DRAFT: Report on the UC CONSER Funnel Record Exchange
3/18/2013

1. Overview:
   Catalogers from three UC campuses (UC San Diego, UC Davis, and UCLA) attended the ALA Midwinter CONSER Funnel Bridge Training and/or the online Bridge Training courses. Afterwards, we decided to initiate a "record exchange" as our post-training review.

   For this record exchange, CONSER catalogers from each of the three campuses shared 10 continuing resources records with the other campuses. Then, reviewers from each campus commented on records posted by other two campuses. The record exchange began February 8 and was scheduled to end February 22. However, we extended the record exchange to March 15, to provide more time for review and response.

2. Preparation for the record exchange
   During a telephone conference call on February 4, UC CONSER Funnel members from the three UC campuses discussed the following questions:

   - Are we all ready, or nearly ready, to contribute RDA CONSER records?
     All three campuses were ready (or nearly ready) to begin contributing CONSER RDA records.

   - What are we doing at each campus for internal review?
     Each campus had a different mechanism for internal review, but all had something in place. Having an internal review is important in order to reduce the need to annotate typos or inadvertent omissions.

   - What should be the scope of the exchange?
     We decided to include both serials and IRs, in any format and language, with the understanding that the reviewers would not necessarily be able to address language-specific issues. We further decided to include original cataloging, authentication of member copy, and CONSER maintenance.

   - How many records should each group submit?
     Since the review was considered an "institutional" exchange, we set a goal per campus, not per individual: 10 records within 2 weeks.

   - How should this work?
     After cataloging and finishing the internal review, catalogers were encouraged to file RDA CONSER records in OCLC. In some cases, the catalogers chose alternatives: either to submit a pre-OCLC save file record; or to enter a pre-CONSER record & then CONSERize after external review.

     In any case, each record was submitted for external review through the online save file using the OCLC function "Action—Submit for review." If the record involved CONSER maintenance, then two records were submitted in this way: a "before" version and an "after" version.

Each Friday, the reviewers would call up the online save file and view the records for review.

To track the exchange, Renee Chin set up a GoogleDocs folder with a table where catalogers could log their name, OCLC or save file numbers, supporting documents (saved elsewhere to the GoogleDocs folder), and cataloger comments/questions. In the final column of the table, reviewers posted comments.

3. Patterns of comments: Following the review period, Renee Chin analyzed comments contributed by the reviewers. She identified the following topics and issues:
   1) General RDA issues
      a. Corporate bodies as creators
      b. Expressing relationships between Group 1 and Group 2 entities
      c. Relationship designators: What should be best practices? What local policies are needed?
      d. Describing reproductions under RDA
      e. When is an explicit work authorized access point needed?
   2) General cataloging issues:
      a. Using surrogates when describing a manifestation: when is it acceptable, what types of surrogates are acceptable, and how to record the use of surrogates
      b. Punctuation and capitalization, especially final punctuation:
         • Which punctuation is required by LC PCC PSs? By ISBD? By OCLC guidelines?
         • If there is a conflict, which should prevail: LCPCC PSs or OCLC policies?
   3) Specific issues
      a. When to convert 260 field to 264 in maintained (hybrid) records?
      b. How to record dates of publication for serials: inferred dates? Based on chronological designation?
      c. When/how to record extent for serials?
      d. What should be the best practices for 336-338, subfield $b?
      e. Should all IRs have 558 Description based on note, as best practice?

4. Post-review assessment of the process
   UC Funnel reviewers from each campus held conference calls on March 1st and on March 18th to discuss the record exchange and share ideas about what worked and what could have been improved.
      • General: Everyone agreed that having a review was valuable.
      • Time: The record exchange option was generally appreciated, but we all felt overwhelmed by its brevity. Contributing 10 records (including an internal review) and reviewing 20 records from two other institutions within a two-week period was simply too much, too fast. Suggestion #1 for improvement: Provide a specified time for everyone to contribute fewer records, e.g., two records. Review the records institution by institution. Then contribute the rest. That way, the catalogers can benefit from the earlier review.
      Suggestion #2 for improvement: Begin with one institution, and have those catalogers submit records, with the other two institutions completing review. Then move to the next institution, and so forth. That way, both as contributors and as the external reviewers, the participants can build a common understanding of certain issues.
      1) Mechanism: GoogleDocs is uneven—sometimes it is ok, at other times, unresponsive. In addition, sometimes it was tricky to match up the GoogleDocs table to the OCLC save records.

In addition, it would have been easier to recognize supporting documentation if titles had been used as part of the file names. One short-coming of the procedure that we used was that we did not build in an expectation of including surrogates. In some cases, the review comments could have been more complete if the surrogate had been available.

