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Organization and Structure of Cataloging Units in Academic Libraries Research Project

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Organization and Structure of Cataloging Units in Academic Libraries Research Project

American Library Association Midwinter Meeting
Heads of Cataloging Interest Group
January 23, 2017

Liz Woolcott

Head of Cataloging and Metadata Services




Jeremy Myntti

Head of Digital Library Services



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

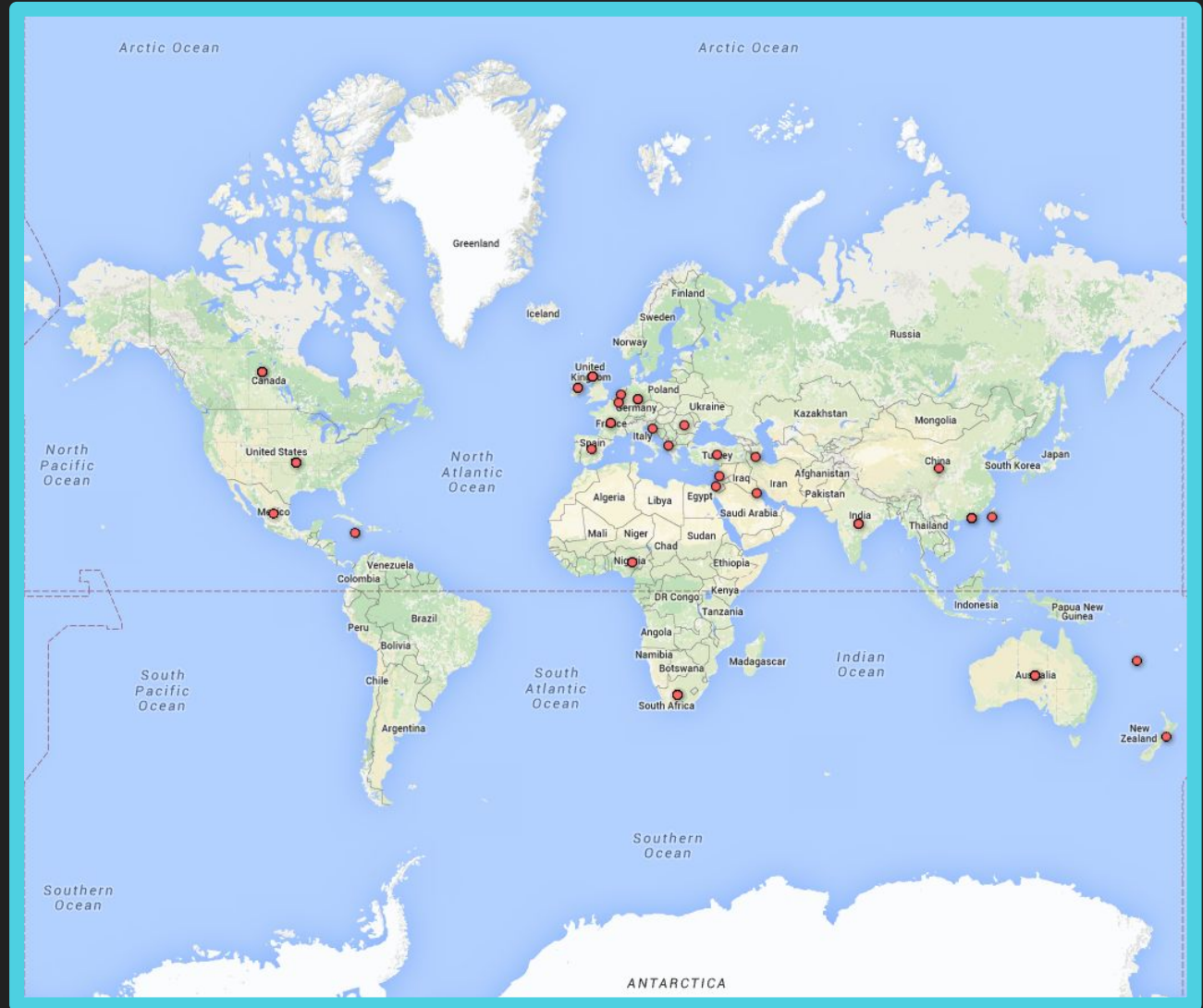
Staff Levels



↑ 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.

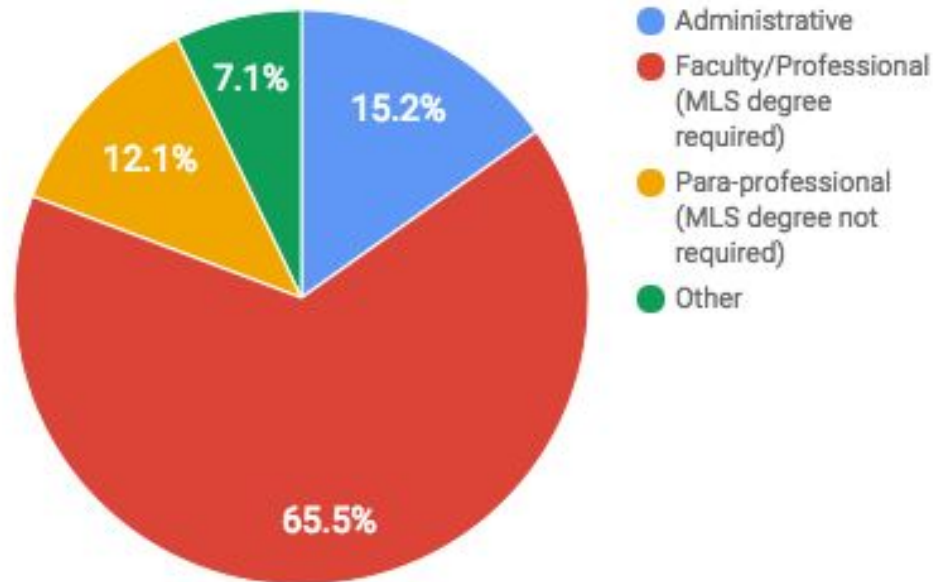
<https://catalogingunitorg.wordpress.com/>

