



**UNIVERSITY OF MARYLAND LIBRARIES
TECHNICAL SERVICES DIVISION**

August 7, 2001

The Blue Ribbon Committee reviewed and discussed the feedback received on the proposed structure for the Technical Services Division. The committee endeavored to respond to each of the suggestions it received through staff discussions, e-mail, or in individual conversations.

Below is a synopsis of the key recommendations made on the proposed structure. The left column lists the suggestion and the right column contains a response.

Recommendation/Comment/Question	Outcome as of Aug 6, 2001
Employ model 1 or 2 for Acq & Adaptive Cataloging?	Based on comments, BRC recommends that "modified" model 2 for Acquisitions and Adaptive Cataloging. This model allows BNA/PromptCat boxes to be opened and reviewed in Acq, and the books to be processed in Adaptive Cataloging.
A single team with the assignment of coordinating both cataloging policies and authorities will have too much work.	Divide the Policies/Authorities Team into two separate teams. At least one member from the Authorities Team should also be a member of the Cataloging Policies Team.
There should be a group assigned to reviewing and establishing cataloging priorities.	Create a PIT to explore and recommend strategies for setting cataloging priorities.
How will the cataloging of the various special collections be coordinated?	Initially, identify a liaison from Original Cataloging to work with music collections, nonprint collections and Special Collections.
Please do not merge monograph and serials cataloging units. Too much training time and effort is needed to make this successful.	The BRC believes that it is worthwhile to merge monograph and serials together. The information gathered from reports and discussions indicate that cross training within the cataloging department would likely result in fewer errors, and faster turnaround time. Furthermore, the Continuing Resources Coordinating Team would be able synchronize procedures throughout TSD and identify areas where training is needed. The BRC agrees that it

	<p>will take time to achieve these goals. We have heard the concerns raised by some staff about the amount of training that will be needed to accomplish a complete merge on day one. Therefore, the BRC recommends that the merging of these units be phased in over a two year period. A plan to phase in the merge should be undertaken by the newly formed Continuing Resources Coordinating Team. The BRC will meet with the members of the Cataloging Dept. on Aug. 9 to discuss this proposal further.</p>
<p>What is our commitment to National Programs? Won't merging the monographs, serials and authority control units negatively affect our ability to contribute?</p>	<p>UMCP is committed to participating in National Cataloging Programs. Our training teams should endeavor to establish core competencies for catalogers that will ensure our continued participation.</p>
<p>Acq & Preservation leadership teams within Production Groups are made up of the supervisors from Production Teams as well as members at large. Cataloging does not have such a team. Why?</p>	<p>Leadership teams for large depts such as Acq, Original Cataloging, and Preservation should include a Production Team leader from each internal team and may include at least 1 member at large from the Production Group. The size of the Production Group will determine the number of members needed to form the leadership team. In some cases all members of the Production Group will be the leadership team.</p>
<p>How will issues pertaining to electronic resources be addressed? Should there be a separate team to address issues related to electronic resources?</p>	<p>Establish a PIT for electronic resources to study procedures for processing electronic resources. The PIT should also determine whether a separate team is needed to address issues related to electronic resources or whether these issues fit into an existing team.</p>
<p>Why not have only one team address Government Documents instead of two?</p>	<p>The BRC recommends that there be two teams established. The TSD team will be devoted to processing the materials that are received through the Federal Depository Library Program. This team receives and updates the electronic bibliographic records. A second "interdivisional" team (PSD, TSD) will be a coordinating team that will carry broad responsibilities of</p>

	<p>planning, coordinating, setting priorities for providing services and access to government documents. In addition to PSD members, this coordinating team should include TSD representatives from these areas: GovDocs Production Team, Adaptive Cataloging, Original Cataloging & Preservation. (The Directors of PSD and TSD are reviewing the PIT report, submitted June 1, 2001 and will respond to specific recommendations in that report.)</p>
<p>How will staff be allocated throughout the structure? What will the process for matching staff to positions?</p>	<p>A "Transition Team" will be established as soon as possible to begin planning the transition to the new structure. This team will be responsible for reviewing job descriptions and assigning job levels, for working with Production leaders to ensure appropriate distribution of staff, to develop a process for staff to volunteer for positions in which they are interested.</p>

-- Carlen Ruschoff
 Director of Technical Services