Peeling the Onion with Fewer Tears: Cataloging in Primo/Alma to Enhance Discovery & Access – Transcript of audio

Welcome to today's through the talks for the 2022 depository library conference. My name is Helen Keremedjiev. I will be the MC for the event today. Donald Sensabaugh is providing tech support. Our next presentation is entitled peeling the onion with fewer tears, cataloging to enhance discovery and access by Faye Mazzia , Robin Chan, and Rich Goss. We will monitor and facilitate questions during the presentation. This talk is being recorded and will be made available shortly thereafter. Okay, the room is yours.

We will be talking about two different projects we have done cataloging, one is dealing with bandwidth items, the other was using our collections to increase discovery. I am Rich Gause, I have been the -- for the past 25 years. Several years ago at one of these conferences, John Stevenson from the University of Delaware came up and said, I have something your library needs. I've got reports and storage from the 1950s through the 1970s for the Atomic Energy Commission. In identifying a center of excellence and the southeastern research libraries, for that specific agency, I will ship them to them and we agreed to do that. It did present us with three issues. The first issue was where to put 150 shelves worth of material. We are great with space planning and we figured it out but that is a whole different presentation. The next was that they are all pre-76, cataloging was an issue. Robin has made great use of the trail project. We are here to talk about the third issue which is almost all of these items were about Witt. What is a bandwidth item? If you look at this top right picture you can see the top view of about volume and it has 14 different publications inside. There are separate monographs that are not related to each other. Retrieving the item of regular shelves doesn't present a problem. When that volume is checked out, the records and the catalog really should show the availability status. To do that, it needs to be tied to each record. Catalog records that don't have holdings were items attached to them are in danger of being deleted during large-scale cleanup. Our other issue here is that we are not using an automated high density storage facility, the automated retrieval system. If you remember the first Indiana Jones movie where they put the Ark of the covenant in that crate. If you don't know which crate it is in the, you will never see it again. That is the same situation here, this is linked to our store software. Each has to be linked to the barcode to know which to retrieve to pull an item. The other is the prima collections using our new catalog system we switched over to a year and a half ago. The great thing about this is that allows us to highlight part of our collection for better discovery. This is the homepage in our interface and this -- Appear is where you would navigate to get to discover the collections. You would be looking for a menu item that says reading list and collections. This is the public display in our catalog for the public documents collections. You can see one of which, these we then break up into the energy agencies as discoverability and these would expand as folders. The space collections, the others that we pull together. Some of the issues we have had dealing with her items, we have a shared catalog with the other state universities and colleges in Florida. The others is that they cannot be physically browsed. They have to identify what they want in the catalog and submit a retrieval request. The system only allows them for the single item. I mention this earlier, it checks out all of the times and it really needs to reflect that status. In all of our decisions, we are keeping the end-user in mind.

I will describe the process.

Your volume is really low.

It is?

So, this presentation might be a little heavy on the technical cataloging side but I will refer back to the end-user interface. Rich informed me that most librarians understand cataloging but I want to explain a few things before we start peeling this onion. First, we use print records for our print government document materials. We use an integrated library system. There are several different user groups and permissions that allow you to catalog or edit records. If you have the resources module available to you and access to the metadata editor, you are probably good to go. This editor, what you see here, is a tool that lets you create or edit existing records and you can edit tags, indicators, and subfields. It has a similar look and feel as OCLC connection. If it has been a while since you have dabbled, you can refer to the bibliographic formats and standards on the support and training site. The link is included in the notes section of the slide handout. This is a resource I regularly use and refer back to. The example I will use today is a volume of three separate reports. The first title is reactor physics of power reactors followed by plutonium recycle. Lastly, the bibliography for nuclear and conventional Merck judgeships.

Could you put these in the contents note or use a local note and leave it at that?

