Management of e-Cataloguing Workflow at the University of Jos Library

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A Paper Presented at The University of Jos Library Seminar Series on the 23rd July, 2015.

Introduction

- The application of computer to cataloguing and classification is a big relief for libraries as cataloguers would not have to use heavy cataloguing and classification tools like Library of Congress and Dewey Decimal Classification schedules and subject headings. Yusuf (2009) confirms that most libraries have left manual cataloguing for electronic cataloguing. This change in implements for processing library materials is in line with the desire to embrace new technologies in library functions and services, and to adequately meet the increasing information needs of library users. Cataloguing work is facilitated by a search in the local database, and accessibility to external bibliographic databases with the aid of z39.50 protocol search points.

- However, electronic cataloguing (e-cataloguing) is not effective without understanding its workflow. Reitz (2004) assures a workflow allows the necessary steps in a task are completed in an appropriate order, and that systematic analysis of workflow leads to efficiency of work. Adebayo (2013) opined that the best practices for cataloguing workflow are those targeted at fulfilling the goals of the library in terms of timeliness and quality. A workflow is a process in which tasks are completed. Therefore electronic cataloguing workflow is a process for completing the task of cataloguing using computer systems.

Key Terms

- e-Cataloguing
- Workflow
- Workflow Chart
- Management
- University Library

Objectives

- To indicate importance of e-cataloguing workflow
- To indicate how to manage process involved in e-cataloguing
- To provide e-cataloguing workflow chart
- To determine factors affecting e-cataloguing workflow
- To make conclusion and recommendations

Importance of e-cataloguing workflow

- An e-cataloguing workflow facilitates the understanding of the process involved in electronic cataloguing. The cataloguer knows what to do and in what sequence.
- It speeds up work in the cataloguing unit.
- A workflow ensures e-cataloguing process is completed on a library material before its exit from the Cataloguing Unit. A completed e-cataloguing process ensures quality output.
- Task in e-cataloguing process could be easily reassigned.
- Tasks that are no longer needed could be eliminated.
- It shows at a glance, with the aid of a chart, the various stages of e-cataloguing.

Management of e-Cataloguing Workflow

- The University of Jos Library uses the cataloguing module of Koha open-source Integrated Library System to process library materials. The process of e-cataloguing involves five major functions:
  - Searching the catalogue,
  - Copy cataloguing,
  - Original cataloguing,
  - Importing record, and
  - Editing.

Current cataloguing process at the library involves to:

- Pick a book
- Fill cataloguing worksheet
- Search catalogue
- Copy cataloguing
- Search Z39.50
- Import record
- Create new record
- Scan bar code

Management of e-Cataloguing Workflow cont.

- Itemize record
- Editing
- Save record
- Pencil verso of books
- Type catalogue cards
- Print catalogue cards
- Spine write books
- Paste date due slip
- Attach book pocket
- Write book card
- Register books
- Dispatch books

Management of e-Cataloguing Workflow cont.

However, the management of e-cataloguing workflow is to ensure the handling of the process involved in e-cataloguing meets the needs and expectation of the library users in terms of timeliness and quality. The execution of this process requires the following:

a. Plan for cataloguing
  get set tools of work:
  Scanner,
  stationery,
  Cutter-Sanborn Three-Figure Author Table,
  and books to be catalogued for the day need to be within an arm's reach.
  Also Check power connection
  Check network connection

 b. Use of basic computer knowledge
  highlight, copy and paste, scroll, etc

c. Search e-catalogue using:
  Author
  Title
  International Standard Book Number I(SBN)
  Call Mark
  Library of Congress Card Number (LCCN)

Management of e-Cataloguing Workflow cont.

d. Copy Cataloguing

Reitz (2004) describes copy cataloguing as a change of a pre-existing bibliographic record to fit the features of the item in hand, with alterations to correct apparent errors and minor adjustments to reflect locally accepted cataloguing practice.

