OPAL Federal Government Publications
Outsource Cataloging Project

OPAL Document Committee
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ABSTRACT

OPAL Document Outsource Cataloging Project will use MARCIVE to include the ongoing OPAL federal government publications received into the III online system. The inclusion of federal government publications in the online catalog will provide the public with the Internet and Telenet access to varied resources of the OPAL depository collection. On behalf of OPAL depository libraries, OHIONET will tape load the SLS brief cataloging records received from MARCIVE weekly and the full cataloging records monthly. The cataloging records will include all the Internet records with linked URLs. The individual libraries can choose to subscribe to MARCIVE’s SuDoc labels subscription service and smart barcode service. The project will enhance many aspects of the library services and management in relation to the depository collection. It will also greatly improve the awareness and the usage of the depository collections as required by the Government Printing Office.

BACKGROUND INFORMATION

The current nine OPAL depository libraries include:

<table>
<thead>
<tr>
<th>Name</th>
<th>Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franciscan University</td>
<td>14%</td>
</tr>
<tr>
<td>Bluffton College</td>
<td>10%</td>
</tr>
<tr>
<td>Heidelberg College</td>
<td>16%</td>
</tr>
<tr>
<td>Wilmington College</td>
<td>12%</td>
</tr>
<tr>
<td>Muskingum College</td>
<td>10%</td>
</tr>
<tr>
<td>Malone College</td>
<td>26%</td>
</tr>
<tr>
<td>Mount Union College</td>
<td>26%</td>
</tr>
<tr>
<td>University of Findlay</td>
<td>25%</td>
</tr>
<tr>
<td>Otterbein College</td>
<td>19%</td>
</tr>
</tbody>
</table>

The depository selection among these libraries ranges from 10-26%. The majority of OPAL depository libraries only catalog a small part of their federal publications collection. Two libraries catalog none of them. The OPAL document Committee was formed back in May 1998. The committee looked into a group effort to have the federal government publications catalogued into the current OPAL system. After careful evaluation of all the options, the group decided to outsource the cataloging project.

The outsource cataloging is accomplished by a tape load which matches a depository’s item selections against the Government Printing Office computer tape of distributed documents. Presently, there are three vendors of tapeloaded services: OCLC, MARCIVE, Inc. and Autographics/Bernan. The Committee sent out the specifications and RFP request to the above three vendors. After careful studies of the RFPs received from the vendors, MARCIVE won the bid as a result of their reputation, experience and price.
RATIONALE AND ADVANTAGES

The inclusion of government documents in the on-line catalog has been a dream for all the depository libraries. Unfortunately, due to budget constraints and personnel shortages, it is a project that was not able to be brought to fruition by most individual libraries. The consortium effort makes the project a lot more affordable.

The project will:

a. Provide the online access to all the incoming government publications of OPAL depositories.
b. Increase the awareness and usage of federal government publications as required by the Government Printing Office.
c. Improve the document circulation services as all documents will carry a barcode for checking in/out.
d. Improve the document management function the system can generate the circulation and usage statistics, both by direct patron access and interlibrary loan.
e. Replace the current hand written document label with a print label as to decrease the processing mistakes and provide better access for the patron.
f. Provide better resource sharing of the government publications collection among OPAL and OHIOLINK.
g. Improve reference services as the online collection will be enriched by the valuable documents collection.
h. Improve the cost and labor effectiveness of the document processing.

