The mission of the Bibliographic Access (BA) Divisions of the Library of Congress in fiscal year 2004 was to provide leadership to the library and information communities and innovative and effective bibliographic access to onsite and remote resources. The BA Divisions accomplished their mission through the following major achievements:

○ The BA Divisions cataloged nearly 295,000 volumes and processed more items than they received;
○ They managed the Cataloging in Publication and Bibliographic Enrichment programs;
○ They supported the Program for Cooperative Cataloging as it expanded to 450 member institutions;
○ They developed and promulgated cataloging policy and standards;
○ They delivered training and outreach to a large range of libraries and other institutions;
○ They realized efficiencies through technology and improved workflows;
○ They developed record specifications, workflows, training, and implementation plans to expand bibliographic control of electronic resources dramatically;
○ They provided effective management, a safe and secure work environment, and professional development opportunities for staff.

Fiscal 2004 saw the merger of the former Cataloging Directorate into the new Acquisitions and Bibliographic Access Directorate (ABA). Throughout the fiscal year, the director for Acquisitions and Bibliographic Access and the assistant director for the BA Divisions participated in the Library Services effort to design new reporting lines for Library Services' top levels of management in order to emphasize the collections; streamline processes of acquisitions and cataloging; and recognize electronic resources as an increasingly important component of the collections. The resulting realignment of the service unit took effect on July 2 and grouped most of the fifty-three Library Services divisions into five directorates: Acquisitions and Bibliographic Access; Collections and Services; Partnerships and Outreach Programs; Preservation; and Technology Policy. The new ABA Directorate encompasses 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 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). The Acquisitions Divisions are the Acquisitions Fiscal Office, African/Asian Acquisitions and Overseas Operations Division, Anglo-American

Acquisitions Division, European and Latin American Acquisitions Division, and Serial Record Division. In addition, the Instructional Design and Training Division (IDTD, formerly the Technical Processing and Automation Instruction Office) became part of ABA, with the chief reporting to the director.

Beacher J. Wiggins was named director for ABA and acting assistant director for acquisitions. Judith A. Mansfield, chief of ASCD, accepted collateral duties as assistant director for bibliographic access. Staff within divisions were not affected by the realignment in that they continued to report to the same division chief.

The formation of the new ABA Directorate positioned all its acquisitions, cataloging, and training units to work toward greater resource sharing and more efficient work processes. In the report that follows, the BA Divisions' activities are summarized in the categories of work accomplished in fiscal year 2004; BA acquisitions activities; programs for the community and for staff; new initiatives; and staffing and professional development.

Work Accomplished in Fiscal 2004
The Bibliographic Access Divisions produce bibliographic records for books, electronic resources, printed music, and sound recordings, as well as authority records to support access points on bibliographic records in the Library of Congress catalog. Authority work is a primary service of the BA Divisions, because it establishes standard forms for names of persons, titles, corporate entities, and geographic entities and for subject headings. These authorized headings permit the collocation of similar works in the Library's catalog and are also available for use by other libraries, greatly enhancing the quality of the library experience for users by enabling them to search multiple library catalogs using the same search terms. The BA Divisions also develop cataloging standards, conduct training, and distribute cataloging records and documentation for the information community.

Cataloging production and arrearage reduction. The Bibliographic Access Divisions and Serial Record Division in fiscal 2004 cataloged a total of 295,469 bibliographic volumes, the second-highest total in their history. Production of full or core original cataloging, the category of most interest to other libraries, totaled 185,309 bibliographic records. These records have full 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 BA Divisions cleared 2,597 print items on 110 new collection-level cataloging (CLC) records; access points on CLC bibliographic records are in authorized forms from controlled vocabularies and are supported by authority records when needed to distinguish entities with identical names. The NUCMC (National Union Catalog of Manuscript Collections) Team, SMCD, created an additional 4,283 CLC records with full authority support from surrogates for archival manuscript collections. Copy cataloging, which makes use of cataloging produced by other libraries, accounted for 46,393 records, an increase of more than eighteen percent over last year, while minimal-level cataloging decreased to 23,872

records, as a larger proportion of materials received copy cataloging. In addition, BA staff created inventory-level records for 24,392 items, providing timely and cost-effective access to items that do not require fuller cataloging or authorized forms of access points. They also contributed to the cataloging of more than 6,000 Web sites in the Digital Archives Project for the 107th Congress and the Web harvesting projects for Elections 2000 and 2002 and the September 11 Archive, through both original cataloging and review of contractor-supplied records.

Production of authority work increased in most categories this year. The BA Divisions, with the Serial Record Division and the field offices administered in the African/Asian and Overseas Operations Division, created 92,311 new name authority records, an increase of nearly nine percent from 84,822 the previous year, and 8,770 new series authority records, slightly more than the 8,762 new series authorities created last year. Changes to name and series authority records totaled 72,494, which represented an increase of 6.08 percent compared to the 68,336 changes made by catalogers in fiscal year 2003. Total new subject headings including those produced by catalogers and by the Subject Heading Editorial Team, CPSO, numbered 6,393 (a decrease of 11.72 percent from fiscal year 2003), bringing the size of the entire subject headings database to 283,500 records. Total changes to subject headings numbered 6,313, less than half the number in fiscal year 2003, because the successful project to update all subject headings that contained romanized Chinese characters was largely completed. Catalogers proposed 1,595 new numbers in the Library of Congress Classification, an increase of 13.68 percent from the previous year, and changes to 277 Classification numbers, an increase of nearly 67 percent.

In fiscal 2003 and 2004, the BA Divisions made a top priority of remaining current with the cataloging of new receipts, in order to prevent them from becoming an arrearage. This strategy proved successful as the divisions received 360,184 items in fiscal 2004 (compared to 364,886 received in fiscal 2003, a decrease of 1.2 percent) and completed 378,381 (compared to 374,079 items completed in fiscal 2003, an increase of 1.1 percent). They also cleared 47,226 arrearage items for other Library units. For example, BA staff processed 1,600 discs from the collection of AFRTS (Armed Forces Radio and Television Service) broadcasts this year, bringing total processing in this project to 120,459 items cleared. Cataloging was completed for the Document Record Collection of more than 800 blues, jazz, boogie-woogie, gospel, and country music titles; the Dayton C. Miller Flute Collection of approximately 1,700 woodwind instruments and thousands of printed items and photographs; the Library of Congress Moldenhauer Archives of 3,600 items related to Western music history; and the Charles Mingus Collection of 15,000 items relating to the jazz composer and bassist.

The Rare Book Team, SMCD, cleared 13,041 items. Completed cataloging included the World War II Underground Movement Serials and Miscellaneous Pamphlets of approximately 1500 items, the McGuffey Readers (34 American primers for children), and Big Little Books, a 467-item collection of American juvenile literature. The

Pforzheimer Bruce Rogers book collection of 2415 titles was also completely cataloged. The rare book arrearage decreased from 93,555 to 87,637 items this year.

