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Highlights of Fiscal Year 2004, Part I

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HIGHLIGHTS OF FISCAL YEAR 2004, PART I

The following highlights are excerpted from the \_Annual Report of the Library of Congress Bibliographic Access Divisions for the Fiscal Year Ending September 30, 2004.\_

Fiscal 2004 saw the merger of the former Cataloging Directorate into the new Acquisitions and Bibliographic Access Directorate (ABA). Throughout the fiscal year, the director for Acquisitions and Bibliographic Access and the assistant director for the Bibliographic Access (BA) Divisions participated in the Library Services project to design new reporting lines for Library Services' top levels of management in order to emphasize the collections; streamline processes of acquisitions and cataloging; and recognize electronic resources as an increasingly important component of the collections. The resulting realignment of the service unit took effect on July 2 and grouped most of the fifty-three Library Services divisions into five directorates: Acquisitions and Bibliographic Access; Collections and Services; Partnerships and Outreach Programs; Preservation; and Technology Policy.

The new ABA Directorate encompasses acquisitions and cataloging functions, recognizing that both functions serve the goal of building the Library's collections and providing access to information and knowledge. The Bibliographic Access Divisions are the Cataloging Distribution Service (CDS) and the eight divisions of the former Cataloging Directorate: Arts and Sciences Cataloging Division (ASCD), Cataloging in Publication Division (CIP), Cataloging Policy and Support Office (CPSO), Decimal Classification Division (DEWEY), History and Literature Cataloging Division (HLCD), Regional and Cooperative Cataloging Division (RCCD), Social Sciences Cataloging Division (SSCD), and Special Materials Cataloging Division (SMCD). The Acquisitions Divisions include the Acquisitions Fiscal Office, African/Asian Acquisitions and Overseas Operations Division, Anglo-American Acquisitions Division, European and Latin American Acquisitions Division, and Serial Record Division (SRD). In addition, the Instructional Design and Training Division (formerly the Technical Processing and Automation Instruction Office) became part of ABA, with the chief reporting to the director.

Beacher J. Wiggins was named director for ABA and acting assistant director for acquisitions. Judith A. Mansfield, chief of ASCD, accepted collateral duties as assistant director for bibliographic access. Staff within divisions were not affected by the realignment in that they continued to report to the same division chief. The formation of the new ABA Directorate

positioned all its acquisitions, cataloging, and training units to work toward greater resource sharing and more efficient work processes.

#### Cataloging Production and Arrearage Reduction

The BA Divisions and Serial Record Division in fiscal 2004 cataloged a total of 294,510 bibliographic volumes, the second-highest total in their history. Production of full or core original cataloging, the category of most interest to other libraries, totaled 185,309 bibliographic records. These records have full description, subject analysis, and Library of Congress Classification numbers, as well as full authority records for all descriptive and subject access points, which are drawn from controlled vocabularies. The BA Divisions cleared 2,597 print items on 110 new collection-level cataloging (CLC) records; access points on CLC bibliographic records are in authorized forms from controlled vocabularies and are supported by authority records when needed to distinguish entities with identical names. The NUCMC (National Union Catalog of Manuscript Collections) Team, SMCD, created an additional 4,283 CLC records from surrogates for archival manuscript collections. In addition, BA staff created inventory-level records for 24,392 items, providing timely and cost-effective access to items that do not require fuller cataloging or authorized forms of access points. They also contributed to the cataloging of more than 6,000 Web sites in the Digital Archives Project for the 107th Congress and the Web harvesting projects for Elections 2000 and 2002 and the September 11 Archive, through both original cataloging and review of contractor-supplied records.

