



Catalogers Today: Skill Sets, Expectations & Challenges

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A conversation based on research

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Spring -- the time of year for retirement parties... celebrations for our colleagues who reach this milestone in their careers





Summer
commencement ...
Approximately 1,500
new information
professionals
annually ...
MLIS, MA, PhD

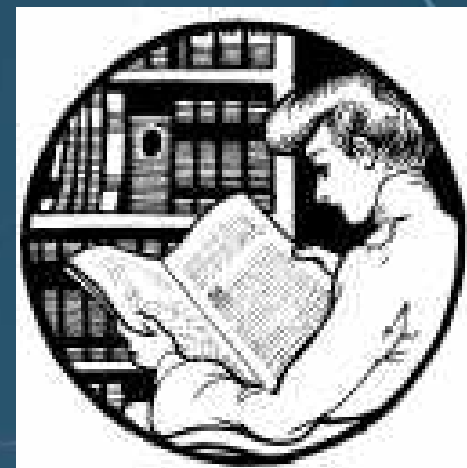




Anytime...
celebrations for
colleagues and
friends who get a
promotion or a new
job...



And *one* of our catalogers retired





As the technical services department manager, I go to see the HR administrator to begin the hiring process

And she says "Why? How much? Are you sure? Can we save money and reduce the position?"






What to do?

- Materials continue to arrive
- Everyone on the team is already busy
- Summer = vacations
- On a darker note...
 - Reference may try to “steal our position.”
 - “They” may eliminate or reduce the position.





Challenge 1: Tensions

- Institutional demands and mandates
 - Cut costs & save money
 - Sacrifice local customization
 - Consider outsourcing *of cataloging*
 - Load purchased surrogate records *without review*
 - Achieve greater efficiencies
 - Reorganize the department
 - Increase daily & weekly production levels
 - Hire more lower level staff



Challenge 2: Cataloging evolution

- Organization and description of resources
- Types of resources
 - Print (multi-format and multilingual)
 - Serials and loose-leafs (print and digital)
 - Media (DVD, VHS, download, etc.)
 - Sound (CD, vinyl, older formats, download)
 - Cartographic (paper, electronic, digital)
 - Cultural heritage (archives, records, and assets)



RDA





RDA

- Released June 23rd
- Available from ALA Publishing and as part of *Cataloger's Desktop*
- Currently 26 partner libraries are conducting a field test
 - Training to use *RDA Toolkit*
 - Using RDA to create bibliographic records
 - Assessing the training needs and changes



Challenge 3: Integration

- Cross-training of staff
- Outsourcing
 - Acquisitions, standing orders, approval plans
 - Cataloging, processing, "shelf ready"
- Staffing
 - Collapsing of full-time professional positions
 - Increasing paraprofessional positions to technical and public services



Challenge 4: Convergence

- Technologies
 - Supporting public and technical services
 - Requiring technical skills and competencies
 - Maintaining and repairing equipment
 - Transitioning ILS to handle RDA-compliant records
- Search strategies
 - Approximating Google, Yahoo, etc.
 - Visualization of library catalogs
 - Implementation of *RDA*



Challenge 5: Expectations

- Theoretical knowledge
- Technical skills (hardware and software)
- Cataloging competencies
 - Bibliographic description, authority work
 - Classifying
 - Subject access
- Workplace competencies
 - Communication (written, oral, and multilingual)
 - Flexibility (work independently and collaboratively)



Competition for the best person

- Which nearby law libraries are hiring?
- Can we “steal” a cataloger?
- How high is a “good” salary?
- Is our law library an attractive employer?
- How long will the hiring process take?





ALA core competencies (Jan. 2009)

1. Foundations of the Profession
2. Information Resources
3. Organization of Recorded Knowledge and Information
4. Technological Knowledge and Skills
5. Reference and User Services
6. Research
7. Continuing Education and Lifelong Learning
8. Administration and Management



Organization of recorded knowledge and information

- 3A. The principles involved in the organization and representation of recorded knowledge and information.
- 3B. The developmental, descriptive, and evaluative skills needed to organize recorded knowledge and information resources.
- 3C. The systems of cataloging, metadata, indexing, and classification standards and methods used to organize recorded knowledge and information.