Several teams had impressive increases in production over the previous fiscal year: the Political Science, Sociology, and Anthropology Team, SSCD, increased production by nearly nineteen percent, to 12,636 items; the Business and Economics Team, SSCD, had an increase of five percent, including 912 electronic resources; the Romance Languages Team, SSCD, achieved its all-time high production this year, receiving 11,773 items and completing 13,187 items (an amount equal to 112% of receipts). The Chinese Team, RCCD, increased its production of full and core level cataloging by nearly ten percent over fiscal 2003. The RCCD Hebraica Team decreased its working backlog by twenty-three percent. A particular focus in the Japanese teams, RCCD, was clearing more than 7,800 backlogged Japanese serial issues and more than 4,000 rare Japanese items.

Cataloging in Publication. The United States established the world's first Cataloging in Publication (CIP) program in 1971 to provide cataloging in advance of publication for those works most likely to be widely acquired by the nation's libraries. In the third of a century since then, the U.S. CIP program has produced cataloging for 1,280,995 titles, creating records by examining the galleys submitted by publishers and verifying those records after the book is published to ensure that the LC catalog accurately reflects the books. In fiscal 2004 alone, the BA Divisions cataloged 53,349 CIP titles, using the same highly trained professionals, applying the same standards, as for published books. Average throughput time was 12.7 days, with 78 percent of all CIP records completed within fourteen calendar days; throughput is a critical performance measure because publishers need to receive the completed cataloging in time to include it in their publications. The CIP Division carried out the administration and development of the program, which involved extensive liaison work with publishers, creation of initial bibliographic control (IBC) records for the galleys submitted by publishers, obtaining a copy of the published book (in addition to copies received through copyright) and ensuring that "CIP verification" is performed. The division continued to encourage publishers to opt for the Electronic Cataloging in Publication program (ECIP); during the year the number of participating ECIP publishers increased twelve percent, to 3,212, and 55 percent of all CIP titles were submitted as ECIP galleys. Since they are submitted electronically, ECIP galleys are cataloged much more quickly–often within a few hours of receipt--and without the expense of mailing and handling paper galleys. Electronic galleys also tend to be more complete than paper galleys, enabling catalogers to perform more thorough subject analysis in advance of publication.

The CIP Division also was responsible for the Electronic Preassigned Card Number program, assigning 28,290 Library of Congress Control Numbers (LCCNs) to titles that either did not qualify for the CIP program or were submitted too late to receive full cataloging in advance of publication. As in the CIP program, this year's 23,620 registered EPCN participants are obligated to send their published books to the Library; approximately half the EPCN books were added to the collections, with the rest used in

the Library's exchange programs. The division issued 76,646 claims for books in the CIP and EPCN programs, including 71,929 electronic claims issued at virtually no expense by using software developed for ECIP, and obtained a total of 91,747 books, with an estimated value of more than five million dollars (based on information in Blackwell's "US Approval Coverage and Cost Study 2003/2004").

Administering the CIP and EPCN programs is only one part of the CIP Division's complex mission. The division is also responsible for searching and IBC of books received through copyright that are selected for the Library's collections. To provide this essential step in bibliographic control, CIP Division staff searched more than 132,000 copyright receipts in the LC ILS, found OCLC cataloging copy for 7,254 books, and created IBC records for 18,070. They also performed CIP verification of 9,300 titles and routed 47,000 more books to the other BA divisions for CIP verification.

Cooperative cataloging programs. Cooperative cataloging programs play a vital role in ensuring the contribution of high-quality cataloging data that can be adapted by nearly any library in the English-speaking world to represent its own collections. The Regional and Cooperative Cataloging Division's chief and its Cooperative Cataloging Team ("Coop") continued to provide the secretariat for the international Program for Cooperative Cataloging, particularly the name authority component, NACO; the subject authority component, SACO; and the component that promotes contribution of monograph bibliographic records, BIBCO. (The serial component, CONSER, is administered in the Acquisitions Divisions.) Catalogers throughout the BA Divisions, as well as CPSO, assisted with review and training for the PCC.

In fiscal year 2004, Program for Cooperative Cataloging (PCC) members contributed 146,645 new name authority records (NARs), down from last year's rate of 167,163; 9,453 new series authority records (SARs), up slightly from last year's 9,324; and updates to 41,019 NARs and SARs. Over time, NACO members have created 2,797,000 records. In fiscal 2004, SACO participants created 2,558 new subject authority headings for the *Library of Congress Subject Headings;* revised 586 subject headings; and proposed 1,715 new classification numbers for inclusion in the Library of Congress Classification. (These figures compare to last year's contributions of 3,509 subject authority headings, 420 subject heading changes, and 1,763 new classification numbers.) Again this year, SACO contributions greatly enriched *LCSH* and the LC Classification, which are widely used in libraries throughout the English-speaking world.

Four new members joined NACO: Alaska Resources Library and Information Services; United States General Accounting Office; University of Alaska; and University of Alaska Geophysical Institute Library. Five NACO contributors concluded their membership this year. Two new NACO funnels (alliances involving two or more libraries with one assuming responsibility for the work of the others) were formed in fiscal 2004: the Alaska Funnel Project and the South Dakota Funnel Project. Eight previously formed NACO funnels increased their individual membership ranks. As the result of the Coop

Team's efforts to recruit libraries at Historically Black Colleges and Universities, at the end of the fiscal year several Tennessee libraries were planning to join NACO.

This year, the Subject Authority Cooperative Program, SACO, achieved status as a full-fledged component program of the PCC. Formal membership requirements and expectations were adopted to make the program more cost-effective. Each SACO-only institution now agrees to a goal of contributing 10 to12 subject or classification proposals annually. Hebrew Union College, Jewish Institute of Religion, Library Association of Portland, Middlebury College, the U. S. National Institute of Standards and Technology, and York University became new SACO participants.

The BIBCO component of the PCC produces and updates full and core-level bibliographic records for monographs at national level standards. At 71,661 bibliographic records, BIBCO production was slightly lower than in fiscal 2003; a total of 650,000 bibliographic records has been created in BIBCO over roughly the past decade. The program granted Harvard College Library the use of PCC training materials, adapted and translated into German at Harvard's expense, for an intensive training session with a prominent German vendor firm, in an effort initiated by the firm to improve the overall usability of its cataloging copy which accompanies publications it sells to Harvard and other libraries.

International interest in the PCC continued to be high. Two NACO training sessions were offered in Mexico during March. A NACO funnel of thirty-two members was created in Mexico City. Although the British Library (BL) temporarily suspended its NACO and SACO contributions during implementation of its new integrated library system, it resumed contributions in summer and expanded its areas of contribution to include geographic and corporate headings, a welcome development as a recent study showed that LC staff use twenty percent of the BL's name heading contributions as access points on LC bibliographic records within five months of creation by the BL.

The National Union Catalog of Manuscript Collections (NUCMC) is a distinctive cooperative program that provides and promotes bibliographic access to the nation's documentary heritage. The NUCMC Team, SMCD, administers the program and provides archival cataloging in the RLIN bibliographic utility for manuscript repositories that are not members of a bibliographic utility. This was the eighth year in a row that the NUCMC Team increased its cataloging production. The team produced cataloging for local, regional, and state historical societies and a variety of special focus repositories. Three projects that received special focus this year were the Montana Union List Project (MULP), the Cooperative Historically Black Colleges and Universities Archival Survey Project (CHASP), and the Maine Historical Collections Project (MHCP). The team also provided new or improved access to papers of thirty former Members of Congress, including Horace Mann and Barbara Jordan. The NUCMC Web site continued to earn high marks from the public and the archival and manuscript communities, with 72,714 "hits" on the site this fiscal year.

