Section 1. Goals and Accomplishments

Goal 1: To provide access to information resources at the international level standards of bibliographic description.
- The department staff cataloged and processed 29,326 new books, 4,815 gift books, 17,032 microfiche, 828 microfilm titles, 620 videos and DVDs, and 93 computer files. The number of books processed represents an increase of about 14% over last year.
- Again all holdings were added to the international OCLC database in accordance with national standards. OCLC's participation in a Google project assures us of another avenue of access to our collections.

Goal 2: Maintain a quality work force and work environment.
- This year the department lost two staff members but was able to quickly replace them. One of those replacements had previously been a staff member which turned out to be a plus for the department. It meant there was less training time involved, so that member quickly became very productive and helped the department increase statistics. We also gained a Metadata Librarian who will help with our digital initiatives.
- The staff in the department completed training for the integrated system upgrade. Every member of the department went through several hours of training to make sure they knew how to work in the updated system. This level of training helps our workforce maintain their quality of work.

Goal 3: To provide accurate and well-crafted bibliographic records which will facilitate the identification and retrieval of the library's information resources.
- Our increase in the outsourcing for the acquisition of bibliographic records purchased as well the processing of some of the materials allowed us to process the materials for patrons at a faster rate. The rate of receiving the materials cataloged and processed from the vendor is at 70%.
- The backlog of music materials requiring cataloging has been eliminated. The Music cataloging unit was able to quickly provide more accurate and well-crafted records by utilizing additional search tools via the internet.

Goal 4: To devise an efficient and economical workflow pattern which will take advantage of the capabilities of the library management system.
- The Music cataloging unit worked on devising a better workflow pattern. The cataloger works very closely with the Acquisitions department on ordering and receiving the materials. This is allowing them to have more complete records in the system before the pieces arrive in the building. This workflow has allowed them to process materials quickly, which means patrons have access sooner.
- The department went through some physical relocations of personnel so as to better accommodate the workflow. Staff are now situated so as to enhance the rapid flow of work in to and out of the department.

Goal 5: To improve the quality of access points in the library's database through continuous database maintenance projects.
- The Music cataloging unit has been working on revising older records, when a new piece arrives that would fall in with the same composer, to ensure that better access is provided to that composer's music. There were 426 records updated for the year.
The Database Management unit worked on several projects for the year in order to maintain the database. • One project was to clean up all serial records so that the OCLC number appeared in the same field in every record. This will allow the system to find duplicate records more efficiently. This involved 48,586 records. • The unit also deleted records out of the system that were no longer needed because the library did not have the piece. 21,969 records were deleted. • We had several items that had the wrong codes in the system after converting from the previous system. This year 12,480 of those records were cleaned up.
Section 2. Universal Quantitative Data

There are no Universal Quantitative Data for this area/unit.
BIBLIOGRAPHIC SERVICES

Area/Unit Specific Information

Section 3a. Quantitative Information

There is No Area Specific Data in Calendar Year Section.
There is No Area Specific Data in Fall Section.
There is No Area Specific Data in Fiscal Year Section.
Section 3b. Qualitative Information.

There is no qualitative information for the current year.
Section 4. Strategic Planning Update.

There is no strategic plan update for the current year.

Commentary:

There is no commentary for the current year.

Implementation Plan:

There is no implementation plan for the current year.