Acquisitions and Bibliographic Access Directorate
Library of Congress
Report of Fiscal 2007 (Fiscal Year Ended September 30, 2007)

Fiscal 2007 was an extraordinary year for the Acquisitions and Bibliographic Access Directorate of the Library of Congress. The directorate achieved record high production of cataloging for the third consecutive year and reduced its cost per record produced; acquired more than two million items for the Library's collections from all parts of the world; implemented a fully electronic Cataloging in Publication program; developed twenty new training courses; and advanced policy and standards for the entire library community. The directorate also prepared to merge its acquisitions and bibliographic access functions in order to achieve even greater efficiencies and innovations in the near and long-term future.

Fiscal 2007 was the third full year of operations for the Acquisitions and Bibliographic Access Directorate, which was formed in July 2004 by the merger of the former Cataloging and Acquisitions directorates. The new ABA Directorate encompassed acquisitions and cataloging functions, recognizing that both functions serve the goal of building the Library's collections and providing access to information and knowledge. The acquisitions divisions include the Acquisitions Fiscal Office (AFO), African/Asian Acquisitions and Overseas Operations Division (AFAOVOP), Anglo-American Acquisitions Division (ANAD), European and Latin American Acquisitions Division (ELAD) and Serial Record Division (SRD). The bibliographic access divisions are the Cataloging Distribution Service (CDS) and the eight divisions of the former Cataloging Directorate: Arts and Sciences Cataloging Division (ASCD), Cataloging in Publication Division (CIP), Cataloging Policy and Support Office (CPSO), Decimal Classification Division (DEWEY), History and Literature Cataloging Division (HLCD), Regional and Cooperative Cataloging Division (RCCD), Social Sciences Cataloging Division (SSCD), and Special Materials Cataloging Division (SMCD). In addition, the Instructional Design and Training Division (IDTD) was part of ABA administratively. This division provided training and course development for the entire service unit and the wider Library community.

Library Services Strategic Plan
The ABA Directorate participated actively in the Library Services strategic planning process that the Associate Librarian had initiated in fiscal 2006 to guide the service unit from 2008 through 2013. Of the 41 working groups that were charged to develop performance goals under the strategic goals and objectives, ABA staff members served as coordinators for the following: "Set new policies for the type of information and services needed to find and manage items in the Library's collections, including digital formats"; "Employ new technologies, including Webcasts and podcasts, to deliver collections to users"; "Provide innovative and timely reference and loan copy services to our on-site and off-site users"; "Provide specialized training through internships, fellowships, and other

programs"; "Provide timely services that are responsive to the communities we serve"; and "Provide a work environment that is fair, receptive to ideas from all, and that rewards initiative and excellence in performance." Many other ABA staff members served on the performance goal working groups, which worked from the start of the fiscal year through April. The Instructional Design and Training Division supported the process by training the working group members to prepare their reports within a Microsoft Word™ starter document.

Acquisitions Work
The Library's fiscal 2007 budget was set at the same level as the previous year's. As a result, the GENPAC appropriation, which funds the purchase of library collections materials, and the separate Books for the Law Library appropriation remained at the same levels as in fiscal 2006, with no allowance for price level increases. During the fiscal year, Library Services supplemented purchase acquisitions with $3.65 million for the purchase of specific materials identified by the custodial divisions.

The Library requested a programmatic increase to GENPAC of $2 million for fiscal 2008 and additional funds for the GENPAC and Books for the Law Library appropriations to cover price level increases for both fiscal 2007 and 2008. Congress had not appropriated the fiscal 2008 budget the end of fiscal 2007.

The three acquisitions divisions--ANAD, ELAD, and AFAOVOP--with the support of AFO acquired 1,073,311 pieces for the Library's collections through purchase, gift, exchange, or transfer from other government agencies this year, compared to 1,322,048 pieces acquired in fiscal 2006. (The decrease is explained primarily by the very large one-time transfers of government documents in fiscal 2006.) In addition, the CIP Division obtained 80,373 books submitted to meet Cataloging in Publication and Preassigned Card Number program requirements, and the directorate processed 1,077,152 pieces obtained via the U.S. Copyright Office. With GENPAC funding, the acquisitions divisions purchased 604,795 items compared to 654,559 items purchased using the GENPAC fund in fiscal 2006, a demonstration of the decreased purchasing power of the U.S. dollar against the Euro and other major currencies. This year ABA also purchased 107,334 items for the Law Library of Congress and 83,574 items using specially appropriated funds to strengthen the Library's holdings in Africana, Asian studies, and certain other subjects. Gift and trust funds were used to purchase 13,494 items, compared to 6,450 items in fiscal 2006 and 7,159 items in 2005. The divisions also purchased 5,529 items for use in Library of Congress programs, chiefly cost-recovery operations. The total of 814,726 purchased items represented an increase of more than four percent over the 782,123 items purchased in fiscal 2006.

Two staff members in ANAD coordinated and maintained the bulk of the Library's electronic resource acquisitions. This included coordinating selection and acquisition of databases, CD-ROMs, and some electronic journals; obtaining

licensing agreements; and soliciting and maintaining logons and passwords that allowed access to electronic products. The directorate as a whole expended approximately $2.8 million on electronic media and on access to electronic journals and electronic databases. These expenditures included generous supplemental funding, especially for Asian electronic resources, and were therefore nearly one third higher than the previous year's, when $1,920,808 was expended. Newly acquired electronic resources included *19th Century U.S. Newspapers; North American Indian Thought & Culture; Islamic Finance Information Service; China Times News Database; Database of the Chinese Government; Asian Geospatial Dataset;* and *Black Thought & Culture.* In other significant electronic acquisitions, ELAD purchased access to the Universal Database for Library Science from the Library's Russian vendor, East View, and to 160 electronic journals titles through DIRSA, the Library's Mexican subscription agent, while it acquired *Diário da República,* the online edition of Portugal's official legal gazette, on exchange.   Subscription titles from the United Kingdom purchased through Swets with "free" electronic access components were provided and maintained on the Library campus through SwetsWise, a paid service. The Australia/Canada/Ireland/New Zealand/United Kingdom Section (ACINU) of ANAD purchased 14 print-plus-electronic journals, for which the electronic component was not "free" to the Library. The New Delhi Office of AFAOVOP acquired the very comprehensive Manupatra Online Legal Database.

Exchange agreements and dealer approval plans–agreements under which a book dealer selects materials for the Library according to a selection profile following the Library's Collection Policy Statements--are central to the Library's acquisition of materials from other countries, and the acquisitions divisions worked throughout the year to improve the value of both kinds of arrangement for the Library. Extensive use was made of vendor sites to order approval plan material online. Acquisitions staff met with dozens of book vendors during the year and paid particular attention to opportunities to acquire digital content. New vendors were contracted for science materials from Taiwan and for Macau publications. A new approval plan was established with Oionos for material from Greece, replacing a less effective vendor. With the addition of the approval plan vendors for Chile, Ecuador, and Greece this year, twenty-seven of the Library's vendors now provide MARC 21 resource records for the books that they supply to the Library. The resource records are adapted for use as initial bibliographic control records in the LC integrated library management system, freeing Library staff time for other work and improving processing throughput time.

Acquisition of exchange materials continued the decline that began in the mid-1990's, when electronic publishing became a prevalent form of issuing publications. The acquisitions divisions obtained 151,479 pieces for the Library's collections from the Library's various exchange partners, a decrease of thirteen percent over the 174,274 pieces acquired by exchange the previous year. However, several innovative projects streamlined and revitalized the directorate's exchange efforts. The International Electronic Exchange (IEX) project regained

momentum in 2007. Following two years of discussions with the Deutsche Nationalbibliothek (German National Library), the Berlin Staatsbibliothek (State Library of Berlin), and the Electronic Journals Library (Elektronische Zeitschriften Bibliothek, or EZB) at the University of Regensburg, the State Library of Berlin commenced sending MARC21 bibliographic records for electronic journals to the Library of Congress semiannually. Records were sent from the German Journals Database (Zeitschriftendatenbank) and covered the electronic journals identified as "fee-free" in the EZB database. In February 2007, the Library received 8,200 records covering electronic journals for which the LC Online Catalog had no previous record. These records can be hot-linked to provide LC users with access to the full text of electronic journals that are free of charge.

The IEX LOCKSS pilot project was planned, approved by the Associate Librarian for Library Services, and moved toward implementation early in 2008. This project will establish a LOCKSS ("Lots of Copies Keep Stuff Safe") private network for the purpose of archiving selected German government e-journals. The Library's partners in this endeavor include six German libraries and Stanford University Libraries.

An official exchange agreement with the National Assembly Library of Korea (NAL) was signed in May 2007, capping two years of sustained consultations. LC will provide NLA one full set of Government Printing Office publications as well as other U.S. government publications. In return, the NAL will give the Library of Congress permission to access the National Assembly Digital Library and backup copies of selected full texts of Korean government publications, upon consultation of the parties, and will partially reimburse the Korea Reprographic and Transmission Rights Center Inc. (KRTRC) for the use by the Library of Congress of materials copyrighted in Korea.

The Duplicate Materials Exchange Program (DMEP) continued to service exchanges with more than 3,000 exchange partners in 118 countries centrally within the office of the Director for ABA. Web DMEP completed its second fiscal year of operation, using shopping cart functionality to allow the Library's exchange partners to select materials that they wish to receive in exchange for materials that they send to the Library. The DMEP program continued to produce printed lists and to distribute them to those exchange partners who were unable or did not wish to use Web DMEP. The printed lists contained a different, but comparable, selection of books.

This year Web DMEP received 1,774 orders for 15,942 books from 501 exchange partners. Another 130 exchange partners requested and received 1,710 books from printed lists. An additional 725 books were supplied to the Library's overseas offices to be used in the exchanges they managed. In all, DMEP supplied 18,377 books to the Library's exchange partners, representing a slight increase from 18,079 the previous year. Ninety-three percent of the books were requested via Web DMEP.

The contract covering software development and Website hosting for Web DMEP was originally awarded in 2004. In March 2006, the Library entered into a one-year contract renewal with BNK Infotech, a spinoff of the original Web DMEP contractor. That contract included a requirement that a number of system enhancements be developed. By the end of fiscal 2007, most of the enhancements had been put into production. The period of performance for that contract was extended through March 2008, with no additional funding, to allow time for the completion of the remaining enhancements.