Cataloging policy. The Cataloging Policy and Support Office is the principal LC unit for developing and maintaining cataloging policies and resulting documentation, including the *Library of Congress Rule Interpretations (LCRIs), Library of Congress Classification Schedules*, *Library of Congress Subject Headings*, and related manuals. CPSO's mission is to provide leadership in the creation and implementation of cataloging policy within the Library of Congress and in the national and international library community; to support the effectiveness of the cataloging staff at the Library of Congress through guidance, advice on cataloging policy, and maintenance of bibliographic, authority, holdings, and classification records; and to develop and support national and international standards for structure and content of bibliographic, authority, holdings, and classification records through cooperative endeavors. While CPSO took a leadership role in most cataloging policy at LC, all BA divisions collaborated in the development and maintenance of policy and standards.

Descriptive cataloging policy is governed by the *Anglo-American Cataloguing Rules.* The chief of CPSO represents the Library of Congress on the Joint Steering Committee for Revision of AACR (JSC). The increased pace of activity in the JSC this year required descriptive policy specialists to devote a significant portion of their time to fulfilling the Library's responsibilities within this international body. CPSO's work concerned not just official representation of LC, but the development, drafting, and review with catalogers at LC of the sections of *AACR2* that are under discussion. CPSO staff also proofread the entire 2004 revision of *AACR2 (2004 AACR2 Update*) and its index and the *2004 Concise AACR2* and index, and wrote LCRIs and relevant training materials (and gave training in some cases) for LC cataloging staff to implement the 2004 updates. In addition, the chief participated in JSC deliberations concerning an entirely new edition of the rules.

The chief of CPSO continued as the LC technical leader for the Virtual International Authority File (VIAF), a collaboration among LC, OCLC, Inc., and Die Deutsche Bibliothek to link the name authority files of the two great national libraries.

The first five chapters of the *Descriptive Cataloging of East Asian Material: CJK Examples of AACR2 and Library of Congress Rule Interpretations* were posted on the CPSO Web site with substantial input from LC catalogers in Chinese, Japanese, and Korean. The examples, a joint project of the Library and the Technical Processing Committee of the Council on East Asian Libraries (CEAL), update and expand the *AACR2 Workbook for East Asian Publications,* issued in 1983.

Decimal Classification Division. The Decimal Classification Division energetically pursued its three-pronged mission: to develop, apply, and assist in the use of the *Dewey Decimal Classification (DDC)*; to supply Dewey numbers for books in English and other Western languages that are cataloged at the Library of Congress; and to assist the Dewey community. The chief, the three assistant editors who are LC employees, and the assistant director for bibliographic access participated in the Dewey Editorial Policy Committee Retreat held at OCLC headquarters in Dublin, Ohio, on

March 15-18. The assistant editors presented papers on "Literary Warrant in a General Knowledge Organization," "Dual Headings and Multiple Sets of Subdivisions," "Comprehensive and Interdisciplinary Numbers," and "Dual Sets of Standard Subdivisions." The papers were directly related to the themes of the retreat, which touched on how the Classification could play a role in the development of the semantic Web, terminology services, subject gateways to content, metadata interoperability, Faceted Application of Subject Terminology and other simplified subject heading schemes, and multilingual thesauri.

The *200 Religion Class* separate was published on May 14. Editorial work on *DDC Abridged Edition 14* was also completed early in the year, and the Web version was released in December, with the print version following in February.

Division classifiers assigned Dewey numbers to 107,911 books in fiscal 2004, an increase of more than eleven percent over production the previous fiscal year. This number included 9,668 records with copied Dewey numbers–that is, copy cataloged records carrying Dewey numbers that were accepted by LC, continuing an initiative that began in fiscal 2003.

To assist the community of Dewey classifiers and users, the division conducted training at LC for the Editor of the DDC Vietnamese Translation (three weeks) and the Head of the DDC German Translation Team (one week), as well as briefer orientations for librarians from Yugoslavia and Norway.

Distribution of cataloging products and tools. The mission of the Cataloging Distribution Service is to serve the information needs of the Library of Congress and its national and international constituencies by developing and marketing products and services that provide access to Library of Congress resources. These resources include both bibliographic and authority records and the cataloging documentation produced by CPSO*;* MARC 21 formats; and publications for CONSER, the Cooperative Online Serials program. In fiscal 2004, CDS delivered affordable, high-quality catalog records and a range of cataloging and training tools in several different media to approximately 7,000 libraries and other information enterprises worldwide, including 637 new customers, on a cost-recovery basis. The division's earned receipts totaled $4,411,142, a decrease of 3% over last year's $4,552,403 total, while net sales were stable. Nearly one third of CDS business, 32 percent, was generated by print publications, one percent less than the previous year. MARC Distribution Services, which distribute the Library's cataloging data to other libraries and vendors, accounted for 31 percent of revenue, an increase of three percent over last year. The two World Wide Web subscription products, *Classification Web* and *Web Cataloger's Desktop,* generated almost 26 percent of CDS revenue, a seven percent increase over last year. The sole remaining CD-ROM product, *Cataloger's Desktop,* generated more than ten percent of the division's business, a decrease of four percent that was attributed to the availability of its Web-based counterpart.

The variety of tools and documentation issued by CDS shows the central role that the Library of Congress has historically held in the area of bibliographic access to library resources. The 27th edition of *Library of Congress Subject Headings* was issued this year in print and in the CD-ROM and Web-based versions of *Cataloger's Desktop.* Library of Congress Classification schedules continue to be available as both individual print publications and as a complete set in *Classification Web.*

To support the goals of the Program for Cooperative Cataloging (PCC), CDS expanded its range of training products. Library networks and other organizations sponsoring training courses for catalogers often need quick delivery of materials to meet course deadlines, which makes it difficult for them to estimate the number of copies needed for an individual class. The online Portable Document Format (PDF) and the Web delivery method meet the needs of CDS's customers quite well. The division publishes course materials for five Serials Cataloging Cooperative Training Program (SCCTP) courses and this year started publishing the new Cooperative Cataloging Training (CCT) course materials, all in PDF. A new training product available in September 2004, *Basic Subject Cataloging Using LCSH,* is the first publication offered in the new CCT program, a joint effort of the PCC and ALCTS (the Association for Library Collections and Technical Services, a division of the American Library Association, ALA). This year *Integrating Resources Cataloging Workshop* was added to the SCCTP suite of courses. Discussion began for more LC/ALCTS courses and materials, a new electronic discussion list and a clearinghouse Web site, in connection with *Bibliographic Control of Web Resources: a Library of Congress Action Plan,* the outgrowth of the Bicentennial Conference on Bibliographic Control for the New Millennium held in November 2000.

The CDS Fulfillment Unit is a major interface between the Library of Congress and the wider information community. The unit added 66 new products; processed more than 12,000 orders (1,000 fewer than last year); resolved 549 claims (half of the previous year's number, indicating smoother initial fulfillment); filled 4,403 standing order product requests; issued 2,696 *pro forma* invoices, realizing $794,682 in revenue; issued 939 other invoices, resulting in $65,028 in revenue; answered more than 6,900 telephone calls; and responded to more than 7,000 emails (1,000 more than the year before) to explain the Library's cataloging products and services to potential and existing customers around the world.

