CATALOGING DEPARTMENT
ANNUAL REPORT 2008-2009

I. ACHIEVEMENTS 2008-2009

- Cataloged and processed materials for the Library’s collections:
  - 6,984 volumes in the circulating and Reference collections, including 2,315 gifts from the LeBrun Library of the Montclair Art Museum and 36 volumes (33 titles) for the RAUL collection,
  - 25 titles of federal and state documents (in all physical formats) in the Government Documents collection,
  - 15,952 online government document titles (Marcive).
  - Cancelled holdings on OCLC and the Sprague Library Catalog for withdrawn Library materials in all collections, including items identified as part of the Weeding of duplicate copies from the E through F collections.

- Performed Authority work:
  - Reviewed ‘Unauthorized Headings’ reports to check for headings identified by the system as lacking an authority record in the MSU database;
  - Added 5,491 authority records to the database
  - Modified 367 authority records in the database.

- Collection Inventory:
  - Took over the Collection Inventory at the request of the Associate Dean for Technical Services, July 2008;
  - Drafted procedures for performing inventory using a laptop (Hughes);
  - Performed an inventory of the entire Juvenile collection (Molinari, supervisor, assisted by Caldwell & the Dept. students):
    - Results:

<table>
<thead>
<tr>
<th>Total of Juv Collection</th>
<th>5,461</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Items Inventoried</td>
<td>5,388</td>
</tr>
<tr>
<td># of items set to missing</td>
<td>53</td>
</tr>
<tr>
<td>% of Missing</td>
<td>0.97%</td>
</tr>
<tr>
<td>Problems:</td>
<td></td>
</tr>
<tr>
<td>Spine labels</td>
<td>35</td>
</tr>
<tr>
<td>Item records in Sirsi</td>
<td>108</td>
</tr>
<tr>
<td>Mending</td>
<td>193</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>19</td>
</tr>
<tr>
<td><strong>Total Problems</strong></td>
<td>355</td>
</tr>
<tr>
<td>% of Problems</td>
<td>6.50%</td>
</tr>
</tbody>
</table>
• Began inventory of the Reference Collection.

<table>
<thead>
<tr>
<th>Preliminary Results of Reference Inventory (Mar. 2009):</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Items Inventoried</td>
</tr>
<tr>
<td># of items set to missing</td>
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<tr>
<td>% of Missing</td>
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<tr>
<td>Problems:</td>
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<tr>
<td>Spine labels</td>
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<tr>
<td>Item records in Sirsi</td>
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<tr>
<td>Mending</td>
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<tr>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Added Vols</td>
</tr>
<tr>
<td>Total Problems</td>
</tr>
<tr>
<td>% of Problems</td>
</tr>
<tr>
<td>Work days spent</td>
</tr>
<tr>
<td>Vols per day</td>
</tr>
<tr>
<td>Total of Ref Collection</td>
</tr>
<tr>
<td>Est. Days to finish Ref Collection</td>
</tr>
</tbody>
</table>

• Montclair Art Museum Project (MAML):
  • Participated in the planning for this Library-wide project (Hughes);
  • Proposed budget for the processing costs and performed shelving needs assessment associated with integrating 18,000+ volumes into the Library’s collection (Hughes);
  • Co-ordinated the work of the various departments working on the MAML Project (Hughes);
  • Oversaw the packing and un-packing of the items during the 4-day move (Hughes);
  • Packed the items at the Art Museum (Ed Gil, Janet Hilton, Kathleen Hughes, Paul Martinez, Cristina Molinari, Patricia Sanders, Nancy Zajac);
  • Un-packed and shelved the non-periodical items in the Sorting, Reference and Technical Services areas (Tilisa Caldwell, Mei Ling Chow, Janet Hilton, Su Hu, Marilyn Jack-Brown, Paul Molinari, Christine Mims, Cristina Molinari, Eric Samuelson, Patricia Shortway, Donna Parker,
Brenelle Tyus (Cataloging Dept. students) and Samta Patel (Acquisitions Dept. student));