In March 2007, a sole-source, one-year contract, with an option year, was awarded to BNK Infotech for Web DMEP Website hosting and software maintenance. The directorate was considering whether to bring the Website hosting and software maintenance inside the Library upon expiration of this contract, or to request proposals for a new, openly competed contract.

The African and Middle Eastern Acquisitions Section (AMEAS), AFAOVOP, expanded its fruitful exchange program with the National Library of Iran (NLI). Because of special circumstances, the exchange continues to operate outside the regular DMEP program. In fiscal 2007, the Library acquired from the NLI 446 monographs, 132 serial pieces, 3 maps, and 4 CD-ROMS. In addition, AMEAS increased receipts from African countries that are underrepresented in the Library's collections. Three new bibliographic representatives in Burkina Faso, Guinea and Cape Verde greatly improved the Library's acquisitions from these areas. The number of exchange sources increased by ten institutions, which included a new exchange with the National Library of Burkina Faso, two new Nigerian exchanges and seven new exchanges with South Africa.

The acquisitions divisions received and processed 60,027 pieces, chiefly print for the general collections, as gifts to the Library, representing a slight increase over the 57,469 items received by gift in fiscal 2006. In addition, the acquisition of 1,559,311 gift items directly by the special collections divisions presented a large workload for ABA, as the gifts coordinator in ANAD arranged for thirty-four new Instruments of Gift, two new Agreements of Deposit or Deposit and Purchase, 78 separate additions to existing collections with signed Instruments of Gift on file, and two separate additions to existing deposit collections with signed Agreements of Deposit on file. Three deposit agreements with Luther Evans, Arthur J. Leib, and Caspar Weinberger were converted to gifts, confirming that valuable research materials would become part of the Library's permanent collections. A total of 168 separate gifts were accepted without formal Instruments of Gift. The gifts coordinator arranged 44 commercial shipping movements, including those from foreign countries, and 96 shipments by Federal Express, an increase from 82 such shipments in fiscal 2006.

The Government Documents Section, ANAD, acquired a total of 312,474 items this fiscal year, received under the provisions of Title 44, U.S. Code for

documents issued by the United States Government and publications received through depository arrangements with the U.S. State and local governments. The total was much lower than last year's total of 432,609, which reflected a very large amount of Federal Advisory Committee material, but was actually twenty-four percent higher than the receipts in fiscal 2005. A total of 66,031 items were retained for the Library of Congress collections.

ABA expanded its collaboration through work with Government Printing Office (GPO) staff to take advantage of the Library's Electronic Resources Management System (ERMS). Staff explored with GPO how to resolve issues regarding broken URLs/PURLs/Handles (persistent identifiers for digital objects) and how to update them to assure access to the government documents stored on remote databases. Staff also explored how the Library might offer international partners data sets of bibliographic records loaded in the ERMS.

In addition to acquisitions intended for the Library's collections, the acquisitions divisions carried a large workload of other processing tasks. The divisions shipped 39,931 monographs to the Library's exchange partners, in addition to serial issues, and disposed of 94,897 surplus items. An additional 368,585 pieces that were received on transfer from other government agencies were not selected for the Library of Congress collections and were sent to the General Services Administration for disposition. The Mail/Receiving and Routing Section, ANAD, was responsible for most of this work, in addition to the daily sorting and routing of incoming mail to the acquisitions units, tracking missing boxes and shipments using the ARRIVAL automated system, greeting book dealers and selectors from other government agencies and institutions, and laser-embossing all incoming CDs (compact disks), DVDs (digital versatile disks), VHP cassettes, and sound recording cassettes upon receipt to deter theft. In the summer, ANAD also undertook the sorting and routing of a large quantity of mail that had not been handled by the Library's main mail contractors because they could not interpret the addresses properly.

The Security Targeting and Marking Team was established on December 5, 2005, with contract staff from InfoCurrent. In March 2007 a second contract was awarded competitively, again to InfoCurrent. As part of the contract, the InfoCurrent staff working in AFAOVOP, ANAD, ELAD and CIP, together with ABA staff in August and September, installed security targets (strips) and placed edge stamps in 216,026 volumes, representing all incoming monographs and all prebound and self-contained serial volumes; Library staff processed 7,290 of these. The team also made perforated Library ownership marks on 4,007 reels of incoming microfilm. These numbers are all considerably higher than the amount of work performed the previous fiscal year and demonstrate the program's contribution to improving the security of the Library's collections, both in-process and after materials reach the stacks.

Overseas Offices
The Library's six overseas offices in Rio de Janeiro, Brazil; Cairo, Egypt; New Delhi, India; Jakarta, Indonesia; Nairobi, Kenya; and Islamabad, Pakistan, acquired, cataloged, and preserved materials from parts of the world where the book and information industries are not well developed. There was continued emphasis on acquiring collection materials that were confidential, issued in remote or unstable areas, or otherwise difficult to obtain. In many cases materials were obtained on the basis of trusted personal relationships, and acquisitions travel often involved danger. Staff of the Cairo Office made seven successful acquisitions trips to Algeria, Morocco, Sudan, Sultanate of Oman, Tunisia, Turkey, and the United Arab Emirates. For the first time, staff traveled to Sudan to acquire materials and establish contacts with non-governmental organizations and government agencies. Successful Cairo acquisitions trips resulted in a forty percent increase in exchange and gift receipts from 4,125 to 5,909. There was a thirty percent increase in the number of pieces acquired from Burma, with a focus on government publications and publications from nongovernment organizations and United Nations organizations. Acquisitions from Nepal increased by nineteen percent in spite of unstable political conditions there. The number of pieces acquired from Sri Lanka increased by 39 percent, and significant progress was made in filling gaps in the Library's collections of governmental and other noncommercial publications. The overseas offices performed these vital functions for the Library of Congress and distributed 454,751 items, on a cost-recovery basis, to other U.S. libraries through the Cooperative Acquisitions Program.

The Islamabad Office worked to improve acquisitions from Iran this year, engaging a new vendor, Mozhgan Jalalzadeh of Iranfarhang. Office acquisitions staff undertook a project to communicate regularly with all vendors, with special attention to policies and procedures of the Library. These initial efforts culminated in a vendor conference. Despite increased security threats, staff traveled throughout Pakistan acquiring works that will enhance the collections of the Library of Congress. Islamabad Office staff continued to acquire significant titles from radical parties and Taliban, including CDs of suicide bombers' preparations. They also worked closely with the U.S. National Library of Medicine to improve the level of medical and bio-medical research available to U.S. scholars.

The six offices continued their expansion of cataloging on the LC ILS. The Jakarta Office achieved independence in cataloging direct-access computer files (CD-ROMs), and the Rio Office became independent for all aspects of serial check-in. The Rio Office decreased its cataloging backlog of 4,395 items to 2,431 items in fiscal 2007, a reduction of nearly forty-five percent. The Jakarta office took on the responsibility for all cataloging in Thai, Lao and Cambodian, relieving RCCD and the New Delhi Office of this workload.

As a sign of the New Delhi Office's success in cataloging, its cataloging chief and the senior serials cataloger conducted a two-day workshop on serials cataloging for twelve staff from institutions in India and Nepal participating in the South Asian Union Catalog (SAUC) project of the University of Chicago. The cataloging chief was also invited to be a panelist on "Best Practices in Libraries in the 21st Century" as part of the sixtieth anniversary celebrations of the Embassy's American Center Library. The New Delhi and Nairobi offices also participated in the BEAT D-TOC project, and the Nairobi office eliminated its cataloging backlog, with the help of two local library science student interns.

In addition to their impressive progress in cataloging, all six offices began creating financial obligations directly in Momentum, the Library's financial system, this year. The offices' budget personnel, the small overseas operations staff on Capitol Hill, and the Office of the Director for ABA worked throughout the year to establish best practices, resolve problems, correct errors, and reconcile balances. The field directors and fiscal staff were given access to eManagement, the Library Services budget and planning system, and for the first time the offices submitted their budget requests for the next fiscal year in eManagement.

The New Delhi Office carried out a thorough reconfiguration of its space in the American Center in New Delhi, after it learned that its facilities would not be relocated to the American Embassy compound. Staff also planned for the transfer of responsibility for the Burma sub-office from New Delhi to Jakarta, to take effect October 1, 2008.

The Assistant Inspector General of the Library of Congress conducted an audit of the Jakarta Office's fiscal operations. This was the first audit since 1992. No evidence of fraud was detected, but the auditors recommended three improvements in current procedures, which the office immediately implemented.

The Jakarta Office continued to develop, with the Asia Foundation, a parliamentary library of Timor for the House Democracy Assistance Commission of the Foreign Affairs Committee. Support and briefings were provided to various congressional and congressional staff delegations and informational assistance to various US government agencies.

Islamabad Office staff with the House Democracy Assistance Commission (HDAC) started a project to help build the Parliament Library in Afghanistan. In September 2006, the head of acquisitions at the Islamabad Office was detailed to HDAC and visited Kabul to assess the training and material needs of the Afghan Parliament Library. As a follow-up to the visit, the field director wrote a report and planning document for the Commission. The HDAC received ongoing funding, and final planning and implementation were expected in the next fiscal year. The Islamabad Office will be actively engaged in assisting the Parliament Library with collection development and staff training.

The commemoration of the fortieth anniversary of the opening of the Library of Congress Office in Brazil was held on September 24th, 2007, at the American Consulate in Rio de Janeiro. This year also marked the 40th anniversary of the opening of the Nairobi Office.

Continuing the work done last year to implement the Sabre Foundation/Library of Congress/East Africa Book Trust Donation program, the Nairobi Office distributed the final sets of the *World Book Encyclopedia* to the Kenya National Library Service. Via the State Department's Public Affairs Service, the Office also donated eight surplused computers to the NGO Computers for Schools Kenya program and donated other used office equipment to the Slums Information Development and Resource Centres for their new cyber-center/library in the middle of Pumwani Slum.

