LSE Research Online

THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

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The past is a foreign country: transforming a bibliographic services team from copy cataloguers to metadata creators

Conference Paper

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Library

British Library of Political
and Economic Science

The past is a foreign country:

Transforming a bibliographic services team from copy cataloguers to metadata creators

Helen Williams
Assistant Librarian, Bibliographic Services

LSE Library
British Library of Political and Economic Science

Background

- LSE
- Library Services
- The Bibliographic Services team
  - Staffing
  - Structure
  - Skills

LSE Library

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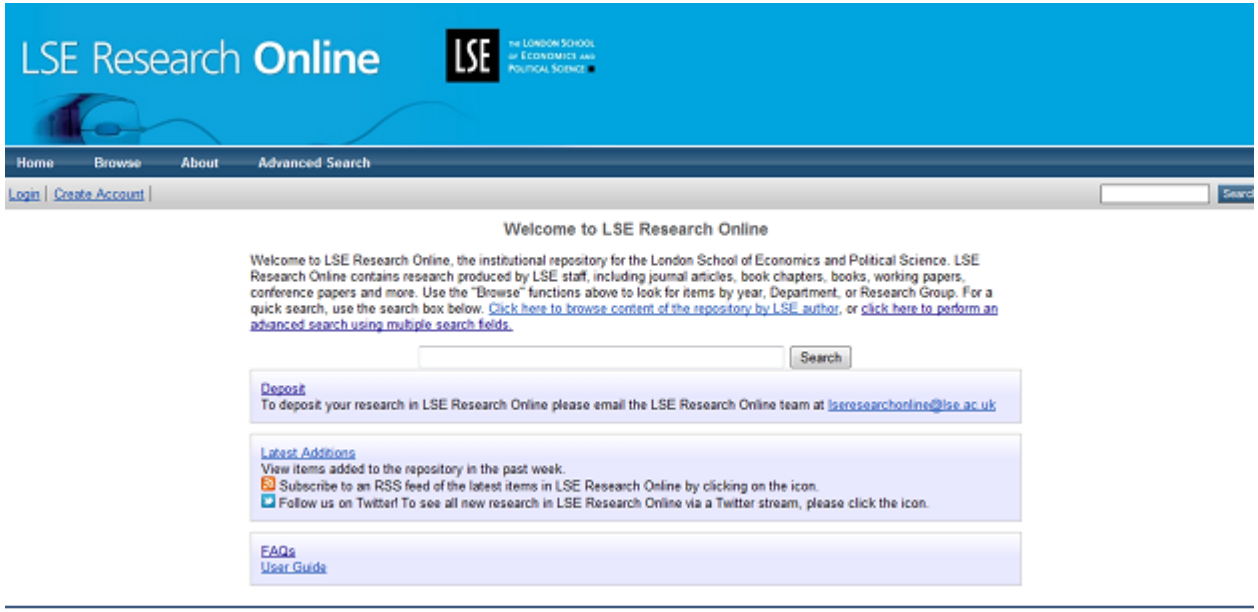
What is LSE RO?

- Development
- Staffing structure



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All change for LSE RO workflows

