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

Conference Paper

Original citation:

Originally presented at The value of cataloguing: CIG conference 2012, September 2012, Sheffield University.

This version available at: <http://eprints.lse.ac.uk/46182>

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Available in LSE Research Online: September 2012

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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,
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LSE

Library

British Library of Political
and Economic Science

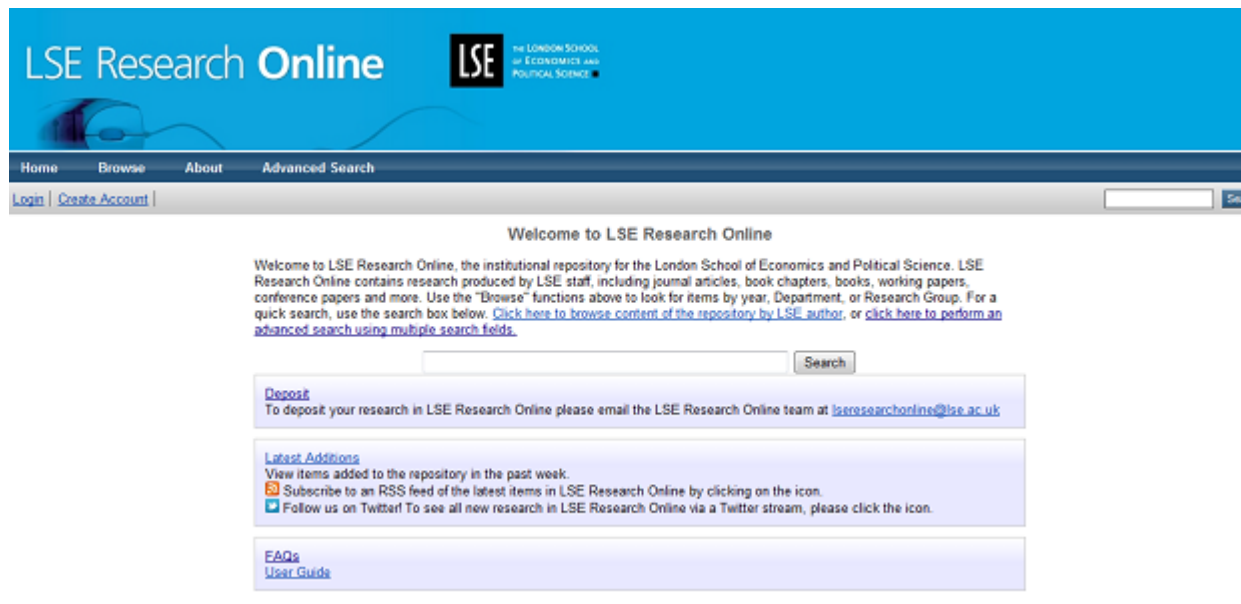
Background

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



What is LSE RO?

- Development
- Staffing structure



The screenshot shows the LSE Research Online homepage. At the top, there is a blue header with the text "LSE Research Online" and the LSE logo (The London School of Economics and Political Science). Below the header is a navigation bar with links for "Home", "Browse", "About", and "Advanced Search". There is also a "Login | Create Account" link and a search box. The main content area features a "Welcome to LSE Research Online" message, followed by a paragraph describing the repository and its contents. Below this is a search box with a "Search" button. There are three main sections: "Deposit" (with an email address), "Latest Additions" (with RSS and Twitter links), and "FAQs" (with a "User Guide" link).

LSE Research Online

THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Home Browse About Advanced Search



Login | Create Account | Search

Welcome to LSE Research Online

Welcome to LSE Research Online, the institutional repository for the London School of Economics and Political Science. LSE Research Online contains research produced by LSE staff, including journal articles, book chapters, books, working papers, conference papers and more. Use the "Browse" functions above to look for items by year, Department, or Research Group. For a quick search, use the search box below. [Click here to browse content of the repository by LSE author](#), or [click here to perform an advanced search using multiple search fields](#).

