**Acquisitions and Bibliographic Access Directorate**
**Library of Congress**
**Report of Fiscal Year 2009 (Fiscal Year Ended September 30, 2009)**

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In fiscal 2009, the Acquisitions and Bibliographic Access Directorate (ABA) of the Library of Congress fully integrated acquisitions and cataloging functions through a massive reorganization.  At the same time, ABA continued its high level of cataloging production; acquired more than 1.8 million items for the Library's collections from all parts of the world; and advanced policy and standards for the entire library community. Fiscal 2009 was also the first year that directorates in Library Services measured their performance against selected targets as part of the service unit's performance budget and ongoing strategic planning effort.  As the following report demonstrates, ABA met or exceeded nearly every target assigned to it.

**ABA Reorganization**
Fiscal 2009 was the fifth full year of operations for the Acquisitions and Bibliographic Access Directorate, which was formed in July 2004 by the merger of the former Cataloging and Acquisitions directorates, in recognition that both functions serve the goal of building the Library's collections and providing users with access to information and knowledge.  Over fiscal years 2005-2008, ABA prepared for a thorough revision of workflows and organization in order to improve the timeliness of library users' access to content; better integrate the processing of digital content; increase per capita staff production; and increase the organization's flexibility in response to a changing environment. The new workflows reduce the number of times a collection item must be handled in-process and ensure that work is performed by appropriately graded staff. After new high-level workflows were designed, a new organization was designed to support them while offering opportunities for career enrichment and advancement.

The new organization features nine divisions: four with fiscal responsibilities that use purchase, gift, exchange, and transfer methods to acquire materials from all parts of the world and catalog them; two that perform only cataloging; and three service divisions. The four fiscal-responsibility divisions are the African, Latin American, and Western European Division (ALAWE); the Asian and Middle Eastern Division (ASME); the Germanic and Slavic Division (GS); and the US/Anglo Division (USAN), which is also responsible for rare book cataloging and the Electronic Resources Management System (ERMS) Pilot.  The two copyright-intake divisions, US General (USGEN) and US and Publisher Liaison (USPL), select and catalog materials forwarded from the U.S. Copyright Office or received in the Cataloging in Publication, Electronic Preassigned Card Number, and International Standard Serial Number programs.  The Overseas Operations Division continues to administer the Library's six overseas offices. The Cooperative and Instructional Programs Division (COIN) combines the service unit's professional training arm with ABA's cooperative programs.  The new Policy and Standards Division (PSD) absorbed all the functions of the former Cataloging Policy and Support Office. The reorganization also established an Acquisitions Fiscal and Support Office (AFS), within the Office of the Director that is responsible for acquisitions fiscal

operations, the Duplicate Materials Exchange Program (DMEP), the Surplus Books Program, and oversight of the acquisition materials handling contract.  In October, ABA appointed three permanent division chiefs for ASME, GS, and USGEN and six new section heads, ensuring a complete management team as the reorganization took effect.

The reorganization abolished fourteen former divisions--the three former acquisitions divisions, the former Serial Record Division (SRD), eight cataloging divisions, and the policy and professional training divisions.  Twenty music cataloging staff members were reassigned to the Music Division, Collections and Services Directorate, in keeping with the principle of keeping stops in the processing workstream to a minimum.  The fiscal and customer functions of the Cataloging Distribution Service (CDS) were reassigned to the Business Enterprises arm of the Partnerships and Outreach Programs Directorate.

One of the most complex transitions in the reorganization was the formation of the Cooperative and Instructional Programs Division (COIN). This new division encompassed the training and course development functions of the former Instructional Design and Training Division, continuing to provide training and course development for the entire service unit and the wider Library community.  In addition, COIN's Cooperative Programs Section took on the role of secretariat for the international Program for Cooperative Cataloging, which had long been performed by the former Regional and Cooperative Cataloging Division. The CONSER (Cooperative Online Serials) coordinator and CONSER specialist, who had been assigned to the former Serial Record Division, also joined COIN. Finally, COIN absorbed the National Union Catalog of Manuscript Collections from the former Special Materials Cataloging Division. By merging units from four former divisions, COIN brought all of ABA's cooperative cataloging program staff together administratively for the first time and was positioned to provide innovative professional training to both external students and Library of Congress staff.

Throughout the year, the director ensured open communications through a staff Web site devoted to the reorganization, monthly meetings with the ABA Joint Labor-Management Consultative Group, and regular meetings of the ABA Management Team of chiefs and assistants to the director.  When in the fourth quarter the chief of USGEN took on collateral duties as acting chief of USPL, he charged the USGEN/USPL Review Task Force to examine the evident imbalances of workloads and staffing in the two divisions and propose changes to the organizational structure to improve the situation. The Task Force considered whether to retain both divisions or to propose a merger. The alternatives were to be presented to the director for ABA early in fiscal 2010.

In order for the legal, fiscal, and administrative aspects of the reorganization to take effect in October 2009, much administrative preparation had occurred in fiscal 2008. This included rewriting all position descriptions for chiefs, first-line supervisors, librarians, and technicians as "hybrid" positions that allowed a combination of acquisitions, cataloging, and automation duties.  Personnel action recommendations

(PARs) could therefore be accomplished readily at the beginning of this fiscal year. New security authorizations and necessary data cleanup in the LC integrated library system, such as thousands of changed order and ship-to addresses in the acquisitions module, were also largely accomplished by the end of October 2008, and vendors and exchange partners were notified of the new addresses. New fund codes, mail stops, divisional computer network shared drives, and other administrative details were also in place by October 1, ensuring continuity of communication with ABA's internal and external customers as it made the transition to the new structure. The directorate revised the Library of Congress Regulations governing acquisitions in fiscal 2009. At year's end, the revised LCRs were under review in the Office of the General Counsel.

After the new divisions and sections were established administratively, their staff members needed to work in proximity to one another, which required the physical moves of about 420 staff members. The Library bargained the impact of physical moves of staff in the professional bargaining unit during September and October 2008. The actual moves took place from March through mid-August 2009 and involved shifting work on hand as well as moving and reinstalling computer keyboards, telephone instruments, printers, and ergonomic equipment. Near the end of the fiscal year, Library Services learned that the fiscal 2010 budget of the Architect of the Capitol would include funding to reconfigure and refurbish the ABA work spaces in the Madison Building, a necessary final step to streamline acquisitions and cataloging functions and improve throughput for new collection materials.

The final element of the reorganization involves retraining all ABA staff to perform a full range of acquisitions, cataloging, and information technology functions. In fiscal 2007, ABA supervisors had been cross-trained in either acquisitions or cataloging. Training of staff continued in 2008 and 2009, with each staff member who completed classroom training being assigned a mentor or one-on-one trainer in her or his new work area. Cross-training proceeded somewhat more slowly this year because staff needed to be in their sections to keep up with incoming work, particularly acquisitions tasks. The cross-training program would continue the next fiscal year.

**Overseas Operations Study Team**
In spring 2009, the Associate Librarian for Library Services charged a Study Team to examine and report on overseas operations. The study was prompted by concerns over the expense of the Capital Security Cost Sharing program, which obligates the Library to pay the Department of State for security in those offices that are housed on Embassy or other State Dept. grounds. All the offices cooperated fully with the Study Team, two of whose members visited the New Delhi office and met with three field directors there. The Study Team report was completed in July. The Government Accountability Office had planned to conduct its own study and in August endorsed the Library Services study in its place. As a follow-up to the Study Team report, Library Services convened a field directors' conference in Washington to discuss the report's findings and next steps with regard to cost savings, new models for conducting the business of the offices, and improved technology. The conference also gave all the field directors a

chance to gather face to face with ABA management on Capitol Hill for the first time in four years. The Associate Librarian charged an Overseas Operations Transition Team to follow up on the Study Team's findings.

**Library Services Performance Budget: ABA Work Accomplished**
Although ABA's performance against its specific targets has been reported in structured formats such as the Library's Annual Program Plan Performance review, the strategic goals, objectives, and activities outlined in the performance budget also provide the best structure for narrative reports of ABA's work to connect users to content throughout fiscal 2009. The year's many challenges and accomplishments are summarized below according to the performance budget activity that they fulfilled.

**Acquisitions Work Accomplished**
**Strategic Goal: Collect and preserve the record of America's creativity and the world's knowledge**
The directorate acquired at least 1,862,788 items for the Library's permanent collections this year and facilitated the acquisition of an additional 808,594 gift items by the Collections and Services Directorate. (The total is stated as a minimum because of discrepancies between Copyright Office and ABA counts.) Of the total, the six overseas offices obtained 277,995 items for the Library in all formats. The USPL Division obtained 83,551 books submitted to meet Cataloging in Publication and Preassigned Card Number program requirements.

**Strategic objective: Maximize the benefits of the copyright deposit program**
**Activity: Acquire copyright deposit materials**
The Copyright Office reported that it forwarded 739,364 monographs and serial pieces to the Library in 2009. However, the USPL Division could confirm only 267,101 items as actually received from Copyright. As the Copyright Office adjusted to its new automated registration system, its volume of transfers to ABA began to increase, but the backlog of Copyright materials was a major concern throughout the year. The USGEN Division provided three technicians to work part time in Copyright in an effort to expedite the flow of new receipts, and the chief selection officer for serials trained several Copyright staff to perform selection.

