Library of Congress Cataloging Directorate
Annual Report for Fiscal Year 2003

In fiscal 2003 the Cataloging Directorate of the Library of
Congress pursued its mission to provide leadership to the library
and information communities and innovative and effective
bibliographic access to onsite and remote resources. It crafted
its first multiyear strategic plan; produced high-quality, timely
cataloging for nearly 290,000 bibliographic volumes; collaborated
with other directorates and service units in reducing the
arrearage; enriched the Library of Congress Online Catalog with
links to tables of contents and other data; promoted cooperative
cataloging programs; and developed and promulgated cataloging
policy and standards. Perhaps most notably, this was a year of
heavy investments for future returns, as the directorate hired
and began training more than fifty new catalogers; encouraged
promotions for longtime catalogers and technicians; explored ways
to improve the bibliographic control of digital content; and
began development of the New Books program to provide enhanced
prepublication information to LC catalog users.

Strategic Plan, Fiscal Years 2003-2008
The Cataloging Directorate issued a strategic plan covering
fiscal years 2003 through 2008 in the spring. Although the
directorate had issued two-year tactical plans for the past
decade, this was its first effort to craft an overall strategic
plan that would guide its activities for a multiyear period. At

a facilitated retreat on March 10 and 11, 2003, the Cataloging

Management Team identified six overall goals for the next six

years and thirty specific, time-limited initiatives. After the

acting associate librarian for Library Services approved the

plan, the acting director for cataloging presented it to all

directorate staff on May 20 and invited them to volunteer, with

their supervisors' approval, to work on the various initiatives.

The six strategic goals are:

I. Provide national and international leadership in the

development and promotion of cataloging policy, practice,

standards, and programs.

II. Provide appropriate and quality bibliographic and inventory

control data for onsite and remote resources.

III. Attain cataloging currency and meet arrearage reduction

targets.

IV. Provide leadership in the application of bibliographic

control/access to digital content.

V. Develop staff resources and provide effective personnel

management.

VI. Ensure secure environment for Directorate staff, collections,

and data.

The six strategic goals state the work that the Cataloging

Directorate needs to do to carry out its mission during the

entire period from fiscal 2003 through fiscal 2008, covering both

new initiatives and the ongoing operations of the directorate. Ongoing operations include cataloging production, support for cooperative cataloging programs, leadership in cataloging policy, and support for all Library programs, particularly affirmative action, effective staff management and recognition, the Library's security plan, and professional development. The directorate reaffirms its commitment to ongoing operations, whether or not they are mentioned explicitly in the strategic plan.

Annual Program Performance Plan for Fiscal 2003
Since the strategic plan was issued in mid-year, the directorate had actually set tactical objectives earlier, through the annual program performance plan process. At the beginning of the fiscal year, all Library Services directorates set measurable, obtainable goals and targets for program performance in 2003. In addition to progress in meeting congressionally mandated arrearage reduction goals and in furthering the Library's digital strategy, the targets for Cataloging were to: catalog approximately 300,00 items; perform database cleanup resulting from the Baseline Inventory Project and other projects; pursue a plan to develop a capacity for utilizing copy cataloging on a routine basis; support the Program for Cooperative Cataloging; oversee and carry out elements of the Bicentennial Conference Action Plan, 'Bicentennial Control of Web Resources;' begin planning and development of modules of the New Books Project; and contribute to standards development and promulgation, and

provision of consultative services related to them. As the
quarterly AP3 reviews showed, the Cataloging Directorate met
these targets successfully. Activities that fulfilled AP3
commitments are so noted in this report.

Production and Productivity (AP3 target)
The Cataloging Directorate and Serial Record Division cataloged a
total of 287,988 bibliographic volumes in fiscal 2003. This
represented a decrease of seven percent compared to the previous
year's record high production of 310,235 bibliographic volumes,
but was higher than production levels in the years 1998 (274,890)
and 2001 (270,801).[1] Production of full or core original
cataloging, the category of most interest to other libraries,
totaled 185,363 bibliographic records, a decrease of only 7.13
percent from the previous year's record high. The directorate
cleared 731 print items on 160 new collection-level cataloging
(CLC) records and created an additional 4,108 CLC records from
surrogates for archival manuscript collections submitted to the
NUCMC (National Union Catalog of Manuscript Collections) Team,
Special Materials Cataloging Division (SMCD). In addition to
cataloging 287,988 bibliographic volumes, staff created
inventory-level records for 42,465 items and CLC for 11,300 rare
slides of Kabuki theater.

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[1] Production in 1999 and 2000 was abnormally low because of the impact
of initial LC ILS implementation.

In copy cataloging, production declined from 49,576 records in fiscal 2002 to 39,015 in fiscal 2003, a decrease of more than twenty percent although the number of hours devoted to copy cataloging increased 6.50 percent. Production of minimal-level cataloging (MLC) records decreased less than ten percent, to 34,696 compared to 38,328 in fiscal 2002. Added volumes numbered 5,495, a decrease of more than twelve percent from fiscal 2002. The directorate and contractors performed CIP verification for 60,284 titles, a record, and nearly twice the previous year's production of 34,214.

Production of authority work decreased in most categories this year. The directorate, with the Serial Record Division and the field offices administered in the African/Asian and Overseas Operations Division, created 84,822 new name authority records, a decrease of 4.13 percent from the previous year, and 8,762 new series authority records, a slight decrease of 1.65 percent from last year. Changes to name and series authority records totaled 68,336, which represented an increase compared to the 44,823 actual changes by catalogers in fiscal 2002.[2] Catalogers created 2,138 new Library of Congress subject headings, less than eighty percent of the previous year's output, and changed 483 subject headings, a decrease of more than thirty percent. Total new subject headings including those produced by the Subject Heading

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[2] Statistics for fiscal 2002 also report 190,108 headings changed at OCLC, Inc., as part of the pinyin conversion project cleanup.

Editorial Team, Cataloging Policy and Support Office (CPSO),
however, numbered 7,242, nearly as many as the 7,365 created in
fiscal 2002, and total changes to subject headings nearly
doubled, to 14,426 in fiscal 2003 compared to 7,574 the previous
year. Catalogers proposed 1,403 new numbers in the Library of
Congress Classification, a decrease of 23.63 percent since the
previous year, and changes to 166, a decrease of 13.54 percent.