Production of authority work increased in most categories this year. The BA Divisions, with SRD and the field offices, administered in the African/Asian and Overseas Operations Division, created 92,311 new name authority records, an increase of nearly nine percent from 84,822 the previous year, and 8,770 new series authority records, slightly more than the 8,762 new series authorities created last fiscal year. Changes to name and series authority records totaled 72,494, which represented an increase of 6.08 percent compared to the 68,336 changes made by catalogers in fiscal year 2003. Total new subject headings including those produced by catalogers and by the Subject Heading Editorial Team, CPSO, numbered 6,393 (a decrease of 11.72 percent from fiscal year 2003), bringing the size of the entire subject headings database to 283,500 records. Total changes to subject headings numbered 6,313, less than half the number in fiscal year 2003, because the successful project to update all subject headings that contained romanized Chinese characters was largely completed. Catalogers proposed 1,595 new numbers in the Library of Congress Classification, an increase of 13.68 percent from the previous year, and changes to 277 Classification number, an increase of nearly 67 percent.

In both fiscal year 2003 and fiscal year 2004, the BA Divisions made a top priority of remaining current with the cataloging of new receipts, in order to prevent current materials from growing into an arrearage. This strategy proved successful as

the Bibliographic Access Divisions and Serial Record Division received 360,184 items in fiscal year 2004 (compared to 364,886 received in fiscal year 2003, a decrease of 1.2 percent) and completed 378,381 (compared to 374,079 items completed in fiscal year 2003, an increase of 1.1 percent). They also cleared 47,226 arrearage items for other Library units. For example, BA staff processed 1,600 discs from the collection of AFRTS (Armed Forces Radio and Television Service) broadcasts this year, bringing total processing in this project to 120,459 items cleared. Cataloging of the Document Record Collection of more than 800 blues, jazz, boogie-woogie, gospel, and country music titles was completed. A total of 45,397 compact discs was processed during the year. The Dayton C. Miller Flute Collection, which includes approximately 1,700 woodwind instruments as well as thousands of books, prints and photographs, printed music, patents, trade catalogs, autographs, and correspondence from wind instrument manufacturers, was cataloged using collection-level records. The Library of Congress Moldenhauer Archives of 3,600 items related to Western music history and the 15,000-item Charles Mingus Collection also received collection-level cataloging.

The Rare Book Team, SMCD, cleared 13,041 items, including 124 rare serial titles. Completed cataloging included the World War II Underground Movement Serials and Miscellaneous Pamphlets (approximately 1500 items), the McGuffey Readers (34 American primers for children), and Big Little Books (a 467-item collection of American juvenile literature). Cataloging of the Vollbehre incunables was completed through the Hain-numbered, non-folio Aquinas volumes. The Pforzheimer Bruce Rogers book collection of 2,415 titles was also completely cataloged. The rare book arrearage declined from 93,555 to 87,637 items over the course of fiscal year 2004.

#### Cataloging in Publication

In fiscal 2004, the BA Divisions cataloged 53,349 CIP titles, using the same highly trained professionals, applying the same standards, as for published books; average throughput time was 12.7 days, with 78 percent of all CIP records completed within fourteen calendar days. The CIP Division carried out the administration and development of the program and continued to encourage publishers to opt for the Electronic Cataloging in Publication program (ECIP); during the year the number of participating ECIP publishers increased twelve percent, to 3,212, and 55 percent of all CIP titles were submitted as ECIP galleys. The CIP Division also was responsible for the Electronic Preassigned Card Number program, assigning 28,290 Library of Congress Control Numbers (LCCNs) to titles that either did not qualify for the CIP program or were submitted too late to receive full cataloging in advance of publication.

From September 2003 through May 2004, CIP staff conducted an international survey of CIP programs. The survey grew out of the 2001 IFLA General Conference in Boston, specifically the discussions among participants of the Workshop on Publishing Industry and National Bibliographies that focused on the relationship between publishing communities and national libraries.

