LSTA APPLICATION

Application Due: March 15, 2002

LIBRARY / ORGANIZATION NAME **Tampa Bay Library Consortium**

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

CONTRACTING AGENCY NAME **Tampa Bay Library Consortium**

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

p **Public** p **K-12** p **Academic** 6 **Multitype Library Consortium** p **Special** p **State Library**

CATEGORY *(check one)*

p **Access for Persons Having Difficulty Using Libraries**

6 **Library Technology Connectivity and Services**

PROJECT NAME **Stepping Stones to Access: Bibliographic Enhancement**

PROJECT 6 **New** π **Continuing** **If continuing, specify year: _____**

LSTA FUNDS REQUESTED **$ 159,742.00**

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*)

p **Children** p **Youth** p **Adults** p **Older Adults** 6 **Mixed**

p **Other, specify**_____

_____ **Diane Solomon** _____

Typed Name and Signature of Library / Organization Director **Date**

NARRATIVE

Project Summary / Program Purpose: Holdings in OCLC's WorldCat database will be updated for 2 new and 39 continuing libraries, and periodical holdings will be updated for 62 libraries. Materials in the collections of the John and Mable Ringling Museum of Art and the University of South Florida, Tampa campus will be cataloged and records and holdings added to local catalogs and OCLC's WorldCat database. Bibliographic records in some libraries participating in the virtual union catalog, Alleycat, will be enhanced, and an index will be created for previously unindexed issues of the St. Petersburg Times.

INTRODUCTION

The Tampa Bay Library Consortium, Inc. (TBLC) is a nonprofit multi-type library cooperative that assists and empowers libraries. All types of libraries, public, academic, school and specialized are members. Since 1979, TBLC has worked together with member libraries to provide better, faster service to the residents of west central Florida.

Today 93 libraries are members of TBLC. They include 6 community colleges, 3 State University System libraries, 25 private academic colleges and universities, 4 public school systems, 41 public and 14 special libraries. Together these libraries serve over 3.8 million Floridians (approximately 30% of Florida's total population) in 12 counties in west central Florida. The counties served are Citrus, DeSoto, Hardee, Hernando, Highlands, Hillsborough, Manatee, Okeechobee, Pasco, Pinellas, Polk and Sarasota. In 1999-2000, there were approximately 2,016,537 registered public library borrowers in the region. There are 167 service outlets of TBLC member libraries in the region.

TBLC Headquarters, located in Tampa, is the heart of the consortium. The staff is composed of 6 full-time MLS librarians and 5 FTE support and administrative staff. The organization is administered by an Executive Director and is governed by the 13 member TBLC Board of Directors. The Board of Directors is composed of elected representatives from member libraries. An annual budget of $2.4 million enables the consortium to serve its members. In 2002, this budget represents $83,000 in member dues, $200,000 in state grants, $716,000 in federal grants, $476,000 in matching funds from members for federal grants, $380,000 in fees for other paid services and $525,000 for SUNLINE, a shared library management system administered by TBLC.

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.

In 1999 TBLC members articulated the following vision: TBLC member libraries see a time when ALL the people of west central Florida will enjoy seamless access to the rich information resources of the region, the State and the world. TBLC will be the bridge connecting all types of libraries in a regional information network.

This grant project will help to provide the foundation for many of the other member services supplied by TBLC. Holdings in OCLC's WorldCat database will be updated for 2 new and 39 continuing libraries, and periodical holdings will be updated for 62 libraries. Materials in the collections of the John and Mable Ringling Museum of Art and the University of South Florida,

Tampa campus will be cataloged and records and holdings added to local catalogs and OCLC's WorldCat database. Bibliographic records in some libraries participating in the virtual union catalog, Alleycat, will be enhanced, and an index will be created for previously unindexed issues of the St. Petersburg Times.

This project addresses needs set forth in *Directions for the 21st Century: Tampa Bay Library Consortium Strategic Plan* adopted by the Board of Directors in 1999. Strategic Direction III is, Enhance the Expertise and Support Available to All Member Libraries. In the Annual Plan of Service 2001-2005 that has been developed from this document, specific actions are included in Strategy 3 for this direction, Utilize a Bibliographic Services Coordinator to manage cataloging projects. The strategic and Annual Plan of Service plan reflect a context established by the State Library of Florida's *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.

OUTCOMES PLAN

Partners 1

Partners 2

NEED

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 combined to create different kinds of online computer catalogs that provide increased access to library materials and can be accessible to patrons simultaneously at many different locations. These catalogs serve the needs of patrons in the local, regional, or national area and can be used in many ways:

- To provide a **local catalog** and as the basis for local library circulation and management systems
- As the basis for dynamic **virtual union catalogs**, and
- To form the backbone of shared cataloging and **union catalogs** such as OCLC WorldCat

Local catalogs

Each local library has its own individual library automation system to provide access to its own collection. The MARC record database is the basis for the entire automation system, with circulation, acquisitions, and serials control modules all using the MARC records. The database is a file of records housed on a server at the library or the library's administrative offices. In most cases, vendor software is used for the system, and the library works with the vendor to maintain the system.

The library is responsible for creating, adding, and maintaining the MARC records corresponding to items in their collection. The cataloging staff of the library may import the MARC records directly into their system from other libraries' catalogs, or from union databases composed of records from many libraries. 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. Original cataloging is required when the item is unique or when the library does not have access to records from other libraries for copy cataloging.