- Assisted the Acquisitions Dept. in tattle-taping, barcoding and stamping gift items prior to cataloging: (Janether Bryant, Tilisa Caldwell, Mei Ling Chow, Barbara Fingerhut, Marilyn Jack-Brown, Paul Molinari, Christine Mims, Cristina Molinari, Donna Parker, Brenelle Tyus);
- Located a vendor and purchased archival quality gift book plates (Hughes);
- Began cataloging MAML books on April 6, 2009.

- Performed **General database maintenance**. Highlights include:
  - Cleaned database of duplicate records caused by order and bibliographic records for the same item (Hughes, Martinez)

- Participated in the **VALE Last Copy Collection** (VLCC) Pilot Project:
  - Added 515 volumes to the VLCC collection (Jack-Brown);
  - Presented on experience to librarians considering participating in the project at Rowan & Monmouth Universities (Hughes)

- **Software:**
  - Updated Sirsi Workflows software on staff workstations in the Cataloging & Acquisitions Depts. following the three patches/upgrades over the past year (Chow, Martinez, Hughes).

- **Compared the MSU linguistics collection to the collections of aspirant peer libraries as prt of the WCAT (WorldCat Analysis Tool) Project (Chow)**
**Archives:**
- Worked with CAPES evaluator, Elizabeth Shepherd, as she reviewed the Library’s archival holdings (Martinez, Hughes)
- Reviewed the resulting report (Committee)
- Created a simple inventory of the archives as suggested by CAPES evaluation
- Recommended a new physical location for the Archives (Committee)
- Reviewed holdings of the Library’s Archive with Patricia Sanders (Martinez)
- Created a simple inventory list of the Archives (Martinez, Sanders)
- Drafted a list of preservation supplies for ordering in FY10 (Martinez)
- Wrote a proposal for an Archon Server (Martinez)
- Prepared a list of Partch Collection preservation materials for an America’s Treasures grant (Martinez)

**Preservation Activities:**
- Participated in the Rutgers Preservation Management Institute (Martinez)
- Participated in the Library’s Archives Committee (Martinez, Hughes)
- Deployed HOBO data loggers and created reports for:
  - Entire 2d floor
  - Reference stacks area (1st floor)
  - Room 029 (Lower Level)
  - Stacks R-Z (Lower Level)
- Reviewed over 550 wet books due to water leaks in December (Periodicals Dept.), February and May (Circ stacks, in the B section) (Martinez)
  - Assessment
  - Mold remediation
  - Pressing

**Public Service work:**
- Worked a weekly shift at the Reference Desk (Chow)
- Participated in the New Student Experience tour program (Hughes, Martinez, Molinari)
- Participated in the New Student Orientation (Chow, Hughes)
- Assisted the Circulation Dept. by manning the counter as requested (Molinari & Caldwell)
- Assisted the Multi-Media Dept. by manning the counter as requested (Jack-Brown)

**Bookplate Design Contest (Hughes):**
- Conducted a contest open to all MSU under-graduate and graduate students to design a bookplate to replace the one that Sprague had used for decades.
- The judges for this contest were Judith Lin Hunt, Dean of Library Services and Scott Matthew Gordley, Art and Design Dept.
- The contest winner was Stephanie Dematteo, a junior art major.
- Procured a stamp of prize-winning design, which we began using July 1, 2009.
- The winning designs are pictured below:

![Book Stamp](image1.png) ![Book Plate](image2.png)

- Continued publication of the Library’s *New Acquisition List* on the Library’s home page. (Chow)

