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Chapter 2 : Frequently asked questions | National Library of Australia

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Chapter 3 : Dewey Decimal Classification System

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It does not necessarily reflect the views of D-Lib Magazine, its publisher, the Corporation for National Research Initiatives, or its sponsor. Abstract There is evidence that many individuals and organizations in the library world do not support the work taking place to develop a next generation of the library cataloging rules. The authors describe the tensions existing between those advocating an incremental change to cataloging process and others who desire a bolder library entry into the digital era. Introduction Libraries have lost their place as primary information providers, surpassed by more agile and in many cases wealthier purveyors of digital information delivery services. If libraries are to avoid further marginalization, they need to make a fundamental change in their approach to user services. Modifications to the rules, such as those proposed by the Resource Description and Access RDA development effort, can only keep us rooted firmly in the 20th, if not the 19th century. A more radical change is required that will contribute to the library of the future, re-imagined and integrated with the chosen workflow of its users. The Catalog Changes in the context in which libraries function have brought the library and its catalog to a crisis point. One area where change is essential is in the area of library catalogs and cataloging. Cataloging rules used today represent an unbroken continuum that began in the early 19th century. The rules were developed for linear presentation, either in printed book catalogs or in alphabetically arranged card catalogs, thus the emphasis on "headings," those carefully crafted strings that are designed to be placed in an ordered list "Smith, James" "Smith, John". Headings, in alphabetical order, were once the only access points into the catalog. More recently, library systems developers have worked hard to create a machine-readable library catalog that provided functionality beyond that of the analog card catalog, for instance by allowing keyword searching of all data in the catalog record. However, the struggle to accommodate technological change with data created using the old rules is clearly not optimal, and hinders the ability of libraries to create innovative services. To make an effective transition to the new reality, librarians need to undertake a broad analysis of how the changing information technology and our rapidly evolving information resources are changing user behavior. The goal of that analysis should be to mold the user service of the future, recognizing that users and their information needs should be our primary focus. This will mean that our vision of the catalog and of cataloging must make a radical transformation. Changes in Information Resources The early cataloging rules, dating back to the catalog of the British Museum in , evolved primarily to handle textual, published resources. As the twentieth century produced new carriers for information and libraries determined that these new formats were important to their mission the cataloging rules extended their reach past the familiar packages of bound paper to newly available musical recordings and motion pictures. In almost every case, the cataloging rules leaned on the similarities between the new formats and old. The significant differences between them were expressed, for the most part, in the notes and physical description areas. This worked for a time, as most of the new formats were issued in commercial packages that were self-describing, that is, they carried on their packaging the key descriptive information on their contents, such as the names of creators and the titles of works. By the end of the 20th century, with the explosion of digital formats and the Internet, the treatment of non-book formats using the model of book cataloging became less useful. Even conventionally published materials began to appear on the market in multiple formats. In addition, the much looser distribution channel of the Internet eliminated the packaging and any vestige of description that those packages contributed. More telling, the switch from physical media formats distributed through traditional channels to web-distributed digital information pulled the last remaining rug from under catalogers used to relatively stable materials. Descriptive rules based on predictable, stable and named "sources of information" title pages, colophons, etc. Even the

