Moving Forward – Summary Reports on Services

I. Cataloging Services[1]

a. Plan of Service – Cataloging Services does not appear in the current Plan of Service

   i. Goal Statement: MHLS will maintain and support bibliographic information and records in the shared online catalog of member libraries.
   ii. Intended Result(s): An accurate and reliable catalog that provides:
      1. Member library patrons with access to member library collections.
      2. Member library staff with support for managing bibliographic information and records.
   iii. Evaluation Method(s):
      1. Ongoing review of reports and comments from members.
      2. Periodic review and analysis of records to ensure standardization, consistency, and cross references.
   iv. Annual Progress Report:

b. Outputs (2013 statistics)

   i. Bibliographic records created
      1. Copy – 32,000
      2. Original – 350
   ii. Bibliographic record modified – 742,000 (includes global updates)
   iii. Order records created – 700 B&T carts loaded (between 1-300 order records per cart)
   iv. Item records modified – 66,500
   v. Deleted/merged bibliographic records – 12,000
   vi. Member contacts (email & phone) – 63/week = 3,276/year
   vii. Number of training and attendance
      1. Create list: 2 sessions; 14 attendees
      2. Data entry: 1 library visit; 2 attendees

c. Outcomes

   i. The staff of member libraries will more effectively and efficiently organize, manage, and share their collections.

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[1] GENERAL DEFINITION - **Cataloging** (or **cataloguing**) is the process of listing something for inclusion in a catalog. In library and information science, the process encompasses the production of bibliographic descriptions of books as well as other types of discovery tools for documents. Today cataloging study and practice has broadened and merged with that of metadata ("data about data contents"), increasingly associated with Resource Description and Access.[1]

ii. The staff of member libraries will increase cataloging skills and knowledge, providing improved services to library patron.

iii. The staff and patrons of member libraries will have high quality bibliographic and authority records for their collections to support discovery tools (e.g., Encore facets) in order to meet the demands of the most sophisticated users.

iv. Patrons of member libraries will be supported in their formal and informal educational endeavors by finding and using current, high-demand, and high-interest materials in a variety of formats.

d. <u>Costs Associated with MHLS</u>

MHLS STAFF	Percent Cataloging Services	Salary	Benefits	Other (e.g., Travel, Training)	ILS TOTAL
Eric/Thomas[2]	40%	25,053	14,210		39,263
Nina[3]	85%	30,128	11,818	1,100	43,046
Chris	90%	18,140	4,477		22,617
Tara[4]	55%	20,357	3,975		24,332
					129,257

	Total Cost	Cataloging Services Cost	Cataloging Services TOTAL
SERVICES			
eMarc Express (Innovative)	2,651	2,651	2,651
BookWhere	294	294	294
OCLC	9,300[5]	3,000	3,000
Authority Control[6]			
			5,945
TELCOM SERVICES[i]			
Network & Phone Services[ii]	35,590 – 6,000 (Teleforms) = 29,590		

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[2] 50% ILS & 10% General Administration
Duties include training, cooperative collection development, WebPac, ILS management, data management, reports, planning and implementing upgrades, enhancements, research, and consultations
[3] 5% ILS
Duties include training
[4] 35% ILL, 10% general admin
[5] ILL cost excluded
[6] Not conducted since 2004, should be conducted with quarterly maintenance

	Total Cost	Cataloging Services Cost	Cataloging Services TOTAL
IT SERVICES			
Hardware[iii]	12,500		
Software[iv]	7,000		
IT Supplies	2,500		
GENERAL OVERHEAD[v]			
Supplies	6,500		
Utilities	25,500		
Equipment Rental	16,500		
Professional Fees	23,000		
Custodial Supplies	1,800		
Other Operations/Maint	21,000		
Liability Insurance	15,408		
Postage	5,000		
TOTAL			

e. Value of Services
   i. Cost
      i. Bibliographic Records – MHLS is undertaking a study of options, including vendor cost, for acquiring and managing records.
      ii. Cataloging Help Desk Services
         a. MHLS staff provides member library staff with help desk services to support merging, cleaning, adding, creating, and deleting catalog records.
         b. Comparable help desk services, which are provided by a vendor or non-profit organization, have not identified.
         c. Due to the shared catalog, a local or county based service model is not comparable to the centralized cataloging services provided by MHLS.
            Catalog Training
      iii. Compare with Innovative/ALA training costs
         a. Innovative Training[vi] = $4,800 plus travel
            i. Average cost for Innovative training per person = $300

      ii.   16 Member Library Staff Attendance X $300 = $4,800[vii]

  b. ALA Preconference Training[viii] = $6,304 plus travel

      i.   Average cost of ALA Preconference Session per person = $394

      ii.   16 Member Library Staff Attendance X $394 = $6,304[ix]

  c. ALA Essential Elements of a Training Program for Entry-Level Professional Catalogers: The total training program will probably require from six months to one year to complete[x]

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[i] % of total Telcom costs – After staff FTE assigned, breakout of telecom costs by service (break out Teleforms & all other by staff FTE per service)

[ii] Minus Teleform costs

[iii] % of General Hardware/Software costs - After staff FTE assigned (allocate on a per staff calculation)

[iv] OCLC charges to Cataloging Services

[v] % of General Overhead costs - After staff FTE assigned (allocate on a per staff calculation)

[vi] MHLS provides training on demand and specific to member needs rather than vendor schedule and content.

[vii] Does not include travel

[viii] MHLS provides training on demand and specific to member needs rather than vendor schedule and content.

[ix] Does not include travel

[x] http://www.ala.org/alcts/resources/org/cat/traincatalogers