By the end of the year, the ABA Directorate was able to announce that a deputy field director for the New Delhi Office and a field director for the Rio de Janeiro Office had been selected and would begin their duties in January 2008. The division had no first-line supervisors for its three acquisitions sections on Capitol Hill. To ensure management oversight of those sections, ABA management planned to merge them with their counterpart teams in RCCD early the next fiscal year.

Bibliographic Access Work
In fiscal year 2007, the bibliographic access divisions, including the Serial Record Division, cataloged a total of 363,064 bibliographic volumes (new works, added volumes, and items added to collection-level records), the highest total in their history, representing an increase of nearly five per cent over the 346,182 bibliographic volumes cataloged in fiscal 2006. This was the third year in a row that the divisions achieved all-time production highs. The divisions accomplished this production at an average cost of $40.70 per monograph record in direct labor salary costs, or $81.97 in full costs including overhead and fringe benefit expenses. The direct labor salary cost of $40.70 per record is equivalent to $22.18 when adjusted for inflation since 1987--less than half the cost of $49.11 per monograph record that the bibliographic access divisions reported that year. The ABA Directorate take prides in achieving a reduction of more than fifty percent in direct cataloging costs per record over the past twenty years, while maintaining appropriate levels of cataloging and very high production.

Production of full or core original cataloging, the category of cataloging of most interest to other libraries, rose by 6.5 percent, to 212,342 records compared to 199,223 the previous year. These records have complete description, subject analysis, and Library of Congress Classification numbers, as well as full authority records for all descriptive and subject access points, which are drawn from controlled vocabularies.

The bibliographic access divisions and SRD increased production in other categories also, utilizing less expensive modes of cataloging in order to achieve high production while providing effective access to collection materials. Production of minimal-level cataloging (MLC) records provided timely and cost-effective access to 44,529 items that did not require fuller cataloging or authorized forms of access points; production was nearly identical to the 44,871 MLC records produced the previous year. Copy cataloging production decreased slightly, to 71,559 records compared to 75,843 records in fiscal 2006; however, this decrease of 5.65 percent was less that the ten percent decrease in the number of hours spent on copy cataloging, reflecting increased productivity.

The Serial Record Division cataloged 12,185 new titles in all categories, compared to 12,759 records the previous year, and assigned 5,400 International Standard Serial Numbers to new serials, essentially the same level as in fiscal 2006 when 5,500 ISSN were assigned. Of the 5,400 new ISSN, one third were assigned to digital resources. New serial cataloging showed an increase of 4.5 percent in print serials cataloged, an increase of 100 percent for cataloging of microform serials, and of 50 percent for audiovisual serials. The division was able to clear small cataloging backlogs in languages such as Korean and Estonian. Uncataloged serials on hand at year's end numbered 1,892, compared to 4,998 two years ago at the end of fiscal 2005. The SRD staff processed 217,194 serial issues, an atypically low quantity because receipts from the U.S. Copyright Office decreased as a result of that Office's temporary move to Crystal City, Va., while its Madison Building work space was renovated.

Production of name authority work by ABA staff increased this year. The bibliographic access divisions, with SRD and the overseas offices administered in AFAOVOP, created 100,133 new name authority records, a slight increase over the 97,392 created in fiscal 2006. Changes to name and series authority records totaled 37,264, compared to 44,512 in fiscal year 2006. Total new subject headings including those produced by catalogers and by the Subject Heading Editorial Team, Cataloging Policy and Support Office (CPSO), numbered 9,206, an increase of more than one third over the 6,692 produced in fiscal year 2006. This production, which included special projects to create authority records for subject subdivision strings, brought the size of the entire Library of Congress Subject Headings database to more than 300,000 records. Total changes to subject headings numbered 5,926 compared to 10,306 in fiscal year 2006. Catalogers proposed 2,129 new numbers in the Library of Congress Classification, an impressive increase of thirty-nine per cent from 1,535 the previous year, and changes to 151 Classification numbers, compared to 131 changes in fiscal 2006.

The Database Improvement Unit, CPSO corrected 335,291 bibliographic records in the LC ILS, 1,800 in RLIN, and 1,600 in OCLC. This work brought the total number of bibliographic records corrected by the unit since its inception in August 2004 to 1,422,402.

Reduction of work on hand was a major emphasis this year as divisions worked to eliminate backlogs in advance of the upcoming reorganization. Using special projects and a small amount of overtime, the directorate reduced its cataloging work on hand from 224,842 items at the start of the fiscal year to 137,329 items by the end of September—a reduction of thirty-nine percent in a single year. This remarkable accomplishment made 87,513 formerly backlogged items usable by patrons or other institutions. All bibliographic access production divisions processed more items than they received; altogether, these divisions received 339,342 items—8,025 more than the previous year's receipts—and completely processed 391,370. Several longstanding backlogs in foreign languages were cleared. A graduate student in library science volunteered her language skills this summer to perform descriptive cataloging of HLCD's Romanian backlog, and HLCD catalogers completed the subject aspect. This achieved bibliographic control of materials in Romanian, for which ABA had not had language expertise in several years.

The Iberian Languages Project from March through May cataloged more than 8,000 titles in Spanish, Catalan and Portuguese from SSCD and HLCD, with assistance from staff in HLCD, SMCD, SSCD and ASCD. A variety of cataloging levels were applied to backlogged Iberian material, with advice from the Hispanic Division's reference staff. A cross-divisional team also began processing the Grushnikov Collection consisting of 10,000 children's books from the former Soviet Union, many with illustrations by famous artists. More than twenty percent of the collection was processed this year, with the project on track to be completed by the end of the next fiscal year.

The Hebraica Team, RCCD, and the AMEAS Section, AFAOVOP, worked to reduce the large backlog of Israeli/Hebrew monographs that awaited processing in AMEAS. In particular, there was a significant increase in the number of receipts and cataloging of audio-visual materials. Approximately 87 CDs, 100 DVDs, 25 VHS cassettes, and five audio cassettes were processed in a special project. For general materials, an AMEAS contractor created an average of 300 Hebrew monograph records per month. The RCCD Middle East and North Africa Team reserved one day a week for three catalogers to work on a large Turkish backlog. As a result, Turkish completions totaled 2,894 titles this year, as opposed to 714 in fiscal 2006.

BEAT and Other Digital Work
The Bibliographic Enrichment Advisory Team (BEAT) initiates research and development projects to increase the value of cataloging products to library users. The team's best-known project is the creation of digital tables of contents data (D-TOC), either as part of bibliographic records or as separate files linked to them. During the year, software developed by BEAT enabled the inclusion of tables of contents directly in 18,023 records for ECIP galleys and the creation of 20,389 additional D-TOC for published books.   The latter were placed on a

Library of Congress server and hot-linked to the corresponding catalog records. The D-TOC project expanded to include books in Chinese, English, German, Japanese, and Korean, and all divisions contributed books to the D-TOC project to ensure broad subject coverage. Tables of contents are in great demand by the Library's institutional and individual customers. The D-TOC can be accessed via the LC Online Catalog or through major search engines. At the end of September, the cumulative number of "hits" on the D-TOC server since 1995 was approaching twenty million.

Other BEAT projects this year linked the Library's online catalog to more than 5,200 sample texts, brief biographies of 58,862 authors, 1,239 book reviews, and publishers' descriptions of 63,821 new publications. New projects began linking English-language summaries to catalog records for legal materials in Czech, Hungarian, Polish, Romanian, and Russian and for general titles in Chinese, Japanese, or Korean.

The Web Access to Monographic Series Project, which began in SSCD in 2004, produced records this year for 985 titles in series for which electronic versions of the analytics exist online. The Web Cataloging Assistant developed by the ABA cataloging automation specialist captured the cataloging data from the digital monograph and imported it into the LC ILS.

In addition to BEAT initiatives, ABA pursued numerous other digital projects. The Children's Literature team leader continued work on the Library's partnership with the International Children's Digital Library (ICDL). The directorate worked with the Office of Strategic Initiatives Web Services staff to redesign the ABA public-facing Website, including the CPSO Website, and helped design the enterprise-wide search capability on the Library's public home page. Staff contributed to the testing and implementation of the Unicode character set for the "Voyager with Unicode" release of the Voyager system, which enables input and display of characters in any script or alphabet. ACINU processed the digitized UK Parliamentary Papers–approximately 4,000 pieces--creating bibliographic records with links to the online text where possible.

The World Digital Library (WDL) is a collaboration between the Library of Congress, UNESCO, and the International Federation of Library Associations and Institutions to build a digital collection of significant primary materials representing cultures from around the globe. Using overtime funded by the World Digital Library Gift Fund, Decimal Classification Division classifiers helped to build the WDL prototype by assigning the first three levels of the Dewey Decimal Classification (DDC) number to approximately 260 works in Russian, Portuguese, Spanish, and English, covering various subject areas. An RCCD cataloger provided metadata for the digital version of *Description de l'Egypte* for WDL and recommendations for metadata standards for digitized bibliographic material. Another RCCD cataloger provided WDL with Japanese forms of titles,

geographic names, and personal names for digitized Japanese maps and art materials.

The ABA Directorate continued its very successful educational series, *LC's Digital Future & You.* Twelve presentations, coordinated by the chiefs of IDTD and SSCD, were offered during the fiscal year. In addition to presentations by staff members about digital projects underway at the Library of Congress, the Library was fortunate to have eight presentations from external speakers. The external presentations focused on innovations in bibliographic access, such as faceted browsers (Endeca and Solr based systems), social cataloging (LibraryThing) and open source systems (eXtensible Catalog). Webcasts of eleven presentations were edited and mounted on the Library's staff Website.

Cataloging in Publication

The Cataloging in Publication Division (CIP) provides initial bibliographic control of books received for the Library collections through the U.S. Copyright Office and administers the nation's Cataloging in Publication program, which provides cataloging data in advance of publication for those titles most likely to be widely acquired by American libraries. In fiscal 2007, the division achieved several milestones: the transition to a paperless workflow for CIP galleys; the publication of the CIP Review Group report, which affirmed the value of the CIP program to libraries throughout the U.S. and proposed efficiencies and innovations; the recruitment of new ECIP cataloging partner institutions; and dramatic improvements in turnaround time for CIP data requested by publishers.

