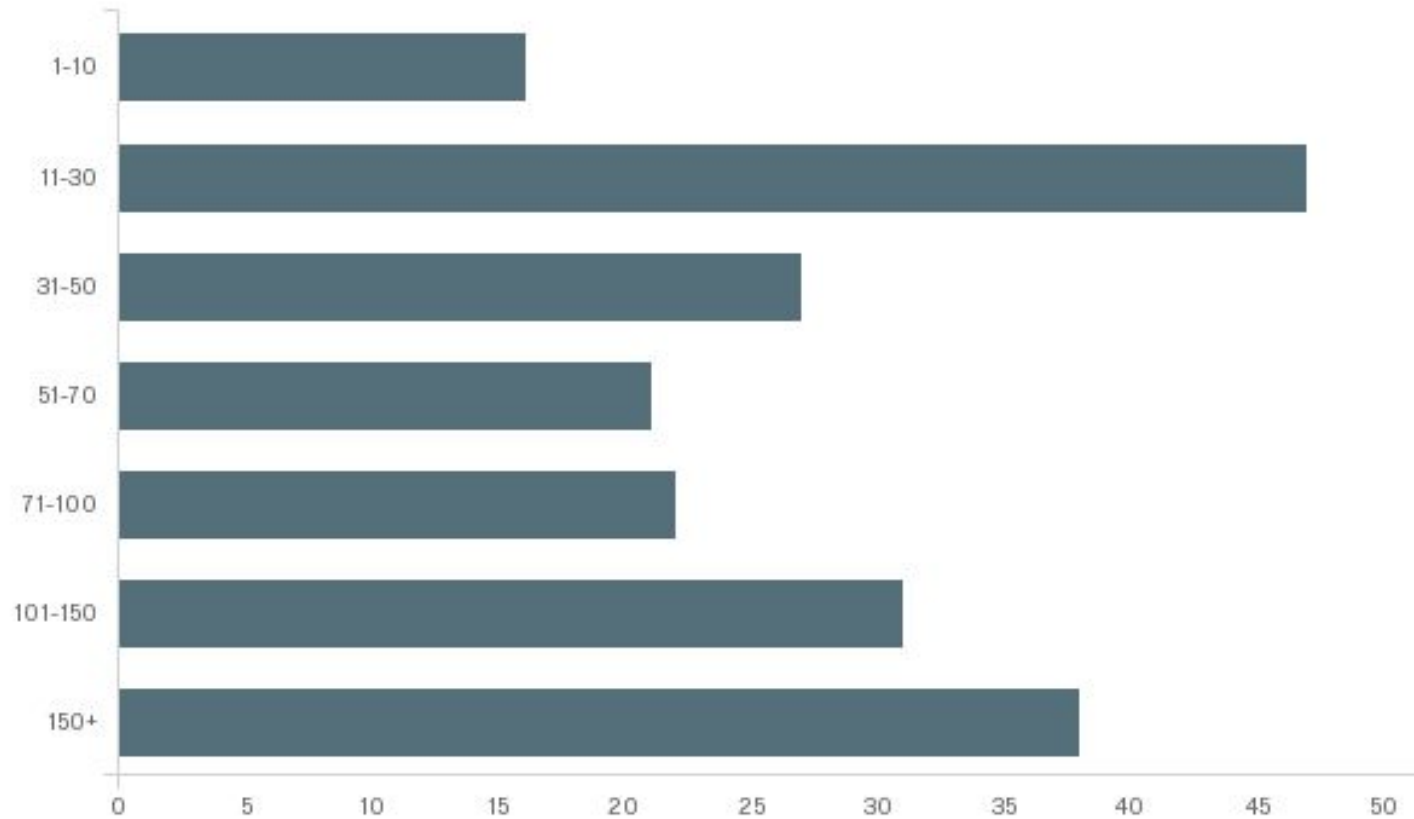


Library Annual Budget

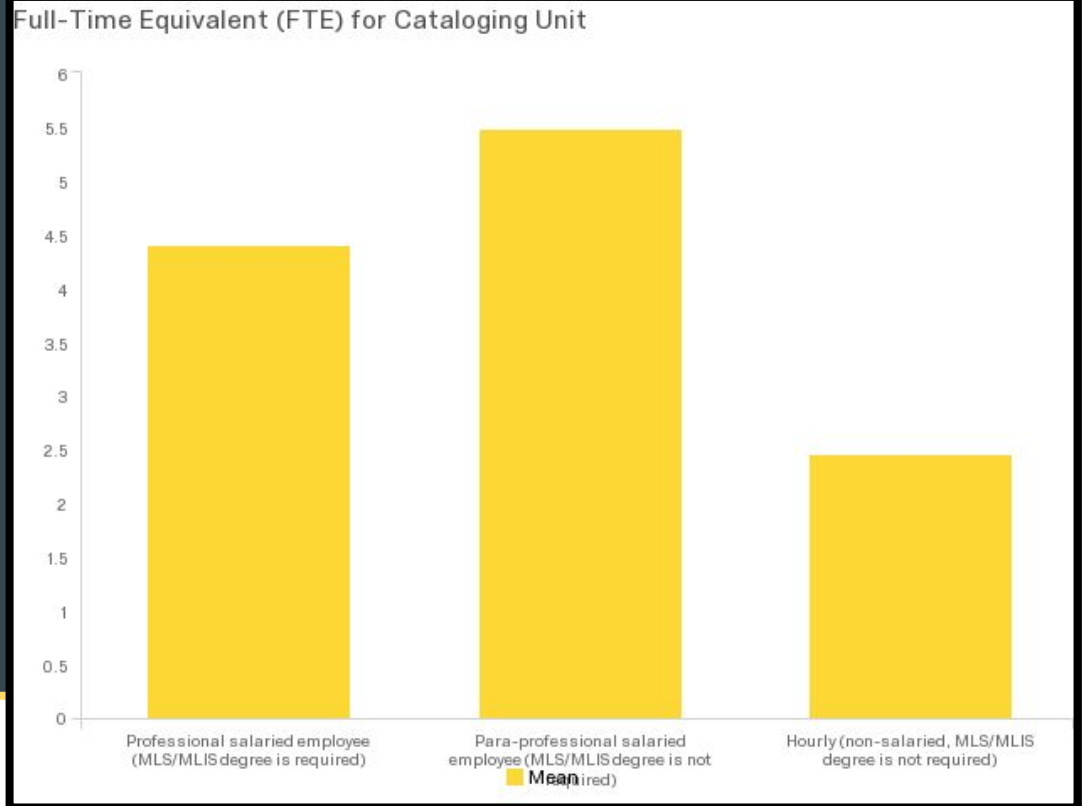


Full-time Equivalent Library Staff

Full-Time Equivalent (FTE) Library Staff



FTE Cataloging Department

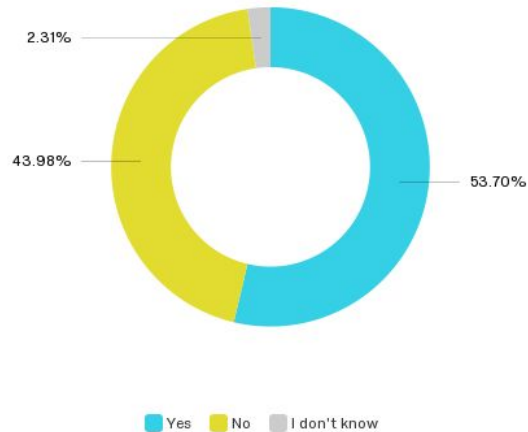


Full-Time Equivalent (FTE) for Cataloging Unit

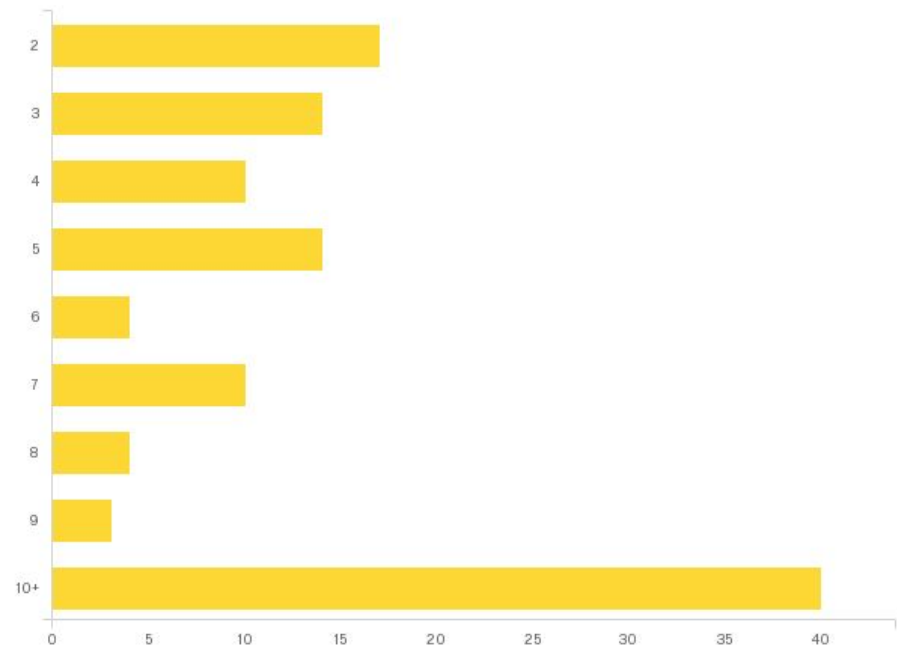
Field	Mean	Count
Professional salaried employee (MLS/MLIS degree is required)	4.40	216
Para-professional salaried employee (MLS/MLIS degree is not required)	5.48	213