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special rules designed to integrate loose-leaf services the most changeable resources handled by traditional cataloging proved to be insufficient. Library cataloging rules required each new iteration in a different format to have its own entry in the catalog. Although seemingly efficient in allowing virtual "cloning" of catalog information from one version to another, in the end this practice proved to have a very negative impact on the usability of the catalog, causing an increase in catalog entries for what to many users is essentially the same resource. Changes in Catalog Technology and Scope The goals and functions of a catalog determine the shape and content of its entries, and the creation of those entries is what the cataloging rules define. It is difficult, if not impossible, to make a meaningful separation between the nature of the holdings of the library, the characteristics of the user population that the library is mandated to serve, and the library catalog. All of these factors have been bound together to provide the service that embodies the main mission of the library: As technological advances have allowed libraries over time to develop new kinds of catalogs, the cataloging environment has also undergone changes. The production of printed cards produced by the Library of Congress beginning in caused a quiet revolution that continues to this day: Each library that purchased a regularly published book could make use of the cards produced for that title and sold by the Library of Congress. Because not all materials held by a library would be available as printed card sets, the library would have to do its own cataloging for some materials. In the 20th century the "A. Cataloging Rules" were issued first in , then revised in as the "Rules for Descriptive Cataloging. But AACR2 was issued on the eve of what were arguably the most important technology changes since the printing press: The rules of AACR2 were written in a time when "library catalog" still meant "card catalog," but within a decade libraries were abandoning cards for electronic databases. The online catalog was not just a change in the delivery of catalog data to users, it changed how we think about and use the catalog entries. The catalog was no longer approached as an alphabetical list of headings. Instead, users keyed in search terms and sets of catalog entries were retrieved. As a radical departure from all catalog access up to this time, users were not limited to a left-anchored search on a text string but could search the catalog by any word anywhere in a heading, and sometimes by any word in the catalog entry, including notes. The library online catalogs made use of the data elements produced according to the rules of AACR2. Initially, MARC records were used exclusively by the typesetting operation at the Library of Congress that produced the printed card sets. Although originally designed as a carrier for the cataloging record, the MARC record has always contained additional data elements that are not defined in the catalog rules. Some of these are machine-friendly encodings of cataloging data elements like the date of publication, not easily parsed from a textual description. Others are elements that are not included in the cataloging rules, like the language of the text. MARC became the middleware between the cataloging function and library systems development, and in some ways between catalogers and systems developers. The machine-readable record standard underwent modifications to accommodate the needs of the cataloging community, but it responded as much or even more to the needs of systems. The large bibliographic utilities, such as OCLC, RLG, and WLN, and the library systems vendors became essential to the management of libraries and their catalogs, and hold the key to the actual management of libraries through their products. The cataloger is no longer the sole creator of the library catalog, and the cataloging rules do not define all of the functions of the catalog. What many library users think of as the library catalog is as much the creation of library systems developers as it is a product of the cataloging department. Changes in the Information Environment While the computer was revolutionizing the library catalog, it was also making possible enormous changes in the nature of knowledge production. No longer were published items the only form of mass communication of ideas; anyone could create a document or other creative work and make it available to the public on the Internet. At first seen as amateurish, the Internet gained in bona fides to the point that today some disciplines give preference to online publication, taking advantage of increased speed of delivery to an audience and broader geographical coverage. The library catalog and its conventions, valued by libraries as both an inventory of regularly published items and as the sharing mechanism for catalog entries, does not have a means to respond to this new, more chaotic information environment. The work on the Dublin

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Core metadata standard [6] grew directly out of the recognition that the kind of extensive, collaborative cataloging that libraries undertook for the thousands of new items published each year would be far too expensive to cope with the many hundreds of thousands of useful works that appeared during the same period on the World Wide Web. They live in a highly interactive, networked world and routinely turn to Web search engines for their information needs. A complex metadata surrogate describing resources in detail is unneeded when the actual item can be viewed within a few seconds and with little effort on the part of the user. Libraries that take seriously the calls for re-examination of their mission are increasingly looking as well at changes in thinking about library collections as they attempt to retool for the future. This is the world today, or the world that we know to be close at hand. It is potentially a world of disintermediation for libraries of all types, but especially for those research libraries that have historically defined themselves in terms of the extent of holdings rather than the relevance of services" [7]. Sandler, and others looking at the future of library collections, see the focus on the published products of scholarship, where libraries have traditionally put most of their effort, making way for a new focus on primary collections of research materials. These collections, often unique and organized with emphases on geographic relevance, programmatic needs, and faculty interests and strengths, are not the product of the scholarly enterprise, but instead the precursor. More effort to acquire and manage these materials will require different cataloging approaches than used now on the published products collected redundantly by libraries, as well as a more flexible infrastructure. There are certainly other, equally compelling visions of what the future will look like for libraries, but what stays the same is the need for reusable data from others as materials are combined "virtually" for delivery to users , as well as for more sustainable and efficient ways to describe these materials. The level of interoperability required for this new environment of data sharing cannot be accomplished with the current proposals for revision of the library cataloging rules. Work in this area has been taking place for at least a decade, starting in with the International Conference on the Principles and Future Development of AACR, held in Toronto [9]. The new standard is being developed for use primarily in libraries, but consultations are being undertaken with other communities archives, museums, publishers, etc. This quote succinctly expresses a typical contradiction in the RDA effort: RDA cannot be successful without addressing the key changes in the information environment that have caused libraries to fall behind as primary information providers. The challenges of this rapidly changing environment may be more than the developers of RDA can accommodate, given the firmness of their ties to AACR. What follows is an analysis of some of the serious issues in the RDA drafts to date, issues that may spell failure for the future of library catalogs. Goals Based on the Past The rapid rate of the introduction of new formats that are used for text, sound, and images, as well as the increase in resources issued in more than one format, have resulted in a catalog that presents users with many entries for what appears to be the same thing. The Functional Requirements for Bibliographic Records FRBR , published in , was an attempt to define a model of the current bibliographic universe that would enable a rationalized approach to cataloging practice in a multiple-version resource environment [11]. The increase in web-based information resources, including a wealth of scholarly materials, has led to debate in the library profession on the primacy of the catalog as a discovery tool. Users spend less time with bibliographic description and more time browsing through full texts; less time searching and more time interacting in social environments that lead them to information. It seems obvious that libraries are at a tipping point where changes in practice are essential to meet these challenges. Libraries have adapted to some changes in the format and delivery of information, licensing digital content and enabling users to access a great deal of their journal holdings as digital full text. But new calls for the integration of social tagging mechanisms, reviews, and use-based recommendations, inspired by experience with sites like Amazon, challenge even more the traditional assumptions about library catalogs. RDA is being presented by the JSC as a change in practice that will position libraries for the electronic age. The RDA prospectus sets a serious limitation when it declares that " This record brings together in single package a bibliographic description based on a manifestation, as well as some elements that "reflect attributes of work and expression associated the intellectual or artistic content of a resource" [13]. The developers of