**Strategic objective: Complement the copyright deposit program to meet collection requirements**
**Activity: Acquire materials**
ABA purchased 1,263,411 items for the LC collections in FY09, expending $19.3 million from the GENPAC, LAW and other funds. ABA purchased 759,458 tangible pieces for the collections, acquired or licensed 103,953 full-text e-journals, e-books, and e-reports, and purchased 400,000 digital images. With GENPAC funding, the acquisitions divisions purchased 617,006 items, compared to 1,066,750 items purchased in fiscal 2008. (The figure for 2008 included a single purchase of 428,566 microformatted back issues of serials to fill gaps in the Library's collections, resulting in unusually high purchase acquisitions for that year.) This year ABA also purchased 106,384 items for

the Law Library of Congress, nearly the same level as the 106,072 items purchased for the Law Library in 2008, and 27,686 items using specially appropriated or revolving funds, a marked increase from the 20,026 items so purchased in 2008. Gift and trust funds were used to purchase 8,382 items, compared to 7,326 items the preceding year.

Dealer approval plans–agreements under which a book dealer selects materials for the Library according to a selection profile following the Library's Collection Policy Statements--are central to the Library's acquisition of materials from other countries, and the acquisitions divisions worked throughout the year to improve the value of both kinds of arrangement for the Library. Acquisitions staff met with dozens of book vendors during the year and paid particular attention to opportunities to acquire digital content. New bibliographic representatives were appointed for Bangladesh, Bhutan (replacing the representative who had been appointed only a year earlier), and the Maldives. New approval plans were set up for Austria, Cyprus, the Faroe Islands, Greenland, Libya, Liechtenstein, Oman, and Slovakia, since separate approval plans promise better coverage of these small countries.

From the Library's various exchange partners, ABA obtained 125,228 pieces for the Library's collections, a decrease of 14 percent from the 145,981 pieces acquired by exchange the previous year.  Fluctuations in exchange receipts are due to the worldwide economic downturn as well as to an ongoing trend to replace printed government publications, the core of the exchange programs, with digital versions.  The ASME Division initiated three new exchange programs with partners in China that will strengthen the LC collections in Confucianism, overseas Chinese publications, and science.

Innovative projects streamlined and revitalized the directorate's exchange efforts.  The International Electronic Exchange (IEX) project gained momentum, with visits to the Library by representatives from Humboldt University and the Bavarian Staatsbibliothek in Munich.  The IEX LOCKSS project, underway since 2007, completed its first phase early this year.  Using the LOCKSS ("Lots of Copies Keep Stuff Safe") software provided by Stanford University, the project successfully cached a government e-journal published by the Bavarische Staatsbibliothek (Bavarian State Library).  The purpose of the project is to test the suitability of the software as a way of archiving government electronic documents previously obtained in the print format.  The Library's partners in this endeavor include six German libraries and Stanford University Libraries.

The Library of Congress and the Government Printing Office (GPO) agreed to collaborate on a transformation of the International Exchange Service (IES) for government documents.  The scope of this project is to modernize the IES program to reflect the current publishing environment of analog and digital content; to achieve a flexibility sufficient to meet individual country needs in terms of the format of the content delivered to them; to recommend or identify tools to ingest, archive, preserve, and provide access to digital content under the IES; and to meet the Library's collection development needs.  The Library wants to assure that it supplies its partners with

authenticated digital documents for their repositories and that long-term access to digital national government publications is assured. Tasks undertaken and completed this fiscal year include: a paper presented at the International Federation of Library Associations and Institutions Annual Conference, *Transformation of the U.S. International Exchange Service: Project Report*; the official signing of the project charter; and the revision of the list of titles to be sent by GPO to the IES partners.

During the spring, USAN completed negotiations with Canada to establish a new official exchange agreement between the U.S. and Canada.

The Duplicate Materials Exchange Program (DMEP) continued to service exchanges with more than 4,000 exchange partners in 118 countries. Web DMEP uses shopping cart functionality to allow the Library's exchange partners to select materials that they wish to receive in exchange for materials that they send to the Library. The DMEP program continued to produce printed lists and to distribute them to those exchange partners who were unable or did not wish to use Web DMEP. The printed lists contained a different, but comparable, selection of books.

This year Web DMEP received 1,445 orders for 16,442 books from 501 exchange partners, a slight increase from the 15,942 books requested in fiscal 2008. Exchange partners requested and received an additional 1,253 books from printed lists.

The Library decided to move the DMEP Web site, which has been maintained on contract with BNK Infotech, to internal hosting by March of the next fiscal year. The staff of AFS worked intensively with the Information Technology Services Directorate on plans to migrate the current Web DMEP application to internal hosting first, while maintaining seamless access for the Library's exchange partners, and then to develop a replacement Web DMEP application.

The ABA Directorate received 39,351 items as gifts and facilitated the receipt of 808,594 gift items in the Collections and Services Directorate by arranging for instruments of gift and for shipping. A total of 84,146 U.S. federal, state, and local government documents were added to the LC collections this year, of which 60,319 were federal government publications. In all, ABA in 2009 acquired 248,725 items through exchange, gift, or transfer, well exceeding its target of 217,200.

Acquiring appropriate materials for the Library's collections required ABA to communicate effectively with its customer base of recommending officers and reference staff. Under the leadership of USAN management, ABA sought to standardize the form on which recommendations were made for individual acquisitions costing more than $1,000 or requiring the approval of Directors and/or the Associate Librarian for Library Services. Working in collaboration with the Office of the Director for Collections and Services, USAN sought to assure, through the new Memorandum of Recommendation form, that all of the information required for approvals and for the acquisitions process would be included on the form. This effort clarified expectations of a full and complete

recommendation that would support any audit of USAN acquisitions.

In addition, USAN established a series of presentations specifically designed for recommending officers.  Each presentation described the workflow and the roles of the recommending officer, approving officials, and acquisitions librarians for auctions, special purchases, and gifts and deposits.  In addition, two sessions were held to describe the rationale for, purpose of, and how to use the new web-based Memorandum of Recommendation form. In all, four sessions were held in the fiscal year, with two sessions to be held in the first month of the new fiscal year.  Attendance at each of the sessions ranged from 60-80 recommending officers, plus many other interested staff.

Staff in USAN developed an intranet site titled *Acquisitions for Recommending Officers* (http://www.loc.gov/staff/aba/acgro.html) in July. In addition to USAN-supplied content, the site contains links to supporting documentation and forms needed for the recommending/acquisitions processes.

To improve its service to the Library's collection development specialists, ABA set a target to process 140,000 recommendations for acquisition, or fifty percent of all recommendations, within ten business days.  The target was established in response to repeated complaints from the Library's collection development staff (recommending officers) that their requests were not filled, or even responded to, in timely fashion.  The throughput time for processing recommendations had not previously been tracked within ABA, and the divisions requested software to enable them to track processing.  However, the software was not installed until the summer.  Snapshots of data from the fourth fiscal quarter indicate that the 10-day processing target was met for approximately 70 percent of all recommendations for acquisition.

**Strategic objective: Mitigate risks to the Library's collections through continuous preservation and security programs**
**Activity: Conduct item- and collection-level inventory**
The six ABA divisions that receive new materials for the collections created holdings and item records for all monographs received and checked in 273,090 serial issues. The latter is a notable increase over the 201,046 serial issues checked in by the former Serial Record Division in fiscal 2008. "Serial check-in," or inventory control of new serial issues, brings loose serial issues under inventory control nearly as soon as they are received, thus improving the security of the collections and informing reference staff and users that the serials have arrived at the Library.

The Copyright Paperbacks Project prepared materials for transfer to the Library's book storage module at Ft. Meade.  Coordinated by a USAN technician, nine ABA technicians barcoded 25,230 paperback books received via copyright and reviewed the individual ILS records to ensure that minimal bibliographic standards were met and that there was no duplication of barcodes or records. This project commenced on May 4 and was completed on July 30, 2009, proving that ABA staff could maintain high production

levels even at the height of the physical moves of staff.

**Activity: Ensure physical controls**
The reorganization of ABA consolidated the following support activities under a Materials Handling contract administered in AFS: Security targeting and edge stamping; laser engraving; DMEP technician support; Surplus Books Program technician support; and acquisitions mail receiving and routing responsibilities.  The contract was awarded to Library Systems and Services (LSSI) and began on August 4, 2008, when two LSSI technicians and a supervisor began handling ABA's security targeting and edge stamping tasks. On October 14, 2008, four more LSSI technicians were brought on board to staff the contract fully.  At that time, the contract staff assumed the remainder of the tasks listed above. An additional set of tasks related to the receipt of materials in the Government Documents Section was also included. At the end of the fiscal year, plans were underway to modify the contract to add two more technicians and the responsibility for the receipt of mail and initial processing of volumes received by USPL through the Cataloging in Publication program.