But, we are an academic law library

- Located in the Sturm College of Law
 - Established 1893
 - Clinic programs since 1904
 - Lawyering in Spanish
- Specialized clientele of students, faculty, alumni





AALL competencies (April 2010)

- 1.1 Demonstrates excellent service to users and evidences a strong commitment to continual service improvement by participating in regular training and by collecting, evaluating, and responding to user satisfaction data.
- 1.2 Recognizes and addresses the diverse nature of the library's users and community.
- 1.3 Understands, supports, and contributes positively to the evolution of the culture and context of the library and its parent institutions.
- 1.4 Demonstrates knowledge of the legal system and the legal profession.



- 1.5 Understands the social, political, economic, and technological context in which the legal system exists.
- 1.6 Demonstrates knowledge of library and information science theory and the creation, organization, and delivery of information within its technological context.
- 1.7 Adheres to the Ethical Principles of the American Association of Law Libraries and supports the shared values of librarianship.
- 1.8 Exhibits leadership skills including critical thinking, risk taking, creativity, negotiation, collaboration, and change management.



- 1.9 Demonstrates commitment to working with others to achieve common goals.
- 1.10 Acts within the organization to implement the principles of information management.
- 1.11 Exhibits an understanding of the importance of a multidisciplinary and cross-functional approach to programs and projects within the organization.
- 1.12 Shares knowledge and expertise with users and colleagues.
- 1.13 Displays excellent communication skills and is able to promote the library and advocate for its needs.



- 1.14 Communicates effectively with publishers and other information providers to advance the interests of the library.
- 1.15 Recognizes the value of professional networking and actively participates in professional associations and online communities.
- 1.16 Actively pursues personal and professional growth through continuing education.

Specialized Competencies relate to specific areas of practice.



Specialized areas of practice

- Library management
- Reference, research, and client services
- Information technology
- Collection development
- Cataloging
- Teaching



Cataloging

6.1 Ensures the optimal arrangement of and access to the library's resources to meet the needs of users.

6.2 Improves the power and scope of library services through resource sharing.

6.3 Selects and implements an appropriate level of descriptive cataloging, classification, and subject analysis to meet the needs of the institution and the nature of its legal materials.