- **Liaison Activities:**
  - Mei Ling Chow:
    - Analyzed the Library's Linguistic collection using WorldCat Analysis Tool (WCAT). Presented results at All Librarians’ meeting and a meeting of the VALE WCAT Users group.
    - Attended Linguistic Dept's New Student Orientation.
    - Met with the coordinator of Asian Studies Minor program
    - Reviewed the Library’s standing order list and made recommendations for retention or deletion.
• Kathleen Hughes:
  ▪ Worked with Laura Dolp to acquire facsimile reprints of several music manuscripts.
  ▪ Worked with faculty from the Music Dept. to create playlists of sound recordings for class use.
  ▪ Met with reviewers from the National Association of Schools of Theatre (NAST) when they visited the campus in Spring 2009.
  ▪ Reviewed the Library’s standing order list and made recommendations for retention or deletion.

• Paul Martinez:
  ▪ Reviewed Library holdings in Communications and Broadcasting.
  ▪ Assisted Patricia Sanders with a Communications bibliographic instruction class.
  ▪ Reviewed the Library’s standing order list and made recommendations for retention or deletion.

❖ Participated in Strategic Planning:
  ▪ Revised the Departmental Strategic Plan (Catalogers & Support Staff);
  ▪ Participated in the revision of the Library’s Strategic Plan (Hughes).

❖ Participated in the production of the Faculty Publications brochure:
  ▪ Expedited cataloging & processing of each volume as received (Catalogers, Support Staff);
  ▪ Mounted display of the volumes for the Faculty Publications Reception in April 2009 (Martinez);
  ▪ Mounted Exhibit of volumes following the Reception, April-May 2009 (Martinez);
  ▪ Participated in planning a workflows and database for tracking titles for future publications (Chow, Hughes)

❖ Participated in the revision of the Library’s Collection Development Policy (Hughes).

❖ Digitization activities:
  ▪ Art Image Repository Pilot Project (Chow, Hughes):
    ▪ Worked with Anne Betty Weinshenker and Elizabeth Del Alamo (art history faculty) in exploring the feasibility of creating an image repository for use by MSU faculty in preparing for lectures.
    ▪ Designed metadata scheme (Chow, Hughes)
    ▪ Added several images and their associated metadata to the CONTENTdm server (Chow)
  ▪ Montclarion 100 (special issue celebrating the 100th anniversary of MSU) added to CONTENTdm (Chow)
- Continued upgrading metadata for titles and by-lines on the last batch of Montclarions to be added to the Archive (Jack-Brown)
- Added the rights statement to items in the Montclarion and MSU Buildings collection (Hughes)
- Drafted a webpage for the Library’s digital collections (Chow)
- MSU Buildings (Chow)
  - Added additional building pictures as well as clippings related to the buildings in the collection, bringing the total number of images in the collection to 73.
  - Completed the metadata for each image.

❖ Second Life Project (Hughes)
- Held bibliographic instruction class for Counseling Theories (Spring 2009)
- Course-specific & general guides created:
  - Counseling
  - Science Fiction
  - Guide to Second Life
- Presentations
  - Poster session: 'A Second Life for the Montclair State Library' at the Palinet08 Vendor Fair (Nov. 2008)
  - Presentation: ‘MSU Library in Second Life : annual report for the year 2008’ at the All Librarians Meeting (January 2009)
  - Presentation: ‘Second Life in Libraries’ at the NJALA’s 2009 Conference (June 2009)
- Exhibit: ‘Get a (Second) Life (March 2009) In collaboration with the faculty using Second Life as a teaching tool, mounted an exhibit in the lobby of the Library
- Web page: This was an expanded version of the real life exhibit.