Bibliographic enrichment projects. The Library's interdivisional Bibliographic Enrichment Advisory Team (BEAT) is responsible for initiating research and development projects to increase the value of cataloging products to library users. The team's best-known project is the enrichment of online catalog records by providing electronic table of contents data (TOC). In fiscal 2004 BEAT-developed software supported the inclusion of TOC in more than 36,000 records for Electronic Cataloging in Publication titles and enabled links to and from another 8,300 catalog records to D-TOC, or digital tables of contents, which resided on a server. Links to TOC were also provided by the BEAT ONIX projects, which link LC catalog records to tables of contents, publisher

descriptions, sample text, and reading group guides provided by publishers in ONIX, the standard for communicating book industry product information in electronic form; this fiscal year BEAT introduced links to ONIX book jacket illustrations and author information as well. At year's end there were more than 250,000 links, including links to more than 7,500 sample texts and more than 63,000 publisher descriptions of their publications. The Library counted approximately 1.5 million visits this fiscal year to the D-TOC and ONIX records residing on its server; there have been a total of more than four million visits since the project began in 2001.

In fiscal year 2004, BEAT continued its joint venture with H-NET, *Humanities and Social Sciences Online,* by which cataloging records for selected monographs in the LC collections were linked to *H-NET Reviews*. New links were made to 1,022 items, keeping within the projected range of 1,000 links to reviews per year.

Acquisitions Activities in the BA Divisions
The BA Divisions contributed to the development of the Library's collections in several ways in fiscal 2004. Most notably, the CIP Division, through the CIP and EPCN programs, acquired 91,747 books, at an estimated worth of more than five million dollars, that could be used for the Library's collections or in its exchange programs. The BEAT Web Publications in Series project provided access to approximately 4,000 online full-text monographs; over the past three fiscal years, the project has provided access to 24,000 online full-text monographs in the social sciences. The CIP, SMCD, and RCCD divisions created IBC records, usually considered an acquisitions function, for copyright books, printed music and direct-access electronic resources, and materials in certain languages. In an exceptional example of collection development work, a Rare Book Team cataloger who collaborated with the United States Naval Observatory in the cataloging of Giovanni Schiaparelli's *Osservazioni astronomiche e fisiche sull'asse di rotazione e sulla topografia del pianeta Marte ...*(LCCN ca 09001925) also negotiated the donation of Volume 5, which had been missing from LC's copy, by the Observatory to the Library of Congress. Finally, individual catalogers with specific language expertise served as recommending officers for Burmese, Estonian, Icelandic, Latvian, Lithuanian, Norwegian, and Ukrainian.

BA Division Programs in Fiscal 2004
Programs sponsored by the BA Divisions included training for other librarians, presentations at professional conferences, and programs for Library of Congress staff. Staff delivered training at NACO and SACO member libraries as close as Charlottesville, Virginia, and as far away as Alaska and Mexico. The Coop Team/ CPSO workshop on "Proposing New Subject Headings for *LCSH*" at the American Library Association (ALA) Midwinter Meeting was filled to capacity. At the ALA Annual Conference, demand for this workshop was met by the course "Basic Subject Cataloging Using *LCSH,*" which was developed by the PCC Standing Committee on Training in collaboration with CPSO and the ALA Subject Analysis Committee. The Coop Team and CPSO also presented SACO workshops on proposing geographic headings, headings for fine and decorative arts, and headings for languages and

literatures during the year. The Coop Team gave a presentation about SACO at the Music Library Association's Annual Conference.

Series training activity reached new levels this year, beginning with a Train-the-Series-Trainer course that prepared eleven PCC contributors to deliver series training to PCC libraries. The PCC NACO Series Institute training manuals were made available online to be downloaded and used locally as needed by PCC institutions, with the goal of facilitating series control by reducing training costs.

Both the Music Library Association (MLA) and the Music OCLC Users Group (MOUG) met this year in Crystal City, Virginia. Staff from the BA Divisions served on the Bibliographic Control Committee of MLA or its subcommittees, while others led tours of LC for conference attendees and presented papers at MOUG on types of music cataloging in the LC ILS and at MLA on SACO.

For the ALA Annual Conference in Orlando, Florida, a Decimal Classification assistant editor helped plan the ALCTS CCS Subject Analysis Committee (SAC) program "Salsa de Topicos = Subjects in SALSA: Spanish and Latin American Subject Access," which focused on subject analysis and classification for Spanish-speaking library patrons.

Dewey assistant editors spoke at the Public Library Association conference held February 25-28 in Seattle, Washington, in the program "Cataloging Using the Internet," and at the annual conference of the Special Libraries Association in Nashville, Tennessee, in June, on "Dewey Decimal Classification: What's New, and What's Needed by Special Libraries."

Three BA program series were presented for staff at the Library. With the chief of IDTD, the chief of SSCD continued to lead the very successful "LC's Digital Future and You!" series of lectures and demonstrations, all of which were made available to Library staff as Webcasts. As part of the strategic goal of leadership in providing access to digital content, the BA Divisions also launched the 2004 Lecture Series on Access to Digital Content. Planned by the chief and acting assistant chief of HLCD, the lecture series featured such topics as "Electronic Resources Cataloging 101," "Electronic Resources Cataloging Using Voyager," and two recently developed metadata standards, MODS (Metadata Object Description Schema) and METS (Metadata Encoding and Transmission Standard). The CPSO Information Forums continued to inform staff of developments in JSC and other international cataloging policy initiatives.

Recognizing that the digital context in which libraries now operate demands additional skills and values, the Bibliographic Access Management Team (BAMT) began "Reflections on the Future," a series of one-day or half-day educational mini-retreats in support of the BA strategic planning process. The series was kicked off by Associate Librarian for Library Services Deanna Marcum at the end of March. She discussed the challenges that libraries face in the early 21st century information environment, which is marked by an abundance of information that is easy to obtain but not necessarily

authoritative and is dominated by search engines such as Google. Other speakers in the Reflections series included Cindy Cunningham of the Corbis Corporation, speaking on online search in the commercial and nonprofit sectors, and Lorcan Dempsey, vice president for research and chief strategist at OCLC Online Computer Library Center, Inc. The final Reflections session of fiscal 2004 was an all-day discussion with eight representatives from major publishers such as Cambridge University Press, McGraw-Hill, and Thomson Learning, about how publishers and the CIP program could help each other achieve new objectives using Internet and other computer technology. The BAMT invited representatives from the Office of Strategic Initiatives, the Acquisitions Divisions, and the other Library Services directorates to attend the Reflections on the Future series, which continued in the next fiscal year. The series provided a basis for drafting new Bibliographic Access Strategic Goals and Initiatives for Fiscal Years 2005-2006, to be issued in November 2004 (fiscal 2005).