Search

[Deposit](#)
To deposit your research in LSE Research Online please email the LSE Research Online team at lseresearchonline@lse.ac.uk

[Latest Additions](#)
View items added to the repository in the past week.
 [Subscribe to an RSS feed of the latest items in LSE Research Online by clicking on the icon.](#)
 [Follow us on Twitter!](#) To see all new research in LSE Research Online via a Twitter stream, please click the icon.

[FAQs](#)
[User Guide](#)

All change for LSE RO workflows

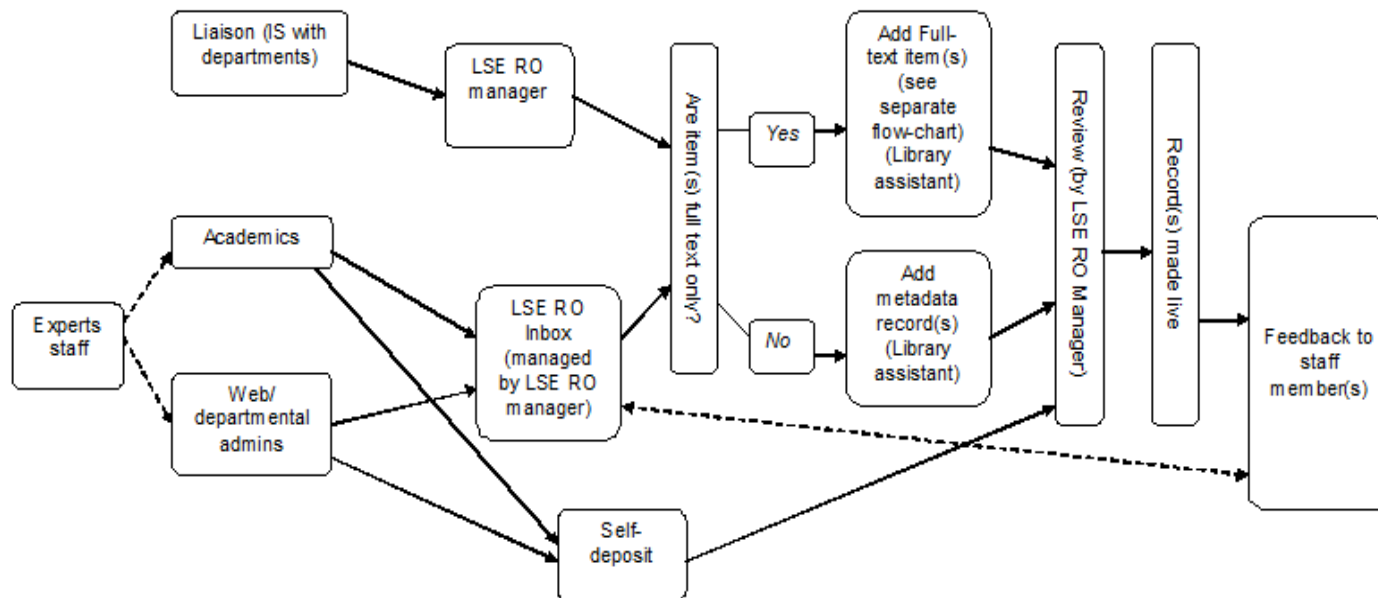


Diagram by Neil Stewart

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

Detailed planning 1

Existing hours contributed to LSE RO (15)
+
Existing hours cataloguing gifts & donations (6)
=
21 hours to spread across Bib Services

Detailed planning 2

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

Detailed planning 3

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

Training

- Train the trainers
- Introducing IR concept
- Practical training

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](#)