CHANGES

During the past year, the Department has met the challenges of personnel changes, new projects and new procedures. On the personnel front, we had to cope without our new Principal Library Assistant, Marilyn Jack-Brown, as she was on medical leave during most of the Spring 2009 term. We were lucky that Janether Bryant of the Ref. Dept. has continued to be willing and able to help us. She spent hours working on the physical processing of books starting in December 2007 and continuing during the Spring 2009 semester. In addition, starting with the Spring 2009 semester, we have been aided by Barbara Fingerhut from the Circulation Dept (now known as Access Services) In addition to physical processing, we have been able to use Barbara’s expertise with Sirsi Workflows in linking and the Inventory Project. It is no exaggeration to say, that without their help, the Cataloging Dept. would have been unable to achieve all that we have during the past year.
This is not to say, however, that the Cataloging Dept. has not assisted other departments. Even during this period of gratefully accepting help from the Reference and Circulation departments, each of the support staff (Molinari, Jack-Brown and Caldwell) have pitched in at various times and manned desks in the Circulation and Multi-Media Depts.

Project-wise, the past year continued to be very busy, with a wide range and variety of projects undertaken by the Department. During the Summer, Cristina Molinari, working with staff and students, began work on Inventorying the Library Collection. Starting in September, the search for a new bookplate for Sprague Library began with the first ever, Library Bookplate Design Contest. During the same time frame, procedures for handling the display of New Books in the New Books Shelf were drafted and revised. Following a long-standing request of the Music faculty, many of the costly and difficult to replace collected works of various composers were given a no-circulation status and placed in the Vale Last Copy Collection (VLCC) Planning for the gift from the Montclair Art Museum, the move and ultimate processing of the collection took up most of the year. In addition, initiatives begun in FY08, such as the Library’s involvement in Second Life and promoting the VLCC project continued.

Staffing
Personnel changes and issues are detailed below.

Librarian

Paul Martinez joined the Department, August 25, 2008. In addition to traditional cataloging, his duties include preservation and archival work.

Mei Ling Chow’s duties have continued to expand beyond the traditional cataloging duties that she still performs to include activities such as chairing the newly formed Library committee, the MSU ContentDM Group and participating in the MSU Art Image Repository Pilot Project. In addition, she has created solutions to ‘quality of life’ issues, such as creating pdf versions of the leave forms in use by Library staff so that they could be mounted on the Library’s Staff Web Page.

Support

Marilyn Jack-Brown was out on medical leave, January 1 through May 4, 2009.

The position vacated by Lenora Jones remains unfilled. The Dept. has been fortunate in acquiring the able assistance of Janether Bryant (Reference) and Barbara Fingerhut (Access Services) They generally work each afternoon, preparing cataloger books for the shelves through physically processing and linking of their items to the Library database.
Inventory

The inventory of the Juvenile collection lasted two months, almost to the day. The procedures proved to be efficient and workable. From the staff’s point of view, perhaps the most challenging part of the procedure was coping with the dust! Unfortunately, the dust proved to be too much for some, whose allergies flared up alarmingly. Needless to say, they were quickly excused from working at the shelves.

The missing rate of less than 1% for the Juvenile collection is excellent. For comparison, a March 2007 Attorney General's report stated that 17% of the Library of Congress' collection is unaccounted for! And this for a collection that is largely closed stacks, with little direct public access.

We are experiencing quite different results with the Reference collection. This collection has not been inventoried since 1966, compared to the inventory of the Juvenile collection a scant ten years ago. We are experiencing a higher rate of problems, and have already experienced a new type of problem -- bibliographic records for multi-volume sets are in the online catalog, but not all of the associated item records are linked to them. This is a more time-consuming fix than just linking a missing barcode, as volume records need to be created before linking can proceed.

With the start of the MAML Project, we reduced the number of hours per week spent on the Inventory Project. Due to the complex nature of the Reference collection, it is our sincere hope, that, if the Inventory reverts back to the Access Services Dept., that the Cataloging Dept. will continue to be in charge of inventorying the Reference collection.

Public Service Activities

Mei Ling Chow continued to work at the reference desk on a regular schedule of two hours a week during the Fall and Spring semesters. In addition, Cristina Molinari participated in the Reference Department’s New Student Experience program by leading Library tours for new students.

MSU Buildings

The metadata has been updated for all the photos that have been digitized thus far. Further expansion of this collection will be dependent upon the development of the Archives Project.