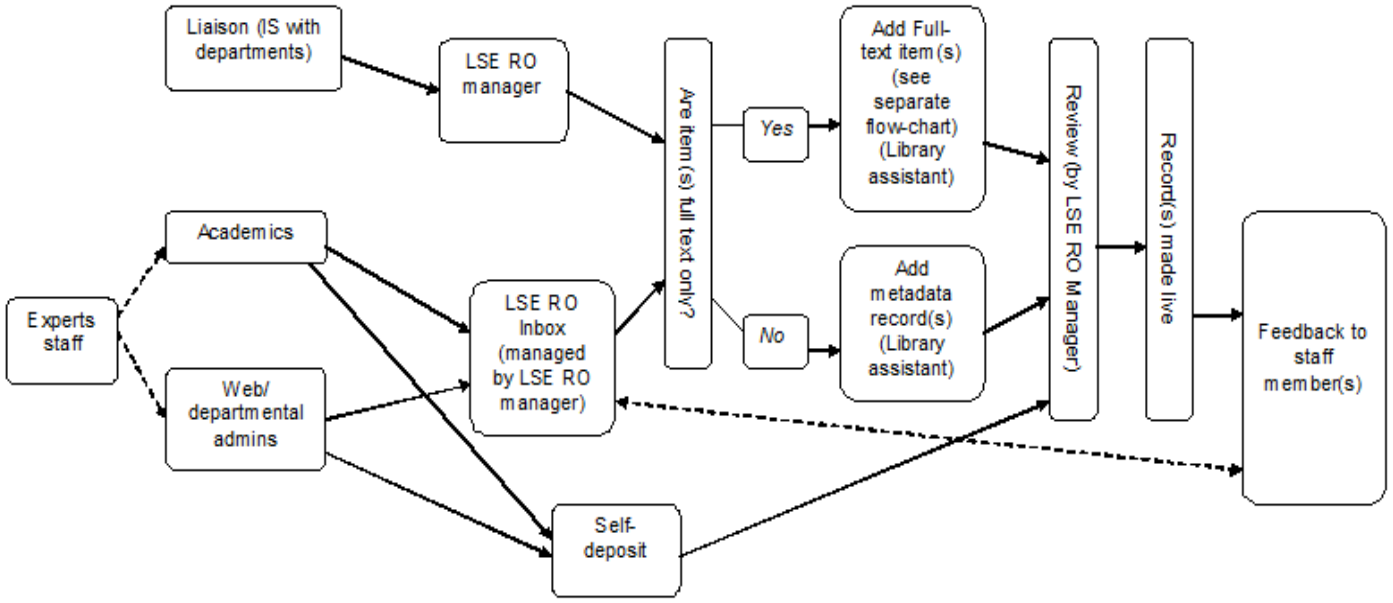

Diagram by Neil Stewart

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Recommendations

- Digital workflows to mirror print workflows
- LSE RO work to be done by all Bib Services Library Assistants, instead of dedicated post
- Fill current vacancy with revised job description

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Detailed planning 1

Existing hours contributed to LSE RO (15)

+

Existing hours cataloguing gifts & donations (6)

=

21 hours to spread across Bib Services

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Detailed planning 2

- Shared service between Academic Services & Collections Services
- Who does what?

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Detailed planning 3

- Telling the team!
- Revising generic Bib Services job description
- Recruiting someone to the newly revised post

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Training

- Train the trainers
- Introducing IR concept
- Practical training

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Documentation 1

Pages in category "LSE Research Online"

The following 40 pages are in this category, out of 40 total.

A

- Adding full-text items to LSE Research Online

B

- Book Reviews
- Book sections in LSE Research Online

C

- Capitalisation
- Checking copyright for LSE Research Online
- Contacts and important colleagues
- Coversheets for LSE RO
- Creating a template
- Creating an Anon Reference

D

- DOI imports
- Digital Repositories and Open Access

F

- File names
- Full text - Articles

F cont.

- Full text - Book - section
- Full text - Conference or workshop paper
- Full text - Guardian articles
- Full text - Monographs
- Full text - Thesis

G

- Glossary of terms
- Google Docs

I

- ISI web of knowledge
- ISSNs

L

- LSE RO cataloguing guidelines
- LSE RO in Bib Services
- LSE RO mailbox
- LSE Research Online Priority Contributors
- LSE TO mailbox

L cont.

- LSE Thesis Online

M

- Making coversheets for LSE Research Online
- Metadata - Articles
- Metadata - Books
- Metadata - Conferences
- Metadata - Monographs
- Metadata - Pamphlets & Tracts
- Metadata - Websites
- Metadata - blog posts

N

- Name Authority

P

- Policy on entering if pre time at LSE
- Publishers policies towards including books chapters in LSE RO

S

- Scopus emails

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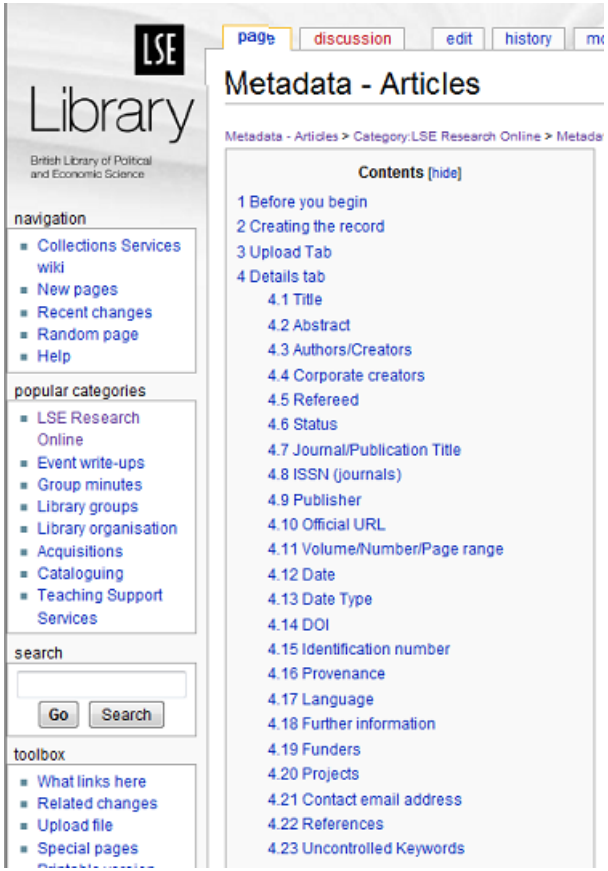
Documentation 2



Corporate creators

- Add any companies or organisations that may be considered authors of this item.
- This field will rarely be used in Article cataloguing.

Refereed

- Mark if journal is a peer-reviewed journal. This can be found on the journal homepage description.
- Any items published in a scholarly journal will be refereed.

Status

- State whether item is published.
- If item is not yet published, but information can be found on, for example, the publishers website, then enter as *In Press*.
- Use the publisher's Date of Publication.
- If information can't be found on the item, do not create a record for it.
- Note that *Submitted* is used prior to a paper being agreed for publication, whereas *In press* is definitely going to be published.

