

Acquisitions and Bibliographic Access Directorate  
Library Services, Library of Congress  
Annual Report for the Fiscal Year Ended September 30, 2012

To the Librarian of Congress:

The report of the Acquisitions and Bibliographic Access Directorate for the fiscal year ended September 30, 2012, is herewith respectfully submitted.

Beacher J. Wiggins  
Director for Acquisitions and Bibliographic Access  
Library of Congress  
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The Acquisitions and Bibliographic Access Directorate employed new and emerging technologies and strategies in 2012 to acquire and catalog materials in all formats for the Library's collections, including print, special format, and electronic resources. After the retirements of more than 50 ABA staff early in the fiscal year, reductions in the acquisitions budget, and time lost to moving staff affected by a large-scale space renovation, ABA was able to catalog more than 350,000 items while expending and monitoring more than \$21 million dollars in acquisitions funds. The Directorate's staff used their vast language and subject expertise to share the Library's resources and deepen the understanding of America's and other nations' intellectual, social, and cultural life. The Directorate also led the library community in preparing for a new international set of cataloging instructions, maintained the basic standards used by the cataloging community, and began to ensure that library metadata could be shared and used outside of library settings. The ABA Directorate takes great satisfaction in having supported all four of the strategic goals of Library Services during fiscal 2012.

**Collect and preserve the record of America's creativity and the world's knowledge (including services to Congress)**

The Acquisitions and Bibliographic Access Directorate (ABA) acquired materials of great current and future value to Congress and researchers in the most timely and cost-effective manner possible. The ABA Directorate includes five divisions that acquire and process materials from all foreign sources through purchase, exchange and gift. These are the African, Latin American, and Western European Division (ALAWWE), Asian and

Middle Eastern Division (ASME), Germanic and Slavic Division (GS), US/Anglo Division (USAN), and Overseas Operations Division (OVOP), the administrative home for the Library's six overseas offices in Cairo, Egypt; Islamabad, Pakistan; Jakarta, Indonesia; Nairobi, Kenya; New Delhi, India; and Rio de Janeiro, Brazil. These five divisions obtained 924,984 collection items directly. Of these, 736,341 items were purchased; 112,104 were obtained from overseas institutions in exchange for duplicate items not needed for the Library of Congress collections; 34,340 items were received as unsolicited gifts; and 42,109 items were transferred from other government agencies. The Directorate also facilitated the acquisition of 1,884,634 additional items that were donated to the Library's custodial divisions.

The fiscal 2012 budget enacted by Congress reduced the Library's overall budget by 6.3 percent compared to fiscal 2011. As a result, the GENPAC (General Purchase/Acquisitions and Cataloging) fund, under which most acquisitions for the Library collections (except those of the Law Library of Congress) are made, was reduced by \$1.5 million, to \$14.5 million for the year. The Library accomplished this reduction primarily by zeroing out a discretionary fund within GENPAC that had been used in prior years for high-priced acquisitions. No other allocations were reduced, and funding levels for subscriptions, approval plans and firm orders were kept level from the previous year. In addition to expending all GENPAC funds, ABA expended \$4,352,806.09 from other appropriated funds or gift funds and \$2,201,900.84 on purchases for the Law Library. The ABA Directorate expended a grand total of \$21,054,706.93 on purchases for the collections in fiscal 2012. The number of items purchased, 736,341, was sharply lower

than the 1,904,478 purchased the previous fiscal year; however, in fiscal 2011 ABA expended more than \$28 million, or one-third more than this year.

The ABA Directorate worked steadily to purchase collection materials at advantageous prices. The China Section of ASME successfully negotiated a seven percent rebate on purchases from the Library's major Chinese book vendor, CNPIEC, resulting in a saving of \$21,000.00 this year. The section also obtained the vendor's commitment to reduce its prices by one third for the coming year, promising a savings of \$97,000 in fiscal 2013.

The Library has robust exchange agreements with more than 4,000 institutions in 115 countries that are managed through ABA's Duplicate Materials Exchange Program (DMEP). Created in 2002, DMEP facilitates the exchange of materials between the Library and partner institutions by means of a Web ordering site. In 2012, ABA supplied DMEP partners with 22,197 items that they requested on the Internet or from printed list selections. In exchange for materials received, exchange partners sent the Library 112,104 items for its collections.

The ABA Directorate also acquired collection materials via copyright and directly from publishers. The ABA Directorate's national imprint divisions, the U.S. General (USGEN) and U.S. and Publisher Liaison (USPL) divisions, acquired resources in all formats via the Copyright Office, the Cataloging in Publication (CIP) Program, the Preassigned Control Number Program (PCN), and the International Standard Serial Number (ISSN) Program. In fiscal 2012, ABA received 160,900 monograph volumes from the Copyright Office, either deposited as part of copyright registration or demanded by the Copyright

Acquisitions Division. In addition, ABA received 143,170 print serial issues and volumes from the Copyright Office, and 607 electronic issues acquired through the Library's new e-Deposit program. While most of the serial acquisitions were loose serial issues of titles already cataloged, 1,636 represented new U.S. serial titles selected for the Library's permanent collections for the first time in fiscal 2012. The nation's publishers submitted 104,203 books in compliance with requirements of the Cataloging in Publication and Presassigned Control Number programs that provide cataloging data in advance of publication for books likely to be acquired by libraries within the U.S. This figure represents an increase of about two percent from the 101,942 CIP and PCN books received in fiscal 2011.

