

Report on ATA Procedure (March 2000)

Books cataloged according to this procedure since Jan., 1998	Staffing <i>3 professionals</i> <i>1 support staff</i> <i>1 student</i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Dealer</td> <td style="text-align: right;">Books</td> </tr> <tr> <td style="text-align: right;"><i>ATA</i></td> <td style="text-align: right;"><i>6862</i></td> </tr> <tr> <td style="text-align: right;"><i>GEACs in Hold</i></td> <td style="text-align: right;"><i>5892</i></td> </tr> <tr> <td style="text-align: right;"><i>GEPOLIAN</i></td> <td style="text-align: right;"><i>53</i></td> </tr> <tr> <td style="text-align: right;"><i>GIFT</i></td> <td style="text-align: right;"><i>245</i></td> </tr> <tr> <td style="text-align: right;"><i>Schwede, Orbis</i></td> <td></td> </tr> <tr> <td style="text-align: right;"><i>Eastview</i></td> <td style="text-align: right;"><u><i>151</i></u></td> </tr> <tr> <td style="text-align: right;"><i>total</i></td> <td style="text-align: right;"><i>13,233</i></td> </tr> </table>	Dealer	Books	<i>ATA</i>	<i>6862</i>	<i>GEACs in Hold</i>	<i>5892</i>	<i>GEPOLIAN</i>	<i>53</i>	<i>GIFT</i>	<i>245</i>	<i>Schwede, Orbis</i>		<i>Eastview</i>	<u><i>151</i></u>	<i>total</i>	<i>13,233</i>	<i>This does not include a large number of items received through regular orders by Order Division, including MCS. These are sent immediately to the Slavic catalogers of Catalog Unit III</i>
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Purpose of the ATA Record:

To provide an adequate description of the item both for users and for a later **Marcadia** overlay. "*Adequate*" in this sense is defined by the cataloger using his/her own discretion.

Description of the Procedure:

Work is divided among students, support staff and professionals. The *purpose* of this procedure is to decrease the amount of repetitive work for the professional cataloger, e.g. transcription of title information, adding item records, writing gutter notes, etc.

- ATA Books are constantly received in small bundles, each bundle has a number. The invoices are sent separately, about once per month. There are no orders, all items are accepted into the collection and there are no returns.

In Hold:

All of the work in the Hold is done by a student.

- 1) The student first arranges the batches in numbered order on the shelves. These batches are then unwrapped and the batch number written on a piece of paper in each book. The batches are then separated into invoice order.
- 2) The cataloging unit notifies the Slavic bibliographer to review the books from the next invoice. The bibliographer determines the location of each item: *Stacks, Annex,* or *Slav.*
- 3) Books are brought to the cataloging unit by invoice. For example, at one time, the unit will be working on the books received in the invoice of November, 1999.

In Cataloging Unit:

Work is divided among student, support staff and professional.

Student:

- 1) Searches NOTIS for duplicate records. If the item is determined to be a duplicate, it is set aside.
- 2) If it is not a duplicate, the student makes a preliminary record, adds the item record, writes in the gutter notes, and sets it on separate shelf.

Support staff:

- 1) Searches NOTIS for duplicate records. If the item is determined to be a duplicate, it is set aside.
- 2) If it is not a duplicate, the support staff member will search RLIN for copy.
 - a) If there is any copy, a "Tempo 1" record is made, the 035 field added, the record is "PUT" from RLIN. The item record is added to the record, and the gutter notes are written in the book.
*****Copy records are selected by the support staff according to a list of preferred libraries.*****
 - b) If there is no copy, the support staff member makes a preliminary record, adds the item record, and writes in the gutter notes.
 - c) The support staff member searches in RLIN the records created by the student and "PUT"s any with copy.
 - d) The support staff member searches the NAF for forms of names.
*****All books are reviewed by a professional, including LC full-level copy.*****

Professional staff:

- 1) Reviews the records created by the support staff member or student, corrects typos, adds/deletes information, puts information in correct field, etc. Items are often re-searched in RLIN, along with searching the names in the NAF.
- 2) If a name is not found in the NAF, the cataloger searches NOTIS for additional uses of the name, and if it is not there, creates an AACR2 form of the name. The same procedure is followed for series, although if the series is found in the NAF, it is PUT into NOTIS.
 - a) Some LC practices have been set aside. Primarily, tracing the corporate body that is at the head of the title is ignored. If the cataloger feels that a corporate body is a useful access point, he/she is free to add it, but the number of corporate body headings added to the catalog is much fewer than before.
- 3) If superior copy or full-level copy is found by the cataloger, he/she re-PUT's the record into NOTIS.
- 4) All fields are checked and updated by the cataloger. Additional information from the t.p is often added, along with any notes that are deemed necessary by the cataloger *for identification of the item*. Again, the cataloger checks and edits every portion of the record created by the student/support staff member.
- 5) *Subjects* are left to cataloger's discretion. All items (aside from belle-lettre) get at least one subject, but the cataloger is free to add any additional subjects he/she sees fit to add. It may be easier to have two or more subjects instead of choosing one. Or, if the cataloger feels that the item is exceptionally important, he/she may do deeper subject analysis. The focus is on *adequate* access as determined by the cataloger.
- 6) *Call numbers* are added quickly, depending on the book's final destination. If it is headed for the stacks, the cataloger may spend more time on the number, while if the item is headed for the Annex where browsing is impossible, the call number takes less time.
- 7) Very few NACO's have been created during this period, making for a huge saving of time. Now that the Cataloging Unit is catching up, they may be able to participate again in creating some NACO records.
- 8) The book is sent for plating, labelling and binding.

Post-cataloging

After an invoice has been cataloged, Order personnel are notified and they begin to check the invoice against the catalog records. Duplicates are also sent to Order Division.

The item in the invoice is matched against the catalog record, or against the duplicates in hand. When the item is matched, the invoice is marked, the ATA record updated, and the item is officially received. Since invoices are sent by e-mail, this can all be done electronically.

[See examples in Appendix]

Other Considerations

- While catching up with the backlog, the professionals have placed themselves on a quota of 15 items per day. To reach this goal, LC and PCC copy must be included in the mix, but even so, such a rate is unsustainable in the long run.
- Professionals feel that a rate of 10-12 per day is more reasonable as a sustainable number.
- Professionals prefer doing a higher number of books with some easier copy included to having a lower number with no copy. Professionals can also keep current with LC practice.
- Serials are exempted from this procedure, as are pamphlets of less than 50 pages (a significant number of materials received from ATA).

Possibilities for Future Improvements

- Batch conversion and loading of MARC records based on invoices.
- Improved macros for NACO production.

References:

Slavic Cataloging Manual: ATA Procedures

[<http://infoshare1.princeton.edu/katmandu/sgman/atatoc.html>]

Workflow for Student

[<http://infoshare1.princeton.edu/katmandu/sgman/atastudent.html>]

Workflow for Support Staff

[<http://infoshare1.princeton.edu/katmandu/sgman/atasupport.html>]

Slavic Cataloging Manual: ATA Materials: Batch Numbers

[<http://infoshare1.princeton.edu/katmandu/sgman/atabatch.html>]

The Cyrillic Hold [Statistics]

[<http://infoshare1.princeton.edu/order/cyrhold.html>]

Appendix: Example ATA Invoice and ATA record

Sample Invoice

MAY 1999 SHIPMENT		
Sent to:	Princeton University Library	
FROM:	ATA BOOK SERVICE ZEMLIANOI VAL 50 KORPUS G, 7 TH FLOOR MOSCOW, RUSSIA 109815	
BATCHES #162-200		
? 162		
1.	Russkii Sever i Ingermanlandiia: Mezhvuzovskii sbornik. – SPb.: Sankt-Peterburgskii un-t, 1997. – (Problemy arkhologii i etnografii: Istoricheskaia etnografiia; Vyp.5	10
2.	Strukturnaia i prikladnaia lingvistika: Mezhvuzovskii sbornik. – SPb.: Sankt-Peterburgskii un-t, 1998. – Vyp.5	10
3.	Raznye grani edinoi nauki: Uchenye – m... stenogrammy leksii. – SPb.: Sankt-Peterburgskii un-t, 1996)	10
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Added by Order Division</div>	
	Received on NOTIS ID# CMV0116	1521-377 R
4.	Karamysheva L.M., Miroshnikova M.G. Glagol'nye pristavki: Uchebno-metodicheskoe posobie. – SPb.: Sankt-Peterburgskii un-t, 1998. – (Russkii iazyk kak inostrannyi)	10
5.	Kontsepsiia i smysl: Sbornik statei v chest' 60-letia profeesora V.M.Markovicha. – SPb.: Sankt-Peterburgskii un-t, 1996	10
6.	Industrializatsiia: Istoricheskii opyt i sovremennost': Mezhvuzovskii sbornik. – SPb.: Sankt-Peterburgskii un-t, 1998	10

