

# LSTA APPLICATION

Application Due: March 15, 2001

**LIBRARY / ORGANIZATION NAME**

Tampa Bay Library Consortium, Inc. \_\_\_\_\_

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**FEID OR SAMAS AND EO #** 59-24-10156

**CONTRACTING AGENCY NAME** Tampa Bay Library Consortium, Inc

**TYPE** (*check one*):

Public  K-12  Academic  Multitype Library Consortium  Special  State Library

**CATEGORY** (*check one*)

Access for Persons Having Difficulty Using Libraries

Library Technology Connectivity and Services

**PROJECT NAME** Linking Libraries - Expanding Access

**PROJECT**  New  Continuing

**LSTA FUNDS REQUESTED \$** \$152,202

**PRIORITY#** 3 **OF** 3 **APPLICATIONS SUBMITTED**

**LIBRARY SERVICE AREA POPULATION** 3,800,000

**NUMBER OF PERSONS TO BE SERVED BY PROJECT** 3,800,000

**TARGETED USER GROUP** (*Check all that apply*)

Children  Youth  Adults  Older Adults  Mixed

Other, specify \_\_\_\_\_

Diane Solomon

Typed Name and Signature of Library / Organization Director

\_\_\_\_\_  
Date

## LSTA OUTCOMES PLAN

**Project Name** Linking Libraries—Expanding Access **Library** Tampa Bay Library Consortium

**Project Summary / Program Purpose:** To update holdings on OCLC, the statewide union database, for 39 libraries and add all holdings for 3 libraries for the first time, to add bibliographic records to OCLC for materials in the collections of the University of South Florida Library, the Largo Library, and the John and Mable Ringling Museum of Art Library, to catalog selected reference Web sites, to gather information about special collections and digitization projects, to update the Union List of Serials for selective user libraries, and to purchase Ariel software for libraries.

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	INDICATORS	SOURCES / METHODS
<ul style="list-style-type: none"> <li>• TBLC staff</li> <li>• Contract workers</li> <li>• Software</li> <li>• Vendors</li> <li>• Member library collections and databases</li> <li>• Member library staff</li> <li>• Florida Library Network Document Delivery Service</li> <li>• WorldCat database of MARC records</li> <li>• Web sites</li> </ul>	<ul style="list-style-type: none"> <li>• Add new records to WorldCat</li> <li>• Update records on OCLC, adds and deletes, including Union List</li> <li>• Survey member libraries about special collections, digitization projects</li> <li>• Create searchable directory of libraries' special collections and digitization projects</li> <li>• Select Web sites to be cataloged</li> </ul>	<ul style="list-style-type: none"> <li>• # holdings added to WorldCat</li> <li>• # records deleted from WorldCat</li> <li>• # Web sites cataloged</li> <li>• # holdings updated for serial records</li> <li>• # special collections available at member libraries</li> <li>• # special collections items that need to be cataloged</li> <li>• # current digitization projects at member libraries</li> <li>• # Union List records downloaded from OCLC</li> <li>• # of ILL requests sent and received via Ariel</li> </ul>	<p>Public has access to previously unavailable resources</p> <p>Public has access to accurate and current information</p> <p>Public uses technology to get information</p>	<p>Increase in information available for use by the public</p> <p>Increase in accuracy of information available to the public</p> <p>Increase in ability to find needed information</p>	<p>Project records - # of new records added to WorldCat</p> <p>Library records – Patron use of items cataloged in project, observation and anecdote</p> <p>OCLC reports - # of holdings added to WorldCat; # of records deleted from WorldCat</p> <p>Project records - # serial records updated; # of non-matching records manually matched</p> <p>Monthly Ariel statistics - # of ILL requests sent and received via Ariel</p> <p>OCLC ILL statistics - # of lends made by batchloading libraries</p> <p>Web site hits - # of uses of special collections/digitization directory</p>

## Narrative

### INTRODUCTION

The Tampa Bay Library Consortium, Inc. (TBLC) is a nonprofit, multi-type library cooperative devoted to resource sharing among all libraries. TBLC is a membership driven consortium, which includes 6 community colleges, 3 State University System libraries, 25 private academic colleges and universities, 4 public school systems, 39 public, and 15 special libraries.

TBLC member libraries serve over 3.8 million Floridians (approximately 30% of Florida's total population) in 12 counties. The counties served are Citrus, DeSoto, Hardee, Hernando, Highlands, Hillsborough, Manatee, Okeechobee, Pasco, Pinellas, Polk and Sarasota.

TBLC's mission is to lead and encourage collaboration, resource sharing, staff development, and innovations to insure that the people of west central Florida receive excellent, up-to-date library services and have access to the world of information. TBLC member libraries pay dues and participate in the governance of the consortium through a Board of Directors and various committees.

Programs and services are planned based upon input from member libraries. TBLC's member services include the Anywhere-Anytime Virtual Catalog--Alleycat, courier delivery service, Internet access, electronic discussion groups, OCLC interlibrary loan, reciprocal borrowing, reference book exchange, the SUNLINE online catalog, technology consulting, a union list of serials, and continuing education.

*Linking Libraries - Expanding Access* will result in the update of holdings on WorldCat, the statewide union database, for 39 libraries and the addition to WorldCat of all holdings for 3 libraries for the first time. Bibliographic records for materials in the collections of the University of South Florida Library, the Largo Library, and the John and Mable Ringling Museum of Art Library will be added to WorldCat, and selected reference Web sites will be cataloged. Information about special collections and digitization projects will be gathered, and the Union List of Serials on OCLC will be updated for selective user libraries. Ariel software will be purchased for libraries.

This project addresses needs set forth in Strategic Direction III of *Strategic Directions for the 21<sup>st</sup> Century*, TBLC's Strategic Plan for 2000-2002. This plan was written in 1999 by a planning team of representatives from TBLC member libraries. The Board of Directors adopted it in September 1999. The Strategic Direction is to enhance the expertise and support available to all member libraries. For each direction a rationale is included in the full version of the document. The rationale relating to this direction describes TBLC "as a resource for advice, referral and back up support. Advisory services in technology and non-technology areas were requested in the ESNA (Environmental Scan/Needs Assessment). Assuming a leadership role in linking libraries with the greater community was seen as an opportunity for TBLC.... This was seen as taking the form of managing special projects..."

This project also builds upon support for commitments of the State Library of Florida as expressed in *Access For All : Libraries in Florida's Future – A plan for the continued development of Florida's libraries* (State Library of Florida, 1997) Goal I of this plan is: All of the people of Florida have equitable access to the world of information through libraries.

## **NEED**

### **MARC Cataloging and updating records**

Libraries organize their resources to provide access to materials by creating bibliographic records in a process called cataloging. The bibliographic record contains descriptive information about the item, including title, author, series, and subject information, as well as physical characteristics of the item. Bibliographic records are compiled to form a catalog of the library's holdings. The catalog includes title, author, and subject access points for each item that has been cataloged and for which a bibliographic record has been created. Patrons can access bibliographic records to find out if the item is the resource they are looking for, if the library has a particular item, and if so, where the item is located in the library.

Prior to automation, most libraries created bibliographic records in the form of cards and compiled their records in a card catalog. Now most libraries create bibliographic records on a computer in a standard MARC (Machine-Readable Cataloging) format. These MARC records are compiled into an online computer catalog that provides increased access to library materials and can be accessible to patrons simultaneously at many different locations. Each library has its own individual library automation system for its own collection, and the library is responsible for creating, adding, and maintaining the bibliographic records corresponding to items in their library. Libraries can now obtain MARC records for their items from other libraries, rather than having to create a record themselves for each item added to their collection. This process is called copy cataloging. If the library cannot locate a record created by another library for their item, they will have to originally catalog the item, i.e. create an entirely new record.