IMPLEMENTATION STEPS

♦ OPAL depository libraries sign the contract with OHIONET for the authorization of the representation of the service.
♦ OHIONET signs the contract with MARCIVE on behalf of OPAL for the services requested.
♦ OHIONET buys a new loader from III on behalf of OPAL for the future document loading.
♦ The OPAL Document Committee meet to discuss the profiling.
♦ The test files and diskettes will be provided by MARCIVE, Inc.
♦ Depository libraries examine the test records, make profile changes, and approve the test.
♦ OHIONET will load weekly files of Shipping List Service (SLS) Electronic Records with holdings for all libraries. OHIONET will load the full cataloging records from MARCIVE, Inc. monthly. The brief record will be overlaid by the full record at the time.
SERVICES AND PRICING

(all number for the prices are rounded)

<table>
<thead>
<tr>
<th>Item</th>
<th>Nature</th>
<th>Unit Cost</th>
<th>Measurement</th>
<th>Quantity</th>
<th>One Time Total</th>
<th>Total (ongoing annual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPO Subscription</td>
<td>ongoing</td>
<td>$1,300.00</td>
<td>per year</td>
<td>x1</td>
<td></td>
<td>$1,300</td>
</tr>
<tr>
<td>Consortium fee</td>
<td>ongoing</td>
<td>$640</td>
<td>per lib per year</td>
<td>x8</td>
<td></td>
<td>$5,120</td>
</tr>
<tr>
<td>Profiling</td>
<td>one time</td>
<td>$75.00</td>
<td>per library</td>
<td>x9</td>
<td>$675</td>
<td></td>
</tr>
<tr>
<td>SLS Records</td>
<td>ongoing</td>
<td>$1,575</td>
<td>per year</td>
<td>x1</td>
<td>$1,575</td>
<td></td>
</tr>
<tr>
<td>SLS Labels</td>
<td>ongoing</td>
<td>$1095</td>
<td>per year</td>
<td>x9</td>
<td>$9,855</td>
<td></td>
</tr>
<tr>
<td>Changed Records</td>
<td>ongoing</td>
<td>$360</td>
<td>per year</td>
<td>x1</td>
<td>$360</td>
<td></td>
</tr>
<tr>
<td>Inclusion of all recs w URLs</td>
<td>ongoing</td>
<td>$375.00</td>
<td>per year</td>
<td>x1</td>
<td>$375</td>
<td></td>
</tr>
<tr>
<td>Additional Holding Codes</td>
<td>one time</td>
<td>$250.00</td>
<td>per lib per code</td>
<td>x 9</td>
<td>$2,250</td>
<td></td>
</tr>
<tr>
<td>Setup for 949 barcode creation</td>
<td>one time</td>
<td>$250-$1,000</td>
<td>per library</td>
<td>x9</td>
<td>$2,250 - $9,000</td>
<td></td>
</tr>
<tr>
<td>Barcode Generation</td>
<td>ongoing</td>
<td>$250</td>
<td>per year per lib</td>
<td>x9</td>
<td>$2,250</td>
<td></td>
</tr>
<tr>
<td>Smart Barcode Labels</td>
<td>ongoing</td>
<td>$0.05</td>
<td>per label</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III Loader</td>
<td>one time</td>
<td>$2,500</td>
<td></td>
<td></td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td>$7,675 - 14,425</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$959-$1,803</td>
</tr>
<tr>
<td>Ohioonet charge</td>
<td>ongoing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,604</td>
</tr>
</tbody>
</table>
First year annual cost per library:
\[
(\$3,564 \sim \$4,407) + \text{Number of barcode labels/library order} \times \$0.05
\]
\[
\left(\frac{\$7,675 + \$959 + \$2,604 + \$20,835}{9}\right) = \$3,564
\]
\[
\left(\frac{\$14,425 + \$1,803 + \$2,604 + \$20,835}{9}\right) = \$4,407
\]

Second year annual cost per library:
\[
\$2,604 + \text{Number of barcode labels library order} \times \$0.05
\]
\[
\left(\frac{\$20,835 + \$2,604}{9}\right) = \$2,604
\]

The SLS SuDoc Labels subscription of $1,095 is optional for each Library. If the library choose not to purchase the service, there is a program on the web that the library can download to create labels themselves.