The decreases in production were predictable consequences of
continuing staff attrition over the past five years, during which
eighty-five catalogers and senior technicians retired from the
directorate. The directorate suffered a net loss of eleven
catalogers in fiscal 2002, followed by the retirements of eleven
veteran catalogers in fiscal 2003. Moreover, the influx of new
catalogers required experienced staff to devote many hours to
one-on-one training.[3] Secondary factors in the decrease in
production included the many hours lost to coping with extensive
flooding in several divisions, which forced some teams to move to
new locations for as long as two weeks, and the unusually low
benefit from designating March and September as production-only
months, during which staff suspend all work activities except
training and hands-on production work: production of original,
copy, and MLC cataloging was dramatically lower in September 2003
than in September of the previous year. While September 2002 had

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[3] One-on-one training and review were recorded as regular work time and
therefore were not separable from hours that senior catalogers spent on their
own cataloging production.

nineteen work days, September 2003 had only seventeen;
furthermore, system performance problems throughout the month
hampered cataloging production.

Only increased productivity has enabled the directorate to meet
production goals over the past several years. In fiscal 1991,
the directorate completed cataloging for 235,813 bibliographic
volumes with 745 staff members, for an overall annual production
rate of 316.5 bibliographic volumes per staff member, including
hands-on cataloging staff, supervisors, and other positions. In
fiscal 2003, 549 staff members cataloged 269,568 bibliographic
volumes, or 491 volumes per staff member--an increase of 55
percent in productivity over the twelve years since the whole-
book reorganization of 1992.[4] Productivity for full and core
original cataloging of print monographs increased again in fiscal
2003, to 0.47 records per hour. The cost of producing an average
record rose to $115.56, including overhead and personnel benefit
costs, from $94.58 in fiscal 2002. The increase was chiefly due
to higher salaries, but also reflected the increased proportion
of original cataloging this year--69 percent of total production,
compared to only 64 percent the year before.

There were exceptions to the general trend of decreasing

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[4] If only hands-on arrearage reduction staff are considered,
productivity was 564.82 units per staff member in fiscal 1991 with 417.5
staff, and 967.93 units per staff member in fiscal 2002-an increase of 71
percent. However, every staff member contributed, directly or indirectly, to
the directorate's production.

production. The Hebraica Team, Regional and Cooperative
Cataloging Division (RCCD), cleared 6,715 items, an increase of
26 percent over the previous year. The Business and Economics
Team (BE), Social Sciences Cataloging Division (SSCD), increased
its completions by 36 percent, to 11,195. The NUCMC Team
increased its production for the seventh year in a row.

Arrearage Reduction (AP3 target)
Processing current receipts before they aged into arrearage was
the centerpiece of the directorate's strategy for arrearage
reduction this year. The directorate processed 98 percent of its
current nonrare print receipts in fiscal 2003. When nonprint
receipts are included, the directorate received 364,886 items
(compared to received 367,509 in fiscal 2002) and completed
374,079 (compared to 372,932 in fiscal 2002). It also cleared
109,853 arrearage items for other Library units. When CIP
verification, processing of added copies, and new cataloging are
all considered, the directorate thus completed slightly more work
than in the preceding year.

There were numerous arrearage reduction success stories this
year. The entire arrearage of Latvian history and literature was
processed by the directorate's sole Latvian cataloger, who worked
on the Art and Architecture II Team, Arts and Sciences Cataloging
Division (ASCD). The Art and Architecture I Team, ASCD,
completed the equivalent of 123 percent of its new receipts. The

Japanese I Team, RCCD, completed cataloging the arrearage of 11,300 Kabuki slides and related playbills and guides. An eight-month project in the History and Literature Cataloging Division (HLCD) cleared 312 arrearage items in African and Oceanian languages, with the assistance of a CPSO policy specialist who also established many subject headings for little-known African languages. The three Music and Sound Recording (MSR) Teams in SMCD processed 67,650 discs from the AFRTS (Armed Forces Radio and Television Service) broadcasts this year, bringing total processing in this project to 118,859 items cleared. The MSR Teams cataloged all the music scores and sheet music in the Marion S. Carson Collection of Americana; the SMCD Rare Book Team cleared 10,024 items from the rare book arrearage. The Reformation Collection, Shaker Collection, and Pennell Collection of graphic arts and cookbooks were completely processed.

The BE Team, SSCD, with the help of a technical advisor in ASCD and the Southeast/South Asia Languages Team, RCCD, processed approximately 2,500 backlogged hearings in three months, mostly using technicians. A Bibliographic Enrichment Advisory Team project added Cutter numbers for all congressional committees and subcommittees to the in-house online version of the LC Classification, greatly facilitating the processing of the hearings. For about thirty percent of the hearings, the BE Team was able to add links from the records to online full text.

Utilization of Copy Cataloging (AP3 target)

The directorate continued its contract with MarcLink, Inc., to obtain cataloging copy through the Marcadia automated copy matching service. In fiscal 2001 and 2002 Marcadia was used successfully to obtain copy for arrearage titles; in fiscal 2003, ASCD and SSCD extended the use of Marcadia to copy cataloging of current receipts. Staff in ASCD designed a workflow to capture the needed data for Marcadia searching of incoming receipts before they were distributed to individual teams. Beginning in April, ASCD sent files for 12,326 current receipt titles to be searched by Marcadia and received copy for 2,484, a hit rate of 21 percent. The division began evaluating the benefits of the new workflow against the drawbacks, chiefly the need to store current receipts in a central area until the results of Marcadia searching were known and the new receipts could be forwarded to the teams.

In SSCD, almost 900 records were searched by Marcadia in the first two months of the project, with a hit rate of approximately fifty percent. Thereafter the hit rate stabilized at thirty to forty percent. The Marcadia contract was an important factor in SSCD's completion of 11,826 copy-cataloged records during the year, an increase of 26 percent over fiscal 2002.