With the advent of the MARC record, libraries can now combine their bibliographic records into a union database. A union database contains the records of more than one library and is commonly constructed so that there will be a single bibliographic record and the symbols or names of multiple owning libraries are attached to the record and available for display. The premier library union database is the WorldCat database. WorldCat is a product of OCLC (Online Computer Library Center), a multinational library resource sharing organization. The State Library of Florida has designated WorldCat as Florida's statewide union database. This means that all records for items owned by Florida libraries ideally will appear in this single database, as well as being accessible through each library's individual database. Libraries may add their holdings to a record created by another library and already present on WorldCat; this process is called updating the record. If there is not a record for their item in the WorldCat database, the library creates an original MARC bibliographic record and adds that record to WorldCat. The original record will then display as owned by the creating library and will be available for other libraries to add their holdings to or to download for use in their local catalog.

In order to update a record, contribute an original record to WorldCat, or download a WorldCat record online and immediately, the library must be an OCLC full user. Full users pay membership fees and charges for each WorldCat record downloaded and to which library holdings are added. Libraries for whom it is not cost-effective to participate in WorldCat as full users can maintain their holdings in the WorldCat union database by participating as selective users. Selective users must have a full user to act as a Group Agent to facilitate the addition and update of bibliographic records to WorldCat. OCLC full users can accomplish this update of

records for selective users through a process called batchloading. TBLC is an OCLC full user and therefore can act as an agent for member libraries that are selective users.

## **Interlibrary Loan**

Libraries collect materials in order for those materials to be used by patrons. Local patrons who have borrowing privileges at a library are the primary users of the library's collection. Libraries lend materials to other libraries for use by their patrons. Interlibrary loan makes library collections available to patrons at other libraries.

Resource sharing and the interlibrary loan process rely on items being cataloged and bibliographic records being present in WorldCat. If the bibliographic record has not been created, as is the case for the materials of the Special Collections Cataloging projects, then even patrons in the local library will not know that the item exists. Patrons in other libraries who might also benefit from being able to use the item can only know about it through finding a bibliographic record for the item in an online database.

If a bibliographic record has been created but is only present in the library's local catalog, such as the materials that are included in the batchloading and no-match projects, only the library's local patrons have the opportunity to locate and look at the item. Creating and adding bibliographic records to WorldCat and matching bibliographic records already created by library staff to WorldCat records ensure that patrons know what kinds of materials libraries have available for their use, enjoyment, and enrichment. By contributing their records and making them available for resource sharing, libraries also increase their chances of being able to obtain materials they do not own from other libraries that have also made the commitment to add their resources to WorldCat.

Because of previous TBLC batchloading projects and the records added to WorldCat, someone researching the history of Tarpon Springs, Florida would find records on WorldCat for *You might be a Tarpon Springs old timer if-- : glimpses of life in Tarpon Springs ...* and *Briefbiographies : presented by the Old Timers Club of Tarpon Springs, Florida*. Both are unique items owned only by the Tarpon Springs Public Library. These books contain first-hand accounts of life in Tarpon Springs in the early 20<sup>th</sup> century and could provide valuable information to someone searching for family history information, writing a novel about Florida in the early 1900's, or reliving old times and remembering old friends as a former resident of the town.

The setting of holdings and union listing on OCLC enables a library to share its resources and entitles it to borrow materials from others. Interlibrary loan is dependent on the currency of holdings set in the OCLC database. Both library staff and members of the public rely on the accuracy of information in OCLC. The public currently has access to WorldCat and the Union List of Serials through a patron-friendly interface called FirstSearch. The State Library has provided funding for this patron access since 1996.

Access to information about libraries' periodical holdings is important for both library staff and patrons. Access is currently available through the Union List of Serials on FirstSearch. In the past, access to TBLC libraries' holdings was provided in the form of a printed list produced from the OCLC Union List information and then distributed to all TBLC member libraries. This list includes holdings of both OCLC full and selective users. The list was last printed from a June 1999 printout of the TBLC subset of the Florida Union List of Serials. During the 2001-2002

grant year TBLC plans additional access to serials union list information via the Anywhere-Anytime Library virtual library project.

### **Extended cataloging – Non-print formats, including Web sites**

Libraries are not just about books anymore. Print materials continue to be the basis of most library collections, but other formats such as compact discs, computer files, and videos are now widely collected and widely used by patrons. Cataloging standards and the MARC format have been adapted to accommodate the unique aspects of non-print formats, and libraries add bibliographic records for these resources to their local online catalogs, and to the OCLC WorldCat union database.

As the Internet and Web have come onto the scene, libraries have begun to supplement the physical items they purchase by directing patrons to Web sites that contain valuable information. Web sites have become part of libraries' collections. However, the libraries that are using them do often not catalog these sites, and no access is provided in the online catalog. Access to the sites may be provided via a list of sites on the library's Web page, which may or may not be grouped by subject. This access via list is a positive step but does not provide the complete description that a bibliographic record does. Also, including records for Web sites in the local catalog means that patrons can do one search and retrieve records for all types of materials that pertain to their subject – books, CDs, videos, etc.

The cataloging standards and the MARC format have been adapted to cover the unique aspects of describing and providing access to Internet resources, including Web sites. Bibliographic records for Web sites on the Internet can be found in OCLC's WorldCat database, or created by trained catalogers. But because the Web sites are not purchased by the libraries and do not physically reside in their buildings, providing access in the local catalog is often a lower priority. Cataloging staff are already dealing with a great number of materials in different formats that require addition to the local catalog and processing in order to be circulated, and these materials take priority over non-physical items. Although the MARC format can be used and many records are constructed for Web sites, it is also more difficult to catalog the sites and libraries are often hesitant about the process. Web sites have many elements in common with books and can be described in similar ways using the MARC format, but elements such as date of publication, author, and even title are often not nearly as clear-cut as physical materials and require more time and interpretation to identify.

### **Special Collections and Digitization**

Libraries usually have a general, or circulating, collection of books, a section for Reference books, and sections for different types of physical formats. Many libraries also have collections known as "Special Collections". "Special Collections" items may be items of a particular format, may cover a specific subject or subjects in great depth, may be about the local area, and may be rare and unique, or a combination of several different characteristics that are reasons for the library to consider them as a specific collection and to perhaps separate them from the general collection, by definition and location. Most of the time these items are not circulated to the public but are accessible for use within the library. These types of materials are often not cataloged in MARC format. It is often difficult to locate MARC records for them, since they may be unique to that library or owned by only a few other libraries. For that reason, the collection may not have been included in the retrospective conversion of the entire library collection, or the retrospective conversion may have been unsuccessful in converting many of the

records from card format to MARC format. Libraries chose to focus on converting the majority of their materials that were used more heavily and for which retrospective conversion was easier. As libraries began cataloging in MARC format for all new acquisitions, they lacked the time and staff necessary to go back and complete cataloging for the Special Collections items.

Because the Special Collections were not cataloged and records are not present in local online catalogs, it is difficult to know the entire wealth of resources present in local libraries. There is no central source of data that can help patrons to know where they may find items on a particular subject, or a particular title that is owned by only a few libraries. For the widest access, these items ultimately need to be cataloged in MARC format and records should be loaded into the libraries' local catalogs and added to WorldCat. Libraries may not be able to afford to hire staff to catalog these materials and may need assistance from outside sources to do the cataloging. In order to know what resources exist and what level of assistance is required, an assessment of Special Collections resources in local libraries must first take place.

TBLC continues to provide cataloging services to libraries for Special Collections materials, with the assistance of grant funds. Many more Special Collections exist, but in order to provide the cataloging assistance required, the existence and status of these collection needs to be verified and recorded. A survey distributed to all TBLC libraries will gather the same types of information from each library about their Special Collections. This effort will result in a body of information that will eventually lead to the provision of complete access to these materials through the location and creation of MARC records. The information gathered in the survey will be available in database form, and can then be a source for librarians and patrons to learn about these important materials that are owned by local libraries.

In the past few years, libraries have begun to examine additional methods of providing access to Special Collections materials. One of the ways to provide access is to digitally capture the entire item using a scanner or digital camera, and then to store the digital images on a server. Patrons can then view the entire work by looking at the image on their computer, from any location. These digital images can then be indexed and/or cataloged in MARC format. Libraries often consider digitization in order to preserve deteriorating or rare items while still being able to provide access to those items. Assessing the ongoing digitization projects in the area and the needs of libraries in regard to this alternate form of access will also enable TBLC to determine how best to assist libraries in providing complete access to Special Collections materials. Digitization is a desirable option for Special Collections materials because it preserves the intellectual content of the items and at the same time makes that content available for an audience that is unable to come to the library.