The CIP program cataloged 53,210 CIP titles this year, all at core-level and supported by necessary authority work. The comparable figure for fiscal 2006 was 53,579 titles. The average time elapsed from receipt of the publisher's request for CIP data until the data was completed in the LC ILS improved dramatically, to 6.2 days compared to 9.4 days in fiscal 2006, with 92 percent of all CIP records completed within fourteen days.

The division obtained 80,373 books submitted by publishers in compliance with CIP and PCN (Preassigned Card Number) program obligations. Using $58.51 as the average cost of a U.S. book (as determined by Blackwell's "Broad Trends in North American Approval Pricing and Coverage – FY 2007" at http://www.blackwell.com/downloads/CC_2007_Introduction.pdf), the value of these books is estimated at $$4,702,624. The books are either retained for the Library of Congress collections or are used in its exchange programs, greatly improving the Library's ability to obtain foreign publications on exchange. The ECIP electronic claiming feature helped the division obtain many books as 183,891 claims were issued. In the Electronic Preassigned Control Number program, the division processed 33,869 applications and assigned 33,252 LCCNs, a 7.2 percent increase over fiscal 2006, and established 4,039 new publisher accounts.

In its role as the initial bibliographic control (IBC) unit for Copyright receipts, the division received 231,004 books and searched 186,270 in the LC ILS to identify duplicates. Division staff used the new Book Sorter software developed by the ABA cataloging automation specialist to sort and route new receipts much more speedily than in the past. The CIP Cataloging Team created 13,407 IBC records and completed CIP verification for 14,175 titles, a 7.7 percent decrease from the previous year's 15,369.

On January 2, 2007, the division met its long-term goal of replacing the conventional CIP paper application with the Electronic Cataloging in Publication (ECIP) application. Publishers are now required to submit electronic galleys for all titles to be cataloged in the CIP program, with a few exceptions for galleys with characteristics that prevent electronic processing, such as diacritics in non-Western European languages on the title page. The move to ECIP has been an unqualified success, saving postage costs and improving throughput time by 34 percent. The number of publishers participating in ECIP increased to 4,175, from 3,714 the previous year. Overall CIP cataloging production for the fiscal year decreased less than one percent compared to fiscal 2006, a clear demonstration that publishers readily made the adjustment to ECIP.

The CIP program continued to enhance the records it creates by utilizing automation and the assistance of publishers. The Publisher Provided Summaries initiative, in which publishers voluntarily provide concise, objective summaries to the CIP records for their books, generated 1,912 summaries, a 17.5 percent increase over 1,626 the previous fiscal year. A wide range of publishers provided summaries, including children's publishers, university presses, religious publishers, and popular presses. By the close of fiscal 2007, a cumulative total of 4,969 summaries had been provided by publishers.

The CIP Review Group, co-chaired by the division chief and an assistant to the director for ABA, completed an extensive report based on the findings of three surveys of publishers, libraries, and MARC Distribution Service customers that were concluded in August 2006. The report *CIP Poised for Change: Survey Findings and Recommendations of the 2006 CIP Review Group* was published in the spring of 2007. Participation in the surveys was quite high, with responses from 33 CDS customers, 1,865 libraries, and 655 publishers. The survey results confirmed the importance of the Cataloging in Publication (CIP) program and suggested directions for enhancing its value and making it more efficient. In addition, the Review Group considered how its recommendations for the CIP program meshed with the new Library Services Strategic Plan for 2008-2013, which includes objectives to "set new policies for the type of information and services needed to find and manage items in the Library's collections, including works in digital formats"; "employ new technologies ... to deliver collections to users"; and "provide timely services that are responsive to the communities we serve."

The final report and recommendations were presented to the CIP Advisory Group during the Annual Conference of the American Library Association (ALA) in June. One recommendation, to continue requiring publishers to print CIP data in the book, was based on survey results that showed surprisingly strong support for this aspect of the CIP program. Other recommendations would optimize advances in automation and technology in order to provide alternative methods for publishers to receive CIP data, add audio books as in-scope materials for CIP cataloging, and change the current CIP system to accept a wider range of formats from publishers. Over the next year, the CIP Division will begin to implement those recommendations approved by ABA management, with emphasis likely to be on those recommendations that would reduce costs or improve services to libraries without posing additional costs.

The University of Wisconsin-Madison became the fifth member of the ECIP Cataloging Partnership Program, cataloging ECIP galleys sent to the Library of Congress by the University of Wisconsin Press. At year's end, the CIP Division was engaged in discussions with two additional university libraries, who appeared likely to begin to catalog ECIPs early in the next fiscal year. The five ECIP cataloging partners collectively cataloged 3,326 titles in fiscal 2007, an increase of 800 titles (31.7 percent) over their production of 2,526 titles the previous year.

Cataloging Distribution Service
The Cataloging Distribution Service (CDS) markets and distributes the Library's cataloging records and cataloging-related publications, tools, and resources. Catalogers within the Library of Congress and in libraries around the world rely on the standards and technical publications distributed by CDS to organize their collections for effective access. CDS administers the cataloging distribution program as a cost-recovery service under the authority of 2 U.S.C. 150.

During fiscal 2007, CDS aimed to sustain cost-recovery operations and enhance and expand the use of Web-based cataloging tools. The added goal of maintaining efficient customer service and division operations with a small staff continued to be a priority this year.

Cost-recovery operations were sustained and surpassed the earned receipts of the previous year by $239,619. Earned receipts in fiscal 2007 were $4,148,999 compared to a spending authority level of $6 million. The spending authority of $6 million represented a funding change due to the elimination of the non-reimbursable appropriation of $700,000 that was provided in prior years to cover the cost of CDS products and services supplied to Library of Congress internal customers. CDS now recovers those cost through an interagency agreement with Library Services. The higher authorized spending level represented a planned reserve to ensure that spending levels did not exceed revenue.

CDS distributed products and services to 3,882 active accounts in fiscal 2007—an increase of 300 accounts over last year although still fewer than the 4,507 in fiscal 2005. The increase in customers in fiscal 2007 may be due to an improvement in customer service practices, which was a priority for CDS throughout the year. The profile of CDS customers remained the same as it had in the past: academic libraries and other educational institutions continued to be the major market for CDS products and services (more than 51 percent of all accounts), followed by profit and non-profit information services organizations, public and regional library systems, governmental agencies, and other miscellaneous customers. Many school and public libraries were served indirectly by CDS, through the value-added products and services of commercial firms that subscribed to CDS's bulk-record cataloging files.

All product lines—Web, print, and electronic files—showed increased revenue generation over last year. Sales of content delivered in digital form accounted for 77.5 percent of CDS revenue. Of that 77.5 percent, 45.1 percent was from sales of the two CDS Web-based services (compared to 44.6 percent in fiscal 2006) and 32.4 percent was from the FTP MARC Distribution Services (a decrease from last year's 32.8 percent). A slower but continued customer migration to digital products was responsible for the slight percent increase in revenue generated by sales of digital content at the close of fiscal 2007, maintaining the sharp increase of more than 20 percent since fiscal 2004.

Revenue from printed publications decreased from 22.6 percent of net sales revenue in fiscal 2006 to 22.5 percent in fiscal 2007. This represents a slowing in the decrease rate for the sale of print publications in recent years. Moreover, actual revenue from print products increased 4.6 percent. The 30th edition of the five-volume *Library of Congress Subject Headings* (LCSH) was published and sold out, and seven revised Library of Congress Classification schedules were published. It should be noted that all content that CDS publishes in hard copy format is also available in digital form in one of the two Web-based products, *Classification Web* and *Cataloger's Desktop*. Therefore these increases in revenue from print products, after nine years of steady decline, were significant and called for further investigation the next fiscal year.

Cataloger's Desktop on the Web completed a strong third year, as sales increased to $820,416 in fiscal 2007, from $761,381 in fiscal 2006. During fiscal 2007, *Cataloger's Desktop* incorporated 40 Spanish- and 40 French-language cataloging resources, introduced a clipboard feature, and inaugurated Spanish- and French-language interfaces that allow users to navigate the product in their native language.

Classification Web completed its fourth successful year with $1,105,453 in sales. This was the second year in a row in which sales exceeded $1 million, although no new product enhancements were made this year.

The MARC Distribution Services experienced a 4.5 percent increase in net sales. CDS ended the individual subscription services for *Books-Arabic*, *Books-CJK*, *Books-Hebrew*, and *LC Manuscripts*, all of which were absorbed in the *Books-All* subscription. Also, the *Copyright Serials* subscription became part of the renamed *Copyright Monographs, Documents, and Serials* subscription service.

In fulfillment of a longstanding goal, CDS completed the migration of all remaining operations from the mainframe, which was shut down permanently near the end of the fiscal year. The customer information management system (CIMS) was migrated to a server housed in Information Technology Services.

Cooperative Cataloging Programs
The Cooperative Cataloging Team, RCCD, with the CONSER coordinator and CONSER specialist in SRD, provided the secretariat for the Program for Cooperative Cataloging, an international consortium of libraries that create standard, authoritative cataloging that can be shared among all member institutions. The chief of SRD provided oversight of the Library of Congress's participation throughout the year. The PCC completed work begun in fiscal 2006 on tactical objectives and action items deriving from the visioning exercise "PCC2010." This work also produced a complete revision of the PCC Governance document.

In fiscal year 2007, Program for Cooperative Cataloging members (numbering over 500 institutions around the world) created 188,183 new name authorities and 10,464 new series authorities through NACO, the program's name authority component. This compares to 175,328 new name authorities and 9,865 new series authorities in fiscal 2006. In SACO, the subject authority component of the PCC, member institutions contributed 3,047 new Library of Congress subject headings as well as 2,214 new Library of Congress Classification numbers, compared to 3,619 new Library of Congress subject headings and 2,089 new Library of Congress Classification numbers in 2006. Members of BIBCO, the monograph cataloging component of the program, contributed 65,939 new bibliographic records, compared to 73,830 in fiscal 2006.