The monographs and serials received through copyright and CIP represent the current creative output of U.S. authors, researchers, and scientists. Members of Congress and their staff regularly request U.S. English language titles in all subjects. On a daily basis, ABA provided expedited cataloging for materials requested by Congress. Titles received from the Copyright Office, whether or not they are scholarly in nature, have historical importance, as they document the daily lives and culture of the American people.

Through the titles received from Copyright, the Library builds strong collections in all subject areas and has particularly important resources to support research in popular culture, such as children's books, cookbooks, comic books, genealogies, movie tie-ins, and video game books. These materials will be a rich resource for future historians.

The entire ABA Directorate acquired foreign and U.S. legal materials for the Law Library of Congress. The Law Library is heavily used by Congress, other federal

agencies, and libraries and researchers worldwide. This year the ABA Law Section received 18,901 new titles to catalog and processed books in 73 languages. Nearly three quarters of these, or 14,058 new titles, were acquired through ABA's foreign acquisitions divisions. The remaining 26 percent (4,843) were received through Copyright and the Cataloging in Publication program. The ABA Directorate's success to acquire and catalog key legal titles from throughout the world greatly benefitted the work done by U.S. lawmakers.

The ABA Directorate obtained digital resources of great relevance and value to Congress and other users of the Library. The U.S./Anglo Division, in addition to acquiring English and foreign language materials from all Anglo-heritage countries, housed the Electronic Resources Management System (ERMS) Pilot Team that maintained the Library's Electronic Resources Online Catalog (EROC) showing holdings and licensing information as well as bibliographic records for electronic journals and electronic books.

The Directorate expended \$4,057,448.57 to acquire or license access to 6,209 digital resources. The Islamabad Office acquired access to *PINFO, Pakistan Information*, a database providing English summaries of news from three Urdu newspapers. That office also acquired and processed born-digital resources from the Afghanistan Research and Evaluation Unit; Integrity Watch Afghanistan; Gender Justice Project-UNDP; Intermedia Pakistan; and the National Commission for Justice and the Peace and Center for Research and Security Studies, both of Pakistan. The office completed the capture of Websites for the Library's Pakistan Nationalisms [sic] Web Harvesting Project this year.

The Library's eDeposit project made progress this year in acquiring born-digital serials through Copyright. Content acquired through the eDeposit project for the Library's collection increased by 93 percent, to almost 1,000 individual electronic serial issues. The Copyright Acquisitions Division requested 89 new electronic serial titles, bringing the number of titles in the program to 188. In the last six months of 2012, Library Services, the Copyright Office and the Office of Strategic Initiatives focused on upgrading the Delivery Management System that is used for managing and processing eDeposit receipts, to improve its efficiency, increase its ability to perform necessary inventory tasks with less human intervention, and make it easier for publishers to submit their e-serials. An ABA section head was the Library Services project manager for eDeposit.

The ABA Directorate's African, Latin American, and Western European Division (ALAW) began negotiations with its Argentine vendor to license electronic books in Spanish. When finalized in the next fiscal year, the license agreement will be the first time the Library purchased born-digital electronic books in Spanish individually rather than as part of a package. The license agreement would require the vendor to provide the Library with a dark archive of all the electronic books purchased.

USAN also acquired government documents for deposit and international exchange from the U.S. Government Printing Office. In 2012, USAN acquired 15,000 state government documents primarily through intergovernmental exchange. Additionally, all negotiations that result in conditions or terms related to donations of gifts of value to the Library were cleared through USAN.

The Library continued the West Africa Acquisitions Pilot Project (WAAPP), a collaboration that began in 2010 with the Council of American Overseas Research Centers (CAORC) to select, purchase and provide bibliographic services for materials from West African countries, using bibliographic representatives to augment the current methods of obtaining and cataloging materials from those areas. The project acquired 1,355 titles in 2011 and 3,025 in 2012. Bibliographic representatives living in West African countries acquired materials on behalf of the Library and provided preliminary bibliographic data for titles they purchased.

The Library also initiated a project with a French book vendor in 2011 to acquire titles about French West Africa through a distribution center located in Normandy, France. The acquisitions from West Africa via WAAPP and Touzot significantly increased the Library's acquisitions and preliminary cataloging of titles in African languages. In 2011, the Library acquired 92 titles through the Normandy distribution center and in 2012, 122 books were acquired by this method. The acquisitions included government documents, maps, local newspapers, and law codes and gazettes.

The Library continued its membership in the Electronic Journals Library (EZB), an online user service managed by the University Library of Regensburg, Regensburg, Germany. There are over 580 participating members from 10 European countries. The Library's participation is coordinated in the ABA Germanic and Slavic Division. In addition to direct online access to more than 66,000 journals, the EZB allowed the Library to use and download approximately 35,000 EZB titles that are available and



searchable through the Library's EROC by individual title. Direct searching by title increased the usefulness of the EZB for Library of Congress users.