In the security targeting and marking program, the contractors processed a total of 231,552 items: 207,789 volumes targeted and edge stamped; 12,412 **v**olumes edge stamped only (a slight increase over the 216,026 volumes targeted and/or edge stamped in fiscal 2008, and exceeding the 2009 target of 211,000 volumes); 5,286 microfilm reels marked; and 6,035 items laser engraved.

**Bibliographic Access Work Accomplished**
**Strategic Goal: Provide the most effective methods of connecting users to our collections**
**Strategic Objective: Increase descriptive and intellectual data that enhance users' ability to discover our collections**
**Activities: Create finding aids/Produce copy catalog records/Produce bibliographic description**
In fiscal year 2009, ABA cataloged a total of 313,182 new works, added volumes, added copies, and items added to collection-level records.  This compared to 350,631 cataloged in fiscal 2008.  In addition, this year ABA checked in 273,090 new serial issues and linked them to appropriate bibliographic records.  However, only 171,124 new original full-level or core-level bibliographic records were completed, compared to 208,321 the previous year.  These records have complete description, subject analysis, and Library of Congress Classification numbers, as well as full authority records for all descriptive and subject access points, which are drawn from controlled vocabularies. They therefore provide users with the fullest access to Library of Congress resources and are easily adapted by other libraries for describing and organizing their own collections.

Production of new minimal-level cataloging (MLC) records provided timely and cost-effective access to 12,834 items that did not require fuller cataloging or authorized forms of access points; this represented a marked decrease from the 29,307 MLC

records produced the previous year.  Copy cataloging production totaled 56,308 records, a decrease of 21.5 percent from the 71,790 records copy-cataloged in fiscal 2008 but nearly identical to the 2009 target of 56,389.  Copy cataloging is an efficient method of providing users with core-level access to collection materials by adapting descriptions that other libraries have already produced.  The remaining cataloging production was due to items added to collection-level catalog records, added volumes, and added copies.  This reflected the necessity of clearing work on hand this year in advance of moves to new work areas.

The ABA Directorate is directly responsible for one online finding aid, the *Quarterly Index to African Periodical Literature* (QIAPL), which included more than 47,339 articles from 700 journals by the end of 2009.  Volunteers and the serials cataloger in the Nairobi office added 2,040 new entries this year. The QIAPL is available online at URL http://lcweb2.loc.gov/misc/qsihtml/.
Staff assigned 5,779 International Standard Serial Numbers (ISSN) to new serial titles, a slight increase over 5,285 the previous year.

The Policy and Standards Division corrected 353,499 bibliographic records in the LC ILS.  Over the past five years, since August 2004, PSD has corrected more than 2.6 million bibliographic records, chiefly to update the access points to contemporary terminology.  This work makes it easier for library users to retrieve all relevant material using standard search terms.

The bibliographic control of Korean materials took several important steps forward this year.  The Northeast Asia Section, ASME, cataloged a total of 9,021 titles.  The section conducted a major revision and development of Korean ancient history and language tables in the Library of Congress Classification, proposing more than 200 new classification numbers to provide more precise access through classification.  The section began cataloging Korean language Web sites.  The staff of ASME worked with PSD staff and the cataloging automation specialist to develop a Korean Z-Processor, which is a software program that will make it possible to import Korean MARC (KOMARC) records from the National Library of Korea, convert the data into USMARC records, and load the records into the LC integrated library system.

These staff also worked with Dr. Wooseob Jeong of the University of Wisconsin Milwaukee on the development of an automated Korean transliterator, which will automatically supply parallel romanized matching fields to match the nonroman fields in a bibliographic record.  Implementation promises to save processing time and promote consistent romanization practices both at LC and throughout the East Asian library community.

The revision of Korean romanization and word division guidelines was completed, following several years of research and cooperative effort with members of the Korean Materials Committee of the Council on East Asian Libraries (CEAL) and the ALA

Committee on Cataloging: Asian and African Materials (CC:AAM).  Staff of ASME presented the final guidelines at the 2009 CEAL conference in Chicago, Ill.

The Cairo field director developed an Arabic Transliterator that Cairo staff and Arabic catalogers at LC Capitol Hill began using in July to create Arabic text in bibliographic records from romanized text.

The directorate continued to obtain appropriate bibliographic description from qualified vendors.  The Library's Italian book vendor, Casalini libri [sic], supplied core-level bibliographic description, subject analysis, and classification for 3,765 titles, approximately half of the Library's purchases from Italy.  The ALAWE Division began a shelf-ready pilot project with the Argentine vendor Garcia Cambeiro to obtain LC core level records that enter the LC copy cataloging workflow; authority control is performed by ALAWE staff.  Garcia Cambeiro provided 600 core-level bibliographic records to the Library this year.  In addition, the Library received 65 whole book cataloging records from its Japanese science vendor, Kinokuniya, and 200 core-level descriptive cataloging records from the Japan Publications Trading Company (JPTC).

**Strategic Objective: Describe the intellectual essence of items in our collections to make the content of our collections known**
**Activity: Apply subject analysis**
A total of 227,432 items received subject analysis in ABA this year.  This figure missed the target of 289,443 items, primarily because lower copyright receipts reduced the amount of cataloging for American publications. Total new subject headings including those produced by catalogers and by the LCSH editors in PSD numbered 22,344 compared to 35,748 in fiscal 2008, a year when special projects to create authority records for subject subdivision strings greatly increased production.

The 31st edition of the Library of Congress Subject Headings (LCSH) was issued in summer 2009.  It includes a new 6th volume, *Supplementary Vocabularies*, that contains the first printing of genre/form terms, which now number 534, a list of the 3,564 free-floating subdivisions, and the 942 Children's Subject Headings (formerly Annotated Cards (AC) Program).  The 31st edition is significant as the first to be produced directly from MARC 21 Authority Format subject authority data in the LCSH master file. The Library of Congress Subject Headings now includes more than 362,000 established terms.

In collaboration with the Network Development and MARC Standards Office (NDMSO) and the Office of Strategic Initiatives (OSI), PSD mounted LCSH on the Web in SKOS (Simple Knowledge Organization System) format, naming the site "Authorities & Vocabularies" (http://id.loc.gov/authorities/).  This new service, offered free of charge, enables both humans and machines to programmatically access authority data at the Library of Congress through text searching and also via URIs.  The potential for dissemination of the LCSH vocabulary as a component of Semantic Web development projects was a primary reason for offering the service, and indeed several software

developers were early users. Planning is underway to add other controlled vocabularies used in catalog records in the future.

**Strategic Objective: Show intellectual relationships throughout our varied collections**
**Activity: Perform authority work**
A total of 333,282 authority records was added to the national authority file in 2009, of which 111,727 were created by Library of Congress staff including 19,295 name authorities created in the overseas offices. ABA staff assigned Library of Congress Classification numbers to 227,432 items.

The incorporation of non-Latin data in name authority records became operational in fiscal 2009 following the successful project with OCLC to capture non-Latin forms from bibliographic records to populate the cross references in authority records.

**Activity: Classify materials**
The classification work done by the Dewey Section is key to the Library of Congress' outreach to people who use public and school libraries. In the current economic recession, there are reports of increasing use of public libraries throughout the nation. Dewey classification efforts provide support to those individuals who need it most during this difficult time. The Dewey Section of USGEN and other ABA staff assigned Dewey numbers to 60,601 titles, with an additional 4,785 assigned by AutoDewey. Comparable figures for this period in 2008 were 57,679, with an additional 5,105 assigned by AutoDewey. Copied DDC numbers were accepted for an additional 23,678 titles. The total number of records receiving DDC numbers in fiscal 2009 was therefore 89,064. This was an increase of seven percent over the 83,073 titles that received DDC numbers in fiscal 2008 and far exceeded the 2009 target of 53,000.

The Dewey Section also participated in numerous national and international activities, promoting the Dewey Decimal Classification to customers and partners worldwide. The section prepared 42 exhibits for the November 2008 and June 2009 meetings of the Decimal Classification Editorial Policy Committee (EPC) that has worldwide representation. The section provided expert assistance to librarians in the Bibliotheca Alexandrina in Egypt who will assist in the Arabic translation of the DDC, a particularly important development given the increased interest in the Middle East. The section in joint partnership with COIN developed a plan to reach out to more academic, public, and national libraries throughout the world to invite them to join BIBCO, a component of the Program for Cooperative Cataloging. If the libraries join, the Library of Congress will have greater access to their records.

The World Digital Library (WDL) is a collaboration between the Library of Congress, UNESCO, and the International Federation of Library Associations and Institutions (IFLA) to build a digital collection of significant primary materials representing cultures from around the globe. Using overtime funded by the World Digital Library Gift Fund, Decimal Classification Division classifiers helped to build the WDL prototype by

assigning the first three levels of the Dewey Decimal Classification (DDC) number to approximately 951 works in English, Portuguese, Russian, and Spanish, covering various subject areas.  Later, the classifiers assigned full DDC numbers; there were occasions in which two Dewey numbers were assigned in order to reflect dual subjects for better retrieval by the Library's customers.