Virtual union catalogs

The MARC cataloging standard has made it possible for libraries to combine their bibliographic records into a union database that contains records and holdings of more than just the local library. A virtual union database can present to the searcher one bibliographic record from the catalogs of multiple libraries. For example, if five libraries participating in a virtual union database all own the same item, each library has one bibliographic record present in their local

catalog, for a total of five bibliographic records. Using standards based Z39.50 technology and software designed to gather bibliographic records from various library systems, the virtual union database merges these duplicate records (de-dupes them) and presents one record with multiple holdings, instead of a separate record from each library.

TBLC administers a virtual union database for the libraries of west central Florida. Currently 33 libraries in five counties are participating in the database, called Alleycat. By the end of 2002 it is expected that a total of 41 libraries in 12 counties will be participating. Libraries continue to catalog records for their own institutions and add those records to their local catalogs. Patrons can then use a single search interface to search all of these catalogs at once and retrieve deduped search results.

Alleycat also includes interlibrary loan and extended circulation features, so that a patron may request an item from another library be delivered to his or her home library. It is possible for a person using Alleycat at anytime from anywhere to see if an item is on the shelf at a nearby library and to go in person to borrow the material using their local library card with its reciprocal borrowing capabilities as a passport. Reciprocal borrowing allows a patron with a valid library card from a participating library to check out materials from another participating library. Libraries in 11 counties in west central Florida now are part of the TBLC Reciprocal Borrowing Program.

Union catalogs

Another type of union database is designed to provide shared cataloging and interlibrary loan services to patrons in not only the local and regional arenas, but throughout the nation and the world. This type of database physically contains the records of more than one library and is commonly constructed so that a single bibliographic record exists with the symbols or names of multiple owning libraries attached to the record. The premier physical 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 and in virtual catalogs for a region of the state or all of Florida.

WorldCat is used as a source for copy cataloging records and also provides libraries with the information they need to borrow and lend materials to other libraries. In order for the copy cataloging and interlibrary loan processes to work most efficiently, the holdings of all libraries should be represented in WorldCat. 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 updating 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.

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.

Local catalogs, Alleycat, and WorldCat all play very important roles in the increased availability of information to patrons. Alleycat and WorldCat both take the patron from one source of information, their local catalog, to a much broader world of information, with the virtual union catalog including the holdings of other libraries in the region, and WorldCat including holdings of libraries throughout the nation and the world. WorldCat provides consistent standard bibliographic records to libraries for use in local catalogs. The local online catalog remains the basis for all other operations, and it must function as efficiently as possible in order for these expanded services to give patrons what they need. A local catalog that does not include records for all of the library's resources is incomplete. No one knows about those resources, not in the local area, and much less in the broader world. Those resources are not present in the local catalog, the virtual union catalog, or WorldCat. All of the library's resources may be cataloged, but if many of the records are incomplete and do not contain important information, then the virtual union catalog will be less efficient, and the library's holdings will not be completely represented in WorldCat. 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 display their holdings in Alleycat and to add their resources to WorldCat.

Summary

According to the 2000 census, 3,770,388 residents live in west central Florida. The 93 TBLC member libraries serve many different types of patrons in varying ways. The Polk City Library in Polk County serves 1,516 people and has 1,664 volumes. The University of South Florida, Tampa Campus Library serves more than 35,000 students and faculty with a collection of close to a million volumes. The John and Mable Ringling Museum of Art has a collection of 43,000 volumes and serves the staff of the museum, as well as visitors and researchers who may travel from all over Florida, the nation, or the world.

The patrons of the three libraries described above are all part of this target population. Additionally the TBLC member libraries that are OCLC selective users can be described as the "targeted population" for the outcomes of this grant. The chart of partners following the Outcomes Plan lists each of these libraries and the component of the project that pertains to them.

Batchloading is the component that 41 libraries will use to update OCLC's WorldCat. Five libraries will test CatExpress as an alternative to batchloading. There are 62 libraries that will need to have TBLC update their LDRs for the Union List of Serials. Uncataloged treasures in the John and Mable Ringling Museum of Art and the University of South Florida libraries will be revealed to researchers and the wealth of information in obituaries in the St. Petersburg Times will be made available to the entire population.

Patrons at these and all TBLC member libraries need to obtain information to answer their questions, whether it is for a third grade homework project, PhD research, or help in finishing a do-it-yourself project. Libraries in the west central Florida area acquire their resources and provide access to those resources with the needs of their patrons in mind. In order for patrons to get the answers they need, the libraries must provide them with "maps" to these resources. If materials are present in the library but are not represented in local, virtual, and union catalogs, then patrons have no route to gain access to these resources and must wander aimlessly in the hope of finding what they need. Providing MARC records for library resources in these various catalogs gives the patron a clear and direct route to the answers they need.

Library staffs work very hard to provide these information "maps" by maintaining their local catalogs and cataloging their resources. But sometimes staff may lack the time to complete cataloging for all of the library resources, and funds are often not available to hire additional staff members. Area libraries are committed to sharing resources, but look to TBLC to facilitate these needed activities. In *Directions for the 21st Century: Tampa Bay Library Consortium Strategic Plan for 2000-2002*, TBLC members expressed their belief in "nurturing cooperation and the sharing of resources among all libraries", and one of TBLC's roles was seen as "serving as the catalyst for the exchange of ideas to link people, information, and technology".

