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The Effect of Using the UTLAS System on Internal Procedures Files and Staff in the Cataloguing Department of York University Law Library

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Joining UTLAS as a full CATSS (Cataloguing Support System) user has precipitated enormous changes in the York University Law Library Cataloguing Dept. The effects of these changes have already begun to or will eventually filter through the library as a whole.

Because we were fortunate enough to be allowed to develop new procedures fairly gradually due to the fact that we began on a "search only" mode, most of the impact caused by implementing a new system was diffused throughout the past number of months. There were, however, areas which sustained a great deal of turmoil.

I.   Searching

The bibliographic searching function performed within Cataloguing has taken on much more importance that it has had previously. Available hard copy had always been 'matched' to each item by Acquisitions. This procedure has continued but the item still has to be searched in the data base in order to generate a print-out of the correct copy if available. The presence of a print-out changes the level of coding and inputting from original to derived which is, we find, easier and faster to deal with. Therefore all items coming into Cataloguing must, of necessity, be searched in the data base regardless of availability of hard copy. As we were and still are temporarily sharing a file with our Main Library, Scott, we must search for Scott's copy in the data base in any case in order to fulfil our responsibility for deriving our cataloguing from an already existing York record.

II.   Cataloguing

Level.   Use of CATSS has brought about many changes in the Cataloguing procedures. There is now a preponderance of derived Cataloguing or Cataloguing based on copy taken from the data base in the form of a print-out. We are finding that, on the average, 60-70% of items coming into Cataloguing have some form of copy in the data base. This, then, would be our "hit rate".

Approximately 40-50% of this copy is what we term "semi-original" or copy that is not fully complete, and usually lacks a classification number and/or tracings or requires additional information. Most copy requiring classification numbers, already includes an LC, KI or KD number, which needs translating to the appropriate KF modified number. The quantity of material requiring this type of number translation far outweighs the amount of material which includes both good copy and classification numbers we can use with no modifications. Consequently, we have had to alter our procedures to allow for the assigning of numbers to items which then go to copy cataloguing technicians.

Coding.   The coding sheet has taken over from the 'P' slip. No longer do we write (some of us even typed) the cataloguing for an item on paper and give it to a typist. Cataloguing information must now be coded onto sheets according to the standard UTLAS format which is based on the MARC format. These sheets have the capacity to contain much more information than could ever be included on a standard catalogue card. For example, fixed fields allow for coding by country of publication, form of contents, government publications, form of reproduction, date, etc., to be used as possible future access points into the data base. Fixed fields contain information over and above what is coded in variable fields which reflect the basic catalogue copy. There are coding sheets for original inputting and we have developed one for use with derived copy as well.

Inputting.   The card typing function has changed to an inputting function. Coding sheets are sent to inputters who "key in" the data from the sheets into the data base using a terminal. An entry filed into a user's file automatically becomes part of the CATSS data base and is assigned a unique RSN (Record Sequence Number). As we at York have decided to retain our card catalogue for the present, the system generates catalogue cards for us, including all main, added entries, shelf lists, etc., according to a previously designed "card profile". Each entry in the card set includes the RSN for that particular item. Our records are also taped and made available to our Main Library for inclusion in the Union COM Catalogue. Tapes of our records can also be made available to any outside library which is not a member of the UTLAS system. These have recently been converted from York's internal EBCDIC format back to the standard LC MARC ASCII format in which our records are received by UTLAS.

Quality.   The quality of our cataloguing has, I feel, improved through the use of UTLAS. Access to many libraries' files, in addition to the LC and NLC source records has afforded us an opportunity to take advantage of good work done by others. It is now possible to see and compare at a glance, cataloguing for the same item done by different libraries and to take the best of all possible worlds. The fact that we are contributing information into a national data base necessitated our compliance with standard rules, formats, etc., and caused us to undergo a massive reconstruction of our subject headings to conform to LC format, a task just recently completed. Authority control in general has again benefitted from the easy access to source bibliographic and authority records and will aid us in our understanding of AACRII. As a result, our Authority Files will become increasingly more complete and accurate and could eventually form the basis for a good on-line file.

III.   Files.

I have already mentioned the influence of the UTLAS system on our Authority Files. In addition, the new functions performed in the Department have caused the generation of new files which must be kept in order to maintain control. For example, we have found it advisable to retain a file of all coding sheets after inputting, for future reference as well as a file of all RSN's assigned in each card cycle for checking of incoming catalogue cards. Also, files of coding sheets ready for inputting are divided into sections depending on level of difficulty involved in order to make economical use of inputting time on the terminal and staff available.

IV.   Staff

The staff in the Cataloguing Department has had the rug pulled out from under it during the past number of months. Grade IV Technicians whose main jobs formerly revolved around the card production function, have become Inputters. These same individuals have also taken on the more complicated areas of searching and copy cataloguing in order to keep pace with demand on one hand, and quantity produced on the other. (Their jobs are presently being rerated to reflect their increased responsibility.) The large quantity of semi-original material produced through searching has meant that technician and librarian time must be devoted to either the assigning of classification numbers and/or tracings so that material can then be passed to a copy cataloguer, or the actual complete cataloguing of these semi items. The staff has had to adapt to new cataloguing formats and requirements; i.e. coding sheets requiring standard as well as additional information, instead of written workslips, and has had to learn to live with a system which has a tremendous effect on workflow depending on how it is "feeling" on any particular day. The constantly running meter (connect time per hour) when we are using the system has made individuals much more aware of the meaning of economical use of time and has forced them to use more batching mechanisms. On the whole, the Cataloguing staff has a good positive attitude towards the UTLAS system and views it as being effective and beneficial within its limitations.