The MSR Teams, SMCD, continued a workflow using the OCLC RetroCon batch automated searching service; of approximately 30,000 CD-ROM

sound recordings this year; exact-match copy was returned for approximately 7,000. The teams added authority record maintenance and quality control procedures to the workflow and began planning an automated searching and processing workflow for LP (longplaying) albums. The SMCD automated operations coordinator and the Rare Book Team prepared non-MARC Minaret records for approximately 33,500 titles in the Copyright Paperback Collection for batch conversion by OCLC, a first step in bringing these records into the LC ILS.

Program for Cooperative Cataloging (AP3 target)
The chief of RCCD and the RCCD Cooperative Cataloging Team ('Coop') served as the secretariat for the Program for Cooperative Cataloging (PCC), and for the program's components for name and series authority records (NACO), subject authorities (SACO), and monograph bibliographic records (BIBCO). 'Coop' devoted significant resources of energy, time, and tact to encouraging international participation in all three. The CPSO policy specialists and NACO and SACO liaisons in each division collaborated with 'Coop' in training and review for PCC participants.

Production by NACO participants of new name authority records increased three percent from fiscal 2002 to 167,163-–nearly twice the production of new name authority records by LC catalogers. New NACO series authority records numbered 9,324, a decrease of

seven percent from the previous year. Participants in NACO
submitted 51,083 changes to name and series authority records, an
increase of nearly eleven percent over the previous year.
Thirty-five new members joined NACO. Florida International
University General Library, Ingram Library Services, Mississippi
State University, and the United States Senate Library joined as
individual members. An additional nineteen institutions joined
NACO through two newly formed funnel projects, the Virginia NACO
Project and the NACO-MEXICO Funnel Project, while twelve
institutions joined the six older NACO funnels, contributing
authority records through a single leader institution. The value
of NACO's international participants was demonstrated as they
contributed 36,288 new name authority records and changed 14,579.
 'Coop' staff arranged for NACO name and/or series training or
retraining for approximately ninety LC catalogers and
approximately 180 catalogers at other institutions.

Participants in SACO produced 3,509 new records for the *Library
of Congress Subject Headings,* an increase of eleven percent over
fiscal 2002; both new Library of Congress Classification
proposals and updates to subject headings decreased, to 1,763 and
520 respectively. Nearly one third of SACO's new subject heading
proposals, or 1,013, were from international participants, as
were 63 subject heading changes. The Hawaii/Pacific Subject
Authority Funnel Project, SACO's first regional funnel, was
established this year.

Participants in BIBCO increased to 47 as Ohio State University Library joined the program. In fiscal 2003, BIBCO participants contributed 74,793 bibliographic records, a decrease of nine percent from the previous year. Reflecting the growing challenges presented by digital content, the acting director for cataloging asked BIBCO to establish a Task Group to Survey PCC Libraries on Cataloging of Remote Access Electronic Resources.

Bibliographic Control of Electronic Resources (AP3 target)
As stated in its strategic plan, Goal IV, the directorate took a two-pronged approach to improving bibliographic control of digital content, collaborating with other institutions and launching an overall review of its own cataloging activities for digital content, recognizing that this workload must be shouldered by the entire directorate.

The Library of Congress Action Plan Steering Group, chaired by the permanent director, continued to oversee progress in carrying out the work items in 'Bibliographic Control of Web Resources: A Library of Congress Action Plan,' which developed from the recommendations of the Bicentennial Conference on Bibliographic Control for the New Millennium, held at the Library in November 2000. By the end of fiscal 2003, fourteen of the 27 action items had been essentially completed with Library of Congress resources (funding, staff, or both). These items included a survey of selection criteria specific to electronic resources, to be used

in conjunction with classical selection criteria for all
materials; identification of mandatory and desirable
functionalities for a portal application for national and large
research libraries; launching a prototype Virtual International
Authority File to share authority records created by different
national libraries; a proposal for enriching metadata with
enhanced subject and other access points; investigation of using
the Internet to make *Library of Congress Subject Headings*
available at no charge; and several work items to make AACR2 and
MARC 21 easier to apply to digital resources. In addition to
these completed items, at year's end, Library of Congress
contracts were underway for a paper that would present library
principles for bibliographic control for use by the vendor and
metadata communities and for development of specifications for a
tool that would extract metadata from Web-based resources and
assist in maintenance of catalog records to reflect changes in
the content of those resources. In addition, CPSO staff
participated in the OCLC FAST project (Faceted Application of
Subject Terminology), which completed work item 6.3, 'Support
research and development to improve controlled vocabulary
mediating tools, including a simplified LCSH.'

The directorate took particular satisfaction in the progress on
the Action Plan's Goal V, 'Provide appropriate
training/continuing education to improve bibliographic control of
selected Web resources,' which was achieved through

collaborations with two American Library Association divisions, the Association for Library Collections and Technical Services (ALCTS) and the Reference and User Services Association (RUSA). The ALCTS Task Force on the LC Action Plan coordinated work on two items under this goal as well as on the work item concerning metadata enrichment. For work item 5.1, to improve and enhance curricula in library and information science schools, Dr. Ingrid Hsieh-Yee produced on contract with LC a paper, 'Cataloging and Metadata Education,' which she presented to staff at LC on July 15. One of her main ideas, a workshop for cataloging educators, would bear fruit in a workshop sponsored by ALCTS, LC, OCLC, Inc., and ALISE, the Association for Library and Information Science Education, at the ALA Midwinter Meeting the coming fiscal year. For work item 5.3, on continuing education for catalogers who handle scholarly Web-based resources, ALCTS charged a Continuing Education Task Force which in August presented a proposal to develop five continuing education course modules. To implement the CETF proposal, the ALCTS Task Force charged a Continuing Education Implementation Group that began working with the LC Action Plan Steering Group toward the end of fiscal 2003.

The remaining work item under Action Plan Goal V is V.2, 'Sponsor a series of open forums on metadata needs to support reference service ...' The directorate and RUSA co-sponsored forums at ALA Midwinter Meeting and Annual Conference. This series was now an ongoing, regular feature of RUSA's conference programs.