Add:

accession number

barcode number,

cataloguer's initials

and date.

navigation: 13 interfaces

e. Original Cataloguing

create a new record

navigation: 15 interfaces

f. Import bibliographic record
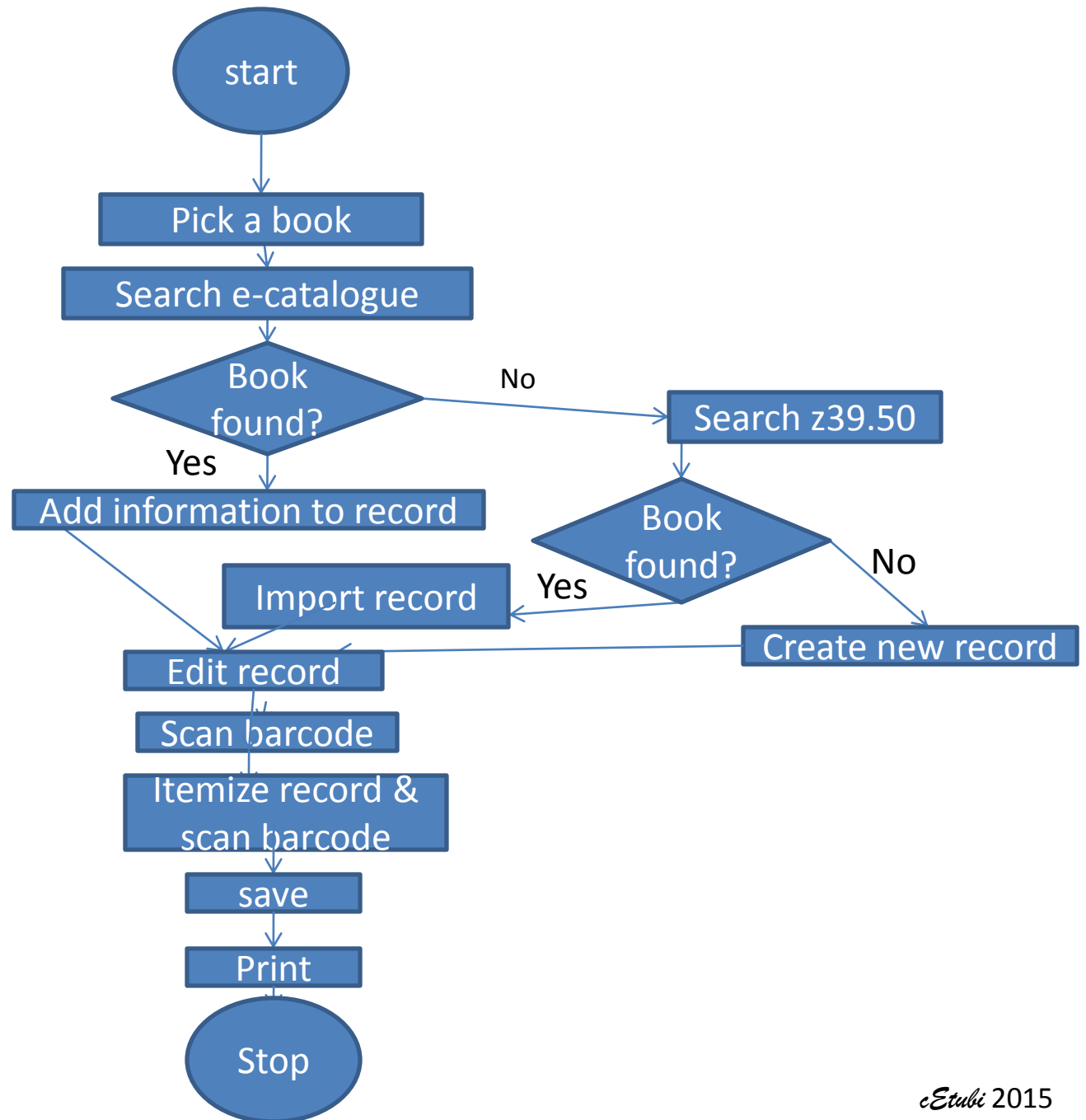
use Z39.50 protocol

search external databases

g. Editing

Authority heading need to be verified.

Workflow Chart

Nwalo (2003) defined a workflow chart as a way of showing many actions or events with the aid of a diagram. The following chart shows the e-cataloguing workflow of University of Jos Library.