In the Library of Congress Classification (LCC) system, more than 2,800 new numbers were proposed during the year, bringing the total numbers in the LCC to more than 626,000.  The LCC numbers are used not only as the basis for physical addresses of materials in the Library of Congress and many other collections; they also are hot-linked browsing points in the Library's online catalog, enabling users to search for all other materials that are classed under the same number.

The Law Section, USPL, continued the project begun in 2007 to reclassify approximately 800,000 "pre class K" titles. Arranged in the Law Library stacks simply by country, "LAW 7," and the first letters of the main entry, these titles often have duplicate shelf location numbers and are therefore difficult to retrieve. The Law Library requested that the Law Team focus first on materials from Latin American countries of strategic interest to the Congress.  In fiscal year 2009 the section reclassified 17,985 titles and completed the reclassification of titles from Anglophone Africa, China, Latin American and Caribbean countries, Indian states, Philippines, and Hungary.

**Strategic Objective: Adopt technology that makes our collections more accessible to users**
**Activity: Merge and make interoperable content databases and systems**
The Bibliographic Enrichment Advisory Team (BEAT) initiates research and development projects to increase the value of cataloging products to library users.  The team's best-known project is the creation of digital tables of contents data (D-TOC), either as part of bibliographic records or as separate files linked to them.  During the year, software developed by BEAT enabled the inclusion of tables of contents directly in 39,734 records for ECIP galleys (more than double the 18,023 D-TOC added to ECIP records in fiscal 2008) and the creation of 25,333 additional D-TOC for published books.  The latter were placed on a Library of Congress server and hot-linked to the corresponding catalog records.   The D-TOC project now included books in Chinese, English, German, Japanese, and Korean, as well as books from the Nairobi, New Delhi, and Jakarta offices.  Tables of contents are in great demand by the Library's institutional and individual customers.  The D-TOC can be accessed via the LC Online Catalog or through major search engines.  At the end of September, the cumulative number of "hits" on the D-TOC server since 1995 approached thirty million; roughly half a million hits each month come through Google and Yahoo!  Other BEAT projects this year linked the Library's online catalog to 51,643 summaries, sample texts, and other enhancements.

The Electronic Resources Management System (ERMS) Pilot Team commenced its third year in March and is both administratively and physically within USAN.  The pilot

was launched on March 5, 2007, to explore the use of the Library's ERMS, purchased from Innovative Interfaces, Inc., and how it could be optimally integrated into the Library's infrastructure related to technical services. Most of the seven original team members have voluntarily continued on the project, on a part-time basis.

A Library Services Electronic Resources Stakeholders Group was established by the directors for ABA, Collections and Services, and Technology Policy at the request of the ERMS Planning Group to help develop recommendations to establish the ERMS as a complementary system to the ILS.

The team maintained the bibliographic records and holdings for 2,390 selected online U.S. government documents. The other activities in which the staff members were engaged were completing two resource record enhancement projects to add and change data requested by the counterpart OPAC development team; adding about 200 new license records for fair use provisions; preparing documentation for creating and maintaining resource records; completing the workflow and documentation for original cataloging; completing the maintenance for several e-books projects (Credo Reference, Oxford Reference, and OECD Books); adding trial databases to the system; establishing maintenance procedures; adding free titles from the TrackER system and the Databases & E-Resources Web site to the system; searching more than 5,000 titles from a recent vendor report to identify bibliographic copy.

The ERMS now contains 44,108 bibliographic records and 75,111 holdings records, of which 10,505 were loaded this year. It also has 585 resource records and 587 license records. At year's end, planning was underway to purchase bibliographic records from a vendor, in order to mitigate the high cost of maintenance of the ERMS records.

**Standards, Policy, and Training Work Accomplished**
**Strategic Goal: Provide leadership and services to the library and information community**
Within IFLA, the chief of PSD and a PSD staff member successfully completed the major effort to edit the *IFLA Cataloguing Principles: Statement of International Cataloguing Principles (ICP) and its Glossary.* This book was the product of the five world-regional IFLA Meetings of Experts on an International Cataloguing Code (IME ICC) that took place between 2003 and 2007. The ICP statement was posted to the IFLA Web site in February 2009 following international agreement. The book, which includes 20 translations of the ICP statement, was published by K.G. Saur in August 2009. This work updates the 1961 Paris Principles that are the foundation for cataloging codes used worldwide. Other contributions to IFLA included furthering the work of the Functional Requirements for Bibliographic Records (FRBR) Review Group (updating the text related to "expressions"), of the FRBR Aggregates Working Group (providing examples and clarification of the scope), of *Functional Requirements for Authority Data*, *Names of Persons*, and of the *Multilingual Dictionary of Cataloging Terms and Concepts (MulDiCat)*.

**Strategic Objective: Foster the flow of information and knowledge**
**Performance goal: Lead and collaborate in the development of systems, standards, and tools for the description and flow of information.**
**Activity: Develop and maintain standards**

The Library of Congress, as a member of the Joint Steering Committee for Development of RDA (JSC), joined the American Library Association, the British Library, the Canadian Committee on Cataloging, the Chartered Institute of Library and Information Professionals (UK), and the National Library of Australia in their development over the last several years of a new descriptive cataloging standard, *RDA: Resource Description and Access*.  The JSC completed the content of RDA by its June 2009 deadline, and the fiscal year closed with promises of an early 2010 delivery of the RDA Online Web product.  A joint LC/PCC LCRI/RDA Task Group made recommendations on how individual Library of Congress Rule Interpretations should be treated or abandoned under implementation of the new cataloging code.  The Library of Congress, National Agriculture Library, and the National Library of Medicine designed a test of RDA in the United States and selected 24 additional partner institutions to carry out the test the next fiscal year. The findings of the test will inform the U.S. national libraries' joint decision on whether to implement the new code.

Staff of PSD gave presentations about RDA in several states, Canada, Denmark, Sweden, and Latin America to familiarize librarians with the potential of new cataloging instructions.

Management of ABA in fiscal 2008 authorized the implementation of genre/form headings as an official component of subject access.  It is envisioned that clarifying this type of access for library resources will enable users to better refine their searches, rather than having such data buried in a subject heading string.  Fiscal 2009 saw the debut of a PSD Web page for the project, thereby providing a central location for all news and announcements for genre/form activities (http://www.loc.gov/catdir/cpso/genreformgeneral.html).  A plan with a timeline was approved by the ABA director and management team for the next five genre/form projects: cartography, music, law, literature, and religion.  Collaborations began with the American Theological Library Association and the American Association of Law Libraries Editorial Group.  Planning began with the ILS Office for a separate genre/form search for the OPAC.

PSD officially began its long-planned collaboration with the Music Library Association (MLA) on the music portion of the genre/form initiative, which will affect an estimated 16,000 headings in LCSH.  A music project link was added to the PSD genre/form Web site, and to start PSD posted two lists to serve as the raw materials for the first stage of the MLA task force's work, one list of headings assigned to musical works that do not have a parenthetical qualifier containing medium of performance, and the second, LCSH vocabulary for medium of performance.  The MLA submitted its first recommendations to PSD in June 2009.

**Activity: Define future bibliographic framework**

The ABA Directorate's work on the activity "Define future bibliographic framework" consisted of supporting Library Services in implementing the 100 or more recommendations in *On the Record,* the 2008 report of the LC Working Group on the Future of Bibliographic Control.  The ISSN Coordinator in USPL and the ERMS Pilot leader led a group that identified several relevant projects that the Library could undertake in the near future.

Revitalizing the CIP program was a major emphasis of *On the Record*.  This year, the ECIP Cataloging Partnership Program continued to welcome new partners.  Ohio State University was added in the beginning of the calendar year.  The University of Hawaii-Manoa was added as the newest member of the ECIP Cataloging Partnership Program in the latter part of fiscal 2009.  The twelve ECIP cataloging partners include the National Agricultural Library and National Library of Medicine, who catalog ECIP galleys in their collecting scope. The other partners catalog titles issued by their university presses. The ECIP cataloging partners collectively cataloged 3,521 titles in fiscal 2009, only 38 titles fewer than the FY08 production of 3,559 titles.

Overall ECIP production for the fiscal year decreased by thirteen percent to 47,345 titles. The number of juvenile titles for which CIP data were prepared totaled 2,585, a decrease of 36% from last year's total of 3,530.  The decrease seemed due mostly to the current economic recession, which has led some publishers to produce fewer titles. This year, the average number of calendar days for completing ECIPs was 5.6; only eight percent of ECIPs were not completed within fourteen days.  Although more than 300 new publishers joined the ECIP program this year, book receipts for the combined CIP and PCN programs decreased by about 4,000 titles.  Production in the PCN (Preassigned Card Number) program, which mainly serves self-publishers, increased by 2.9 percent, as 36,778 LCCNs were assigned.  In the thirty-eight years since the CIP program was established, CIP data have been prepared for a cumulative total of 1,524,831 titles.