That might be tempting but not ideal. The only thing these reports have in common is that they are in the same report series. They are all their own independent works with their own subjects. Because of this, they all need their own bibliographic records. Also, if we added related titles, they would not be indexed as titles but rather as keywords. This means if you run a title search for one of the related record titles, you might not find it if it is a bound volume. Just to give a bit of a visual representation, these are elements we're working with. On the left we have the breakdown of cataloging for physical resource. At the top level we have the bibliographic reference which references all of the information of an item. Title, subject, publishers and publication date, et cetera. We have the holdings record. This represents the location of the item. The library code or the location code, the call number in use and under the holdings record we have the actual physical items represented by barcodes. On the right, we have a depiction of the records in a bound volume. It can either be host records or related records. In our example, there are three separate reports, so some will be the host record and the other two will be related records. Most of the cataloging is going to happen in the host records, bibliographic and holding records. The first layer to this onion is that we need to connect all of the bibliographic records. We are going to start at the top. Next slide. In order to link all of these records together, we use the Mark 773 and 774 tags. What this does is that when you look at any of these three records, you will see that the titles are bound together in the records display. We go to the host record which is going to be the first title of the bound volume. In this example, it is the reactor physics of moderated power reactors. We add the 774 field. This is the constituent unit field and it is a repeatable field. We use 0 for the first indicator and eight or leaving it undefined. Then we choose which subfields to include. There are many different subfields you can use and you can refer to the bibliographic formats and standards for a complete list. We use the subfield to list the number followed by subfield T for title and subfield W for the record control number. If he used Alma, that would be the MMS I.D. We found there is no mandated order. Is up to you what you want displayed first. We experimented a lot with the display settings and the order of all of this information and we found that listing it makes it clear to read and sort for the end-user. Then we go into each record which is the host item entry. We have the same indicators for the Mark 770. We are creating a one to many relationship. The host record can have multiple related titles meaning multiple 774 fields because of this, 7073 field is technically repeatable as well. With the sake of this example, we will keep it simple. Next slide please. What does this look like in discovery layer? If we view the bibliographic record we will see in the full record that they are mapped to the label. We have our two listed out. You will note that these are hyperlink. This will take you to the record. In the related record display, the 773 Mark Field is mapped to the included with label. The same holds true for the second related record. There are multiple versions. How have we accounted for rent and electronics? We have separate records. They have two separate records. We linked the physical records together and we didn't do anything with the electronic. The reason why we are seeing both the physical holdings and the electronic links listed is because they have the functional requirements for bibliographic records which is causing the electronic holdings and physical holdings to display together on one page.

Since we have reliable online access, why are we keeping the physical print copies?

We are center of excellence for agencies and that is a commitment to build and retain a collection of the tangible items.