The Library's Rio de Janeiro Office acquired materials at the United Nations Conference on Sustainable Development held in Rio in 2012. On behalf of the Library's Congressional Research Service, acquisitions librarians collected materials on specific topics of interest to Congress. More than 2,700 items were acquired from 357 sources at five different venues spread across and outside the city. The Islamabad Office acquired the Pakistan Army Green Book that the Library had been seeking for several years.

Non-commercial scholarly output from developing countries is significant because these publications are issued by primary sources such as government bodies that are extremely important to the scholarly community. Obtaining these publications requires personal contact by acquisitions librarians because sources are unwilling to give unpriced and non-commercial publications to the Library's book dealers. The staff of the Library's six overseas offices worked tirelessly to obtain such publications in fiscal 2012. For example, the New Delhi Office staff made 23 acquisitions trips in India, Nepal, Sri Lanka, and Bangladesh to acquire 13,621 pieces through exchange or gift, a 19 percent decrease from fiscal 2011. Cairo Office staff visited Algeria, Kuwait, Oman, Saudi Arabia, Tunisia, Qatar, and United Arab Emirates, acquiring 9,585 items for the Library through gift or exchange—a slight increase over the 9,197 such items acquired the previous year. These materials were particularly important to document Egypt's elections amid unsettled times.

Digital technology permitted the Library's office in Jakarta, Indonesia, to expand direct services to the Congressional Research Service (CRS) and Congressional staff and archive regional election data such as the 2012 Burma/Myanmar parliamentary elections.

In addition to acquiring 259,840 items for the Library from 75 different countries in which the publishing and book vending industries are not well developed; the overseas offices also performed preservation of materials for the Library's collections. While binding activity was reduced by the Library's decision, adopted at the end of fiscal 2011, not to bind monographs the overseas offices acquired, they bound 23,516 volumes of serials and a few monographs on request of the Congressional Research Service. Several offices began testing all monographs for acidity of paper this year, with a view to identifying materials that needed deacidification treatment before they were shipped to Washington.

The New Delhi Office reformatted 2,163,756 pages of newspapers, periodicals, pamphlet collections, monographs and other serials as microfilm or microfiche. It produced 2,032 master negatives; 2,022 positive reels; 1,475 printing negatives and 310 complimentary copies for publishers who gave permission to film their newspapers. It also produced 4,749 master microfiches and 2,681 diazo prints for distribution to publishers who permitted the Office to produce microfiche. The Jakarta Office, the other office with a large-scale reformatting program, made an intentional shift toward digitization as its preferred reformatting method. The Jakarta Office produced 273,770 exposures of

microfiche and microfilm or approximately 464,100 pages; but it also collated 1,310,815 pages for digital scanning.

The purpose of the Center for Research Libraries Microfilming of Indian Publications Project (MIPP) is to film and catalog books published in print format in South Asia between 1900 and 1954 and cited in any of the five volumes of the National Bibliography of Indian Literature (NBIL) published by the Sahitya Akademi. Using \$21,779 remaining in the CRL-MIPP Gift Fund of the Library of Congress, the New Delhi Office, after consultations with the Center for Research Libraries and the University of Chicago, worked with the U.S. Embassy in New Delhi to award a two year sole source contract for the Roja Muthiah Memorial Library. The contractor will microfilm and digitize a minimum of 300 volumes published in one or more of the languages of South India--Tamil, Telugu, Kannada and Malayalam--listed in the NBIL. Workflows were established and microfilming began in fiscal 2012. Based on satisfactory performance in 2012, the Embassy extended the contract through September 30, 2013.

The Nairobi Office continued its efforts to acquire and preserve African newspaper issues that often are not preserved in their countries of publication. Three grant proposals were submitted to the Cooperative Africana Materials Project/Center for Research Libraries Partnership for Newspaper Preservation this year and all were approved, for microfilming Senegal newspapers; *The Nation* (Malawi); and *Mololi* (Lesotho).

The overseas offices continued to seek cost-effective methods of reformatting that would meet library standards. The Cairo Office piloted outsourcing of both microfilming and digitization this year, with mixed results. The outsourced microfilming project will not be continued, while the outsourced digitization project was awaiting full evaluation in the coming fiscal year.

**Provide the most effective methods of connecting users to our collections**

The Acquisitions and Bibliographic Access Directorate completely cataloged 350,201 volumes on 251,815 bibliographic records in fiscal 2012. Production of original full- or core-level bibliographic records, the category of work of most interest to other libraries, held steady at 177,065, a decrease of less than one percent from the 178,309 completed in fiscal 2011. Staff in ABA created 90,702 new name authority records that standardized and documented forms of names for persons, places, or corporate entities in the catalog, and 1,174 subject access terms for the *Library of Congress Subject Headings*. The cataloging data that ABA produced are available everywhere in the Library of Congress Catalog on the World Wide Web and distributed via the bibliographic utilities for the benefit of the entire library community.