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RDA appear to believe that the rules they are creating are compatible with database technology and data architectures. Number of units When recording the number of units, record the number in arabic numerals followed by an appropriate term or terms to indicate the type of unit Examples of legacy approaches abound in RDA. Particularly problematic is the insistence that notions of "primary" and "secondary," designed to use effectively the space on a 3 x 5 inch card, must still be a part of RDA. Preferences about identification of materials continue to focus on transcription in concert with rules for creating textual "uniform" titles by which related resources can be gathered together for display to users. Similarly, relationships between works or derivations have been expressed using textual citation-like forms in notes. These legacy practices fly in the face of the reality that in the digital world, identity is rarely expressed in a textual way, but instead standard linking technologies with Uniform Resource Identifiers URIs are preferred. Because most catalogers do not understand how these techniques can easily enable human readable displays, they tend to insist that cataloger-created textual notes are still the preferred methodology, and must be prescribed in the rules. Perhaps most telling is the view of computer scientists working in the metadata arena towards the approach RDA has taken. At the recent Dublin Core conference, Mikael Nilsson of the Knowledge Management Research Group, Royal Institute of Technology, Stockholm, described the rules from his point of view as basically "stenographic conventions for constructing value strings" [14]. Clearly, if future library metadata approaches are expected to incorporate machine created metadata and support advanced machine manipulation, as recent reports from the Library of Congress and the University of California have stated, the views of computer scientists should be taken seriously [15 , 16]. One of the key aspects of library cataloging that has kept a larger community from embracing library practices is the sheer complexity of the rules. Even within the library world there is beginning to be some questioning of the cost-effectiveness of library cataloging conventions.

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Chapter 4 : 2 Online Cataloging