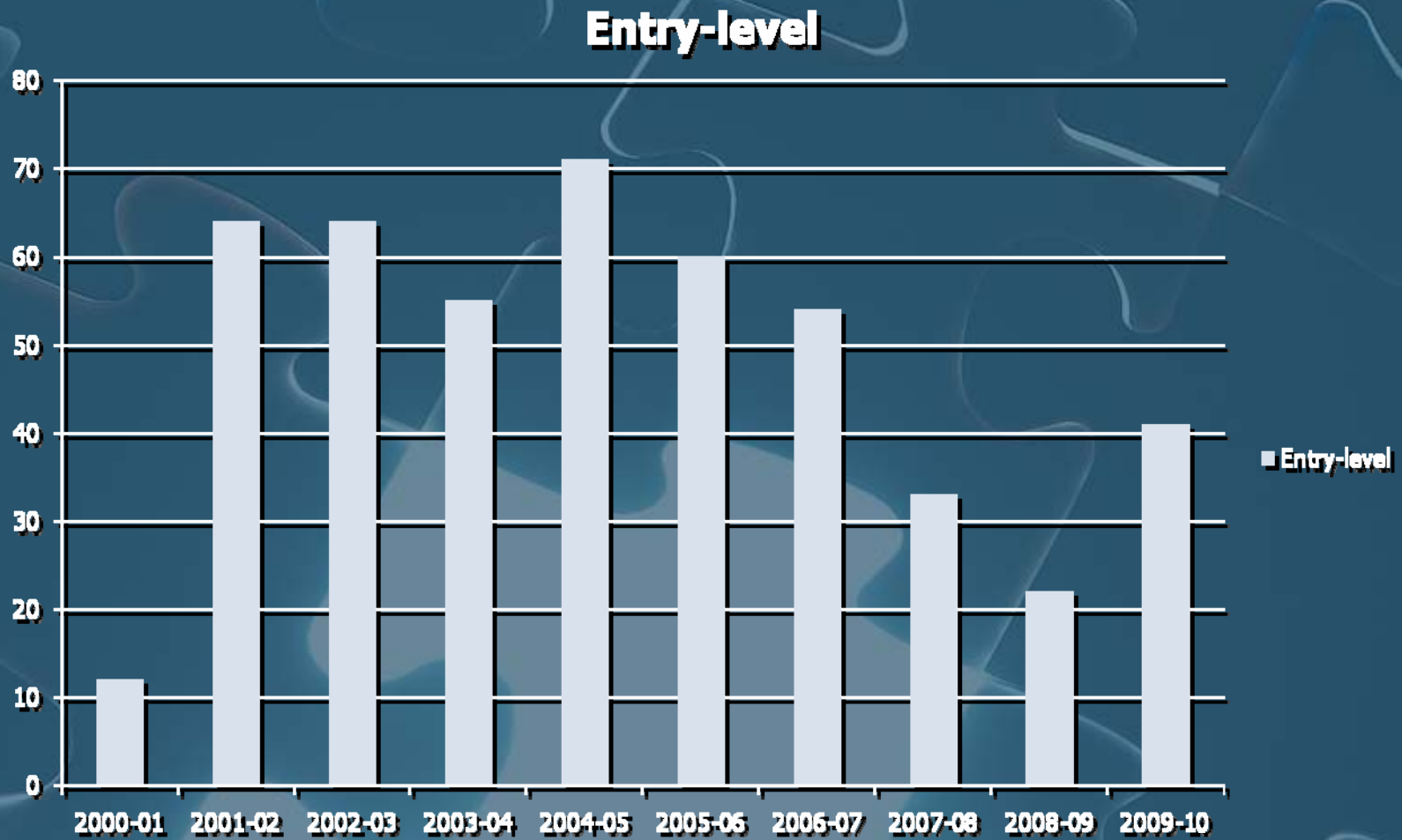


6.4 Creates, selects, and manages catalog records according to national standards and accepted practices.

6.5 Selects, implements, and continually improves an integrated library system appropriate to the needs of the institution's users.