The next layer to this address is how we can show that the host and constituent titles all have the same location on the shelf. We cannot make holdings records for every title because that would convey that each title is a separate entity and in doing so there would be no way to logically distinguish between three separate titles next to each other on the shelf versus one bound with a volume of three titles. We just configured the bibliographic records. Next, we are going to look at the holdings records. We are going to build out the host title holding record. We are going to use the mark 014 field which is the linkage number field and we use one for the first indicator and you leave the second indicator undefined. Currently, there are only two subfields available for use in the 014. Subfield A is for the linkage number which is going to be the record number. Subfield to be is going to be the source of the number. According to cataloging formats and standards, the source of the number would state something like ISBN, I S as an, or OCLC. We have been putting the dock and title in as well just so we can keep track of multiple 014 entries. It might not seem necessary in this example with only two records, with only two related records but when you have upwards of 20 related records, it is much more useful. The last layer to this describes how we can check out or request a bound with volume. If you find it on the shelf or in an automated retrieval center, when you check out one title, all other titles will also change to check out. Next we are going to look at the item level. Of course the item is where the barcode lives. We are going to associate all of the records with just one barcode. We are going to go back to the 773-74 fields and add sub field G which is the related parts subfield. This is data that indicates the specific piece or pieces of related item that is involved in the relationship with the resource. The related parts information includes the location of a component part and a target item. That is basically what a barcode is. Now that all of the cataloging is done, this is a picture showing how all of the records are connected to each other. You can see the related records are connected to both the host bibliographic and the holdings record by their I.D. and the host record is connected to the related records. All of it is connected by the same barcode. Now that we have added the barcode to all of the record they will be connected for when you do fulfillment first we have our host title is available and in place. The end-user can just pick up the volume from the shelf using the number or request the item here if it wasn't automated retrieval center. This is what requesting the title or the item would look like. Let's say hypothetically I send this request. Now the host title shows is unavailable. When I go to the first related title, it now shows the message that we couldn't find any items to display. We also see that no print available icon is grayed out. This holds out for the second related title. Let's say you use Alma and Primo and you have done all of this cataloging but for some reason when you check out the bound with, your availability statuses are not updating or they are not even displaying. There are a few extra settings outside of the cataloging scope. You will need to have permission to access the fulfillment configuration settings or ask somebody who does and he will go to configure fulfillment discovery interface display logic and related records. Then you will need to turn on the enabled related records services. I don't have permissions to access our fulfillment configuration. This is the screenshot. This is our sandbox. We have done a lot of testing in the sandbox and we found that the first, second, third and fifth boxes should be checked for bound with volumes. Once we had our cataloging and fulfillment configurations up and running, we realized that we still needed to make a few more tweaks to our display configurations. One issue is that we have previously grouped together the bound with and it is part of labels together. The result was that journal articles and book chapters were displaying as bound with their source title when the label is part of his more accurate. We went ahead and separated out those labels. Another issue was that we previously were displaying related titles in the brief record display for it as you can imagine, it was really cluttering up the display, especially for those big bound with volumes. We ended up completely removing the related titles from the display. While we were able to find a way to catalog the volumes, there are a lot of variations and additional considerations to this process. Changes to bound with category are not immediately reflected in your discovery. The reason is that all cataloging is configured and a build records relations job. This is controlled by the Alma system and it only runs once a day at 11:00 p.m. so it is challenging to keep track of the things you need to change or double checked the changes you have made the day before. Another issue we ran into came about because we are part of a shared bibliographic record catalog. As Rich mentioned, we are one of 39 institutions all sharing one network. Our records are in the network zone. We are not the only depository library in our network. Basically, all of our bound with category was displaying in other institutions library catalogs even though we were using the fields. It turned out that the local field function was buggy and luckily for us there is more than one way to add a local field. Robin figured out which ways work in which ways do not. Another issue we encountered because of the related records do not need holding records or items, they are technically going to be orphaned which are susceptible to be deleted. We are not sure how this would affect the bound with related records which are orphaned bids with related inventory but as a precaution we experimented with creating holding records would dummy items for the related records and then suppressing those holdings records. It is a lot of extra work but it might be that prevention that we need to keep all of this work from being erroneously removed. This process of cataloging bound with doesn't work if there are serial volumes or multi-part monographs. While we don't have a solution for this, we suspect that it involve creating and suppressing records would dummy items. It is next on our to do list. This concludes my segment for bound with cataloging. I will hand it over to Robin who will talk about collections.

Hi, I am the library technical assistant for the documents unit at the University of Central Florida. I managed the physical documents collection and the cataloging of it. I try to stay involved with the many features of our library system. I will be guiding you through the collections feature and I will be explaining how we use it to promote our documents. The documents unit happen to be the first to meaningfully apply this feature as well as test the advantages and shortcomings. Collections is a feature that allows for themed group of bibliographic records for public display in the discovery layer. In this case, Primo. It can act as a virtual bookshelf to represent holdings that may not be readily accessible or discovered by patrons. As most of us are already familiar, materials don't need to be stowed away in a storage building to be off the radar. Whether it is due to an underwhelming record or getting lost in layers of identically shaped documents, collections can help these title stand out. Often the province-based structure of the classification can be too rigid in his sticks to the alliance and the originating agency while LC classification sheds this insight altogether. Collections allows for a custom discovery catalog interface that can spotlight these hidden materials. There are multiple advantages to adopting these as a tool. First and foremost, the ease of creating a collection versus something similar like a guide. You should be able to pick it up rather quickly. The bulk of the operations necessary for working with collections can be accomplished with a single user. Either the collection inventory operator or digital inventory operator role. It is recommended that you also have a role which allows you to manage sets but more on that later. Another advantage to using collections is that the order of collections and sub- collections is flexible. You can rearrange nested sub- collections and the URL linking to them will be persistent. Notably, collections allows you to add images to represent your themed groupings and those images may also display as banners. This provides a nice visual to draw patrons in. To access the collections homepage, we go to the Primo portion of the website where we will find links. The actual name can be customized by the individual institution. Here, it has been named reading list and collections. The large screenshot on the right is the main collections homepage. We currently only have two top level collections here. We will be focusing on our government documents collection. Looking to this collection brings us to a similar page. This is a top level collections since it is not nested within another collection. You can eat contains multiple sub- collections.

