

**Proposals from  
Shared Cataloging and Authorities Taskforce  
Related to the One Bib/Shared Catalog Project**

**1<sup>st</sup> Proposal:**

Create a permanent Cataloging/Workflow Working Group

**Purpose:**

The establishment of a one bib/shared catalog record will require all SUNY participants in the One Bib project to abide by established standards and workflows to ensure consistent use of cataloging principles (currently AACR2 and RDA); USMARC indicators/fields/subfields for bibliographic and holding records; and SUNY/Aleph requirements related to a shared catalog. A permanent Cataloging/Workflow Working Group will set policies for ongoing use of standards and workflows, and will be the entity to address conflicts in cataloging practices among campuses in the One Bib project.

**Rationale:**

An entity needs to be authorized to address issues and enforce policies. The shared environment could quickly dissolve into chaos if campuses continue to use local practices that are either in conflict with other campuses and/or do not follow generally accepted cataloging principles and USMARC standards. Members of the Taskforce who have experience with other one bib/shared catalogs strongly urged such oversight.

**Membership Suggestions**

- Working Group would be composed of representatives from the following sectors:  
Doctoral Degree-granting campuses, University Colleges, Community Colleges, Colleges of Technology
- Terms for representatives to be established
- A convener and secretary to be selected each term/year from within the Working Group membership
- Ex officio representatives to include
  - Member of SCLD Executive Board
  - Member of SUNYLA Executive Board
  - OLIS

**Reporting Structure**

- Working Group must be part of SCLD and SUNYLA and report to them in some way
- It cannot be a separate entity from already established governance structures within SUNY libraries

## **2<sup>nd</sup> Proposal:**

Ensure that there is a dedicated position across the One Bib Project to manage the shared catalog.

### Purpose:

This dedicated shared cataloging position would provide oversight on cataloging activities across campuses and manage loads of data sets. The candidate would have the ability and authority to contact campus staff to address issues. Working with the Cataloging/Workflow Working Group, the candidate would identify and coordinate any policies and training activities needed.

### Rationale:

The position is important as catalogers are aging out and most campuses don't have either time or local skills to ensure that SUNY-wide policies related to the One Bib are maintained.

### Questions:

- funding the position
- reporting structure
- home location

### **Considerations for both proposals:**

1. Campuses should be required to sign an agreement that they will follow guidelines defined for the SUNY-wide One Bib environment
2. Library directors need to buy-in
  - a. that their staff will follow policies
  - b. allow staff to participate and devote time to a standing committee governance structure
3. Issues raised regarding cataloging
  - a. staff turnover
  - b. new staff that do not have good knowledge of
    - i. cataloging skills (understanding of cataloging rules, MARC, etc.)
    - ii. Aleph functionality
    - iii. established guidelines/policies
4. Ongoing need for training
  - a. campuses that do not have full-time, dedicated staff
  - b. overlap among campus staff responsibilities among collections, acquisitions, cataloging staff (one person orders e-resources, another loads the records but may not have any cataloging background); need to ensure that all are at the table
5. May need to develop an IDS mentors model
6. How to pool staff resources to share workload
7. Look at models to provide record consistency; to get around entrenched local practices
8. Consider role of the NY3Rs in helping with training (cataloging, MARC, RDA)