

# **Quality Control by Number**

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- I. Opening remarks**
- II. Introductory questions regarding quality in the catalog**
- III. Bowdoin College Library overview**
- IV. Staff changes**
- V. Workflow changes**
- VI. Quality Control processes explained**
- VII. Quality Control processes demonstrated**
- VIII. Implications for Outsourced Cataloging**
- IX. Concluding remarks**

## Quality Control in the Online Catalog: Selected sources

- Bausser, Jaye, Jinnie Y. Davis and David Gleim. "Error detection in bibliographic records: can the computer do it all." In Association of College and Research Libraries. National Conference (4th :198"6 :Baltimore, Md.). *Energies for transition*.
- Benemann, William E. "The cathedral factor: excellence and the motivation of cataloging staff." *Technical Services Quarterly*, v. 10 no. 3 ('93) p. 17-25.
- Copeland, Nora S. "Quality control of the online catalog: the random sampling approach." *Colorado Libraries*, v. 20 (Summer '94) p. 52-3.
- Hafter, Ruth. "Born again cataloging in the online networks." In Association of College and Research Libraries. National Conference (4th :198"6 :Baltimore, Md.). *Energies for transition*.
- Hays, Kathleen M. "Changing standards of quality control in an automated system." *Technical Services Quarterly*, v. 6 no. 3-4 ('89) p. 49-55.
- Hope, Ann J. "RTSD/CCS Head of Cataloging (sic) Discussion Group, American Library Association, annual conference, June, 1989." *Technical Services Quarterly*, v. 7 no. 4 ('90) p. 67-70.
- Horny, Karen L. "Quality work, quality control in technical services." *The Journal of Academic Librarianship* v. 11 (Sept. '85) p. 206-10.
- Kresge, Lynda. "Anatomy of Work Flow Redesign," *Technicalities* (v. 17, no. 6, June 1997, p. 1, 4-5)
- Morita, Ichiko T. "Quality control of online catalogs: automation vs. human control." In Association of College and Research Libraries. National Conference (4th :198"6 :Baltimore, Md.). *Energies for transition*.
- Propas, Sharon W. and Sue-Ellen Johnson. "Outsourcing, quality control, and the acquisitions professional." *Library Acquisitions*, v. 22 no. 3 (Fall '98) p. 279-85.
- Saylor, V. Louise. "A more curious, and more compleat piece". *Cataloging & Classification Quarterly*, v. 11 no. 2 ('90) p. 103-7.
- Saylor, V. Louise. "Cooperative cataloging quality control in the OCLC Pacific Network." *Information Technology and Libraries*, v. 5 (Sept. '86) p. 235-8
- Thomas, Sarah E. "Quality in bibliographic control." *Library Trends*, v. 44 (Winter '96) p. 491-505.

# Creation/review of Quality Control Lists on Innopac at Bowdoin

## 1. No Cat Date

Order records: rdate> [first day of preceding month] (in order) and bcode2=! (in bib) and catdate=[blank] (in bib)

## 2. No rec'd date

Order records: rdate= [blank] (in order) and status<>z (in order) and bcode2=! (in bib) and catdate> [first day of preceding month] (in bib)

When reviewing these you may find partial shipments (hence no rdate), duplicates returned for credit, additional vols. on order for a title with holdings already, etc.

## 3. Bib location = order

Bib records: bcode2=! (in bib) and loc=order (in bib) and status <>z (in order)

## 4. Blank FF (conditions 1, 2 AND 3)

Bib records: loc=order (in bib) and catdate=[blank] (in bib) and bcode2=[blank] (in bib) and status <>c (in item)

## 5. Blank Bcode2 (cataloger's initials/code for OCLC EBS)

Bib records: bcode2=[blank] (in bib) and bcode3=[blank] (in bib) and catdate> [first day of preceding month] and status <>z (in order)

## 6. Bcode2=1 (most common typographic error)

## 7. Sort by/review/extract Leader 17 - Encoding level

Review PCC Core sample – Check for MLC not upgraded

## 8. Sort by/review/extract Leader 07 - Bibliographic level

No collection level, serial

## 9. Sort by/review/extract Leader 24-27 - Contents/Nature of work

Compare w/6xx |vStatistics |vDirectories |vDictionaries

Compare w/504 "bibliograph?"

## 10. Sort by/review/extract Leader 18-21 – III

Review for agreement w/300 |b (maps, music, facsimilies)

## 11. Sort by/review/extract 043 – Geographic Area Code

Review for agreement w/651 or 6xx|z

## 12. Sort by/review/extract 245|a –Title proper

compare w/2<sup>nd</sup> indicator – Filing indicator corrections

## 13. Statistical cross-tabulation (MAT TYPE and LOCATION)

Review for misplaced items, videos in the stacks, bad MAT TYPES

Identify other anomalies in cataloging statistics