The directorate's strategic plan, Goal IV, also called for the
directorate to move forward in the area of bibliographic control
of digital collections by its own staff. Projecting that the
directorate would soon receive an average of 16,000 remote-access
digital resources for cataloging annually, in May the acting
director formed the Goal IV Management Group, which oversaw the
work of five working groups on Resources Analysis, Processing
Rule Analysis, Workflow Analysis, Automated Tools Analysis, and
Implementation Planning. The Goal IV Management Group continued
into the next fiscal year.

Although the directorate recognized the responsibility of all
cataloging divisions to provide bibliographic access digital
content, the Computer Files and Microforms Team (CF/M), SMCD,
continued to be invaluable, producing high-quality cataloging
records for 'handheld' electronic resources such as CD-ROMs and
providing training and consultation to staff in other divisions,
who generally cataloged only remote-access (Internet) resources.
The team processed 2,644 electronic resources, including 1,057
for which it provided initial bibliographic control (IBC) only.
This year CF/M began providing IBC for electronic resources
received from the Library's overseas field offices.

The CF/M Team led the way in developing specifications for and
implementing TrackER, an online traffic manager to monitor
electronic resources as they were submitted for cataloging by the

Library's recommending officers and other staff. The team
offered training to six senior catalogers detailed from other
teams, guaranteeing that all monograph cataloging divisions had
cataloging expertise for Internet resources.

The LC response to the BIBCO Task Group to Survey PCC Libraries
on Cataloging of Remote Access Electronic Resources was
coordinated by the CF/M team leader while on detail to the new
position of digital projects coordinator. She also worked with
the Network Development and MARC Standards Office and the MINERVA
Web harvesting contractors to develop metadata records using the
new XML schema MODS (Metadata Object Description Schema). They
began creating MODS records for the 107th Congress Web Archive
Collection. She also negotiated a contract for a free pilot
phase with OCLC to test its Digital Archive System, which
integrates the processes of cataloging, harvesting, ingesting,
and disseminating into a service package. As a result of LC
testers' findings, OCLC implemented new features, and the test
contract was extended through November of the next fiscal year.

Bibliographic Enrichment Projects (AP3 target under Digital
Strategy)
On November 10, 2002, the Bibliographic Enrichment Advisory Team
(BEAT) celebrated its tenth anniversary with a reception and
presentations for LC staff and others. The RCCD division chief
has led BEAT from its beginnings, when it concentrated on

enhancing bibliographic records for works in the areas of business and economics, to its current status as an interdivisional effort with two dozen ongoing projects in a full range of subject areas.

The best-known BEAT project is the enrichment of online catalog records by providing electronic table of contents data (TOC). This year BEAT-developed software supported the inclusion of TOC in 8,598 records for Electronic Cataloging in Publication titles and enabled links to and from another 11,000 catalog records to D-TOC, or digital tables of contents, which reside on a server. Links to TOC are 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. At year's end there were nearly 115,000 links, including links to more than 7,500 sample texts and more than 63,000 publisher descriptions of their publications. The Library has counted nearly 2.5 million visits to the D-TOC and ONIX records residing on its server.

In a new project, BEAT linked selected catalog records to 6,173 reviews in *H-Net Reviews,* online reviews of scholarly works in the humanities and social sciences, hosted by MATRIX at Michigan State University. Another new project, Web Access to Works in the Public Domain, linked LC catalog records for public-domain

materials to full online text residing at other institutions. The first links to resources came through cooperative agreements with the University of Michigan and Cornell University (1,267 links to materials digitized in their *Making of America* project) and Indiana University (653 links to works comprising its *Wright American Fiction, 1851-1875* project). Work began on similar links to digital works in the Victorian Women Writers Project at Indiana University.

In the Web Access To Publications in Series Project, BEAT provided access over the past three fiscal years to the full, electronic texts of more than 20,000 individual monographs in 192 different series of the 'working paper/discussion paper' type. Approximately forty percent of these series were not previously represented in the LC Online Catalog.

Also this year, BEAT produced 'Webliographies' or online, hyperlink-enriched bibliographies, on the origins of the Library's Center for the Book; on the Armed Services Editions, paperbacks distributed to servicemen and servicewomen in World War II; and on immigrant groups in the United States.

Cataloging in Publication
The Cataloging in Publication Division (CIP) performed three major functions: administering the CIP and Electronic Preassigned Card Number (EPCN) programs, performing CIP verification of

published books that were first cataloged as galleys; and
ensuring initial bibliographic control (IBC) for LC collection
materials received through the U.S. Copyright Office. The
division began work on the New Books program.

A total of 55,001 titles from approximately 3,500 publishers were
processed in the CIP program this year, a significant increase
from the 53,733 CIP titles in fiscal 2002. The number of
publishers participating in the Electronic Cataloging in
Publication (ECIP) program increased by 636, to a total of 2,858,
and nearly half of all CIP galleys were received through ECIP.
The program expanded to include reprints, and the traffic
manager, security, and duplicate detection software were
improved. At the end of the year, the directorate contracted for
preparation of an online ECIP publisher's manual.

Average throughput time for CIP cataloging overall was 14.1
calendar days from the date the record was created in the LC ILS,
with 71 percent of all CIP galleys completely cataloged within
fourteen days.[5] This represented a decline in service from the
previous year when throughput averaged 10.5 calendar days. The
directorate incorporated an initiative to examine means of
improving timeliness of cataloging for CIP galleys and other

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[5] A newer methodology indicated that even for ECIP galleys, average
throughput time was 18.3 calendar days. The average number of calendar days
for completing juvenile literature ECIPs was 38.9; the average number of
calendar days for completing ECIPs exclusive of juvenile titles was 11.4.

materials into its strategic plan.

The EPCN program, in the first full year after the cessation of the paper-based Preassigned Card Number (PCN) program, assigned LCCNs to a record high of 26,292 PCN titles.

The CIP Division received 248,967 published books and searched more than 180,000 titles on the LC ILS. The CIP Support Team implemented CIP Check-In, an in-house application that allowed the searcher to scan a book's International Standard Book Number and access the LC ILS database directly to identify the status of the book as new, duplicate, or other, and, as appropriate, record receipt of the book and create holdings and items records, all with a couple of clicks. This program dramatically improved the efficiency of searching and would later be adapted for use in the Acquisitions Directorate. The Support Team's searching activities supported CIP verification and provision of IBC for Copyright receipts; 18,437 IBC records were created.