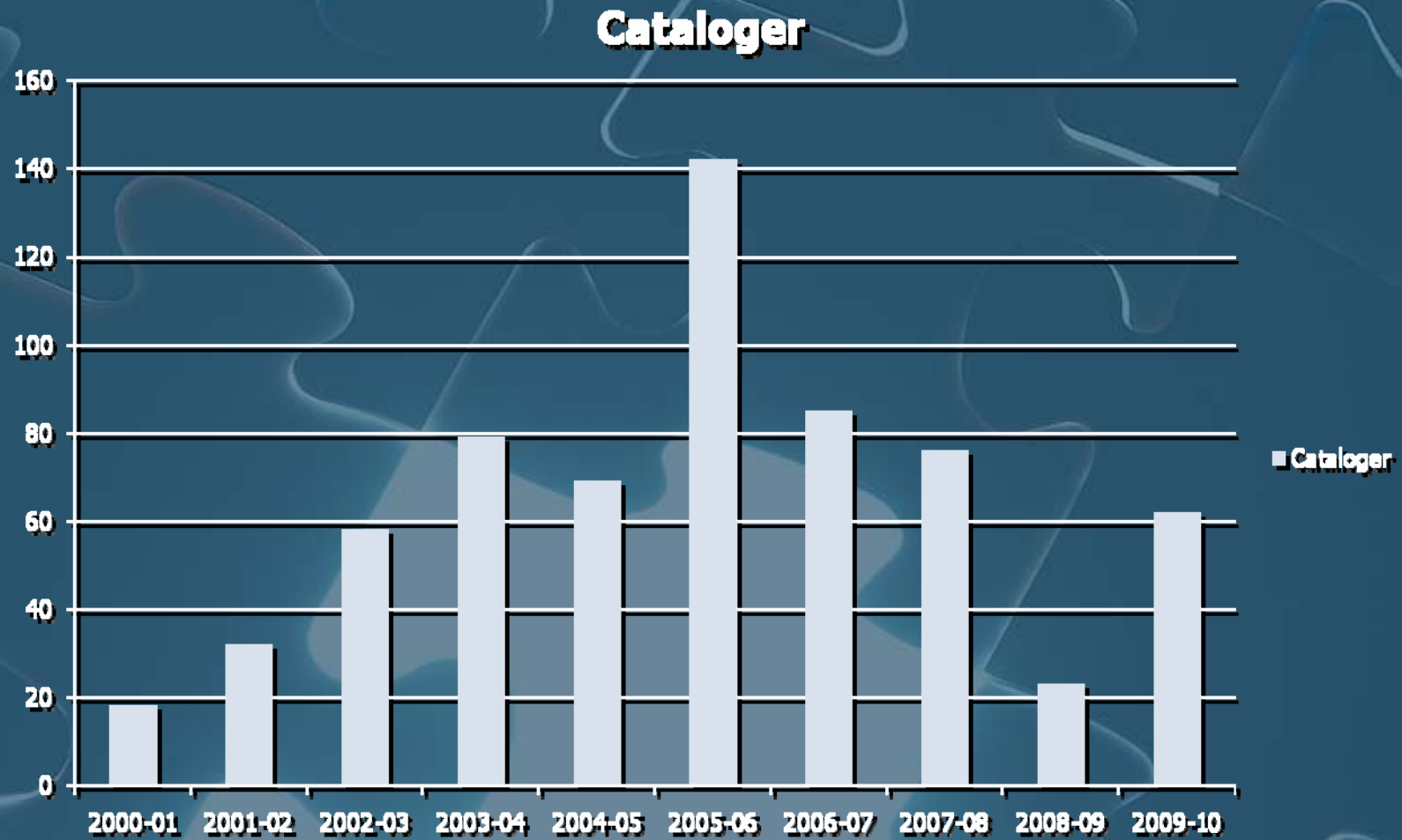


Entry-level catalogers (MLIS, less than 2 years)



