

2018 MORE Cataloging Options

July 2017

Providing library patrons with a quality bibliographic database is an essential customer service. While MORE has a good bibliographic database, increased standardization and accuracy is needed.

- Cataloging is an increasingly specialized skill requiring specific training, practice, and keeping abreast of evolving standards
- In a sample of 242 newly-added records, 69% required a small amount of editing to meet MORE cataloging standards, 22% required a greater amount of editing, 9% required considerable editing (typically replacing with a different record), and 5% required no editing
- Only 29% of responding libraries' cataloging staff found editing newly-added records to MORE standards easy to manage (Easy: 8, Mostly manageable: 16, Difficult: 4)
- Most libraries responding to the MORE cataloging survey in April 2017 supported the idea of a trained cataloger checking newly-added records
- Current IFLS staffing does not allow for checking all bib. records newly-added by library staff

Regarding "MORE standards for cataloging and classification, [and] authority control," the MORE participation agreement lists as IFLS's responsibility to "Administer and enforce" and as each libraries' responsibility to "Adopt and abide." With these responsibilities in mind, below are four cataloging options and their requirements. All libraries must choose one of these options for 2018 by **Thursday, August 31**.

Option 1: Employ professional, dedicated cataloging staff

"Professional" is defined as having sufficient training and experience to independently catalog to MORE standards. "Dedicated" is defined as spending at least 80% of work time on cataloging tasks.

Requirements:

1. Initial assessment by IFLS staff
2. Attend at least 1 cataloging refresher training per year
3. Attend any system-mandated training for new national or MORE standards
4. Follow standards as defined by MORE and/or Bibliographic Standards Committee
5. Provide MORE with the names of all cataloging staff members and their contact information

Option 2: Participate in the IFLS Shared Services program

The Shared Services cataloging and processing program began in 2013 and is run on a cost-recovery basis. Materials for participating libraries are received, processed (covered, taped, labeled, etc.), and cataloged to MORE's standards. According to participants:

- Outsourcing has freed up staff time to focus on public services. It has also led to a higher standard for cataloging and processing of our items.
- Shared Services has been wonderful! The quality of cataloging and processing is great and has freed up a lot of staff time to allocate elsewhere in the library.
- It has allowed staff to focus on patron services and more streamlined Acquisitions

Option 3: Employ staff or enlist volunteers with MORE cataloging certification

IFLS staff will certify staff and volunteers who may require training to independently catalog to MORE standards.

Requirements:

1. Initial assessment by IFLS staff
2. Attend all initial catalog training sessions to achieve certification
3. Participate in quarterly check-ins with IFLS staff
4. Attend any system-mandated training for new national or MORE standards
5. Attend any additional training on or off site as required by MORE staff
6. Follow standards as defined by MORE and/or Bibliographic Standards Committee
7. Provide MORE with the names of all cataloging staff members/volunteers and their contact information

Option 4: Help fund a staff member focused on database maintenance

IFLS will commit \$10,000 towards this position. This support is based on our mandated system service requirement for resource sharing

Requirements:

1. Pay a percentage of the staff cost based on their share of items added by all participating libraries
2. Work with the database maintenance staff member to ensure the accuracy and completeness of newly-added bib. records. This may include flagging brief records, requesting the addition of a new record, or submitting a list of ordered titles for record creation

Please complete this form to select one of these four options by **August 31**. Note:

- IFLS staff will continue to provide cataloging support and original cataloging services, regardless of the library's selection
- Failure to select an option by August 31 will result in your library being added as a participant in Option 4
- Failure to meet the selected option's requirements will result in your library being added as a participant in Option 4
- Cost estimates for Option 4 are included with this document. The exact amount will vary based on the total number of participants and the estimated staff time needed.

Cost estimates for option 4

Library	Estimated annual cost
Altoona Public Library	\$3,040
Augusta Memorial Public Library	\$1,280
Baldwin Public Library	\$1,630
Balsam Lake Public Library	\$1,150
Barron Public Library	\$2,790
Bloomer	\$1,490
Boyceville Public Library	\$810
Bruce Area Library	\$500
Cadott Community Library	\$730
Cameron Public Library	\$200
Centuria Public Library	\$650
Chetek Public Library (Calhoun)	\$1,840
Chippewa Falls Public Library	\$5,070
Clear Lake Public Library	\$870
Colfax Public Library	\$840
Cumberland Public Library	\$1,610
Deer Park Public Library	\$420
Dresser Village Library	\$510
Ellsworth Public Library	\$3,120
Elmwood Public Library	\$440
Fall Creek Public Library	\$610
Frederic Public Library	\$1,080
Glenwood City Public Library	\$520
Hammond Community Library	\$1,150
Ladysmith (Rusk County) Com Lib	\$2,380
Luck Public Library	\$560
Milltown Public Library	\$880
Ogema	\$500
Osceola Public Library	\$1,150
Park Falls Public Library	\$730
Pepin Public Library	\$330
Phillips Public Library	\$2,950
Plum City Public Library	\$1,080
Prescott Public Library	\$1,330
Roberts PL (Hazel Mackin)	\$1,620
Sand Creek	\$170
Somerset Public Library	\$1,090
Spring Valley Public Library	\$820
St. Croix Falls Public Library	\$870
Stanley (DR Moon) Public Library	\$1,320
Turtle Lake Public Library	\$1,000
Woodville Community Library	\$1,070

From the MORE Participation Agreement:

Article II: Definitions

9. Standardized records are machine-readable bibliographic cataloging records that are structured in accordance with national library and MORE standards, and machine-readable patron records that are structured in accordance with national library and MORE standards.

Article III: Indianhead Federated Library System Responsibilities

14. Administer and enforce MORE standards for cataloging and classification, authority control, circulation and patron records, brief entries, network security, web browsers, and other areas relating to the efficient and effective operation of the MORE system. Issues concerning standards will be presented to the MORE Directors Council.

Article IV: Member Library Responsibilities

3. Adopt and abide by MORE standards for cataloging and classification, authority control, circulation and patron records, brief entries, network security, web browsers, and other areas relating to the efficient and effective operation of the MORE system. Issues concerning standards will be presented to the MORE Directors Council.

6. Require member library staff to acquire training on all appropriate system software and functions.

<https://www.ifls.lib.wi.us/sites/default/files/more/administration/Participation%20Agreement.pdf>