POLICY AND STANDARDS DIVISION

ANNUAL REPORT

FY 2011
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PSD ANNUAL REPORT, FY 2011
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Dominating PSD's activities over the past year were several initiatives that individually or in combination influenced the development of international and national cataloging standards and that encouraged excellence in cataloging in our own agency. Other activities continued to lay the groundwork for significant changes in subject cataloging practice that will take place in the near future.

RDA

Most visible were PSD's activities conducted in conjunction with the development of a new descriptive cataloging code, RDA: Resource Description and Access. RDA was the product of years of work by the Joint Steering Committee for Development of RDA (JSC), and was launched in June 2010 as the first major international cataloging standard intended to be used online.

PSD's work related to RDA this fiscal year involved staff in international, national, and local efforts. Following a three-month staff training period that ended with the close of FY2010, FY2011 began with the US RDA Test, a three-month trial of the new code. The test, described at a specially designated LC Web site, was managed overall by a US RDA Test Coordinating Committee, made up of representatives from the three US national libraries and some of the major cooperative programs, who met at least weekly. PSD chief Barbara Tillett served on it, eventually joined also by Judy Kuhagen. The ABA Management Team, on which the PSD chief serves, also devoted considerable time to RDA and the RDA test. The prospect of the test attracted so much interest that eventually 26 libraries and other agencies (including the three US national libraries) became official partners, and others participated informally. The documentation for the testers, numbering well over a hundred separate instructional and interpretative documents, was created in PSD. While technically that documentation was intended only for LC testers, it was all posted publicly on a dedicated LC Web site, and most other testers followed it as well. Furthermore, all of the in-house instruction was conducted by PSD staff, as were several extended external workshops and Webcasts. Meanwhile, during the test, PSD replied to approximately 650 internal and external questions, most received at a special RDA email query account the division established.

The test period ended on December 31, 2010. It was immediately followed by a three-month evaluation in which PSD staff participated, and for which PSD provided major technological and editorial support. Announcing their decision in May 2011, the national libraries agreed to implement RDA no sooner than January 1, 2013, as long as certain other conditions were met. Those conditions included progress on transformation of the metadata infrastructure for bibliographic data. Barbara Tillett and Dave Reser serve on the follow-on group for a new bibliographic framework.

As an immediate result of the RDA decision, the Library began to anticipate implementation. A decision was made for the small group of 50 LC testers to return to RDA cataloging on November 1, 2011 to help LC prepare training materials, test changes, etc., for full-scale implementation. PSD led the tasks of preparing for RDA as it had for testing it. Information gathered during both the test and the subsequent evaluation period prompted PSD to begin modifying some of the key RDA documentation it had developed

earlier. PSD began work in close cooperation with both COIN (Cooperative and Instructional Programs Division), for in-house instruction, and COIN's Cooperative Cataloging Section/secretariat of the Program for Cooperative Cataloging (PCC), so that both the instructional and collaborative requirements for implementation of RDA could be coordinated. PSD staff also served on several RDA-directed task groups established by the PCC, each charged with addressing one of the major ramifications for shared cataloging or for online cataloging systems that adoption of RDA would entail.

PSD staff (primarily Judy Kuhagen and Barbara Tillett) conducted RDA training in Connecticut, Pennsylvania, Texas, Maryland, Missouri, Louisiana, and Georgia. They also provided online training, attended teleconferences, and reviewed scripts for RDA presentations planned by colleagues inside and outside LC. Owing to intensive interest about RDA in Europe and Latin American, well beyond the Anglo-American constituency out of which RDA grew, Chief Tillett and Ana Cristán continued international outreach from previous years. Their visits to conduct workshops and attend conferences to speak about RDA and LC's plans included Colombia and Mexico (in Spanish), Italy, Germany (in German), the Czech Republic, and Puerto Rico. Continuing a practice from previous years, more training materials were translated into Spanish, as written documents, PowerPoint presentations, and Webcasts. These outreach visits on behalf of RDA were sometimes accompanied by instruction in the theoretical foundations on which RDA rests, namely IFLA's Functional Requirements for Bibliographic Records (FRBR) and Functional Requirements for Authority Data (FRAD), the International Cataloguing Principles (ICP), in addition to reports on the Virtual International Authority File (VIAF). VIAF is another of the international efforts initiated in part by PSD in support of cataloging in the 21st century. VIAF's accuracy continues to be regularly monitored and LC's VIAF records maintained by PSD.