To provide inventory control, ABA checked in 348,329 loose serial issues and created holdings and item records for 417,830 new monographs (books) received for cataloging, thus providing inventory control for 766,159 new collection items compared to 794,036 the previous year, a decrease of 3.5 percent. “Serial check-in,” or inventory control of new serial issues, improves the security of the collections and informs reference staff and

users that the serials have arrived at the Library. In addition, the Policy and Standards Division in ABA updated or corrected 493,261 catalog records to correct holdings information or replace obsolete subject and name access points with modern usage.

All ABA cataloging units continued to seek the most cost-effective cataloging methods. The directorate cataloged 74,750 new titles using catalog copy, or cataloging data produced by other libraries and adapted by ABA to provide access to Library of Congress collections. In addition, USAN purchased 611,136 bibliographic records (94,193 for serials and for 516,943 monograph e-books) from Serials Solutions, Inc., and loaded them into a separate catalog, the Library of Congress Electronic Resources Online Catalog (EROC). The overseas offices created nearly 25,000 bibliographic records for materials they acquired.

The ABA Law Section also reclassified titles previously classed under the generic “LAW” class to the appropriate K schedule of the Library of Congress Classification. In 2012, 13,361 titles were reclassified to their appropriate K-KZ schedules. All told, the Law Section cataloged 32,711 monographic titles and 542 new legal serial titles from throughout the world in fiscal 2012. Noteworthy was the number of titles added to the classified collection in the following languages: Italian (10,318), English (8,093), Japanese (3,623), Spanish (1,993), Chinese (1,750), and German (1321). The figures for Italian and Japanese are unusually high because many books in these two languages were reclassified from “LAW” to the “K” schedules.

Through the Cataloging in Publication (CIP) Program, ABA provided cataloging in advance of publication for 49,245 titles in fiscal 2012, a decrease of five percent from the previous year's 51,870. In the forty-one years since the CIP program was established, CIP data has been prepared for a cumulative total of 1,625,946 titles. An estimated 5,250 publisher imprints participated in the program this year, representing a broad spectrum of publishers whose titles are of primary interest to both the Library of Congress and the nation's libraries. Average throughput time for cataloging Electronic CIP titles was 23 calendar days, about 3 days slower than last year's throughput time of 20.2; however, throughput time for juvenile CIP cataloging improved by several days.

The CIP Program began creating cataloging data in advance of publication for electronic books (e-books) that have print counterparts on October 11, 2011, with four participating publishers. The program was opened to all CIP publishers on August 20, 2012.

Participating publishers must certify that they market their e-books to libraries in the U.S. The program had provided 997 records for e-books by year's end.

In the Preassigned Card Number (PCN) program, ABA processed 52,287 applications and assigned 50,364 Library of Congress Control Numbers (LCCNs), a 17 percent increase over fiscal 2011, and established 4,263 new publisher accounts. The PCN program provides LCCNs for forthcoming books that do not qualify for full CIP cataloging. It is a cost-effective way to provide initial bibliographic control for the use of libraries and publishers.

The ECIP Cataloging Partners Program was another method that expedited cataloging and reduced the cost of producing cataloging records. Libraries undertook to provide CIP cataloging for forthcoming titles of particular interest to their institutions, such as publications of their own university presses or resources in their subject specialties. In June, Pennsylvania State University Library joined the partnership program, the first ECIP cataloging partner to focus on science as part of its partnership agreement. The Queens Public Library continued to catalog juvenile fiction CIP titles and added juvenile nonfiction near the end of the fiscal year; Brigham Young University also contributed CIP cataloging for juvenile titles as well as for materials on the Mormon faith. The eighteen ECIP Cataloging Partners cataloged a total of 4,428 titles in fiscal 2012, a slight decrease from 4,617 titles cataloged in fiscal 2011. The program benefitted both the Library of Congress and the partner institutions, as the workload of CIP cataloging was shared and its resulting catalog records became available more quickly.

In fiscal 2012 ABA cataloged 6,951 CIP titles using the ONIX-to-MARC Converter. This software, developed by ABA staff, reads data supplied by publishers in the publishing industry's standard ONIX (Online Information Exchange) format and generates a catalog record in the MARC (Machine Readable Cataloging) format that is standard throughout the library community. Professional staff edit and complete the record that is generated by the program. Using the ONIX-to-MARC Converter, catalogers were approximately twice as productive as they were using conventional cataloging systems. The Directorate planned to make much greater use of the ONIX-to-MARC Converter in fiscal 2013 after

the Information Technology Services Directorate completed the certification and accreditation process for the software.

Shelf-ready cataloging reduced costs and improved timeliness of cataloging. In fiscal 2012, ABA had shelf-ready cataloging agreements with five foreign vendors. The vendors provided cataloging according to the Library's policies and standards for materials the Library purchased from them. The vendors also prepared the incoming materials for storage by adding ownership marks and/or security targets and call number and item barcode labels, greatly enhancing the security of the items as they arrived under physical and inventory control. In fiscal 2012, the Library purchased 4,000 shelf-ready monographs from its Italian vendor and 875 from its vendor for Argentina. The Library also obtained 2,200 shelf-ready books from two vendors in China and 550 Japanese books with standard records to which Library staff must add subject headings. At the end of the year, ABA continued to explore ways to obtain cataloging from its primary Korean book vendor. The shelf-ready cataloging model was also being extended to materials acquired by the six overseas offices.