Workflow Chart on
e-Cataloguing

```
                              ( start )
                                  |
                                  v
                          [ Pick a book ]
                                  |
                                  v
                       [ Search e-catalogue ]
                                  |
                                  v
                            < Book            No
                             found? > ------------------> [ Search z39.50 ]
                                  |                               |
                              Yes |                               v
                                  v                          < Book          No
                   [ Add information to record ]              found? > -------------------> [ Create new record ]
                                  |                               |                                  |
                                  |                          Yes  |                                  |
                                  |           [ Import record ] <-+                                  |
                                  v                   |                                              |
                          [ Edit record ] <-----------+----------------------------------------------+
                                  |
                                  v
                          [ Scan barcode ]
                                  |
                                  v
                       [ Itemize record &
                          scan barcode ]
                                  |
                                  v
                             [ save ]
                                  |
                                  v
                             [ Print ]
                                  |
                                  v
                              ( Stop )
```

Factors affecting e-cataloguing workflow

- Cataloguing goals
- Lack of a defined workflow
- Excessive paper work
- Network access
- Navigation of multiple interfaces
- Typing of catalogue cards
- Cataloguers' multiple responsibilities
- Acquisition downloads
- Material to be catalogued
- Double handling of item
- Bibliographic source

Conclusion

It is established that there exist a disconnect between filling cataloguing worksheets, retyping of catalogue cards, manual production of callmark labels and electronic cataloguing as they constitute drudgery factors in e-cataloguing workflow. The craving for the use of new technologies in library functions and services, and to adequately meet the increasing information needs of library users in academic libraries have made libraries to leave manual cataloguing for electronic cataloguing. Management of e-cataloguing workflow requires timely and quality execution of the e-cataloguing process. A workflow chart augments the understanding and execution of e-cataloguing workflow. Factors affecting e-cataloguing workflow are goals of the cataloguing unit, lack of a defined workflow, inadequate network access among others.

Recommendations

In view of the above it is recommended that:

- Cataloguing unit should have agreed cataloguing goals
- maintain a designed workflow chart
- have access to reliable and strong network
- eliminate retyping of authority heading cards
- encourage e-production of call mark labels.