At the same time, the JSC (Joint Steering Committee for Development of RDA) continued work on improving RDA. Toward that end, during the summer, PSD prepared nearly a dozen documents for JSC's consideration, including proposals for RDA instruction revisions and discussion papers for longer-range development of the code, such as its coverage of subject cataloging and the incorporation of "time" as a separate entity in RDA's theoretical model.

Law Classification

RDA is only one among several PSD initiatives whose development and realization require collaboration with organizations and colleagues outside the Library and take years to achieve. A second, also international in scope, concerns law: classification of law materials and digitization of rare or unique legal materials, to which Internet access for end users is intended to be guided by use of the classification scheme as a reference substructure, and for which interactive historical maps, including some provided by the Geography & Map Division, can serve as a portal of entry to reach specific resources. Completion this year of the classification schedules for law of the indigenous peoples of the Americas enabled those bodies of law to serve as the test bed for practical application of elements of the portal.

Subject Curriculum

One of PSD's important initiatives to encourage excellence in cataloging at LC is the Subject Training Curriculum for Cataloging Staff (known informally as the Subject Curriculum). This series of courses, which is taught by PSD staff with occasional

assistance from LC catalogers, was developed by PSD in partnership with COIN after consultation with subject catalogers throughout the library. Instruction in subject cataloging has long been offered at LC, but the recent ABA reorganization made the need for comprehensive training more apparent. Many catalogers are now required to work in all subject areas; others were assigned to a new and very different subject area from that in which they cataloged prior to the reorganization. In addition, technicians are now often required to copy catalog and need to be able to accurately assess the quality of bibliographic records being prepared by other libraries. The changes in work assignments require that staff be retrained to work effectively and efficiently in all subject areas.

The curriculum is a comprehensive series of courses that covers the practicalities of subject cataloging and classification. The courses range from lectures on general topics (e.g., General Introduction to LCSH and LCC Structure; General Introduction to Reading the SHM) to more advanced hands-on workshops (e.g., General Analysis and Choice of Heading and Classification Number; Evaluating Heading Strings). There are also two prerequisites for all of the other Subject Curriculum courses, Mechanics of Searching Cataloger's Desktop and Mechanics of Searching Classification Web. These courses assist those who are as yet uncomfortable with using the online resources developed by the Library of Congress. The courses that cover fundamental skills applicable to any subject matter are mandatory for all ABA staff who have cataloging duties, including section heads, catalogers, and technicians.

The curriculum also includes a series of optional discipline-based courses. These lectures, which are followed by hands-on sessions, are designed to provide more in-depth information on specific topics. In FY 2011 these included courses dedicated specifically to the cataloging of works on art, Christianity, philosophy, psychology and medicine, and scientific topics.

In July and August, three of the mandatory courses were filmed by Information Technology Services so that they can be mounted online in Skillport during the coming fiscal year.

LCGFT

Work also continued on other initiatives that have already had significant impact on subject cataloging, and will have even more influence in the near future. Chief among them is Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT). Since 2007, PSD has been developing genre/form terms, and has completed the active development phase for terms in the areas of moving images, recorded sound, and cartography. In May 2011, the authority records for approximately 800 existing genre/form terms were reissued in order to revise the MARC coding. The new coding enables ILSs to differentiate between LC genre/form terms and LC subject headings and formally separate the two lists of authorized terms. This is an important step to enable machine validation because the rules for application of LCGFT terms are different from those for LCSH headings. In November 2010, approximately 60 genre/form terms for law materials were added, marking the culmination of a successful partnership with the American Association of Law Libraries. The development of terminology in two more disciplines, religion and music, is also underway, in cooperation with the American Theological Library Association and the Music Library Association, respectively. Proposals for additional terms in the areas of moving images, recorded sound,

cartography, and law are being accepted from LC catalogers and also from SACO partners.