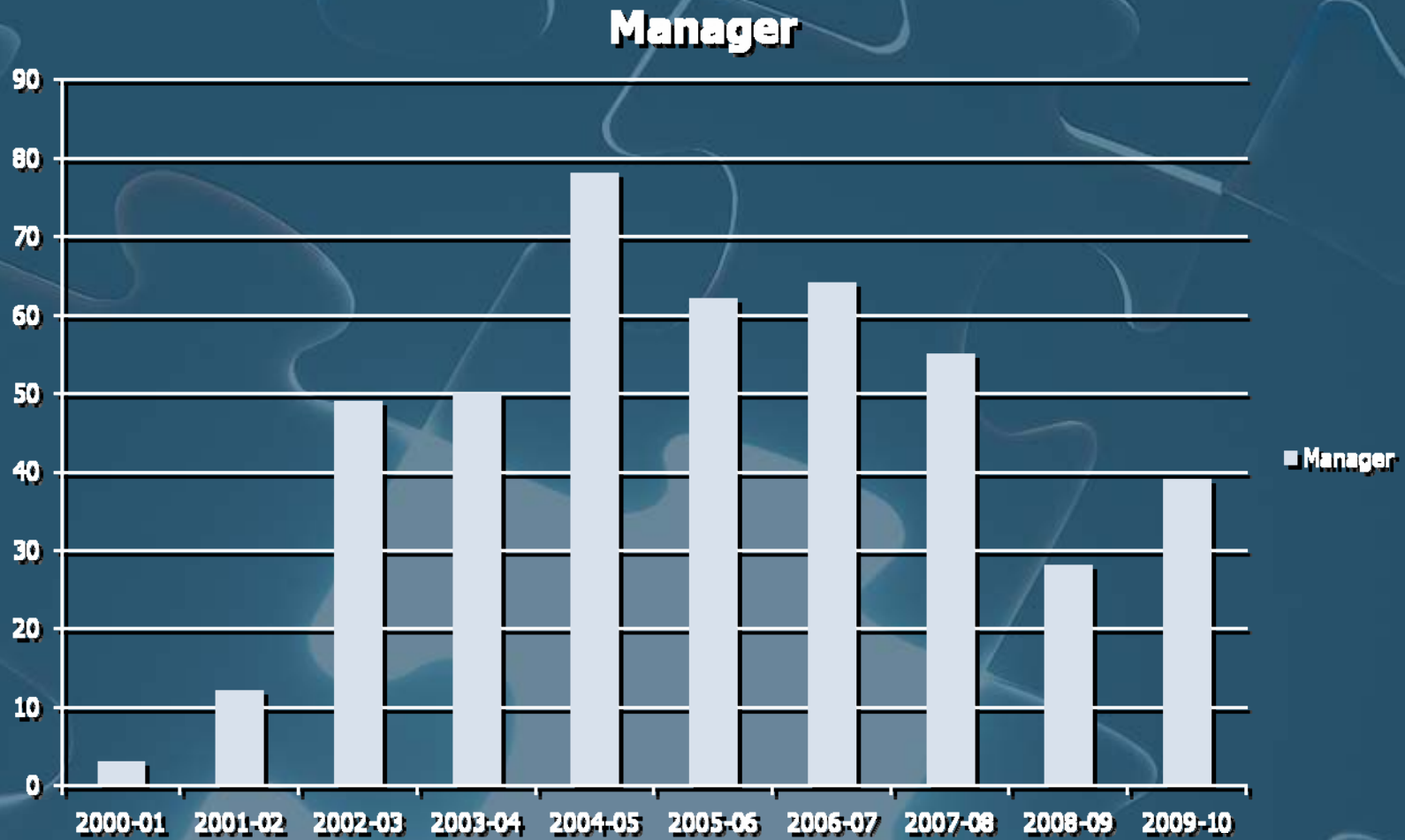


Cataloger (MLIS, 2-5 years)





Manager (MLIS, MA, 7+ years)





But...

- What is a typical job description for a cataloger in a law library?
 - Qualifications (required vs. preferred)
 - Expectations
 - Compensation
 - Theoretical knowledge
 - Technical skills
 - Competencies

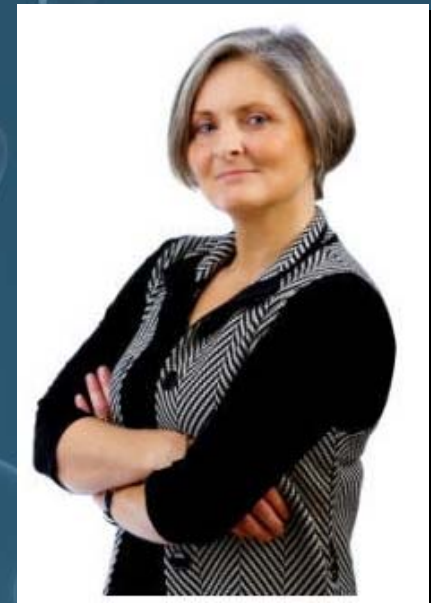


So, I go to HR and plead my case

- Experienced cataloger
- Reasons
 - Graduate library education
 - Current technology skills
 - Has few “bad” habits
 - Competitive salary
 - Experience (entry-level position, 2+ years)
 - Likely to move to the community