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. Both of these staff members are experienced M.L.S. catalogers.

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 an index database for the St. Petersburg Times index. The Executive Director will provide coordination for all project activities. A total of 1.075 FTE staff will work on this project.

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. Since beginning grant-funded bibliographic projects in 1998-99, 15 catalogers have been trained and worked on the project.

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.

Alleycat virtual union catalog

The technology behind Alleycat, the virtual union catalog for west central Florida, is administered and maintained by TBLC staff. Each individual library creates and maintains its local catalog. The regional catalog allows patrons to search several different library catalogs in one search and retrieve deduplicated records. Patrons can use this virtual catalog to request that items located at another library be delivered to their home library, or they can go to a non-local library and check the item out using their local library card, if both libraries are participants in TBLC's Reciprocal Borrowing Program.

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. OCLC also offers the CatExpress service, which is Web-based.

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 2002-2003.

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 and through the enhancement of local bibliographic records is required to make the resources those records represent known to the world.

The library staff provides outputs of local databases and utilizes the no-match process to upgrade local database records. They also send materials to TBLC on request for no-match cataloging.

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.

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 48,000,000 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. Since 1996, the State Library has provided funding for patron access to WorldCat via the FirstSearch interface, and it is assumed that this access will continue.

ACTION PLAN

TBLC is seeking to provide stepping-stones to increased access for patrons of all member libraries and libraries throughout Florida and the nation. A variety of bibliographic services are needed to provide these stepping-stones. At the most basic level, uncataloged materials need to be cataloged, so that records are present in the local catalog. These records can then be displayed in a virtual union catalog. Holdings for the owning library can be set in WorldCat at the time of the record's creation, or the holdings can be set in the annual OCLC batchloading process for selective user libraries. When libraries have already created bibliographic records for all of their materials, then those records can be used to move forward to the next step – display and use in virtual union catalogs such as, Alleycat, and/or holdings being added to WorldCat. In order to move forward to this step, enhancement of existing records may be needed so that the union catalogs will provide better results. When traditional MARC cataloging does not provide the level of detail needed, then indexing may be necessary to provide that access.

This grant proposal includes several related activities designed to

1. Add new records for unique or rare resources to WorldCat
2. Add holdings to records on WorldCat for new TBLC selective users
3. Update holdings on WorldCat records for continuing TBLC selective users in order to reflect changes relating to new and discarded materials
4. Enhance bibliographic records in local catalogs
5. Provide 5 member libraries with the CatExpress service for one year as an alternative to batchloading
6. Begin indexing of previously unindexed issues of the St. Petersburg Times

These activities are described in more detail in this narrative action plan for 2002-2003.

1. Add new records for unique or rare resources to WorldCat

Description

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 20th 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.

Retrospective conversion of the collection began in 1982. Approximately 27,000 items were cataloged and holdings added to WorldCat over an 18-year period. 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 began working in 1998 to catalog the remaining 16,000 unconverted items and to search WorldCat and add holdings to records already in the WorldCat database. More than 11,000 items have been cataloged and holdings added to OCLC since the beginning of this project. It is expected that in 2001-02 copy cataloging for the remaining 5,000 items will have been 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 2002-2003 project will be to complete the original cataloging of Ringling's collection, An MLS original cataloger has been working on the original cataloging portion of this project for the past two years, and she will continue to work on the items for which records were not found in the initial search of the collection on OCLC. There are approximately 350 items remaining that require original cataloging.

American Literature and Early American Schoolbook Collections - 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 19th 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 19th 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 19th 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. At the beginning of 2001-02, an estimated 2,200 items of the 11,200 items in the collection had not been yet cataloged. An LSTA grant provided funding for cataloging of these items. After the project began, it was discovered that more items were uncataloged than had previously been thought. Also, many items designated as cataloged have been only brief records, so more work was necessary to provide full bibliographic coverage for those items. Approximately 2,000 items are expected to be completed in 2001-02, including both newly cataloged and recataloged items. The goal for 2002-03 is to catalog or recatalog 3,000 items. This will provide full access for all items in this important collection.

The Early American Schoolbook collection consists of textbooks used in American primary and secondary schools before 1901. It ranges from the early, non-graded textbooks produced by local publishers down through the graded texts produced in series by national publishers in the latter part of the 19th century. The majority of the books were written by American

authors, though books by European writers that appeared in American editions for use in this country have also been collected. Some 18th century imprints are present, but the majority of the books in the collection were published between 1801 and 1865. Books for teaching reading, spelling, mathematics, history, geography and natural science are represented, as well as texts in other fields of study. Many works, such as Lindley Murray's *The English Reader*, Charles Davies' algebra textbooks and Swinton's geography texts are present in multiple editions. Although the emphasis of the collection is on textbooks used in public schools, books intended for private and religious schools are also represented. The books comprising the collection are primarily English language texts, though some Latin, Greek and French works are present. The collection totals in excess of 1,200 volumes, of which less than 400 are currently cataloged.

The Special Collections Department is continuing their 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 and the Early American Schoolbook Collection can be completed in a much more timely fashion. The completion of cataloging for these Special Collections 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.

Activities

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.