Contract funds to ensure the security of in-process backlogs resulting from the anthrax-related closure in the previous fiscal year enabled the division to increase its production of CIP claiming, CIP verification, and IBC this year. The contractors and CIP staff obtained 95,967 books in compliance with CIP and PCN program obligations with an estimated value of $5,229,241. They completed CIP verification for 13,772 titles. A contractor

issued 41,800 paper claims and 38,310 electronic claims for outstanding CIP books. Since the contract funding was intended to target backlogs in the front end of the book processing stream, six contracts for descriptive-only and subject-only cataloging were also awarded. The contractors created 853 core level descriptive records, reviewed and edited the subject headings of 439 records, added subjects to 242 records and verified 3,626 CIP books.

New Books (AP3 target)

New Books is a program to link highly desirable auxiliary information such as author biographies, images of book jackets, and summaries or additional subject terms to the catalog records for forthcoming books. The CIP Division consulted closely with the library and publishing communities, through the CIP Advisory Group meeting at each ALA conference, to resolve issues essential to the development of New Books. Based on this input, CIP staff, with Information Technology Services, reached two decisions about the direction of New Books. First, the New Books system would use the unabridged Book Industry Standards and Communications subject terms for subject access to New Books records. Second, New Books would be integrated into the ECIP home page, effectively converting the ECIP home page to a New Books/ECIP home page. This approach should require less initial investment than developing a separate site and separate workflow; more important, the integrated approach would be more user friendly

for both publishers and catalogers.

In the final week of the fiscal year the CIP Division hired two
staff to develop New Books; both will work on major initiatives
such as the development of a management plan and requirements
document for the various New Books modules. They will also
perform ECIP maintenance tasks.

Decimal Classification Division

This small but vital division implemented a new edition of the
Dewey Decimal Classification (DDC) and introduced new automated
workflows. The division input revised position descriptions to
the Library's automated position management system, AVUE; hired
and began to train two new classifiers; explored possible
automation of local authority files; and prepared for the release
of *DDC Edition 22* and *DDC Abridged Edition 14.*

The division hosted two meetings of the Decimal Classification
Editorial Policy Committee (EPC). Meeting 119 was held October
16-18, 2002 at the Library of Congress; Meeting 120 took the form
of three teleconferences in March, April, and May 2003. The two
editorial meetings approved the final revisions to *DDC 22* and
Abridged 14. Completing a revision cycle that began in 1996, *DDC
22* was loaded into WebDewey on June 15. The new edition features
major changes to the schedules for Computer science (004-006) to

reflect emerging technologies and for Law (340) relating to the law of nations, human rights, and intergovernmental organizations. The online version also includes mapped *Library of Congress Subject Headings.*

Decimal Classification Division staff classified 96,909 titles in fiscal 2003. Although productivity per hour increased by 0.48 percent, total production decreased twelve percent from the previous fiscal year. The decline in production was partially offset by the acceptance of 7,003 Dewey numbers assigned by other libraries in records used for copy cataloging at the Library of Congress. The division gained three new classifiers during the year, two from external postings, who began work on July 14, and one reassigned from another division in the directorate. The division expected production to increase markedly in the coming year as the new classifiers became fully trained.

A decimal classifier led a workshop on the DDC for twenty-five librarians from German institutions at Die Deutsche Bibliothek in Frankfurt am Main, Germany, December 9-13, 2002. In addition, librarians from OCLC, Inc., Austria, and Vietnam received training or orientations in the division during the year.

The division automated operations coordinator and three classifiers formed the DewNAC Committee to consider the most efficient means of automating the Dewey Name Authority Cards, the

division's internal authority file. The DewNAC Committee
presented its recommendations for converting the card file to a
Microsoft Access database to the acting director for cataloging
on September 30, 2003.

New Hires
The directorate gained 51 new catalogers and two new decimal
classifiers this year. This was the result of a considered
decision to use all available hiring opportunities to replenish
dwindling language and subject expertise. For the first time in
more than a decade, the directorate was able to hire a
significant number of catalogers from regular postings, first
authorized in fiscal 2002; and several Library employees were
promoted to cataloger positions in the Affirmative Action Intern
Program. The Arts and Sciences Cataloging Division gained seven
new catalogers; RCCD hired fourteen (including one who reported
at the beginning of the next fiscal year), while HLCD gained
eight and SSCD, thirteen. The Special Materials Cataloging
Division added nine new catalogers and gained one on reassignment
from the Law Team.

The job analysis, posting, interview, and selection processes
required many hours of work from team leaders and catalogers who
served as subject matter experts, but the applicant pools were
outstanding and promised to strengthen the directorate's
capabilities greatly over the coming years. The new catalogers

brought valuable skills in Romance, Middle Eastern, Asian, and Slavic languages and in Latin, and subject backgrounds in art (three new full-time art catalogers, including a reassignment from SSCD), music, law, and other areas.

Five new catalogers arrived from January through March, but the rest did not report until the second half of the fiscal year, and thirty-two were not on board until June or later. Even with 53 new professional staff, the directorate finished the year with 549 staff members or 539.1 full-time equivalents, far below the level of 745 staff in fiscal 1991.

The directorate's strategic plan recognized the importance of the new catalogers in Goal V, Initiative 2, 'Ensure development and retention of new hires.' The assistant chief of RCCD served as the directorate's liaison to the Technical Processing and Automation Instruction Office for training of new catalogers and with TPAIO developed a set of four modules for classroom training of new catalogers: LC cataloging procedures, copy cataloging, CIP verification, and descriptive or subject cataloging. In addition to classroom training, teams devoted substantial work time to one-on-one training and review, with the goal of enabling the new hires to be fully productive as soon as possible, generally in the next fiscal year. The acting director for cataloging instituted a series of brown-bag lunches at which new catalogers could discuss any concerns with her. In addition, a new

cataloger on the Law Team organized regular lunch meetings of the new hires themselves.