In another outgrowth of *On the Record,* USGEN and USPL staff tested the ONIX to MARC conversion program for ECIP data provided by publishers.  In this experimental project, ABA's cataloging automation specialist developed the ONIX-to-MARC application software.  The initial test involved ONIX data from two publishers, Cambridge University Press and Wiley, but later included Harper Collins imprints.  The test looked at the following: availability of ONIX data for items in the CIP stream; usefulness of the data in cataloging; any problems or unexpected results from converting the data from ONIX to MARC; changes that would be needed to the CIP workflow; what additional information can be extracted from the ONIX data that would not normally be provided in MARC records. The nine-week initial test showed that when the records received from the publishers were accurate, the new ONIX/MARC conversion process was twice as fast as the older TCEC (Text Capture and Electronic Conversion) process.

**Activity: Develop and disseminate bibliographic products and tools**

The Virtual International Authority File (VIAF), a joint project of the Library of Congress, OCLC, the Deutsche Nationalbibliothek, and the Bibliothèque nationale de France, combines the personal name authority files of participating institutions into a single name authority service. This year several new partners joined the VIAF. As of the fall of 2009 there were 18 personal name authority files from 15 national and regional libraries, with applications from 6 additional sources. The VIAF includes authoritative names from many libraries and regional consortia in a global service that is freely available via the Web and searchable in the languages and scripts that users specify.

The ABA reorganization dispersed responsibility for International Standard Serial Number (ISSN) assignment among three sections in two divisions. In preparation, ABA obtained approval for a project to automate some aspects of the ISSN workflow. In August 2009, after more than a year of development, the first ISSN using the Automated ISSN Register was assigned to the online version of *Publishers Weekly*, the magazine to which R.R. Bowker assigned the first ISSN in 1972. The Automated ISSN Register is a stand-alone database program, built using Apex and supported by an Oracle database that stores ISSN allocated by the ISSN International Centre in Paris, together with identifying metadata that are input as the ISSN are assigned. Staff save keying time and achieve more accurate entry of ISSN into records. The system offers a new capability to generate pre-formatted reports, such as numbers of ISSN assigned by time period, staff member, requestor category, or publication status.

**Performance Goal: Lead collaborative efforts to increase the availability of information**
**Activity: Manage cooperative cataloging programs**

The Cooperative Programs Section of COIN is the secretariat for the Program for Cooperative Cataloging (PCC), an international consortium that fosters the production of high-quality cataloging data produced to agreed standards. At the end of the fiscal year, there were 663 PCC member institutions active in one or more of the four component programs: Monographic Bibliographic Record Program (BIBCO), Cooperative Program for Serials Cataloging (CONSER), Name Authority Cooperative Program (NACO), and Subject Authority Cooperative Program (SACO). Approximately 65 percent of the active PCC member institutions participate through funnels, in which one institution collects, reviews, and forwards cataloging data produced by all funnel members. The Cooperative Programs Section also includes staff of the National Union Catalog of Manuscript Collections (NUCMC).

Overall PCC production for 2009 showed a slight decrease from the previous year. This result is not surprising given the economic downturn, which hit PCC libraries very hard with staff cuts and other constraints. Although one fourth of BIBCO member institutions referred to economic challenges in their narrative reports, BIBCO record contributions have remained relatively stable. The fiscal 2009 total of 74,412 records is only 4 percent lower than in 2008. In 2009, 25 libraries contributed fewer records and 23 libraries contributed more records than in 2008. Members contributed 32,508 records to

the CONSER file for fiscal 2009, an increase of slightly more than 2 percent compared to last year's contribution of 31,868 records. The size of the CONSER file stood at 1,186,532 serial bibliographic records at year's end. Contributions of new name authority records by NACO partners stood at 221,555, a 10 percent increase over 2008, while new series authority records numbered 12,651, almost identical to the 12,536 contributed the previous year. The 3,739 new LCSH proposals from SACO members represented a 20 percent increase over fiscal 2008. Changes to name authority records numbered 423,254, an unusually high figure reflecting projects to remove unnecessary ending punctuation, to remove references no longer required in name authority records, and to pre-populate name authority records with non-roman cross references drawn from the appropriate bibliographic records.

Even with the economic downturn, PCC attracted 22 new member institutions in fiscal 2009. Thirteen existing members concluded their membership due to their inability to produce an acceptable level of PCC records. Twenty-three NACO libraries re-committed to the program, and ten withdrew from membership at the end of fiscal 2009 because of changes in staffing and local priorities.

The PCC Steering and Policy committees approved the BIBCO Standard Record (BSR) by the close of September 2009. The PCC achieved its aim of creating a PCC BIBCO record with a single encoding level to cover initially print monographs but not rare books. A requirement for the record was that it be sufficiently flexible to meet the cataloging needs of the bibliographic community. Implementation, documentation, and training for the print monographic format and the development of BIBCO Standard Record models for other formats will be undertaken in fiscal 2010. The Provider-Neutral E-Monograph guidelines were approved and implemented in late summer 2009. The Program for Cooperative Cataloging appointed a Task Group to develop a provider-neutral cataloging model for a single bibliographic record that can be used for all the instances of an online monograph. Their work offers guidelines and a metadata application profile for cataloging agencies, publishers, and distributors of records for online monographs even beyond the PCC.

Twenty-seven training sessions were offered to staff at PCC institutions in fiscal 2009. Nineteen of the sessions were NACO training; they were attended by 230 participants from 57 PCC institutions. Library Services contributed seven trainers to these sessions and the PCC institutions seventeen. Four sessions of the jointly-developed ALCTS (Association for Library Collections and Technical Services, a division of the American Library Association)/PCC workshop entitled "Basic Subject Cataloging Using LCSH" were taught during the year, two by LC trainers and two by PCC participants. The jointly-developed ALCTS/PCC workshop entitled: "Fundamentals of LC Classification" was taught four times, with three sessions by LC trainers and one session by a PCC participant. In addition, 29 Serials Cataloging Cooperative Training Program (SCCTP) workshops were given throughout the fiscal year in North America and Europe, reaching nearly 300 trainees.

On October 8, 2008, COIN officially launched the Catalogers Learning Workshop Web site.  Previously, the content had formed part of the Cataloging Distribution Service Web site.  In conjunction with the launching of the new page, the Library began distributing all training materials housed on this site free of charge.  Anyone around the globe can download these training materials and modify them for use in any institution.  In June 2009, the Library launched all this course material on its iTunes U pages.

In late May 2009, COIN played host to two librarians from the Bibliotheca Alexandrina in Egypt, providing NACO and SACO training for them.  A COIN staff member presented a day-long NACO overview and introduction to authority control to staff of the Director of National Intelligence (DNI) Open Source Center (OSC), based at the Central Intelligence Agency.  The session included special attention to authority control for Russian-language personal, corporate, and geographic names, and the impact of the breakup of the Soviet Union on authority headings for entities in the former constituent Soviet republics that are now independent countries.

May 2009 marked the fiftieth anniversary of the NUCMC program, which provides scholars with access to heretofore hidden collections by cataloging archival collections held by repositories that are too small to join OCLC themselves.  Cataloging production in fiscal 2009 totaled 3,618 bibliographic records, a decrease of two percent from that produced in fiscal 2008.  However, cataloging production exceeded by 319 bibliographic records the 2009 production target of 3,299 established by the ABA director.  Since the NUCMC program's inception in 1959 it has produced approximately 118,231 catalog records.

**Activity: Manage cooperative acquisitions programs**
In fiscal 2009, the six overseas offices administered in ABA distributed 436,887 pieces to participants in the Cooperative Acquisitions Programs.  The Islamabad office added five members to its program, while other programs maintained stable memberships ranging from 36 in the Nairobi program, AfriCAP, to 50 in the CAPSEA program administered in Jakarta.  Severe budget constraints in American research libraries precluded additional expansion this year.  To compensate for the economic downturn and the impact of digital content, the offices improved customer service and publicized the programs via Twitter and new blogs with links to book reviews.

**Activity: Share surplus books and collections**
The Surplus Books Program placed a total of 76,767 surplus items in libraries and other entities in fiscal 2009, far exceeding the target of 50,000.  When Hurricane Ike devastated the Galveston, Tex., area in September 2008, the Surplus Books program in October shipped more than 2,300 reference books, children's books, textbooks, and novels to school districts in that area, at the request of Rep. Nick Lampson, who held office at the time.  The excellent work of the Program was cited by Rep. Earl Blumenauer (OR) in the April 23 edition of the *Congressional Record*.

**Strategic Goal: Manage for results**
**Strategic Objective: Sustain an innovative and effective workforce**

**Activity: Provide training**
The COIN Division offered classroom facilitated online SkillSoft courses; designed, developed, and taught courses for the new Reader Management System; traveled to the Library's Packard Campus in Culpeper, Va., to train new hires; provided cross training to staff members in the newly reorganized ABA.  Instructors in COIN designed and taught 25 new instructor-led courses, each of approximately three hours duration; offered many new facilitated sessions of SkillSoft courses with specially designed exercises; and revised 24 courses.  The division also designed two new Quick Tips and created five new e-learning segments using the new software for designing online courseware, Captivate.

COIN trained 2,167 staff members in FY 2009, a slight decrease from the preceding year when the division trained 2,346. Of those 2,167 staff members, 1,898 were from Library Services.  This year, 657 unique Library Services staff, or 38 percent, attended at least one COIN course.  This performance exceeded the target of offering a training opportunity to one third of service unit staff each year.