Hourly (non-salaried, MLS/MLIS degree is not required)	2.46	216

Multi-Library System

Respondents in a Multi-Library Systems

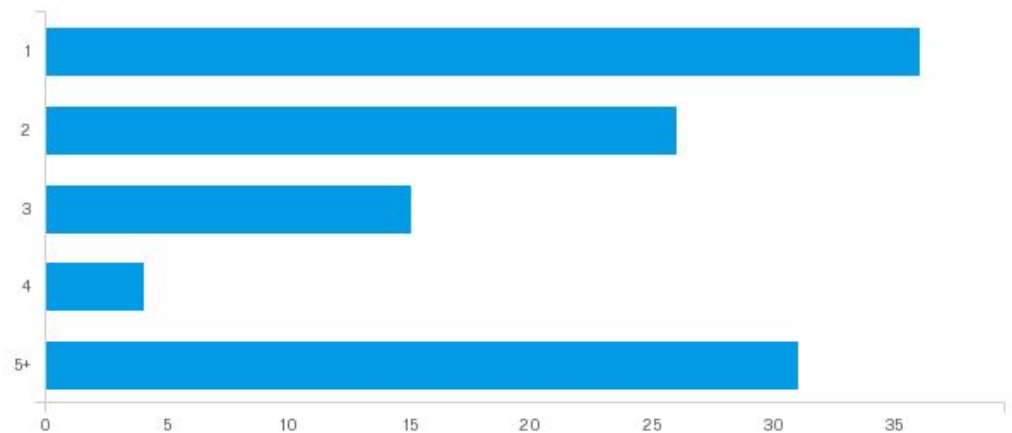


Number of Libraries in a Multi-Library System

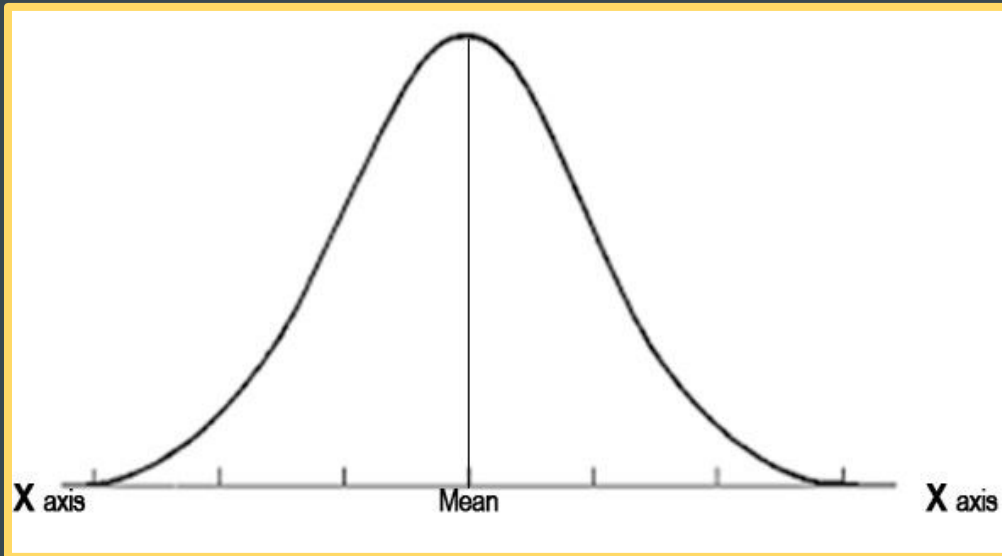


- ½ of respondents in multi-library systems
- 10 or more libraries in their system
- Library system supported most commonly by 1 cataloging unit or 5 or more cataloging units