Both the Ringling Museum and USF are continuing cataloging projects begun in previous years, and there are trained catalogers already working on these projects. It is expected that these catalogers will continue their work on these projects. If the cataloger in either project is unable to continue working, the position will be advertised and local catalogers who have worked on other cataloging projects will 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. If a matching record is found, the record will be updated to add the library's holdings. Both original and copy cataloging records will be exported to a file or directly loaded into the local catalog, according to local system procedures. The owning library's cataloging staff will add holdings information to the records as needed and perform any additional editing required.

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

Batchloading Projects

Description

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 2002-2003 approximately 192,400 holdings from 39 libraries can be added to the WorldCat database for libraries that have completed the initial load of their database. Approximately 299,250 holdings will be added to WorldCat from 2 libraries adding the holdings of their entire database for the first time. Through batchloading projects in the last 5 years, approximately 2 million holdings have been added to WorldCat by TBLC and those materials have become accessible to many patrons.

Activities

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:

Argosy University, Sarasota	Gulf Beaches	Palm Harbor
Argosy University, Tampa	Gulfport	Pasco Schools
Auburndale	Haines City (PCLC)	Pinellas Park
Bartow	Hardee County	Polk City (PCLC)
Berkeley Preparatory School	Hernando County	Polk County Historical and Genealogical Library (PCLC)
	Highlands County	
Citrus County	Lake Alfred (PCLC)	Polk County Law Library (PCLC)
Clearwater	Lake Wales (PCLC)	Safety Harbor
Desoto County	Lakeland (PCLC)	Seminole Community
Dundee	Largo Library	South Florida Community College
Dunedin	Latt Maxcy	
Eagle Lake	Mulberry	Tarpon Springs
East Lake Community	Okeechobee County	Winter Haven
Florida College	Oldsmar	
Ft. Meade		

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. 1, 2002.

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 2002.

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 2003.

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 132,000 records containing 187,400 holdings will be sent to OCLC for matching. The file is expected to be sent to OCLC in March 2003.

The records for the Hillsborough County School District and Florida Metropolitan University - Lakeland will be batchloaded to OCLC for the first time. The holdings of the Hillsborough County School District will represent a significant addition to the statewide database. There are 177 schools in the district; 22 of these are high schools.

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 file will be sent to OCLC in May 2003. Approximately 299,250 records will be sent.

No-Match Projects

Description

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 non-matching 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.

Activities

OCLC will run the TBLC file against its WorldCat 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, 2003.

Union List of Serials

Description

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 62 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 10,000 LDRs to WorldCat records since beginning Union Listing projects with the assistance of LSTA funding.

Activities

In December, 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.

4. Enhance bibliographic records in local catalogs

Description

A virtual union catalog relies on the presence of unique numeric keys in certain tags in the MARC bibliographic record. In order for the catalog to dedupe records correctly, a unique number should be present in every bibliographic record in each local catalog participating in the virtual catalog. There should not be duplicate records within the local catalog, i.e. the local catalogs should not have more than one record with the same

numeric key. If records do not have unique numbers, then the virtual union database cannot dedupe them for display, and patrons see more than one record for the same item.

To work most efficiently, Alleycat, the virtual union database, needs to include at least one unique number in each bibliographic record. That number should be present only in the bibliographic record that describes that resource, and in no other bibliographic record in any library database. The majority of records in library catalogs do contain a unique number that allows the resource sharing software to dedupe records. But approximately 10% of the records in the Alleycat libraries do not contain a unique number. This may be because there was no number to include in the bibliographic record, or because the library has created only a brief record for the item that did not include all the available information. In order to achieve maximum efficiency of results, each record needs to include a unique numeric key.

There are three types of unique numbers that may be present in the record: the ISBN (International Standard Book Number), LCCN (Library of Congress Control Number), or the OCLC control number. The publisher of the item assigns the ISBN. The Library of Congress assigns its control number (LCCN) to each record that it catalogs. The control number is assigned by OCLC as each record is created and added to WorldCat. ISBNs have been assigned to materials for the last thirty years and are assigned to books, video recordings, non-musical sound recordings, and computer files. Every item published does not automatically receive an ISBN, and musical sound recordings rarely if ever are given ISBNs. Items contain LCCNs only if the Library of Congress has cataloged the item. The Library of Congress rarely catalogs video recordings or sound recordings. Many libraries are not full members of OCLC and so do not load bibliographic records that include the OCLC control number.

Many libraries also have duplicate bibliographic records within their local catalogs. A number (ISBN, LCCN, or control number) that is supposed to be unique is present in more than one bibliographic record. The records may truly be duplicates, that is, they are describing two items that are the same bibliographically and that should be described by only one record. Or the records may not be true duplicates and one of the numbers may need to be changed or moved to a different field in the MARC record. Duplicate records within a single library catalog may be deduped when they are displayed in a virtual union catalog. But that deduping may be inaccurate because the bibliographic records are not describing the same item. In some cases, the duplicate records need to be resolved into one bibliographic record. This process must be done manually and all records examined to make sure that it is a true bibliographic duplicate. If one of the “unique” numbers does not belong in the record, then that number needs to be changed to make it a unique number, or removed from the record completely.

Activities

In order for Alleycat to function most efficiently, eventually all local systems participating in the project should have their local bibliographic records enhanced. The project for 2002-03 will be a pilot project to test the effectiveness of the cleanup process and measure results in Alleycat. Clearwater Christian College, Dunedin Public, Florida Southern College, Largo Library, Oldsmar Public, New Port Richey Public, Safety Harbor Public, Southeastern College, Tarpon Springs Public, and Palm Harbor Library will participate in the project.