This year the Library launched a Children's and Young Adults' Cataloging Program public Web page. The CYAC Web page provides technical guidance and cataloging support to public and school libraries, institutions, and vendors that create metadata for children's and young adults' fictional materials published in the United States. Staff in ABA cataloged 5,159 new titles for children, with full descriptive and subject access



points. These activities increased the pool of standard metadata for titles geared to children and young adults, whether for pleasure reading or school assignments.

The Library completed a project begun in August 2011 to bring its collection of older African newspapers under bibliographic control. Current African print-format newspapers are shelved in the current periodical stacks, arranged A-Z by country. There is also a separate collection of a few hundred ceased African newspapers, usually with only a few issues of each title. The Library plans to preserve these items by filming them in country-specific reels. Some of the titles already had LC catalog records, but most had never been cataloged. To ensure optimal access to these titles, most of which are not held by any other library, an ABA librarian created 220 cataloging records for the ceased African newspapers in fiscal 2012. All titles in this collection now have individual microfilm or print cataloging records. The print cataloging records can be easily and inexpensively adapted for microfilm records when the entire collection is microfilmed.

**Deepen the general understanding of American cultural, intellectual, and social life and of other peoples and nations (including LC prizes and awards, LC staff honors and awards, and Library appointed scholars and fellows)**

The ABA Directorate shared its vast expertise in languages and subject areas to support several Library initiatives this year. The NUCMC staff continued the program's five-year Web observance of the sesquicentennial of the Civil War. The installment for fiscal 2012 focused on personal narratives of members of the Union and Confederate armed forces. The observance was widely noted, even receiving local media coverage in

Duxbury, Mass. Staff in ABA expedited the acquisition and cataloging of books by the National Book Festival authors.

The Surplus Books Program administered in the ABA Acquisitions Fiscal and Support Office provided 76,937 excess collection materials to educational institutions, government agencies, and other non-profit tax-exempt organizations in the United States. Congressional offices made direct use of the program, often selecting materials on behalf of libraries in their home districts. Continuing a multi-year trend of increasing use, Congressional selections during the year increased to 41,146 items, from 34,958 in fiscal 2011—an increase of 15 percent in a single year. To make the program easier to use and safeguard collection integrity, ABA designed a new application form for the Surplus Books Web site and a *Surplus Books Program Policies and Procedures Manual*.

The ASME Division continued to participate in the Chinese Rare Book Digitization Project that was established in March 2011 by the Library of Congress and the National Central Library of Taiwan (NCL). The ASME China Section created initial bibliographic control with holdings and item records (inventory control) before each book was digitized. Cataloging was completed by NCL, and the China Section used NCL's cataloging to update the Library of Congress's catalog. The ASME Northeast Asia Section with the National Diet Library of Japan began the LC-NDL Digitization Project for 5,748 titles in the Library of Congress's collection of pre-1945 Japanese Army and Navy materials, originally held by the Japanese military and intelligence institutions. The overseas

offices and ABA's Washington divisions continued to assist the World Digital Library by cataloging digitized items in South and Southeast Asian languages.

The Rio de Janeiro Office this year launched its second Web archiving project, archiving blogs and websites related to cordel literature. Partners for the project are institutions with significant holdings of this genre of Brazilian popular literature. In Brazil, partners include Fundação Casa de Rui Barbosa, Rio de Janeiro; Academia Brasileira de Literatura de Cordel, Rio de Janeiro; Instituto de Estudos Brasileiros, Universidade de São Paulo, São Paulo; Universidade Estadual da Paraíba, Campina Grande, Paraíba; and Centro Nacional de Folclore e Cultura Popular, Rio de Janeiro. Partners outside Brazil include the University of Wisconsin, Ibero-Amerikanisches Institut (Berlin), and the University of New Mexico. As part of the project implementation, the Rio Office held a seminar on Web archiving for the Brazilian partners on November 30, 2011. By year's end, 25 web site and blog owners had granted permission to archive their sites.

The overseas offices were very active in promoting good relations with their host countries. The Cairo, Islamabad, and New Delhi offices celebrated 50 years of operations in the Middle East and South Asia at open houses for embassy staff and local dignitaries. As an indication of the difficult conditions under which the overseas offices obtain, preserve, and catalog Library materials, the Islamabad celebration coincided with rioting over the release of an American-made video that many Muslims found derogatory. The Islamabad field director, however, was able to present a short history of the Islamabad Office to the people of Pakistan via Pakistan radio. The Office also had success in working with the *Bibliography of Asian Studies* to increase the number of Pakistan titles covered by that popular index.

The New Delhi Office advised the Indira Gandhi National Centre for the Arts, New Delhi; National Archives of India; and the E-Committee of the Supreme Court of India on contract matters and library technical processing.

In December 2011, a tragic fire broke out at the Institut d’Egypte, located near the U.S. Embassy and Library of Congress Cairo Office. The Cairo Office assisted the National Library of Egypt (NLAE) in initial salvage and rescue operations, using the space in front of the U.S. Embassy as a gathering point for the damaged materials. Cairo Office staff photographed and circulated property stamps of the Institut to assist Egyptian customs officials in identifying stolen materials, and also acted as a liaison with the United States Agency for International Development (USAID) and the American Research Center of Egypt to bring emergency equipment used by NLAE staff to stabilize the damaged items.