What is that sub- collection at the end?

I considered how collections functions as a tool for patrons in the spec the thought, it also served staff and some way. Currently, we are in employment as a sandbox for staff functions. Our first test sub-collection, one comprised of records allows for quick access to these records and it also gives us an idea of our progress in the project. We didn't intend to have it in such a front and center position but since there is no way to link to a suppressed collection it does have to be live on the site to be accessed. If we really wanted to hide it, we could. In a series of collections. Let's see how it looks. To do this, we will need to go to resources on the sidebar and then the manage inventory section where we will find manage collections. Once you have visited the page, a shortcut will appear and the landing page screen after logging in. Managed collections brings you to a section titled top level collections where all of our top level collections reside. Ideally, your institution will keep this as organized as possible. Is the access point to all collections. If you have a lot of engagement, it can quickly become cluttered. From here, we will go ahead and jump into the government documents collection. Once you view the contents you will see that Alma labels it as resource editor. This mirrors a computer file folder system bibliographic records act like files. The main difference being the record can be associated in more than one collection whereas a sub collection can only be nested within a finger higher-level collection.

We will select the sub collection, in this case new GPO print titles. This is where materials are in their own sub- collections by date. This is pretty English dirigible from the previous Alma slide. Some are by day, others, three-month ranges. This is where the flexibility comes in. We can ship them into subgroups. Eventually we can move these into further subgroups to infinity and beyond and all without having to update the URL associated.
To infinity and beyond? How many sub- collections can we have?
Great question. To that I say, this baby can fit so many sub- collections in it. I haven't tested the furthest limits but I have done enough levels that it should suffice for tactical use case. For example, our current level goes down to 4 sub- collections. It starts at the top level collection down to a year sub collection then a three month breakout for that year and finally to a sub collection from a specific received date, November 9th. Let's examine a collection of records in it. Here we have a sub sub collection which is not an actual term we use but for the purposes of differentiation in our slides we will adopt that phrasing. Also note that all my refers to records Association as an item or titles. I will try to refer to them as records throughout this presentation. Here we are reviewing new print titles for August 22nd, 2022. There were more materials received in depository shipment but we have only added monographs. We will get to why that is when we discussed limitations. We have records for a map and two books. You will notice that one has an actual cover image. Our instance of Primo pulls images based on the ISBN. Notice when there are no cover thumbnails and there is a generic icon that identifies the format. This is how you will see the vast majority of documents. In the red box about the title, you will see the path with all of these sub- collections nested in. Switching back, we can see that the title tab is populated with records. This part is where you can add or remove records. Here we have the record view of something that has been added to a collection. We have broken out different elements of the record as we couldn't fit a full-size image of the entire screen. You will see a thumbnail of the entire discovery record display. A long bar fix the title and header. In the bottom left image, you can see that we have enabled the collection path to be displayed. You will see a section titled more items from the sent collection which parallels the functionality of the virtual browse right above it. When it comes to adding records to collections, you have options. First, there is individual edition. This can be done through the collections resource editor or by searching records from the main search bar at the top of the site. Add to collection shows up as an option. For larger collections where one out of time would be too tedious, you can add records through sets. Sets in all my are user-defined groups of records in which you can apply batch operations. These can be created in several ways, item by item, a list, or a logical query. This is most efficient. For instance, the atomic energy commission collection has over 5300 records