Libraries with 2 or More Cataloging Staff in Multi-Library Systems

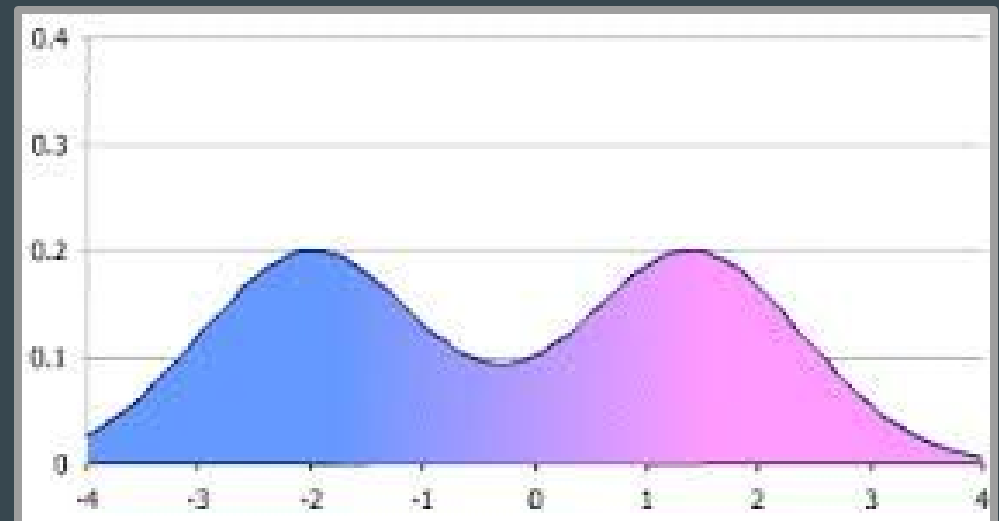


Unexpected outcomes



Fewer normal distributions

More bimodal distributions



Tasks Completed Inside Cataloging Unit

Overall Responsibility for Cataloging and Metadata Creation

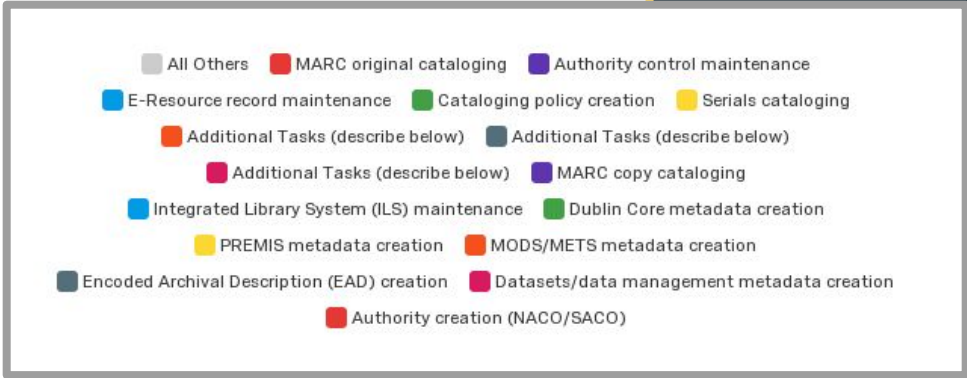
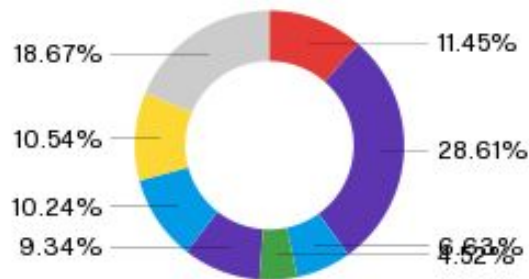
IN CATALOGING Professional



IN CATALOGING Para-professional



IN CATALOGING Hourly staff



Tasks Completed Outside Cataloging Unit

- All Others
 MARC original cataloging
 Authority control maintenance
- E-Resource record maintenance
 Cataloging policy creation
 Serials cataloging
- Additional Tasks (describe below)
 Additional Tasks (describe below)
- Additional Tasks (describe below)
 MARC copy cataloging
- Integrated Library System (ILS) maintenance
 Dublin Core metadata creation
- PREMIS metadata creation
 MODS/METS metadata creation
- Encoded Archival Description (EAD) creation
 Datasets/data management metadata creation
- Authority creation (NACO/SACO)