The chief of the Policy and Standards Division was named chair of the international Joint Steering Committee for RDA, and a policy specialist who retired during the year became the Committee’s secretary. The Acting Chief of the US Publisher & Liaison Division chaired the ISSN (International Standard Serial Number) Governing Board. The special assistant in the office of the director for ABA received the Madisonian Librarian Award from the James Madison Council.

### **Provide leadership and services to the Library and information community**

The ABA Directorate ensured its leadership position by providing staff with the most up-to-date skills for acquisitions and bibliographic control and by maintaining the standards that underpin all cataloging operations. The Directorate continued an ambitious training

program in fiscal 2012, following successful cross-training for acquisitions and cataloging in fiscal 2009 and 2010. It is no exaggeration to say that, after more than 50 staff members accepted incentives to retire at the beginning of the fiscal year, the training programs in subject cataloging and in the new descriptive cataloging instructions, *RDA: Resource Description and Access*, transformed ABA's workforce into a lean, sharply focused cadre of experts in connecting library materials to their 21<sup>st</sup>-century users. The training program was designed and presented by two ABA divisions, the Cooperative and Instructional Programs Division (COIN) and Policy and Standards Division (PSD) in close consultation with the seven production divisions and other Library units.

The COIN Division led the way in providing outreach and educational materials via online learning channels in fiscal 2012. The staff worked with colleagues in FEDLINK and other parts of the Library to obtain and implement the iCohere Learning System. Instructors in COIN used the system heavily for RDA training of cooperative cataloging program colleagues and the staff of the overseas offices to ensure that their cataloging would follow the same standards as that produced on the Library's Capitol Hill campus.

The three U.S. national libraries—the Library of Congress, National Agricultural Library, and National Library of Medicine—agreed in June 2011 to implement RDA together in March 2013. The Program for Cooperative Cataloging, numbering 806 institutional members in fiscal 2012, planned to implement RDA for authority work at the same time. To plan for the community-wide implementation, COIN developed a plan to train more than 400 Library staff, most of whom would receive 36 hours of classroom instruction

followed by review and deskside coaching. The classroom training was videofilmed for use by the Library's overseas offices, which will implement RDA at the same time as the Library's Washington divisions. Approximately 30 Library staff who had participated in the 2010 U.S. National Libraries RDA Test resumed cataloging in RDA in November 2011 to provide a base of experience with the new instructions. Likewise, all staff applied RDA once they completed their classroom training. In fiscal 2012, ABA produced 24,103 bibliographic records, or 9.7 percent of its cataloging production, using RDA. The ABA director and several ABA managers continued, via the U.S. National Libraries RDA Coordinating Committee, to review texts of revised RDA chapters as they were issued by the American Library Association and its co-publishers.

The training plans for Library of Congress Washington and overseas staff as well as all RDA training materials developed within ABA were made available on the Catalogers Learning Workshop section of the Library's public Web site. The plans and training materials are being accessed and used by a global audience. The Program for Cooperative Cataloging (PCC) used the training materials to conduct in-person training for 80 individuals from 27 institutions and online training for 556 individuals from 105 institutions in 2012 alone.

For the first time, in April 2012 the PCC Secretariat in COIN offered *RDA in NACO Training* Webcasts and course materials on the Library's public Web site and through the Library's iTunesU channel for use by anyone, not only members of NACO, the name authority component of the PCC. A module on RDA NACO training issues pertinent to

non-Latin languages was filmed later in the year. The webcasts are fully captioned in English for deaf or hard-of-hearing users. Fifty-two *RDA in NACO* follow-up webinar training sessions were held during the fiscal year.

Responding to intense interest about RDA in Europe, Latin America, and Asia, beyond the Anglo-American constituency out of which RDA grew, the Policy and Standards Division continued international outreach efforts. The chief and a Spanish-speaking policy expert conducted workshops or spoke on the Library's plans for RDA in Argentina and Mexico (in Spanish), Italy, Germany (in German), Beijing, Taiwan, Kuala Lumpur, Malaysia, and four cities in New Zealand. They also provided live/recorded televideoconference presentations on RDA for audiences in Mexico and Argentina. More training materials were translated into Spanish. The PSD outreach also included instruction in the theoretical foundations on which RDA rests, namely the International Federation of Library Associations and Institutions (IFLA) Functional Requirements for Bibliographic Records (FRBR) and Functional Requirements for Authority Data (FRAD), the International Cataloguing Principles (ICP), and looking to the future of linked data systems on the Semantic Web.

At the same time, during the year PSD prepared over a dozen formal documents for consideration by the Joint Steering Committee for RDA, including proposals for RDA instruction revisions and discussion papers for longer-range development of the code.

The U.S. national libraries' decision to implement RDA was conditional on such requirements as rewording of RDA and making desired progress on transformation of the metadata infrastructure for bibliographic data. For the latter, the development of a new bibliographic framework has operated in tandem with preparations for RDA implementation. The director for ABA chairs the steering group for a new bibliographic framework, whose first stage was guided by the consulting firm Zepheira. At the end of fiscal 2012, all conditions were being met for nationwide implementation of RDA on March 31, 2013.