Survey response rate

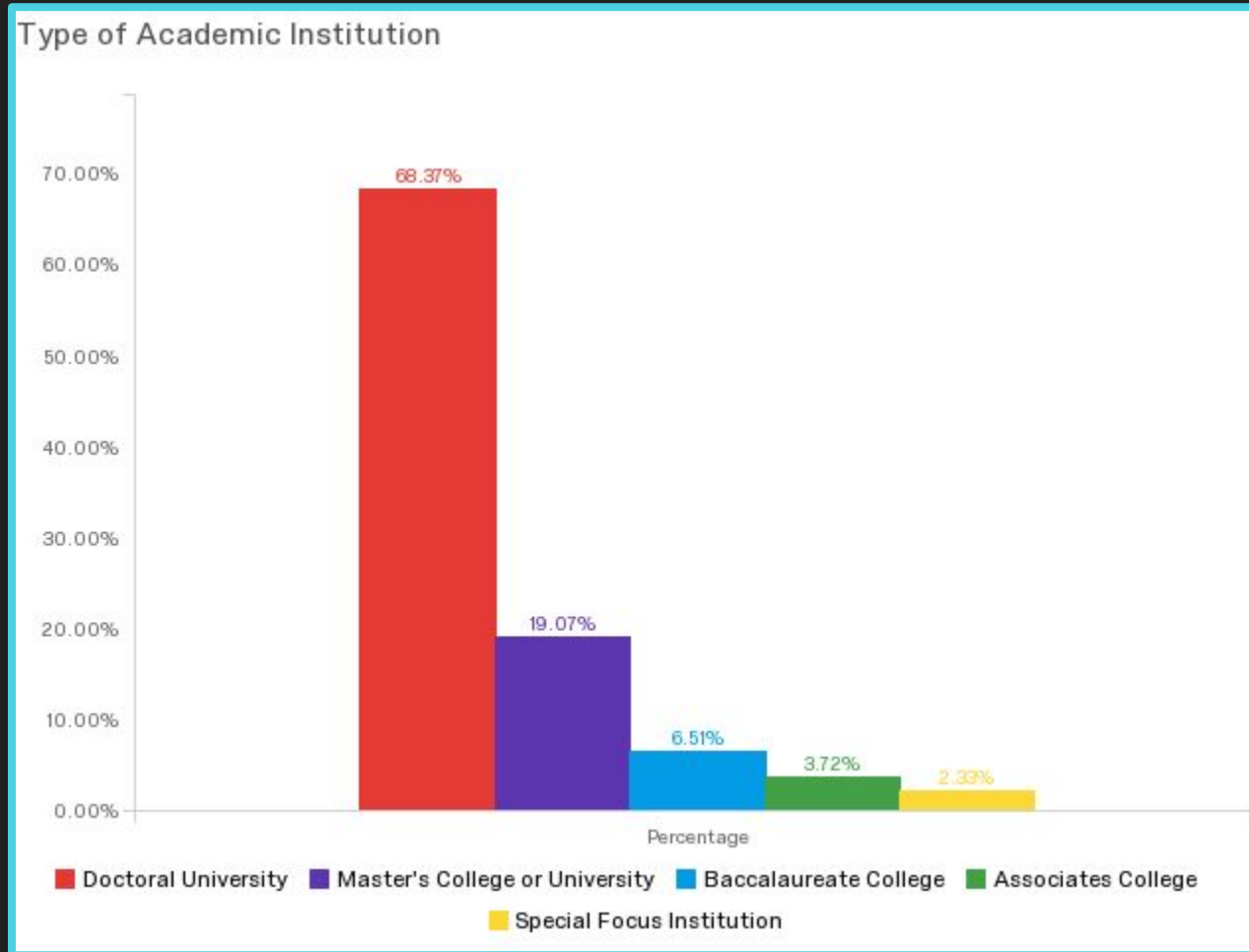


Respondent demographics

Role of Survey Respondent

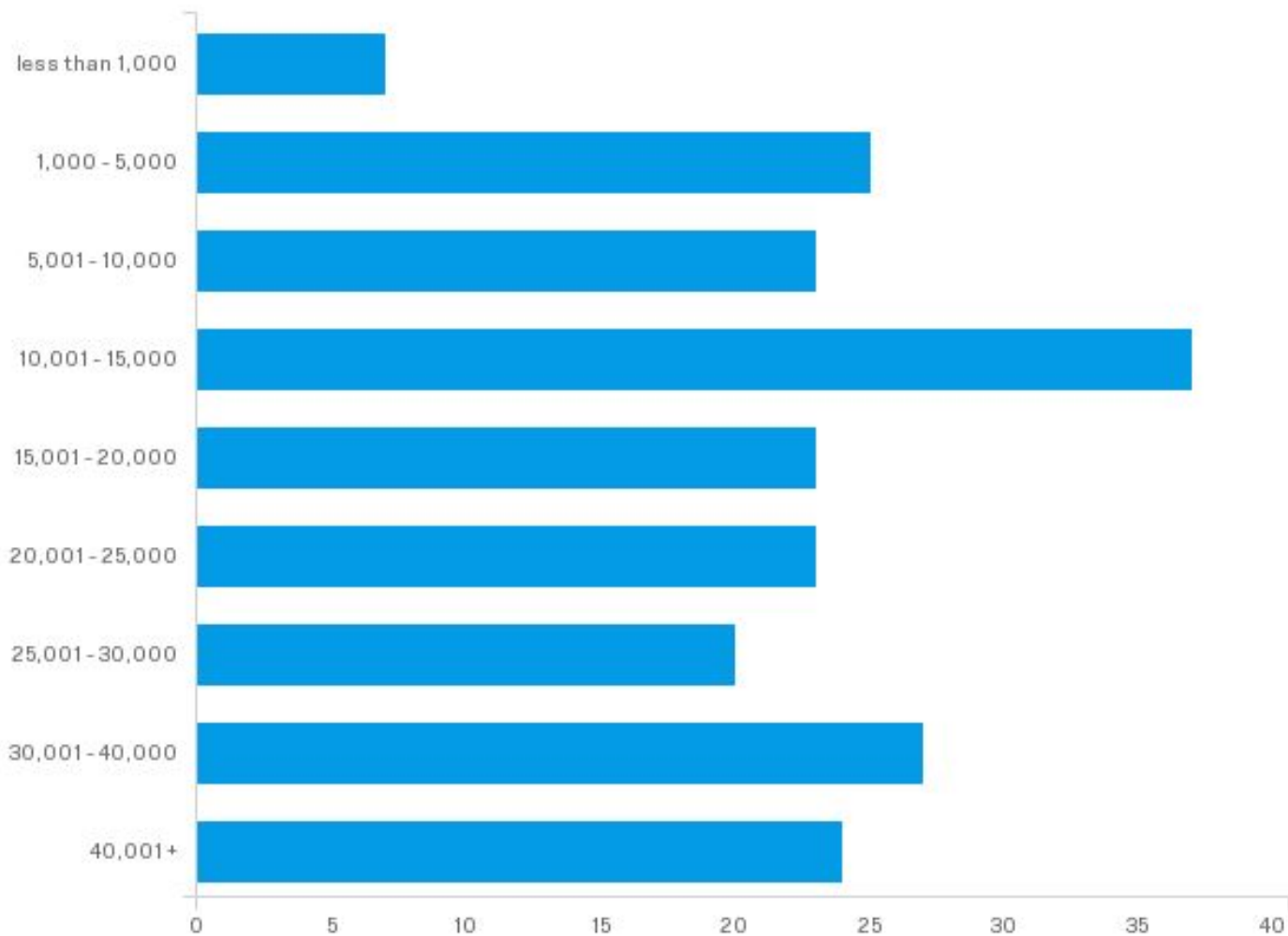


Type of Academic Institution

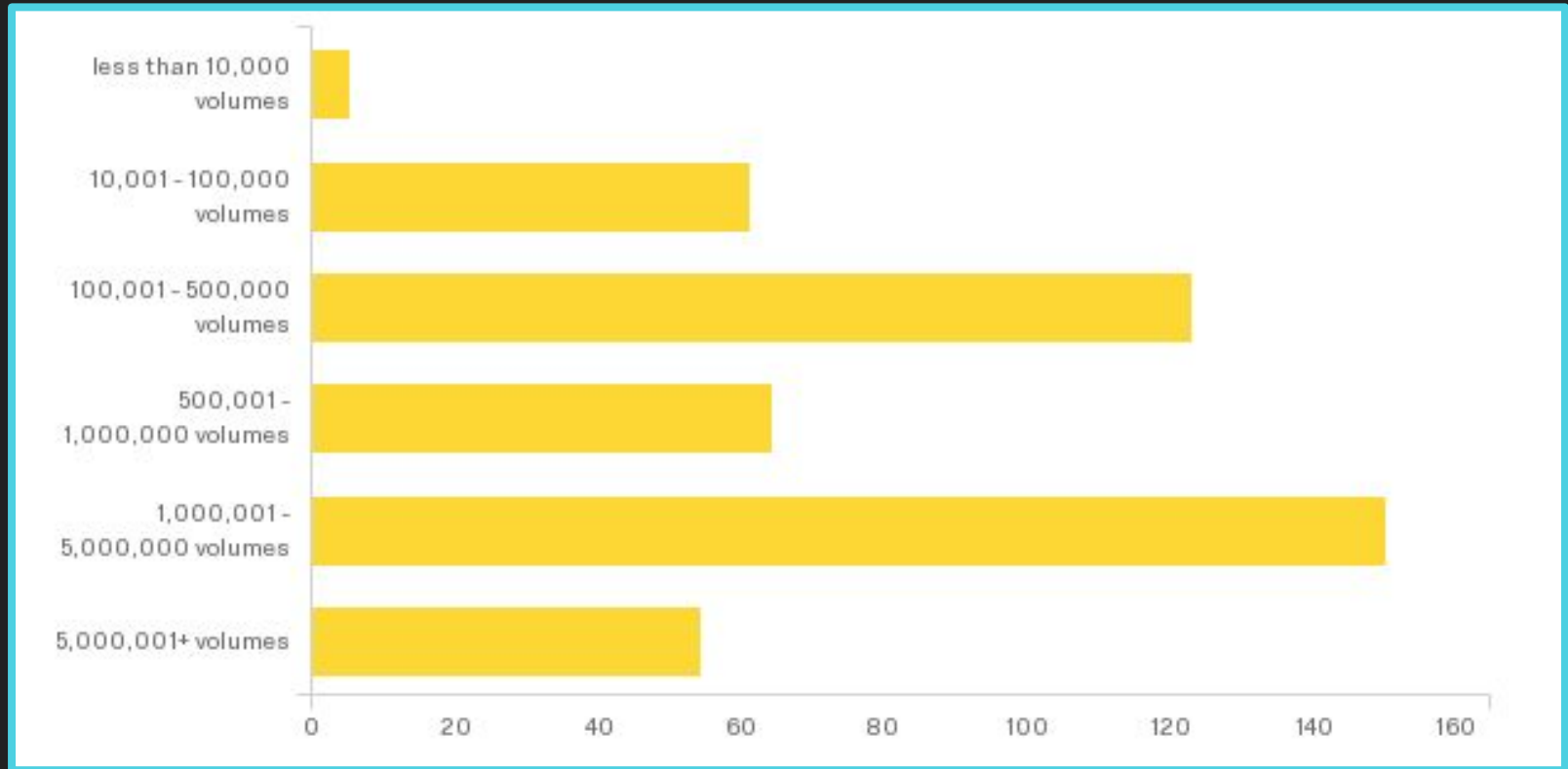


Institutional Student FTE

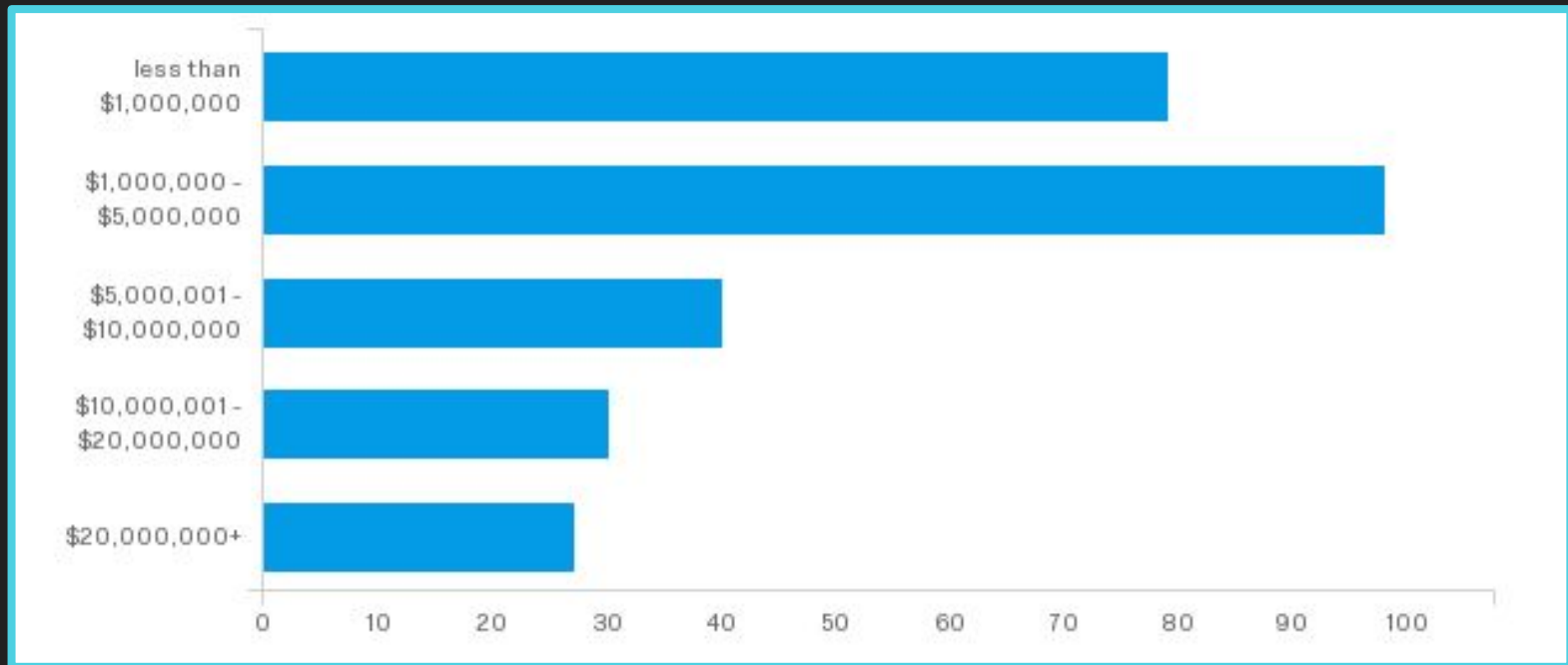
Full-time equivalent (FTE) student population