OUTSIDE CATALOGING Professional



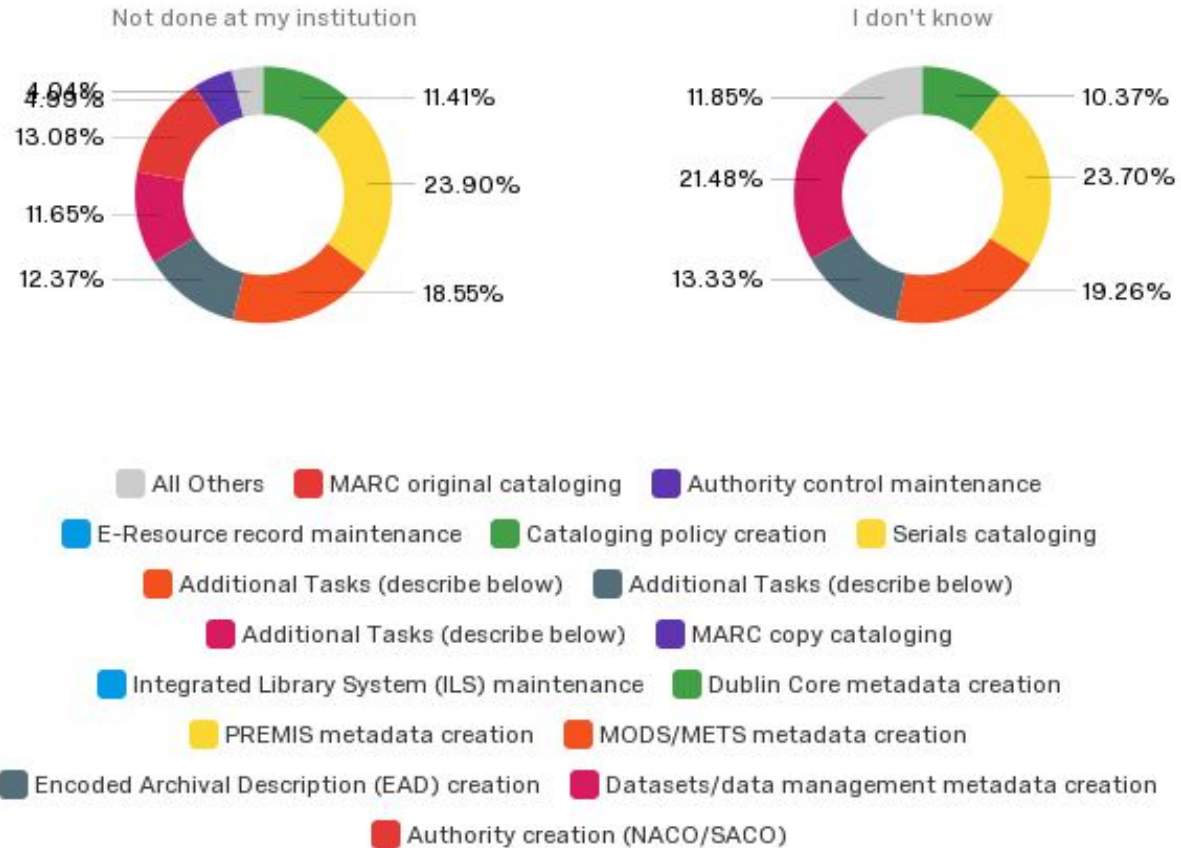
OUTSIDE CATALOGING Para-professional



OUTSIDE CATALOGING Hourly staff



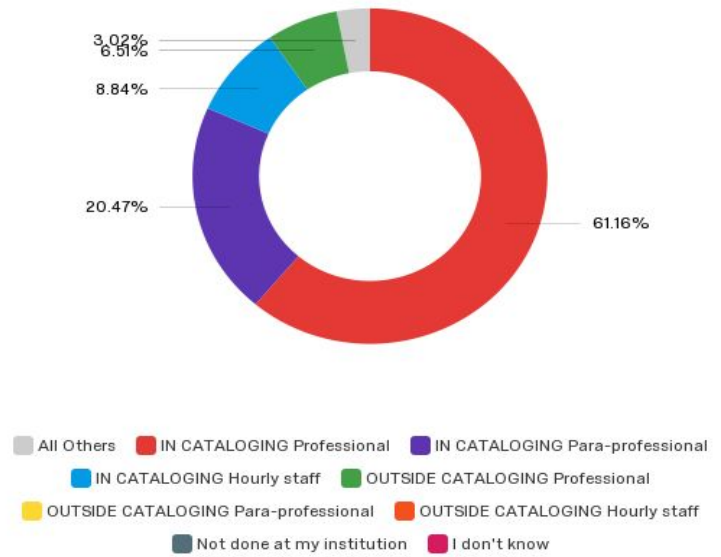
Not done/Unknown



Cataloging Tasks

MARC Original Cataloging

Responsibility for MARC Original Cataloging



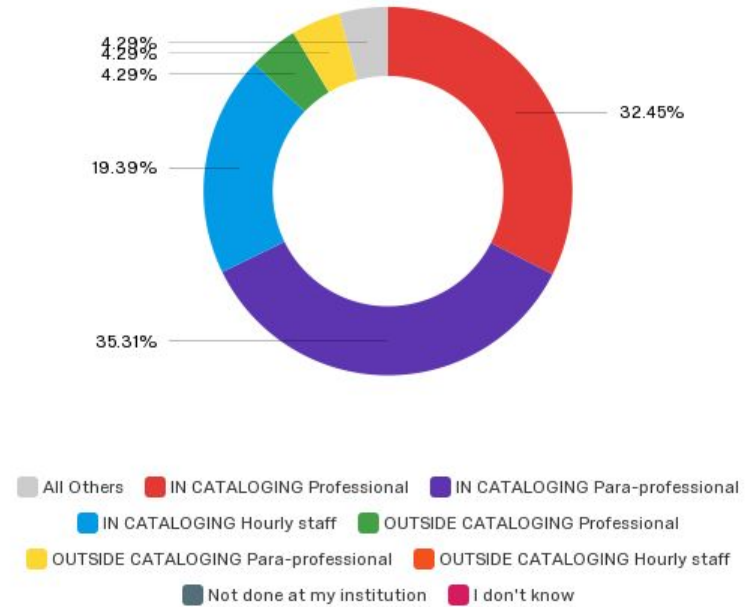
MARC original cataloging

	Doctoral University	Master's College or University	Baccalaureate College	Associates College	Special Focus Institution	Total
IN CATALOGING Professional	139	66	34	13	8	260
IN CATALOGING Para-professional	66	14	3	4	0	87
IN CATALOGING Hourly staff	21	7	9	0	0	37
OUTSIDE CATALOGING Professional	21	4	2	0	1	28
OUTSIDE CATALOGING Para-professional	4	0	1	0	0	5
OUTSIDE CATALOGING Hourly staff	5	0	0	0	0	5
Not done at my institution	3	0	0	0	0	3
I don't know	0	0	0	0	0	0
Total	150	74	43	15	9	291

Cataloging Tasks

MARC Copy Cataloging

Responsibility for MARC Copy Cataloging



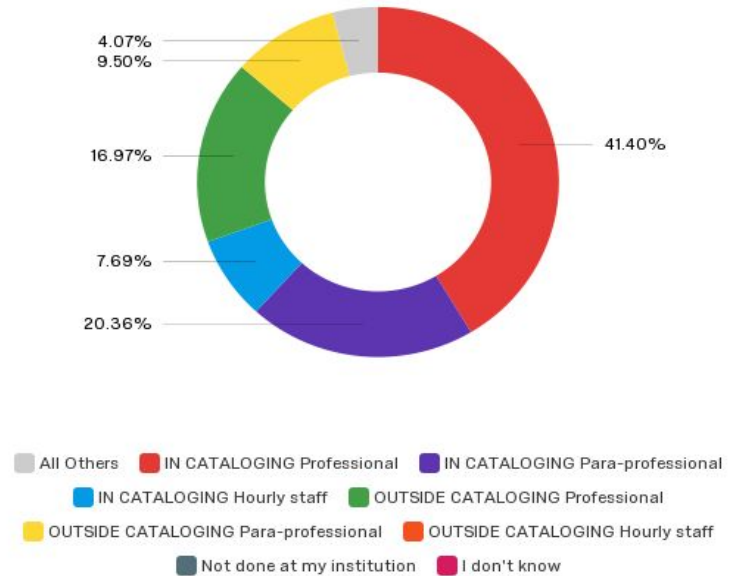
MARC copy cataloging

	Doctoral University	Master's College or University	Baccalaureate College	Associates College	Special Focus Institution	Total
IN CATALOGING Professional	71	45	23	11	7	157
IN CATALOGING Para-professional	106	39	14	9	2	170
IN CATALOGING Hourly staff	52	24	16	1	2	95
OUTSIDE CATALOGING Professional	16	2	1	0	2	21
OUTSIDE CATALOGING Para-professional	17	1	2	1	0	21
OUTSIDE CATALOGING Hourly staff	14	2	0	0	0	16
Not done at my institution	3	0	1	0	0	4
I don't know	0	0	0	0	0	0
Total	145	73	40	16	9	283