It is hoped that in future years that the enhancement will extend to all Alleycat libraries.

All of these libraries except for Clearwater Christian, Florida Southern, and Southeastern College, batchload their holdings to OCLC annually. The records of Clearwater Christian, Florida Southern, and Southeastern College are included in the SUNLINE catalog with other batchloading libraries, so their records will be included in the output of the database for batchloading. As part of the batchloading process, The MARC of Quality (TMQ) produces reports for each batchloading library's database. These reports are for the entire database, not just the records added to the database in the past year. The reports identify various problems with the records, including problems with the tags that contain unique numbers. Some of these errors in records can be globally fixed by TMQ. Globally fixed records will be purchased from TMQ, and the Bibliographic Services Coordinator will work with the libraries to facilitate the reloading of those records into the library's local system.

When records cannot be globally fixed, contract catalogers or the TBLC cataloger will manually resolve the problems. Only errors in the unique numeric keys will be resolved. The TMQ batchloading reports also provide lists of duplicate records. These are records with a number that is supposed to be unique that is present in more than one record. These records must be manually resolved by merging two records into one record, if the records are both describing the same item. One of the duplicate numbers may need to be changed so that it is unique, if the records are not describing the same item. The Bibliographic Services Coordinator will work with the libraries to set up a user name and password to provide access to the library's database for editing MARC records. The Bibliographic Assistant will request that the libraries send items or further information to TBLC if needed for resolution of these problems.

The batchloading reports will provide information about problems with numeric keys already in the libraries' records. Further work is needed to provide information about and resolution of records that do not contain any unique numbers. TMQ will identify records from the libraries that do not contain a 010, 020, or 001 OCLC tag. These records will be sent to OCLC as a FullMARC project. OCLC will attempt to match the record, and if found, the matching record will be returned in a file. When the FullMARC project is complete at OCLC, a file of records will be returned to TBLC. Contract catalogers will enhance the records already present in the library's local catalog by adding the OCLC number of the matching record, and the 001 and/or 020 if present in the OCLC record and not in the library's record. The user name and password for the first part of the enhancement project will be used for this cleanup work. The Bibliographic Assistant will request that the libraries send items or further information to TBLC if needed for resolution of these problems.

The FullMARC records that do not match at OCLC will be loaded into an OCLC save file, as are the regular non-matching records from the batchloading project. Contract catalogers will search OCLC manually and attempt to find a matching record. If a matching record is found, the record will be printed. After all records have been searched, editing will be done in the local library catalogs to add the unique numeric keys found in the record as present on OCLC. When

matches are not found, the Bibliographic Assistant will request that the library send the item to TBLC. If no match is found with the item in hand, then an original record will be created on OCLC, and the number will be recorded or the record printed out so that the OCLC number can be added to the record.

The Bibliographic Services Coordinator will work with each library and with TMQ to ensure that records are output from the libraries' databases with the information needed to overlay the record in the local database or to locate the correct record in the local database when records will be manually searched. She will also work with the library to make certain that the correct record loading profile is in place and that the OCLC number is input in the correct tag in the MARC record. She will provide training to contract catalogers and assist with any problems encountered as the project progresses.

Approximately 27,000 records will be edited for this project. Each record will be edited in the library's local catalog and will then include a unique numeric key that will reduce the display of duplicates in the Alleycat virtual union catalog.

5. Provide member libraries with the CatExpress service as an alternative to batchloading

Description

Fifty TBLC member libraries are not full OCLC users. They do not have the benefit of retrieving MARC records from OCLC's WorldCat database, which contains over 48 million records for both print and non-print formats. These libraries search a variety of sources to obtain their bibliographic records. Alternatively, they create original records when they cannot find records from the Library of Congress or other libraries. Instead of performing one or two searches in a single database, they perform several searches in several different databases. They retype the record into their database if it is found in a source that does not permit direct downloading of bibliographic records.

Records from various sources may be of mixed quality, and libraries may have to do significant editing to upgrade them for their databases. The only unique number that some items may have associated with them is an OCLC number, and records downloaded from sources other than OCLC may or may not contain this OCLC number. For participants in the virtual union catalog, this results in less accurate deduping. The duplicate records are confusing for all patrons of the virtual union catalog.

OCLC has developed a service for smaller libraries that are unable to cost effectively join OCLC as full members. The CatExpress service offers a simple Web-based interface at a more affordable price than full membership in OCLC. CatExpress users can search WorldCat and download MARC records into a file to be loaded into their local catalogs. Their holdings symbol is attached to the record at the time of download, and the record contains the unique OCLC control number. Ownership of the item is thereby represented in OCLC immediately, rather than waiting for an annual batchload, and the library obtains a high quality bibliographic record that will be more easily deduped and displayed in a virtual union catalog. Libraries can also delete holdings from WorldCat records as soon as the item is withdrawn from the collection, rather than waiting for the annual batchload of deletes.

