

## 7. Cataloging Department Update

### Progress on the Annual Cataloging Theme: Connecting with Catalogers

This year's theme involves several aspects:

- Rework of the Basic WorkFlows Cataloging Workshop and potentially the Bibload Workshop to encourage more libraries to participate. **In-progress with the Basic WorkFlows Cataloging Workshop.**
- Launch of the RSA Technical Services Membership Group and email list after RSA becomes an Illinois Intergovernmental Instrumentality on July 1, 2024. **This email list is being launched at this Users Group meeting!**
- Start of RSA Cataloging Membership Updates to replace Database Committee meetings -- targeting three per year to share important information with cataloging staff. **Upcoming! A date for the first Cataloging Update will be announced during the Database Committee meeting on May 17.**
- Official launch of RSA cataloging site visits. **Done – visits are going very well!**  
Since the February 8 Users Group, the RSA cataloging department has visited these libraries:
  - Ayer Public Library District
  - Colchester District Library
  - El Paso District Library
  - Forrest Public Library District
  - Lexington Public Library District
  - Odell Public Library District
  - Quincy Public Library
  - Rushville Public Library

Request a visit here by choosing the cataloging option:

<https://form.jotform.com/RSAanf/RSAsite-visit-request>. RSA will also be reaching out to libraries we have not heard from to see if they would be interested in a visit.

### Progress on the Cataloging Request Backlog

The Cataloging Maintenance Center (CMC) continues to work on the cataloging request backlog for braille, encoding level 8, and encoding level M records, upgrading them to full bibliographic description in OCLC, improving searchability in WorldCat, WorkFlows, and the RSAcat.

Since the February 8 Users Group meeting, the CMC has processed:

- encoding level 8 requests = 741
- encoding level M and braille requests = 93

Just under 2,000 cataloging requests remain to be processed in the backlog, submitted as far back as April 2017.

### **Brief Record Upgrade Progress**

Since the last Users Group, the RSA cataloging department has upgraded 1,126 brief records to OCLC records with full bibliographic description. RSA is currently upgrading brief records entered into WorkFlows in February 2023.

### **WorkFlows Item Cats 6-10**

RSA does not plan to use item cats 6-10 at this time. Newly cataloged items in WorkFlows default to using the undefined value for these item cats. RSA is working with SirsiDynix to batch edit all existing items with blank item cats 6-10 to undefined. No need for cataloging staff to include item cats 6-10 in the 949 tag on an OCLC record loaded into WorkFlows. Records loaded into WorkFlows will automatically use undefined for item cats 6-10.

### **Reminder re: Pre-Release Items**

A pre-release item can be cataloged in WorkFlows on a brief or OCLC record and start accumulating holds, but please do not check it out to a patron before the official release date.

As soon as the pre-release item is cataloged, the library needs to check it out to an internal tech services user or an on-order user until the release date. Please do not check out pre-release items to individual cataloger accounts.

On the release date, the item can be discharged from the tech services or on-order user and then start filling holds and checking out.

### **Homosaurus Proposal**

[Homosaurus](#) is a controlled vocabulary for LGBTQ+ subject and genre headings that supplements Library of Congress subject and genre headings. Library of Congress headings for LGBTQ+ topics are either lacking or outdated.

RSA would like to begin assigning Homosaurus headings, when applicable, as we catalog in OCLC. The Homosaurus headings will improve discovery of materials for the LGBTQ+ community in WorkFlows and RSAcat.

RSA will discuss this proposal in more depth during the Database Committee meeting on Friday, May 17 at 9:30 am on Zoom. Please register [here](#) to join us.

If there is support for Homosaurus from the Database Committee, the proposal will be presented to the RSA Board for approval this summer.

### **New & Revised Cataloging Documentation**

Please consider informing cataloging staff at your library of these new and revised documents:

#### Cataloging At-A-Glance

- Available here: <https://support.librariesofrsa.org/project/cataloging-at-a-glance/>
- Updated with additional workshops, this cheat sheet includes information about cataloging site visits, WorkFlows cataloger accounts, “how to” cataloging refreshers, CMC and RAILS cataloging services, and RSA cataloging events.

#### Database Maintenance Reports

- Available here: <https://support.librariesofrsa.org/project/database-maintenance-reports/>
- This cheat sheet lists several reports the RSA cataloging department can run to help libraries with database maintenance projects. Please submit a [report request](#) if you are interested in any of these reports.

### **Upcoming RSA Cataloging Events**

#### Database Committee Meeting

Friday, May 17  
9:30 am – 12:00 pm in Zoom  
Registration is available [here](#).

#### Bibload Workshop

Thursday, June 27  
1:00 – 3:30 pm in Zoom  
Registration is available [here](#) and closes June 20 at 5:00 pm.

#### Basic WorkFlows Cataloging Workshop

Tuesday, June 25 – Thursday, June 27  
9:30 am – 12:00 pm each day in Zoom  
Registration is available [here](#) and closes June 11 at 12:00 pm.

#### Basic WorkFlows Cataloging Workshop

Tuesday, July 23 – Thursday, July 25  
1:30 – 4:00 pm each day in Zoom  
Registration is available [here](#) and closes July 9 at 12:00 pm.