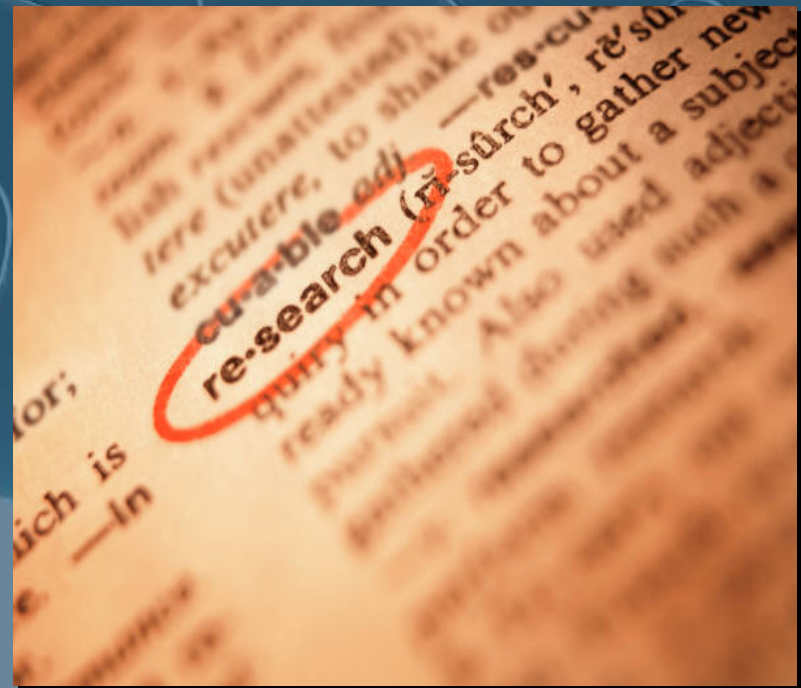
and HR runs the numbers





Seeking answers through research

- Reflects shared questions
- Involves using problem-solving in the “real world”
- Informs practice and teaching
- Involves all of us





Research method: content analysis

- Examine position descriptions two years
 - 2008/09 and 2009/10

Experienced law library cataloger

- Qualifications (required vs. preferred)
- Expectations
- Compensation
- Theoretical knowledge
- Technical skills
- Competencies



Expectations

- Constructs original & copy cataloging (all formats & languages)
- Creates complex metadata in various schemas
- Ensures catalog bibliographic integrity
- Builds authority records (name and subject)
- Oversight of materials processing, approval plans, and workflows
- Participates in planning, implementing, and configuring ILS for all library departments



Expectations

- Researches license and contractual agreements
- Explores and integrates appropriate emerging technologies into cataloging practices
- Establishes best practices for facilitating discovery and access to all library resources
- Supervises professionals, paraprofessionals, students



Expectations

- Participates in various collegial law faculty programs
 - Collection development
 - Faculty liaison program
 - Reference desk rotation
- Represent the library in cooperative programs
- Other duties as assigned



Job titles

- (Law) Catalog(ing) Librarian
- Foreign Languages Cataloger
- Technical Services Librarian
- Original Cataloger
- Metadata Specialist
- Bibliographic Management Services Librarian
- Electronic Resource Librarian
- Cataloging & Digital Information Librarian
- Technical and Metadata Services Librarian



Qualifications

- MLIS (ALA) with 2+ year experience
- JD desirable
- Bibliographic utilities (OCLC)
- Automated library systems (Millenium / Encore)
- Cataloging rules (AACR2r & RDA)
- LCC (especially K schedule) & LCSH
- Reading French, German, and/or Spanish
- Communication, interpersonal, organizational, and written skills



Qualifications

- New and emerging standards and technologies relevant to bibliographic control, preservation, and digitization
- Archival management
- Digital librarianship
- Programming languages (PHP, JavaScript, XHTML, CSS)
- Metadata standards (Dublin Core, MODS, DACS, EAD, XML schemas, XMetaL, oXygen)
- Project management



Catalogers' Compensation

2008-09

Low: \$32,363

High: \$41,655

Average: \$35,915

Percent reporting: 33

Increase: 16.3%



Responsibilities

- Constructs original & copy cataloging (all formats & languages)
- Creates complex metadata in various schemas
- Builds authority records
- Oversees materials processing, approval plans, and workflows



- Researches license and contractual agreements
- Ensures catalog bibliographic integrity
- Supervises staff
- Evaluates training needs and assists staff to acquire them
- Leads special projects



Qualifications

- MLIS (ALA)
- JD (preferred)
- Bibliographic utilities (OCLC)
- Resource description rules (AACR2r, DACS, RDA)
- Classification and subject access
- Reading languages other than English
- Communication, interpersonal, organizational, and written skills



- New and emerging standards and technologies relevant to bibliographic control, preservation, and digitization
- Metadata standards (MARC, Dublin Core, METS, MODS, DACS, EAD, XML schemas, XMetaL, oXygen)



- Title: Metadata Creation and Management Specialist
- Salary: \$57,600 to \$63,600



Questions?

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Questions?



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