2) Review comments: One positive aspect of commenting in the GoogleDocs table was that we could respond to each other and build a dialogue with less confusion than is possible through email.
Suggested improvement: The partners in the exchange should decide whether they will only comment on RDA-related issues or whether general cataloging questions should be included as well.

3) Examples: A benefit of the record exchange is that over time, the participating groups develop a corpus of examples.

4) Assessment: Regardless of the type of review, it is important to take time at the end assess the results:
   o What do patterns of comments reveal about issues that need more discussion/development of best practices?
   o What improvements could be passed on to other groups, to enhance their experience?

5. Next Steps: We are working on extending the record exchange (or a refined version of it) to other members of the Funnel as they complete CONSER Bridge training.

Appendix A: Initial Record Exchange--Participating CONSER Funnel Members

UC San Diego:
Adolfo Tarango, Renee Chin, Becky Culbertson

UC Davis:
Sarah Gardner, Steffany Caria, Lisa Sanders, Pheng Vang

UCLA:
Kevin Balster, Melissa Beck, Valerie Bross, Yoko Okunishi, Elaine Sakamoto, Rita Stumps

REVIEW for UC CONSER Funnel NACO Members

1.   What are we doing now, for internal review?
UCSD: Already contributing RDA records both for integrating resources (IRs) and serials. Informal review, exchanging records. Generally, not a huge number of questions; the group discusses any questions that come up.

UCLA: Each cataloging group different. Cat & Met: has been cataloging in RDA for the past year, generally serials (very few IRs). Law: Has begun to catalog using RDA. Have run into some weird record relationships. EAL: Has been bringing records & questions to RDA Study Group before pushing the button. UCLA has set up an internal review in preparation for the exchange.

Davis: Sarah trained the staff during the first week of February.   They began applying RDA to continuing resources cataloging on Feb. 11. Questions about how aggressive to be about conversion of records. Would like to convert all pre-AACR2 records: Have issues or surrogates available. Intend to review work up through March 4th; then the LA4s will be off of review. UC Davis has a shared save file, so completes review through this file. This save file will also be a nice way to collect records for exchange.

CONCLUSION: All of three cataloging groups are ready to start.

2. What will be scope of the exchange?
To include both serials and integrating resources.
Limit: Review will cover general PCC/CONSER practices, not language-specific comments, esp for resources in non-roman scripts. We can check for internal consistency, though.

3. How many records per group?
Based on the pre-conference suggestion, each group should plan on exchanging at least 10 records representing that campus's work.

4. How should it work?
     a. Each review period begins Friday and ends the following Thursday.
     b. Submitting records:
        --Follow the usual local procedures for completing CONSER cataloging.
        --**After** completing cataloging, enter record in online save file: Action, Save to online file.
            Note: Order of steps is important. If the cataloger puts a record in the online save file and
            THEN updates or replaces the record, it will disappear from the save file.
        --Retrieve record: Cataloging, Search online file
         --Code record to make it available to the two other groups: Action, Submit for review. Enter the
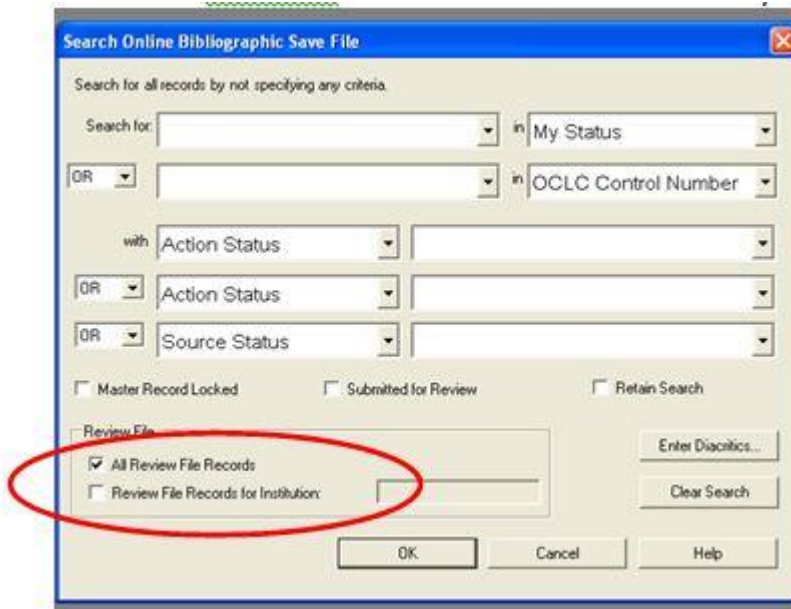   codes for the other cataloging groups, separated by semi-colon: CUV;CUS;CLU

--For authentication and maintenance, save a "before" version of the OCLC record as well as the "after" version

c. Retrieving records for review: In Connexion Client:
--Cataloging, Search online save file
 --Check the "All Review File Records" box and enter OCLC symbol.