Library Collection Size

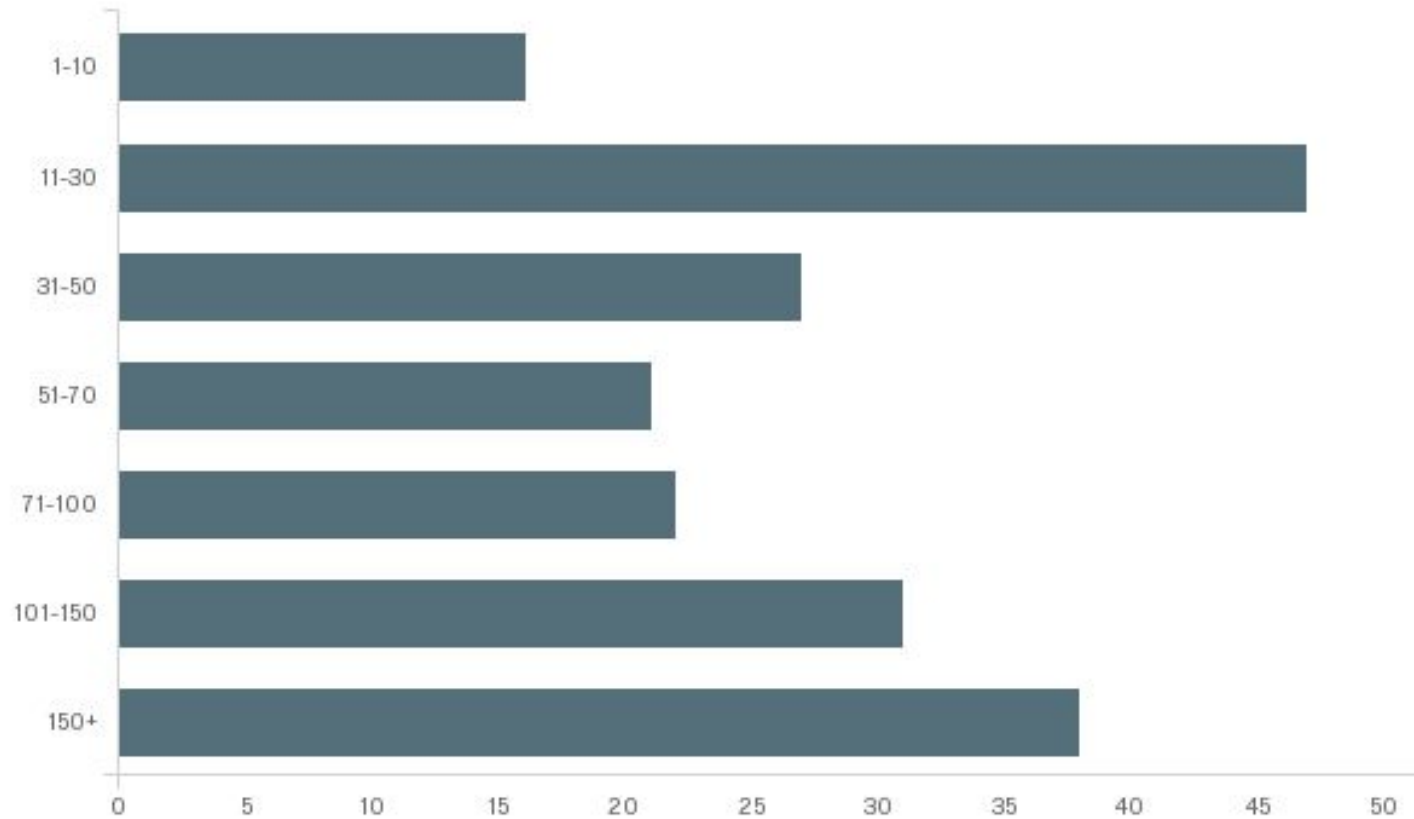


Library Annual Budget

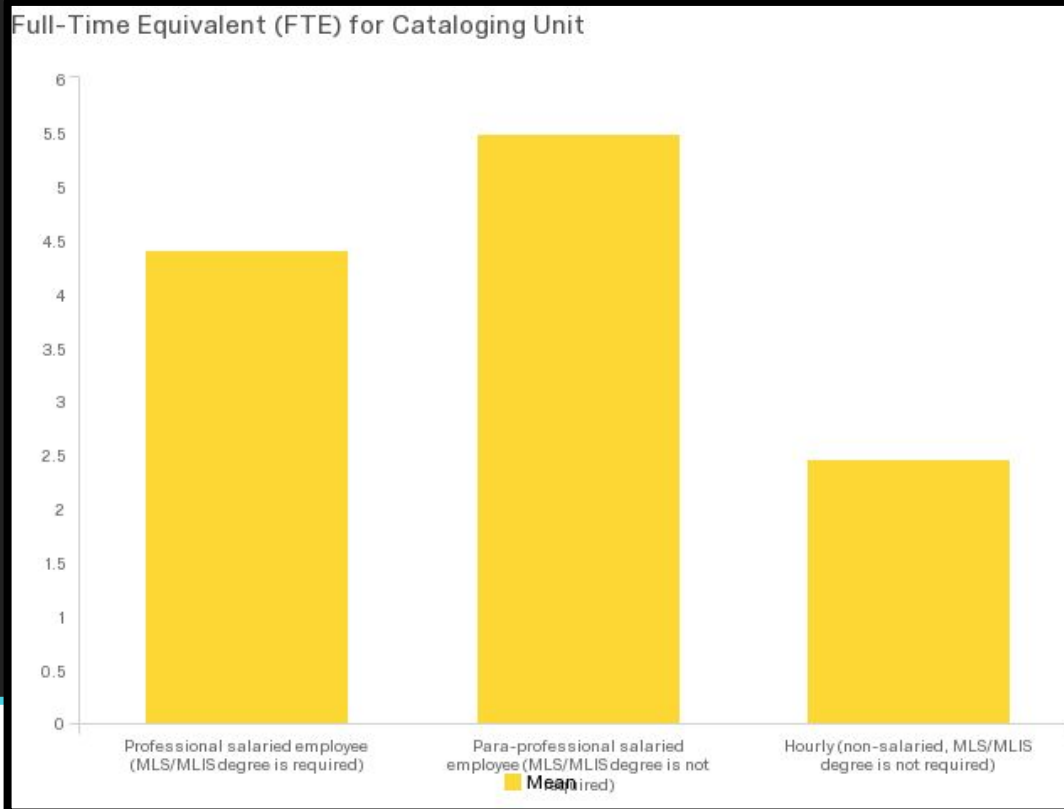


Full-time Equivalent Library Staff

Full-Time Equivalent (FTE) Library Staff



FTE Cataloging Department

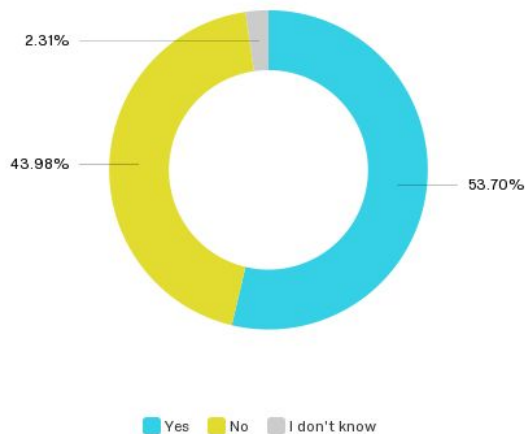


Full-Time Equivalent (FTE) for Cataloging Unit

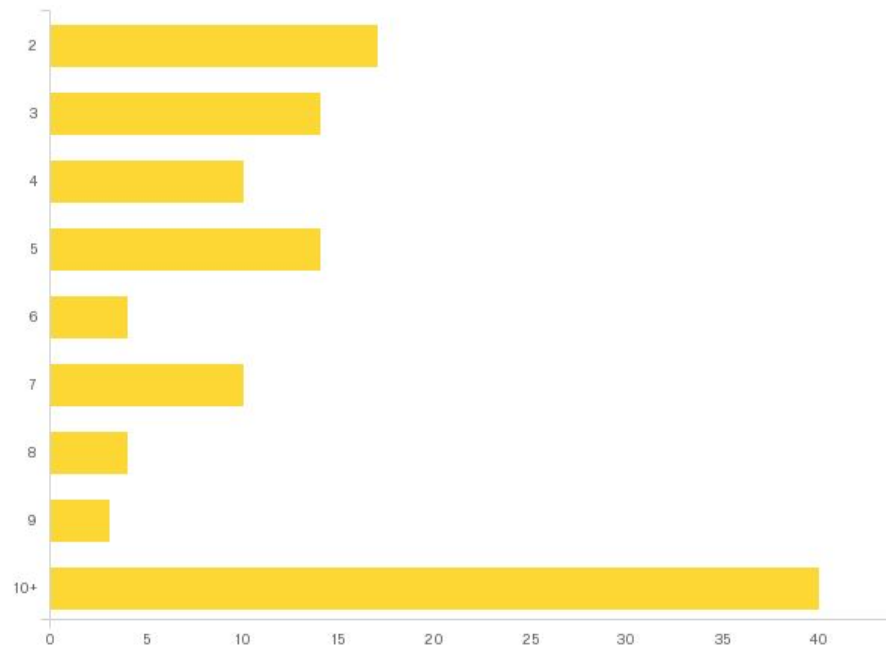
Field	Mean	Count
Professional salaried employee (MLS/MLIS degree is required)	4.40	216
Para-professional salaried employee (MLS/MLIS degree is not required)	5.48	213
Hourly (non-salaried, MLS/MLIS degree is not required)	2.46	216

Multi-Library System

Respondents in a Multi-Library Systems

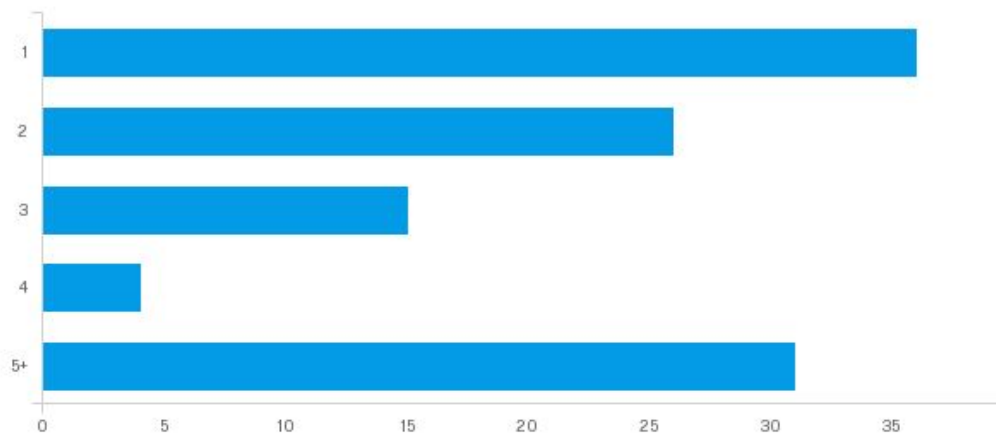


Number of Libraries in a Multi-Library System

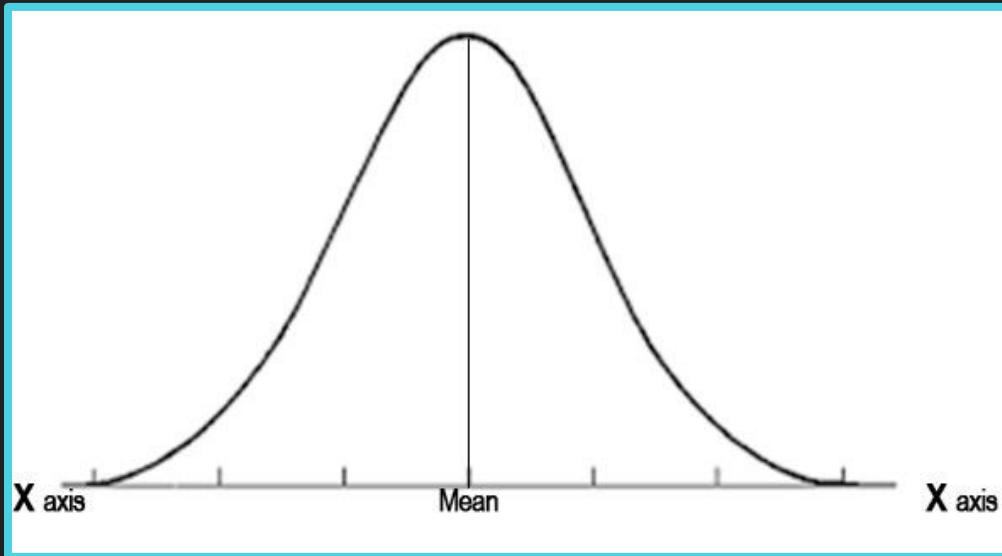


- ½ of respondents in multi-library systems
- 10 or more libraries in their system
- Library system supported most commonly by 1 cataloging unit or 5 or more cataloging units

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

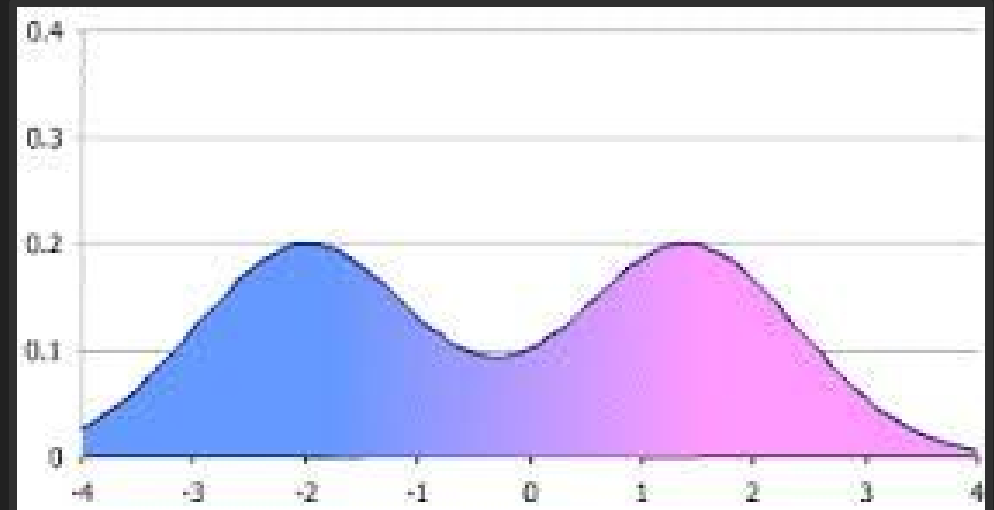


Unexpected outcomes



Fewer normal distributions

More bimodal distributions



Tasks Completed

<https://goo.gl/48lkJg>

Overall Responsibility for Cataloging and Metadata Creation

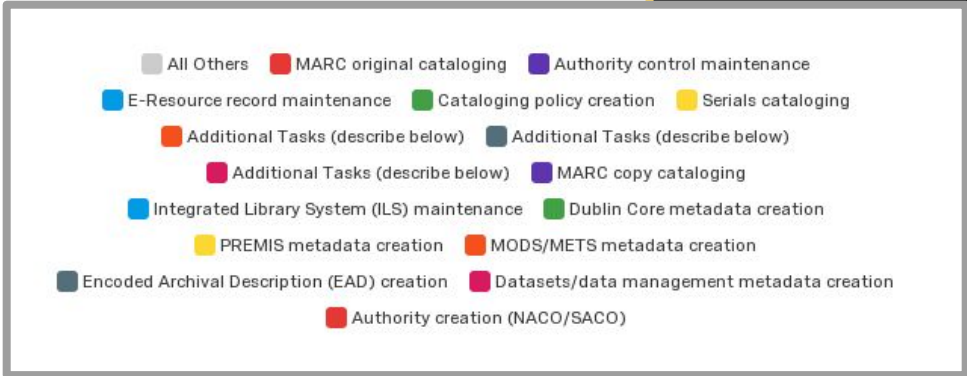
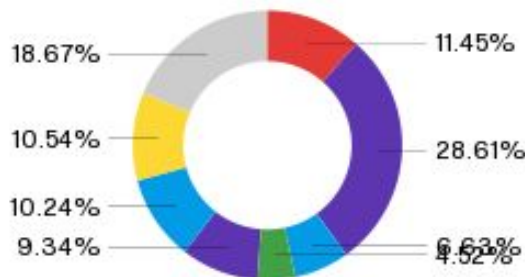
IN CATALOGING Professional



