

Prioritizing Diversity in Collections Backlogs

ALCTS Technical Services Directors of Large Research Libraries Interest Group
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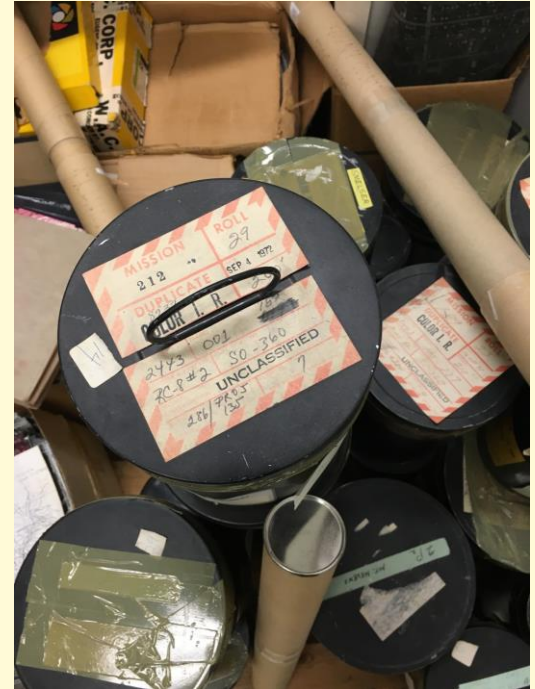


Outline

- Catalysts for Change
- Cataloging Policy & **Practice** Committee (**new**)
- From Backlog Inventory List to Trello
- From Backlog Tours to Priority Rubric
- Partnering with Public Services
- Lessons Learned & Next Steps

Context & Catalysts for Change

- “Mostly centralized” tech services
- Extensive cataloging backlogs
- New Staff
- Redefined Values
User Centered | Collaboration | Equity | Creativity | Sustainability
- Implementing Strategic Plan 2018-2021



Strategic Directions and Goals

Enhance Equitable Environments for Research, Learning and Working

Students, faculty, staff and community members from diverse backgrounds thrive when we create and maintain inclusive research, learning and working environments.

- Create, preserve and increase access to culturally-relevant information resources to elevate historically underrepresented voices.
- Strengthen contributions to campus-wide initiatives on equity and social justice.

→ Improve access for diverse user communities to physical and digital resources through universal design and accessibility compliance.

→ Foster an equitable and inclusive culture for Libraries staff.

Accelerate Scholarship and Learning through Responsive Collections

The work of students, clinicians and researchers is advanced when we develop and maintain collections that align with evolving and future needs.

- Increase access to and acquisition of interdisciplinary and multi-format resources.
- Strengthen users' ability to efficiently find and use necessary information.

→ Broaden multi-institutional partnerships to expand access to collections.

→ Develop sustainable models of collection development.

Cataloging Policy & Practice Committee

- Revised membership and charge
 - More action and outcomes
 - Workflows
 - **Backlogs**/other projects
 - Training/education
 - Communication/collaborative work



