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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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The past is a foreign country:

Transforming a bibliographic services team from copy cataloguers to metadata creators

Helen Williams
Assistant Librarian, Bibliographic Services
Background

• LSE

• Library Services

• The Bibliographic Services team
  – Staffing
  – Structure
  – Skills
What is LSE RO?

- Development
- Staffing structure
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

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LSE
Library
British Library of Political
and Economic Science
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.
On-going developments

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

Thanks for listening

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