Libraries use the same cataloging and database standards. Because of this, it is very feasible for one library or library organization to do cataloging work for another, or for several other libraries. TBLC has access to the WorldCat database and the authority to update, save, and create bibliographic records in that database, as well as a trained cataloger on staff who has the expertise to manage the cataloging work. By updating records in WorldCat, the OCLC union database is enriched and Interlibrary Loan can meet the needs of many more patrons. Cataloging Web sites and Special Collections items provides access to unique resources that would otherwise remain unknown and unused. TBLC member libraries own wonderful and important resources, and have done a great deal of work to collect and maintain those resources. With the cooperation of the libraries and the assistance of grant funding, TBLC can enhance the work already done by the libraries and make their resources accessible to their local patrons and patrons throughout the state, nation, and world.

This grant proposal includes several related activities designed to

1. Add records for unique or rare resources to WorldCat
2. Add records for Web sites to WorldCat
3. Add holdings to records on WorldCat for new TBLC selective users
4. Update holdings on WorldCat records for continuing TBLC selective users in order to reflect changes relating to new and discarded materials
5. Gather information about special collections housed in member libraries, including digitized images

### **Add Records for Unique or Rare Resources to WorldCat**

TBLC member libraries contain many unique and significant special collections for which no MARC bibliographic records have been created. Many of the resources are unique; no other library has created a bibliographic record for the item and so copy-cataloging records cannot be found. Original cataloging then needs to be done. This requires more time and expertise than copy cataloging. Also, many of these materials are non-book formats such as microforms; these types of materials present even greater challenges for description and cataloging. Cataloging staff of the libraries typically spends most of their time processing and cataloging new acquisitions and do not have the time to spend on special collections materials. The lack of bibliographic records for these important resources results in the collections being unknown to almost everyone, including the library's own patrons – these are hidden treasures of Florida libraries that can be revealed with the help of TBLC. TBLC possesses the time, resources, and expertise to facilitate the cataloging of these materials for the libraries. For 2001-2002 TBLC proposes to engage in the following special collections cataloging projects.

#### **Genealogy - Largo Library**

The Largo Library is a public library in Pinellas County. It is a member of the Pinellas Public Library Cooperative and is noted for its large special collection of genealogical materials. As a medium sized public library the Largo Library is an OCLC selective user. Its records must be added to the WorldCat database by TBLC acting as its agent.

This collection of 9,000 genealogical titles includes many significant resources that are unique to the TBLC area. The emphasis of the collection is on the New England, Middle Atlantic, and Midwest regions of the nation. Many current residents were originally residents of those areas. These are parts of the nation that Genealogical research is a popular activity of young and senior citizens alike as they attempt to seek their roots.

The majority of Largo's print genealogical resources have been cataloged, but the non-print items presented special difficulty. In 2000-01, TBLC began a LSTA grant project to catalog 500 of the 1,000 uncataloged non-print items. This project began in February, and progress is being made toward the 500-title goal. In order to complete the project and provide full access to all of Largo's important collection, the goal for 2001-02 will be to complete cataloging for the remaining 500 titles.

TBLC will create new records directly in WorldCat for those items that have not been previously cataloged by another institution. The library's holdings will then be added to WorldCat through batchloading. The records will be accessible on WorldCat and will reflect Largo's ownership of the items. These records will also be added to the Largo Library online catalog for immediate access to the materials.

Currently the only access to these materials is through a booklet printed by the library. This list is only available at the library. It lists the title and format of each resource and groups them in categories. At the conclusion of this project, Largo's genealogical collection will be fully represented in WorldCat, in Largo's online catalog, and in TBLC's virtual Alleycat catalog. Anyone will be able to locate the materials on-line in WorldCat, the Largo online catalog, or Alleycat. Largo patrons as well as patrons throughout the TBLC area, the state, and the nation will benefit from this improved access to the collection.

### **Unique Art Resources - John & Mable Ringling Museum of Art**

The John & Mable Ringling Museum of Art Library is a collection of about 50,000 volumes representing 43,000 titles, including books, serials, and auction catalogs. It is the third largest collection of art history books in the State of Florida. The collection complements the Ringling Museum's art collection in its emphasis on Baroque Art. It is supplemented by a large 20<sup>th</sup> century art book collection and an encyclopedic survey of all periods of art from antiquity to contemporary. The library is a full user library on OCLC.

Approximately 27,000 items have been cataloged and holdings added to WorldCat over an 18-year period; retrospective conversion of the collection began in 1982. Throughout this period of conversion, the library has typically been staffed by only one person, who has the responsibility for all operations of the library, leaving little time for retrospective conversion work. Institutional funds to hire additional staff or a vendor to complete conversion have not been available. Holdings have been added to WorldCat as the retrospective MARC record project has progressed.

With grant funds, TBLC has worked since 1998 to originally catalog items and to search WorldCat and add holdings to records already in the WorldCat database. More than 7,000 items have been cataloged and holdings added to OCLC since the beginning of this project, and by the end of 2000-01 approximately 11,000 items will be completed. Grant funding has enabled the Ringling Museum and TBLC to complete cataloging for many items that would otherwise be inaccessible to patrons except through the knowledge of the librarian or a local card file.

The goal of the 2001-2002 project will be to complete the retrospective conversion of Ringling's collection, including both copy and original cataloging. This project is well established, and personnel at Ringling are already in place and are trained in the procedures of the project. TBLC will contract with both a copy cataloger and a MLS original cataloger. Since personnel are already in place and are able to work 20 to 30 hours each week on both the copy and original cataloging aspects of the project, it is expected that cataloging for the remaining 5,000 uncataloged Ringling items can be completed in 2001-02, including 4,750 copy and 250 originals. As the project has progressed and grant funds have been available to provide at least half-time employment for previously trained catalogers, it has been possible to complete cataloging for many more items than at the beginning of the project. This accomplishment will make Ringling's important art history collection completely accessible to many patrons who can benefit greatly from these resources.

## **American Literature - University of South Florida, Tampa Campus**

The University of South Florida, Tampa Campus Library serves as the University of South Florida Library System's research center and has close to one million volumes, 20,000 journals and periodicals, a Special Collections Department with more than one million items, and a Government Documents Collection with more than 200,000 documents and 80,000 maps. The Special Collections Department includes personal papers, manuscripts, photographs, maps, rare books, and important subject collections.

The J. B. Dobkin Collection of 19<sup>th</sup> Century American Literature is an extensive collection of first and other significant editions of literary works by U.S. authors published between 1801 and 1900, as well as books relating to 19<sup>th</sup> century American culture. It includes novels, American literary gift books and annuals, literary journals, and a variety of other publications. Also present are popular culture items ranging from etiquette guides, speakers, and cookbooks. Included are works by such leading 19<sup>th</sup> century authors as Mark Twain, Bret Harte, and Harriet Beecher Stowe, as well as leading popular writers who are less well known today, like Anne S. Stephens, Emma Southworth, and Timothy Shay Arthur. The collection is strong in children's books, including for instance over 300 volumes by "rags to riches" author Horatio Alger, and extensive collections of works by Oliver Optic, Isabella Alden, Louisa May Alcott and Jacob Abbott. The cataloged portion of the collection totals nearly 9,000 volumes, with an estimated backlog of 2,200 uncataloged items.

The Special Collections Department is in the midst of an effort to identify and catalog the wealth of important historical and rare materials available in their department. USF has a cataloging staff with a great deal of expertise, but they are currently almost completely occupied with cataloging current acquisitions. Time is available to catalog only a very limited number of Special Collections items, and many thousands of those items remain to be cataloged. With assistance from grant funding, the cataloging of the Dobkin Collection can be completed in a much more timely fashion. The completion of cataloging for this Special Collection would enable the library to make progress towards their goal of providing full bibliographic access to all of their Special Collections materials, and patrons will gain complete access to this important collection. USF is a full OCLC user. Holdings would be added to WorldCat as cataloging was completed, giving access to patrons through WorldCat and through USF's Web-based online catalog, LUIS.

