

Music Cataloging Training Report  
BYU-I  
March 3-4, 2005

The purposes of our training trip:

1. Meet staff
2. Familiarize ourselves with the music collection and current cataloging processes
3. Train staff on search strategies for finding music materials in all formats in OCLC, RLIN, and other library catalogs
4. Encourage empowerment of staff and students

Report:

Staff and materials: We were shown the music collection portion of the stacks, and were able to meet all individuals responsible for the selection and processing of music materials. However, due to unforeseen circumstances, we were unable to spend the anticipated time necessary to complete a thorough training. The single professional cataloger was available the first day only. The copy-cataloger for music was available for a portion of the second day only. We did have a productive session in the morning of the first day with the head of technical services, the professional cataloger, and a systems employee, also responsible for music selection. During this session, we discussed their present processing procedures, shared various frequently used cataloging tools, and presented the staff members with a copy of our extensive training manual for students, prepared by a student copy-cataloger. We answered their questions about our processing procedures and about the methods we use to empower our staff and students to become a major asset in departmental production. The head of technical services seemed especially interested in considering the ideas.

RLIN searching: We were unable to train on RLIN due to its recent migration. The system was not only unstable, but inaccessible, producing frustration not only for us, but also for the BYU-I systems employees who were trying to work with it. RLIN tends to be stronger than OCLC for scores. Since most of the backlogged music materials concerning the BYU-I technical staff were scores, training them to find copy in RLIN was crucial, yet impossible.

Training for professional cataloger: During the afternoon of the first day, each of us worked one-on-one with him, Janet demonstrating how to handle large collected sets, and Irene, how to catalog individual scores. Dept. personnel had

set up a procedure whereby we could work remotely on SIRSI, import the originally cataloged record into their system (Horizon), then delete our "dummy" SIRSI record. We appreciated being able to work in a system with which we were acquainted, rather than spending the time to familiarize ourselves with Horizon cataloging. The professional cataloger asked many questions, and seemed to feel more comfortable about tackling the backlogged scores by the end of the afternoon.

Training for copy catalogers: The second day, due to a lengthy employee luncheon/meeting previously scheduled, we were able to meet only about an hour with the two copy catalogers, one who works with music as a portion of her responsibilities, and a second, who does not do music at present. We knew nothing of this conflict before coming. Since RLIN was unavailable, we were unable to train them as anticipated. We did have a fact-finding conversation about their workflow and present procedures, and feel that they are undoubtedly capable of making a much greater contribution than present duties allow. We also encouraged the use of student skills to a greater extent.

Second day cataloging: During time when BYU-I employees were unavailable, Janet imported copy from OCLC for the large Bach collected set, and Irene cataloged a few of the backlogged scores which would probably not have available copy on RLIN.

#### Summary:

We feel that our visit accomplished many of the desired objectives. Ongoing consultation will be more productive now that we are personally acquainted with the BYU-I staff and somewhat familiar with the nature of the music collection, as well as the physical space and procedures for its processing. We strongly encouraged a visit to our library by all of the individuals with whom we interacted. We especially stressed bringing copy catalogers. When they come, we will do the RLIN training we were unable to do and hope that some of our procedures, observed in person, will give them some useful ideas. The BYU-I music department library requests/needs are presently small, but are beginning to experience rapid growth, which we anticipate will continue to increase with the expansion to a four-year institution. Frequent contact and dialogue between our HBLL music staff and McKay library's will be of benefit to both.

Were we to go again, we would make sure ahead of time that all appropriate personnel are available on both days for training and that all needed databases and systems are functioning properly. (Insofar as the latter is possible!)

Submitted by Janet Bradford and Irene Halliday.