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Since field does not print as a call number, use field for a local call number for card production. Other national libraries Treat current cataloging records including CIP from other national libraries, such as the British Library and the National Library of Australia, as original cataloging. Unless noted otherwise, these standards conform to national standards. Correspondence between data in Full-level records and data required for second-level description is not exact. Input full records when possible. Core-level cataloging Records that meet at least the requirements of first-level description AACR2, rule 1. The core standard is a less-than-full standard, but is more inclusive than Minimal-level. The standard is optional. Use it as appropriate. Minimal-level cataloging Records that meet the requirements of first-level description AACR2, rule 1. Correspondence between data in Minimal-level records and data required for first-level description is not exact. Data required for online cataloging may not be required by cataloging rules. Input Minimal-level records as appropriate. Users may upgrade Minimal-level records. See chapter 5, " Quality Assurance ," for more information. Abbreviated-level cataloging Brief records that do not meet the requirements of Minimal-level cataloging specifications. Because Abbreviated-level records may not meet Minimal-level standards, users with Full-level cataloging authorization or higher can upgrade these records. Groups of libraries develop their own specific practices based on more general standards, such as those listed above. Guidelines for Core-level When entering data in Core-level records, use the following guidelines: Topic Guideline Notes Include only those notes that support the identification of an item. Criteria for inclusion vary by form of material. In some cases, you may provide alternative justification of added entries through other data, for example, the tagging or the use of relators. Assigned subject headings If appropriate, assign from an established thesaurus or subject heading system recognized by MARC 21 at least one or two headings at the appropriate level of specificity. One heading is not the absolute upper limit. You need not decide between two equally appropriate headings, nor must you stop with two headings if the item calls for more. Added entries Use a complement of added entries that cover at least the primary relationships associated with a work e. If a national authority record for a series already exists, follow the tracing practice recorded in that record. If one does not exist and you want to trace the series, you must create or request creation of an authority record. If an authority record does not exist and you want to trace the series, follow AACR2. In either case, untraced series need not be supported by an authority record. Choice of main entry and bibliographic description Practice is identical to Full-level for main entry choice and form, title page and series transcription and physical description of the item. If an authority record does not exist, you must create one in order to authenticate the Core-level record. If a heading is unverified, you cannot enter the record as an authenticated Core-level record. If a heading is unverified, you may still enter a Core-level record and the heading must be established according to AACR2. Program participants identify "Program-created Core-level records" by entering pcc in field Authentication Code and code 4 in ELvl. They may also create Full-level records ELvl: They enter pcc in field Example of a Program-created Core-level record:

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Chapter 5 : Reference Services and Sources | Elmer E. Rasmuson Library

This bar-code number lets you verify that you're getting exactly the right version or edition of a book. The digit and digit formats both work.

Reference services , types of reference sources , where and how to find reference sources. Reference Services The function of libraries is three-fold. Libraries acquire information, organize that information in a way it can be retrieved, and disseminate the information the library has acquired. Reference services fulfills this last function. Reference services may vary from library to library, but most libraries have an information or Reference Desk where assistance from a librarian is available. Almost all libraries provide reference services via the telephone and many libraries offer email, text, or chat services with a reference librarian. There are three main types of reference assistance: Assistance or instruction with using the library, including locating materials, using the catalog, using computers to access information, and using basic reference sources. Assistance identifying library materials needed to answer a question. Providing brief, factual answers to questions, such as addresses, statistics, phone numbers, etc. Types of Reference Sources Reference sources such as dictionaries, encyclopedias, almanacs, atlases, etc. Reference sources provide answers to specific questions, such as brief facts, statistics, and technical instructions; provide background information; or direct you to additional information sources. Reference sources are not scholarly peer-reviewed. In most libraries, reference sources do not circulate and are located in a separate reference collection. This practice makes reference sources readily available and easily accessible. Reference sources are designed to be consulted rather than read through. Reference materials can be arranged alphabetically, topically, or chronologically. Many will contain cross listed information and more than one index. If it is not obvious how a reference source is organized, take a moment to look through the explanatory or how-to-use information, which is usually presented at the beginning of the book, or in HELP screens for online products. There are thousands of reference sources available that cover practically every subject. Although the term reference "book" is frequently used, reference sources can be books, serials, on-line databases or information found on the Internet. A large part of using reference sources well is choosing the right one for your needs. Despite the wide variety available, reference sources can be categorized into a handful of groups. Think about the kind of information you need and how you will use it. If you are unsure which reference tool is best suited to your information need, a reference librarian will be able to assist you. Quick guide for selecting the right type of reference source Collins,

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Chapter 6 : IDEALS @ Illinois: Serial Publications: Their Place and Treatment in Libraries (Book Review)

published or submitted for publication. Serial Publications: Their Place and Treatment in Libraries (Book Review).

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Chapter 7 : Basics - Marketing to Libraries - LibGuides at American Library Association

Serial publications, their place and treatment in libraries. By Andrew Delbridge Osborn. Topics: Information Transfer and Management.

Chapter 8 : ACRL Publications Agreements FAQ | Association of College & Research Libraries (ACRL)

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Chapter 9 : Serial Publications: Their Place and Treatment in Libraries

Libraries acquire information, organize that information in a way it can be retrieved, and disseminate the information the library has acquired. Reference services fulfill this last function. Reference services may vary from library to library, but most libraries have an information or Reference Desk where assistance from a librarian is available.