### **Add records for Web sites to WorldCat**

TBLC libraries are assisting patrons to find information in Web sites, but few are providing full access to important sites by cataloging the sites in the MARC format. Libraries access many of the same sites in their provision of reference service to patrons. Free sites such as Encyclopedia Britannica (<http://www.eb.com>), Ancestry, for genealogical resources (<http://www.ancestry.com>), Information Please Almanac (<http://www.infoplease.com>), and the Internet Movie Database (<http://www.imdb.com>) are great sources of information and currently may not be included in a list of library resources. Providing MARC records for those Web sites would improve patrons' access to information on the Web. Member libraries would choose the most important sites in a cooperative collection development effort. TBLC will hire an experienced cataloger to search OCLC's CORC service for MARC records. CORC also facilitates entry of MARC records for Internet resources by "harvesting" data from Web sites to be entered into the MARC record.

A committee formed from TBLC's Reference Special Interest Group would select Web sites to be cataloged. After the materials to be cataloged have been selected, TBLC's contract cataloger would search CORC and export records, and create a record if no record existed. Member libraries will request a file of records to load into their local online catalog. Patrons would then be able to retrieve a record in an online search for a Web site along with records for books, videos, CDs, and any other library format. Through this cooperative effort, libraries can provide access to important information, and each library would not have to recreate the effort of cataloging a resource that can be "shared" by all of the libraries.

### **Add holdings to records on WorldCat for new TBLC selective users**

### **Update holdings on WorldCat records for continuing TBLC selective users in order to reflect changes relating to new and discarded materials**

#### ***Batchloading Projects***

In the batchloading process, copies of the libraries' databases are sent to OCLC to be machine matched against records already in WorldCat. When the library's record matches a record in WorldCat, the library's holdings are added to the WorldCat record. If the library's record does not match a WorldCat record, the library's record is retained online in a separate file that does not appear in WorldCat. TBLC as a full user acting as an agent for selective users can resolve the records that did not match by manually searching WorldCat and adding holdings online and immediately, or by creating original records and adding them to WorldCat when no matching record can be found.

Twenty-six of TBLC's member libraries are OCLC full users; fifty members have selective user status. TBLC can act as an agent to facilitate the batchloading of selective users' holdings. For new selective user libraries, each library's entire database is exported and all records are sent to OCLC for holdings to be added to WorldCat records. For continuing selective user libraries that have already sent their entire database in a previous year, records for all items added and all items deleted in the previous year are sent to OCLC as a batchload file. TBLC works with The MARC of Quality (TMQ), a library database consulting firm that provides cataloging analysis of bibliographic records, to review and process the records into a single file and to send them to OCLC. Merging the libraries' databases into a single file allows duplicate records to be combined for more efficient and cost-effective processing of the records.

The TBLC batchloading project also includes a cataloging review of each library's database by TMQ. The review identifies records with errors that would prevent matching and provides instructions for correcting those errors. Since OCLC charges for each record sent for batchloading, whether a match is found or not, this process improves the cost-effectiveness of the project. TMQ supplies to each library a report on the cataloging review of their database. The library is then responsible for making corrections to the identified records in their database. This helps improve the quality of libraries' local databases and the following years' batchload. Ultimately, a higher percentage of the library's resources are made available to patrons and librarians through the processing and review provided than would be available if records were sent unreviewed, both in the local catalog and on OCLC.

TMQ provides an additional service for libraries that are updating and maintaining their records. Generally library automation systems are unable to distinguish records that are entirely new from older records that have been changed or deleted. As part of an earlier grant project TMQ

developed software called OSMOSIS which enables it to electronically compare the current database for a library with the one previously sent to OCLC and to create an accurate file of bibliographic records for truly new and actually deaccessioned items. Using OSMOSIS increases the accuracy and cost-effectiveness of the batchloading process by ensuring that only new records are sent and no records that have already been matched are sent twice.

Through the work of TBLC and with the assistance of LSTA grant funding, in 2001-2002 approximately 198,800 holdings from 39 libraries can be added to the WorldCat database for libraries that have completed the initial load of their database. Approximately 50,500 holdings will be added to WorldCat from 3 libraries adding the holdings of their entire database for the first time. Through batchloading projects in the last 5 years, approximately 1.7 million holdings have been added to WorldCat and those materials have become accessible to many patrons.

### ***No-Match Projects***

As part of this grant project, TBLC will facilitate a follow-up to the batchloading project by resolving those records that are no-matches. Records batch loaded to OCLC are machine matched based on a number of specific criteria. About 5% of the records sent, after TMQ processing and removal of error records, still do not match to existing WorldCat records. They may not match because of undetected cataloging errors in the library's records, or because there is really no matching record already in WorldCat. In the later case, the record is for a unique item or a different edition that has never been added to WorldCat.

In order to fully represent TBLC libraries' holdings in WorldCat, OCLC will load the nonmatching records into a save file in WorldCat. TBLC can then manually search the WorldCat database. A matching record can be found for about 70% of these items and holdings can be set. If no matching record is found, a new record is added to WorldCat for that item and the owning library's holdings are set. Continuing the batchloading project by searching non-matches, adding holdings to WorldCat, and adding new records and holdings to WorldCat results in a greater number of the library's holdings being present on WorldCat and accessible to others.

After no-match records have been resolved, a copy of the WorldCat record to which their holdings were added is returned to each library. Staff can then compare the record created by another library to their own record and correct errors in their catalog that may have prevented the record from matching. This is another important database quality control measure and also allows the libraries to assess the results of the work done by TBLC for the no-match project.

### ***Union List of Serials***

The WorldCat union database also contains bibliographic records for journals and magazines. Because of the nature of periodical holdings, more detailed holdings information is attached to the bibliographic record than in the case of other types of materials. A subsidiary record called a local data record (LDR) is attached to the bibliographic record. This subsidiary record contains the symbol of the owning library and specific information as to what volumes and years of the periodical the library owns. In the case of other types of materials, only the library's symbol is attached to the record and more specific information such as call number or whether or not the item can be checked out is not included in the union database. The bibliographic records and LDRs for periodicals are part of the WorldCat Union List of Serials. Full users can again update this information online and immediately in WorldCat. Selective users must have the assistance of a full user acting as an agent. Because of the detailed holdings information that must be included

for periodicals, this updating cannot be accomplished through batchloading and machine matching. The full user must manually update the LDRs online in WorldCat.

In order for the union database information to be correct for periodicals and so that resource sharing will be more efficient, TBLC's OCLC selective user libraries also must maintain their periodical holdings on OCLC. TBLC has the authorization to make the necessary changes and is able to do this on an ongoing annual basis. Dedicated staff request information regarding changes from 50 selective user libraries. Using the data on adds, deletes, and changes provided by the libraries, the necessary updates are accomplished. Updating this information results in correct and up-to-date information and a more efficient and effective interlibrary loan process for both the owning and requesting library. TBLC has added approximately 9,700 LDRs to WorldCat records since beginning Union Listing projects with the assistance of LSTA funding.

The Union List of Serials is a valuable tool that enables interlibrary loan of periodical articles (non-returnables). TBLC libraries lent 16,332 non-returnable in 1999/2000. To support delivery of those articles many libraries have purchased Ariel software. Ariel is software that uses a PC, scanner and a connection to the Internet to deliver articles. A lending library scans the needed pages into the Ariel software and sends the document to the borrowing library. The borrowing library can print and provide the physical copy for the user or can use Ariel to convert the document to PDF format. PDF is a document format widely used on the Internet for document exchange. These documents are readable using the free Adobe Acrobat Reader software.