IN CATALOGING Para-professional

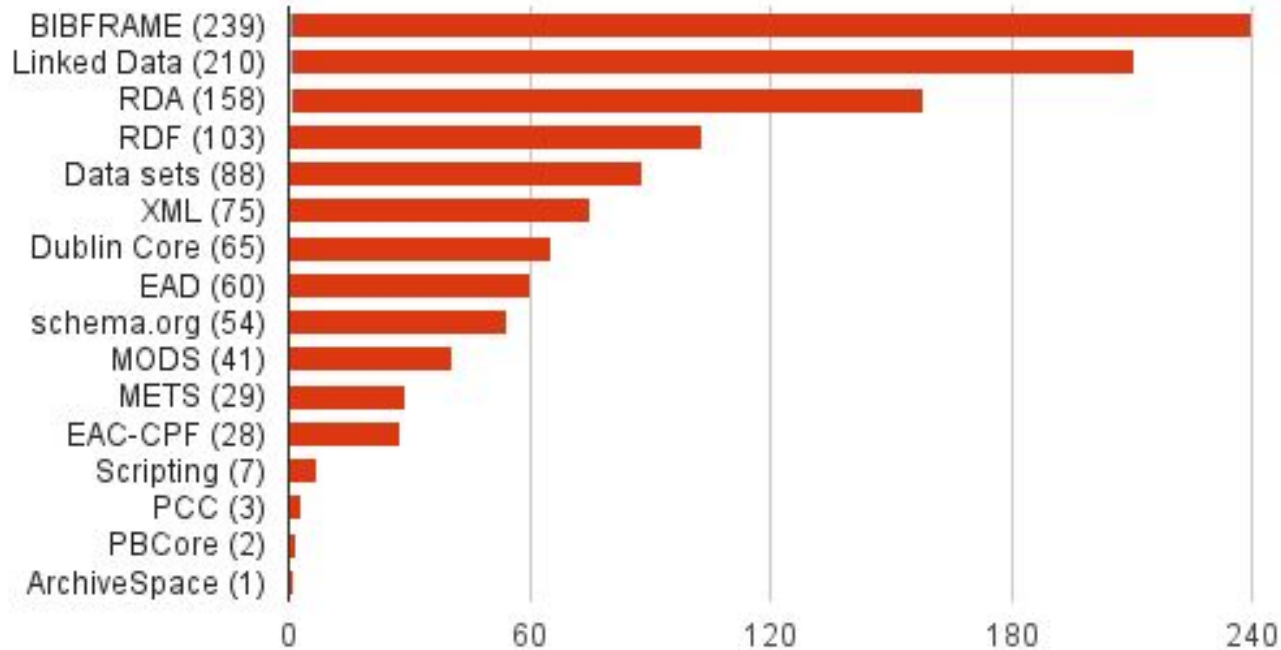


IN CATALOGING Hourly staff



Future Skills for Catalogers

New Skills for Catalogers to Learn



Most Common Professional Titles

Catalog/Cataloging Librarian	54
Metadata Librarian	29
Head of Cataloging and Metadata Services	9
Head of Cataloging	8
Head of Technical Services	8
Electronic Resources Librarian	7
Technical Services Librarian	7
Cataloger	6
Cataloging and Metadata Librarian	6
Systems Librarian	6
Discovery Metadata Librarian	5
Serials Cataloger	5

Paraprofessional Cataloger Titles

Para-professional Titles



Most Common Paraprofessional Titles

Library Assistant	54
Library Specialist	16
Library Technician	13
Cataloging Assistant	12
Library Associate	18
Library Technical Assistant	9
Cataloging Specialist	8
Metadata Specialist	8
Cataloger	6
Copy Cataloger	6
Cataloging Technician	5
Senior Library Assistant	5

Most Common Hourly Staff Titles

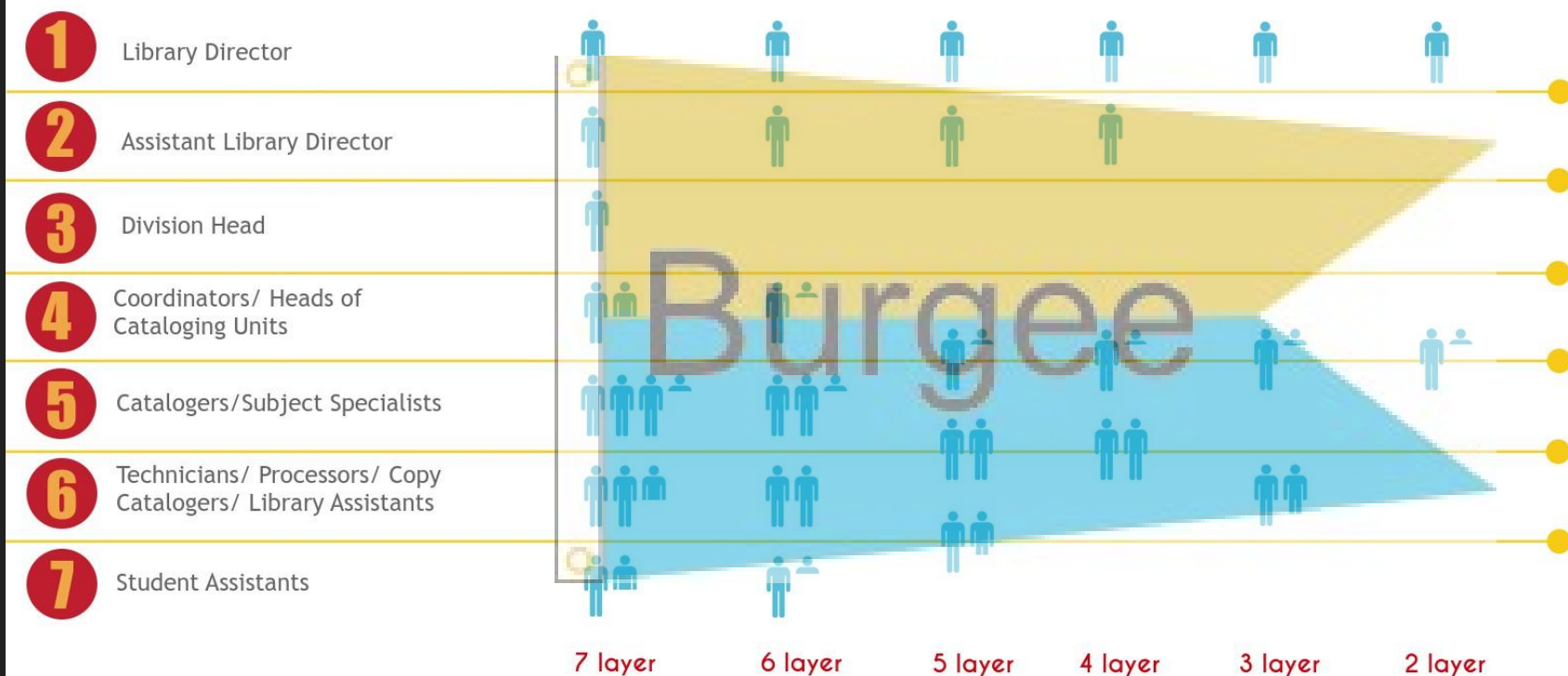
Student Assistant	22
Student Worker	17
Cataloging Assistant	13
Library Assistant	8
Technical Services Assistant	8
Library Specialist	7
Cataloger	6
Student employee	6
Graduate Assistant	3

Most Common Cataloging Unit Names

Technical Services	79
Cataloging	76
Cataloging and Metadata Services	14
Metadata Services	12
Cataloging and Metadata	8
Metadata	7

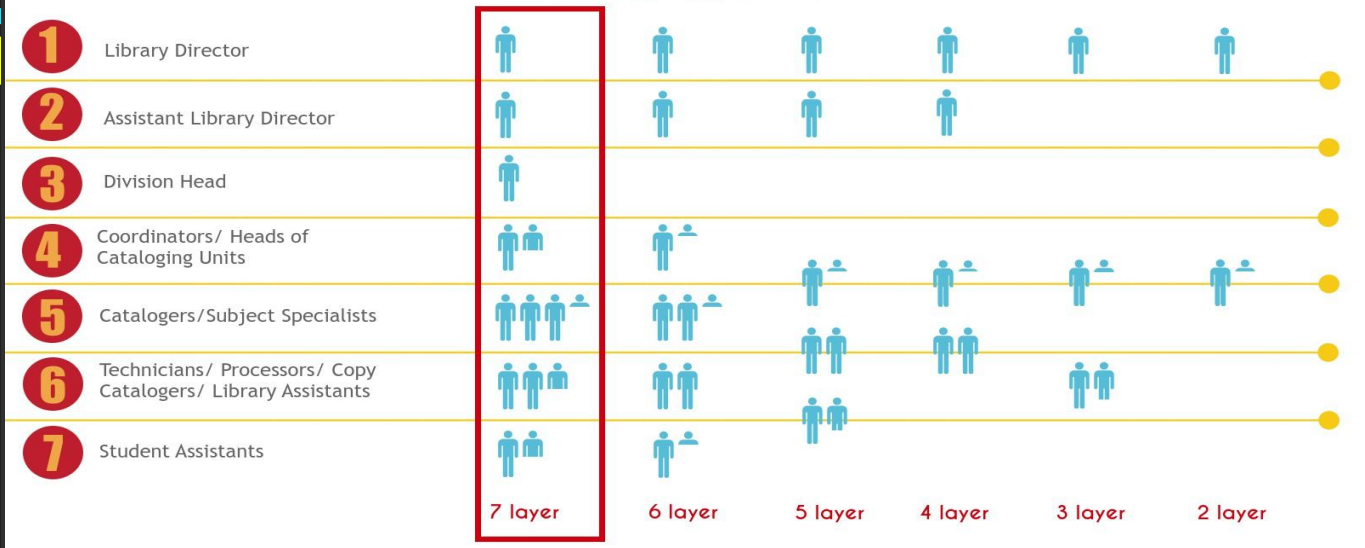
Current structures

Variations in Reporting Structures and Staffing *for* Cataloging Units *in* DOCTORAL INSTITUTIONS



Data taken from the "Survey on the Organization and Structure of Cataloging Units in Academic Libraries" conducted by Jeremy Myntti and Liz Woolcott in spring 2016.

Variations in Reporting Structures and Staffing *for*
Cataloging Units *in* DOCTORAL INSTITUTIONS



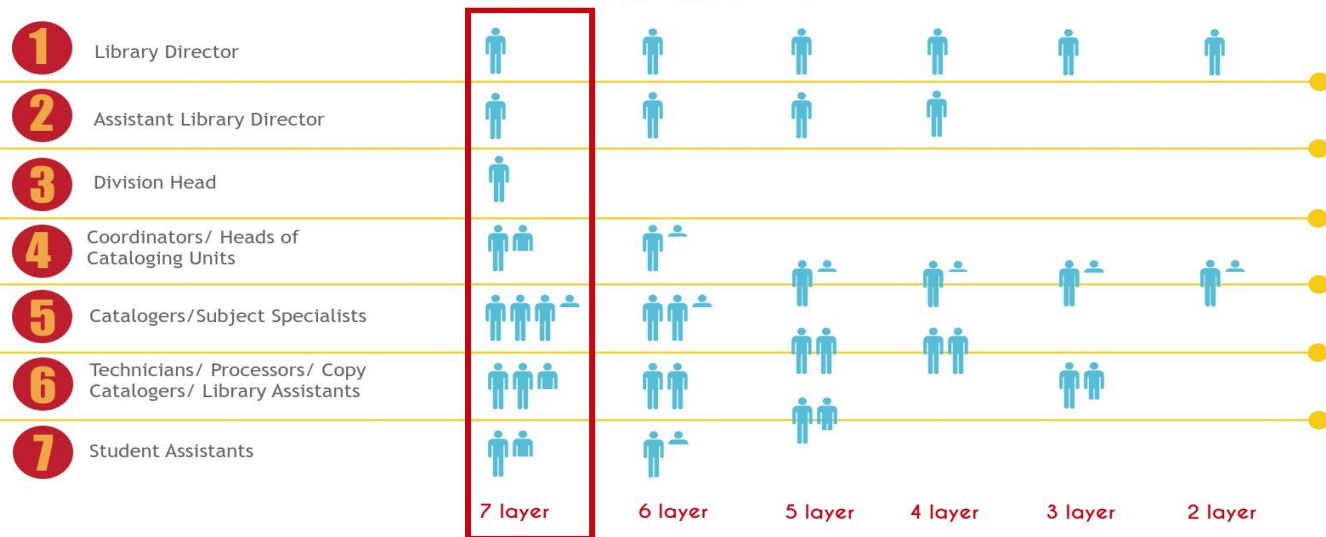
Data taken from the "Survey on the Organization and Structure of Cataloging Units in Academic Libraries" conducted by Jeremy Myntti and Liz Woolcott in spring 2016.

7 Profile of Layer Structure

- **Layer 1:** Library Director
- **Layer 2:** Assistant Library Director
- **Layer 3:** Division Head
- **Layer 4:** Coordinator or Head of Cataloging Unit
- **Layer 5:** Cataloger or Subject Specialist
- **Layer 6:** Technician, Copy Cataloger, or Library Assistant
- **Layer 7:** Student or Hourly Assistant

7 Profile of Layer Structure

Variations in Reporting Structures and Staffing for Cataloging Units in DOCTORAL INSTITUTIONS



Data taken from the "Survey on the Organization and Structure of Cataloging Units in Academic Libraries" conducted by Jeremy Myntti and Liz Woolcott in spring 2016.