The responses to the online survey gave clear evidence of the value of the CIP programs and the very important role they play in supporting cataloging and acquisitions activities for libraries and readers as well as marketing activities for booksellers and publishers. Annually, the combined efforts of the CIP programs worldwide produce bibliographic records for more than 188,892 titles. The survey showed that the CIP programs have evolved considerably and variously since the IFLA International Programme for Universal Bibliographic Control published "Recommended standards for Cataloguing-in-Publication: the CIP data sheet and the CIP record in the book" in 1986 and provided a basis for considering the future direction of CIP programs in light of the advances made in technology since that time and the funding constraints that national libraries are experiencing.

In January 2004 the BA Divisions suspended additional cataloging treatment for juvenile nonfiction as well as Dewey classification for juvenile fiction, in an effort to improve the throughput time for juvenile works in the CIP program and to complete a large backlog of work in the Children's Literature Team of HLCD, caused by a sharp increase in receipts of CIP galleys. The Children's Literature Team could then eliminate its backlog while continuing to provide complete cataloging, including summaries, for juvenile fiction. To compensate for the suspension of nonfiction summaries and nonfiction juvenile cataloging, the CIP Division encouraged publishers to submit summaries, following the CIP Guidelines for Summaries, a set of instructions and examples to assist publishers in creating summaries that met standards for inclusion in ECIP records. In the last five weeks of the fiscal year, two dozen publishers supplied forty summaries. All but two summaries fully adhered to the guidelines and were added to the bibliographic records, providing catalog users with additional access via keyword searching. This project promises to become an important enhancement of the ECIP program, providing concise, objective summaries of both juvenile and adult books at no additional cost to the Library.

#### Cooperative Cataloging Programs

The Regional and Cooperative Cataloging Division's chief and its Cooperative Cataloging Team ("Coop") continued to provide the secretariat for the international Program for Cooperative Cataloging, particularly the name authority component, NACO; the subject authority component, SACO; and the component that promotes contribution of monograph bibliographic records, BIBCO. Catalogers throughout the BA Divisions as well as CPSO assisted with review and training for the PCC.

In fiscal year 2004, Program for Cooperative Cataloging (PCC) members contributed 146,645 new name authority records (NARs), down from last year's rate of 167,163; 9,453 new series authority records (SARs), up slightly from last year's 9,324; and updates to 41,019 NARs and SARs. Over time, NACO members have created 2,797,000 records. In fiscal 2004, SACO participants created 2,558 new subject authority heading proposals for the Library of Congress Subject Headings; revised 586 subject headings; and proposed 1,715 new classification numbers for inclusion in the

Library of Congress Classification. (These figures compare to last year's contributions of 3,509 subject authority heading proposals, 420 subject heading changes, and 1,763 new classification number proposals.) Once again, SACO contributions have greatly enriched these tools, which are widely used in libraries throughout the English-speaking world.

Four new members joined NACO: Alaska Resources Library and Information Services; United States General Accounting Office; University of Alaska; and University of Alaska Geophysical Institute Library. Five NACO contributors concluded their membership this year. Two new NACO funnels (alliances involving two or more libraries with one assuming responsibility for the work of the others) were formed in fiscal 2004: the Alaska Funnel Project and the South Dakota Funnel Project. Eight previously formed NACO funnels increased their individual membership ranks. As the result of the Coop Team's efforts to recruit libraries at Historically Black College and Universities, at the end of the fiscal year several Tennessee libraries were planning to join NACO.

This year, the Subject Authority Cooperative Program, SACO, achieved status as a full-fledged component program of the PCC. Formal membership requirements and expectations were adopted to make the program more cost-effective. In order to maintain familiarity with the provisions of the Subject Cataloging Manual and the practice of submitting heading and classification proposals, it is assumed that SACO-only participants will submit proposals on a regular basis. Each SACO-only institution now agrees to a goal of contributing ten to twelve subject or classification proposals annually. Hebrew Union College, Jewish Institute of Religion, Library Association of Portland, Middlebury College, the U.S. National Institute of Standards and Technology, and York University became new SACO participants.