One of the important aspects of the genre/form projects is to provide training to LC staff and others. To that end, Janis L. Young, LC's genre/form coordinator, gave several workshops this year for professional organizations and library schools in Georgia, Pennsylvania, Illinois, and at the ALCTS preconference, June 24, 2011 in New Orleans. In June she provided advanced training for MBRS cataloging staff.

LCSH and LCC

Subject specialists in PSD also worked on two short-term projects to update and enhance LCSH and LCC. In the spring of 2011, all of the U.S. Civil War battles established in LCSH were referenced against the classification schedule for the Civil War. The battles that were not represented in the classification schedules were added there. In addition, the approved classification number was added to each of the subject authority records for the battles. Altogether, more than 200 authority records were updated. This effort, in recognition of the Civil War Sesquicentennial, develops for the first time a one-to-one relationship between LCSH and LCC for Civil War battles. Adding the classification number to the subject authority records not only permits faster cataloging, but also allows machine-matching of subject headings and classification numbers. These changes are reflected in the 2011 printed edition of the E-F classification schedule.

In the late summer of 2011, PSD specialists researched existing subject headings related to Sudan to determine which of them needed to be modified to reflect the new country of South Sudan. Of the over 300 headings for historical time periods, ethnic groups, indigenous languages and literatures, geographic features (e.g., rivers), and man-made structures (e.g., bridges), over 200 had to be revised. At the same time, the classification schedule for Sudan was updated and a new schedule for South Sudan was created.

LC's Authorities & Vocabularies

PSD staff also continued to serve on the steering group for LC's Authorities & Vocabularies project (id.loc.gov), which makes various LC vocabularies freely available as linked data sets in SKOS format, and which now includes LCGFT as well as LCSH and the LC/NACO Authority File.

Acquisitions Policy

Valerie Mwalilino continued to provide much needed documentation of acquisitions policies and procedures. Her classes for staff new to the acquisitions process as well as refreshers, updates, and advanced classes for experienced acquisitions staff were all well-received. In April 2011, she was tapped for a special assignment to the Acquisitions Fiscal and Support Office.

Data Integrity Section

Fiscal year 2011 will remain a landmark in the Data Integrity Section. After many years of working within the confines of Voyager, followed by nearly a year of preparations, on July 29 the entire master database of subject authority records residing in Voyager was converted to records in the Minaret system as part of the development of a new subject system. The entire conversion went very quickly and smoothly. On August 1 the new system was up and running for input and update. Since then catalogers and

staff in Data Integrity have adapted well to the new system and made many positive comments about how much easier it is to make and process proposals.

Other activities in the Data Integrity Section include the production of the longest weekly list to date: 705 proposals in August. In preparation for the new system during the course of the year, every effort was made to resolve problems and account for longstanding proposals not yet assigned to weekly lists. This activity helped make the smooth transition to the new system worth the time expenditure.

Classification Web

PSD is responsible for two key cataloging products: Cataloger's Desktop and Classification Web. Classification Web underwent several major enhancements in February 2011. For the first time, the LC/NACO Authority file was added, thus giving users greater options for searching and increasing the ease of accessing authority records without having to leave the product. In addition, the user interface was streamlined and updated, and the correlations feature was greatly enhanced. At the request of the USPL Science, Technology, and Medicine team, NLM classification was added as a correlation option, thus allowing technicians another tool for completing CIP records received from the National Library of Medicine. These new features were highlighted in the subject curriculum classes taught in January-September.

A component of the new subject system was the creation of the Subject Proposal System in Classification Web. The Subject Proposal System was developed along the same lines as the existing Classification Proposal System. This new system greatly simplifies the subject proposal process for both LC catalogers and catalogers from participating SACO libraries, who have been particularly pleased with the new system. Among the system's many features, the "print feature" will eventually provide an easy way to produce the print version of the Library of Congress Subject Headings ("Red Books") and save thousands of dollars in production costs.

Cataloger's Desktop

Cataloger's Desktop development largely focused on two areas this year: RDA support, and underlying infrastructure enhancement. RDA, as well as roughly two dozen other resources were incorporated into Cataloger's Desktop. LC staff also worked with ALA to build an LC Policy Statement (LCPS) input-update system that ensures that Cataloger's Desktop and RDA Toolkit use a single version of the LCPS files. Extensive interlinking between LCPS and dozens of other cataloging standards were also developed.