associated with it. This number will become much larger once our bandwidths are fully catalogued. This was created from a combined query. This contains the U.S. energy commission. Creating sets requires a role for the digital operator. While custom thumbnail and banner images are optional, you would be doing a real disservice to stick with the envelope image. Taking advantage is well worth your while. We strive to keep the end-user in mind and make an effort to have a visually distinct presentation. As you can see, the ability to add custom images help to give your collection unattractive appeal. This allows you to display up to four thumbnail images at once. There is a 500 kilobytes size limit which is not ideal but certainly large enough so you can avoid having pixelated images. Images for the sub collection came from screen grabs of the online versions of the records. Though the records are added to this collection, the portfolios with online access will appear with the print records thanks to our display configuration. For shipments with materials that were text only or did not have online versions, I just took photos of our stacks and adapted them so I could take advantage is having a visual query. If there is no available image, you can use a solid color lock-in that would be an improvement over the default. Before this comes across as a free promotional piece, allow me to express our frustrations by covering some of the limitations encountered when working with collections. Quite significantly, record displays in collections are small but only a resources title and format visible. The ability to customize more display elements could invite more information to the end-user without them having to open each record. Additionally, the display for collection with thousands or even hundreds of records ultimately has little value especially when there are only 20 records loaded and the user is asked acted to load more in 20 record batches at a time. There is an option for a gallery view but this simply removes the titles so that all you see are the thumbnails and format labels. This may work well for other collections outside of documents in your library but most federal publications do not have the luxury of the cover image or even a distinct one at that. Another issue to consider is that while there is a way to sip press collections that aren't ready for public viewing, you cannot preview them without making them live. They must be on suppress. There is no intuitive and quick method to toggle the status later. There is a search bar located on the collections homepage and within each sub collection of the search scope is either within a single sub collection or it encompasses every title across all collections, even across other top-level collections that may along to other library units. You can see that search doesn't look at the records inside of a nested sub collection. An astronaut would draw a hit within the NASA sub collection. On the right, we can see that the names are indexed and in this case, energy. That isn't really much help, especially when searching among so few sub- collections. A more comprehensive search function could provide more meaningful search results and ensure that results of completely different topics are not combined. Changes made to collections, be they cosmetic or content, may not reflect immediately. They usually don't in fact. At times, you have to reload your screen often and sometimes at longer intervals to see even minor tweaks. If you created a new sub collection, rearrange sub- collections, or added images, you could be spamming that to reload for an hour or more. If you are impulsive like me, you will suffer. To conclude the segment, I would like to cover just a couple more things. Earlier, I mentioned that we were only adding monographs to collections. The reason for this is because collections can only be associated with bibliographic records and not items. Each associated collection is displayed twice in the discovery record, there is no link in two specific items. You aren't able to provide any context or rationale for that association for the collection. If you had more than one collection associated you wouldn't need to say what item goes with which collection. Finally, there is an issue with operating collections based on logical queries. After adding these records to collections, they are on board from the results of the query. This means that any collection populated would need to be cleared and fully rebuilt on a regular basis. As you have seen, they have thankfully announced that this will be addressed in the coming year. You can see it was submitted in May of this year. The turnaround time is in great, especially considering many other submissions have languished for much longer. Many haven't even cleared the threshold for getting looked at. Still, progress is progress and it is worth making those helpful suggestions rather than just shaking your fist at the screen. You can find the submission form and vote on other suggestions by googling ex libris idea exchange. This concludes my segment. I will hand it back over to Rich to wrap up our presentation.

As we wrestle with the cataloging issues, we have tried to keep the end-users in mind. How they make the records readable and understanding with the circulation status displayed. We try to keep the folders organized so that the user doesn't have to scroll down to discover something exists. Does need more steps and it is seeming to work well. Robin showed you how you use different images. We work really well for Christ our internal units. Identifying and solving issues has been a team effort between staff and public service records, government documents processing, electronic resources cataloging. Because we shared the records across 40 institutions, with had to have the special notes appearing. Some features do not function quite like we need them to. Making software changes requires getting those into a wish list and that could take years to implement as well as patients on hitting the F5. Here is our contact information. If you don't see the links you have in the notes, we can share information with you. We are actually ready for questions if you have them.

If you like I can read some of the questions. I can read a little bit out of order. The first one is how do you make sure that the trust links work overtime? Do you update them or check them?

I think we are not doing the trust links locally. I think that is being done at the share level, the state level.

It is either one of two things. We get our electronic records. They might be loaded that way or you might have seen that link. We might have let you know in our instance of primo. [Captioners transitioning]

So, I think they are. Robin, did you have anything to add for that?

I'm sorry, Faye, could you say that again?

It was about the local field showing up in the shared environment and the shared network. You remember where that left off with?