The CONSER program produced 22,317 new records for serials compared to 25,796 in fiscal 2006, bringing the total size of the CONSER database to 1,122,156 bibliographic records. In June, as OCLC was now able to implement encoding level "i" for integrating resources (resources that add content by means of updates that do not remain discrete but are integrated into the whole resource), members of CONSER and BIBCO began to authenticate records for integrating resources on OCLC. These records were to be distributed in a single "continuing resources" file to CDS MARC Distribution Service (MDS) subscribers. CONSER gained two new associate level members, the University of Pennsylvania and Pennsylvania State University. CONSER has considered potential contribution of CONSER serial records to the Registry of Digital Masters (RDM) for the past two years. Because of concerns over the single-record

approach for all formats used in the RDM, CONSER members agreed at the CONSER Operations Meeting held at the Library in May not to contribute single-record-approach records to the RDM for a year. CONSER would monitor developments in how holdings records might be used in the RDM and how institutional needs for contributing to the RDM evolve over the coming year. The CONSER standard record was implemented by the Library of Congress on June 1, with individual CONSER members permitted to set later dates for local implementation.

The focus of the PCC's Historically Black Colleges and Universities (HBCUs) outreach continued to be training, recruitment of HBCU libraries, and funding issues. Beginning this year, the recruitment of HBCUs extended to include other minority institutions such as American Indian and Hispanic institutions. As a result of HBCU outreach, one new NACO funnel project formed in Texas. The NACO Canada Funnel and the Tennessee NACO Funnel expanded membership.

The recently formed CJK NACO Funnel for contribution of name authorities for Chinese, Japanese, and Korean cataloging also grew. Membership now stands at 26 institutions. A special seminar on Chinese Geographic Names was held at the Library during the ALA Annual Conference in June for staff from 30 institutions. This was followed with a two-day NACO training workshop geared specifically to CJK cataloging.   Eight NACO reviewers are assigned to help funnel members.

The SACO program expanded membership, with eight new SACO-only participants and one new funnel, as well as services to members. The *SACO Participants' Manual*, 2nd edition, is now available through the PCC Website in pdf. Workflow for proposals to Library of Congress classification was considerably automated. Members now contribute new LC Classification proposals directly into the classification proposal database using *Class Web.* The Weekly Tentative Classification Lists are now posted on the PCC Website.

International PCC participants were active in NACO, SACO, and CONSER. Members outside the United States contributed 28 per cent of all new name authority records; 11 per cent of all new series authority records; 18 percent of all new subject headings; and 12 per cent of new CONSER records. A new task group was underway at year's end, directed by the PCC Policy Committee to study furthering international participation and delivery of training.

Of particular note this year is the completion of a range of training workshops developed collaboratively by the Program for Cooperative Cataloging, the Association for Library Collections and Technical Services (ALCTS, a division of ALA), and the Library of Congress. These courses are available through the Cataloger's Learning Workshop Website: *Basic Creation of Name and Title Authorities; Basic Subject Cataloging Using LCSH; Fundamentals of Series*

Authorities; and *Fundamentals of Library of Congress Classification.* The Website also contains the CONSER Serials Cataloging Cooperative Training Program and courses in the *Cataloging in the 21st Century* program developed by LC in conjunction with ALCTS as an outgrowth of the Library of Congress Bicentennial Conference on Bibliographic Control for the New Millennium in 2000.

As a proof of concept to test ideas for converting current PCC training into online courses, the older *Basic SACO* workshop was redesigned as an online course. After the software used was purchased and retired by another company, difficulties in identifying a permanent server to house such courses postponed its availability.

Shelf-Ready Projects
The directorate continued to seek sources of shelf-ready vendor services, which provide physical processing of new collection materials and complete cataloging data, so that the new materials arrive ready for shelving in the Capitol Hill stacks or in the offsite storage facility at Fort Meade, Md. The projects were intended to establish and develop bibliographic services relationships that could compensate for the likely retirements of many ABA staff in the near future. The Casalini Shelf-Ready Project was in full production in its third year, providing core level records for 3,091 Italian books, about half of the Italian monographs acquired this year. The ABA Directorate's Casalini Shelf Ready Pilot Steering Committee negotiated with the Italian vendor, Casalini Libri, to reduce the price of core level records by twenty percent from the previous year, based on demand from Casalini's other North American customers for such records. Casalini became independent for all cataloging it produces for the Library with the exception of subject and classification proposals, enabling ABA to reduce its review of Casalini's records to a three percent sample. The project expanded to include the application of call number labels to books that receive core level cataloging. Upon receipt, the books can be sent directly to the Collections Access, Loan and Management Division for storage at Fort Meade.

The Central and Eastern European Acquisitions Section, ELAD, and the Art and Architecture Team, ASCD, implemented a successful project to import, at the time of receipt of Latvian materials, complete bibliographic records directly from the union catalog at the National Library of Latvia. An ASCD cataloger performed necessary authority work and added a call number from the LC Classification and Library of Congress Subject Headings, derived from those in the Latvian record. This project marked the first time that the Library of Congress has formally made use of cataloging from libraries in countries where English is not the primary language.

More than 150 Russian serial titles were also received in shelf-ready condition, an increase of twenty-seven over the previous fiscal year. Shelf-ready cataloging service with Kinokuniya for Japanese language materials was successfully

implemented, and RCCD and AFAOVOP planned to continue this service in the new fiscal year. A similar project with Japan Publications Trading Company was under review at year's end. A cooperative agreement for bibliographic services was signed in October 2006 with the Korean vendor, Eulyoo, to purchase initial bibliographic control records, but implementation was slowed by the closure of the RLIN bibliographic utility.

Decimal Classification Work
The Decimal Classification Division implemented the ABA management decision made in 2006 to focus on assigning Dewey Decimal Classification (DDC) numbers to U.S. national imprint material. The division continued to accept all CIP galleys and Priority 2 materials (i.e., high priority monographs) in most subject areas. The division remained the world's largest Dewey classifying agency; its seven classifiers, with assistance from a few Dewey-trained catalogers in HLCD, RCCD, and SSCD, assigned DDC numbers to 72,518 titles during the fiscal year, at a rate of 10.92 titles classified per hour. The division's production was supplemented by the acceptance of numbers on 23,998 copy cataloging records processed in the cataloging divisions this year, compared to 22,917 in fiscal 2006. The acceptance of Dewey numbers in copy brought total assignment of Dewey numbers to 96,516.

The division completed an initiative begun in fiscal 2006 to explore the feasibility of developing software that provides automatic DDC assignment for specific subsets of incoming material. Developed by Gary Strawn of Northwestern University and the ABA cataloging automation specialist using a set of algorithms written by a DDC assistant editor, the "AutoDewey" program derives DDC numbers from data in existing MARC 21 records. In March, the HLCD Anglo-American Literature Team implemented the first iteration of AutoDewey. In early July, the AutoDewey software program was expanded to include the automatic assignment of DDC numbers to works of poetry and drama by single authors. During the year, 2,385 DDC numbers were assigned using the AutoDewey program and are included in the total of 72,518 numbers assigned in original cataloging.

The automatic assignment of Dewey numbers in the cataloging divisions increases efficiency, because a significant quantity of material does not need to be referred to the Decimal Classification Division, and fulltime Dewey classifiers' time is freed to analyze and classify the more complex material.

In its mission to support the development of the DDC, the division hosted Dewey Editorial Policy Committee Meeting 126 at the Library of Congress, October 11-13, 2006, and prepared extensive editorial exhibits for Meeting 126A, which was a teleconference held December 5, and for Meeting 127, held at OCLC, Inc., in Dublin, Ohio, May 9-11. Among numerous other activities, the assistant DDC editors in the division continued to work with the French and Italian Dewey translation teams on a regular basis; provided technical advisory assistance to

OCLC staff and others involved in the development of a new Dewey editorial support system; and devoted substantial time to the ongoing work of mapping the weekly lists of Library of Congress Subject Headings to corresponding DDC numbers, a project that facilitates other libraries' assignment of both subject headings and DDC numbers. An assistant editor also participated in development of a Dewey training program for OCLC and reviewed the treatment of DDC information across the MARC 21 formats, culminating in a presentation at the International Workshop: MARC 21 held at the Deutsche Nationalbibliothek in Frankfurt, May 14-15.

Instructional Design and Training Work
The Instructional Design and Training Division has its administrative home in ABA but supports all Library Services units with training and course development. Despite a retirement and long-term illness of key staff, this small division accomplished a great deal in fiscal 2007. IDTD trained 1,169 staff members in fiscal 2007, compared to 1,380 staff members trained in fiscal 2006. Of those 1,169 staff members, 1,054 were from Library Services. Library Services staff also took 1,227 instructor-led classes through the Library's Center for Learning and Development, chiefly mandatory courses such as *Ethics Briefing, A Respectful Workplace*, and supervisory courses. Staff also took 2,101 online courses, chiefly the mandatory IT Computer Security course or online SkillSoft courses purchased by the Library.

Library Services' staff also attended 316 external training classes, at a cost of $171,430 for an average course cost of $543. Staff in IDTD were responsible for processing the necessary training documentation to permit staff to attend external courses. Library Services staff thus took a total of 4,698 classes through IDTD, CLD, and external training, an increase of nearly ten percent over the total of 4,300 classes in fiscal 2006. This year, 449 LS staff, or 26 percent, attended at least one IDTD course.

Throughout the fiscal year, IDTD taught 134 sessions of 79 unique courses. The division supported 778 hours of classroom instruction. IDTD also provided 150 hours of formal follow-up on the use of different applications and systems, one-on-one consultations, and the planning of training programs.

The division designed and taught twenty new instructor-led courses, each of approximately three hours' duration; offered facilitated sessions of five different SkillSoft courses with specially designed exercises; and revised six courses. In addition, the division designed six new Quick Tips and revised nine to reflect system changes and provide better interactivity. Quick Tips, short online simulated training segments on a feature or features of a software application, now form a major part of the division's training program and are incorporated into classroom training as part of the shift to blended learning courses. A nine-hour course, *Principles of Selection,* was heavily revised so it could be delivered to a targeted audience of staff members in the Copyright Acquisitions Division and

selected staff in ABA. The IDTD instructors spent 1,548 hours in course development. All courses designed by IDTD in fiscal 2007 were developed in such a manner that they can be added to IDTD's list of standard course offerings and be made available on an ongoing basis to staff within Library Services. Every trainee attending an IDTD course received handouts and exercises prepared by the course designer, which contained or reinforced the essential knowledge delivered and skills learned in the classroom.