As part of a test of this service, 8 TBLC member libraries currently use CatExpress. These libraries are: Florida Metropolitan University – Tampa, Florida Metropolitan University – Brandon, H. Lee Moffitt Cancer Center, Tampa Technical Institute, Pinellas County Law Library, Juvenile Welfare Board of Pinellas County, Mote Marine Laboratory, and Bartow Public. Three libraries – Juvenile Welfare Board, Mote Marine, and Bartow, made the transition from batchloading to CatExpress in the past year. Five TBLC member libraries have been selected to use CatExpress for their cataloging and OCLC updating for 2002-03. These libraries are: Argosy University – Sarasota, Argosy University – Tampa, Bay Pines VA Medical Library, Berkeley Preparatory School, and South Florida Community College. All of these libraries except for Bay Pines are currently batchloading their holdings to OCLC annually and using various sources to download bibliographic records for their catalog. Bay Pines is receiving bibliographic records and adding most of their holdings to OCLC through their outsourced government contract cataloging. Each of these libraries adds less than 4,000 items to their collection per year. By increasing the number of libraries using CatExpress, it is expected that costs for batchloading can be reduced. Funds currently needed for no-match processing of records attempted in batchloading can be redirected for original cataloging of unique items at the time they are acquired. This will be more cost effective and timely than the batchloading method for the smallest libraries.

After the first full year of using CatExpress, libraries will no longer need to participate in the batchloading program. During the first year, TBLC will create records in OCLC for the unique items being added to their collections as part of the no-match work described above. Instead of waiting for an item to show up in the save file, the library will send new acquisitions that are not located in CatExpress to TBLC for original cataloging. Once the original cataloging is accomplished by TBLC, the owning library will be able to attach to the OCLC record.

Activities

The Bibliographic Services Coordinator will complete the orders for CatExpress and work with Solinet to set up a group subscription for the participating libraries. After the orders are activated, she will travel to each library to train library staff in the use of CatExpress and will provide technical support throughout the year. The libraries will begin using CatExpress for all of the new additions to their collection, except for Bartow, which is part of a shared system. Bartow's records will continue to be added with the Polk County Library Cooperative (PCLC) batchload. When records are not found in CatExpress, the library will send the items to TBLC. The Cataloger will originally catalog the items on OCLC, and return the items to the library with OCLC number of the new record included with the item. The library will then retrieve the record from CatExpress and add it to their local catalog. The library will also be responsible for deleting its holdings symbol from records in CatExpress when items are withdrawn from its collection.

At the conclusion of the grant year, the CatExpress subscription will be up for renewal. Libraries may choose to continue the CatExpress subscription on their own and they will be able to do so as part of a TBLC group subscription. They can then continue to retrieve WorldCat records and add and delete holdings from OCLC.

6. Begin indexing of previously unindexed issues of the St. Petersburg Times

Description

Library resources such as newspapers or periodicals present a special challenge for librarians. MARC cataloging provides for the description of these resources as a whole. This is only partially useful for newspapers. A daily newspaper published for many years contains a wealth of information that must be revealed by indexing. A single MARC record for the entire run of the newspaper can only act as an indicator that the library has local information for a particular time period. In order to provide more complete access to this type of resource, indexing is needed so that each article or feature has subject, author, and date access. For most periodicals, indexing services exist that completely survey each issue of the periodical and provide libraries with those indexes. These indexes are available for a subscription fee. Indexes exist for many newspapers, and many newspapers from the 1980s on are available online in full-text, reducing the need for manual indexing. However, for many local newspapers there is no subject access to the information contained in issues published before 1980.

The St. Petersburg Times has been published since 1884 and in 1998 became the largest daily newspaper in Florida. The Times has won six Pulitzer Prizes and several times has been ranked as one of the 10 best newspapers in the country by Time magazine and the Columbia Journalism Review. Archives of the St. Petersburg Times are available online from 1987 to the present, and there is some additional index coverage of the 1970s and 1980s available. Indexes also exist for the years prior to 1930. There is no subject access for the years 1930 to 1970. Patrons must know the approximate date of the information they are looking for in order to access it. They may also have to go through many issues in order to locate specific information.

Information found in obituaries has been identified by reference librarians in TBLC member libraries as one of the most important areas that would benefit from in-depth indexing. This is also a common area to index in newspapers, since the information is concrete and lends itself well to a project of this type. To make this a manageable and achievable goal, this project will only attempt to index the obituaries. A searchable web index of the information will be produced and will be available on TBLC's website.

The St. Petersburg Public Library also has an extensive card file with index entries for otherwise unindexed years of the St. Petersburg Times. Index entries include obituaries, as well as entries for important people, places, and events. This project will include some work to enter these index entries into the searchable index and make this information accessible outside the walls of the library.

Activities

The Bibliographic Services Coordinator will work with reference librarians at Clearwater Public, St. Petersburg Public, Largo Library, and the St. Petersburg Times library to determine the information and years to be included in the obituary index, the format of the index, and the software program to be used. The Bibliographic Services Coordinator will produce procedures for indexing and hire the employee(s) to perform the index compilation. She will work with

the TBLC webmaster to make the index available as one of the databases available through TBLC's Anywhere-Anytime Library project.

The St. Petersburg Public Library will serve as the work site. The library will provide access to the newspaper collection and card file and a workspace and computer for the indexer or indexers.

Publicity

An article about grant bibliographic projects will be written for the TBLC newsletter WaveLinks". All TBLC member libraries will be sent a letter to inform them about the grant projects and the resulting enhancements and additions to local catalogs, Alleycat, and WorldCat.

A "poster session" display has been created to highlight bibliographic grant projects. It will be updated to include projects for the current grant year and will be on display at TBLC headquarters, the TBLC Annual Meeting and other meetings of TBLC member libraries.