The BIBCO component of the PCC produces and updates full- and core-level bibliographic records for monographs at national level standards. At 71,661 bibliographic records, BIBCO production was slightly lower than in fiscal 2003; a total of 650,000 bibliographic records has been created in BIBCO over roughly the past decade). The program granted Harvard College Library the use of PCC training materials, adapted and translated into German at Harvard's expense, for an intensive training session with a prominent German vendor firm, in an effort initiated by the firm to improve the overall usability of its cataloging copy which accompanies publications it sells to Harvard and other libraries.

International interest in the PCC continued to be high. Two NACO training sessions were offered in Mexico during March. A NACO funnel of thirty-two members was created in Mexico City. Although the British Library (BL) temporarily suspended its NACO and SACO contributions during implementation of its new integrated library system, it resumed contributions in summer and expanded its areas of contribution to include geographic and corporate headings, a welcome development as a recent study showed that LC staff use twenty percent of the BL's name heading contributions as access points on LC bibliographic records within five months of creation by the BL.

The BAMT approved a plan to add a Dewey Decimal component to the Program for Cooperative Cataloging. Under this plan, the PCC will formally recognize the Dewey Decimal Classification contributions of PCC libraries that assign full (segmented) DDC numbers using DDC Edition 22. The initial phase of the initiative, involving Northwestern University Library and Oklahoma State University Library, will yield approximately 2,000 bibliographic records each year that are recognized by the PCC as adhering to mutually agreed international standards and easily adaptable for use by libraries that use the Dewey Decimal Classification to organize their collections.

The BAMT negotiated with a major university library to have it produce CIP galley cataloging for publications of its university press.

The National Union Catalog of Manuscript Collections (NUCMC) is a distinctive cooperative program that provides and promotes bibliographic access to the nation's documentary heritage. The NUCMC Team, SMCD, produced cataloging for local, regional, and state historical societies and a variety of special focus repositories. Three projects that received special focus this year were the Montana Union List Project (MULP), the Cooperative Historically Black Colleges and Universities Archival Survey Project (CHASP), and the Maine Historical Collections Project (MHCP). The team also provided new or improved access to papers of thirty former members of Congress, including Horace Mann and Barbara Jordan. The NUCMC Web site continued to earn high marks from the public and the archival and manuscript community it serves, with 72,714 "hits" on the site recorded this fiscal year.

#### Descriptive Cataloging Policy

The Cataloging Policy and Support Office is the principal LC unit for developing and maintaining cataloging policies and resulting documentation. While CPSO took a leadership role in most cataloging policy at LC, all BA divisions collaborated in the development and maintenance of policy and standards.

Descriptive cataloging policy is governed by the Anglo-American Cataloguing Rules. The chief of CPSO represents the Library of Congress on the Joint Steering Committee for Revision of AACR (JSC). The increased pace of activity in the JSC this year required descriptive policy specialists to devote a significant portion of their time to fulfilling the Library's responsibilities within this international body. CPSO's work concerned not just official representation of LC, but the development, drafting, and review with catalogers at LC of the sections of AACR2 that are under discussion. CPSO staff also proofread the entire 2004 AACR2 Update and its index and the 2004 Concise AACR2 and index.

The first five chapters of the Descriptive Cataloging of East Asian Material: CJK Examples of AACR2 and Library of Congress Rule Interpretations were posted on the CPSO Web site with substantial input from LC catalogers in Chinese, Japanese, and Korean. The

examples, a joint project of the Library and the Technical Processing Committee of the Council on East Asian Libraries (CEAL), update and expand the AACR2 Workbook for East Asian Publications, issued in 1983.