Other Staffing and Personnel Issues

The directorate continued its project to revise all position descriptions. The GS-13 cataloging specialist position had been certified in summer 2002, and during this fiscal year, 51 catalogers earned promotion to this position by submitting portfolios demonstrating the necessary proficiencies in cataloging expertise, automation expertise, training, problem solving, subject and language expertise, professional consultations, and professional development. Twenty cataloging technicians gained promotion this year to the GS-9 grade level, which had been added to the technician promotion plan at the end of fiscal 2002. The team leader position was reclassified to the GS-14 grade level in April, and all team leaders were promoted.

The GS-13 Decimal classifier position was certified on September 9, giving Decimal classifiers the opportunity to work toward this grade. Revised position descriptions for Decimal Classification Division library technicians were also approved early in the year. The directorate continued to seek a reclassification of the GS-13 automated operations coordinator position to the GS-14 level, and to certify new position descriptions for administrative officers and a GS-8 position for a program assistant in each division.

Retirements and temporary promotions among supervisory staff, with no ability to fill the resulting vacancies, created serious gaps in the management chain. The chief of ASCD acted as director throughout the year while the permanent director took on management responsibilities for the whole service unit. Three divisions, ASCD, SSCD, and Dewey, spent the entire fiscal year managed by acting assistant chiefs. Furthermore, at the end of the year every division had at least one vacant supervisory position, and ten cataloging teams were led by acting team leaders. The team leader vacancies provided opportunities for catalogers to gain supervisory experience, but also impacted the directorate's production and its ability to manage, counsel, train, and reward staff appropriately.

The directorate was in the forefront of the Library telework pilot that was established in accordance with the collective bargaining agreement between the Library and the Professional Guild. The director for cataloging, while detailed as acting associate librarian for Library Services, served as co-chair for Management of the Library-Wide Joint Telework Committee that planned and coordinated the pilot. All three Labor members were from HLCD, including the HLCD automated operations coordinator, who also coordinated computer testing and security policy for the pilot. Working at home for a maximum of two days a week, the teleworkers included automated operations coordinators, catalogers, and CPSO staff.

Information Technology

The directorate collaborated with the Automation Planning and Liaison Office and Information Technology Services to convert all PCs from token ring connection to Ethernet, a speedier and more reliable connection. Additional directorate resources were expended in moving all PCs from the ITSNT1 server domain to the Windows 2000-based LIB domain. A team leader advised the working group on converting COPICS (copyright records) to MARC 21. Staff assisted the ILS assistant coordinators in testing new releases of the Voyager software and tested portals and OpenURL-compliant software. The automated operations coordinators and team automation liaisons helped new catalogers settle into their teams by ensuring that each new hire received server space, Cataloger's Desktop server permission, ECIP and email accounts, and an activated telephone instrument and voicemail, as well as documentation and guidelines for using equipment and software.

Cataloging Policy and Standards (AP3 target)

The importance of policy and standards was emphasized by designating 'Provide national and international leadership in the development and promotion of cataloging policy ...' as Goal I of the directorate's strategic plan.

The Library of Congress, OCLC, Inc., and Die Deutsche Bibliothek (DDB, the national library of Germany) entered into a cooperative agreement on August 6 to test the concept of a Virtual

International Authority File (VIAF). The VIAF will provide open access on the World Wide Web to approximately two million records for personal names from DDB and more than 3.8 million personal name records from LC. In cases where both national libraries have a record for a personal name, the VIAF will link the two records so that users can view the information in both, using the search techniques they prefer. The VIAF project offers immediate benefits in making cataloging more efficient and catalog searching more precise. It also holds long-term promise as a basic building block of the 'Semantic Web.'

The chiefs of CPSO and RCCD attended the first International Meeting of Experts on an International Cataloging Code, held in Frankfurt, Germany just before the 69th Conference and General Council of the International Federation of Library Associations and Institutions (IFLA) in Berlin. This was the first in a series of regional meetings to explore similarities and differences in current national and regional cataloging rules in an attempt to clarify where variations for languages and cultural differences may be needed and where rules might be the same. The chief of CPSO moderated the Frankfurt meeting and chaired the planning committee.

After the completion of the law schedules (Library of Congress Classification, Class K) in autumn 2002, the worldwide impact of that accomplishment continued to grow as more and more libraries

began to reclassify their law holdings or planned such projects.

The law classification specialist in CPSO provided instruction to

a large number of LC and external constituencies in use of the

newest schedules (religious law). Cataloging teams implemented

subclasses KBM (Jewish law) and KBP (Islamic law) this year. The

development of KBM stimulated major revisions to BM (Judaism).

Harmonization of KBM amd BM involved extensive cleanup of

bibliographic records, performed in CPSO, the Hebraica Team of

RCCD, and the SSCD Law Team.

The chief of CPSO represented the Library on the Joint Steering

Committee for Revision of the Anglo-American Cataloguing Rules

(JSC). Assisted by the CPSO policy specialists, she prepared

documents for the JSC semi-annual meetings and made special

efforts to involve all cataloging staff in the development of the

rules, holding post-meeting reporting sessions and soliciting

comments from LC staff about proposals to the JSC before

formulating LC's official response. She began planning the

future development of AACR, which contemplates a third edition

projected for 2005/2007. The CPSO staff devoted many hours to

proofreading the 2002 revision of AACR2. They reviewed the

revised AACR2 Chapter 12, 'Continuing Resources,' and issued

training documentation for catalogers to use when LC implemented

the new Chapter 12 on December 1.

The CPSO chief's work for IFLA was principally in the areas of

Functional Requirements for Bibliographic Records (FRBR),
Functional Requirements for Authority Numbers and Records
(FRANAR), the Virtual International Authority File (VIAF), the
investigation of cataloging codes around the world, and re-
examination of the 'Paris Principles' adopted by the
International Conference on Cataloguing Principles in 1961. The
chief of RCCD chaired IFLA's ISBD Review Group, which completed
its review of draft revisions of ISBD(G), the General
International Standard Bibliographic Description, and ISBD(ER),
the International Standard Bibliographic Description for
Electronic Resources.