File Sharing

I would like to add a short statement about file sharing (within the data base). It is our opinion, based upon 9 months of sharing a file with our Main Library, that this is something which should only be agreed to out of necessity, when all else fails. We found that even when the sharing libraries are firmly committed to the file sharing ideology, unless lost autonomy is acceptable to those concerned and unless there is access to one another's authority files, the arrangement is ultimately doomed to destruction. Enough said.

I hope I have been able to give a sense of the impact on the Cataloguing Department of becoming a CATSS user in this brief explanation. Following is an explanation by UTLAS of the CATSAVER service presently being developed by UTLAS with a view to being operational May 1981.

Further inquiries regarding this service should be addressed to -

    Ms. Nimira Harjee
    University Toronto
    Library Automation Systems
    130 St. George Street
    Toronto, Ontario
    M5S 1A5
    (416) 978-7171

This proposed service as outlined by UTLAS is based on the results of a questionnaire conducted by UTLAS in 1980 and is still open to changes. The prices given are approximate figures only. Although this service definitely appears to be a step in the right direction, it seems apparent from conversations I have had with colleagues in law firms, and smaller law libraries, that one thing UTLAS should offer and doesn't at the moment, is a "search only" option. At present the only way a law library, for example, could exercise a "search only" option is if another library on the same account was a "full user", (entered bibliographic records into the system as well as searched).

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THE UTLAS CATSAVER PACKAGE

UTLAS is investigating the implementation of an in-house cataloguing unit to serve the needs of smaller libraries. This new service, targeted for libraries processing up to 3,000 titles per year, will provide in-house, professionally supervised cataloguing at UTLAS and the receipt of certain standard products through a CATSAVER package. Smaller libraries which previously felt they were not in a position to use our automated facilities due to costs incurred for equipment rental, training, supervision and other such overheads, will now be able to consider the CATSAVER alternative. The package is designed to reach smaller libraries wishing to take maximum advantage of derived cataloguing (the UTLAS data base currently contains over 10 million source and client records) and wanting to avoid expensive, labour intensive and time consuming original cataloguing. Through this service, smaller libraries will also be able to access the UTLAS data base containing their own records and holdings of other libraries in North America via REFCATSS, an on-line reference and interlibrary loan facility. The CATSAVER service will enable smaller libraries to receive a copy of their records on magnetic tape and enable them also to move to use of full UTLASS services at any time in the future. Libraries participating in this service will own their records, and will be able to order a MARC communications tape with their records for any in-house processing. All records input into the system will be made available for file sharing.

Libraries subscribing to this service will furnish UTLAS with copies of title pages of all items to be catalogued, including details such as ISBN, LCCN numbers and the collation statement. A copy of the table of contents should accompany the above if it would aid in cataloguing.

Items received will be searched in the UTLAS data base and derived. If no cataloguing copy is available, the material will be originally catalogued by professional staff at UTLAS. All data input will also be done by UTLAS terminal operators.

All items requiring original cataloguing will follow AACR II. Derived cataloguing will be accepted as done by the contributing source. In cases where LC and NLC source records exist, derived cataloguing will be taken from these files. All schedules used for classification and subject analysis for original cataloguing will again reflect the latest rules. The service will accommodate requests for customized editing only in cases such as spelling errors and errors in non-filing indicators. Initially, UTLAS will limit this service to monographs and serials in common European languages. The service may be extended at a later date to include other media.

During the initial stages, UTLAS will also limit the service to include LC Subject Headings only. Headings such as MESH, Agriculture, etc. may be incorporated at a later date, depending on interest and demand. UTLAS may also, at a later date, take advantage of subject expertise in certain areas and consider recommendations by libraries to enhance subject access.

Clients using the CATSAVER package will be able to receive certain standard products generated from their data. Product options will consist of two primary streams: (1) cards received weekly and an acquisitions lists received monthly, (2) or a quarterly cumulative COM (fiche) catalogue and a monthly acquisitions list. The acquisitions list will likely be offered in a subject arrangement. Spine and book pocket labels will probably be available within the first year of the service. It is expected that turnaround time for most items will range from between two to four weeks depending upon the type and complexity of cataloguing.

Charges for the service are estimated to fall within the ranges quoted in the attached schedule and will be formalized when the results of this survey have been analyzed. There will be a charge billed monthly which will reflect the number of titles acquired by the library annually, and the choice of products. The service will be initiated through a purchase order.

The CATSAVER package will appeal to small libraries with limited manpower resources for original cataloguing and terminal input, libraries which currently acquire materials, including card sets, and libraries wanting to convert to a COM environment. The package is also designed for small libraries wishing to convert their data to a machine readable format inexpensively.

Proposed Schedule of Charges

I.   Non-recurring charges

      a.   Initiation fee
          (For account set up and orientation) $250.00

      b.   Product programming
          (For product set up)
            1. Cards   540.00
            2. COM (Microfiche catalogue)   538.00
            3. Acquisitions lists   269.00

II.   Charges to be billed monthly

         These charges will cover the cost of full cataloguing (both
         original and derived), terminal input and a choice of products,
         and are based on the client's commitment to process all
         acquired monographs and serials through the CATSAVER system.

# of Titles acquired annually	product option: cards and acquisitions lists*	product option: COM and acquisitions list**
under 500	$200 – 275	$175 – 200
500 – 1000	$450 – 525	$425 – 500
1000 – 1500	$675 – 750	$650 – 725
1500 – 2000	$900 – 975	$850 – 925
2000 – 2500	$1100 – 1175	$1050 – 1150
2500 – 3000	$1275 – 1350	$1225 – 1300

  * includes one full set of cards plus 5 copies of the acquisitions list
** includes 3 copies of the COM plus 5 copies of the acquisitions lits

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