Contract Cataloging

Cataloging solutions for any size library
Contract Cataloging services solve your library’s cataloging challenges. We help you optimize your collection, manage your resources and provide improved service to your users. When you contract with OCLC Contract Cataloging, you partner with the most experienced cataloging professionals available today. It’s like instantly adding a team of experts to your staff—experts who care about your collection as much as you do.

Solutions that save time and resources

There’s truth to the adage, “If a user can’t find it, the item isn’t really there.” The fact is, if your holdings aren’t cataloged properly, or they’re missing from the OPAC, they’re all but invisible to your users. And that means a diminished return on the investment you’ve made in your library’s collection.

OCLC Contract Cataloging services help you solve cataloging challenges while dramatically improving your service to users.

Contract Cataloging is much more than a single service—it is a collection of expert, interdisciplinary capabilities that are brought together according to your needs.

Our solutions are designed for your library, whether you need ongoing cataloging support or help with special materials. We work quickly, cost-effectively and with little to no impact on your library’s daily operations and staff allocation.

What’s more, our cataloging professionals have extensive experience implementing cataloging projects for public, academic and special libraries of all sizes. The variety and extent of their cataloging experience translates into high-quality records for your collection.

This brochure gives just a glimpse into what we can do for you. Contact us for a library needs assessment and to see what’s possible. www.oclc.org/contractcataloging/

Contract cataloging

A better way to manage your current workload

Whether your library needs help with backlogs, ongoing cataloging support or handling of special format or non-English materials, OCLC can help you at a lower cost than you might expect. Contract Cataloging shares your commitment to quality and attention to detail.

Services include:

Nonbook and non-English materials cataloging

Don’t let unfamiliar formats or languages create a backlog in your library. OCLC catalogs materials in more than 60 languages and all formats (including DVDs, musical scores, maps and electronic resources).

Short-term fixes and ongoing cataloging support

A growing backlog of materials puts unnecessary stress on your staff and slows the pace of placing items on shelves. Let OCLC quickly eliminate your backlog by handling the cataloging for you.
**Contract Cataloging accelerates access to new and unique materials**

A 12-year relationship ensures new, local and one-of-a-kind collections are available for users across Cuyahoga County and beyond.

**SITUATION**: The Cleveland (Ohio) Public Library is one of the nation’s largest public research libraries. With a 529,204-square-foot main library in downtown Cleveland and 28 branches spread across the city, it’s easy to understand where its nickname, “The People’s University,” comes from.

In 2005, the library added more than 393,000 items to its collection, including unique materials, local publications, and language-specific titles to serve the diverse Cleveland community. Keeping up with the additions requires a fast-moving cataloging staff of 20, including 12 professional librarians.

In 2004, the cataloging staff faced one of its biggest challenges ever: migration to a new automated library system. During the transition, there was a time when nothing could be cataloged. “We called it the ‘gap’ period,” says Ann Olszewski, Preservation Librarian. “Then we were limited to what we could get accomplished when the new system became available, so the priority was on new and popular materials.” Everything else fell to the bottom of the list, including microfilm. Although there was no staff time for cataloging microfilm, Olszewski did have a budget for preservation microfilming to continue. “It would have been short-sighted to stop cataloging microfilm,” she says.

**SOLUTION**: The library is an avid collector of local Cleveland information. Everything from phone books and the Cleveland edition of *TV Guide* to community papers and professional publications are preserved on microfilm. That process has long been handled by OCLC Preservation Services. Adding OCLC Contract Cataloging services into that workflow was a natural fit, explains Olszewski.

When materials are sent to be microfilmed, she adds a line to the order about what kind of catalog record is needed: an original record or an updated record. After the materials are captured on microfilm, the Contract Cataloging staff creates or updates the records and sends the new electronic files back via e-mail to the library. The library simply loads them into their catalog after the microfilm arrives.

“What a wonderful service to get the right bibliographic records with the microfilm,” she says. “It really saved the day for us to know that cataloging would continue to be done despite the computer migration.”

**RESULT**: Today, the library continues to send materials each month to OCLC to be cataloged. It’s a successful process, and has involved thousands of items. Those items have also been from the library’s unique collections. “We’re a recognized source for chess publications around the world,” says Olszewski. Her team preserves chess magazines and periodicals and results from Russian chess tournaments—the latter requiring language transliteration skills provided by OCLC.

“We also have one-of-a-kind baseball scrapbooks.” Each scrapbook requires careful, meticulous collation prior to microfilming, and unique, custom cataloging. “There’s no existing bibliographic record to work from. An original record is created and thoroughly detailed.” The same applies to other specialty collections.

Regardless of the item, Olszewski has been pleased with the results of the microfilm cataloging service. “We’ve had a very good experience with the Contract Cataloging team.”

**Streamlined workflows means savings for your library**

Whether you need full- or abbreviated-level original cataloging, copy cataloging with minimal edits, record enhancement services or a combination of services, our services are more affordable due to streamlined workflows. Our staff work with you to recommend a suite of services to meet your needs and help you save even more.

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**Gift collection management and special projects**

A sudden influx of new or unusual items, such as an unexpected gift collection, can tie up staff time and resources. OCLC will work with you to develop a plan for cataloging your gift collections and special projects.

**OCLC Contract Cataloguing in Canada**

OCLC LTS Library Technical Services in Winnipeg, Manitoba, provides comprehensive cataloging services for libraries throughout Canada.
Contract Cataloging—at a glance

Benefits
Enhance resource sharing by making your entire collection available online
Save time and money—per-item handling is faster and less expensive than in-house work
Improve circulation by giving users online access to all of your bibliographic records
Increase access to your valuable collection
Free your catalogers for higher priority tasks
Clear your backlog and keep ongoing cataloging current

Options
Physical processing for cataloging projects
Using holdings comparisons, OCLC can report your titles that appear in WorldCat, but not in your library’s local system and vice versa

Related Services
WorldCat Cataloging Partners™ provides cataloging records as you purchase new items
Language Sets™ help you build multilingual collections of books and videos, either preselected or custom-developed

Web Resources
www.oclc.org/contractcataloging/
More details about OCLC Custom Cataloging

Contract Cataloging services
(Powered by WorldCat)
No other cataloging service can offer you the efficiency and cost breaks you get with OCLC WorldCat. With more than 90 million records, WorldCat is the most comprehensive bibliographic database available. WorldCat connects librarians, students, researchers and other library users to 4,000 years of recorded knowledge. Updated at a rate of one new record every 10 seconds, WorldCat contains bibliographic records and holdings information contributed by more than 9,000 libraries around the world.

To start a conversation about your technical services needs, call OCLC Library Services at 1-800-848-5878 or contact your OCLC regional service provider. To identify the service provider closest to you, visit: www.oclc.org/contacts/regional/

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