For Cataloger's Desktop, most of the development effort during the year was focused on overhauling the underlying technology infrastructure. In particular the web crawler was replaced with more dependable software that also enabled LC staff to closely monitor documentation as it was added or updated in Desktop. Unfortunately, several changes to support for Cataloger's Desktop's underlying software caused problems with system reliability during the year. An outage occurred in late March that required nearly three weeks to recover from. Funding levels were inadequate to keep up with software changes, and product development and support ended the year seriously underfunded. There is an urgent need to revisit this issue.

Romanization Tables

During FY2011, the following ALA-LC Romanization tables were completed and approved: Judeo-Arabic, Thai, and Vai. Additionally, Persian in non-Arabic scripts and

Tajik guidelines were developed. Work continues on 12 new or revised Romanization tables, with Khmer, Syriac, and Tamazight nearly ready for constituent review. A project to convert all of the approved ALA-LC Romanization tables to Word DOC format has made good progress with 22 tables converted. When complete the resulting files will make Romanization standards much easier to maintain and update.

ABA Space & Move

PSD is responsible for overseeing the ABA Space & Move activities, under able coordination by Tom Yee, Assistant Chief, in collaboration with Rebecca Williams, automated operations coordinator. In June 2011, preparation of ABA Renovation swing space in LM 547 was completed and Phase 1 construction started. To make way for clearance to commence, Phase 1 staff moved into swing space in two phases. The ASME division office and the Middle East and Southeast Asia and South Asia sections moved to LM 330 in March. ALAWE's South America and Mexico, Caribbean and Central America sections, and ASME's China, Israel and Judaica, and Northeast Asia sections moved to LM 547 in June. The move of staff, collections, furniture, telecom equipment and phones into swing space required extensive work from the staff, section heads, move committees, and automated operations coordinators of the impacted divisions, as well as PC movers from throughout ABA, service units including APLO, CALM, FACS, FD&C, ITS, and contractors. ABA Space & Move planned the move, served as liaison between the involved groups and oversaw preparation of paperwork for transfer of phones, PCs and collections. Once the Phase 1 space on the east end of the fifth floor (comprising rooms LM 534, 535, 536, 537, 541, 545 and 546) had been emptied of staff, workstations were torn down and removed, monuments were removed, and walls were patched and painted. Cabling and construction of new workstations are expected to be completed in FY12.

Concurrently, planning began for Phase 7, comprising the operations of the Acquisitions and Fiscal Office and USAN's Government Documents Section in rooms LM B03, B12, B41, B42, B44, B45, B46 and B47. This phase has special requirements for asbestos abatement, large quantities of shelving, large open work areas, heavy equipment and one-ton pulping bins. The size, scope, and nature of the ABA operations housed in the Madison Basement meant that no swing space large enough to accommodate them all could be found elsewhere, so Phase 7 had to be broken down into three subphases that will stretch over the course of several years. To avoid inconveniencing their Congressional patrons, the Surplus Books operation transferred to swing space in LM G14 at the end of the day on Sept. 30th and opened in its new location on the next work day. Most other activities will remain within the Phase 7 rooms and will shift back and forth within the space as each area is renovated.

ABA Space & Move also provided advice to the Space & Move Committee for the Reorganization of USGEN and USPL and provided updates to the Music Division's Music Bibliographic Access Sections and COIN's Cooperative Programs Section, which were displaced by the use of LM 547 as swing space and are awaiting moves into permanent space.

Staff

Retirements took a significant toll yet again. Jacquelin Jenkins, Database Integrity Section technician with more than 36 years of service, and Robert Hiatt, senior descriptive policy specialist with more than 44 years of service, both retired in December.