Journal/Publication Title

- Check spelling and correct title as used by publisher. Only capitalise first letter of first word except for proper nouns (as in title). German publications capitalise every word. Once again, see capitalisation advice on the LSE RO cataloguing guidelines page.

ISSN (journals)

- Check with publishers website.
- Include hyphen, use print ISSN over electronic ISSN if available.

Publisher

- A person, firm or corporate body responsible for publishing the item.
- Do not use abbreviations.
- Enter in full.

Official URL

- Attempt using URL to check accuracy. Use the journal's homepage URL.
- Don't use any url containing the LSE gateway, find the simplest URL available for the journal (ie no "description" etc in the URL).
  - Sometimes this can be found by just doing a Google search for the journal.

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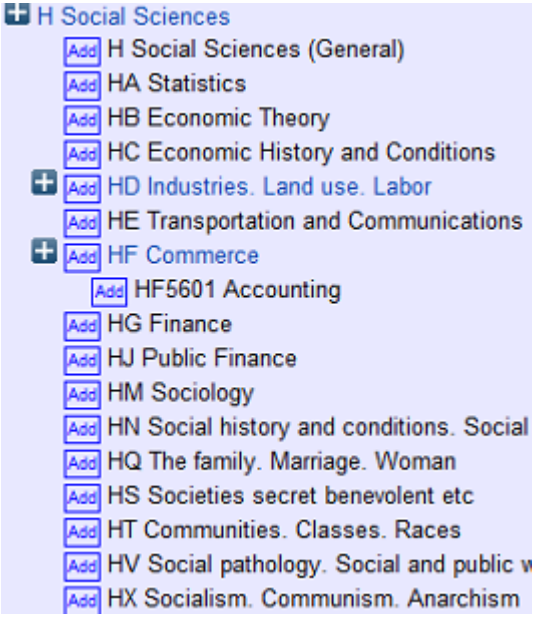
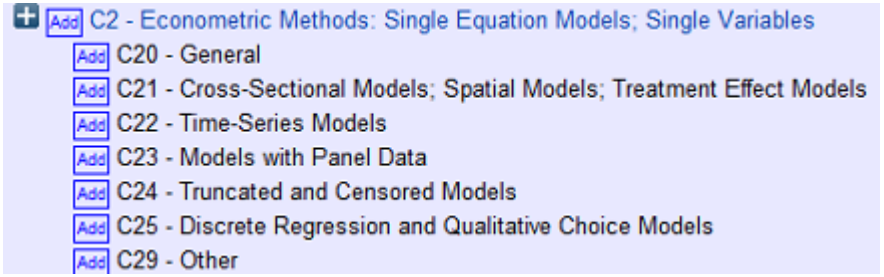
Data entry

- Web based interface
- Dublin core vs AACR2/MARC21
- Punctuation
- Name authorities
- LCC
- JEL codes





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Reviewing

- Initial checking of every record
- Feedback and editing records
- Spot checking
- Putting records into live repository

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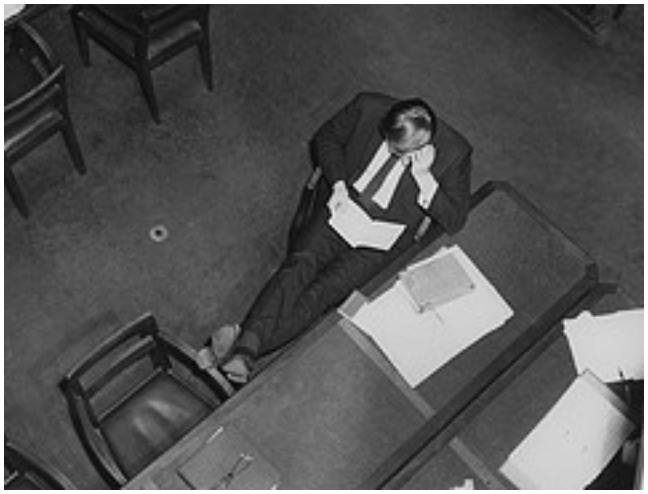
Just in case you thought it was all going too well …



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Reflections 1

- Change management
- Successes
- Hindsight is a wonderful thing
- Training expertise

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Reflections 2

- Multi-skilled or specialists?
- Service level agreements and workflows
- The REF

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Beyond our walls

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REF Support

Research assessment: RAE - REF

The London School of Economics and Political Science confirmed its position as a world-leading research university, with outstanding success in the 2008 Research Assessment Exercise (RAE). The Library played a vital role in helping submit evidence of research excellence for this assessment and will be providing this service again for the successor to the RAE – the Research Excellence Framework (REF).

The following information and resources are designed to explain how research funding works, the impact of the REF and how the library can help.

- RAE 2008 – LSE results
- Making sense of research funding in the UK – RIN (Research Information Network)

LSE Experts Directory

This directory is the first stop for anyone looking for introductions to LSE's staff of world-renowned academics and researchers.

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On-going developments

- LSE TO
- LSE LRO
- Official publications repository
- Exam papers repository?

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Any questions?

Thanks for listening

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@HelsKRW

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