Cataloging Tasks

E-Resource Cataloging

Responsibility for E-Resource Cataloging



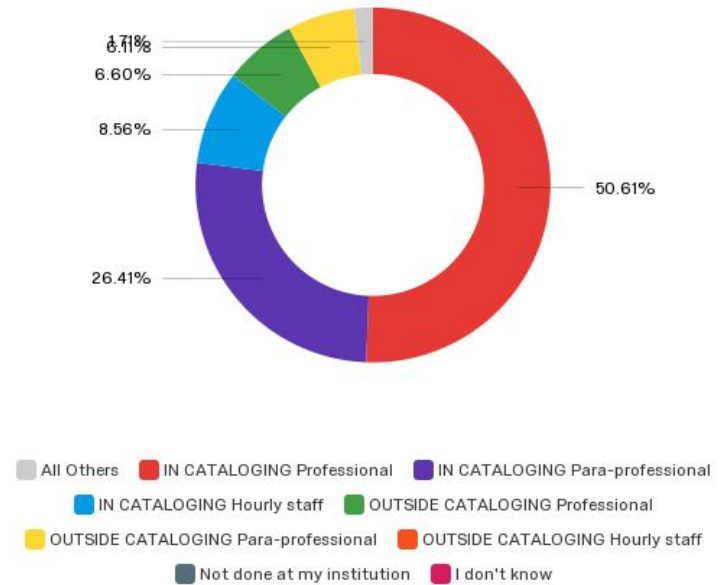
E-Resource record maintenance

	Doctoral University	Master's College or University	Baccalaureate College	Associates College	Special Focus Institution	Total
IN CATALOGING Professional	100	40	24	8	7	179
IN CATALOGING Para-professional	63	17	6	2	0	88
IN CATALOGING Hourly staff	17	7	9	0	0	33
OUTSIDE CATALOGING Professional	42	20	7	4	2	75
OUTSIDE CATALOGING Para-professional	34	5	2	1	0	42
OUTSIDE CATALOGING Hourly staff	7	2	1	0	0	10
Not done at my institution	0	0	2	2	1	5
I don't know	1	2	0	0	0	3
Total	139	66	40	15	9	269

Cataloging Tasks

Serials Cataloging

Responsibility for Serials Cataloging



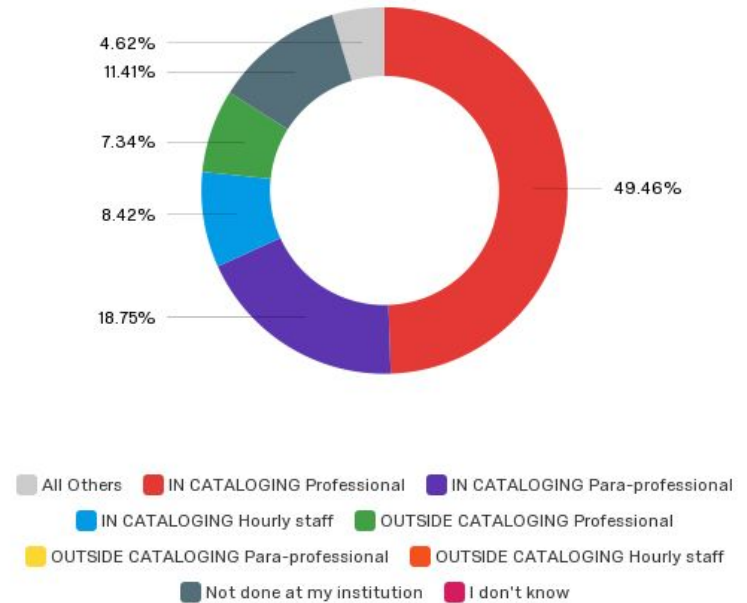
Serials cataloging

	Doctoral University	Master's College or University	Baccalaureate College	Associates College	Special Focus Institution	Total
IN CATALOGING Professional	107	48	29	11	9	204
IN CATALOGING Para-professional	74	18	7	8	0	107
IN CATALOGING Hourly staff	20	6	9	0	0	35
OUTSIDE CATALOGING Professional	18	5	1	1	2	27
OUTSIDE CATALOGING Para-professional	17	3	1	3	1	25
OUTSIDE CATALOGING Hourly staff	4	1	0	0	0	5
Not done at my institution	1	0	1	0	0	2
I don't know	0	0	0	0	0	0
Total	147	65	40	15	11	278

Cataloging Tasks

Authority Control Maintenance

Responsibility for Authority Control Maintenance



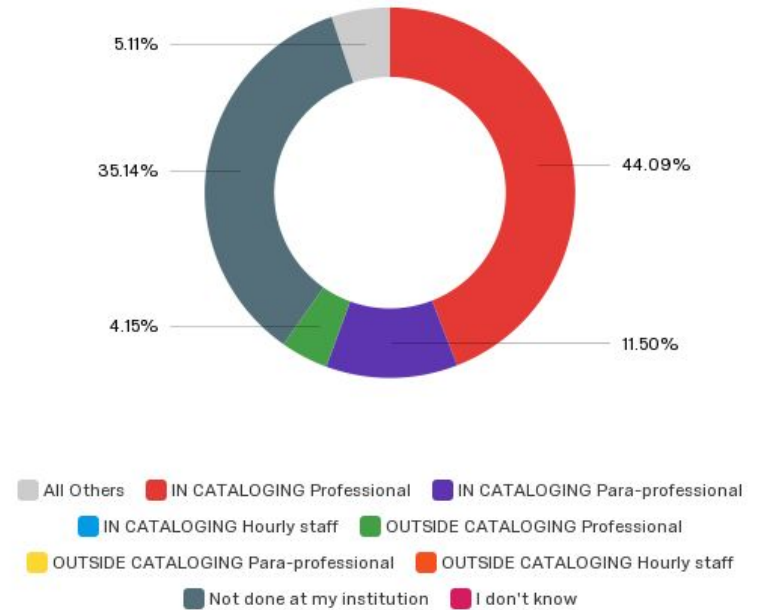
Authority control maintenance

	Doctoral University	Master's College or University	Baccalaureate College	Associates College	Special Focus Institution	Total
IN CATALOGING Professional	100	41	25	7	7	180
IN CATALOGING Para-professional	46	14	4	4	1	69
IN CATALOGING Hourly staff	16	6	9	0	0	31
OUTSIDE CATALOGING Professional	18	3	1	3	1	26
OUTSIDE CATALOGING Para-professional	7	2	1	0	0	10
OUTSIDE CATALOGING Hourly staff	2	1	1	0	0	4
Not done at my institution	16	9	11	3	2	41
I don't know	2	1	0	0	0	3
Total	138	64	42	14	10	268

Cataloging Tasks

Authority Creation

Responsibility for Authority Creation



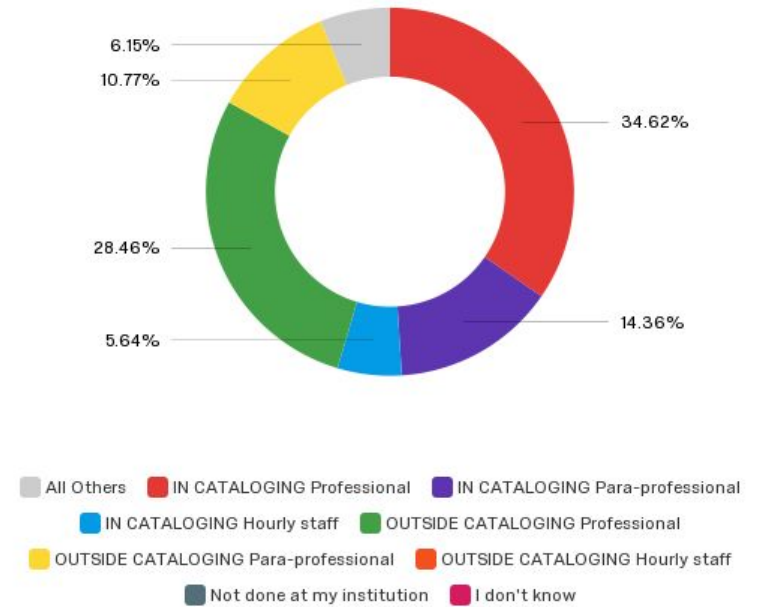
Authority creation (NACO/SACO)

