Carleton University | Library

VALUE ADDED PROPOSITION:
The evolution of e-book cataloguers at Carleton University Library

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E-book Training & Development

Carleton University Library has an innovative staff development program to expand the skill set of e-book cataloguers to provide a comprehensive service to manage and expand access to e-books.

With the increasingly rapid pace of change in the field of e-books, many library staff have difficulty keeping up-to-date with developments. Specialist e-book cataloguers offer a valuable service to Library staff and patrons, over time traditional cataloguing duties have expanded to include important functions …

Time line

In 2009, Carleton University Library hired its first e-book cataloguer in response to the rapid growth of digital resources in the Library collection; a second position was added in 2011. These positions have successfully evolved to incorporate a wide variety of duties related to e-books in response to rapidly changing digital environment.

Core Cataloguing Skills

- Liaison with vendors to locate MARC record sets and resolve technical issues
- Use of MarcEdit and global update in local ILS to modify and augment MARC record sets
- Loading MARC records into the Library catalogue for individual orders and e-book packages.
  (E-book packages have grown from 17 in 2009 to 42 in 2015)
- Keeping on top of ongoing updates, added titles and deletes
- Creating load descriptions for MARC records

User guides

Maintaining current documentation and user guides on the Library website for e-book packages. This includes links to help pages, information about using e-book apps, guides for downloading content to mobile devices and licensing and copyright information.

Updates

Notifying Library subject specialists of new titles in e-book packages.

Demand driven acquisitions (DDA) projects

Loading and managing e-book records for demand driven acquisitions (DDA) projects.

OA e-books: saving money

Cataloguing open access e-books in collaboration with Library Subject Specialists in Reference Services Department. i.e. Internet Archive
OA titles also used to replace print books in poor condition to save money and space.

Grey literature collection development

Projects to catalogue "grey literature" open access e-titles for balanced collection development. For example, projects to catalogue OA e-resource material for Human Rights Watch.

Trouble shooting

E-book cataloguers are in rotation as part of e-resource trouble-shooting team to resolve patron queries.

And that's not all …

- **Different formats:** As well as e-books, cataloguing streaming videos, audio books, etc.
- **Promotion:** Outreach for e-book packages also in collaboration with Library Subject Specialists.
  For example, recent postings on the Library website for Safari e-books and PsycBOOKS.
- **Ensuring access:** Testing e-book accessibility issues and adding notes fields to MARC records about special features, for example, text to speech capability. i.e. OneClickdigital

Value added service = maximum access to e-resources

Traditional role of a cataloguer can be expanded to provide "value-added" services to maximize access to electronic resources and fast, effective service for Library staff and patrons in the ever-changing field of e-books.

Ebook collections @ MacOdrum Library
ow.ly/NBq1p

**E-cataloguers have a lot to juggle, but it can be done!
Keep calm and catalogue on!**