Among the largest projects of the past year were the
reformulation of headings for battles and the change from the
subject heading 'Handicapped' to 'People with disabilities.'
Headings for battles would now be structured in the same way as
other events headings. Along with the direct exchange of
terminology to 'People with disabilities,' many related headings
were also revised. By means of the Voyager BatchCat software,
the access point 'Afro-Americans' was changed to 'African
Americans' on 11,658 bibliographic records at an estimated saving
of more than $22,000 compared to manual changes.

This year saw the completion of the project to create the entire
initial set of subject authority records to control free-floating
subdivisions. The Library also celebrated the completion of the

ten-year project to bring the entire Library of Congress Classification online using the MARC 21 Classification Format.

The CPSO PREMARC/Quality Control and File Management Team completed the Serial Record Division's SERLOC/Serial Project, which began in April 2000. Using PREMARC, SERLOC, and other serial records, the team compared duplicates, merged data from duplicate records, eliminated superfluous records, and upgraded certain data. Over the course of this project, the team identified and processed more than 111,000 duplicates.

Units throughout the directorate collaborated with CPSO in the vital work of standards development. The leader of the Art and Architecture I Team, ASCD, chaired the Art Simplification Group to assist the CPSO art cataloging policy specialist. The Music Cataloging Advisory Group worked throughout the year to convert the in-house Music Cataloging Decisions into proposed *Library of Congress Rule Interpretations,* in order to streamline documentation and share music cataloging guidance more broadly. With the MSR Teams, CPSO reviewed Class M of the Library of Congress Classification to improve captions, scope notes, and organizational presentation.

LS CO BPR Coordinating Team
The acting director continued as the Library Services co-chair of the Library Services-Copyright Office Business Process

Reengineering Coordinating Team and as the contracting officer's technical representative for a major contract with IBM Consultant Services, Inc., which facilitated the work of the Coordinating Team and the joint issue groups that reported to it: Cataloging, Labeling, Serials, and Selection. The Cataloging Joint Issues Group was succeeded by the Cataloging Workflow and Organization Joint Issues Group. This group considered options for merging certain workflows now performed separately in the Copyright Office and Cataloging Directorate, although concerns of the two organizations made any merger unlikely. The recommendations of the Labeling Joint Issues Group supported strategic plan initiative VI.2 to expand labeling in the Cataloging Directorate.

Planning for Emergencies

The chief of HLCD took the initiative to provide training and coordination for the Emergency Evacuation Teams on the fifth floor of the James Madison Memorial Building, including the cataloging work areas and other spaces. He also coordinated the fifth floor office emergency coordinators, working closely with the Office of Security and Emergency Preparedness. The automated operations coordinator in SSCD maintained a Microsoft Access database of all Emergency Evacuation Team members on the fifth floor of Madison. Each division developed an internal emergency action plan and designated locations to reassemble in emergency evacuations, and divisions made efforts to identify staff with 'hidden disabilities' who might need help during emergencies.

Divisions had an opportunity to test their emergency preparedness by protecting their computer equipment and in-process collections before the arrival of Tropical Storm Isabel, which caused the Library to close Sept. 18 and 19. They also contended with several computer 'worms' and 'viruses' late in the fiscal year.

The directorate's strategic plan, strategic initiative VI.3, called for development of contingency plans in the event of a shutdown of the Library. The assistant chief of SMCD led a work group for this initiative with representatives from each division. The Rare Book Team work area on Deck B of the Thomas Jefferson Building received a new security system with better cage door hardware and reconfigured lighting, improving both collections security and safety for personnel.

Contributions to the Library and Professional Development Cataloging Directorate staff contributed to the mission of the entire Library of Congress in countless ways throughout the year. Staff members led architectural tours, in several different languages, of the Library's historic Capitol Hill campus; served as recommending officers for Danish, Gaelic, Icelandic, Latvian, Lithuanian, Ukrainian, and Welsh; taught foreign languages for TPAIO and coordinated Library of Congress Professional Association language tables; trained staff in other directorates in preparation of LC ILS holdings and item records; and served as mentors and mentorees in the Library-wide mentoring program.

Staff were active in the American Library Association and specialized professional associations. Staff members also addressed meetings of CILIP, the Chartered Institute of Library and Information Professionals (United Kingdom), and ASTED, Association pour l'avancement des sciences et des techniques de la documentation. They carried out training at American Library Association preconferences, schools of library and information science, and OCLC TechPro.   A special highlight was a two-day Buddhism Cataloging Workshop taught by the Japanese I Team leader in conjunction with the annual meeting of the Association for Asian Studies.

Staff shared their specialized expertise in articles for publications ranging from *Alternative Toxicological Methods* to *Cataloging Correctly for Kids.*

In preparation for the visit of a judge of the Turkish Constitutional Court to Chief Justice William H. Rehnquist, the leader of the Middle East and North Africa Team selected eight recent cases of interest heard before the Turkish court and provided brief summaries and official gazette citations of them for the Law Library.

A cataloger on the Central and Eastern European Languages Team, SSCD, gave a presentation on cataloging digital resources to a Russian Deputy Minister of Education. The team provided training

and orientation to more than a dozen Russian librarians during the year.

The leader of the Children's Literature Team, HLCD, worked on the Library of Congress partnership with the International Children's Digital Library.

In official staff details, the directorate contributed one-half full-time equivalent cataloger to the Collections Access, Loan, and Management Division to resolve cataloging problems discovered in the Baseline Inventory Program (an AP3 target), in addition to technician support and special language assistance provided by the cataloging staff as needed throughout the year. A cataloger was detailed to the Science, Technology, and Business Division to assist in managing technical reports, and catalogers provided Burmese and Chinese reference service in the Asian Division. Two technicians were detailed to the Serial Record Division to assist with shelflisting, while a cataloger on the Central and Eastern European Languages Team, SSCD, was detailed to the Technical Processing and Automation Instruction Office as an instructor. A Rare Book Team cataloger served a 120-day detail as the customer advocacy coordinator for the Operations Directorate's Operations Support Referral Center.

An HLCD team leader was detailed for most of the year to assist with planning the second and third annual National Book

Festivals. Staff members volunteered as author escorts and pavilion workers on the day of the Festival itself, October 12, 2002. Many others, including new catalogers, also helped prepare for the third Festival, to take place early in fiscal 2004.

