

Project Statement 2017/18

Project Name: Print Monograph Collection Updating & Assessment

Project Leads: Wade Wyckoff, Janice Adlington

Project Team: K. Foster, L. Xia, contract position to be hired

Project Goals:

This project will implement two connected services, an OCLC holdings reclamation for the University Library's physical collections and an analysis of our print monograph collection by Sustainable Collection Services (SCS). During the 2017/18 year, we will begin with a holding reclamation project with OCLC to add or update records documenting the Library's collection in WorldCat, as well as receiving updated records for loading to the library catalogue.

Linked to the following Strategic Directions:

#2 Celebrating Unique Collections, #3 Discoverability, #7 Financial Health

Scope (work the project will include and will not include; end results)

1. Hire an 11-month Library Assistant position to support the project
2. Run a holdings reclamation with OCLC for the Library's physical collections
3. Searching and human matching of bibliographic records returned as unmatched by OCLC's automated process
4. Re-load of bibliographic records to update the local database
5. Extract bibliographic and circulation data for a pre-determined subset of the Library's monograph collections and provide to SCS for processing.
6. Assess selected areas of the monograph collection to identify potential candidates for the Keep@Downsview program
7. Begin processing selected volumes for Keep@Downsview or retention on campus

Time Frame (estimated):

Spring 2018-Spring 2019

Risks (circumstances or events outside of the project team's control that will have a high adverse impact on the project if they occur)

- Delays at SCS in processing our data once provided to them
- System problems that hinder ready access to data

Obstacles/Constraints

- Time required by the Library Assistant to complete sufficient local reclamation cleanup prior to sending records to SCS
- Time available for collections librarians to determine parameters and assess results in the SCS Green Glass tool
- Limitations imposed by the structure of the existing storage collection (e.g., work only with whole boxes)

Critical Milestones

- Reclamation cleanup complete, or sufficiently complete to proceed with the data extract for SCS
- Updated bibliographic records reloaded
- Data successfully extracted and provided to SCS
- SCS data processing completed and access to the Green Glass analysis tool
- Assessment of selected areas of monograph collection underway
- Selected monograph volumes processed for the Keep@Downsview program

Assessment plan (how will we know if this project is successful?)

- Percentage of reclamation cleanup completed
- SCS data extract successfully created
- Number of existing storage collection volumes assessed and processed

Update #1 (February 2018)

- The search process for a contract Library Assistant has been completed, with an incumbent expected to start mid-March.
- The first step in the reclamation process, automated record matching based on our data extract, has been completed by OCLC.
- Record lists for local reclamation cleanup have been prepared.
- Completion of profiling forms required by SCS is in progress.

Update #2 (April 2018)