	Doctoral University	Master's College or University	Baccalaureate College	Associates College	Special Focus Institution	Total
IN CATALOGING Professional	91	26	14	3	3	137
IN CATALOGING Para-professional	28	7	1	0	0	36
IN CATALOGING Hourly staff	5	3	2	0	0	10
OUTSIDE CATALOGING Professional	11	1	0	1	0	13
OUTSIDE CATALOGING Para-professional	2	0	1	0	0	3
OUTSIDE CATALOGING Hourly staff	0	0	0	0	0	0
Not done at my institution	36	32	25	10	5	108
I don't know	2	0	0	0	1	3
Total	136	62	40	14	9	261

Cataloging Tasks

ILS Maintenance

Responsibility for Integrated Library System (ILS) Maintenance



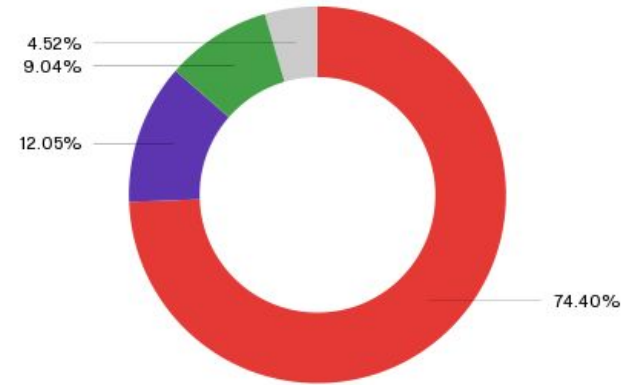
Integrated Library System (ILS) maintenance

	Doctoral University	Master's College or University	Baccalaureate College	Associates College	Special Focus Institution	Total
IN CATALOGING Professional	70	32	20	6	6	134
IN CATALOGING Para-professional	33	18	2	2	0	55
IN CATALOGING Hourly staff	10	7	5	0	0	22
OUTSIDE CATALOGING Professional	59	27	14	7	3	110
OUTSIDE CATALOGING Para-professional	30	9	2	0	0	41
OUTSIDE CATALOGING Hourly staff	3	4	0	0	0	7
Not done at my institution	5	2	5	0	0	12
I don't know	2	1	0	0	1	4
Total	134	70	39	14	9	266

Cataloging Tasks

Policy Creation

Responsibility for Cataloging Policy Creation



- All Others
- IN CATALOGING Professional
- IN CATALOGING Para-professional
- IN CATALOGING Hourly staff
- OUTSIDE CATALOGING Professional
- OUTSIDE CATALOGING Para-professional
- OUTSIDE CATALOGING Hourly staff
- Not done at my institution
- I don't know

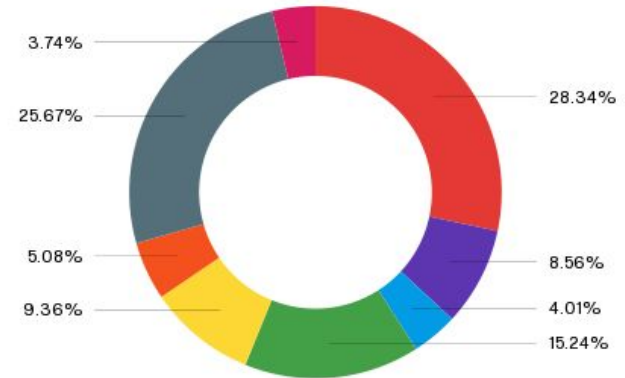
Cataloging policy creation

	Doctoral University	Master's College or University	Baccalaureate College	Associates College	Special Focus Institution	Total
IN CATALOGING Professional	132	59	36	10	7	244
IN CATALOGING Para-professional	22	10	4	4	0	40
IN CATALOGING Hourly staff	2	1	4	0	0	7
OUTSIDE CATALOGING Professional	21	4	1	1	2	29
OUTSIDE CATALOGING Para-professional	4	1	0	0	0	5
OUTSIDE CATALOGING Hourly staff	0	0	0	0	0	0
Not done at my institution	0	1	0	0	1	2
I don't know	1	0	0	0	0	1
Total	139	64	40	15	9	267

Cataloging Tasks

Dublin Core Metadata

Responsibility for Dublin Core Metadata Creation



- IN CATALOGING Professional
- IN CATALOGING Para-professional
- IN CATALOGING Hourly staff
- OUTSIDE CATALOGING Professional
- OUTSIDE CATALOGING Para-professional
- OUTSIDE CATALOGING Hourly staff
- Not done at my institution
- I don't know

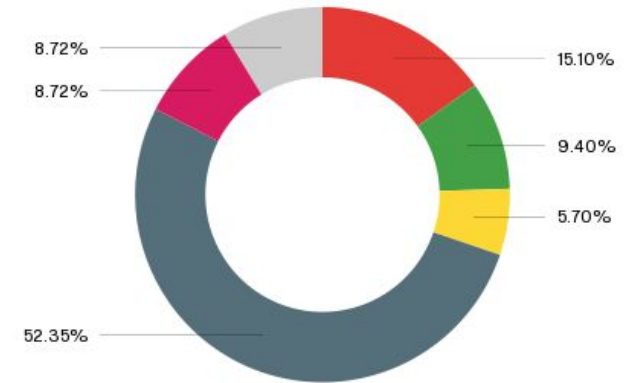
Dublin Core metadata creation

	Doctoral University	Master's College or University	Baccalaureate College	Associates College	Special Focus Institution	Total
IN CATALOGING Professional	59	26	15	3	1	104
IN CATALOGING Para-professional	27	5	0	0	0	32
IN CATALOGING Hourly staff	7	6	2	0	0	15
OUTSIDE CATALOGING Professional	42	7	6	1	1	57
OUTSIDE CATALOGING Para-professional	31	3	1	0	0	35
OUTSIDE CATALOGING Hourly staff	11	7	1	0	0	19
Not done at my institution	32	27	21	9	6	95
I don't know	8	4	0	1	1	14
Total	136	65	43	14	9	267

Cataloging Tasks

MODS/METS Metadata

Responsibility for MODS/METS Metadata Creation



- All Others
 IN CATALOGING Professional
 IN CATALOGING Para-professional
- IN CATALOGING Hourly staff
 OUTSIDE CATALOGING Professional
- OUTSIDE CATALOGING Para-professional
 OUTSIDE CATALOGING Hourly staff
- Not done at my institution
 I don't know