Second Life

Following the excitement of building the MSU Library in Second Life late last fiscal year, the past year has been devoted more to marketing and ‘getting the word out’ through presentations and an exhibit.
II. OBJECTIVES

- Continue to participate in the cataloging and processing of the Montclair Art Museum gift.
- Improve the access and condition of the Library Archives by moving the archives into Room 029, and starting the transfer of the unbound archival materials currently in rooms 112 and 113 into preservation quality enclosures.
- Continue to develop the content and access to the Library’s digital content.
- Continue to develop the MSU Library in Second Life by reaching out to faculty who are experimenting in using Second Life’s immersive learning potential.

III. PERSONNEL/ACTIVITIES

PERSONNEL

Kathleen Hughes  Head of Cataloging Department
Mei Ling Chow  Cataloger/Librarian II
Paul Martinez  Cataloger/Librarian II *
Cristina Molinari  Technical Library Assistant
Marilyn Jack-Brown  Principal Library Assistant **
Tilisa Caldwell  Senior Library Assistant
Donna Parker  Student Assistant
Brenelle Tyus  Student Assistant

* started August 25, 2008
ACTIVITIES

Kathleen Hughes

Memberships:
- American Library Association (ALA)
  - Association of College & Research Libraries (ACRL)
  - Resources & Technical Services Division (RTSD)
- VALE Bibliographic Control & Metadata Committee
  - Research Sub-committee, Chair (2006-)
- VALE WCAT Users Group

Conferences/Workshops:
- iTunes U & Podcasting (MSU IT – Oct. 20, 2008)
- Palinet08 Vendor Fair (Phila., PA – Oct. 28, 2008)
  - Presented Poster: 'A Second Life for the Montclair State Library'
- Netdrive (MSU IT – Nov. 13, 2008)
- WALDO Koha Demo (METRO, New York, NY -- April 23, 2009)
- NJALA 23d Annual Conference (Mt. Laurel, NJ – June 8, 2009)
  - Presenter: Second Life in Libraries
  - Recipient of NJALA’s 2009 Recognition Award

Committees:
- Archives Committee
- Collection Resource Management Team (CRMT)
- Library Exhibits Committee
  - Created exhibit: Get a (Second) Life!!! -- MSU in the Virtual World
  - Created associated web page: Get a (Second) Life
  - Assisted with exhibit: 2006-2008 Faculty Authors Exhibit
- Library Holiday Party Committee
- Library Personnel Advisory Committee (until Feb. 2009)
- Sanders Retirement Party Planning Committee

Other Activities:
- Swap Visit to Rutgers Technical Services (July 21, 2008)
- President’s Address to the Campus (Opening Day & April, 2009)
- NJVid cataloging sessions (Rutgers Univ. – Sept. 5, 2008 & Oct. 29, 2008)
- VLCC Site visits (Rowan Univ. – Nov. 24, 2008 & Monmouth Univ. – April 24, 2009)
- Tour of the ReCap Facility (Princeton, NJ – Nov. 12, 2008)
- Waldo Koha presentation (MSU – March, 2009)
- Library Liaison
  - Music Department
  - Department of Theatre & Dance
Mei Ling J. Chow

Memberships:
- American Library Association (ALA)
- VALE Bibliographic Control & Metadata Committee
  Web mistress
  Secretary, June 2008 – to date
- VALE Website Committee

Conferences/ Workshops:
- Advanced Serial Cataloging (PALINET – Dec 11-12, 2008)
- Netdrive (MSU IT – Nov. 13, 2008)

Presentations:
- Analysis of the MSU Linguistics Collection (VALE WCAT Users Group Meeting, Nov. 14, 2008)
- Analysis of the MSU Linguistics Collection (Sprague All Librarians Meeting, 2009)