- **Student FTE:** 25-30K
- **Collection Size:** 1-5M
- **Annual Budget:** \$5-\$10M*
- **Library Staff FTE:** 100-150+
- **Multi-Library System:** Yes
 - # of Libraries: 5 or 10+
 - # of Cataloging Units: 1

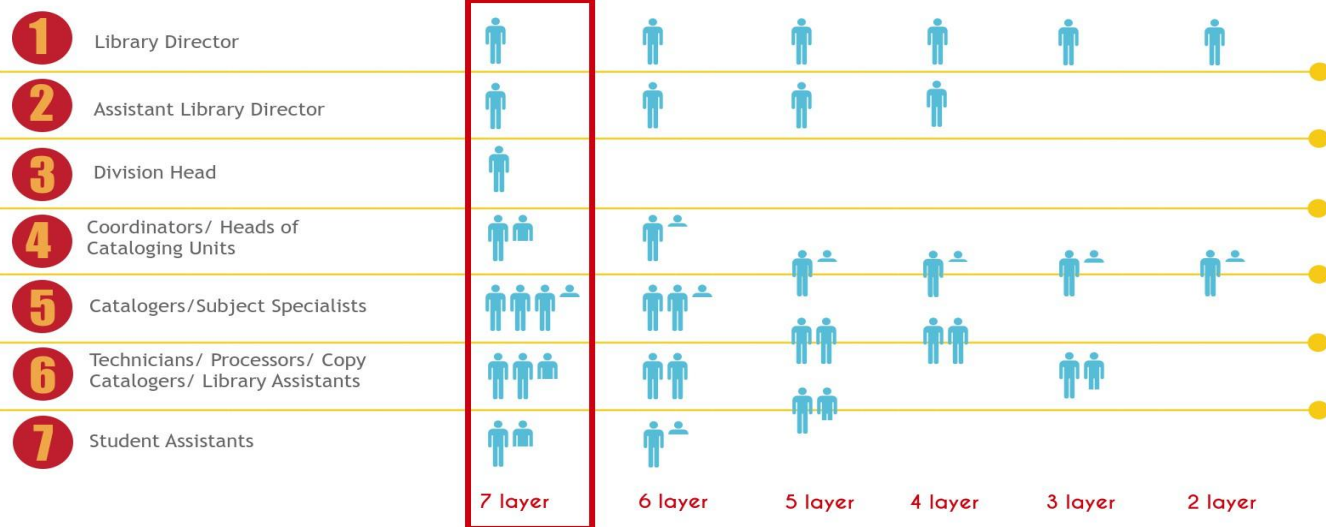
- **Unit Name:** Cataloging and Metadata**
- **Division Name:** Technical Services
- **ILS:** Sierra
- **Cataloging Utility:** OCLC Connexion
- **Digital Repository help:** Yes
- **Digital Library:** CONTENTdm
- **Institutional Repository:** D-Space
- **Outsourcing:** Yes

*Not known by most respondents

** Unit description varied: unit, department, services, etc.

7 Profile of Layer Structure

Variations in Reporting Structures and Staffing for Cataloging Units in DOCTORAL INSTITUTIONS



Data taken from the "Survey on the Organization and Structure of Cataloging Units in Academic Libraries" conducted by Jeremy Myntti and Liz Woolcott in spring 2016.

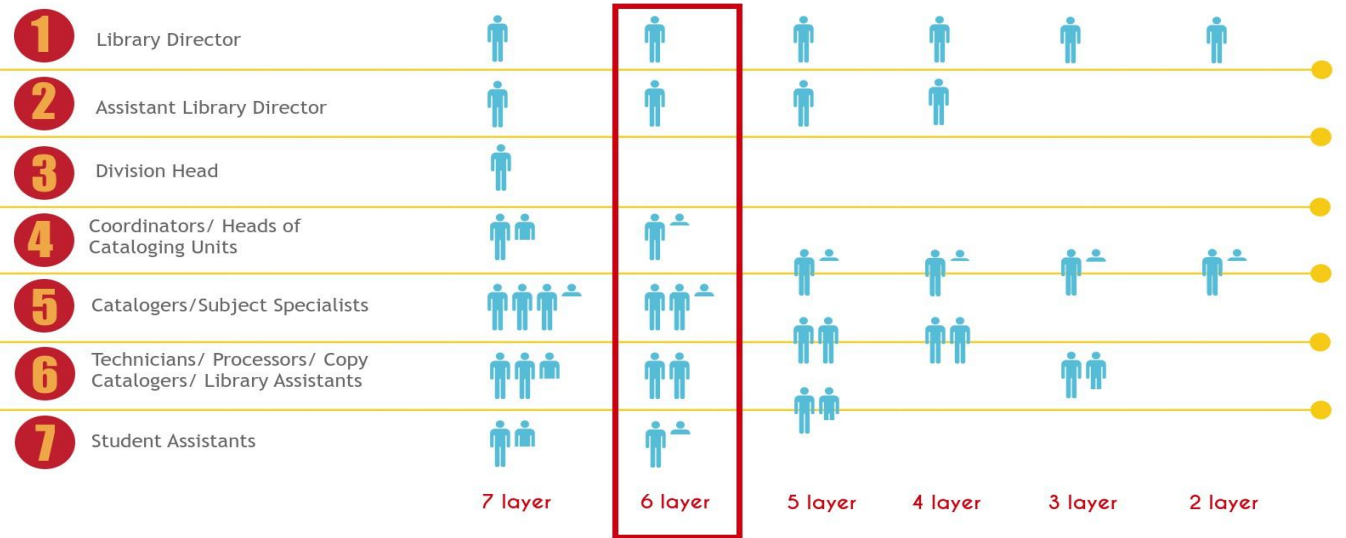
Avg. Cataloging Unit Employee FTE

Professional	4.2
Para-Professional	7.8
Hourly	2.5
Total	14.5

- **Faculty Status:** Faculty, Tenure-track
- **Professional Title:** Catalog Librarian, Principal Cataloger
- **Para-professional Title:** Cataloging Specialist, Cataloging Technician
- **Hourly Title:** Student Assistant, Metadata Student Assistant

6 Profile of Layer Structure

Variations in Reporting Structures and Staffing *for* Cataloging Units *in* DOCTORAL INSTITUTIONS



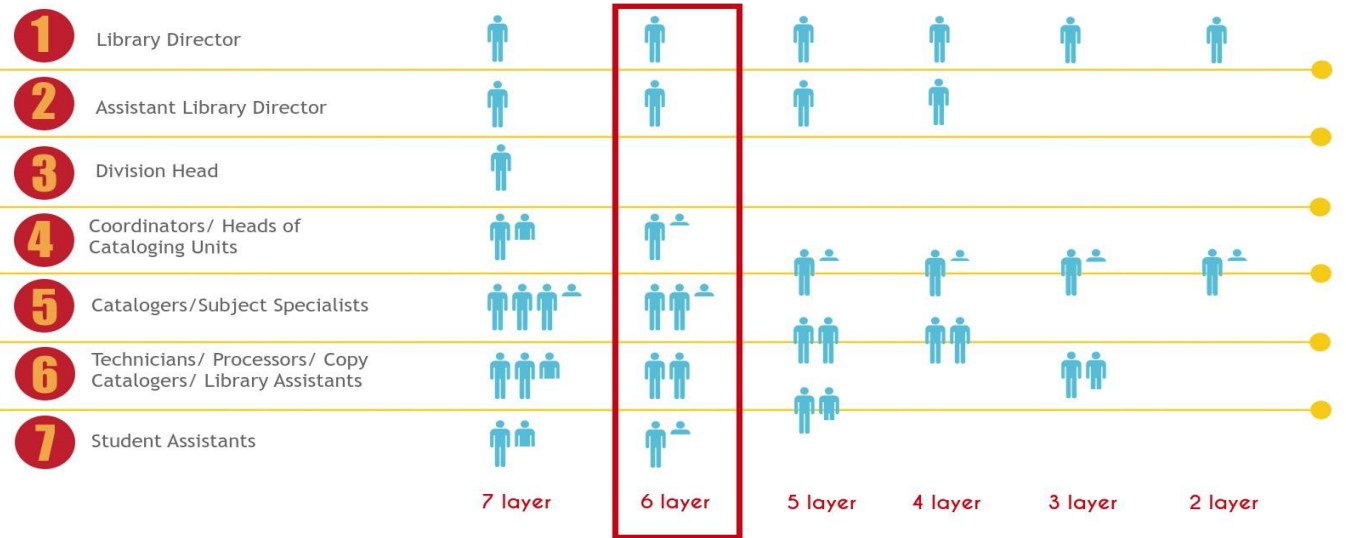
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- **Layer 1:** Library Director
- **Layer 2:** Assistant Library Director
- **Layer 3:** Coordinator or Head of Cataloging Unit
- **Layer 4:** Cataloger or Subject Specialist
- **Layer 5:** Technician, Copy Cataloger, or Library Assistant
- **Layer 6:** Student or Hourly Assistant

6 Layer Structure

Profile of

Variations in Reporting Structures and Staffing *for* Cataloging Units *in* DOCTORAL INSTITUTIONS



Data taken from the "Survey on the Organization and Structure of Cataloging Units in Academic Libraries" conducted by Jeremy Myntti and Liz Woolcott in spring 2016.

- **Student FTE:** 30-40K
- **Collection Size:** 1-5M
- **Annual Budget:** \$10-\$20+M*
- **Library Staff FTE:** 150+
- **Multi-Library System:** Yes
 - **# of Libraries:** 10+
 - **# of Cataloging Units:** 2

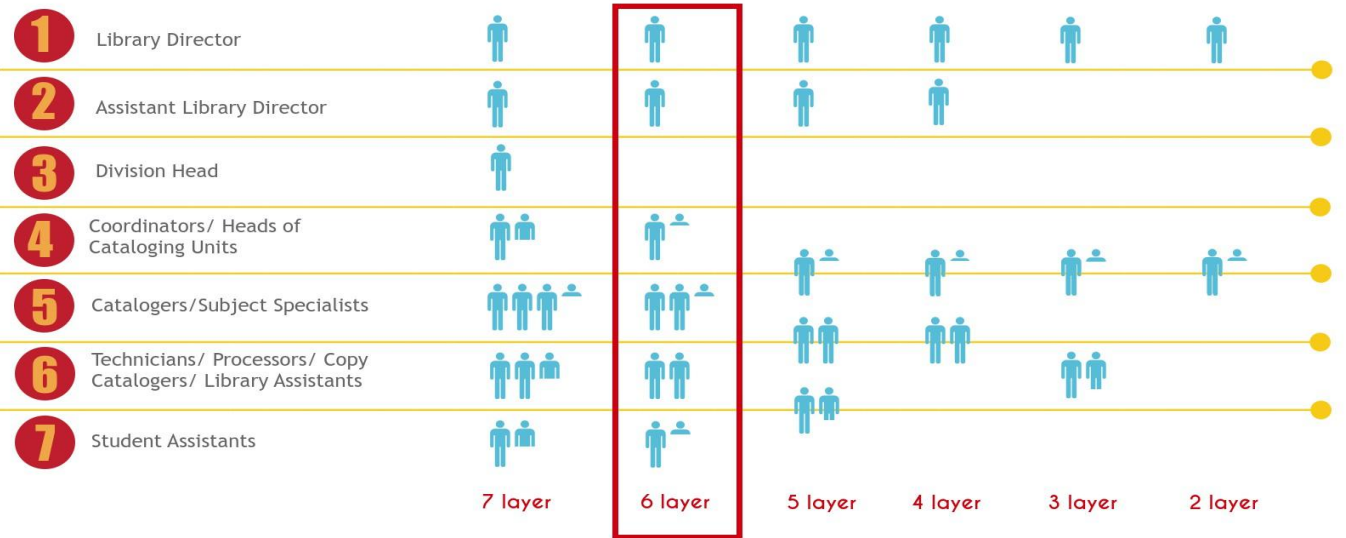
- **Unit Name:** Cataloging and Metadata Management**
- **Division Name:** Technical Services
- **ILS:** Millenium or Symphony
- **Cataloging Utility:** OCLC Connexion
- **Digital Repository help:** Yes
- **Digital Library:** CONTENTdm
- **Institutional Repository:** DigitalCommons
- **Outsourcing:** Yes

*Not known by most respondents

** Unit description varied: unit, department, services, etc.

6 Profile of Layer Structure

Variations in Reporting Structures and Staffing *for* Cataloging Units *in* DOCTORAL INSTITUTIONS



Data taken from the "Survey on the Organization and Structure of Cataloging Units in Academic Libraries" conducted by Jeremy Myntti and Liz Woolcott in spring 2016.