RCCD planned and hosted the 20th Anniversary Celebration of JACKPHY Cataloging on RLIN, marking two decades of successful collaboration among RLG, the Library of Congress, and others in integrating non-roman scripts in an online cataloging utility. In 1983, an LC cataloger inaugurated the use of Chinese, Japanese, and Korean scripts by entering the first record containing Chinese characters in the Research Libraries Information Network (RLIN); in subsequent years, Hebrew and Arabic scripts were introduced. The celebration included speakers from LC and RLG, who discussed the development and implementation of the JACKPHY script capability in RLIN, as well as future directions for non-roman scripts in library operations.

New Initiatives in the BA Divisions
The BA Divisions' new initiatives were guided by its strategic plan, originally issued in fiscal 2003 as the Cataloging Directorate Strategic Plan, Years 2003-2008. The plan featured six strategic goals: 1) Provide national and international leadership in the development and promotion of cataloging policy, practice, standards, and programs; 2) Provide appropriate and quality bibliographic and inventory control data for onsite and remote resources; 3) Attain cataloging currency and meet arrearage reduction targets; 4) Provide leadership in the application of bibliographic control/access to digital content; 5) Develop staff resources and provide effective personnel management; and 6) Ensure a secure environment for Directorate staff, collections, and data. The plan also outlined thirty strategic initiatives in which the directorate would invest during fiscal 2003 and 2004. Progress on the strategic plan in fiscal 2004 is summarized under the appropriate strategic goal below.

Strategic Goal 1) Provide national and international leadership in the development and promotion of cataloging policy, practice, standards, and programs.
Cataloging Policy Advisory Group. The assistant director formed the Cataloging Policy Advisory Group (CPAG), with the goal of bringing policy and operations into closer alignment. CPAG began discussions of series control and cataloging documentation.

Classification. Following the completion in fiscal year 2003 of the Library of Congress Classification schedules originally envisioned for legal materials, new initiatives emerged for additional schedules in fiscal year 2004: in particular, research began for a schedule for law of the indigenous peoples of North America, and planning got underway to align the BP schedule (Islam) with the schedule for Islamic law (KBP) in the manner of BM and KBM for Jewish religion and law.

IME ICC. Last year the International Federation of Library Associations and Institutions (IFLA) began sponsorship of a series of world regional International Meetings of Experts on an International Cataloging Code (IME ICC), to explore similarities and differences in current national and regional cataloging rules in an attempt clarify where variations for languages and cultural differences may be needed and where rules might be the same. The goal of the meetings is to increase the ability to share cataloging information worldwide by promoting standards for the content of bibliographic and authority records used in library catalogs. The first meeting was held in Frankfurt, Germany, in 2003 for experts from Europe and North America. This year the second meeting took place at the Universidad de San Andrés in Buenos Aires, Argentina, prior to the IFLA conference in that city. The chief of CPSO chaired the planning committee and helped moderate the meeting. There were 32 participants from fourteen countries and an additional six planning committee members (adding four more countries). Plans also began for the 2005 meeting for Arabic-speaking countries. The National Library of Korea in Seoul will host the meeting in 2006 for experts from Asia. Contacts were also made toward the 2007 meeting in Durban, South Africa.

Music cataloging policy. The Music and Sound Recording Teams I and II and CPSO began a project to input the biography class number (ML410-ML429 in the LC Classification) and the specific cutter of the composer into the 053 field of the composer's name authority record (NAR). Including these 053 fields will save cataloging time, not only at LC, but for other libraries that capture information for the authority records; they resolve problems of duplicate cutters or duplicate classes that may have been assigned over the more than 100 years that class M has been in existence; and they can be used as links from the class number in the authority record to the online shelflist. Name authority records with these 053 fields were distributed to MARC Distribution Service subscribers.

RLIN 21. In fiscal 2004 the Research Libraries Group began the transition from the Windows-based RLIN system that LC staff had used for more than twenty years to catalog materials in the so-called JACKPHY (Japanese, Arabic, Chinese, Korean, Persian, Hebrew, and Yiddish) languages and scripts to a new Web-based system called RLIN21, in which data are stored in Unicode, which supports all languages and scripts. The Library-wide RLIN21 Team planned and coordinated the transition at LC. The leader of the Korean-Chinese Team, RCCD, chaired a working group that specifically addressed aspects of the transition that affected cataloging and acquisitions, including training, testing of searching, input/update functions, and an interim workflow. RLIN21 was first made available for searching in March 2004. The

transition period began with the introduction of RLIN21 input/update capability in June and was still ongoing at the end of the year. Unicode support will be available in the LC ILS cataloging module in the future.

Subject heading collaborations (Laval-RAMEAU-LCSH). At the 2004 IFLA conference plans were codified to establish formal collaboration among the maintenance agencies in the U.S., Canada, and France that provide subject systems based on *LCSH*. The Université Laval (Canada; *Répertoire des vedettes matière)* and RAMEAU (France; *Répertoire d'autorité-matière encyclopédique, alphabétique, unifié)* will send corrections for *LCSH* records and the *Subject Cataloging Manual: Subject Headings* directly to CPSO and will submit proposals for new *LCSH* terms based on French publications. CPSO will explore developing a workflow, as needed. The agencies will begin regular email exchanges to update one another on activities. LC will receive online access to the Laval and RAMEAU databases. Both agencies already use *LCSH* online.

Web-based cataloging documentation. One of the year's major initiatives was to explore and implement new distribution models for the dissemination of cataloging and metadata standards and policies. Carrying out this initiative, on June 8 CDS released *Cataloger's Desktop* on the Web—the second Web-based CDS product in two years, reinforcing its commitment to support a migration to Web-based resources throughout the cataloging community. With 272 subscribers and 2,568 concurrent users registered by the end of fiscal year 2004, *Cataloger's Desktop* on the Web provides the English-speaking cataloging community with the major cataloging documentation and tools 24 hours each day, seven days per week. Before the June release, the Web service was beta-tested by 71 LC catalogers and more than 1,600 testers worldwide. Upon the June 8 release, the Bibliographic Access Divisions encouraged Library catalogers to use the Web product, which eliminates the technical support required with the CD-ROM version and offers enhanced functionality. CDS announced that it would cease production of the former customized CD-ROM version of *Cataloger's Desktop* for LC cataloging staff, although it would continue to market the general CD-ROM version as long as sufficient demand existed in the wider library community. In order to help LC staff prepare for the migration to the Web version of *Cataloger's Desktop,* CDS staff held workshops attended by more than 400 LC managers and staff during fiscal 2004.

Capping a multi-year effort, CDS staff and ALA Publishing completed work on a new distribution agreement extending LC's right to distribute *AACR2* in *Cataloger's Desktop*, which currently provides the only online access to *AACR2*.

New features were added to the other CDS Web-based product, *Classification Web*, In March 2004 a link was added enabling users to access the Library's bibliographic records directly from *Classification Web*. In July, after nearly three years of negotiations with OCLC Forest Press, which owns the Dewey Decimal Classification, the Library of Congress/Dewey Correlations feature was also implemented, enabling users to enter Dewey numbers and view related Library of Congress Classification numbers and

Library of Congress Subject Headings. These were the top two enhancements requested by customers in a survey conducted the previous year.