Library Services staff members took a total of 3,377 training sessions from the Library's Center for Learning and Development.  This figure includes all instructor-led, mandatory, and online courses.  Service unit staff took 485 of the 600 online SkillSoft courses that the Library makes available, an increase of thirty-seven percent over the preceding year. When the statistical data from COIN, external training classes, and CLD is combined, LS staff members took 5,403 classes in 2009.

**Strategic Objective: Provide professional guidance and training to the library and information community**
**Performance Goal: Establish programs to share our expertise with library and information professionals**
The directorate participated in several internship and fellowship programs this year.  A Chinese intern spent five weeks in the China Section, ASME, under the auspices of the Graduate School of Library and Information Studies, University of Rhode Island.  The chief of COIN administered the Library's participation in the Muskie Fellowships for students from the former Soviet Union and the University of Michigan School of Information Alternative Spring Break, which places students at LC to work on special projects for one week.  The Germany Section, Germanic and Slavic Division, provided a three-week practicum for a library science student from North Texas State University.  Division offices benefited from the work of student interns from the Model School for the Deaf.  The directorate also participated in orientation programs such as the orientation for the 24 visitors to the Open World Leadership Center in April.

**Concluding Note: Honors and Staff Changes**
The ABA Directorate celebrated some notable honors in fiscal 2009.  To celebrate her work in developing a new set of International Cataloguing [sic] Principles, Barbara Tillett, chief of the Policy and Standards Division, received the IFLA scroll of recognition at the General Conference of the International Federation of Library Associations and

Institutions (IFLA) in Milan, Italy, in August.  At the same conference, Judith Mansfield, chief of USAN, was elected chair of the IFLA Standing Committee on Acquisition and Collection Development.  Karl Debus-López, chief of USGEN, was vice-president/president-elect of the American Library Association Federal and Armed Forces Librarians Round Table.  Philip Melzer, chief of ASME, was past president of the Council on East Asian Libraries. Joan Biella, a senior cataloging specialist in the Israel and Judaica Section, ASME, completed her term as president of the Middle East Librarians' Association, while Cairo field director William Kopycki served as treasurer. Isabella Marques de Castilla, a senior cataloging specialist in the Germanic and Slavic Division, was a Fellow in the Leadership and Career Development Program for 2009-2010 of the Association of Research Libraries (ARL-CDP). Nina Zanegina, also of GS, assisted in preparing remarks by the Librarian of Congress at his meetings in Russia during the summer.

In the area of original scholarship, ASME cataloger Roger Kohn attended the Manfred R. Lehman Memorial Master Workshop in the History of the Jewish Book, sponsored by the Center for Advanced Judaic Studies at the University of Pennsylvania.  Young Ki Lee, Elaine Kim, and Youngsim Leigh were invited to lecture at a workshop held at the Kyujanggak Institute for Korean Studies, Seoul National University in August 2009.  Jurij Dobczansky, Walter Iwaskiw, and Barbara Dash were among the ABA staff members who authored scholarly publications this year.

The management team of ABA was strengthened by the appointments of William Kopycki as Cairo field director and of three new division chiefs: Karl Debus-López (USGEN), Philp Melzer (ASME), and Linda Stubbs (GS).  Two long-serving chiefs, Maureen Landry and James Genter, retired this year.  The directorate also gained six new section heads: Adrija Henley (Southeast Europe Section, GS), Miroslav Lazarevich (U.S. Serials and Microforms Section, USAN), Kristie Muldrow (U.S. Serials-Social Sciences Section, USGEN), Hiroshi Suzuki (Art and Religion Section, USGEN), Sook Hee Weidman (Northeast Asia Section, ASME), and Theron Westervelt (U.S. Serials-Arts, Humanities, and Sciences, Section, USGEN).  The beginning and end of fiscal year 2009 also brought the deaths of two active and highly valued ABA staff members: Frank Yorichika, a librarian in the Northeast Asia Section, ASME, died on October 17. Sue S. Parks, a technician in the Social Sciences Section, USPL, died on September 10.

The ABA Directorate could not have accomplished its historic reorganization without the cooperation of numerous units throughout the Library.  The directorate takes special pleasure in thanking the Administrative Services and Technology Policy directorates of Library Services, the Human Resources Directorate, the Office of General Counsel, the Office of Security and Emergency Preparedness, the Office of the Chief Financial Officer, and the Information Technology Services Directorate (Office of Strategic Initiatives) for their vital assistance in making the new Acquisitions and Bibliographic Access Directorate a reality.  Most of all, the staff of ABA themselves deserve great

credit for the resourcefulness, dedication, and expertise that brought success in 2009 and will be the foundation of future achievements.

**Appendix: Office of the Director for ABA**

**Acquisitions and Fiscal Support Office**
The Acquisitions Fiscal and Support Office (AFS) was established in the reorganization, incorporating the following responsibilities: all of the operations formerly performed by the Acquisitions Fiscal Office, including responsibilities related to the preparation and execution of the acquisitions budget, the entering into the ILS of invoices from vendors, maintenance of files of completed payments, the resolution of complex problems, and communication with other Library organizations such as the Office of the Chief Financial Officer and Office of the General Counsel on matters regarding the purchase acquisition of library materials; materials handling services for the Directorate; the Duplicate Materials Exchange Program; the Surplus Books Program; and ABA's security targeting, marking and laser engraving program.

Russell Marr, the Acquisitions Fiscal Officer, took a lead role in communicating acquisitions processing information to the staff, thus ensuring that everyone received the same message regarding aspects of purchase acquisitions. In addition, Mr. Marr and Carolyn Powers, along with two of their colleagues, planned and presented five different training courses on purchase acquisitions for ABA staff and managers.  Each of these classes was presented multiple times.  Partially as a result of the efforts of these two AFS staff members, ABA's purchase acquisitions program continued on track throughout the year, with no major disruptions or problems, despite the challenges caused by the reorganization.

In advance of the ABA reorganization, the following support activities were consolidated under a Materials Handling contract: security targeting and edge stamping; laser engraving; Duplicate Materials Exchange program technician support; Surplus Books Program technician support; and acquisitions mail receiving and routing responsibilities. The contract was awarded to Library Systems and Services (LSSI) and began on August 4, 2008, when two LSSI technicians and a supervisor began handling ABA's security targeting and edge stamping tasks. On October 14, 2008, four more LSSI technicians were brought on board to fully staff the contract. At that time, the contract staff assumed the remainder of the tasks listed above. An additional set of tasks related to the receipt of materials in the Government Documents Section was also included. At the end of the fiscal year, plans were underway to modify the contract to add two more technicians and the responsibility for the receipt of mail and initial processing of volumes sent to the Cataloging in Publication Program (USPL). The target implementation date is November 2, 2009.

The Web DMEP contract, covering software development and web site hosting for the Duplicate Materials Exchange Program, was originally awarded in 2004. In March 2006, a one-year contract renewal was entered into with BNK Infotech, a spinoff of the original Web DMEP contractor.  In March 2007, a sole-source, one-year contract, with an option year, was awarded to BNK Infotech for Web DMEP web site hosting and software maintenance.  It was planned that this would be the last sole-source contract with that

vendor. The intention was that either the Library would open up the Web site hosting and software maintenance to a competitive process for a new contract or to bring this Web site inside the Library, with hosting and software maintenance provided by ITS.

For several months in calendar year 2008, Library Services (ABA and Technology Policy) and Information Technology Services (ITS) investigated the possibility of bringing this Web site inside the Library. ITS determined through this process that it could not provide proper hosting support for Web DMEP with its current staff resources. It recommended that the existing hosting contract with BNK Infotech be continued beyond February 2009 to allow ITS to develop its own expertise in the technical areas (PERL and CGI) necessary to support Web DMEP. OCGM gave approval to a one-year extension of the existing contract with BNK Infotech.

Staff of AFS continued working with ITS to migrate this Web site to internal hosting, with a target date of no later than March 1, 2010. That effort is on track. However, ITS made a determination in August that it will not be able to support and maintain the Web site in its current state over the long term. Rather, it recommended that it completely re-engineer and re-build the site or purchase commercial off the shelf software that can be configured to meet our needs. Library Services Technology Policy Directorate has approved of this approach. The plan is that ITS will first migrate the current Web DMEP application to internal hosting while maintaining seamless access for the Library's partners. Then, a replacement Web DMEP application will be developed.

Selected DMEP Fiscal Year 2009 statistics:

16,442      Books requested from Web DMEP and supplied to partners or to the Library's Overseas Offices to be used in their own exchanges.

1,253      Books requested from printed DMEP exchange lists and supplied to partners.

17,695      Total books requested from DMEP and supplied to partners.

1,445      Orders received from partners or Overseas Offices via Web DMEP.

## Surplus Books Program

The purpose of the Surplus Books Program is to make excess collections materials available to educational institutions (including schools, school systems, colleges, universities, museums, and public libraries), public bodies (agencies of local, state, or national government), and other non-profit tax-exempt organizations in the United States. The program's staffing is comprised of a librarian and technician level support provided by Materials Handling contract staff.