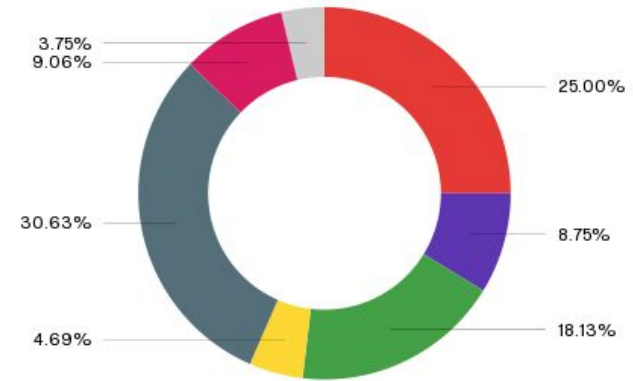
MODS/METS metadata creation

	Doctoral University	Master's College or University	Baccalaureate College	Associates College	Special Focus Institution	Total
IN CATALOGING Professional	31	7	5	1	0	44
IN CATALOGING Para-professional	10	0	0	0	0	10
IN CATALOGING Hourly staff	5	0	2	0	0	7
OUTSIDE CATALOGING Professional	23	3	1	0	1	28
OUTSIDE CATALOGING Para-professional	15	2	0	0	0	17
OUTSIDE CATALOGING Hourly staff	8	1	0	0	0	9
Not done at my institution	63	42	31	12	7	155
I don't know	15	6	3	1	1	26
Total	128	59	39	14	9	249

Cataloging Tasks

Dataset/Data Management Metadata

Responsibility for Data Sets/Data Management Metadata Creation



- All Others
- IN CATALOGING Professional
- IN CATALOGING Para-professional
- IN CATALOGING Hourly staff
- OUTSIDE CATALOGING Professional
- OUTSIDE CATALOGING Para-professional
- OUTSIDE CATALOGING Hourly staff
- Not done at my institution
- I don't know

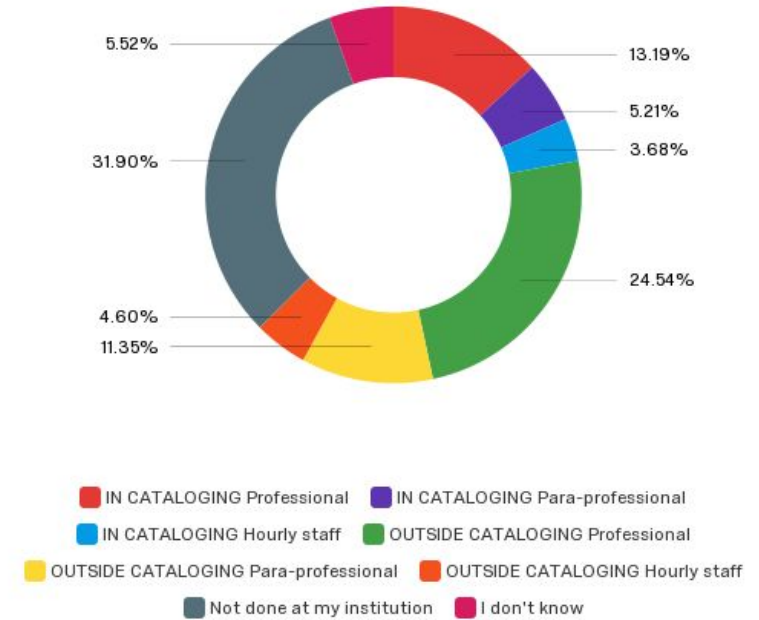
Datasets/data management metadata creation

	Doctoral University	Master's College or University	Baccalaureate College	Associates College	Special Focus Institution	Total
IN CATALOGING Professional	48	21	7	3	0	79
IN CATALOGING Para-professional	17	7	3	1	0	28
IN CATALOGING Hourly staff	2	2	3	0	0	7
OUTSIDE CATALOGING Professional	46	6	3	3	0	58
OUTSIDE CATALOGING Para-professional	13	1	1	0	0	15
OUTSIDE CATALOGING Hourly staff	3	2	0	0	0	5
Not done at my institution	36	26	20	7	7	96
I don't know	15	6	4	1	3	29
Total	131	62	38	14	10	255

Cataloging Tasks

EAD Creation

Responsibility for Encoded Archival Description (EAD) Creation



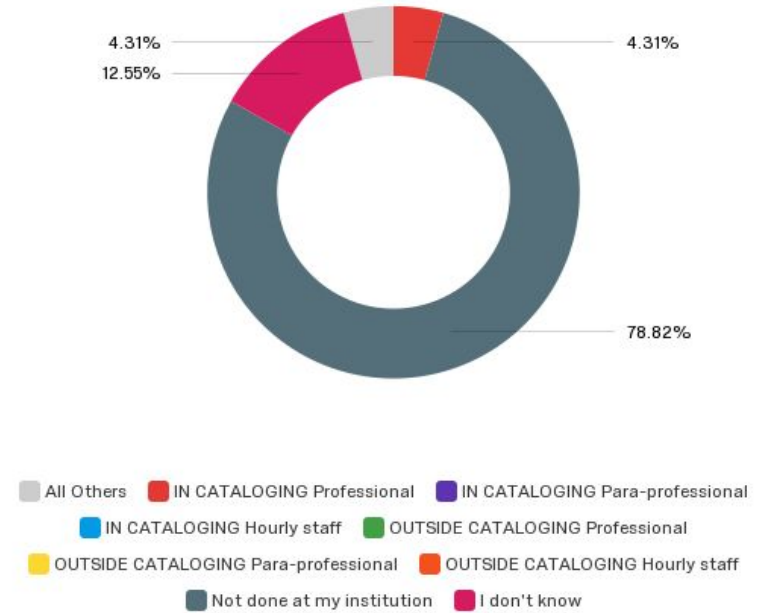
Encoded Archival Description (EAD) creation

	Doctoral University	Master's College or University	Baccalaureate College	Associates College	Special Focus Institution	Total
IN CATALOGING Professional	22	11	7	2	1	43
IN CATALOGING Para-professional	10	5	2	0	0	17
IN CATALOGING Hourly staff	7	2	3	0	0	12
OUTSIDE CATALOGING Professional	59	11	5	2	3	80
OUTSIDE CATALOGING Para-professional	29	5	2	0	0	36
OUTSIDE CATALOGING Hourly staff	9	5	1	0	0	15
Not done at my institution	33	31	22	12	5	103
I don't know	12	4	1	0	1	18
Total	133	61	38	15	10	257

Cataloging Tasks

PREMIS Metadata

Responsibility for PREMIS Metadata Creation



PREMIS metadata creation

	Doctoral University	Master's College or University	Baccalaureate College	Associates College	Special Focus Institution	Total
IN CATALOGING Professional	7	2	1	1	0	11
IN CATALOGING Para-professional	2	0	0	0	0	2
IN CATALOGING Hourly staff	0	0	0	0	0	0
OUTSIDE CATALOGING Professional	5	0	0	0	0	5
OUTSIDE CATALOGING Para-professional	4	0	0	0	0	4
OUTSIDE CATALOGING Hourly staff	0	0	0	0	0	0
Not done at my institution	91	52	36	13	7	199
I don't know	22	5	2	1	2	32
Total	127	58	39	15	9	248