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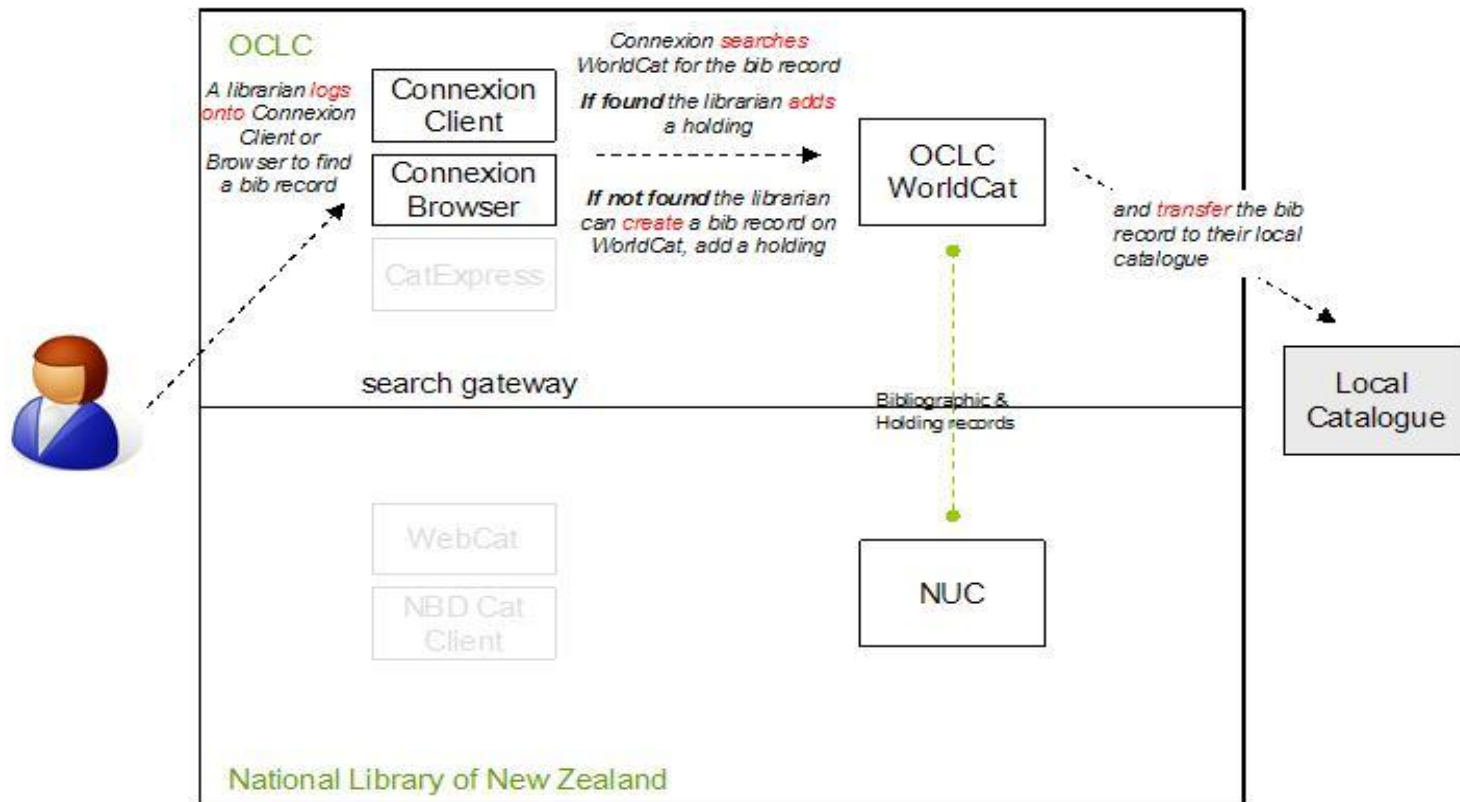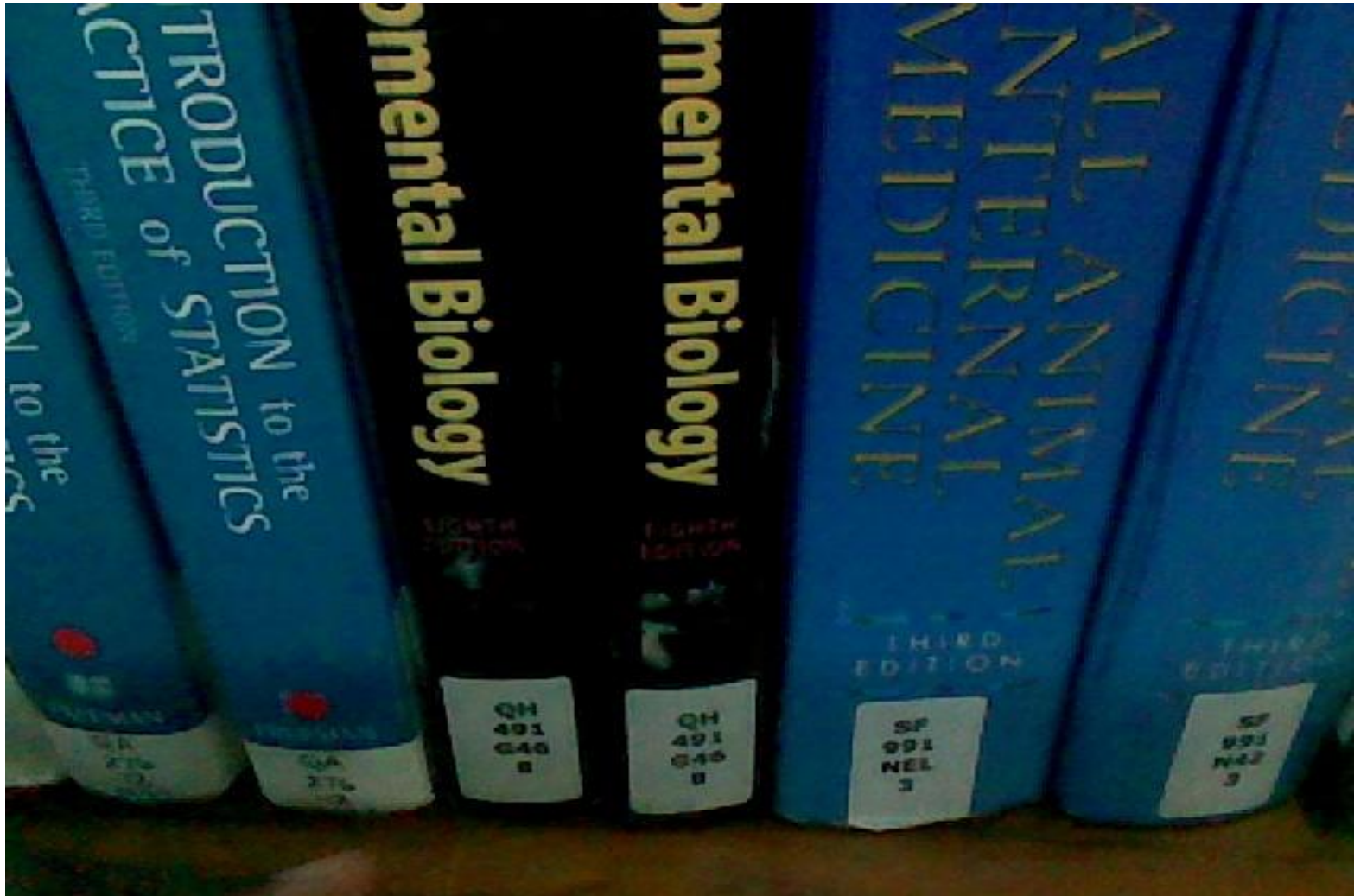
OSUL e-Cataloguing Workflow Chart
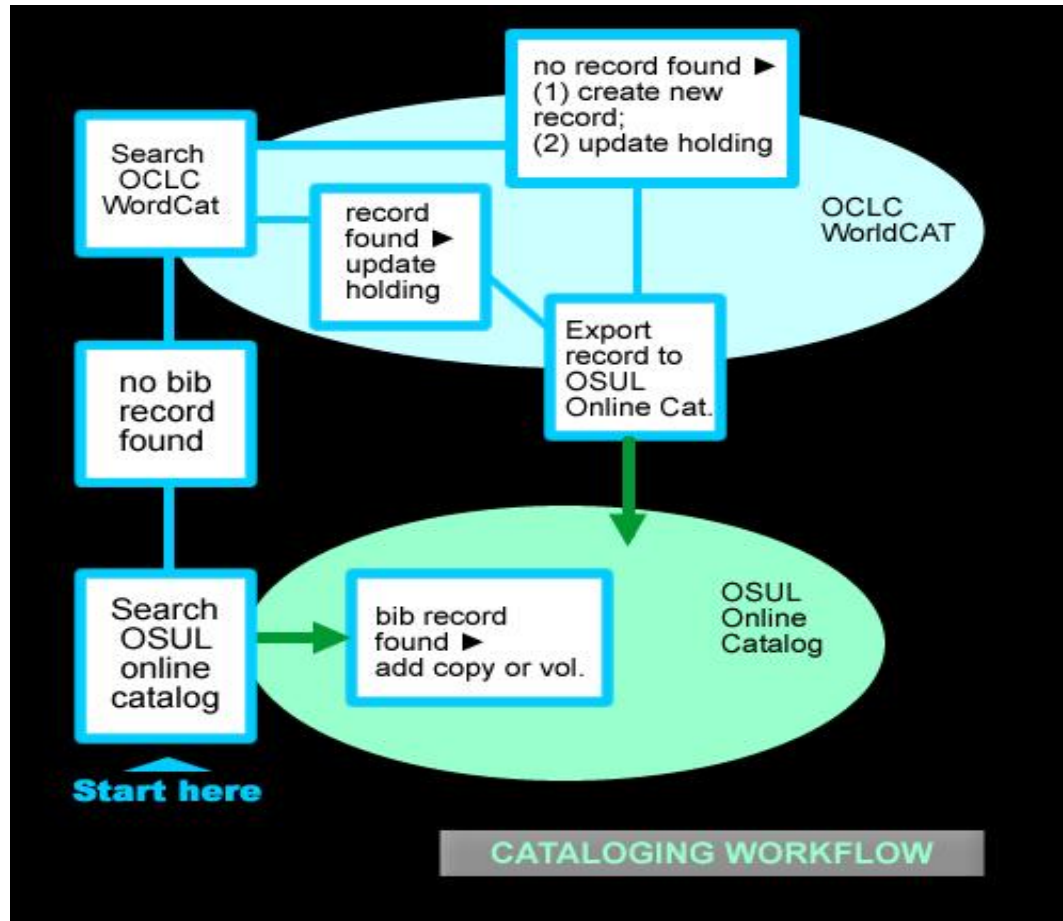
National Library of New Zealand e-Cataloguing Workflow Chart .

W3: Cataloguing on WorldCat using Connexion

Te Puna Mātauranga o Aotearoa
NATIONAL LIBRARY
OF NEW ZEALAND

OCLC

A librarian *logs onto* Connexion Client or Browser to find a bib record

Connexion Client

Connexion Browser

CatExpress

Connexion searches WorldCat for the bib record

If found the librarian *adds* a holding

If not found the librarian can *create* a bib record on WorldCat, add a holding

OCLC WorldCat

and *transfer* the bib record to their local catalogue

Local Catalogue

search gateway

Bibliographic & Holding records

WebCat

NBD Cat Client

NUC

National Library of New Zealand

Book spine label

Computype Book spine label printer

Book spine label printer cont.

Thank you