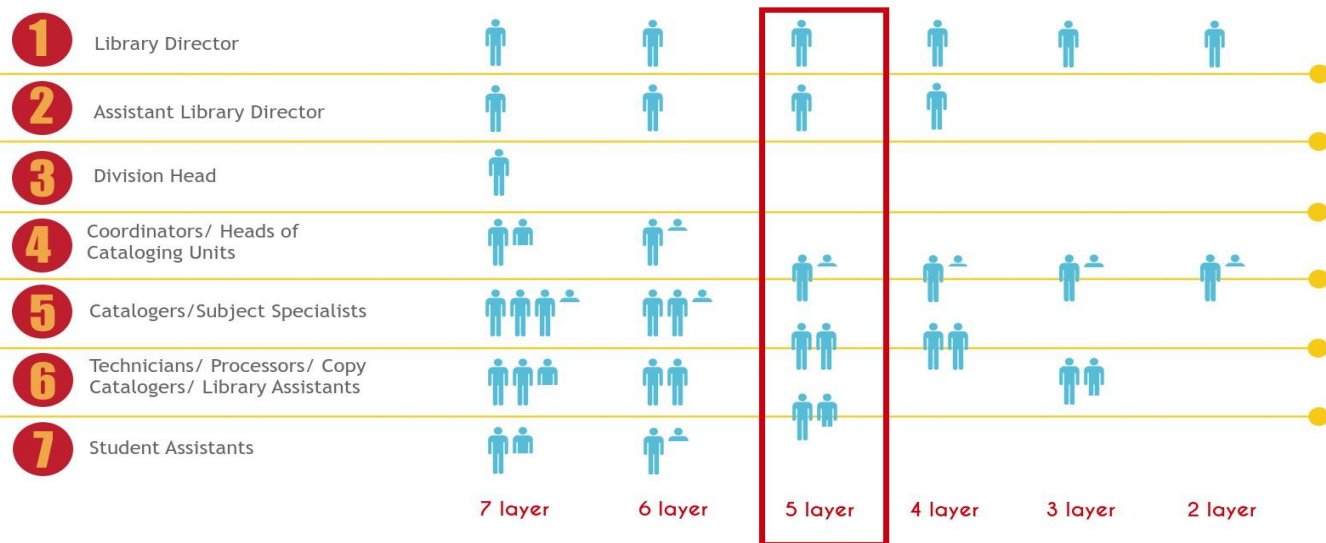
Avg. Cataloging Unit Employee FTE

Professional	5.5
Para-Professional	9.1
Hourly	4.4
Total	18.9

- **Faculty Status:** Non-Faculty, but with continuing appointment
- **Professional Title:** Metadata Librarian
- **Para-professional Title:** Library Assistant
- **Hourly Title:** Student Assistant, Library Assistant

5 Profile of Layer Structure

Variations in Reporting Structures and Staffing *for* Cataloging Units *in* DOCTORAL INSTITUTIONS



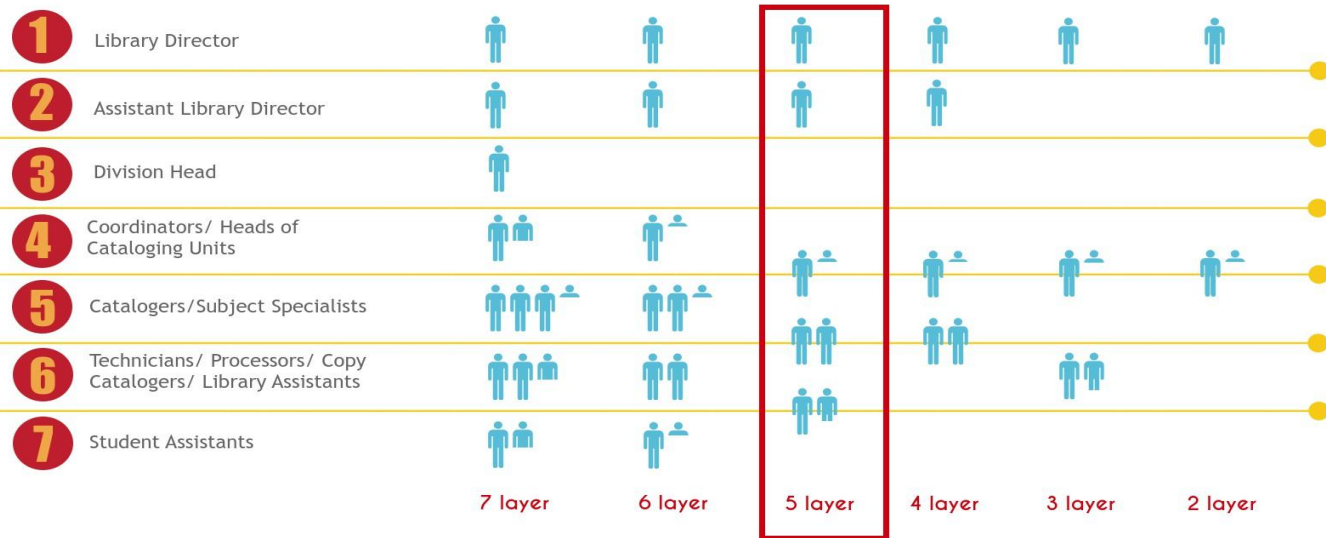
Data taken from the "Survey on the Organization and Structure of Cataloging Units in Academic Libraries" conducted by Jeremy Myntti and Liz Woolcott in spring 2016.

- **Layer 1:** Library Director
- **Layer 2:** Assistant Library Director
- **Layer 3:** Coordinator or Head of Cataloging Unit and Cataloger/Specialist
- **Layer 4:** Cataloger and Technicians, Copy Catalogers, or Library Assistants
- **Layer 5:** Student or Hourly Assistants

5 Layer Structure

Profile of

Variations in Reporting Structures and Staffing for Cataloging Units in DOCTORAL INSTITUTIONS



Data taken from the "Survey on the Organization and Structure of Cataloging Units in Academic Libraries" conducted by Jeremy Myntti and Liz Woolcott in spring 2016.

- **Student FTE:** 10-15K, 40+K
- **Collection Size:** 1-5M
- **Annual Budget:** \$1-\$20+M*
- **Library Staff FTE:** 150+
- **Multi-Library System:** Yes
 - # of Libraries: 7
 - # of Cataloging Units: 5+

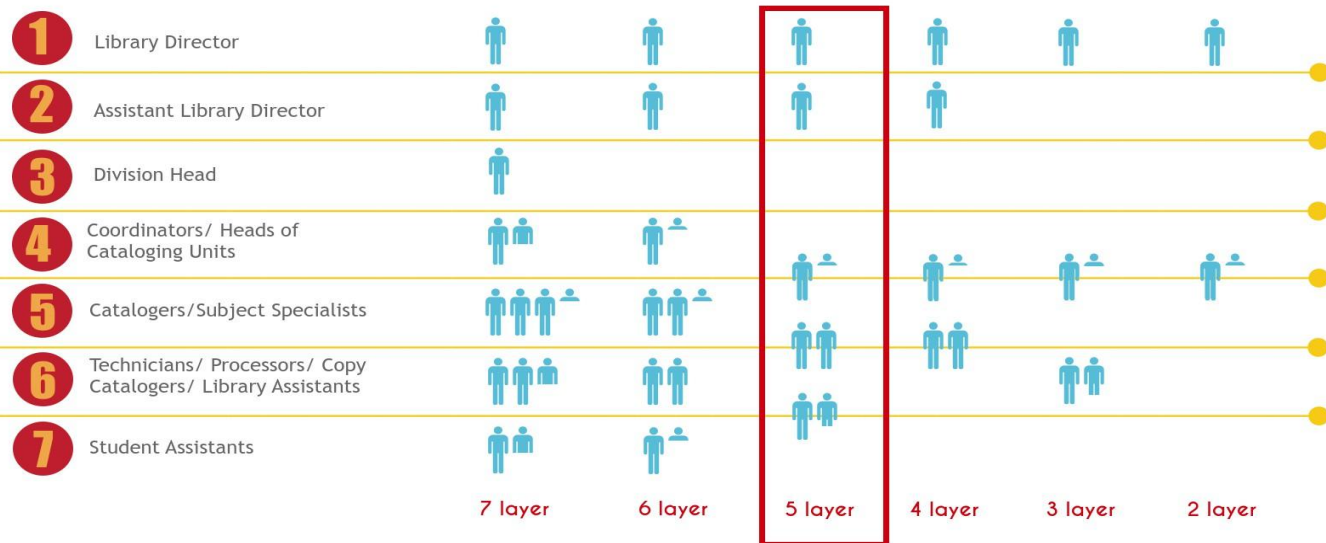
- **Unit Name:** Cataloging and Metadata**
- **Division Name:** Technical Services
- **ILS:** Voyager or Aleph 500
- **Cataloging Utility:** OCLC Connexion
- **Digital Repository help:** Yes
- **Digital Library:** CONTENTdm
- **Institutional Repository:** D-Space
- **Outsourcing:** Yes

*Not known by most respondents

** Unit description varied: unit, department, services, etc.

5 Profile of Layer Structure

Variations in Reporting Structures and Staffing for Cataloging Units in DOCTORAL INSTITUTIONS



Data taken from the "Survey on the Organization and Structure of Cataloging Units in Academic Libraries" conducted by Jeremy Myntti and Liz Woolcott in spring 2016.

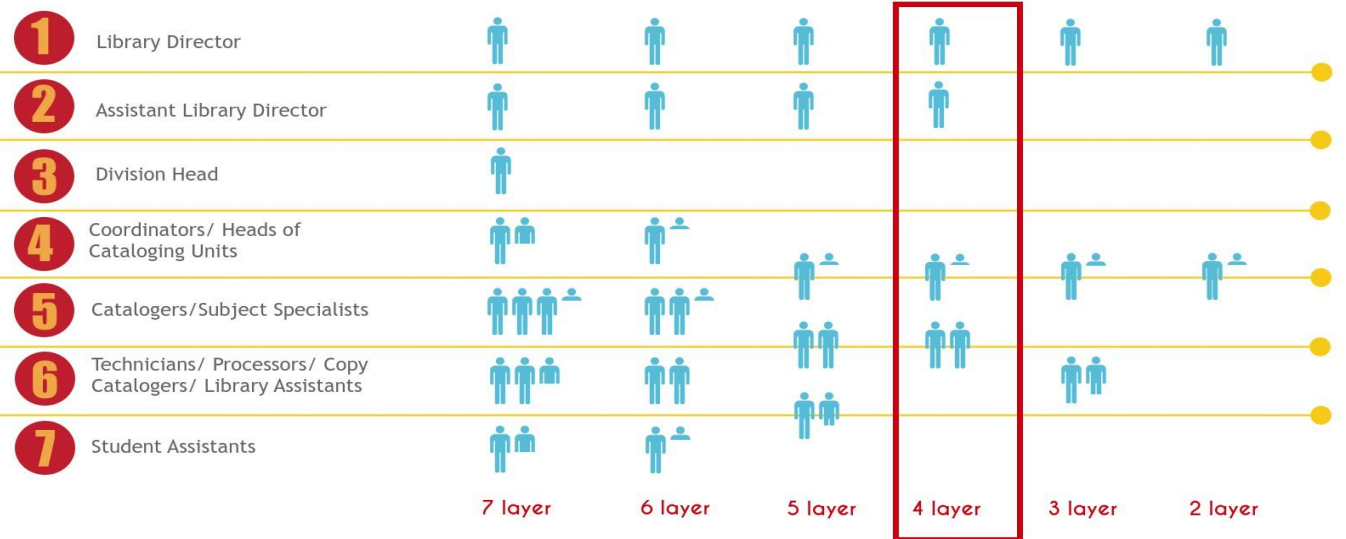
Avg. Cataloging Unit Employee FTE

Professional	3.4
Para-Professional	5.1
Hourly	1.9
Total	10.2

- **Faculty Status:** Faculty, tenure track
- **Professional Title:** Metadata Librarian
- **Para-professional Title:** Library Assistant or Library Associate
- **Hourly Title:** Student Assistant, Library Associate

4 Profile of Layer Structure

Variations in Reporting Structures and Staffing for Cataloging Units in DOCTORAL INSTITUTIONS

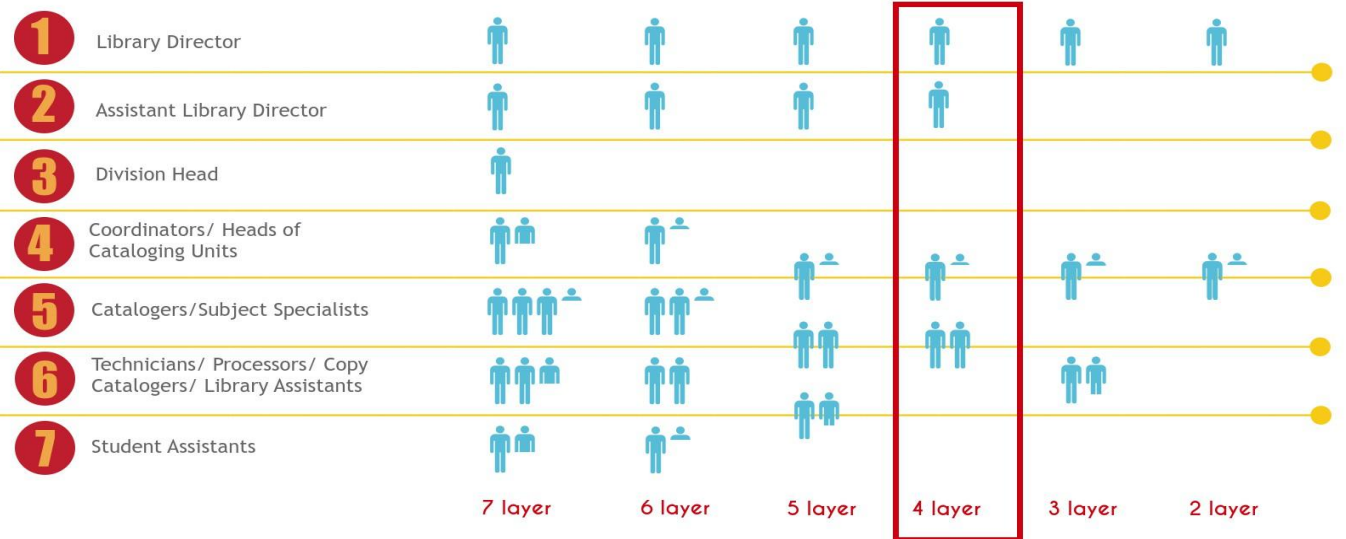


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- **Layer 1:** Library Director
- **Layer 2:** Assistant Library Director
- **Layer 3:** Coordinator or Head of Cataloging Unit and Cataloger/Specialist
- **Layer 4:** Cataloger and Technicians, Copy Catalogers, or Library Assistants

4 Profile of Layer Structure

Variations in Reporting Structures and Staffing for Cataloging Units in DOCTORAL INSTITUTIONS



Data taken from the "Survey on the Organization and Structure of Cataloging Units in Academic Libraries" conducted by Jeremy Myrntti and Liz Woolcott in spring 2016.