Sample ATA Record

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TS FMT B RT a BL m T/C DT 12/13/99 R/DT 03/29/00 STAT mm E/L DCF a D/S D
SRC d PLACE ru LANG rus MOD o T/AUD REPRO D/CODE s DT/1 1996 DT/2
CONT b ILLUS GOVT BIOG FEST 0 CONF 0 FICT 0 INDX 0

010: : ‡a 97221999
020/1: : ‡a 5288016445
035/1: : ‡a (CStRLIN)DCLC97221999-B
035/2: : ‡a (MH)MHBjY40459HU
035/3: : ‡a (OCoLC)36725102
035/4: : ‡a (CStRLIN)MAHGBjY4
037/1: : ‡a ATA 1999 162-3
040: : ‡a WU ‡a WU ‡d MH ‡d CStRLIN ‡d DLC
043: : ‡a ee-----
050/1:00: ‡a PG41 ‡d
245:00 : ‡a Raznye g... uchenye-- molodym slavistam / ‡c [otv.
redaktory, P.A. Dmitrii... faktor E. Parfenova].
260: : ‡a Sankt-Peterburg : ‡b Izd-vo S.-Peterburgskogo universiteta, ‡c 1996.
    
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Added by
Order Division

Added by
Cataloging Unit

Sample Records

Original

TS FMT B RT a BL m T/C DT 08/10/99 R/DT 01/28/00 STAT nn E/L 5 DCF a D/S D
SRC d PLACE ru LANG rus MOD o T/AUD REPRO D/CODE s DT/1 1998 DT/2
CONT b ILLUS GOVT BIOG FEST 0 CONF 0 FICT 0 INDX 0
037/1: : †a ATA 1998 340-100
040: : †a NjP †c NjP
245:00 : †a Pravda o Ekaterinburgsko i tragedii : †b sbornik state i / †c pod redak t sie i
IU. A. Buranova.
260: : †a Moskva : †b [s.n], †c 1998.
300/1: : †a 241 p. ; †c 20 cm.
504/1: : †a Includes bibliographical references.
600/1:00: †a Nicholas †b II, †c Emperor of Russia, †d 1868-1918 †xAssassination.
700/1:1 : †a Buranov, I U. A. †q (I Uri i Alekseevich)

Overlay

TS FMT B RT a BL m T/C DT 03/13/00 R/DT 03/15/00 STAT mm E/L DCF a D/S D
SRC d PLACE ru LANG rus MOD T/AUD REPRO D/CODE s DT/1 1999 DT/2
CONT ILLUS af GOVT BIOG b FEST 0 CONF 0 FICT 0 INDX 0
020/1: : †a 5888780286
035/1: : †a (CStRLIN)MIUGASK5022-B
035/2: : †a (MiU)notisASK5022
035/3: : †a (OCoLC)42470616
037/1: : †a ATA 1999 344
040: : †a EYM †c EYM †d NjP
100:1 : †a Zolotukhin, Valeri i.
245:10 : †a Na plakhe Taganki : †b dnevnik russkogo cheloveka / †c Valerii Zolotukhin.
260: : †a Moskva : †b "Algoritm", †c 1999.
300/1: : †a 540 p., [32] p. of plates : †b ill. ; †c 21 cm.
440/1: 0: †a Biblioteka "O vremeni i o sebe"
600/1:10: †a Zolotukhin, Valerii †x Diaries.
650/2: 0: †a Actors †z Russia (Federation) †x Biography.

Tempo 1

TS FMT B RT a BL m T/C DT 03/20/00 R/DT none STAT nn E/L 5 DCF a D/S D
SRC d PLACE ru LANG rus MOD o T/AUD REPRO D/CODE s DT/1 1999 DT/2
CONT ILLUS GOVT BIOG FEST 0 CONF 0 FICT 0 INDX 0
035/1: : †a (CStRLIN)DCLC99493054-B
037/1: : †a ATA 1999 360
245:10 : †a Tempo 1