Alleycat user group and "decision maker" meetings are held four times each year. User group members and decision makers will be informed of the progress of the record enhancement project at each user group meeting and via the Alleycat electronic discussion list.

Sustainability

In order to continue the batchloading and no-match projects, libraries would be asked to pay for the entire cost of the project. It is expected that many participants would be unable to do this on an annual basis. The no-match portion of the project would be the first to be discontinued. More libraries will be moved to CatExpress and will be paying for the entire cost after the first full year. The Special Collections Cataloging and Newspaper Indexing projects are one-time initiatives and the libraries will begin maintaining their own records in the following years.

ACTION PLAN TIMELINE

The following table represents the Action Plan timeline.

SC=Special Collections Cataloging Projects (Ringling and USF)
BL=Batchloading Projects
ULS=Union List of Serials
NM=No-match Projects
CE=CatExpress
ELC=Enhance local catalogs
NI=Newspaper indexing

Date	Project	Activity	Responsibility
September, 2002	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
September, 2002	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, 2002-December, 2002	SC	Special collections catalogers are hired and work on assignments under supervision of Bibliographic Services Coordinator	Bibliographic Services Coordinator
October, 2002	BL	Ongoing participants send databases for processing	Ongoing Participants
October, 2002	BL	2 new libraries sign agreements and commitments to continue adding and maintaining records	New Participants
October, 2002	CE	CatExpress ordered for 5 libraries	Bibliographic Services Coordinator
October – December, 2002	NI	Work with reference librarians at Largo Library, St. Petersburg Public, and St. Petersburg Times Library to develop procedures for indexing and choose software program for project	Bibliographic Services Coordinator
November, 2002	CE	CatExpress activated and libraries trained	Bibliographic Services Coordinator
November, 2002 – December, 2002	CE	Libraries add records to their local catalogs and set holdings in WorldCat using CatExpress; TBLC provides technical support	Bibliographic Services Coordinator
December, 2002	ULS	Updating requests sent to libraries	Bibliographic Services

Date	Project	Activity	Responsibility
		Lists from new members requested	Coordinator
December, 2002 – February, 2003	ULS	Libraries send Serials Union List update information to TBLC New libraries send serials holdings lists to TBLC	Libraries
November - December, 2002	BL	TMQ analyses ongoing files, sends printed review reports to participants, prepares for merge of files	TMQ
December, 2002	BL	2 new libraries send files to TMQ for processing	New Participants
January – March, 2003	SC	Special collections catalogers work on assignments under supervision of Bibliographic Services Coordinator and local librarian	Bibliographic Services Coordinator
January – March, 2003	CE	Libraries add records to their local catalogs and set holdings in WorldCat using CatExpress; TBLC provides technical support	Bibliographic Services Coordinator
January - March, 2003	NI	Hire worker(s) to begin newspaper indexing project and begin indexing work	Bibliographic Services Coordinator, Indexer
January – February, 2003	BL	TMQ analyses new files, sends printed review reports to participants, prepares for merge of files	TMQ
February, 2003	ELC	Begin work on records in review reports requiring enhancement in local systems, resolution of duplicate records in local systems	Bibliographic Services Coordinator, Adjunct Catalogers
January – March, 2003	BL	TMQ runs OSMOSIS on ongoing participant files, completes merge and sends files to OCLC	TMQ
February - March, 2003	ULS	Serials Union List updates and new library record entry performed	Bibliographic Services Coordinator, Administrative Services Assistant
March, 2003	ELC	TMQ identifies records requiring enhancement, sends files to OCLC for FullMARC project	TMQ, Bibliographic Services Coordinator
March, 2003	BL	TMQ merges new participant files and sends to OCLC	TMQ
March, 2003	All	Mid-Year project report is written and submitted	Executive Director, Bibliographic Services Coordinator
March - June, 2003	ELC	FullMARC records returned and work	Bibliographic Services

Date	Project	Activity	Responsibility
		begins on enhancement of records in local catalogs	Coordinator, Bibliographic Assistant, Adjunct Catalogers
April – June, 2003	ULS	Serials Union List updates and new library record entry performed	Bibliographic Services Coordinator, Administrative Services Assistant
April – June, 2003	NI	Indexing work continues	Indexer
April – June, 2003	SC	Special collections catalogers work on assignments under supervision of Bibliographic Services Coordinator and local librarians	Bibliographic Services Coordinator, Adjunct Catalogers
April – June, 2003	CE	Libraries add records to their local catalogs and set holdings in WorldCat using CatExpress; TBLC provides technical support	Bibliographic Services Coordinator
May – July, 2003	NM	Save files are received and work begins on no-matches	Bibliographic Services Coordinator, Cataloger and Adjunct Catalogers
July – September, 2003	NI	Indexing work continues	Indexer
July – September, 2003	SC	Special collections catalogers work on assignments under supervision of Bibliographic Services Coordinator and local librarians	Bibliographic Services Coordinator, Adjunct Catalogers
July – September, 2003	CE	Libraries add records to their local catalogs and set holdings in WorldCat using CatExpress; TBLC provides technical support	Bibliographic Services Coordinator
July – September, 2003	ELC	Local enhancement of FullMARC non-matches	Bibliographic Services Coordinator, Bibliographic Assistant, Adjunct Catalogers
July – September, 2003	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, 2003	BL	TBLC prepares reports with information from TMQ and OCLC; reminds libraries to send files for 2003 load by Oct. 1, 2003	Bibliographic Services Coordinator
October, 2003	All	TBLC submits Final Report	Executive Director, Bibliographic Services Coordinator

BUDGET NARRATIVE

Salaries & Benefits

The Executive Director will be responsible for overall coordination of the project and integration into the overall TBLC program of services. This is expected to require .025 FTE of her time.