Cataloging staff showed great commitment to improving the quality of life within the Library and elsewhere. Cataloging staff served on the Library-wide Health and Safety Committee and assisted with the Combined Federal Campaign and the regular Library-wide Red Cross blood drives. The president of the LC Welfare and Recreation Association was an SSCD staff member; a cataloger served as historian for the Library's Blacks in Government chapter; a technician was vice president of the Daniel A.P. Murray Association. Two members of HLCD traveled to South Africa and Honduras to participate in extended humanitarian missions to schools and libraries. A cataloger with Chinese language skills traveled to China in August to help the Education and Science Society promote the 'adoption' of libraries in rural schools there. Closer to home, numerous cataloging staff volunteered in the WETA-TV telephone pledge campaign.

In one of the year's happiest moments, former Decimal Classification Division Chief David A. Smith, received the Melvil Dewey Medal at the American Library Association 2003 Annual Conference in Toronto, Ottawa, Canada. Smith received the medal for 'his leadership in preserving the role of the Library of

Congress as the world's largest Dewey classifying agency and his

promotion of innovative uses of the Dewey Decimal Classification

worldwide.' Only one Dewey Medal is awarded each year, but the

entire staff of the Cataloging Directorate deserves high praise

for performing in the same spirit of dedication, expertise, and

innovation throughout fiscal 2003.

Library of Congress Cataloging Directorate

Annual Report for Fiscal Year 2003

Appendix: Office of the Director

Director for Cataloging Beacher J. Wiggins served as acting
associate librarian for Library Services from the beginning of
the year until August 11. From August 14 through the end of hte
year, he served as acting deputy associate librarian for Library
Services. Despite his responsibilities in managing the larger
service unit, Mr. Wiggins remained involved with the work of the
Cataloging Directorate. To ensure fairness in promotions to the
GS-13 cataloging specialist position, he personally reviewed
every promotion portfolio that team leaders forwarded in the
first year after the new position was certified. He chaired the
Library of Congress Action Plan Steering Group, which coordinated
work on 'Bibliographic Control of Web Resources: A Library of
Congress Action Plan.' As co-chair of the LC Telework Committee,
he remained in close touch with catalogers. Mr. Wiggins
represented the Library at many cataloging-related meetings at
the ALA Midwinter Meeting and Annual Conference and, as acting
associate librarian for Library Services, signed a cooperative
agreement with OCLC, Inc., and Die Deutsche Bibliothek for the
proof-of-concept Virtual International Authority File.

Judith A. Mansfield, chief of the Arts and Sciences Cataloging

Division, served as acting director for cataloging throughout the year. She chaired the Cataloging Management Team and represented the directorate in the Library Services Directors group. She initiated the directorate's first strategic planning retreat in March and presented the resulting strategic plan in venues such as the Team Leaders' Forum and an all-staff meeting on May 20. She was a member of the Library of Congress Action Plan Steering Group and formed and co-chaired the Goal IV Management Group, which oversaw development of a plan to mainstream the bibliographic control of monograph digital resources throughout the five cataloging production divisions. Ms. Mansfield presented the Library of Congress report to the Copy Cataloging Discussion Group in person at the ALA Midwinter Meeting and in writing for the Annual Conference. Ms. Mansfield continued as the Library Services chair of the Library Services/Copyright Office BPR Coordinating Team and COTR for a large consultant contract with IBM Business Consulting Services.

Susan R. Morris, the assistant to the director, served on the Library of Congress Action Plan Steering Group and co-chaired the Goal IV Management Group. She served on the Cataloging Management Team, the ILS OPAC Technical Team, and several other groups. She maintained the directorate strategic plan and drafted a strategic plan for Library Services for review by the associate librarian. She tracked the status of each cataloger vacancy, compiled the annual reports of the directorate and

service unit, and wrote twenty articles for *LC Cataloging*

Newsline, The Gazette, Library of Congress Information Bulletin,

and *Library Services News*. She assisted in the preparation of a

budget request (MDEP, or management decision package) for future

fiscal years and in the formulation of numerous planning

documents. During the year Ms. Morris led tours of the

Cataloging Directorate for librarians from many countries as well

as libraries and library schools in the United States.

David Williamson, the cataloging automation specialist,

continued his central role in the operations of the directorate.

He led the group that revised the automated operations

coordinator's position description and developed several

productivity tools for use with the LC ILS, including the CIP

Check-In and Z-Processor software programs. (The Z-Processor

program permits simultaneous searching for copy in RLIN and OCLC

by scanning a barcoded International Standard Book Number.) As

an active member of the Bibliographic Enrichment Advisory Team,

he was responsible for the 'ONIX projects' that linked

publishers' online ONIX files of tables of contents, summaries,

and sample texts to the LC catalog records for their

publications. This project required him to cultivate and

maintain relationships with publishers as well as to create more

than 115,000 hot links between the files and the catalog. Mr.

Williamson supported day-to-day operations by maintaining

individual accountability statistics derived from the LC ILS;

preparing Webcasts of programs sponsored by the directorate; advising in the development of ECIP and other programs; and developing link-checking software for URLs in catalog records and TOC data.

Harold S. Boyd, the cataloging reference librarian, maintained the Cataloging Reference Collection, including maintenance of holdings and item records in the LC ILS and maintenance of the 991 fields in bibliographic records. He also chaired and wrote minutes for the Cataloging Reference Steering Committee for several months. He identified fifteen subscriptions for Cataloging Reference Collection print resources that could be canceled in favor of free or less expensive electronic versions, saving the directorate several thousand dollars. He cooperated with the Architect of the Capitol in the Top Track wall bracing project, which affected many of the areas where the Cataloging Reference Collection is shelved. As a member of the Working Group on Online Resources for Cataloging Activities (ORCA), he was the co-designer of an online survey and interactive form, launched at the start of the next fiscal year, that enabled cataloging staff to announce their favorite online resources and share news about updates to them.

Karen M. Billett served as the director's program assistant, performing secretarial duties and assisting with Library Services reception area duties. Ms. Billett left the Library in

August, following the birth of her second child.