The primary event in training this fiscal year was the retraining of staff members who had used the Research Libraries Information Network (RLIN) as their vehicle for creating bibliographic access to manuscript and non-roman-script items. Staff members who formerly created and updated records for Japanese, Arabic, Chinese, Korean, Persian, Hebrew, and Yiddish materials in RLIN had to be trained to work in the LC ILS.   Staff who had used RLIN to create archival records for the National Union Catalog of Manuscript Collections were retrained to work directly in OCLC, using the Connexion 2.0 Client.

At the start of fiscal 2007, IDTD had developed three modules in the World Wide Web (WWW) Training series.   Seven more were released during the year, including *WWW 2.0 Next Generation* and *Working with Multimedia Files.* The goal of this training series is to enable staff members to use Web resources in their daily work, particularly in assisting patrons.

With Library staff working in offices around the globe, distance learning has become essential. In fiscal 2006, the Library of Congress Subject Heading courses, which are instructor-led, were filmed as they were taught over a three-week period, without any change in content or method of presentation. After editing, the resulting set of nine DVDs (digital versatile disks) was shipped at the start of this fiscal year to the overseas offices in Cairo, Egypt, and Rio de Janeiro, Brazil, to be tested as a possible method of distance learning. The DVDs were soon were distributed to all the overseas offices and constitute a highly successful and quite inexpensive approach to distance learning.

Policy and Standards Work
The development, interpretation, and promotion of policy and standards for the library and information communities is a fundamental element of the ABA mission. The Cataloging Policy and Support Office is the primary home of policy development, but all divisions in ABA participate in this core function.

CPSO continued this year to work towards international agreement on basic cataloging principles, underlying conceptual models, and international cataloging rules for the improvement of service to users and the simplification and increased efficiency of cataloging operations. Consequently, CPSO has been highly visible in the Joint Steering Committee for Development of RDA (JSC) (formerly called the Joint Steering Committee for Revision of the Anglo-American Cataloguing Rules) and in the International Federation of Library Associations and Institutions

(IFLA). Contacts with leaders of various World Wide Web initiatives, such as the Semantic Web, also increased. The chief of CPSO represented the Library of Congress on JSC, which continued to develop a new cataloging code, *Resource Description and Access (RDA),* to succeed the *Anglo-American Cataloguing Rules, 2nd ed.* Web publication of RDA was targeted for 2009. The chief attended an RDA/Dublin Core/IEEE/LOM "Data Model meeting" at the British Library with representatives of the RDA, Dublin Core Metadata Element Set, IEEE/LOM (Institute of Electrical and Electronics Engineers Learning Objects Metadata), and Semantic Web communities. That meeting resulted in some very constructive recommendations to enhance collaboration, expose more of the RDA vocabularies to users on the Web, and assure that data created following RDA will result in well-formed metadata.

Work continued on the Virtual International Authority File (VIAF), a project of the Library of Congress, OCLC, the Deutsche Nationalbibliothek. The Bibliothèque nationale de France joined VIAF this year.

CPSO staff were active in major IFLA initiatives, including the continuing evolution and promotion of the *Functional Requirements for Bibliographic Records (FRBR)* and the *Functional Requirements for Authority Data (FRAD),* which expands the FRBR model into the realm of authority records. The series of International Meetings of Experts on an International Cataloging Code (IME ICC), coordinated and moderated by the CPSO chief, concluded with IME ICC5, held in Pretoria, South Africa, August 14-15. Proceedings of IME ICC4, held in Seoul, South Korea, in August 2006, were published by K.G. Saur with considerable editorial input from CPSO.

With the reassignment to CPSO last year of a specialist fluent in Spanish, the office pursued the long-term objective of increasing the visibility of the Library's international cataloging activities in Spanish-speaking areas of the world. Lecture and teaching trips were arranged as the result of this appointment.

Three new functions were added to *Classification Web* (better known as *Class Web),* which take advantage of unique capabilities in the Minaret system, on which the official online version of the Library of Congress Classification is based. One is a Minaret-based system for submitting classification proposals, custom-designed by the Minaret Corporation under a contract funded by CDS. It is used both by LC catalogers and by SACO institutions who contribute classification proposals. The system has a user-friendly interface that greatly simplifies the process of creating the vast majority of classification proposals. The second is a separate index in *Class Web* for genre/form authority headings. Third, the resolution of long-standing problems with production of the classification and subject weekly lists was achieved by transferring production to Minaret. The entire process, from managing in-house subject and classification proposals to printing the lists, came under the control of CPSO.

Cataloging policy specialists in CPSO completed the analysis of the future of LCSH that was requested by the Director for ABA in 2006. The analysis addressed pre- versus post-coordination of subject headings, and made recommendations on how automation could be better utilized to facilitate the assignment of headings, economize the time spent on subject cataloging, and enhance end-user responses to subject searches. The Director and ABA management team accepted the recommendations in April, and financial planning to implement them began. An implementation plan was submitted to the Director in September.

Working with the ABA cataloging automation specialist, CPSO programs were developed that enable CPSO's Subject Headings Editorial Team (SHed) to create authority records from bibliographic headings. The programs will be run on commonly used subject strings in the LC bibliographic database, i.e., strings used 50 or more times. The function of these "validation" authority records is to enable machine validation of subject access points, thereby greatly improving their accuracy and ultimately enhancing end-users' discovery of resources as they search the LC database. Approximately 2,500 such records were created in fiscal 2007.

Under the auspices of CPSO, the creation and distribution of LCSH genre/form authority records for moving image terms (MARC 21 field tag 155) began. By fiscal year's end approximately 100 records, roughly one-third of the eventual total, had been created and distributed. Collaboration began with sound recording catalogers in the Motion Picture, Broadcasting, and Recorded Sound Division to convert to LCSH their *Radio Form/Genre Terms Guide.* The incorporation of genre and form terms for music is a far larger and more complex enterprise and therefore will follow the projects for moving image and radio terms.

Several LC Classification schedules were revised by CPSO and published by CDS during the year: E-F History, America; H Social Sciences; M Music; N Fine Arts; subclass PN Literature (General); Q Science, and T Technology. Links to digitized maps continued to be added to law classification schedules. Classification development was under way for KBS-KBX (Eastern Churches and Church (Protestant) law). Development of law schedules KIA-KIX (Law of the Indigenous Peoples of the Americas) continued, including collaboration by the CPSO law classification specialist with libraries with significant holdings of these materials.

The CONSER Standard Record (CSR), a new PCC standard record that provides full access to serial titles yet simplifies more time consuming descriptive tasks and eliminates redundant data in the description of serials, was approved by the PCC Policy Committee in November and implemented by SRD on June 1. An SRD section head was co-leader of the implementation testing. The

CONSER staff in SRD led outreach efforts to non-CONSER serials catalogers in other libraries on use of the standard.

The revised ISSN standard (ISO 3297:2007) became available in August. The revised standard introduces the linking ISSN (ISSN-L), a mechanism to collocate the various medium versions of a continuing resource. The National Serials Data Program in SRD prepared to implement the linking ISSN, with the ISSN International Centre, in 2008. Such work included correcting problem records identified by the International Centre that might cause failures in the planned programmatic retrospective designation of the linking ISSN; and consulting with stakeholders such as OCLC, the National Information Standards Organization, profit-sector vendors, and Library of Congress units like the Electronic Resources Management System staff and the Copyright/Office of Strategic Initiatives e-Deposit for e-Journals Working Group. ISSN are increasingly used to populate OpenURL resolvers and Electronic Resource Management knowledge bases.

Catalogers in SMCD, in consultation with MBRS, CPSO, and OCLC, documented guidelines for LC catalogers and technicians to address the burgeoning problems of cataloging new and hybrid sound recording formats, including various CD, DVD, and audio electronic resource formats that have begun to appear over the last three years. The need for efficient and timely updating of the document caused CPSO to mount the guidelines online at URL <http://www.loc.gov/catdir/cpso/soundrec.pdf>, with plans to include the document in *Cataloger's Desktop* later. An SMCD music cataloger also chaired the Working Group on ISBD and Music of IAML, the International Association of Music Libraries, Archives, and Documentation Centres, which submitted proposals for music-related revisions to the consolidated edition of the International Standard Bibliographic Description that was published in summer 2007. The Rare Book Team leader, SCMD, served on the International Standard for Bibliographic Description (Antiquarian) (ISBD(A)) Revision Work Group.

Transforming ABA
Over the past two years, ABA management has considered how to redesign workflows and functions to achieve greater efficiency, flexibility, and integration of digital and analog collections. Continuing work that started in fiscal 2005, ABA began intensively preparing for a thorough revision of workflows and organization in order to improve the timeliness of library users' access to content; better integrate the processing of digital content; increase per capita staff production; and increase the organization's flexibility in response to a changing environment. The proposed new workflows would reduce the number of times a collection item must be handled in-process and would ensure that work was performed by appropriately graded staff. The proposed organization model, in addition to providing optimal support for the new workflows, would reduce the number of divisions and the number of supervisory positions in the directorate while offering opportunities for career enrichment and advancement.

A review in May by the information industry consulting firm Outsell, Inc., found that the planned design was basically sound and would deliver the expected savings and other improvements. Directorate management planned to implement the reorganization at the start of fiscal year 2009, allowing time for the necessary reconfiguration of workspace and for impact bargaining with the labor organizations. At the same time, ABA managers and staff worked intensively throughout fiscal 2007 to prepare for a new environment in which sections would be responsible for both acquisitions and cataloging functions and processing would take greater advantage of preexisting source data than ever before.

The directorate placed priority on cleaning up obsolete and erroneous data in the acquisitions module of the LC ILS, Voyager, in order to facilitate the transition of payment and mailing address data that would be performed by the vendor just prior to Day One of the reorganization. The sole Chinese acquisitions specialist performed clean-up of about 3,000 purchased serial titles in Chinese.   A team led by the head of the Central and Eastern European Acquisitions Section, ELAD, cleaned up thousands of other acquisitions records. This and other work related to the acquisitions module was coordinated by the Acquisitions Issues Resolution Group, chaired by the chief of CPSO.