In September 2011, LC announced that the Library and the Program for Cooperative Cataloging (PCC) had made a title change from Library of Congress Policy Statements (LCPS), which support implementation of RDA, to Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PSs) effective with the October 2012 release of the online RDA Toolkit. The new title reflects the ongoing collaboration of LC and PCC in adopting a single set of policy statements, with clear labels indicating any differences in application. Developing new policy statements and negotiating changes to existing statements will now be an ongoing activity shared by the Library of Congress and the PCC.

The two divisions, PSD and COIN, also developed the Subject Training Curriculum for Cataloging Staff, after consultation with subject catalogers throughout the Library. The geographically based 2009 reorganization of ABA that called for materials to be cataloged in the section that acquired them required comprehensive subject training to



enable staff to handle a broader range of materials than in the past. The curriculum is a comprehensive series of courses that covers the practicalities of subject cataloging and classification. The courses range from general lectures to more advanced hands-on workshops. The curriculum also includes a series of optional discipline-based courses. There are also two prerequisites for all of the other Subject Training Curriculum courses, *Mechanics of Searching Cataloger's Desktop* and *Mechanics of Searching Classification Web*, since those online databases are the official repositories of Library of Congress Subject Headings and Classification. The fundamental courses and any relevant specialized courses were mandatory for all ABA staff who had cataloging duties, including section heads, catalogers, and technicians.

In the area of subject cataloging and classification, ABA led in several initiatives that required long-term collaboration with organizations and colleagues outside the Library. An ongoing project with law libraries would use the Library of Congress Classification K Schedules, which cover laws of the world's countries, as a portal to access digitized rare or unique legal materials, including holdings at the Library of Congress.

The PSD collaborative project to develop genre/form terms, begun in 2007, continued as the active development phase was completed for terms in the areas of moving images, spoken-word recorded sound, law, and cartography. This year improvements and simplifications were made to the LCGFT terms for moving images. Development of terminology in the disciplines of music, religion and literature, and of the non-disciplinary (general) terms also progressed, in cooperation with the Music Library

Association, the American Theological Library Association, and the American Library Association, respectively. In March, PSD announced a related project, the development of *Library of Congress Medium of Performance Thesaurus for Music* (LCMPT), a collaboration between the Library of Congress and the Music Library Association.

A PSD specialist developed a large classification span for computer operating systems in QA76.77. This new development will permit much greater precision in searching and retrieving library materials on computer operating systems. Research began for a new schedule, KBX Law of Protestant Churches. At the end of the fiscal year, ABA announced that it would make its project to add American Mathematical Society (AMS) caption terms to CIP records permanent. This added vocabulary in CIP records for materials published by AMS resulted from a recommendation in *On the Record: Report of The Library of Congress Working Group on the Future of Bibliographic Control*, issued in January 2008. The AMS terms are included in the record in addition to LCSH terms. The AMS terms can be used for keyword searching and also facilitate the assignment of LSCH terms and LC Classification numbers.

The ABA Directorate contributed heavily to LC's Linked Data Service (formerly the Authorities & Vocabularies project) that makes various LC vocabularies freely available as linked data sets in SKOS format. The Linked Data Service, at URL <http://id.loc.gov> now includes the Library of Congress Genre/Form Terms (LCGFT), the Library of Congress Subject Headings (LCSH), the LC/NACO Authority File, and, new this year, some Library of Congress Classification (LCC) schedules.

As part of its commitment to develop cataloging tools for use by the entire library community, ABA continued to maintain and improve the ALA-LC Romanization Tables, in consultation with the American Library Association. The tables are posted and maintained on a Library of Congress Web site by PSD. By the end of the year new tables had been posted for Bulgarian, Kazakh, Khmer, Lepcha, Manchu, Moroccan, Russian, Shan, Syriac, and Tamazight. The Library of Congress is the only library that has the resources to maintain romanization tables and guidelines for languages that may have small literatures but can be critically important to researchers.

COIN continued to coordinate the annual University of Michigan School of Information Alternative Spring Break Intern Program from February 27 to March 2. Sixteen projects offered by Library Services were claimed by interns from the University. The Nairobi Office continued its internship program for Kenyan library school students with seven students this year. Students in School of Library and Information Science at the Catholic University of America chose ABA for their practicum programs. In addition, ABA welcomed high school students from the Washington area who completed their student service learning requirements with assignments in the directorate.

Throughout the fiscal year, a COIN staff member worked with four Library colleagues to update and offer a new *Rare Books* course for the Catholic University of America School of Library and Information Science. The semester-long course began on August 29.

COIN designed and taught thirty-six new instructor-led courses, each of three hours duration or less. Fifteen of these were designed solely for eLearning. The ABA

Directorate was the largest consumer of COIN courses, taking 3,209 classes which comprised 89.4 percent of all courses taken by LS staff in FY 2012. This reflects the large amount of RDA training that took place. Five hundred and twenty staff members in LS took at least one course from COIN. LS staff members took an additional 5,404 training sessions from the Library's Center for Learning Development (CLD). This figure includes all instructor-led, mandatory, and online courses. Of this number, LS staff took 3,794 SkillSoft courses. When the statistical data from COIN, external training classes, and CLD is combined, LS staff members took 9,220 classes.