Paul Weiss, senior subject policy specialist with more than 37 years of service, retired in February. Bruce Johnson took on the role as LC's representative to the Board on Geographic Names, Domestic Names Committee and responsibilities for the ALA/LC Romanization Tables from Bob Hiatt. While Dwight Powell, a detailee, was able to join the staff for work as a technician, and another detailee, Kate James, who is a cataloger was able to take on some of the responsibilities of the policy specialists, the division was obliged to take time to re-examine its overall obligations to see what it could consolidate or even abandon. Among the results was to make major reductions in the frequency of subject and classification proposal weekly lists to change to monthly; to discontinue the Cataloging Service Bulletin (CSB); to discontinue the separate publication of "Free-Floating Subdivisions: An Alphabetical List" and rely on its presence in the introductory matter for the *Library of Congress Subject Headings*. It was but one indication that staff are increasingly being expected to take on more work than they ought reasonably to be expected to do.

On a more positive note, honors to staff included the awarding of the American Association of Law Libraries' first annual Distinguished Lectureship to Jolande Goldberg; the election of Janis L. Young, Dave Reser, and Barbara Tillett to IFLA's Classification and Indexing Section, Cataloguing Section, and Bibliography Section, respectively; and the recognition of printmaker Valerie Mwalilino as "featured artist" in this year's LCPA art show. Patricia Hayward, product specialist for Classification Web, served on the USGEN/USPL reorganization committee, which continued to meet and further develop details for the proposed change in the two divisions.

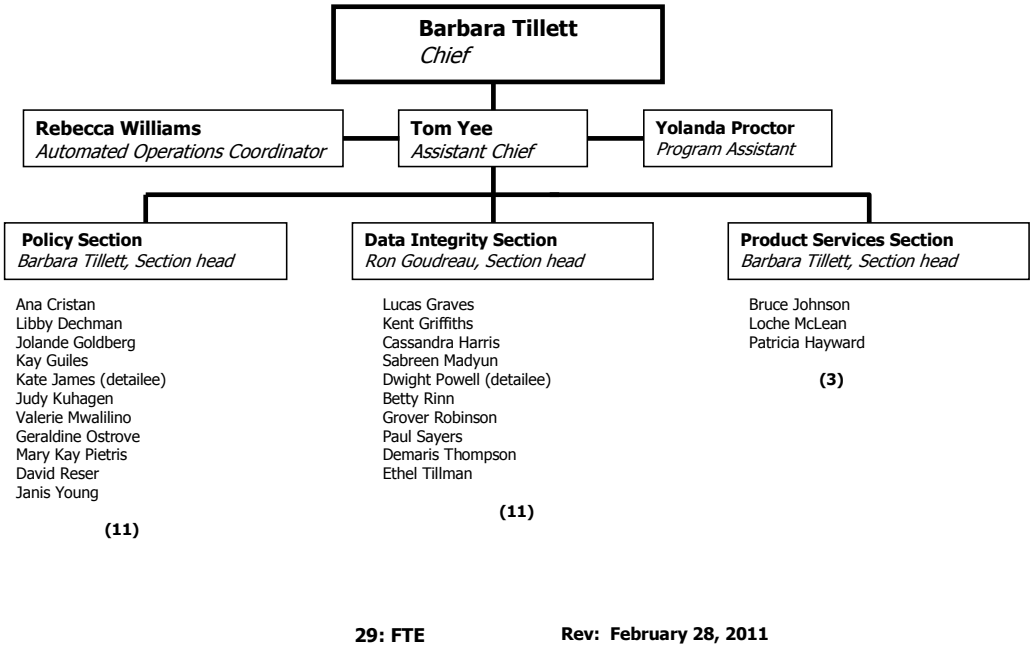
Appendix 1
Policy and Standards Division FY2011 Statistics

I. Bibliographic File Maintenance			
	New	Revised	Total
Authority records			
Names	1,450	27,179	30,629
Subjects	8,512	26,815	35,327
Bibliographic records	621	300,107	300,728
Holdings records	2,520	7,518	10,038
Item records	3,533	5,882	9,415
Classification records			3,598
Total			388,735
II. Baseline Inventory Project Support			
Bibliographic records updated			11,110
III. Communications			
Outgoing emails, other correspondence			12,725
Phone calls			890

Appendix 2

Policy and Standards Division

Organization Chart



29: FTE **Rev: February 28, 2011**