The first year annual cost per library without the SLS Sudoc Labels subscription will be:
\[
(\$2,332 \sim \$3,176) + \text{Number of barcode labels library order} \times \$0.05
\]
\[
\left(\frac{\$7,675 + \$959 + \$1,373 + \$10,980}{9}\right) = \$2,332
\]
\[
\left(\frac{\$14,425 + \$1,803 + \$1,373 + \$10,980}{9}\right) = \$3,176
\]

The second year and after annual cost per library without the SLS Sudoc Labels subscription will be:
\[
\$1,373 + \text{Number of barcode labels library order} \times \$0.05
\]
\[
\left(\frac{\$10,980 + \$1,373}{9}\right) = \$1,373
\]

**TIMELINE**

**Contractual Phase**

If the OPAL depository Library directors approve the project and sign the contracts with OHIONET, OHIONET will request a new loader from III on behalf of OPAL. It will take III 30-90 days to install the new loader upon request. The OPAL Document Committee will meet then on June 9th to work on the profiles. MARCIVE requires: a signed agreement (OHIONET will sign on behalf of OPAL depositories), completed profiles and a signed order form.
Profiling/Testing Phase

Upon receipt of the signed agreements, completed profiles and original purchase order, MARCIVE will send a letter of confirmation and a copies of the executed agreements to the libraries. MARCIVE will then confirm the desired options, the output specifications and will produce a test file. The item diskettes and instructions as to its modification will also be sent at the time, along with a test approval form. The test files and diskettes will be provided within 2-3 weeks. After the libraries has approved in writing the test specifications and has returned the modified item diskettes, MARCIVE will begin the subscriptions to Shipping List Service with the next file created in house, and the subscription to Ongoing GPO Database Service with the current file in house as received from GPO. It is said by MARCIVE that the profiling/testing time lasts about a month for the majority of the libraries.
1. The majority of the library's depository materials are
   ___ Maintained as a separate U.S. Documents collection.
   ___ Integrated into other library collections.
   ___ Other: __________________________

2. By which classification system are most depository items shelved
   ___ SuDoc
   ___ LC
   ___ Dewey
   ___ Other: __________________________

3. What are the advantages and disadvantages of the classification system you
   used for shelving your documents?

4. Where are documents checked in
   ___ Documents Department
   ___ Technical Service Department
   ___ Other: __________________________

5. Are records for depository items included in the library's online catalog
   ___ Yes
   ___ No - skip to question 9.
   ___ Library does not have an online catalog - skip to question 9.

   represented in the online catalog
   ___ %

7. Who is responsible for adding depository records to the online catalog
   ___ Documents Department
   ___ Technical Services Department
   ___ Other: __________________________

8. Are the majority of the U.S. documents records in your library's online
   catalog
   ___ Tape loaded or FTPed based on a vendor profile (Marcive, AutoGraphics,
   etc.)
   ___ Original cataloging records created in your library.
   ___ Copy cataloged.
   ___ Other: __________________________

9. How many library employees are directly involved in the processing of
   documents and maintenance of records. On average how many hours per week
   are devoted to these tasks.
   ___ librarians
   ___ total librarian hours per week devoted to these tasks
   ___ staff
___ total staff hours per week devoted to these tasks
___ student workers
___ total student worker hours per week devoted to these tasks
___ Other: __________
___ total other employee hours per week devoted to these tasks

10. What percentage of available documents does your library currently select
______ %

the result of the survey:

There are 9 Federal depository library among 17 OPAL libraries. There is one Ohio depository (Wilberforce University who also reply the survey).

Among 9 depository libraries, 3 select document items between 20%-25%, all the others’ selection falls between 10-19%. Average selection is 15.7%.

7 libraries have their document shelved as a separate collection under sudoc number. 1 library integrate the documents into the regular LC collection.

5 libraries checkin documents in the document department while 3 checkin document in the Technical Service Department.

2 libraries has no online catalog. 6 libraries catalog documents between 1-60% of their document collection. Most of them catalogue under 30% of the collection. The average is 27%.