#### Decimal Classification Division

The Decimal Classification Division energetically pursued its three-pronged mission: to develop, apply, and assist in the use of the Dewey Decimal Classification (DDC); to supply Dewey numbers for books in English and other Western languages that are cataloged at the Library of Congress; and to assist the Dewey community. The chief, the three assistant editors who are LC employees, and the assistant director for bibliographic access participated in the Dewey Editorial Policy Committee Retreat held at OCLC headquarters in Dublin, Ohio, on March 15-18. The assistant editors presented papers on "Literary Warrant in a General Knowledge Organization," "Dual Headings and Multiple Sets of Subdivisions," "Comprehensive and Interdisciplinary Numbers," and "Dual Sets of Standard Subdivisions." The papers were directly related to the themes of the retreat, which touched on how the classification could play a role in the development of the semantic Web, terminology services, subject gateways to content, metadata interoperability, Faceted Application of Subject Terminology and other simplified subject heading schemes, and multilingual thesauri.

Editorial polishing of 200 Religion Class separate took place in the early months of the year and publication took place on May 14. Editorial work on of DCD Abridged Edition 14 was also completed in the first few months of the year, and release of Abridged WebDewey took place in December, with the print version of DCD Abridged Edition 14 following in February.

Division classifiers assigned Dewey numbers to 107,911 books in fiscal year 2004, an increase of more than eleven percent over production the previous fiscal year. This number included 9,668 records with copied Dewey numbers--that is, copy cataloged records carrying Dewey numbers that were accepted by LC, continuing an initiative that began in fiscal 2003.

#### Distribution of Cataloging Products and Tools

In fiscal 2004, the Cataloging Distribution Service (CDS) delivered affordable, high-quality catalog records and a range of cataloging and training tools in several different media to approximately 7,000 libraries and other information enterprises worldwide, including 637 new customers, on a cost-recovery basis. The division's earned receipts totaled \$4,411,142, a decrease of three percent over last fiscal year's \$4,552,403 total, while net sales were stable. Nearly one third of CDS business, thirty-two percent, was generated by print publications, one percent less than the previous year. MARC Distribution Services, which distribute the Library's cataloging data to other libraries and vendors, accounted for thirty-one percent of revenue, an increase of three percent over last year. The two World Wide Web subscription products, Classification Web and Web Cataloger's Desktop, generated almost twenty-six percent of CDS revenue, a seven percent

increase over last year. The sole remaining CD-ROM product, Cataloger's Desktop, generated more than ten percent of the division's business, a decrease of four percent that was attributed to the availability of its Web-based counterpart.

The variety of tools and documentation issued by CDS shows the central role that the Library of Congress has historically held in the area of bibliographic access to library resources. The 27th edition of Library of Congress Subject Headings was issued this year in print and in the CD-ROM and Web-based versions of Cataloger's Desktop. Library of Congress Classification schedules continue to be available as both individual print publications and as a complete set in Classification Web. A new publication, What is FRBR? A Conceptual Model for the Bibliographic Universe, authored by Barbara B. Tillett, chief of the Cataloging Policy and Support Office, was published in March 2004 in both an online, free-of-charge Portable Document Format (PDF) and as an eight-page, four-color print publication. This important pamphlet presents the basic issues, conceptual model, terminology, and the possible impacts of FRBR, the Functional Requirements of Bibliographic Records, on cataloging rules and costs worldwide.

To support the goals and initiatives of the Program for Cooperative Cataloging (PCC), CDS developed and marketed a growing range of training products. The division publishes course materials for five Serials Cataloging Cooperative Training Program (SCCTP) courses and this year started publishing the new Cooperative Cataloging Training (CCT) course materials--all of which are published in PDF. CDS also publishes looseleaf training manuals, developed by the Instructional Design and Training Division, for Cataloging Concepts and MARC Content Designation. The PDF format makes the newer publications both cost effective for CDS and affordable to customers. A new training product available in September 2004, Basic Subject Cataloging Using LCSH, is the first publication offered in the new CCT program, a joint effort of the PCC and ALCTS (the Association for Library Collections & Technical Services, an American Library Association division). Added this year to the SCCTP is Integrating Resources Cataloging Workshop.

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