The Program makes every effort to find some use for the materials that are not needed for the Library's collections. Those materials that are not selected by any of the Program's clientele are eventually disposed of by the Library.

Congressional offices make direct use of the Program, often selecting materials on behalf of libraries in their home districts. For example, Rep. Nick Lampson (TX) and his staff selected 2,380 surplus books to send to school districts in Texas after Hurricane Ike caused considerable damage. The excellent work of the Program was cited by Rep. Earl Blumenauer (OR) in the April 23 edition of the *Congressional Record*. Support of the Program was also evidenced by a Congressional Book Drive that resulted in 2,550 books being donated to the Library from Congressional offices.  The Surplus Books Program placed a total of 76,767 surplus items in libraries and other entities in fiscal 2009.

AFS is responsible for receiving collections materials not needed by the Library of Congress and determining if these materials can otherwise be used (for DMEP or through the Surplus Books Program). Materials that cannot be used for any other purpose and which meet criteria for disposal are transferred to Facility Services, ISS, for pulping. During the Fiscal Year, ABA's Director formally asked that Facility Services confirm that such materials are disposed of as indicated in LCR 515. They investigated, including a visit to their contractor's processing facility, and reported that materials are being destroyed, as required by the regulation.  During the year, AFS transferred 243,000 items to Facility Services for disposal.

The Materials Handling contract team within AFS accomplished the following collections security activities in fiscal 2009: 207,789 total volumes targeted and edge stamped; 12,412 volumes edge stamped only; 5,286 microfilm reels marked; 6,035 items laser engraved, for a total of 231,552 items processed.

The personnel of AFS include Joe Puccio, section head; Russell Marr, acquisitions fiscal officer, Carolyn Powers, librarian;  Arrington Ward, Fiscal Technician; Barbara Hoyniak, information technology specialist; and Joseph Mahar, librarian. Michael Sheppler is the contract supervisor for LSSI, Inc. In addition, a rotational technician detail program focusing on fiscal matters provides needed technician support and offers ABA support staff a chance to expand their knowledge of the fiscal aspects of the Directorate's purchase acquisitions program and to gain hands-on experience in AFS.  Mr. Puccio also served as the secretariat for the Library-wide Collections Policy Committee and was one of ABA's two approving officials in Momentum.

**Other Office Personnel**
Beacher J.E. Wiggins is the Director for Acquisitions and Bibliographic Access.  He chaired the ABA Management Team, co-chaired the Library of Congress Collections Policy Committee, and was a member of the Management Oversight Committee for Selecting and Managing Content Captured from the Web. In addition to having executive responsibility for the work of nearly 600 staff in nine divisions and the Acquisitions Fiscal Office, Mr. Wiggins served as acting chief of the Overseas Operations Division from April through September. He was the Library of Congress representative to the Standing Committee on Bibliography of the International Federation of Library Associations and Institutions. He represented the Library of Congress on the Committee of Principals, the governance body for the *Anglo-American Cataloguing Rules*. He was active in ALA and represented the Library of

Congress on the Program for Cooperative Cataloging's Policy Committee.  He co-chaired the U.S. National Libraries RDA Test Coordinating Committee, which designed a large-scale nationwide test of the feasibility and cost-effectiveness of a proposed new cataloging code. Mr. Wiggins oversaw the directorate's massive reorganization at the beginning of fiscal 2009.

Shirley M. Gorham is the administrative assistant in the Office of the Director and the Acquisitions Fiscal Office. She handled the Director's calendar, personnel matters, correspondence, and filing, prepared Momentum requests, travel authorizations, and vouchers for staff in the Office, and processed WebTA (Web-enabled time and attendance records) for all staff who report directly to the Director. To ensure that the International Exchange Program had contract support from an expert consultant, she revised the statement of work and ensured that the contract was submitted to the Office of Contracts and Grants Management by deadline. Ms. Gorham was the Combined Federal Campaign keyworker for the entire Library Services office, October 2008 through January 2009.

Allene F. Hayes is the Digital Projects Coordinator for the ABA Directorate and a member of the ABA Management Team. She served as the system administrator for the TrackER electronic traffic manager for in-process digital content; recommended MODS templates and assisted with the design and cataloging of the Library's digital collections; performed quality control of ABA-produced metadata for digital collections, and represented the Directorate to numerous visitors interested in bibliographic control of digital content. Ms. Hayes served  as the Project Manager for the Electronic Resources Management System (ERMS) Pilot Project, working with the ERMS Planning Team and ERMS staff to populate backend and OPAC systems with ER information. Ms. Hayes had a leadership role in the Web archiving and harvesting initiatives undertaken by ABA and the Office of Strategic Initiatives. As the coordinator for metadata for the World Digital Library Project, she ensured that all WDL metadata needs were met in time for the release of the WDL Web site in April 2009.  She ensured that the World Digital Library prototype included searching by Dewey numbers, enhancing the usefulness of the prototype for other libraries. She served on the IFLA WDL Working Group and co-authored the section on metadata for **its** report on guidelines for developing a digital library.  Ms. Hayes served on the ALA Council and was the liaison between IFLA and the Black Caucus of ALA.

Susan R. Morris is the assistant to the Director for Acquisitions and Bibliographic Access. She served on the ABA Management Team, the USGEN/USPL Review Task Force, the Library Services Knowledge Navigators Standing Committee, and the ABA Joint Labor-Management Consultative Group. She reviewed telework applications and compiled statistical reports for all 130 teleworkers in ABA. Working with the ABA division chiefs, she identified core ABA activities and linked them to Library Services strategic objectives in eManagement, the Library Services online budget and planning tool. She also drafted the short- and long-term performance planning narratives for the ABA divisions in eManagement and was one of ABA's two approvers in Momentum, the Library's financial record system.  During the year Ms. Morris represented the ABA Directorate to approximately 300 visitors.  She updated the cataloging FAQ and was the ABA reviewer for

the revision of the Library's Librarians and Archivists Web site, May-August 2009. She compiled the ABA annual report, the Library of Congress report to the Conference of Directors of National Libraries, and the briefing documents for Library staff who attended the ALA Annual Conference and Midwinter Meeting.  Ms. Morris was the recorder and communications specialists for the U.S. National Libraries RDA Test Coordinating Committee and drafted the high-level test methodology that was posted as FAQ on the JSC RDA Web site as well as on LC's RDA Test Web site.

David Williamson is the ABA Cataloging Automation Specialist and a member of the ABA Management Team.  As an active participant in the Book Industry Study Group's ONIX working group, he furthered development of the ONIX book industry information exchange standard and obtained unprecedented access for the Library of Congress to publishers' ONIX data.  Mr. Williamson wrote and implemented an ONIX to MARC conversion application for use in a pilot program to test the use of ONIX in ECIP cataloging.  He arranged with Cambridge University Press and John Wiley to get prepublication records weekly to keep ONIX data up to date.  Later, HarperCollins, Springer, Oxford University Press, and Palgrave Macmillan were added to the pilot.  He has made enhancements to the application as well as integrated an Access database to store the ONIX records for faster retrieval.  Mr. Williamson also adjusted his application so that the National Library of Medicine can test the use of ONIX data, and he provides NLM with the updated ONIX record database weekly.  This year Mr. Williamson developed an application that automatically generates an email response message to an electronic ISSN application, eliminating paper mail costs and mail time.  At the request of Korean acquisitions specialists, Mr. Williamson developed a Z Processor to search records from the National Library of Korea.  This application differs from the conventional Z Processor searching software in that the records are in Korean script, not romanized.  This is preferred by the staff who want to download the Korean characters and then input (or have Transliterator provide) the romanized characters.  This application was especially challenging because the National Library of Korea doesn't use MARC21, it uses Korean MARC (KOMARC). PSD staff developed a mapping from KOMARC to MARC21 and Mr. Williamson was able to implement the conversion in the application.  He also created a Transliterator configuration file based on an electronic dictionary that has Korean words and phrases along with their romanized counterparts.  This dictionary was made available by the Korean McCune-Reischauer Romanization Dictionary project which is based at the University of Wisconsin Milwaukee.  The conversion of the dictionary into a form that can be used by Transliterator created some 80,000 initial entries and immediately enabled Transliterator to romanize more than 95 percent of the Korean characters in records downloaded from the National Library of Korea.  Work continues on the dictionary to eliminate duplicate entries as well as to add new phrases.  Mr. Williamson was the Library's liaison to the PCC Standing Committee for Automation and was active in the Library Information Technology Association, a division of ALA.

**Appendix: Library of Congress
Overseas Operations Division
Report of Fiscal Year 2009 (Fiscal Year Ended September 30, 2009)**

The Library's six overseas offices in Rio de Janeiro, Brazil; Cairo, Egypt; New Delhi, India; Jakarta, Indonesia; Nairobi, Kenya; and Islamabad, Pakistan, acquired, cataloged, and preserved materials from parts of the world where the book and information industries are not well developed. When the new permanent field director for Cairo reported for duty in April, all six overseas offices had permanent field directors for the first time in several years. Upon the retirement of the Overseas Operations Division chief on April 3, the director for ABA added the role of acting chief to his suite of duties.