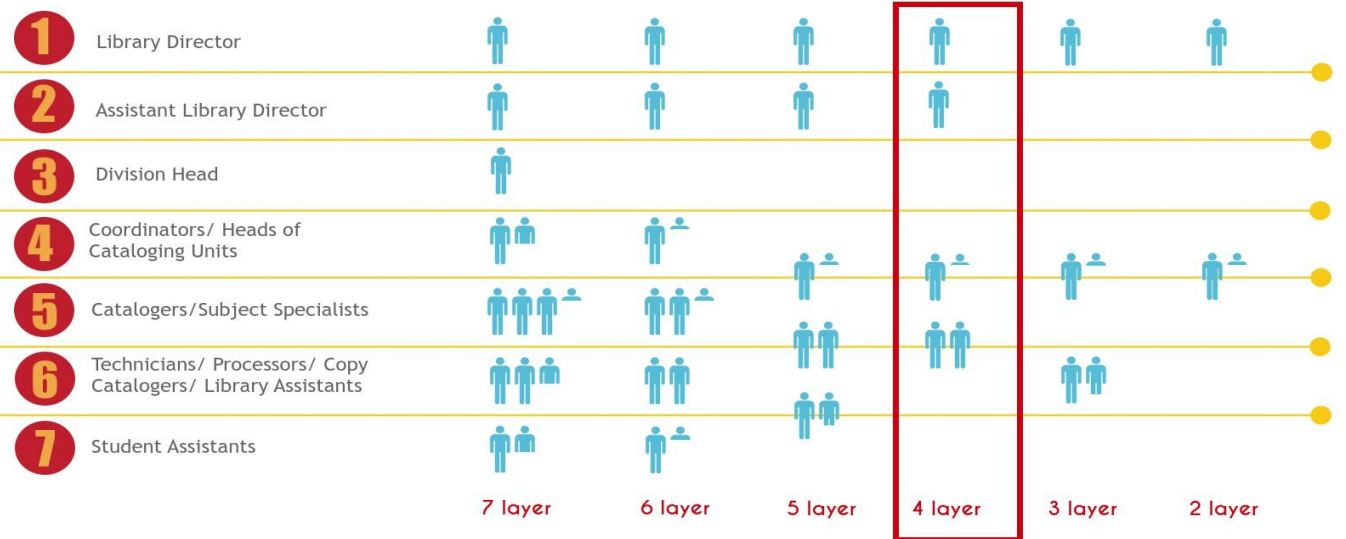
- **Student FTE:** 10-15K
- **Collection Size:** 1-5M
- **Annual Budget:** \$1-\$5M*
- **Library Staff FTE:** 11-30 or 71-100
- **Multi-Library System:** Yes
 - # of Libraries: 2, 3, or 10+
 - # of Cataloging Units: 1
- **Unit Name:** Cataloging**
- **Division Name:** Technical Services
- **ILS:** Sierra
- **Cataloging Utility:** OCLC Connexion
- **Digital Repository help:** Sort of
- **Digital Library:** CONTENTdm
- **Institutional Repository:** Digital Commons
- **Outsourcing:** Yes

*Not known by most respondents

** Unit description varied: unit, department, services, etc.

4 Profile of Layer Structure

Variations in Reporting Structures and Staffing for Cataloging Units in DOCTORAL INSTITUTIONS



Data taken from the "Survey on the Organization and Structure of Cataloging Units in Academic Libraries" conducted by Jeremy Myrntti and Liz Woolcott in spring 2016.

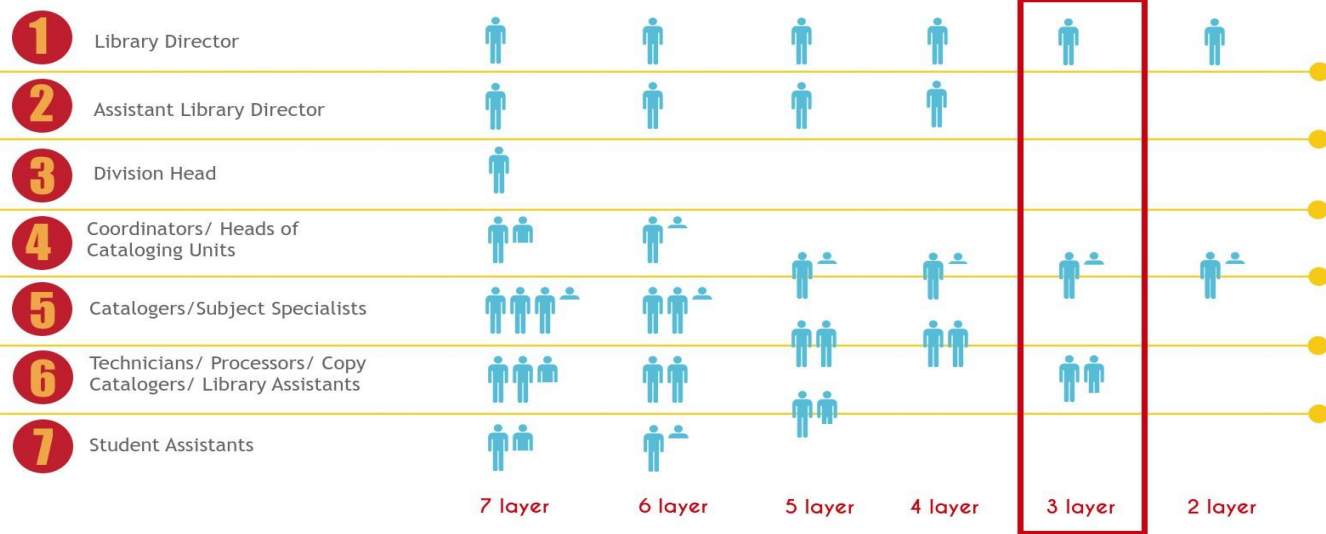
Avg. Cataloging Unit Employee FTE

Professional	2.4
Para-Professional	2.9
Hourly	1.0
Total	6.3

- **Faculty Status:** Faculty, tenure track
- **Professional Title:** Catalog Librarian, Cataloging Librarian
- **Para-professional Title:** Library Assistant
- **Hourly Title:** Student Assistant

3 Profile of Layer Structure

Variations in Reporting Structures and Staffing for Cataloging Units in DOCTORAL INSTITUTIONS

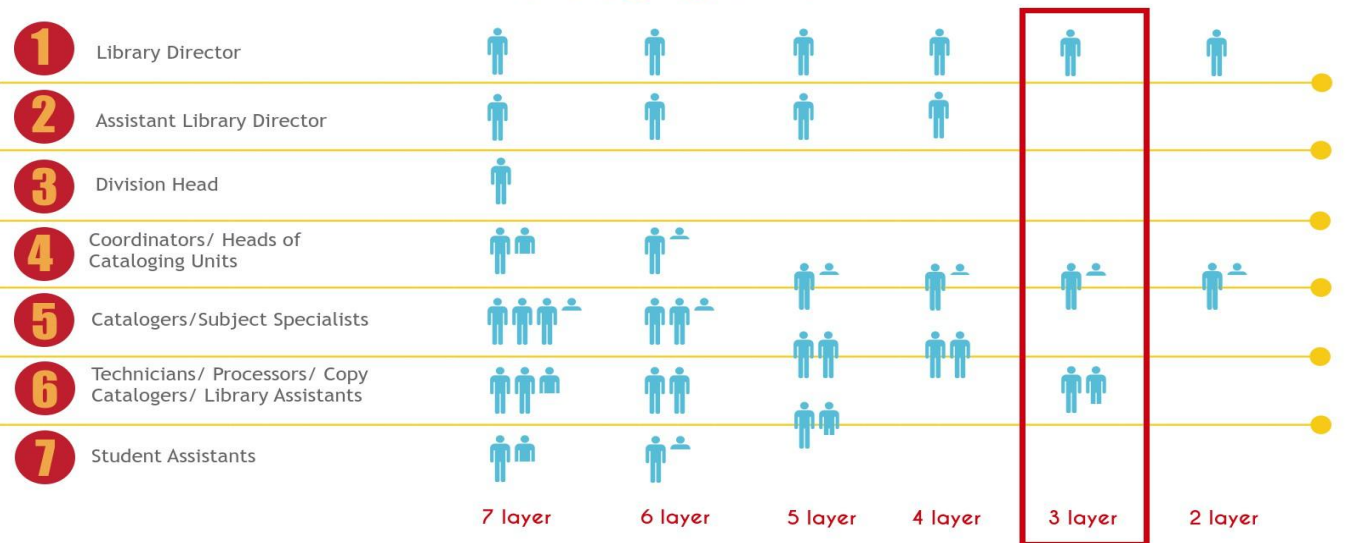


Data taken from the "Survey on the Organization and Structure of Cataloging Units in Academic Libraries" conducted by Jeremy Myntti and Liz Woolcott in spring 2016.

- **Layer 1:** Library Director
- **Layer 2:** Coordinator or Head of Cataloging Unit and Cataloger/Specialist
- **Layer 3:** Technicians, Copy Catalogers, or Library Assistants

3 Profile of Layer Structure

Variations in Reporting Structures and Staffing for Cataloging Units in DOCTORAL INSTITUTIONS



Data taken from the "Survey on the Organization and Structure of Cataloging Units in Academic Libraries" conducted by Jeremy Myntti and Liz Woolcott in spring 2016.

- **Student FTE:** 10-15K
- **Collection Size:** 100K-1M
- **Annual Budget:** \$1-\$5M*
- **Library Staff FTE:** 11-50
- **Multi-Library System:** No
 - **# of Libraries:** 2 or 3
 - **# of Cataloging Units:** 1

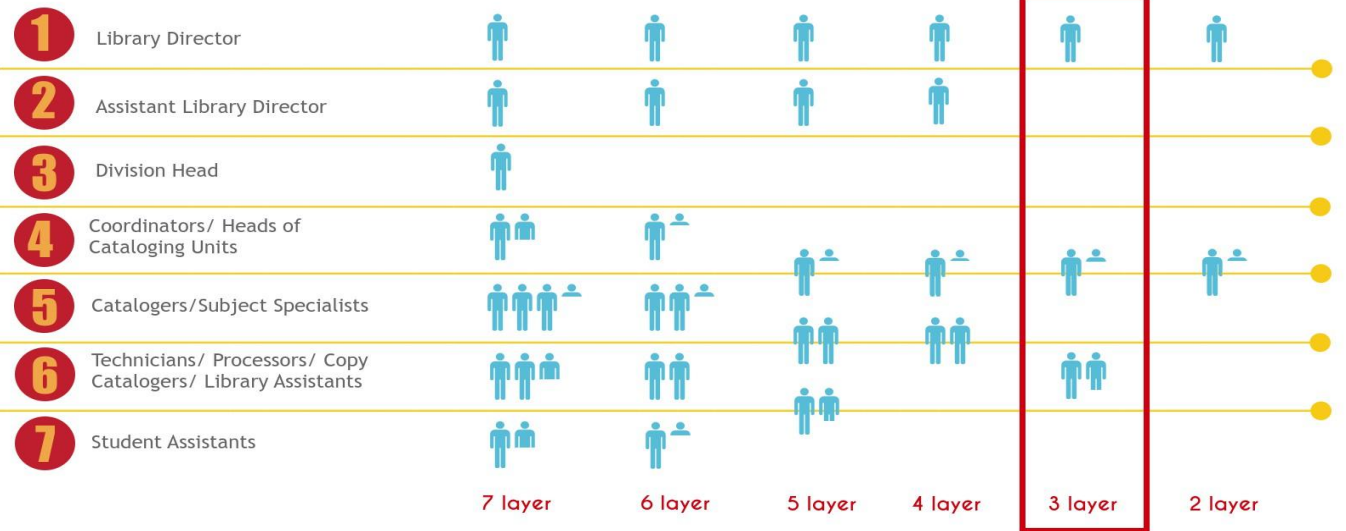
- **Unit Name:** Technical Services**
- **Division Name:** Technical Services
- **ILS:** Voyager
- **Cataloging Utility:** OCLC Connexion
- **Digital Repository help:** No
- **Digital Library:** CONTENTdm
- **Institutional Repository:** D-Space and Digital Commons
- **Outsourcing:** No

*Not known by most respondents

** Unit description varied: unit, department, services, etc.

3 Profile of Layer Structure

Variations in Reporting Structures and Staffing for Cataloging Units in DOCTORAL INSTITUTIONS



Data taken from the "Survey on the Organization and Structure of Cataloging Units in Academic Libraries" conducted by Jeremy Myntti and Liz Woolcott in spring 2016.