Committees:
- Career Development Committee
- CONTENTdm Development Group (Chair)
- Library Homepage Committee
- Library Personnel Advisory Committee
- Employee Safety Subcommittee
- Librarian Coordinator, MSUFT

Other Activities:
- Waldo Koha presentation – (MSU – Spring 2009)
  Library Liaison:
  - Asian Studies
  - Department of Linguistics
  - ESL
- New Student Orientation (July 17, 2008)
- Library Retreat (MSU -- May 14, 2009)
Paul Martinez

Memberships:

- **New Jersey Library Association (NJLA)**
  - College and University Section/Association of College & Research Libraries (ACRL)
  - History and Preservation Section
  - Information Technology Section
- **VALE Bibliographic Control & Metadata Committee**

Conferences/Workshops:

- **Netdrive (MSU IT – Nov. 13, 2008)**
- **VALE Annual Conference (Rutgers Univ. -- January 8, 2009)**
- **Information session for Palinet Mass Digitization Collaborative (Online – March 17, 2009)**
- **Preservation Management Institute (Rutgers Univ. – Oct. 2008; March 23–27, 2009)**
- **CCAHA Fundraising for Preservation presentation (Morristown Library – April 7, 2009)**
- **NJLA Annual Conference (Long Branch – April 29, 2009)**
  - Presenter: *Fungus Among Us?* Poster session

Committees:

- **Disaster Planning Committee**
  - Assisted with revision of disaster plan
  - Created a draft pocket response plan
  - Ordered emergency supplies listed in the disaster plan
- **Library Exhibits Committee**
  - Created with the 2006-2008 Faculty Authors Exhibit
  - Created the 2009 “Summer Holidays” Exhibit
- **Webpage Committee**
- **Archives Committee**
  - as suggested by CAPES evaluation
  - Wrote a proposal for an Archon Server
  - Prepared a list of Partch Collection preservation materials for an America’s Treasures grant
  - Prepared a price list of preservation materials for library archive

Other Activities:

- **Tour of the ReCap Facility (Princeton, NJ – Nov. 12, 2008)**
- **Led Branford School students on a tour of the library (March 5, 2009)**
- **Library Retreat (MSU -- May 14, 2009)**
  - Presentation: Wet Salvage for Books
- **Library Liaison**
  - Broadcasting
  - Communications
  - Attended a BI class on January 17, 2009 and assisted Pat Sanders
- Reference Department
  - Created a sample *Chat with a Librarian* webpage
  - Attended a chat meeting on May 26, 2009

Cristina Molinari

**Memberships:**
- CWA Local 1031:
  - President, Shop Steward
  - Christmas Party Committee
  - CWA Budget Committee
  - Labor Management Committee
- MSU Employee Charitable Campaign
- Customer Service Committee

**Activities:**
- Swap Visit to Rutgers Technical Services (July 21, 2008)
- Attended CWA Rallies (Trenton, NJ – March, April, May 2009)
- Attended CWA Rally (Lawrenceville, NJ – April 6, 2009)
- Roundtable facilitator (Cross Training) (Library Retreat – May 14, 2009)
- Attend CWA Officer Monthly Meetings (South Brunswick Public Library)

**Workshops:**
- CWA Officer Training – (Ewing, NJ -- Feb 9-10, 2009)
- CWA Shop Steward Training – (MSU -- April 14, 2009)

Marilyn Jack-Brown

**Memberships:**
- New Jersey Association of Library Assistants (NJALA)
- American Library Association (ALA)
- LSSIRT (Library Support Staff Interest Round Table)
- NJALA Executive Board

**Conferences/ Workshops:**
- Library Holiday Party Committee
- Library retreat (May 14, 2009)
- NJALA Annual Conference (June 8-9, 2009)

Tilisa Caldwell

**Conferences/ Workshops:**
- Swap Visit to Rutgers Technical Services (July 21, 2008)
- Library retreat (May 14, 2009)
- NJALA Annual Conference (June 8, 2009)