The COIN Division provided the secretariat for the Program for Cooperative Cataloging and its four components: NACO (Name Authority Cooperative), SACO (Subject Authority Cooperative), BIBCO (Bibliographic Cooperative for monographs) and CONSER (Cooperative Serials component).

BIBCO added one new member in fiscal 2012. The 52 BIBCO institutions contributed 76,408 monographic records this year, an increase of 263 records (0.345 %) over the 76,145 BIBCO records in fiscal 2011.

CONSER added one new member, the University of South Carolina, that focused on authenticating records for newspapers digitized for the National Digital Newspaper Program. The number of new records contributed and maintenance transactions for CONSER in fiscal 2012 was consistent with contributions reported in recent fiscal years. Institutional members of CONSER reported 21,757 new records, a small .01% decrease from the number reported last fiscal year. The total number of maintenance transactions was 24,125, a .05% decrease from fiscal year 2011 maintenance transactions.

The PCC NACO contributions for new name authority records were 208,440, a slight decline from the previous year probably attributable to time devoted to RDA training in member libraries. New series authority records remained almost constant at 12,585 records. The PCC SACO contributions showed a decrease in new subject authority records of 14 percent. New subject authority records totaled 2,513, and changed subject records totaled 689, a 23 percent increase from last year. These contributions are most impressive, as the 806 PCC institutions focused on preparing for the RDA implementation which does not impact subject authorities. The 205 new Library of Congress Classification number proposals from SACO represented a 49 percent decrease from fiscal 2011.

The COIN Division is also the home of the National Union Catalog of Manuscript Collections program (NUCMC) that provides archival cataloging of manuscript collections held by repositories that do not have resources to join OCLC directly. This year, NUCMC staff worked with 67 repositories around the United States. Fifteen of the repositories (23 percent) were new participants to the NUCMC program. Since the NUCMC program's inception in 1959 it has worked with about 1,800 repositories.

NUCMC staff produced 3,406 archival bibliographic records in the OCLC bibliographic utility during the fiscal year, exceeding the established target of 3,000 by 14 percent.. Since the NUCMC program's inception in 1959 it has produced approximately 129,000 bibliographic records.

NUCMC staff continued an initiative launched in fiscal 2010 that involves providing the Senate Historical Office and the House Office of Art and Archives with copies of bibliographic records describing new or improved access to papers of Members of Congress.

The Dewey Section of the US General Division continued its threefold mission – to develop, apply, and assist in the use of the Dewey Decimal Classification (DDC). Editorial work focused on final preparation for the publication of *200 Religion Class* by OCLC, the owner of the Classification, in May 2012. The editorial staff within the Dewey Section also continued to update data in the Editorial Support System (ESS), thus making it available in the WebDewey 2.0 environment; they also contributed to the design of new functionality in WebDewey. The editors continued to assist with the multiple translations of the DDC. The Section continued to expand use of the AutoDewey program automatically to assign DDC numbers to works of fiction, poetry, and drama by single authors. The Dewey Section with the help of several other ABA staff assigned 92,099 Dewey numbers to works for use by other libraries in fiscal 2012, making ABA once again the world's highest-producing Dewey classifying agency.

The US and Publisher Liaison Division continued to house the U.S. ISSN Center. The ISSN, or International Standard Serial Number, is a unique identifier assigned to serial publications to facilitate identification and exchange of data. The Center assigned 6,207 ISSN to published and forthcoming serials in all formats this year, a decrease of two percent from the 6,323 assigned in fiscal 2011. To facilitate implementation of the new

ISSN rule for assignment of ISSN to digital reproductions, USPL held discussions about assigning ISSN to digitized versions of historic U.S. newspapers with staff the Library's Serial and Government Publications Division as well as with representatives from JSTOR, the publisher most significantly affected by the changed rule.

To ensure that core high-interest electronic journals could be identified internationally, the U.S. ISSN Center assigned ISSN to nearly 860 online titles in fiscal 2012, an increase over the 700 ISSN assigned to core e-journals the previous year. An additional 375 ISSN were assigned to historic American newspapers digitized in the Library's *Chronicling America* collection. To date, more than 500 historic newspapers have been assigned ISSN.

The overseas offices served 106 research libraries, mostly in North America, by obtaining 365,212 items for their collections on a cost-recovery basis through their Cooperative Acquisitions Programs. Staff in the offices reviewed the functional designs for OFORS, the Overseas Field Office Replacement System that will replace numerous outdated online systems in the six offices with a single, fully featured system that will support the Cooperative Acquisitions Programs as well as office management functions. In fiscal 2012, the offices approved most of the functional designs with a view to moving the first phase of the OFORS system into production in New Delhi in May 2013.

**In Memoriam**

Khalil A. Foutah, senior cataloger in the Middle East Section, Asian and Middle Eastern Division, passed away suddenly on April 22, 2012. Mr. Foutah began his Library of Congress career on June 7, 1997.