Because the bibliographic access divisions were much more fully staffed than the acquisitions areas, ABA adopted a strategy of training cataloging supervisors and staff for acquisitions duties. All cataloging team leaders took the weeklong IDTD course Fundamentals of Acquisitions in order to manage "hybrid" sections. They built on their classroom experience by "shadowing" acquisitions section heads to observe daily operations. The chief of ASCD also served as acting chief of ANAD.

Details and cross-training were undertaken at unprecedented rates this year. There were many informal cross-assignments, such as HLCD's assistance to ELAD in providing IBC for Czech and Slovak receipts while an ELAD acquisitions specialist cataloged serials in Baltic languages. In addition, catalogers were offered formal split assignments, e.g. between ASCD and ANAD and between SRD and HLCD. Eight SRD staff took on acquisitions duties, and ANAD trained certain GS-12 and GS-13 catalogers in selecting Copyright receipts for the collections. A Law Team member began reviewing the subject cataloging of all legal serials cataloged by the Serial Record Division, in anticipation of the transfer of this cataloging responsibility to the Law Section when the directorate reorganizes. An acquisitions technician was trained for copy cataloging of Chinese.

In the second half of the year, ABA undertook a major initiative to revise and create all documentation needed for staff members to perform their duties. The directorate had recognized the need for such full-scale revision for several years, and the planned reorganization made it imperative. The chief of IDTD served as the coordinator for the ABA Documentation Group, working with four appointed

area coordinators for acquisitions, cataloging, serials, and electronic resources. The Documentation Group's goal was to document all processing activities in ABA by spring of fiscal 2008.

The directorate also considered how it would assess its performance in the future, both to meet Library Services' goal of conforming to the Government Performance and Results Act (GPRA) and to have a basis for its internal decision-making. Since measurable performance indicators are a basic tenet of GPRA, the directorate expended considerable effort in planning for a new statistical reporting system to replace the obsolescent STARS system. Near the end of the year, the director gave the bibliographic access divisions discretion to implement the new Stats-o-Matic system developed by the SMCD automated operations coordinator or to retain STARS through the next fiscal year. A planning group chaired by the chief of SRD continued to examine the directorate's future statistical needs.

The Music and Sound Recordings 3 Team (MSR 3) was transferred from SMCD to the Motion Picture, Broadcasting, and Recorded Sound Division in August, moving the cataloging of sound recordings from the overseas offices and of all popular music and spoken word sound recordings to the new National Audio-Visual Conservation Center in Culpeper, Va. Team members who elected not to move to Culpeper were reassigned to various units, mostly within ABA. In addition, the ABA Directorate began planning to reassign the MSR 1 and MSR 2 teams to the Music Division in the next fiscal year, in keeping with the principle of minimizing the number of times an item must be handled as it flows through the processing stream.

Workflow Innovations
The directorate continued to use pilot projects and new workflows to accomplish work in the most efficient and cost-effective manner. The Copy Cataloging Pilot Team in ASCD and other copy cataloging initiatives in SRD and other divisions continued to prove that technicians could successfully produce copy cataloging of both monographs and serials at significant cost savings, as the cost of copy cataloging decreased to $23.67 per record in direct labor salary costs ($47.67 in full costs) from $26.15 ($52.66) the previous year.

The Medical Sciences and Biotechnology Team, ASCD, receives many electronic CIP titles cataloged by the National Library of Medicine (NLM), an ECIP cataloging partner, and books represented by cataloging copy that contains only *Medical Subject Headings (MeSH)*. Team staff must supply *LC Subject Headings (LCSH)* in the bibliographic records for these works in order to complete the cataloging. When the team learned that the Northwestern University Library maintained authority files containing LCSH-to-MeSH mappings, it asked the ABA cataloging automation specialist to create a Voyager add-on program that correlates MeSH to LCSH. This tool made the processing of approximately 2,000 CIP titles and more than 1,000 non-CIP monographs

annually more efficient, since the Library of Congress staff are able to utilize NLM's subject analysis to guide their assignment of LCSH.

Decentralized serial check-in, made possible by the LC ILS, expanded to include the Asian Division. The Rio de Janeiro Overseas Office also achieved independence for all aspects of serial check-in this year. Staff in SRD's Processing and Reference Section provided guidance and training for all units that check in their own serials to the ILS, an innovation that greatly improves inventory and physical control of serial issues and speeds their progress to the stacks.

ANAD began using Voyager for online microform processing throughout the division. Online recording of microform receipts had been introduced early the previous fiscal year as an experiment and was implemented formally this year to provide online access to purchased microform holdings data. The ACINU and US Acquisitions sections implemented online inventory control for all materials, including newspapers, received in microform.

The Hebraic, Chinese and Korean/Chinese teams of RCCD accepted material without IBC records and created some original or copy cataloging records "from scratch." Although more time-consuming for RCCD catalogers, this shortcut helped to alleviate backlogs in acquisitions. All staff members of the Chinese, Korean/Chinese and Hebraica Teams were trained to perform their own end-stage processing, eliminating the need to hand cataloged books off to a technician for shelflisting and final processing.

SMCD employed several innovative or simplified workflows that together added 22,535 new bibliographic records to the LC Online Catalog. The "brief score cataloging" workflow cleared more than 5,000 choral octavos, popular song sheets, and instrumental scores on 2,956 brief records. An integral feature of this workflow was that catalogers completed the call numbers and did end-stage processing for the records. The Music and Sound Recording Teams began use in January of metadata leased from the All Music Guide (AMG) services of All Media Guide, LLC, for the production of brief records for popular music compact disks (CDs). Using software developed within SMCD and the Music, Broadcasting, and Recorded Sound Division, technicians located and imported AMG metadata and output the result into a Voyager MARC 21 record with encoding level 3. The data were then adjusted to meet ILS input standards and needs. This process nearly eliminated the need for original keying of a massive quantity of data, including contents notes. At year's end, 1,959 records had been created.

SMCD implemented a new copy cataloging and core record production workflow for classical and ethnic music CDs. Three technicians performed copy cataloging operations on all CDs. Those records in which all headings appeared as verified in the Voyager heading validation window of the ILS cataloging

module were finished by the technicians. Those records that needed authority work were forwarded to the catalogers, who also produced core-level records for the CDs for which copy was not available.

Electronic Resources Management System (ERMS) Pilot
The Electronic Resources Management System (ERMS) Pilot Team was launched on March 5, 2007, to explore the use of the Library's ERMS and how it could be optimally integrated into the Library's infrastructure related to technical services. Team members were trained on the ERMS software, purchased from Innovative Interfaces, Inc., and have been updating and maintaining the license, bibliographic, and holdings maintenance functions. The Pilot Team was composed of seven volunteer staff detailed from various divisions of ABA.

During the early months of the Pilot, team members focused on acquiring new skills: learning the ERMS software applications and becoming familiar with the process of building the knowledge base of electronic resource metadata. In order to practice and reinforce acquired skills, the team members worked on basic, easy-to-complete projects, reserving more complex projects until these skills had been mastered.

In populating the ERMS with bibliographic records for electronic resources licensed to the Library, as well as freely available electronic resources, team members loaded nearly 25,000 bibliographic records via the Integrated Library System Policy Office (ILSPO) from March through August 2007. Nearly 100,000 holdings/coverage records were also loaded via the ILSPO. The work of building the knowledge base of electronic resources metadata would continue in 2008.

Members of the team provided assistance to two digital projects outside the pilot. In one, team members assisted in two Web archiving projects for an LS/OSI project (Selecting and Managing Content Captured from the Web: a Joint Project of LS and OSI). This included archiving remote resources on Darfur and the 2005 Papal transition. Team members created 410 bibliographic records for archived sites. In the second project, team members assisted the World Digital Library by   creating or validating metadata for 115 digital items.

The next phase of the pilot called for adding staff to the pilot team, determining final workflows, and expanding the knowledge database of electronic resources metadata.

Transition from RLIN to LC ILS and OCLC
The integration of the activities of OCLC and the Research Libraries Group (RLG), which began in July 2006, resulted in the shutdown of the RLIN bibliographic utility at the end of August. The directorate carefully considered the question of the new locus of cataloging for the National Union Catalog of Manuscript Collections (NUCMC) and of materials in the JACKPHY scripts, Japanese, Arabic, Chinese, Korean, Persian, Hebrew, and Yiddish.

Management accepted the NUCMC team leader's recommendation that NUCMC cataloging be moved to OCLC WorldCat, using the Connexion 2.0 client. NUCMC input/update in RLIN ceased on July 26, when OCLC input/update began. By the end of September, all NUCMC records had been successfully migrated to WorldCat, and the NUCMC Website had been edited to reflect the move to OCLC. With the migration of RLIN records to WorldCat, nearly 1.5 million records for archival collections and individual manuscripts are now available through the NUCMC/OCLC gateway. Despite this disruption, the NUCMC Team completed 3,299 records for seventy-six repositories across the U.S. during the year, attaining more than eighty-five percent of the previous year's production.

In order to determine the best locus of JACKPHY monograph cataloging, RCCD, AFAOVOP, and CPSO worked closely with the ILS Program Office and IDTD to undertake a comparison test of the non-roman script capabilities of OCLC Connexion and the Voyager cataloging module. The test results led ABA to conclude that cataloging JACKPHY monographs on Voyager was the better option; JACKPHY serials would continue to be cataloged on OCLC, which holds the CONSER database. Workflow considerations were a major factor in the decision regarding monographs, since working in Voyager made it possible to fully process an item on a single day, using a single system, and to perform automated changes to JACKPHY catalog records locally. RCCD staff helped the ILS Program Office develop and evaluate "Transliterator," an ILS tool to facilitate the inputting, coding, and pairing with romanized counterparts of non-roman fields in MARC 21 records. The ILS Program Office coordinated the transfer of hundreds of thousands of non-roman records from RLIN to the LC database. Library staff began creating JACKPHY script monograph records directly in Voyager on August 20. Production in RCCD actually increased by 564 items from July to August, and by an impressive 1,507 items in September.