You will then see a list of records to review for the coming week:

| Save #	Title	Expires	Owning...	Reviewing Institutions
7	Vertical agreements.	14	CLU	CUS, CUV, CLU
20	All California / Rich's Business Information.	26	CUS	CUS, CUV, CLU
34	Journal of Mathematics & Technology	13	CUS	CLU, CUS, CUV
40	European journal of pure & applied mathemat...	14	CUS	CLU, CUS, CUV
41	European journal of pure and applied mathe...	14	CUS	CLU, CUS, CUV
27	Journal of Mathematics and Technology	14	CUS	CLU, CUS, CUV
25	Ze as ūkio inžinerija : mokslo darbai / Lietuv...	14	CUS	CLU, CUS, CUV

c. GoogleDocs for Additional data: A GoogleDocs folder has been established to facilitate review. In addition to recording the OCLC record number, contributors to the exchange may wish to include surrogates. Or, contributors may have specific questions for others to consider.

1) Contributors with a Google account, may post directly to the folder: UC CONSER Funnel
(https://docs.google.com/folder/d/0By9SKXya2CIXQWZXSUdVZWhMMU0/edit?usp=sharing)
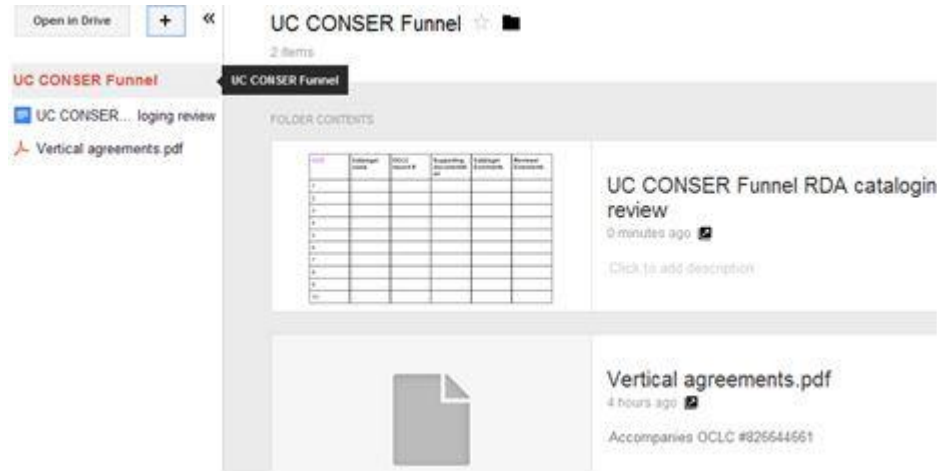
2) First, post any support files to the GoogleDocs site. To upload a file, click on the plus sign on the left-hand navigation bar. That will open up a list of options.
Note that the default permissions level is "anyone who has the link can edit."
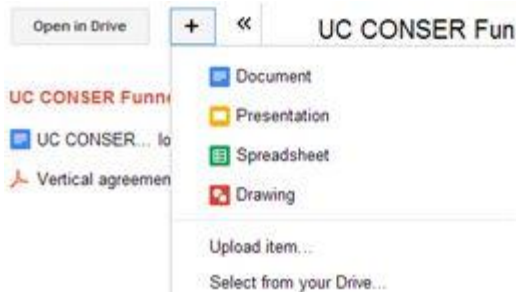
3) Second, find the appropriate library and enter basic information about the resource cataloged. Essentials are: OCLC record number, link to any supporting documentation (if needed), and cataloger comments (if needed). Groups may choose whether to include cataloger names or use some other tracking device to be able to return comments to the appropriate person.

UCSD	Cataloger name	OCLC record #	Supporting documentation	Cataloger Comments	Reviewer Comments
1	Renee	NEW (Title: All California)	Resource URL: http://www.richsdata.com/Packages/119/all_california.html		
2	Becky	#786945456	http://bibpurl.oclc.org/web/48201 (also ASC)	sorry--I forgot to send the "before" picture	

4) If you lack a GoogleDocs account or encounter any difficulty using GoogleDocs, contact Renee Chin, the Funnel Communications Coordinator (rmchin@ucsd.edu).

5. Workflow:

   a. During the week, participating catalogers will complete work, save records to the OCLC file, and annotate the GoogleDoc for the week. All CONSER RDA records welcome, but mark those records that warrant special attention.

   b. Every Friday, participants will check for OCLC numbers shared by the other two groups and make comments on the GoogleDocs page.

   c. The goal is to get all comments recorded within the week.

   d. Unresolved questions will be posted to CONSRLST or to CONSER@loc.gov for resolution.

Time: The exchange will run through February (2- 4 weeks). Next tel call toward the end of the month