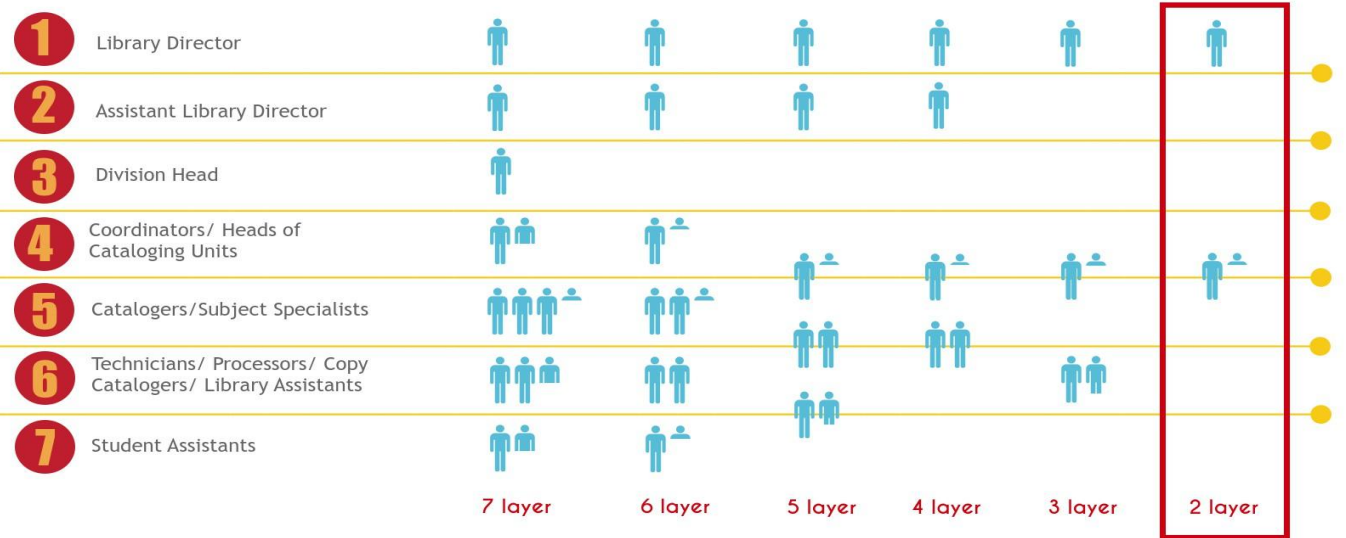
Avg. Cataloging Unit Employee FTE

Professional	2.1
Para-Professional	2.0
Hourly	1.0
Total	5.0

- **Faculty Status:** Faculty, tenure track
- **Professional Title:** Cataloging Librarian
- **Para-professional Title:** Library Assistant
- **Hourly Title:** Student Assistant

2 Profile of Layer Structure

Variations in Reporting Structures and Staffing *for* Cataloging Units *in* DOCTORAL INSTITUTIONS

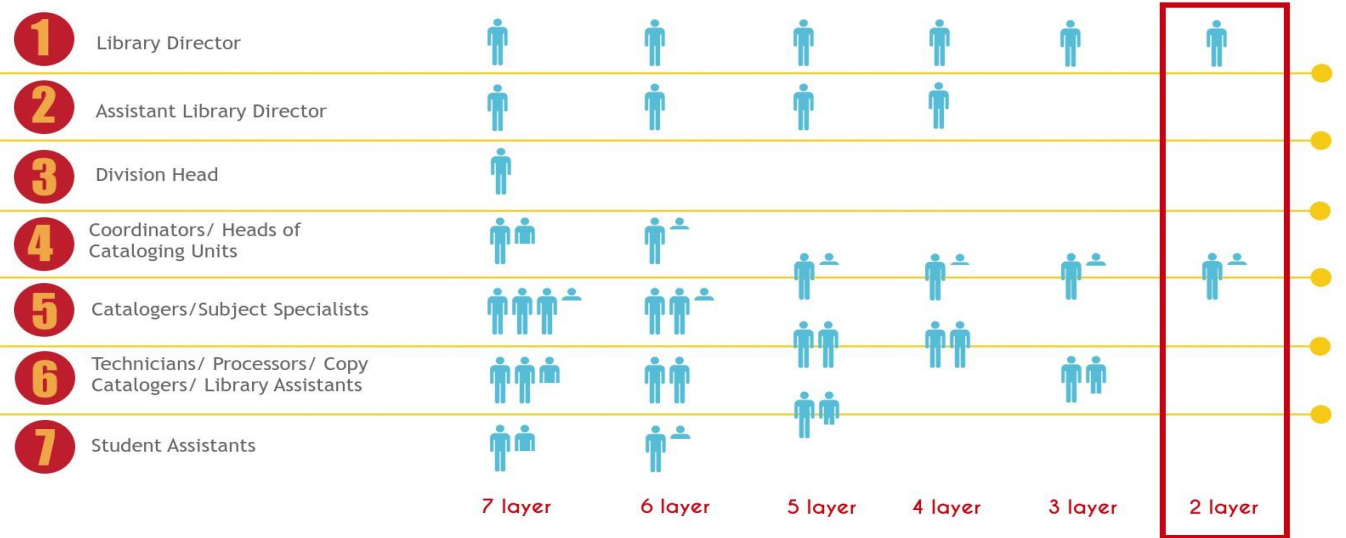


Data taken from the "Survey on the Organization and Structure of Cataloging Units in Academic Libraries" conducted by Jeremy Myntti and Liz Woolcott in spring 2016.

- **Layer 1:** Library Director
- **Layer 2:** Coordinator or Head of Cataloging Unit and Cataloger/Specialist

2 Profile of Layer Structure

Variations in Reporting Structures and Staffing for Cataloging Units in DOCTORAL INSTITUTIONS



Data taken from the "Survey on the Organization and Structure of Cataloging Units in Academic Libraries" conducted by Jeremy Myntti and Liz Woolcott in spring 2016.

- **Student FTE:** less than 1K
- **Collection Size:** 10K-100K or 1-5M
- **Annual Budget:** less than 1M*
- **Library Staff FTE:** 1-30
- **Multi-Library System:** Yes
 - # of Libraries: 2 or 6
 - # of Cataloging Units: 2

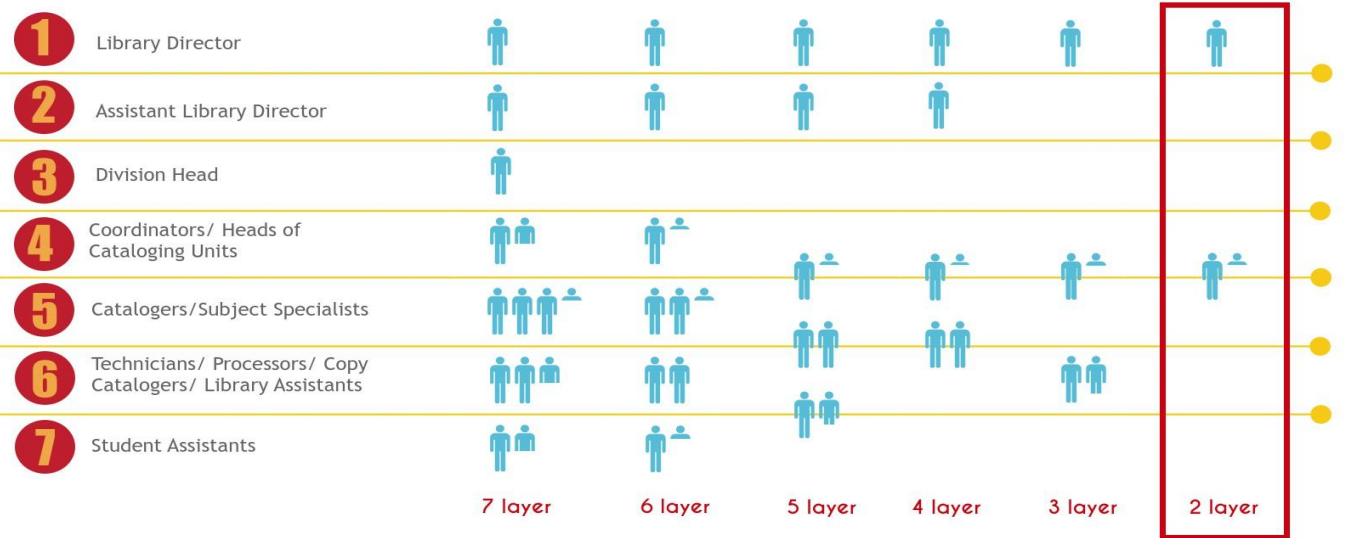
- **Unit Name:** Technical Services**
- **Division Name:** none
- **ILS:** Sierra
- **Cataloging Utility:** OCLC Connexion
- **Digital Repository help:** No
- **Digital Library:** CONTENTdm
- **Institutional Repository:** D-Space, Digital Commons, or CONTENTdm
- **Outsourcing:** No

*Not known by most respondents

** Unit description varied: unit, department, services, etc.

2 Profile of Layer Structure

Variations in Reporting Structures and Staffing for Cataloging Units in DOCTORAL INSTITUTIONS



Data taken from the "Survey on the Organization and Structure of Cataloging Units in Academic Libraries" conducted by Jeremy Myntti and Liz Woolcott in spring 2016.

Avg. Cataloging Unit Employee FTE

Professional	1.4
Para-Professional	1.4
Hourly	1.0
Total	3.7

- **Faculty Status:** Faculty, tenure track and Faculty, non-tenure track
- **Professional Title:** Cataloging Librarian
- **Para-professional Title:** Library Assistant
- **Hourly Title:** Library Assistant

Change In Structure

		Current Hierarchy Layer						
		2 Layer	3 Layer	4 Layer	5 Layer	6 Layer	7 Layer	Total
Change in number of layers from 10 years prior	-2 layers	0	2	0	1	0	0	3
	-1 layer	3	4	4	4	0	0	15
	Same	5	7	17	17	7	7	60
	+1 layer	0	1	5	7	6	5	24
	+2 layers	0	0	0	2	2	2	6
	+3 layers	0	0	0	0	1	0	1
	Total	8	14	26	31	16	14	109

Reductions in Hierarchies

Currently	Happened as a result of:
2 or 3 layers	Reductions in upper administration (outside of cataloging unit)
4 layer	Reductions in upper administration (outside of cataloging unit) OR merging internal layers (technicians with para-professional, professionals and unit heads)
5 layer	Redefining entire structures (merging all of tech services into one unit) or merging internal layers (professional and para-professionals OR para-professionals and hourly employees)

Expansion of Hierarchies

Currently	Happened as a result of:
3 and 4 layers	Increases in external upper administration (usually Assistant Dean/Assistant University Librarian level)
5, 6, and 7 layers	Restructuring into team-based groups under a unit head or division leader, also adding in Assistant Deans/Assistant University Librarians or Division Heads

Broad Trends

- Structures and organizational hierarchies are in flux
- Three main shifts:
 - Grouping all tech services into single reporting unit
 - Splitting cataloging units into other library units, usually:
 - Electronic resources
 - Acquisitions
 - Collection Development
 - Special Collections/Archives
 - Digital Initiatives
 - Developing team models based on skill sets
- Shifting structures result of increased demand for e-resources and digital collections
- Cataloging staffing shifts = Loss of positions outright or refocus of staff
- Increasing emphasis placed on para-professional and hourly employees
- Heavy reliance on outsourcing

Organization and Structure of Cataloging Units in Academic Libraries Research Project

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

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