Cataloging Tasks

- acquisitions
- training
- special formats cataloging
- database maintenance
- record loading
- book repair and processing
- batch editing
- converting data to multiple formats
- withdrawals
- classification
- working with vendors on different types of projects

Cataloging Tasks



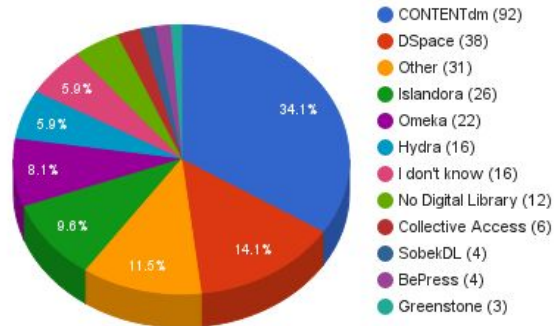
Photo courtesy of Got Credit

Catalogers working in the Digital Library

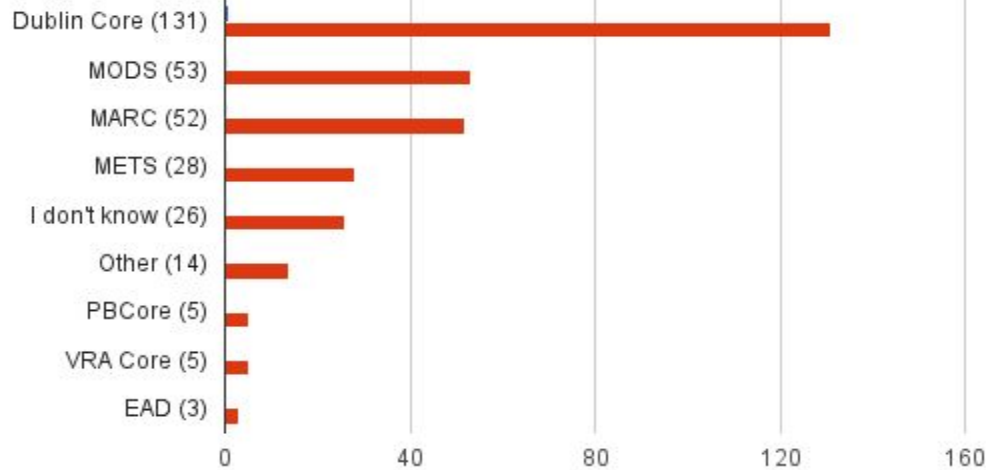
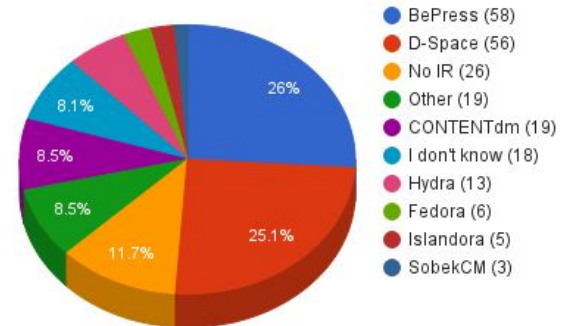
	Doctoral University	Master's College or University	Baccalaureate College	Associates College	Special Focus Institution	Total
Yes	74	26	15	2	1	118
No	39	35	18	14	9	115
Sort of	50	17	11	2	1	81
I don't know	3	2	2	0	0	7
Total	166	80	46	18	11	321

Digital Library/IR Metadata Creation

Digital Asset Management System

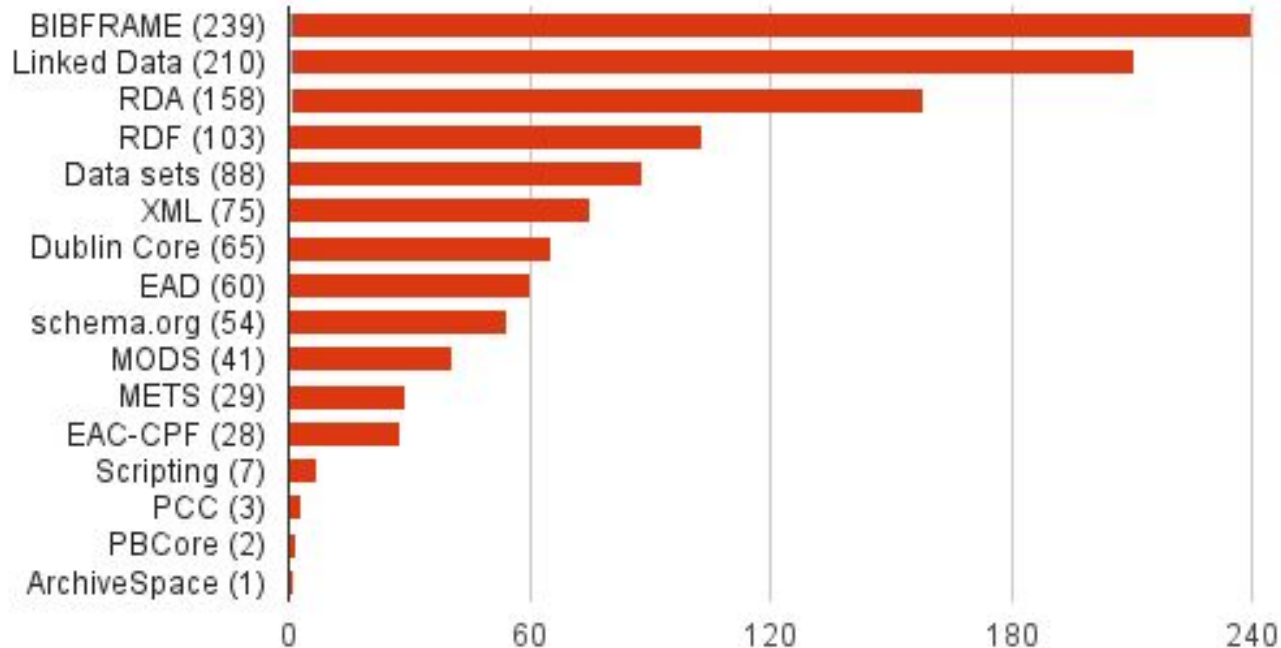


Institutional Repository System



Future Skills for Catalogers

New Skills for Catalogers to Learn



Outsource Cataloging Tasks by Institution Type

	Doctoral University	Master's College or University	Baccalaureate College	Associates College	Special Focus Institution	Total
Yes	98	32	14	5	3	152
No	67	48	31	13	8	167
I don't know	0	0	0	0	0	0
Total	165	80	45	18	11	319

Roles and Responsibilities of Cataloging Units in Academic Libraries Research Project

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<https://catalogingunitorg.wordpress.com/>

Liz Woolcott

Head of Cataloging and Metadata Services



Jeremy Myntti

Head of Digital Library Services