In response to requests from map and atlas catalogers, CPSO announced an enhancement to *Class Web* in which maps that appear in the printed edition of Class G became available online. Digitized color versions of the maps, provided by the Library's Geography and Map Division, were posted to the CPSO Web site and 133 links to them appear at appropriate locations throughout the G schedule (G1000, G2200, G2080, G3700, G4060, etc.).

In fiscal 2004 the BA Divisions inaugurated the new electronic publishing process developed in 2003 for producing Library of Congress Classification schedules. Working together, CDS and CPSO formatted seven new classification schedules electronically. All seven schedules were published in a two-month period beginning in September 2004. The new publishing process enables CDS to produce print versions from the same data source used for the Web product, resulting in print versions that are more current than ever before. Moreover, printing costs for CDS decreased as a result of the new system.

The *Alert Service*—the last remaining card-based service CDS offered--was transformed into the *MARC Alert Service* as part of the CDS MARC Distribution Services in January.

In fiscal 2004 CDS staff continued work to migrate the division's cataloging databases from the Library's mainframe computer to a server-based environment where the CDS databases will be maintained under the LC ILS, Voyager. An initial system design approach was decided upon, selected existing mainframe programs modified, and new programs written. With the help of Information Technology Service (ITS) staff, a test Voyager database was generated that will eventually house the entire CDS distribution database of sixteen million authority and bibliographic records. Full system and parallel testing were scheduled for the first quarter of fiscal year 2005, prior to the retirement of the ITS mainframe.

Strategic Goal 2) Provide appropriate and quality bibliographic and inventory control data for onsite and remote resources.
Baseline inventory support. The BA Divisions demonstrated their commitment to support baseline inventory problem resolution by making it a strategic initiative. As the Baseline Inventory Project (BIP) proceeds, thousands of books have been found that are not correctly represented in the LC Online Catalog. The problems can range from a simple lack of links from item records to bibliographic records to books that had only vernacular-script card catalog records that had to be romanized for input to the online catalog. The assistant chief of CPSO continued as co-manager of BIP. Technicians from the BA Divisions were detailed to this project throughout the year, including two from cataloging teams and two senior technicians from CPSO; RCCD devoted approximately one full-time equivalent cataloger to BIP complex problem resolution,

and the PREMARC/Quality Control and File Management Team in CPSO devoted most of its work time this year to support for BIP. In addition, the BA Divisions assisted with the Lost Books Project to provide bibliographic record updates and/or inventory control for books that had been sent to the stacks without complete processing. Complete bibliographic and inventory control was essential before collection materials could be transferred to offsite storage.

Bibliographic Enrichment Advisory Team projects. The BA cataloging automation specialist developed the software program Web Cataloging Assistant, which automatically creates an electronic resource record based on the bibliographic data in HTML form found on the Web site of an individual monographic series. Abstracts and keywords are also added automatically to the records for selected series. Essentially, the cataloger only needs to do the authority work and add subject headings. The program also notifies the cataloger via email whenever a new title has been added to a series, permitting rapid update of the bibliographic data.

Database Improvement Unit. This year the Cataloging Policy and Support Office began a one-year pilot project for a Database Improvement Unit (DBIU) to develop, analyze, and document maintenance procedures for the online catalog. The unit corrects authority, bibliographic, holdings, and item records, and develops efficient procedures for the maintenance of the bibliographic and authority databases. Using a combination of automated and manual techniques, the DBIU updated approximately 138,000 records since its inception on June 28.

New Books. This project led by the CIP Division will enrich online catalog records with links to information about authors, jacket illustrations, and other additional information. The New Books Steering Committee, chaired by the chief of the CIP Division, documented and submitted complete functional requirements and detailed design information to ITS. The CIP Division also developed most of the Web pages for the Library of Congress Partnership program, under which library users throughout the United States will be able to use the Library of Congress New Books Web site to reserve a forthcoming book at their local library. The CIP Division also developed a prototype for a user-friendly search mechanism for New Books, based on keyword searching rather than the Book Industry Standards and Communications subject terms, which are limited in range. Staff in ITS staff completed some programming for the Partnership Program and the Publishers Module, but suspended work in early summer in order to complete implementation of Oracle 9i. As a result of the ITS suspension, it seemed likely that the New Books implementation, targeted for May 5, 2005, would be postponed.

"Shelf-ready" cataloging. The BA Divisions, with the European and Latin American Acquisitions Division and the Integrated Library System program staff, began discussions in June with a major European book dealer concerning possible purchase of shelf-ready cataloging records. Toward the end of the fiscal year the dealer shipped to the Library seventy-six books with completed bibliographic records. The SSCD

Romance Languages Team and CPSO began a review of the records as part of the Library's assessment of the feasibility of a formal agreement to procure these shelf-ready cataloging records. The assessment and planning to negotiate an agreement continued into the next fiscal year. The goal of such an agreement would be to obtain completed high-quality, timely catalog records that could be loaded into the LC ILS at significant savings. A later phase of the project would explore having the dealer bind and label the books that it sells to the Library.

Workflow simplification. The Strategic Workflow Initiatives Group was charged with achieving cataloging efficiencies offered by the LC ILS, improving the timeliness of bibliographic access, optimizing the use of external data, and leveraging opportunities presented by the planned reengineering of Copyright Office business processes, insofar as they interface with the BA Divisions' workflows. Most of the group's recommendations concerning CIP and CIP verification, use of nontraditional data to produce catalog records, and cataloging policy were due for consideration by the BAMT early in fiscal 2005. The group made recommendations to test redesigned workflows for copy cataloging in two divisions, ASCD and HLCD, and these recommendations were accepted by the BAMT in June 2004. The HLCD initiative would test a workflow in which technicians and subject catalogers worked together to produce copy cataloging; the ASCD pilot would test the use of a dedicated, all-technician copy cataloging team. After bargaining with the labor organizations, the two copy cataloging workflows would start in the next fiscal year.

Most of the BA Divisions streamlined their copy cataloging workflows this fiscal year, with the result that production of copy cataloging increased fourteen percent in SMCD, more than twenty percent in ASCD and RCCD, and fifty-seven percent in HLCD. The divisions began reviewing copy-cataloged records produced in the Library's field office in Rio de Janeiro. An important factor in increasing production was the use of Z-Processor, a software application that sequentially searches both bibliographic utilities, allows the searcher to view and select the best copy found, and merges the best record into the LC ILS. SMCD used a similar application, Z-Client, for sequential database searching for compact discs, longplaying sound recordings, scores, and books. The Computer Files and Microforms Team revised its workflow for direct-access electronic resources so that before any initial processing is undertaken, direct access items are searched for copy on the bibliographic utilities, eliminating the need to create IBC records for items that have copy.

As another efficiency, most copy cataloging in the BA Divisions was done according to "encoding level 7" guidelines that call for authority work to be done only to break conflicts in the catalog or to establish needed subject headings. By setting the copied records' encoding level to "7," the divisions signaled that full authority support was not provided and ensured that any fuller records created by other libraries would not be overlaid in the OCLC database. Divisions also made use of Marcadia, the automated copy matching service now owned by Backstage Library Works, Inc., to help process more than 4,400 items in law, the arts, and the social and physical sciences.