Other New Initiatives
The Computer Files and Microforms Team, SMCD, began planning to provide online bibliographic access to all titles in the Microform Reading Room (MicRR). The project will begin with the MicRR card catalog (pre-1982), the most inclusive of several extant card catalogs. Test samples of microform-cataloged cards were surveyed, and findings were presented to the Humanities and Social Sciences Division in a background paper for the project. The Rare Book Team of SMCD began cataloging titles from the Kislak Rare Book Collection in preparation for the Kislak Collection printed bibliography that would be based on records in the LC ILS. The head of the National Serials Data Program, SRD, advised the Music Division on the feasibility of establishing an International Standard Music Number agency at the Library of Congress.

The Musical Theater Sheet Music pilot project began to create access to approximately 1,400 boxes of musical theater sheet music held by the Music Division. The vast majority of this material is neither in the LC ILS nor in the

Music Division's card catalogs. In the pilot project, a work-study employee input song titles, show titles, composers, lyricists, and publication dates into an Access database, from which will be created MARC 21 records for the LC ILS and MODS records for the online *Performing Arts Encyclopedia.* The MARC 21 records will be collection level records (per show title) and the MODS records will be for individual songs. At year's end, approximately 11,000 individual songs had been entered into the database.

The Law Team, SSCD, began several projects to reclassify materials in the Law Library of Congress. The first was a major effort to reclassify approximately 800,000 "pre class K" titles. Arranged in the Law Library stacks simply by country, "LAW 7," and the first letters of the main entry, these titles often have duplicate shelf location numbers and are therefore difficult to retrieve. The Law Library requested that the Law Team focus first on materials from Latin American countries of strategic interest to the Congress. In fiscal year 2007 the team reclassified all the Cuban and Venezuelan treatises and more than eight truckloads of Mexican titles.

In a second project, the Law Team began to reclassify more than twenty shelves of Dutch books from the "Nederlandse staatswetten" series. Also, a sizeable backlog of Swedish ministerial publications issued before the year 2000 was eliminated as a result of an agreement with the Law Library that allowed those items to be classed with the issuing ministry rather than by topic.

The Law Team also reclassified thousands of pre-1970 congressional hearings during the year in an ongoing project. Under its agreement with the Law Library, Google had digitized about 72,000 of these hearings by year's end. An estimated 25,000 remain to be reclassified and digitized.

Concluding Note
The ABA Directorate celebrated some notable honors in fiscal 2007. Philip Melzer, Korean-Chinese Team leader and acting chief of RCCD, served as president of the Council on East Asian Libraries. Bruce Johnson, who led the CDS *Cataloger's Desktop* team, was president of the Association for Library Collections and Technical Services (ALCTS), a division of ALA. Chad Abel-Kops, a senior cataloging specialist in SRD, received a Meritorious Honor Award from the Department of State's Office of UNESCO Affairs for outstanding service on detail to that office. At the end of the fiscal year, Paul Crego, an RCCD senior cataloging specialist, was selected as the Kluge Center Staff Fellow for 2008.

The directorate also mourned the deaths of four highly valued staff members during the year: Murray Walpole and Blanca Diez of ELAD, Barry Bellinger of CPSO, and Phyllis Rasmussen of SSCD. These eagerly savored honors and deeply felt losses were a reminder that the directorate's greatest asset is its skilled and dedicated staff. Their ingenuity, expertise, and commitment to

excellence enabled ABA to achieve great success this year and will be the foundation of the directorate's progress in the future.

Office of the Director for ABA

The staff assigned to the Office of the Director reported the following major activities in fiscal year 2007.

Beacher J.E. Wiggins is the Director for Acquisitions and Bibliographic Access. He chaired the ABA Management Team, co-chaired the Library of Congress Collections Policy Committee, and was a member of the Management Oversight Committee for Selecting and Managing Content Captured from the Web. In addition to having executive responsibility for the work of more than 650 staff in fourteen divisions and the Acquisitions Fiscal Office, Mr. Wiggins was the Library of Congress representative to the Standing Committee on Bibliography of the International Federation of Library Associations and Institutions and helped to plan the Bibliography Section's program at the World Library and Information Congress/73rd IFLA General Conference and Council in Durban, South Africa, in August. He represented the Library of Congress on the Committee of Principals, the governance body for the *Anglo-American Cataloguing Rules,* and was a member of the Dewey Editorial Policy Committee. He was active in ALA and attended the inaugural and all regional meetings of the LC Working Group on the Future of Bibliographic Control. At the ALA Annual Conference in June, he was a faculty member for the preconference, "What They Don't Teach in Library School: Competencies, Education and Employer Expectations for a Career in Cataloging," sponsored by the Library of Congress, Catholic University, and the ALCTS Committee on Education, Training & Recruitment for Cataloging.

Shirley M. Gorham is the administrative assistant in the Office of the Director and the Acquisitions Fiscal Office. She handled the Director's calendar, personnel matters, correspondence, and filing, prepared Momentum requests, travel authorizations, and vouchers for staff in the Office, and processed WebTA (Web-enabled time and attendance records) for all staff who report directly to the Director. She also handled travel authorizations for the Program for Cooperative Cataloging and the Cooperative Cataloging Team this year. Ms. Gorham was the Combined Federal Campaign keyworker for the entire Library Services office, October through December 2006.

Allene F. Hayes is the Digital Projects Coordinator for the ABA Directorate and a member of the ABA Management Team. She served as the system administrator for the TrackER electronic traffic manager for in-process digital content; recommended MODS templates and assisted with the design and cataloging of the Library's digital collections; performed quality control of ABA-produced metadata for digital collections, and represented the Directorate to numerous visitors interested in bibliographic control of digital content. Ms. Hayes was co-coordinator of the pilot project for the Electronic Resources Management System. She was the coordinator for Library Services Strategic Plan Working Group 2B4, "Employ new technologies, including Webcasts and podcasts, to

deliver collections to users." Ms. Hayes had a leadership role in the Web archiving and harvesting initiatives undertaken by ABA and the Office of Strategic Initiatives. She worked with OSI to ensure that the World Digital Library prototype included searching by Dewey numbers, enhancing the usefulness of the prototype for other libraries. She served on the ALA Council and was chair of the Electronic Resources Interest Group of the Association for Library Collections and Technical Services (ALCTS), an ALA division.

Susan R. Morris is the assistant to the Director for Acquisitions and Bibliographic Access, focusing on the bibliographic access divisions in fiscal 2007. Ms. Morris also drafted the service unit annual report, the Library of Congress report to the Conference of Directors of National Libraries, and the briefing documents for Library staff who attended the ALA Annual Conference and Midwinter Meeting. She served on the ABA Management Team, the Casalini Project Steering Group, the ABA Reorganization Implementers Group, and the ABA Reorganization Implementation Teams for Statistics and Administrative Issues. She reviewed telework applications and compiled statistical reports for all 130 teleworkers ABA. Working with the ABA division chiefs, she identified core ABA activities and linked them to Library Services strategic objectives in eManagement, the Library Services online budget and planning tool. Ms. Morris represented the ABA Directorate to more than 300 visitors during the year. She arranged tours of ABA for eighty visitors during the ALA Annual Conference, where she also served as recorder for the ALCTS "Big Heads" of Technical Services Discussion Group and spoke to the CIP Advisory Group and the Council of Library Technicians.

Joseph A. Puccio is the assistant to the Director for Acquisitions and Bibliographic Access, focusing on the acquisitions divisions in fiscal 2007. Mr. Puccio served on the ABA Management Team and the ABA Reorganization Implementers Group, served as the contracting officer's technical representative for the Security Targeting and Marking contract, and bore chief responsibility for the Duplicate Materials Exchange Program. He worked closely with the overseas offices as they implemented Momentum, the Library's financial system. He was instrumental in devising a new approach and format for the Library-wide Stewardship Report, which is ultimately submitted to the Department of the Treasury. He represented the Library on the Heritage Asset and Stewardship Land Task Force of the Accounting and Auditing Policy Committee, Federal Accounting Standards Advisory Board. Mr. Puccio served as the secretariat for the Library-wide Collections Policy Committee. He coordinated two performance goal working groups for the Library Services Strategic Plan, 2008-2013.

Both assistants to the Director served as approving officials in the Library's financial management system, Momentum, and worked closely with the Director, the chiefs, and the Library Services Administrative Services Division to prepare the ABA budget requests for fiscal years 2007 and 2008. They also represented ABA on the Library Services Continuity of Operations Program Planning Team, Phases 1 and 2.

David Williamson is the ABA Cataloging Automation Specialist. He served on the ABA Management Team and the ABA Reorganization Implementers Group. As an active participant in the Book Industry Study Group's ONIX working group, he furthered development of the ONIX book industry information exchange standard and obtained unprecedented access for the Library of Congress to publishers' ONIX data. He developed and maintained software for nearly automatic generation of bibliographic data, including Dewey cutter numbers, and for automatically searching and adding copies to the catalog. Mr. Williamson developed software that enables ABA staff to update catalog records as well as provide loading services of records for various purposes, including the Casalini shelf-ready project. This year he developed a Voyager add-on program that correlates LCSH and Medical Subject Headings, facilitating medical subject analysis at the Library of Congress, and ABACheck, a program that checks the structure of call numbers before new items are accepted by the Collections Access, Loan, and Management Division. He authored and maintained the suite of Z-Processor programs that staff used to search and download copy from OCLC. This year he produced customized versions of Z-Processor for JACKPHY cataloging and for reclassifying the pre-1970 Congressional hearings. He served on the PCC Standing Committee for Automation and was active in the Library Information Technology Association, a division of ALA. Mr. Williamson replies to questions that are routed to ABA from QuestionPoint, the online collaborative reference service hosted at OCLC. In fiscal 2007 he replied to an estimated 500 QuestionPoint inquiries.

Acquisitions Fiscal Office
For most of the year, the position of acquisitions fiscal officer was held by Christopher Pitonyak. Mr. Pitonyak returned to the private sector near the end of the year. Russell Marr, an acquisitions specialist in the Western European Acquisitions Section (WEAS), ELAD, took on the duties of acquisitions fiscal officer, ably guiding the directorate through the necessary activities to close the fiscal year.

Nicole Whitlock was the acquisitions fiscal control technician until she left the Library in May. From May 23 through the end of the year, Mr. Arrington Ward, also of WEAS, was detailed to the position of fiscal control technician.