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.

The Webmaster is a full-time staff member. The project is expected to require .05 FTE of his time. His time will be paid for by TBLC as matching funds.

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 SOLINET Annual Meeting. This amount will be shared by the grant and TBLC. The Bibliographic Services Coordinator will also attend the ALA Annual Meeting in Toronto. The cost for this travel will also be shared by the grant and TBLC. Attendance at these professional conferences provides the Bibliographic Services Coordinator to learn about similar bibliographic projects from other librarians and increase her expertise in cataloging and project management.

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 $0.17 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. Other peripheral SOLINET charges, including TBLC's full membership, relating to the project will also be paid using grant funds.

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

For the specialized collections original cataloging projects, most of the OCLC charges for searching, updating, exporting, and connect time will be balanced by credits received for adding new records to OCLC. The USF project will require the library to pay some OCLC charges, because titles are being recataloged as well as originally cataloged. The library will pay the OCLC charges as a grant match. The library will 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.

Libraries are charged a per title rate for the CatExpress service, plus a SOLINET maintenance fee. Libraries will determine the number of titles added to their collection per year, and TBLC will pay the resulting amount. This cost will be shared by grant funds and TBLC. If a library exceeds the number of titles designated, the library will be charged for each title at the original per title rate.

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. Approximately 27,530 records will be searched in the first pass of 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, and another group will work on the enhancement of bibliographic records in local catalogs. The same catalogers may work on different projects, according to the timeline of the projects.

Indexers will also work for TBLC on a contract basis. Their duties will be to compile the obituary index for the St. Petersburg Times.

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.

BUDGET

(Round all amounts to the nearest dollar. Add additional lines if needed to include all information in a section.)

		LSTA	LOCAL/STATE MATCH
SALARIES & BENEFITS (Position Title)	F.T.E.		
(All salaries to be paid from federal or local sources)			
Bibliographic Services Coordinator	0.5	$ 20,830.00	$ 4,995.00
Cataloger	0.25	$ 5,736.00	$ 860.00
Bibliographic Assistant	0.25	$ 3,294.00	$ 437.00
Executive Director	0.025	$ 2,017.00	$ 494.00
Webmaster	0.05	$ -	$ 2,091.00
TOTAL SALARIES ……..		$ 31,877.00	$ 8,877.00
CONTRACTUAL SERVICES (List each vendor)			
The MARC of Quality (TMQ)		$ 12,600.00	$ 11,700.00
_____		$ -	$ -
TOTAL CONTRACTUAL SERVICES …….		$ 12,600.00	$ 11,700.00
LIBRARY MATERIALS (Include types of materials to be purchased)			
_____		$ -	$ -
_____		$ -	$ -
TOTAL LIBRARY MATERIALS …….		$ -	$ -
SUPPLIES (Specify)			
_____		$ -	$ -
TOTAL SUPPLIES……..		$ -	$ -
TRAVEL……..		$ 500.00	$ 500.00
EQUIPMENT (Equipment and furniture with a useful life of at least one year and a unit cost of $1,000 or more)			
_____		$ -	$ -
TOTAL EQUIPMENT……..		$ -	$ -
OTHER (Specify)			
Solinet charges		$ 40,000.00	$ 34,908.00
CatExpress		$ 3,000.00	$ 3,348.00
Enhancement		$ 9,765.00	$ -
Adjunct staff - contract catalogers		$ 60,000.00	
ULS updating for selective users		$ 1,500.00	
Indexing software		$ 500.00	
TOTAL OTHER …….		$ 114,765.00	$ 38,256.00
TOTAL…….		**$ 159,742.00**	**+ $ 59,333.00 = $ 219,075.00**

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

Continuing Libraries

LIBRARY	NUMBER OF RECORDS
Argosy University, Sarasota	300
Argosy University, Tampa	500
Auburndale	4,000
Bartow	1,800
Berkeley Prep	2,500
Citrus County	8,000
Clearwater	13,000
DeSoto County	4,500
Dundee	1,500
Dunedin	5,000
Eagle Lake	1,500
East Lake Community	8,000
Florida College	10,000
Ft. Meade	2,000
Gulf Beaches	6,500
Gulfport	4,000
Haines City	3,000
Hardee County	5,000
Hernando County	5,000
Highlands County	6,000
Lake Alfred	1,500
Lake Wales	4,000
Lakeland	6,700
Largo	13,000
Latt Maxcy	1,500
Mulberry	2,000
Okeechobee County	5,000
Oldsmar	3,500
Palm Harbor	7,100
Pasco Schools	13,000
Pinellas Park	9,000
Polk City	1,500
Polk County Historical & Genealogical	1,000
Polk County Law Library	1,000
Safety Harbor	7,000
Seminole Community	8,500
South Florida Community College	3,000
Tarpon Springs	8,000
Winter Haven	4,000
TOTAL RECORDS	**192,400**

First-time libraries

LIBRARY	NUMBER OF RECORDS
Hillsborough County Schools	294,750
Florida Metropolitan University - Lakeland	4,500
TOTAL	**299,250**