MUSIC CONTRACT CATALOGING: BOTH SIDES NOW

Lynne Jaffe
At Your Service:
Library Contract Cataloging

Jeannette Thompson
Tulane University
I spoke with you very briefly at last month's MLA meeting in Boston, but didn't realize at the time that I might be needing cataloging help so soon!

We have a small score backlog at Tulane, which we'd like to wipe out, or at least whittle down substantially. (I've been asked to take on a short-term managerial position, so won't have time to catalog.) There are 300-400 titles in the backlog, with possibly another 100-200 to come. We would want copy cataloging only done; more than 95% should have copy on OCLC. And we're hoping to find a company which can access our catalog via the Internet, to help in assigning call number Cutters.

It sounded from our brief conversation as if your company specialized in projects such as this. If so, I'd appreciate it if you would let me know what further information you would like to have in order to set up specs and examine prices.
Other outsourcing

• Past:
  – Recon
  – CJK, Hebrew, Arabic books: OCLC TechPro
  – Video cataloging: OCLC Cataloging Partners
  – Approval plan books: Blackwell North America

• Current:
  – Approval plan books: YBP
  – Books and Non-music media: Backstage Library Works
Reasons for our outsourcing

• Need expertise of specialists in languages
• Need expertise of specialists in formats
• Staffing numbers inadequate to catalog all materials
At Your Service - Brief history

- Started in 2002
- Have worked with a number of clients
Basic procedures -- Tulane

AMOUNTS:
The amount we will need to send is determined prior to each fiscal year.
Flourish then creates a schedule, based on our numbers.

SHIPPING:
Via FedEx or UPS Ground
What we send

• Music only
• Formats: scores; sound recordings (CDs & some LPs); DVDs; some books
• Published materials
• Rare materials: mainly scores; fragile LPs
• Languages: Roman-alphabet (mainly European, but a number of Mayan languages); Hebrew and Yiddish; Cyrillic; Greek
What we send - Genres

The gamut of art music and music, including:

– Emphasis on Louisiana musicians/music
  • Jazz, R&B, Cajun, gospel, brass bands, etc.
  • local Indie groups

– Music from Mexico, Central America, and Cuba
Procedures - Tulane

• Guidelines -- field-by-field based -- to standardize treatment for our library, where choice of options or local practice need to be spelled out

• Expectation is that the cataloger will look to RDA, MARC formats, Music Best Practices, etc. for "rules"
Procedures – Editing Guidelines

250: Edition statements must match, as described in OCLC Bibliographic Formats and Standards.

300 |a: the format of the score must match (e.g. full score, mini score, vocal score).
    |c: the height should be checked only if you suspect that it may differ from the score by over 2 cm.

336, 337.338 (content, media, and carrier types): must be accurate when present.

382, 383, 384 (music characteristics): must be accurate when present.

5xx (Notes): Notes should be added if not present, when appropriate per format:
    
    DVD (or VHS) format (538): “DVD” – for AACR2 records.
    Language (546): to state the language when not apparent elsewhere
    Compact disc format (500): “Compact disc” – for AACR2 records.
    Performer(s) (511): unless given with contents in the 505 field. For recordings by Louisiana performers (e.g. jazz, Cajun), all performers should be listed (usually in parentheses after the name of the performing group).
Procedures – Final steps

Use of library’s ILS

• Working directly in our ILS, if possible
• Saves time at our end
• Shelflist our call numbers for scores
• Supply information about needed clean-up of access points

Physical processing

• Minimal processing: call number written on printed scores and books
Communication

- Email
- Notes from cataloger regarding things to notice
- Keep documentation up-to-date!
At Your Service - Basic procedures

• Receive materials
• Follow client’s local policy for cataloging material
• Repack and ship materials back to client
• Invoice client
At Your Service - Other procedures

• Draw up contracts and work statements for clients incorporating local policies
• Keep client local policies separate
• Keep client materials separate
• Keep current with cataloging rules
Things learned -- Tulane

- Quality expectations must be clearly stated in writing
- Our guidelines need to be kept up-to-date
- Review of catalogers' work should be done promptly
- Catalogers' questions should be answered promptly
- Learn to best manage the fluctuating quantities
- Working within our local system: beneficial for Tulane; can be problematic and frustrating for outsource catalogers
Things learned -- Tulane

• The importance of using catalogers who are "expert" in both cataloging and music
• For the library's part of the work, involve persons who have familiarity with music
• Use the expertise of others in your library who work with quality-checking
• Educate administrators on:
  – the importance of high-quality cataloging
  – the amount of time needed to handle outsourcing processes
• Affirm, within the library world, the importance of good outsourcing partners
Outsourcing

“Outsourcing is not a bad word and does not need to have negative connotations. The decision to outsource should be viewed as a welcome change. It can be a positive way to increase productivity and an opportunity for both personal growth and job enhancement. Outsourcing, partnering, whatever the name, it is here to stay.”

--Taras Ortynsky, ”Outsourcing, 1995-1998”, ALCTS website
Things learned - At Your Service

- May catalog the same item more than once
Before

OCLC Connexion

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020 9780825891083
024 1 0 789408091088
028 2 2 PL140 #b Carl Fischer
041 0 #g eng
048 ka01
050 4 M225.8735 #b #b 2013
072 7 M: 42 lcco
090 #b
049 LRUU
100 1 Bresnick, Martin, #a composer.
245 1 0 Ishi's song: #b for solo piano / #c Martin Bresnick.
264 1 New York, NY: #b Carl Fischer, #c [2013]
264 4 #c ©2013
300 1 score (12 pages); #c 30 cm.
336 notated music #b ntm #z rdcontent
337 unmediated #b n #z rdmedia
338 volume #b nc #z rdacarrier
382 0 1 piano #n 1 #e 1 #g lco
490 1 Carl Fischer piano music edition
546 #b Staff notation.
500 The music is based on a melody recorded by Ishi, the last of the Yahi Indians of northern California.
500 Commissioned by Aeropont de Puglia and dedicated to Emanuele Arciuoli.
500 Includes program note in English.
650 0 Piano music.
650 0 Yana Indians. #v Songs and music.
650 7 Piano music. #2 fast #0 (OCoLC)fst01063403
650 7 Yana Indians. #2 fast #0 (OCoLC)fst01182397
655 7 Program music. #2 lcgt
655 7 Scores. #2 lcgt
655 7 Music. #2 fast #0 (OCoLC)fst01423855
655 7 Program music. #2 fast #0 (OCoLC)fst01920302
655 7 Scores. #2 fast #0 (OCoLC)fst01692898
830 0 Carl Fischer piano music edition.
938 Otto Harrassowitz #b HARR #n har135004194
938 Theodore Front Musical Literature #b TFRT #n TF335577

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1/25/2016
• Good communication is essential
• Perfect job for my situation
We’ve looked at cataloging from both sides now....

a win-win situation

Questions?
Contact us

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