Library

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Documentation 2

The screenshot shows the LSE Library website interface. At the top left is the LSE Library logo and the text 'British Library of Political and Economic Science'. Below this is a 'navigation' sidebar with links for 'Collections Services wiki', 'New pages', 'Recent changes', 'Random page', and 'Help'. There is also a 'popular categories' section with links like 'LSE Research Online', 'Event write-ups', 'Group minutes', 'Library groups', 'Library organisation', 'Acquisitions', 'Cataloguing', and 'Teaching Support Services'. A 'search' box is present with 'Go' and 'Search' buttons. A 'toolbox' section at the bottom left contains links for 'What links here', 'Related changes', 'Upload file', and 'Special pages'. The main content area is titled 'Metadata - Articles' and has tabs for 'page', 'discussion', 'edit', 'history', and 'more'. Below the title is a breadcrumb trail: 'Metadata - Articles > Category:LSE Research Online > Metadata'. The main content is a 'Contents [hide]' section with a numbered list of 23 items:

- 1 Before you begin
- 2 Creating the record
- 3 Upload Tab
- 4 Details tab
 - 4.1 Title
 - 4.2 Abstract
 - 4.3 Authors/Creators
 - 4.4 Corporate creators
 - 4.5 Refereed
 - 4.6 Status
 - 4.7 Journal/Publication Title
 - 4.8 ISSN (journals)
 - 4.9 Publisher
 - 4.10 Official URL
 - 4.11 Volume/Number/Page range
 - 4.12 Date
 - 4.13 Date Type
 - 4.14 DOI
 - 4.15 Identification number
 - 4.16 Provenance
 - 4.17 Language
 - 4.18 Further information
 - 4.19 Funders
 - 4.20 Projects
 - 4.21 Contact email address
 - 4.22 References
 - 4.23 Uncontrolled Keywords

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

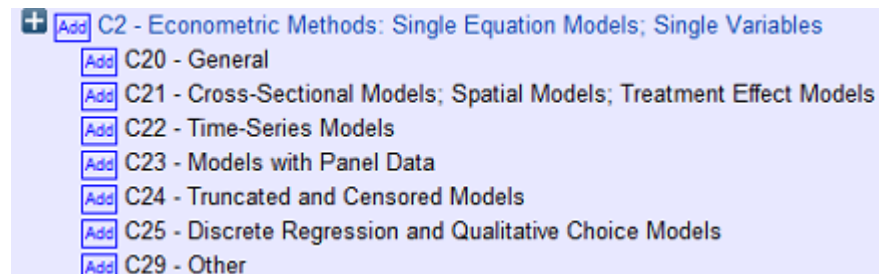
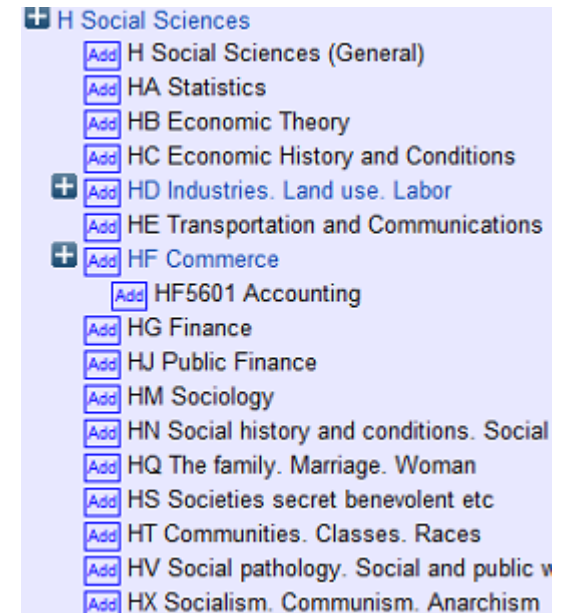
- A person, firm or corporate body responsible for publishing the item.
- Do not use abbreviations.
- Enter in full.

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.

Data entry

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



Reviewing

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

Just in case you
thought it was
all going too well

...



Reflections 1

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

Reflections 2

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

Beyond our walls



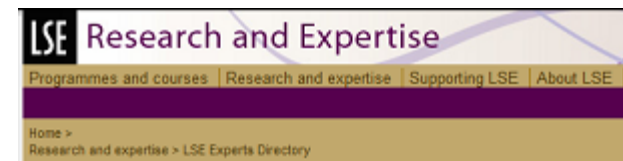
REF Support

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.



Library

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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