Ariel serves three challenges libraries face when borrowing and lending articles—speed of delivery, quality of duplication and cost. Ariel delivers articles in real time over the Internet. Receipt of a document is seconds from the time of transmission. Scanning the original image and sending via Ariel eliminates the need for photocopying and faxing which decrease the quality of the document. The cost of photocopying and mailing/faxing on the part of the lending library is eliminated as the borrowing library or end user does the printing and the delivery process is free.

Many libraries throughout the state of Florida have Ariel capabilities. In 1998 TBLC brought Ariel software and the necessary hardware to 11 member libraries using LSTA grant funds. Ariel workstations are in place in all Florida community college and State University System libraries. Some private academics and special libraries also have Ariel workstations in place. As Ariel requires an Ariel workstation on both ends of the transaction, the most cost-effective implementation is for as many libraries as possible to have the capability.

Purchase of the Ariel 3.0 software for 14 libraries and upgrades for 13 existing Ariel-capable libraries bring the network of Ariel locations in the TBLC region to 27 locations. This expansion of the Ariel network in the Tampa Bay area will enable all Anywhere-Anytime Library libraries to have Ariel capabilities.

### **Gather information about special collections and digitized images**

TBLC has used LSTA funding in the past to catalog important special collections, providing access to many patrons. These projects have included many items, but there are still many inaccessible collections at area libraries. Providing MARC records is a very important part of providing remote access, but supplementing this access is important as well. Many libraries have begun projects to digitize important special collections. Digitization of items provides another form of access to these unique materials. Some libraries are cataloging these digitized images and records are available on WorldCat, but many libraries are just beginning projects or are only addressing the digitization aspects and not the cataloging aspects. Access may be provided

through their Web sites and through search engines, but this may be the only way at this point for the public to find those images. Libraries are also seeking information about the digitization process in order to determine what they need to do to begin, or if they need to digitize items.

TBLC can serve as an information source, for both the public and librarians by gathering information about the collections libraries own and what types of items they are digitizing. Constructing a Special Collections survey, distributing it to all member libraries, and compiling the responses will provide this information. The primary goal of this Survey will be to determine what libraries need to provide access to these Special Collections. Information gained in the survey will also be made available in a searchable directory, similar to TBLC's Language Bank (<http://www.tbtc.org/members/langbank.php3>) This directory will be housed on TBLC's web site and available to both the public and librarians. This information will provide more access to many of the collections than is currently available, and could lead to the extension of access through future cataloging and digitization projects.

Information from the Special Collections Survey can also be used by TBLC to determine need for future LSTA grant cataloging projects like those described at the Ringling Museum and Largo Library. Another result could be a Digitization Institute, held in the TBLC area, in the 2002-2003 year. Libraries would gain knowledge about digitization from experts, and from other local libraries and could share their experiences with each other. Opportunities would also be available for one library to partner with another to digitize a collection when they do not have the available equipment or expertise in their own library.

As a result of gathering this information, TBLC will have information that can be used to determine current and future needs for Special Collections access. This information will be made accessible to the public and other librarians and can lead to improved access in the future by showing where the cataloging and digitization needs lie.

## **INPUTS**

### **TBLC Staff**

TBLC currently has a Bibliographic Services Coordinator on staff who can manage batchloading and cataloging projects and could also perform searching and cataloging of items. Also on staff is a half-time cataloger who can perform the necessary searching and cataloging work for the no-match project and possesses the expertise to do more complex original cataloging for specialized cataloging projects. Other TBLC staff members will accomplish portions of the work. The Bibliographic Assistant is a half-time staff member who manages the requesting and receiving of items from libraries for the no-match project. For the Union List project, the TBLC Administrative Services Assistant has already been trained to search WorldCat, identify correct periodical records and add local data records. The Webmaster can construct a directory of Special Collections information, similar to the effort already completed for the TBLC Language Bank (<http://www.tbtc.org/members/langbank.php3>).

### **Contract workers**

There are many cataloging professionals and paraprofessionals in the area who have worked as contract workers on other TBLC projects, including previous years' no-match projects, and continue to be interested in this type of work. For the 1998-99 no-match projects, 15 catalogers

were trained and worked on the project. The USF library and information science program provides a pool of students who are interested in gaining experience and have time available for contract work. Four USF students were among the no-match workers in previous year's projects.

### **Software**

The necessary software for the no-match and specialized collections cataloging projects, OCLC's Passport for Windows, is available for download and can be used on almost any PC connected to the Internet. OSMOSIS software developed by TMQ is a valuable tool for identifying new and deleted records in order to send accurate updates of holdings to OCLC. Ariel 3.0 software will be used for document delivery.

### **Vendors**

The MARC of Quality (TMQ) has been providing batchloading processing for the setholdings project for five years, and the process is well-established. Deborah Fritz of TMQ is also an experienced cataloger and consultant who can assist the Bibliographic Services Coordinator by providing cataloging expertise. OCLC offers the batchloading program in order to enable libraries that are not full users to add their holdings and enrich the WorldCat database.

### **Member library collections and databases**

Libraries involved in the batchloading, no-match, and specialized collections cataloging projects possess strong collections and important resources. They want to provide access for all to these materials. Valuable, often rare or unique, resources owned by libraries are represented in the specialized collections projects and the Special Collections database. The online databases of bibliographic records created and maintained by library staff are the basis of the batchloading and no-match projects. The Appendix to this grant proposal contains the names of batchloading libraries and the number of records each is expected to add to WorldCat through batchloading and no-match projects in 2001-2002.

### **Member library staff**

Local library staff has devoted much time and effort to collecting, housing, and organizing their local collections. They have converted card catalogs to online databases of MARC bibliographic records and have continued to add, create, and maintain records in order to reflect the resources present in their collections. This extension of their efforts through the batchloading and no-match projects is required to make the resources those records represent known to the world.

Prior to this project, the libraries have been unable to provide full access to these materials. The libraries are committed to providing this access and can do so with the assistance of TBLC through participation in this grant funded project.

Library staff is also interested in using new technology to assist their patrons and broaden access to their collections. Their willingness to serve on committees to select Web resources for cataloging and to work to construct a Special Collections survey will be instrumental in making these projects successful. Those libraries that have begun the digitization process and are now experienced with it can share their knowledge with other libraries and benefit the entire community.

## Florida Library Network Document Delivery Service

The Florida Library Network Document Delivery Service is a statewide library delivery service in which items are transported from library to library via a courier system. Items are placed in a zippered bag and an address label is attached. The Document Delivery Service provides an easy and convenient method for contract workers to send completed work to TBLC. The Document Delivery Service also can be used for sending items back and forth between the libraries and TBLC, with a minimum of inconvenience to the libraries.

## WorldCat database of MARC records

OCLC's WorldCat database of approximately 42,000,000 records has been developed over thirty years and is a result of the efforts of thousands of libraries. The presence of this database as a source of MARC records for use by libraries in their local catalogs and as a union catalog makes batchloading projects possible. The database also makes cataloging special collections more efficient, as records for items that are owned by other libraries can be identified and modified for the local library, leaving time to focus on the truly unique and rare items owned by the library and making those items accessible. Funding for access to WorldCat via FirstSearch is included in the TBLC Anywhere-Anytime Library Expansion grant proposal. Alternatively, the State Library may continue to fund this access for public, private academic and special libraries statewide.

## Web sites

The Internet contains many valuable sites that patrons can use for their education, information, or entertainment. These free sites can be an important supplement to materials purchased by libraries and physically housed in their buildings. These sites are already created and are maintained and updated by many different organizations. The work that has been done to create those sites can be extended by the provision of access within an integrated online library catalog.

## ACTION PLAN

The following table represents the Action Plan timeline.