Strategic Goal 3) Attain cataloging currency and meet arrearage reduction targets.
CO/BPR. As part of the strategic plan, the BA Divisions continued to participate in
Library Services' cooperation with the Copyright Office business process re-engineering
(BPR). The assistant director co-chaired the LS CO/BPR Coordinating Team.
Members of the BA Divisions assisted the chief of the Copyright Cataloging Division
with crafting new copyright cataloger position descriptions and served on the working
group for converting 31 million records in COPICS, the Copyright Office data format, to
the MARC 21 format for eventual loading into a Voyager database, where the data
could be more useful for Library Services acquisitions and cataloging activities.

Dewey and CIP. The BAMT approved a plan to add a Dewey Decimal component to
the Program for Cooperative Cataloging. Under this plan, the PCC will formally
recognize the Dewey Decimal Classification contributions of PCC libraries that assign
full (segmented) DDC numbers using DDC Edition 22. The initial phase of the initiative,
involving Northwestern University Library and Oklahoma State University Library, will
yield approximately 2,000 bibliographic records each year that are recognized by the
PCC as adhering to mutually agreed international standards and easily adaptable for
use by libraries that use the Dewey Decimal Classification to organize their collections.

The BAMT negotiated with a major university library to have it produce CIP galley
cataloging for publications of its university press.

From September 2003 through May 2004, CIP staff conducted an international survey
of CIP programs. The survey grew out of the 2001 IFLA General Conference,
specifically discussions among participants of the Workshop on Publishing Industry
and National Bibliographies that focused on the relationship between publishing
communities and national libraries. The responses to the online survey gave clear
evidence of the value of the CIP programs in supporting cataloging and acquisitions
activities for libraries and readers as well as booksellers' and publishers' marketing
activities. Annually, the CIP programs worldwide produce bibliographic records for
more than 188,892 titles. Showing how the CIP programs have evolved since the IFLA
International Programme for Universal Bibliographic Control published "Recommended
standards for Cataloguing-in-Publication: the CIP data sheet and the CIP record in the
book" in 1986, the survey provided a basis for considering the future direction of CIP
programs in light of the advances made in technology since that time and the funding
constraints that national libraries are facing.

In January 2004 the BA Divisions suspended additional cataloging treatment for
juvenile nonfiction (known as AC or annotated card treatment), as well as Dewey
classification for juvenile fiction, to improve the throughput time for juvenile works in the
CIP program and to complete a large backlog of work caused by a sharp increase in
receipts of CIP galleys in the Children's Literature Team, HLCD. The Children's
Literature Team then eliminated its backlog while continuing to provide complete
cataloging, including summaries, for juvenile fiction. To compensate for the suspension

of nonfiction summaries and nonfiction juvenile cataloging, the CIP Division issued *CIP Guidelines for Summaries* to assist publishers in creating summaries that met standards for inclusion in ECIP records. In the last five weeks of the fiscal year, two dozen publishers supplied forty summaries of generally high quality, providing catalog users with additional access via keyword searching. This project promises to become an important enhancement of the ECIP program, providing concise, objective summaries of both juvenile and adult books at no additional cost to the Library.

Strategic Goal 4) Provide leadership in the application of bibliographic control/access to digital content.
Recognizing that digital content would become an increasingly important part of the Library's collections in the next decade, the assistant director formed the Goal IV Management Group to ensure that the BA Divisions had a leadership role in the provision of access to digital collections and were able to collaborate with other organizations that had an interest in digital content, whether those organizations were within the Library or external to it. The Management Group had representatives from all the BA Divisions, the Acquisitions Divisions, the Network Development and MARC Standards Office, and the Office of Strategic Initiatives. It charged five working groups to survey all sources of digital content for which the BA Divisions would potentially provide access; recommend modes of bibliographic access; survey existing automated tools for cataloging digital content; propose workflows; and design an implementation and training plan.

The Processing Rules Analysis Working Group recommended the use of three main modes of bibliographic access: Web guides created in the Collections and Services Directorate; full *AACR2*-MARC 21 cataloging for certain high-value, high-persistence digital resources; and records created using MODS (Metadata Object Description Schema), a simpler format derived from MARC 21 that could be implemented less expensively for certain Web resources that LC harvested from the Internet and archived at LC. The working group also recommended that a new "access-level" record be defined in the MARC 21 format, emphasizing those data elements that support searching and subject access rather than description. With funding provided by the Office of Strategic Initiatives, the BA Divisions contracted with an expert consultant to define the core data set and cataloging guidelines for the access-level record, with a view to using it to provide users with catalog access to monograph and integrating remote-access electronic resources (i.e., Internet sites). The contractor's report was accepted by the Goal IV Management Group and the BAMT at the beginning of the next fiscal year, and the BA Divisions planned to test the access-level record for functionality, cost-effectiveness, and conformance to standards.

Another working group recommended changes to the existing workflow for remote-access electronic resources (ERs), including enhancements to the functionality of TrackER, the electronic traffic manager that is used to track the progress of remote-access electronic resources through the selection and cataloging pipeline. The use of TrackER is basic to the new workflow envisioned for these resources, to ensure that the

resources have been selected for inclusion in the Library's collections and that they are distributed to the cataloging teams that have the appropriate subject and language skills to process them.

As the BA Divisions continued to expand and mainstream the cataloging of digital content throughout the production divisions, the necessity for overall central coordination at the assistant director's level became evident. The position of Digital Projects Coordinator was therefore established in the office of the director. A former team leader was reassigned to this position permanently on February 22; in March a senior cataloging policy specialist was also detailed to this position for the rest of the fiscal year.

The Computer Files and Microforms Team began using the new RLIN21 software to catalog electronic resources in the JACKPHY languages. This new development allows ER records to contain author and title information in the language and script of the item.

Training for electronic resources cataloging continued throughout the year. Approximately thirty senior catalogers have now been trained to catalog monographic or integrating remote-access digital resources such as Web sites.

The Hofmeister XIX Project will convert the Hofmeister series of printed music catalogs (starting in 1829 and largely German) into a searchable, Internet-based database for scholars that will be mounted incrementally. This collaborative venture was funded and scanning was coordinated during the fiscal year. Catalogers on the Music and Sound Recordings Teams, SMCD, contributed to the project design.

The chief of HLCD led the technical group that evaluated bids for OpenURL software for the Library and planned the implementation of SFX, the selected system.
Strategic Goal 5) Develop staff resources and provide effective personnel management. An initiative under this goal called for reallocating resources in order to meet the needs of Congress for effective bibliographic access. At the request of the Congressional Research Service, the Business and Economics (BE) Team, SSCD, launched a project to reclassify the 6,800 pre-1970 Congressional hearings into the KF schedule so that they can be moved from dispersed locations throughout the general stacks to one location in the Law Library, where they can be served to users much more efficiently. More than 700 hearings were reclassed in fiscal 2004. With the resources presently available, it will take several years to reclass the remaining 6,000 titles.

The BE Team received more than 1,200 current Congressional hearings in 2004 and processed the majority of them within days of receipt. To achieve even greater efficiencies, the team leader trained three catalogers and one technician from the U.S. Government Printing Office (GPO) to assign LC Classification numbers to hearings and other legislative documents. Since GPO is a member of the Program for Cooperative Cataloging, the presence of the LC class number in GPO records beginning in October

2004 will enable LC staff to use the GPO records in the LC catalog with minimal additional effort.