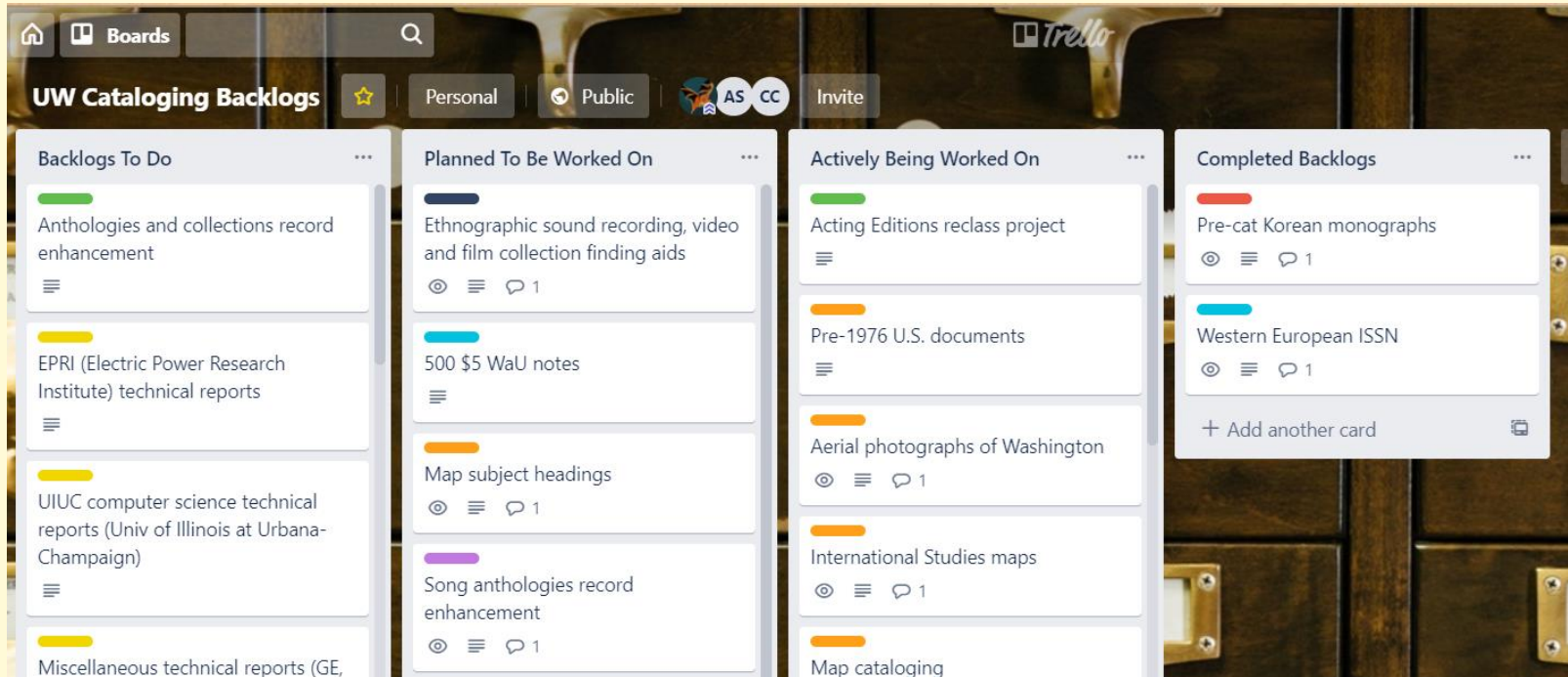
From Backlog Inventory List to Trello

- Cataloging backlog: materials that have already been selected and are awaiting cataloging
- Started including projects enhancing or remediating records
- Operational definition: cataloging work we've been asked to do that falls outside of normal ability and infrastructure to achieve in a timely manner

Unit/Location	Name	Description	Scope	Static or Growing?	Treatment	Comments	Who	Status	Last Update Date	Updated By
Drama Library	Anthologies and collections record enhancement	InMagic database of primarily TOCs to enhance 505s and add 7XXs	Approx. 1,000	Static	Enhancement	OCLC records could have already been enhanced - this would need to be checked.	CAMS. Could be suitable for a project in MCI or for student workers		7/17/19	Cate
Drama Library	Acting Editions reclass project	Closed collection classed seperately, overlaps some of regular collection. Some already pam-bound, some require pam binding.	Approx. 8,000	Static	Reclass, add author lit number if necessary, upgrade records with genre headings	Slow but steady progress ~10/week. Coordination with Preservation on pam binding must precede any increase in cataloging rate.	CAMS - MCI (Pam) and Special Materials Unit (Su)	Being actively worked on	7/17/19	Cate
East Asia Library	Pre-cat Chinese monographs	Pre-cat stacks (-2009)	6,000	Static	Complex copy or original cataloging	Pre-cat stacks	EAL	Planning on inventory and developing plan to complete in Fall 2019	7/17/19	Heija
East Asia Library	Selected monographs (CJK)	Current backlogs (2009-) C (1,100); J (700); K(1,000)	2,800	Stable	Complex copy or original cataloging	Tech. Serv staff area	EAL	Being actively worked on	7/17/19	Heija

From Backlog Inventory List to Trello

UW Cataloging Backlogs [Trello board](#)



From Backlog Tours to Priority Rubrics

Building on:

- Stakeholder backlog tours
 - Need for a tool to facilitate backlog conversations
- Rubrics for position searches
(Strategic Plan, EDI initiatives)
 - Objectivity
 - Consensus
 - Consistency

Qualification	Description	Experience Rating Example
Experience working with metadata standards and best practices	Evidence of metadata project work. Demonstrated understanding of metadata standards and best practices surrounding their application	1-unable to judge 2-few projects, light experience 3-many projects, light experience 4-few projects, deep experience 5-many projects, deep experience (such as metadata mapping or crosswalk development)
Experience working with cataloging standards and best practices	Evidence of cataloging expertise, including knowledge of cataloging standards.	1-unable to judge 2-deficient 3-coursework and theoretical knowledge 4-some experience 5-experience with multiple formats and standards
Experience with authority control, controlled vocabularies, or identity management	Professional experience with authority control and/or, controlled vocabulary, and/or identity management.	1-unable to judge 2-coursework in these areas 3-used in a professional setting 4-contributed to one or

Partnering with Public Services

- Cataloging Backlog Priority Rubric
- Rubric task force (CPPC members, selectors)
- Iterate rubric based on selector feedback
- Success: Shared goals/priorities (Strategic Plan)