In spring 2009, the Associate Librarian for Library Services charged a Study Team to examine and report on overseas operations. The study was prompted by concerns over the expense of the Capital Security Cost Sharing program, which obligates the Library to pay the Department of State for security in those offices that are housed on Embassy or other State Dept. grounds. All the offices cooperated fully with the Study Team, two of whose members visited the New Delhi office and met with three field directors there. The Study Team report was completed in July. The Government Accountability Office had planned to conduct its own study and in August endorsed the Library Services study in its place. As a follow-up to the Study Team report, Library Services convened a field directors' conference in Washington to discuss the report's findings and next steps with regard to cost savings, new models for conducting the business of the offices, and improved technology. The conference also gave all the field directors a chance to gather face to face with ABA management on Capitol Hill for the first time in four years. The Associate Librarian charged an Overseas Operations Transition Team to follow up on the Study Team's findings.

The overseas offices used bibliographic representatives, commercial book vendors, acquisitions trips, exchange partners, and attendance at regional book fairs to obtain materials for the Library of Congress and, on a cost-recovery basis through the Cooperative Acquisitions Programs, for other research libraries in the U.S. The six overseas offices acquired 277,995 items for the Library in all formats. There was continued emphasis on acquiring collection materials that were confidential, issued in remote or unstable areas, or otherwise difficult to obtain. In many cases materials were obtained on the basis of trusted personal relationships, and acquisitions travel often involved danger. The New Delhi office made extra efforts to obtain materials from the troubled Indian regions of Jammu-Kashmir and Orissa, undertaking an acquisitions trip to the latter that resulted in acquisition of 472 items for the LC collections. The Delhi office also acquired 25 photographs documenting traditional "kushti" wrestling, the only known visual archive of material on kushti in any U.S. research library. A personal visit by the deputy field director in New Delhi to Nepal resulted in acquisition of 52 CD/DVDs containing the complete digitized portion of the Nepali Asa Archives collection to date and in electronic capture of Web-based born-digital and .pdf format publications no

longer available in print format, supplied by ICIMOD, the Library's commercial vendor for Nepal. A set of posters relating to women's issues and national politics in Sri Lanka was obtained for the Prints and Photographs Division at the end of the fiscal year. A proposal for archiving Web sites related to the 2010 Sri Lankan presidential and general elections was approved, with archiving scheduled to commence in December 2009.

The offices strove to improve their service to the Law Library of Congress this year. The New Delhi office retained a consultant, the Chief Librarian of the Supreme Court Judges Library, who visited the office twice monthly to review incoming legal materials with acquisitions staff. The New Delhi office spent $3,335.22 on law monographs in 2009 and acquired 308 titles, a reduction of 11 percent in items received compared to fiscal 2008 but a 39 percent reduction in costs. The Rio office, with the Iberia/Rio Section of ALAWE, contacted the Library's Spanish law vendor and obtained more than 400 needed items to round out the Law Library's collections of Spanish law materials. These two units also developed routines to ship law materials directly to the Law Library, making materials available to users sooner. The Islamabad office filled gaps in provincial legal gazettes from Pakistan and acquired titles in Iranian criminal and military law. The Nairobi office entered an online subscription to *UgandaLawOnline,* which did not require an elaborate license agreement, and began forwarding .pdf files of the *Government Gazette* of Namibia to the Law Library as part of its print-copy subscription. The Jakarta office was instrumental in arranging funding for the Law Library to send a team to Indonesia to help the country join the international online Global Legal Information Network (GLIN). All the offices continued their customary direct services to Congress and the Congressional Research Service, scanning daily news clips, timely articles, and other relevant local information sources.

Despite budget constraints that affected many Cooperative Acquisitions Program participant libraries, the offices distributed 436,887 items, on a cost-recovery basis, to other U.S. libraries. To maximize the value of the program to participants, the New Delhi office tailored its SACAP services to members' needs, filling 412 special requests including 288 titles for the Hindi and Urdu collections of Duke University and the University of North Carolina. The Islamabad office began using electronic invoices to save postage and time for customers. It filled requests made by either customer profile or selected title-by-title. The Islamabad office was able to offer 46 new serial titles to its CAP participants this year. The Jakarta field director, with the Association for Asian Studies, initiated the CAPSEA Ad Hoc Digital Committee to explore ways to collect digital and digitized newspapers from the region for CAPSEA (Cooperative Acquisitions Program for Southeast Asia) participants.

While still hoping to obtain a long-delayed integrated software system (CAPS-AD), the overseas offices collaborated in improving their use of available information technology. The New Delhi office implemented an online tracking system for its microfilm operations, a new Web site and circular (publicity) management system for the SACAP program, an invoice tracker program, and a new Pamphlet Collection System. Using the new PCS, the New Delhi and Islamabad offices collaborated to streamline the

subject assignment of ephemera acquired for microfilming or digital scanning at the request of the LC Federal Research Division.  Internet connectivity improved in New Delhi when it obtained fiber optics, although connectivity remained problematic in all the offices throughout the year.   The Cairo field director developed an Arabic "transliterator," a software program that Cairo staff and Arabic catalogers at LC Capitol Hill began using in July to create Arabic text in bibliographic records from romanized text.  Work continued on a transliterator program for Persian.

The six offices continued their expansion of cataloging on the LC ILS with the ultimate goal of shipping all acquisitions to Washington in "shelf-ready" condition.  New Delhi, Rio, and Cairo all increased their attention to copy cataloging and streamlined copy cataloging procedures.  The Jakarta staff achieved independence in subject cataloging, and the New Delhi office, with the exception of one cataloger, is now fully independent for whole-book cataloging.  Cataloging staff in the six offices cataloged 39,457 volumes and created 19,295 name authority records.

The new field director in Cairo reached out to other catalogers in the region with an invited speech on "Cataloging in a shared bibliographic environment", at al-Minufiyah University, Library and Information Science Department, Kafr al-Shaykh, Egypt, in June.  During President Obama's visit to Cairo, the exchange librarian in the LC office there collected all the significant articles written before and after the visit from the daily, weekly newspapers and magazines in Egypt to document the whole visit.  The Nairobi office assembled sets of "Obamabilia" for CAP participants and for the Library's African and Middle Eastern Division, which displayed them for several months to considerable media attention as CNN and the *Los Angeles Times, New York Times,* and *Washington Post* all covered the display.  The Jakarta office hosted two student interns who worked on an oral history project that featured interviews with President Obama's former primary school classmates in Indonesia.

The overseas offices continued to embrace the worldwide digital future.  In October, a cataloger in the Cairo office traveled to Oman to deliver a workshop about "Library service in the digital age: Web 2.0 and Library 2.0."  It was organized by Omani Library Association and 55 trainees attended the workshop.  The new field director in Cairo spoke on the World Digital Library at Cairo University Central Library in May.  The Cairo office continued as the liaison between the National Library and Archives of Egypt and the local company that maintains the latter's digitizing equipment, which is vital to Egypt's participation in the World Digital Library.  The Islamabad, Jakarta, New Delhi, and Nairobi offices participated in the BEAT D-TOC project, while the Jakarta office began using Twitter to announce new titles available to Cooperative Acquisitions Program members.  The Islamabad office identified 25 Afghani government Web sites to be cataloged and harvested, to ensure that the Library's users will have long-term access to government publications from a volatile region.  At the invitation of World Digital Library staff, the Nairobi field director traveled to Uganda to participate in the assessment of the National Library of Uganda's capacity to host a regional center for digitizing unique items for the WDL.

General elections for the 15th Lok Sabha (Lower House of the Indian Parliament), took place in five phases between April 16 and May 13, 2009.  The New Delhi office nominated close to 100 Web sites related to this election to be harvested over a period of roughly two and a half months.  The 2009 India General Elections Web Archive Project captured close to 45 Web sites related to the elections.  Once cataloged, these Web sites will be preserved and made available to researchers working at the Library of Congress.  This represents a new direction in collection development for the New Delhi Office.

The New Delhi Office initiated a project to archive a selection of the working papers of the Indian Planning Commission.  This Web site was harvested through OSI's contract with Internet Archives and will be simultaneously captured through drafted procedures used at the office level in an attempt to identify and establish best practices for acquiring and preserving individual Web sites and publications either born-digital or no longer available in print format.

The offices collaborated with the House Democracy Assistance Commission of the House Foreign Affairs Committee, later named the House Democracy Partnership, intensively this year.  In April-May 2009, the Cairo Office's head of automation accompanied the Nairobi field director to Monrovia, Liberia, as part of a project for the HDAC/HDP. There, they conducted an initial assessment of the Liberian Legislative Library, Archives and Research services. They made assessments in the areas of physical plant needs, furniture, information technology hardware and software needs, staffing configurations, and training needs.  Meetings were held with both Liberian and US officials to inform all concerned.

The Jakarta Office continued to develop, with the Asia Foundation, a parliamentary library of Timor Leste for the HDAC/HDP.  Support and briefings were provided to various congressional and congressional staff delegations and informational assistance to various U.S. government agencies.