SC=Special Collections Cataloging Projects  
 BL=Batchloading Projects  
 SCD=Special Collections and Digitization Survey  
 ULS=Union List of Serials  
 NM=No-match Projects  
 WSC=Web Site Cataloging

### Action Plan Timeline

Date	Project	Activity	Responsibility
September, 2001	SC	Libraries selected for cataloging of unique or rare resources, negotiate final arrangements with TBLC and sign agreements to maintain records in OCLC	Bibliographic Services Coordinator, Library Directors and Catalogers

<b>Date</b>	<b>Project</b>	<b>Activity</b>	<b>Responsibility</b>
September, 2001	BL	39 ongoing participants sign agreements with commitment to payment of item charges and a portion of the processing charge	Bibliographic Services Coordinator, Ongoing Participants
October, 2001-September, 2002	SC	Special collections catalogers are hired and work on assignments under supervision of Bibliographic Services Coordinator	Bibliographic Services Coordinator
October, 2001	BL	Ongoing participants send databases for processing	Ongoing Participants
October, 2001	BL	3 new libraries sign agreement and commitment to continue adding and maintaining records	New Participants
October, 2001	ULS	Updating requests sent to libraries Lists from new members requested	Bibliographic Services Coordinator
October, 2001	ULS	Ariel software purchased and installed in libraries	Assistant Director, Libraries
October, 2001	SCD	Library staff members asked to form committee to construct Special Collections Survey	Bibliographic Services Coordinator
October, 2001	WSC	Committee formed to select Internet resources for cataloging	Bibliographic Services Coordinator, Assistant Director, TBLC Reference SIG
October, 2001	All	Bibliographic Services Coordinator attends State Library Capacity Building Workshop	Bibliographic Services Coordinator
October - December, 2001	ULS	Libraries send Serials Union List update information to TBLC  New libraries send serials holdings lists to TBLC	Libraries
October, 2001 – January, 2002	SCD	Committee meets to create Special Collections Survey	Bibliographic Services Coordinator, Committee members
October, 2001 – January, 2002	WSC	Committee meets to select Web sites to be cataloged	Bibliographic Services Coordinator, Committee members
November - December, 2001	BL	TMQ analyses ongoing files, sends printed review reports to participants, prepares for merge of files	TMQ
December, 2001	BL	3 new libraries send files to TMQ for processing	New Participants

<b>Date</b>	<b>Project</b>	<b>Activity</b>	<b>Responsibility</b>
February, 2002	SCD	Special Collections survey distributed	Assistant Director, Bibliographic Services Coordinator
January – February, 2002	BL	TMQ analyses new files, sends printed review reports to participants, prepares for merge of files	TMQ
January – March, 2002	BL	TMQ runs OSMOSIS on ongoing participant files, completes merge and sends files to OCLC	TMQ
January -May, 2002	ULS	Serials Union List updates and new library record entry performed	Assistant Director, Administrative Services Assistant
February, 2002	WSC	List of Web sites to be cataloged produced	Bibliographic Services Coordinator, Committee members
March, 2002	BL	TMQ merges new participant files and sends to OCLC	TMQ
March, 2002	All	Mid-Year project report is written and submitted	Executive Director, Bibliographic Services Coordinator
March – September, 2002	IRC	Web sites cataloged, under supervision of Bibliographic Services Coordinator	Bibliographic Services Coordinator, Contract Cataloger(s)
May - June, 2002	SCD	Responses to Special Collections survey returned and compiled	Libraries, Bibliographic Services Coordinator, Assistant Director
May – July, 2002	NM	Save files are received and work begins on no-matches	Bibliographic Services Coordinator, Cataloger and Adjunct Catalogers
June - August, 2002	SCD	Special Collections Bank database created	Assistant Director, Webmaster
July – September, 2002	NM	OCLC provides reports on processed files TBLC does manual matches and original cataloging of non-matches	Bibliographic Services Coordinator, Cataloger, Bibliographic Assistant and Adjunct Catalogers
September, 2002	BL	TBLC prepares reports with information from TMQ and OCLC; reminds libraries to send files for 2002 load by Oct. 31, 2001	Bibliographic Services Coordinator
October, 2002	All	TBLC submits Final Report	Executive Director, Bibliographic Services Coordinator

## Action Plan Narrative

### **Special Collections Cataloging Projects**

The Bibliographic Services Coordinator will consult with the Cataloger and Director of each library. Together they will agree upon particular requirements for the records to be created. Due to the nature of the material, most of the work will be done at the library. The Bibliographic Services Coordinator will work with library staff to make logistical arrangements regarding equipment availability, work times and workspace.

The Bibliographic Services Coordinator will hire qualified catalogers to perform the work. The positions will be advertised and local catalogers who have worked on other cataloging projects may be recruited, based on their level of skill and availability for work. Cataloging will begin as soon after the start of the project year as staff is available and continue throughout the year.

Original records will be created on WorldCat for the items for which records were not found. These records will be updated to add the record to WorldCat and to add the library's holdings. It will then be exported to a file. The file, including records found on WorldCat and records originally created, will be run through the MARC Report software to analyze the quality of the bibliographic records. A copy of the file of exported records will be sent to the Bibliographic Services Coordinator for review. After review, the owning library's cataloging staff will load the records into their local system and add holdings information to the records.

### **Batchloading Projects**

39 libraries will be continuing the batchloading and maintenance of their holdings. They have completed the initial first-time load and now are responsible for updating their holdings by sending adds and deletes. The libraries are:

Auburndale	Gulfport	Okeechobee County
Bartow	Haines City	Oldsmar
Berkeley Preparatory School	Hardee County	Palm Harbor
Citrus County	Hernando County	Pasco Schools
Clearwater	Highlands County	Pinellas Park
Desoto County	Juvenile Welfare Board of Pinellas County	Polk City
Dundee	Lake Alfred	Safety Harbor
Dunedin	Lake Wales	Seminole Community
Eagle Lake	Lakeland	South Florida Community College
East Lake Community	Largo Library	Tarpon Springs
Florida College	Latt Maxcy	University of Sarasota
Ft. Meade	Mote Marine Library	Warner Southern College
Gulf Beaches	Mulberry	Winter Haven

The libraries will export their databases and send a copy of the entire database to The MARC of Quality (TMQ). Libraries will be asked to send their databases by Oct. 31, 2001.

TMQ will run reviews on the entire database and pull records with errors that will prevent matching at OCLC. Reports of these errors and solutions for fixing them will be returned to each library. These records will not be sent to OCLC for matching. If the library fixes the record in their database, it may be sent in the next year's batch. TMQ also does global fixes for many common errors, including filing indicator problems, control numbers in incorrect format, and inconsistent dates. The records will be fixed and sent to OCLC, and the library will receive a report of the fixes done so that they can fix the records in their database. Duplicate records are also pulled from the entire database and are not sent to OCLC. The libraries are also notified of duplicates so that they can merge or delete if necessary and are not charged twice at OCLC for the same record. This will occur in November and December 2001.

After reviews had been run on the entire database, TMQ will run the OSMOSIS program to find records added and records deleted in the last year. OSMOSIS compares the current database, not including the records pulled, to the previous year's database. The program uses the 001 control number field to compare the records. Records in the new database and not in the old are pulled to be sent to OCLC as additions. Records in the old database but not in the new database are pulled to be sent to OCLC as deletions. This work will be accomplished in January and February 2002.

After reviews have been run and OSMOSIS has been completed for all the libraries' databases, TMQ archives each library's database to be used in next year's OSMOSIS comparison. Then all of the libraries' databases are merged into one file, combining duplicate records so that one record with multiple holdings can be sent whenever possible. TMQ then sends the file to OCLC to be matched against the WorldCat database and have holdings set whenever a match is found. Approximately 143,000 records containing 198,800 holdings will be sent to OCLC for matching. The file is expected to be sent to OCLC in March 2002.

3 libraries will be batchloading their holdings to OCLC for the first time. The libraries are: Florida School of Professional Psychology, the Polk County Historical and Genealogical Library, and the Polk County Law Library. Their databases will be exported and sent to TMQ by Dec. 31, 2001.

The same record reviews as mentioned above will be performed on their databases, but OSMOSIS does not need to be run because all records are new additions to WorldCat. All records except for the pulled error records will be sent to OCLC, and a copy of the database will be kept by TMQ. The files of the first-time libraries will also be merged and sent as one file, combining duplicate records into one record with multiple holdings. The file is expected to be sent to OCLC in May 2002. Approximately 50,500 records will be sent.