Strategic Goals Criteria: Completed by Unit/Stakeholder	Rating Guide
Project would improve discoverability and access to collections <i>(Accelerate Scholarship and Learning through Responsive Collections)</i>	0 - No 1 - Yes
Materials are open access resources <i>(Advance Research for the Public Good)</i>	0 - No 1 - Yes
Materials represent voices of historically underrepresented communities <i>(Enhance Equitable Environments for Research, Learning and Working)</i>	0 - No 1 - Yes
Materials are interdisciplinary and multi-format resources <i>(Accelerate Scholarship and Learning through Responsive Collections)</i>	0 - No 1 - Yes
Materials are part of multi-institutional partnership <i>(Accelerate Scholarship and Learning through Responsive Collections)</i>	0 - No 1 - Yes

Lessons Learned & Next Steps

Not one-rubric-fits-all

- Integration with existing workflows
- Identifying responsibility and decision-making

Evolving from rubric to series of rubrics/surveys corresponding to workflows

Backlog Criteria Checkpoints: Completed by Unit/Stakeholder	
Materials not considered duplicates according to Duplication Policy - https://staff.lib.uw.edu/operations/cas/policies-procedures/policies/book-duplication-policy	Yes/No
Number of copies in Summit	
Number of copies in OCLC	
Are materials rare/valuable/expensive/unique?	Yes/No
Are condition of materials problematic (brittle/damaged/need help) and if so has Preservation been consulted?	Yes/no
Available shelf space for materials - has staff in charge of shelving been consulted	Yes/no
<i>Based on the above, should these materials be added to the collection? If yes, fill out below sections</i>	
Backlog Criteria: Completed by Unit/Stakeholder	Rating Guide
How recently have these materials been selected and evaluated for addition to the collection?	1 - > 10 years 2 - 6-10 years 3 - 3 - 5 years 4 - Within 2 years 5 - Within last year
Do these materials meet current collection development guidelines?	1 - 2 -

Appendix: Rough Draft of Rubric

Backlog Questions: Completed by Unit/Stakeholder	Response
Unit/Stakeholder	
Current location of materials	
Contact Person	
Date	
Backlog Short Name (e.g. <i>Foreign Newspapers</i>)	
Backlog Description (e.g. <i>Newspapers in print and/or microfilm in MicNews, many titles never fully cataloged</i>)	
Number of items (if not available, linear feet)	
Please specify any assistance your unit can provide (e.g. student time, creating brief bibs, contributing language expertise, etc)	
Priority of this backlog to unit/stakeholder (if submitting more than one cataloging backlog project)	
Additional Notes	

Backlog Criteria Checkpoints: Completed by Unit/Stakeholder	
Materials not considered duplicates according to Duplication Policy - https://staff.lib.uw.edu/operations/cas/policies-procedures/policies/book-duplication-policy	This part needs to be pulled apart and made into a workflow or checklist for selectors to follow
Number of copies in Summit	
Number of copies in OCLC	
Are materials rare/valuable/expensive/unique?	
Are condition of materials problematic (brittle/damaged/need help) and if so has Preservation been consulted?	
Available shelf space for materials - has staff in charge of shelving been consulted	
<i>Based on the above, should these materials be added to the collection? If yes, fill out below sections</i>	
Backlog Criteria: Completed by Unit/Stakeholder	Rating Guide
How recently have these materials been selected and evaluated for addition to the collection?	This part needs to be pulled apart and made into a workflow or checklist for selectors to follow
Do these materials meet current collection development guidelines?	

Strategic Goals Criteria: Completed by Unit/Stakeholder	
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Materials are interdisciplinary and multi-format resources <i>(Accelerate Scholarship and Learning through Responsive Collections)</i>	0 - No 1 - Yes
Materials are part of multi-institutional partnership <i>(Accelerate Scholarship and Learning through Responsive Collections)</i>	0 - No 1 - Yes
Other (please specify)	0 - No 1 - Yes

Cataloging Criteria: Completed by CPPC Member	Rating Guide	Rating 1-5
Feasibility of in-house cataloging treatment	1 - Nearly 100% original cataloging 2 - Mostly original cataloging 3 - Mixture of copy and original cataloging 4 - Records can be derived from existing copy (different format)/ records can be purchased 5 - Nearly 100% copy cataloging/ brief collection-level records acceptable	
Ease of material format/type to catalog	1 - Difficult format to catalog (e.g. grey literature) 2 - 3 - 4 - 5 - Easy format to catalog (e.g. print monographs)	
Record in OCLC to use for copy cataloging (low hanging fruit)	Does this duplicate question above?	
Estimate of time needed to complete the project?		
Language expertise	1 - No language experience identified 2 - Other cataloging institutions with language expertise 3 - Outsourcing in language available 4 - UW Student or community language experience 5 - In-house language experience	
Method of acquisition (purchase vs gift)	Not sure if this matters	

THANK YOU!

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