Strategic Goal 6) Ensure a secure environment for Directorate staff, collections, and data.
The CIP Division developed "auto-update" software that enables quick upgrades to in-house Windows® applications used extensively throughout the Bibliographic Access divisions, such as Z-Processor, On the MARC (TCEC), and PubCIP. This feature enables BA Divisions software developers to upgrade applications on hundreds of computers almost simultaneously at a significant savings of staff time.

The chief of HLCD served as floor warden for the entire fifth floor of the Madison Building this year. He led an effort to improve the Library's emergency readiness and to provide coordination and training for the 5th floor Emergency Evacuation Teams, with emphasis on feedback sessions after each evacuation drill or alarm. The BA Divisions' readiness for emergencies improved during the year as staff enrolled in mandatory emergency evacuation training, all teams publicized emergency meeting locations, and evacuation procedures were developed for staff who had disabilities.

Staff and Professional Development
The BA Divisions ended the year with a total of 561 staff members, including 32 staff in CDS. Excluding CDS, the BA Divisions lost 20 staff since the end of the previous fiscal year, when the Cataloging Directorate's eight divisions reported 549 employees. A total of eighteen catalogers and four technicians retired, resigned, died, or were reassigned or promoted to other positions. The divisions were able to fill six cataloger vacancies by promoting technicians, although this created six more vacancies in the technician ranks. An assistant chief, a team leader, and two clerks accounted for the other departures.

The BA management structure was strengthened as three new permanent division chiefs and four new permanent team leaders were named during the year. Kathryn Mendenhall became permanent chief of CDS on January 11, having served as acting chief since 2001. Dennis McGovern became permanent chief of the Decimal Classification Division on May 16, after spending two years as acting chief. Angela Kinney, formerly special assistant to the director for national services, became chief of the Social Sciences Cataloging Division on May 30. Two teams in HLCD gained permanent team leaders on November 22: Randall Barry, a former MARC standards specialist in the Network Development and MARC Standards Office, became leader of the World History and Literature Team, and Elizabeth Aulakh was promoted from cataloger to leader of the Germanic Team. Eve Dickey was named team leader in DEWEY on June 27. Paul Min Soo Hahn, a cataloger in SSCD, was promoted to leader of Technology Team I, ASCD, on July 26. All the new team leaders filled longstanding vacancies on teams where supervision had been provided by rotations of acting team leaders; the new permanent supervisors were able to provide continuity and more effective personnel management, particularly in the areas of individual performance evaluation and professional development. The appointment of Carolyn

Sturtevant as the permanent BIBCO coordinator, at the same grade level as a team leader, strengthened the BA Divisions' leadership position in cooperative cataloging.

At the end of the fiscal year, ten cataloging teams in the BA Divisions lacked permanent first-line supervisors: six had no permanent team leader, and another four had permanent team leaders who were absent on details or temporary promotions elsewhere in the ABA Directorate. The BAMT recognized that the lack of permanent team leaders negatively impacted production as catalogers had to take on temporary supervisory responsibilities, rather than concentrating on cataloging. The BAMT anticipated that budgetary constraints would make it impossible to hire more permanent team leaders in fiscal 2005 and began planning to address the problem in other ways.

The approximately fifty catalogers and decimal classifiers hired in fiscal year 2003, most from postings authorized in the fiscal 2002 hiring plan, proved to be a very hardworking, lively, and insightful group. Most were promoted during fiscal 2004, many to the GS-12 senior cataloger level. As they completed training and achieved independence from review of their cataloging work, they helped the BA Divisions increase production over the previous fiscal year and meet the goal of remaining current with new receipts. Moreover, the "class of 2003" contributed actively to many special projects and initiatives, including the revision of the distribution guidelines on the staff Web page, which ensure the correct distribution of work to language and subject experts; updates to the Music and Sound Recording Manual; review of manuscripts by Library authors for publication; membership on the Cataloging Reference Collection Steering Committee; and assistance with the Reflections on the Future series. One new cataloger was selected to participate in the Association for Research Libraries' Initiative to Recruit a Diverse Workforce Program. As a participant, she will receive a partial scholarship for library school for two years, have a professional mentor, and attend the ALA Midwinter Meeting.

Many BA staff members pursued research interests in addition to their cataloging work. A cataloger was interviewed by Radio Liberty in Prague regarding Russian publications in Europe. A team leader assisted the Armed Forces Medical Intelligence Center, Fort Detrick, Maryland, with processing Russian-language information on emerging and re-emerging infectious diseases. Catalogers participated in a symposium on the Ukrainian famine of 1932-1933, held at the Woodrow Wilson Center's Kennan Institute; the Third Global Conference on Business and Economics in Amsterdam, the Netherlands; and the annual meeting of the Social Science History Association. A recently hired cataloger in SSCD made an American Council on Education accreditation site visit to a college in Nashville, Tenn., to evaluate the college's religious studies program.

Numerous staff participated in specialized professional associations. A new cataloger served on the Distinguished Service Award Committee of the Art Libraries Society of North America (ARLIS/NA); another was managing editor of the ALA/ACRL (Association of College and Research Libraries) SEES (Slavic and East European Section) newsletter. The CPSO law classification specialist and catalogers were active

in the American Association of Law Libraries. Six staff members gave presentations on cataloging policy and practice at the Association of Jewish Libraries (AJL) 2004 Convention, and one served as co-president of the Capital Area Chapter of AJL. The Armenian cataloging specialist trained librarians in the Republic of Armenia in May. He also addressed the Helsinki Commission meeting on Religious Freedom in the South Caucasus and gave an interview with the Georgian Desk of the Voice of America. A cataloger served on the executive board and as historian for Blacks in Government.

A senior cataloger and a cataloging policy specialist attended the annual congress of the International Association of Music Libraries, Archives, and Documentation Centres (IAML) in Oslo, Norway, August 8-13, 2004. A music cataloger was vice-chair of IAML's Cataloguing Commission.

A team leader served on the Advisory Board of Potomac Technical Processing Librarians (PTPL) and helped develop the program for its annual meeting.

The BA Divisions were saddened by the deaths of two longtime colleagues this fiscal year. Florene Dusty, a cataloger in ASCD, passed away on October 28, 2003. Cynthia Johanson, assistant chief of RCCD, died on January 14, 2004. Ms. Johanson was well known in the library community through her activities with ALA, which honored her memory with an ALA Council resolution at the Annual Conference.

On a far happier note, at the ALA Annual Conference Barbara Tillett, chief of CPSO, was awarded the 2004 Margaret Mann Citation, presented by the ALCTS Cataloging and Classification Section "for her extraordinary contributions to both the theory and the practice of cataloging ... in particular ... developing and explaining IFLA's *Functional Requirements of Bibliographic Records* ..., implementing the Library of Congress's first integrated library system, spearheading work on the Virtual International Authority File, leading IFLA's efforts to develop an international cataloging code, and contributing substantively to a new edition of the *Anglo-American Cataloguing Rules*...." The Mann Citation is the most prestigious award given by ALA in the field of cataloging, and its presentation to Dr. Tillett was a joyous occasion for the Bibliographic Access Divisions.