### **No-match projects**

OCLC will run the TBLC file against its database, and should complete this process within 3 months of receiving the file from TBLC. After the process is complete, records that did not match on OCLC will be loaded into a tapeload save file in OCLC. About 5% of the total number of records sent for both continuing and first-time libraries will not match. OCLC will also produce reports of number of adds, deletes, and no-matches for each library. The records in the save file will be the copies of the libraries' records from their databases, with a MARC tag containing the OCLC symbol of the owning library or libraries. Each record is assigned a save file number and a record status of "NEW".

TBLC will employ contract workers to search each record in the save file on OCLC and attempt to find a matching OCLC record. The contract workers will be trained by TBLC in downloading and setting up OCLC's Passport for Windows software and in searching OCLC and updating records. Workers employed will be catalogers currently working or will have professional or paraprofessional cataloging experience or cataloging coursework. They will work off-site using non-TBLC equipment and their own Internet connection.

Workers will search each record, find a match if possible, and if so, they will add the MARC tag with the owning library's OCLC symbol to the WorldCat record and update the record on WorldCat. This will add the library's holding to the record. After updating the WorldCat record, the save file record will be deleted. If a match is found, holdings will be displayed and that screen will be printed.

When no match is found, or there is insufficient information in the library's record to conclude that it is a match, or there is conflicting information between the library's record and the WorldCat record the record will be printed and moved to a separate save file reserved for unresolved items. The match will be incomplete and holdings will not be set. By moving the record to a separate save file, searched items will be removed from the file of records that is being searched communally and will not be searched twice.

Workers will record the save file number of each record searched, also noting the category they placed it in, whether a match or no-match. The printed save file records and WorldCat records will be returned to TBLC. The Florida Library Network Document Delivery System can be used for the return of this work.

Workers will be paid for each record that they searched, whether a match or no-match. At TBLC, records that are matches will be filed to be returned later to the libraries. The libraries will need to add the WorldCat control number of the matching record to the record in their database. This is necessary to enable smooth deletion should the item later be withdrawn from the library.

Copies of the printed no-matches returned to TBLC from the contract workers will be sent to the owning libraries with a request to send the item represented by the record to TBLC. When the item is sent to TBLC, holdings will be added to the WorldCat record already identified in the first round of searching, or WorldCat will be searched again with the item in hand to locate a matching record not previously identified. If a matching record is not found, the library's record will be edited as necessary and added to WorldCat as an original record. This work will begin as soon as results of the first manual search are returned to TBLC and will continue until the conclusion of the project year on September 30, 2002.

### **Union List of Serials**

In November, selective user libraries will be asked to send records of adds, deletes, and changes to their serial holdings to TBLC. The TBLC Administrative Services Assistant will update WorldCat Union List records online beginning in January and will continue until all changes are completed.

### **Ariel Workstations**

In October, Ariel 3.0 software will be purchased for 14 new libraries and the upgrade to Ariel 3.0 will be purchased for 13 existing Ariel libraries. Ariel is the logical method for rapid delivery of materials located in serials when libraries use the Union List of Serials. The new libraries will purchase Ariel-compatible scanners and color printers. The Assistant Director will help the libraries with upgrades, installation and setup. The 27 libraries that will be utilizing Ariel for sending and receiving periodical articles are:

<b>Upgraded libraries</b>	<b>New libraries</b>
Bay Pines VA Medical Center	Clearwater Public
Eckerd College	DeSoto County Public
Florida Marine Research Institute	Gulf Beaches Public
Florida Southern College	Gulfport Public
Lakeland Public	Largo
Pasco County Public	Moffitt Cancer Center
St. Leo University	New Port Richey Public
Sarasota County Public	Palm Harbor
Southeastern College	Pinellas Park
St. Petersburg Public	Polk County Library Cooperative
Tampa-Hillsborough County Public	Safety Harbor Public
University Community Hospital	Seminole Community
University of Tampa	Stetson University, College of Law
	Tarpon Springs Public

### **Special Collections and Digitization**

In October, member library staff members will be asked to serve on a committee that will create a Special Collections Survey. The committee will meet and/or correspond by e-mail to write the survey. The committee will also discuss the Special Collections database and any issues of structure of records, information to include, and searchable fields. The completed survey will be distributed to all TBLC member libraries in February 2002. Libraries will be asked to return the survey to TBLC by May 2002. Responses will be compiled in order to determine types of collections present in member libraries, and to evaluate library cataloging needs and need for information about digitization. After the responses have been compiled, the information will be given to the TBLC Webmaster who will work on this as a database to be added to the TBLC Anywhere-Anytime virtual library website. Using database knowledge and based on the decisions made by the committee, he will construct the database. A Microsoft Access database will be created to house the data. Linkages to the TBLC Web site will be established to make the database searchable via the Web.

### **Cataloging Web Sites**

A committee of staff members from various types of libraries will be formed to determine 100 Web sites that they would like to have cataloged and accessible to their patrons from their local online catalogs. This committee may be formed from members of TBLC's newly formed Reference Special Interest Group, or may consist of the entire Reference SIG. The committee may choose to work from lists of sites already compiled by libraries, or they may focus on a specific subject area. After the committee has determined the sites that they feel need to be cataloged, a list will be created consisting of title and URL of each Web site.

The Bibliographic Services Coordinator will hire and train a cataloger experienced in cataloging computer files and/or Internet resources. This cataloger will work off-site from TBLC, viewing the Web sites, and searching CORC for a matching record. Matching records will be saved to a file. If no matching record is found, a new record will be created using the CORC interface and will then be exported to a file. Libraries will be informed of the availability of records from TBLC and the titles of the sites that have been cataloged. Limited customization for holdings information or local specifications will be available, and libraries will be asked to indicate their preferences. A file of records will be distributed to the library upon request. The libraries can then load the records into their online catalog as they would do for records for any other type of materials.

## **EVALUATION**

### **Special Collections Cataloging Projects and Cataloging of Web Sites**

The cataloger for each of the projects will record time worked, number of records matched, and number of records originally created. Data will be gathered and returned to the Bibliographic Services Coordinator throughout the course of the project.

Libraries owning the special collections to be cataloged will be asked to report patrons use of items cataloged in the project. This information from the library and patrons will be returned to the Bibliographic Services Coordinator to include in a report of use of their collections and use of individual items previously inaccessible to the public.

The number of libraries loading the file of Web site records will be recorded by the Bibliographic Services Coordinator.

## **Batchloading and No-match Projects**

TMQ will report to the libraries and to TBLC the number of records pulled and the types of errors encountered, as well the fixes done and total number of records sent to OCLC. After the initial batchload of records for both first-time and continuing batchloading libraries, OCLC will return reports of number of adds and deletes for each library. The report will also include number of exceptions, i.e. records that did not match and were therefore loaded into the tapeload save file. When the no-match project begins, statistics will be recorded as each batch of records searched is returned by the contract workers. Statistics will include number of records manually matched in the first pass and number of records matched after receiving the item, as well as numbers and locations of other holdings already present on the record matched to. Also recorded will be number of original records added as a result of each project. The Bibliographic Services Coordinator will analyze all data and produce reports detailing number of records machine matched, manually matched, and added as originals for the overall project. A list of titles of unique records added will also be compiled.

OCLC will generate Interlibrary Loan statistics of number of items borrowed and number of items loaned using the OCLC ILL subsystem. The ILL subsystem provides the technology through which libraries can exchange resources and provide those resources to their patrons. Use of the ILL subsystem indicates that patrons and/or library staff are accessing the bibliographic records created by the libraries and by TBLC and are requesting items for their use. A report indicating ILL activity for TBLC member libraries will be produced.

## **Union List of Serials**

The TBLC Administrative Assistant will record number of adds, changes, and deletes completed for each library. The Bibliographic Services Coordinator will compile a report listing adds, changes, and deletes for the overall Union List project and for each library.

The Ariel libraries will record the number of requests sent and received via Ariel and provide TBLC with these figures monthly.