They were kind of occupied with other things, so they never got back to us. One thing that we had discovered was that there was an option to add a subfield 9 with subfield 9 local, and that was supposed to convert the field to a local field, but it in fact, was not, and so those fields were getting added to the network version of the record, and then individual institutions were having that show up, so what we do instead is to just start off with a local field.

Right, adding one from the metadata editor instead of retroactively adding that subfield 9 with a local value.

Right, like instead of just creating a new field and tacking on subfield 9 local to it, you just start with the local field.

Right. Okay, the next question is I assume the FRBR setting is something unique to and provided by Alma Prima?

I assume so. I'm not familiar with too many other discovery layers. The other one is summon, so I don't know which discovery layer you use, but I can't really speak to that. Does anyone else know?

Sorry. But in my wheelhouse.

Yeah. It is provided by -- to answer the second part of your question, it is provided by primo.

We have two questions related to the 773, 774 field. Are the hashtag G within the holding record or item record or are there item records with 77 treason them?

The subfields are in the 773, 774 subfields. There is no subfield G barcode in the holdings record, just the bibliographic record.

Do you publish from Alma 2773? To those publish out as they are vocalized?

We do not publish to OCLC. I don't know, Rich, if you know anything specifically with archives, but no. We do not publish to OCLC.

The archive is coming into us. It is not going out, so --

Next question. Could you please clarify. Is there just one barcode for the bowel bound volume or one barcode per item within the bound volume?
There is one barcode for the physical volume, so even if a volume has two or 20 related titles, they all have the same barcode.
We thought about that is one of our solutions, because our previous ILS, Alice system mango did not allow you to even do what we are doing so at one point, we thought we would just put on the inside cover a barcode for each separate title and when you check it out you would have to have circulations can every barcode and check each one out to make it all register, and we did not want to go that route. It is a single barcode on the outside of the volume.
Okay. Next question. I am wondering if you have had occasion yet to work with both collections and portfolios when titles shift between mana graphic series and cereals.
Sorry, could you repeat that?
Sure. I am wondering if you have had occasion yet to work with both collections and portfolios when titles shift between mana graphic series and serials.
Is this related to the collection? Robin?
I'm not sure I understand the question. Could you elaborate?
I will wait for the person to follow up nicely. In the meantime, we have another question. How are analytical series treated in Alma?
I think I would need a little more clarification on that question, as well.
Because time is getting relatively short, what we can do is follow up with you with a transcript of the questions and then you can reach out to the individuals to answer the questions. Would that be fine with the panel?
Sounds good.
We still have about 10 minutes. If you would like, we can hold off a little bit more for questions, or we can wrap up the presentation.
I have time. If anyone has other questions, if anyone wants to clarify the portfolios question? In terms of the analytical series, I was not quite sure what it was referring to there. We put in the notes, and the slide decks, we did put links to URLs to various resources. They should show up if you've actually downloaded the slides to be able to follow those links but if you run into any problem, we can share something. Let us know which slight it was from and we can help out with that.
Okay. I'm going to start wrapping up the presentation, but as the panel has said, you are welcome to reach out to them with more specific questions. Oh, we do have some last minute questions. Let's see here. To follow up with -- Amy is going to follow up with you with more specific examples. Let's see here. I missed whether these are stored in your arc. What difficulties would you have storing these items in your arc?
If you have ever attended any ALA meetings or depository meetings over the last 10 years that had anything to do with cataloging, you probably had me asking does anybody have any idea how to deal with round items. We were actually going to put these bound items in the storage security so Rob's project was to go through and create a record in each bound item with a tickler note that says bound with items in series, so once we had a solution we could go back and pull all of the items out of the ark. We fortunately did not have to do that for now to be able to process them. We are going to be creating link records 773 and 774 and then we will be actually moving these things into our storage facility, because then we will be able to retrieve them.
Again, thank you for a wonderful talk Faye, Robin, and Rich. For those whose questions have not been answered, we will get back with you shortly. The presentation has been recorded and will be made available soon. Up next in meeting room B, we have U.S. Army Corps of Engineers resources. In meeting room a we have connecting students with documents. Both talks will begin at 4:30 p.m. Eastern time. Thank you.