



Moving Forward – Summary Report on Cataloging Services¹

February 2016

A. Plan of Service

1. Goal Statement: MHLS will maintain and support bibliographic information and records in the shared online catalog of member libraries.
2. Intended Result(s): An accurate and reliable catalog that provides:
 - a. Member library patrons with access to member library collections.
 - b. Member library staff with support for managing bibliographic information and records.
3. Evaluation Method(s):
 - a. Ongoing review of reports and comments from members.
 - b. Periodic review and analysis of records to ensure standardization, consistency, and cross references.
4. Annual Progress Report: (No annual progress report is available since Cataloging Services does not appear in the current Plan of Service)

B. Outputs (2014)

1. Bibliographic records created
 - a. Copy – 33,915
 - b. Original – 351 *plus 16,405 vendor records for databases
2. Bibliographic records modified – 239,224 (includes global updates)
3. Order records created – 1,250 B&T carts loaded (between 1-300 order records per cart)
4. Item records modified – 113,069
5. Deleted/merged bibliographic records – 3,332
6. Member contacts (email & phone) – 59/week = 3,042/year

C. Outcomes

1. The staff of member libraries will more effectively and efficiently organize, manage, and share their collections.
2. The staff of member libraries will increase cataloging skills and knowledge, providing improved services to library patron.
3. The staff and patrons of member libraries will have high quality bibliographic and authority records for their collections to support discovery tools (e.g., Encore facets) in order to meet the demands of the most sophisticated users.
4. Patrons of member libraries will be supported in their formal and informal educational endeavors by finding and using current, high-demand, and high-interest materials in a variety of formats.

¹ GENERAL DEFINITION - [Cataloging](#) (or [cataloguing](#)) is the process of listing something for inclusion in a catalog. In [library and information science](#), the process encompasses the production of [bibliographic descriptions of books](#) as well as other types of discovery tools for [documents](#). Today cataloging study and practice has broadened and merged with that of [metadata](#) ("data about data contents"), increasingly associated with [Resource Description and Access](#).^[1]



D. Costs Associated with MHLS (2014)

MHLS STAFF	Percent Cataloging Services	Salary	Benefits	Cataloging TOTAL
Eric/Thomas ²	25%	15,278	8,772	24,050
Nina ³	85%	30,128	11,818	41,946
Chris ⁴	100%	20,155	4,975	25,130
Tara ⁵	30%	11,104	2,168	13,272
				104,398
CONTRACTED SERVICESⁱ				
		Total Cost		Cataloging Services Cost
eMarc Express (Innovative)		2,737		2,737
BookWhere		294		294
OCLC		7,872 ⁶		3,088
Authority Control ⁷				
				6,119
TELCOM SERVICESⁱⁱ				
		Total Cost		Cataloging Services Cost
Network & Phone Services ⁱⁱⁱ		30,325 – 5,596 (Teleforms) = 24,729		3,809
IT SERVICES				
		Total Cost		Cataloging Services Cost
Hardware ^{iv}		9,083		1,399
Software ^v		5,445		839
IT Supplies		2,213		341
				2,579
GENERAL OVERHEAD^{vi}				
		Total Cost		Cataloging Services Cost
Supplies		5,732		883
Equipment Rental		16,472		2,537

²Automation Coordinator is responsible for leading the development and administration of Automation Services in support of MHLS Plan of Service; manages the Integrated Library Platform (ILP) with vendor; supervises Cataloging Services; maintains technology documentation for resource sharing services; provides training and support to member libraries for use of the ILP; provides leadership in developing resource sharing standards and the implementation of new ILP technologies.

³Cataloging Specialist II performs and assists in the coordination of all cataloging duties including record loading and upkeep, member library data entry training, and development and observance of workflow best practices. Maintains and assists in the maintenance of staff cataloging proficiencies. Assists the Automation Coordinator in assuring that all cataloging operations adhere to the system's vision, goals, and objectives.

⁴Cataloging Specialist performs cataloging duties related to bibliographic maintenance to ensure database records are complete, up-to-date, and accurate, and provides training to staff and member libraries as required.

⁵ILL/Cataloging Specialist performs cataloging duties related to bibliographic maintenance to ensure database records are complete, up-to-date, and accurate.

⁶ILL cost excluded

⁷Not conducted since 2004, should be conducted with quarterly maintenance



Professional Fees	25,189	3,880
Postage	4,505 – 2,875 (ILL) = 1,630	251
		7,552
FACILITIES OVERHEAD^{vii}	Total Cost	Cataloging Services Cost
Staff/Benefits	51,696	7,964
Utilities	27,973	4,309
Custodial Supplies	1,736	267
Other Ops/Maint	35,776	5,511
Liability Insurance	15,423	2,376
		20,427
ADMINISTRATIVE SUPPORT^{viii}	Total Cost	Cataloging Services Cost
Staff/Benefits	361,059	55,619
Professional Development	31,532	4,857
		60,476
<u>TOTAL</u>		205,360

E. Primary Funding Sources

1. State Aid - General
2. Member Assessment Fees

F. Value of Services

1. Bibliographic Records
 - a. MHLS Current = \$6,119
 - b. SkyRiver = \$25,000
 - c. OCLC = \$50,000
2. Cataloging Services
 - a. Bibliographic records created, bibliographic records modified, Order records created, Item records modified, Deleted/merged bibliographic records
 - b. The availability of comparable cataloging services, which are provided by a vendor or non-profit organization, have not been identified.
3. Cataloging Help Desk Services
 - a. MHLS staff provides member library staff with help desk services to support updating, merging, cleaning, adding, creating, and deleting catalog records.
 - b. The availability of comparable help desk services, which are provided by a vendor or non-profit organization, have not been identified.



- c. Due to the shared catalog, a local or county based service model is not comparable to the centralized cataloging services provided by MHLS.
4. Exemplar Search Findings – In a comparison of over 80 search terms representing of the most popular books and movies, our catalog consistently performed as well or better than five neighboring or large-system catalogs in accuracy and find-ability.

ⁱ Vendor/constrator provided services/products

ⁱⁱ % of total Telcom costs – After staff FTE assigned, breakout of telecom costs by service (break out Teleforms & all other by staff FTE per service)

ⁱⁱⁱ Minus Teleform costs

^{iv} % of General Hardware/Software costs - After staff FTE assigned (allocate on a per staff calculation)

^v OCLC charges to Cataloging Services

^{vi} % of General Overhead costs - After staff FTE assigned (allocate on a per staff calculation)

^{vii} Ibid.

^{viii} Ibid.

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