## **Special Collections and Digitization Survey**

The number of responses to the Special Collections Survey will be recorded, along with the number of special collections present in member libraries and approximate number of special collections items to be cataloged. The number of digitization projects currently underway, including the approximate number of items involved in the projects, will be also be recorded. The committee will also work on additional questions to include in the survey, and the results of those questions will be recorded.

If the searchable database of Special Collections information is created, a Web counter will be used to record hits in order to determine the amount of use of the information.

SC=Special Collections Cataloging Projects  
BL=Batchloading Projects  
SCD=Special Collections and Digitization  
ULS=Union List of Serials  
NM=No-match Projects  
WSC=Web Site Cataloging

<b>Evaluation Timeline</b>				
<b>Date</b>	<b>Project</b>	<b>Output</b>	<b>Sources/Methods</b>	<b>Outcome</b>
February 2002	BL	# records sent	TMQ report of # of records in each library's database	Public has access to accurate and current information
May 2002	BL	# records added	OCLC report of # of records that matched records already in OCLC and added holdings	Public has access to accurate and current information
May 2002	BL	# records deleted	OCLC report of # of records that matched records already in OCLC and deleted holdings	Public has access to accurate and current information
June 2002	ULS	# serial records updated	Project records	Public has access to accurate and current information
November, 2001-September, 2002	ULS	# of ILL requests sent and received via Ariel	Monthly Ariel statistics	Public has access to accurate and current information
October 2001-September 2002	BL, NM	# of ILL lends	OCLC ILL statistics	Public uses technology to get information
June, 2002	SCD	# of special collections items to be cataloged	Survey results	Public has access to previously unavailable information
June, 2002	SCD	# of digitized items	Survey results	Public has access to previously unavailable information
October 2002	NM	# of non-matching records manually matched	Project records	Public has access to accurate and current information
October 2002	NM	# of non-matching records added as new records	Project records	Public has access to previously unavailable resources
October 2002	WSC	# of new records added, # of records loaded by libraries	Project records	Public uses technology to get information
October 2002	SCD	# of hits at Special Collections Bank	Web site counter	Public uses technology to get information

<b>Evaluation Timeline</b>				
<b>Date</b>	<b>Project</b>	<b>Output</b>	<b>Sources/Methods</b>	<b>Outcome</b>
October 2002	SCD	# of responses to Special Collections Survey	Surveys received	Public has access to accurate and current information; Public uses technology to get information
October 2002	SC	# of records added for special collections items	Project records	Public has access to previously unavailable resources



## **BUDGET NARRATIVE**

### **Salaries & Benefits**

The Executive Director will be responsible for overall coordination of the project. This is expected to require .025 FTE of her time.

The Assistant Director will manage and support the Ariel project, will coordinate the union list of serials activities and participate in the Special Collections and Digitization Survey efforts including supervising the Webmaster (working in his capacity as webmaster for TBLC's Anywhere-Anytime virtual library project). She is expected to devote .05 FTE of her time to this project.

The Bibliographic Services Coordinator is a full-time staff member and will be funded at .5 FTE through the LSTA grant and will manage all projects included in the Bibliographic grant. This will include recruiting and training contract catalogers, reviewing and assigning work, and compiling reports and statistics, and may include searching, matching, and original cataloging of unique items. Her benefits will be part of the match.

The Cataloger is a part-time staff member who will be funded at .25 FTE on this project. Duties will include OCLC searching and matching for the no-match project and creating new MARC bibliographic records for unique items in the no-match project. Her cost will be shared by TBLC and the grant.

The Bibliographic Assistant is a part-time staff member and will be funded at .25 FTE through the LSTA grant. He or she will manage the interlibrary loan aspect of the no-match resolution of the batchloaded records. Duties will include reviewing work completed by contract catalogers, requesting items from libraries and returning items to libraries, and recording statistics. The Bibliographic Assistant may also do some of the searching and matching for the no-match project.

### **Contractual Services**

The MARC of Quality (TMQ) will process the libraries' databases in preparation for batchloading records to OCLC. Processing will include running cataloging reviews of MARC records, extracting flawed records, and performing global fixes on records whenever possible, in order to increase the rate of matching at OCLC. Reports of errors will be returned to the libraries. TMQ will also merge the libraries' databases to combine duplicate records and will send the databases to OCLC for processing, as well as working with OCLC to facilitate the batchloading of the records. Each batchloading library will pay \$300.00 as a match for TMQ's services.

### **Travel**

The Bibliographic Services Coordinator will travel to the Capacity Building Workshop in Tallahassee.

## **Other**

### **Solinet Charges**

OCLC charges are billed by Solinet, a regional OCLC network, and are shown on the budget as “Solinet charges”. OCLC will charge a per record fee of approximately \$0.18 for each record sent to OCLC to be batchloaded. Grant funds will be used to pay this per record charge for each record for the first-time batchloading libraries, in order to allow libraries to load their entire database when otherwise the cost would be prohibitive. The continuing batchloading libraries will contribute matching funds by paying the OCLC per record charge for each record sent to OCLC.

For the no-match project, OCLC will not charge for searches and updates. Connect time charges and charges for displaying holdings should be paid for by the credit given for each new record added to OCLC.

For the specialized collections original cataloging projects, OCLC charges for searching, updating, exporting, and connect time should be balanced by credits received for adding new records to OCLC. The library will pay the OCLC charges and receive the credits, if they are full OCLC members. If the library is not an OCLC member, TBLC will pay the charges and receive the credits.

For the portion of the Ringling retrospective conversion project not involving original cataloging, the Ringling library will pay OCLC charges related to the project. This is included in the Local/State match under “Solinet charges”. USF will also pay OCLC charges related to the cataloging of materials in the American Literature Special Collection.

### **Ariel Project**

Ariel 3.0 software will be purchased for all new Ariel libraries. The libraries will supply the necessary hardware for each workstation. Hardware includes a PC, color printer and Ariel-supported scanner. The upgrade to Ariel 3.0 will be purchased for all upgraded Ariel libraries. These libraries own the necessary hardware.

### **Adjunct Staff**

Adjunct catalogers will work for TBLC on a contract basis. Duties of one group of catalogers will include searching OCLC and completing matches for the no-match project. Other adjunct catalogers will work on the specialized collections retrospective conversion projects, including searching OCLC and creating new MARC records for items not found.

### **ULS Updating for Selective Users**

On a contract basis, the Administrative Services Assistant will update union list records for selective users. SOLINET charges for the updating will be paid.

**APPENDIX**  
**LIBRARIES AND NUMBER OF RECORDS TO BE ADDED IN 2001-2002**  
**BATCHLOADING PROJECT**  
*Continuing Libraries*

<b>LIBRARY</b>	<b>NUMBER OF RECORDS</b>
Auburndale	4,000
Bartow	1,800
Berkeley Prep	4,600
Citrus County	11,300
Clearwater	17,600
DeSoto County	2,500
Dundee	1,500
Dunedin	9,300
Eagle Lake	1,500
East Lake Community	6,000
Florida College	5,200
Ft. Meade	2,000
Gulf Beaches	3,100
Gulfport	4,000
Haines City	3,000
Hardee County	3,100
Hernando County	6,400
Highlands County	9,000
Juvenile Welfare Board	500
Lake Alfred	1,500
Lake Wales	4,000
Lakeland	6,700
Largo	16,800
Latt Maxcy	1,500
Mote Marine	500
Mulberry	2,000
Okeechobee County	4,100
Oldsmar	4,200
Palm Harbor	7,100
Pasco Schools	16,100
Pinellas Park	5,900
Polk City	1,500
Safety Harbor	7,600
Seminole Community	5,100
South Florida Community College	3,000
Tarpon Springs	7,300
Univ of Sarasota	500
Warner Southern	3,000
Winter Haven	4,000
<b>TOTAL RECORDS</b>	<b>198,800</b>

*First-time libraries*

<b>LIBRARY</b>	<b>NUMBER OF RECORDS</b>
Florida School of Professional Psychology	3,000
Polk County Historical & Genealogical Library	25,000
Polk County Law Library	22,500
<b>TOTAL</b>	<b>50,500</b>