

# 2CUL TSI Copy Cataloging Working Group -- Merged with Original Cataloging WG, Dec. 2013

## 2CUL TSI Copy Cataloging Working Group

### Charge

The aim of the Copy Cataloging Working Group is to: (1) examine current policies, practices, and workflows related to copy cataloging at Columbia and Cornell, and (2) working with other 2CUL working groups and library units, propose, develop, and test consolidated and cross-institutional workflows, as appropriate. More specifically, the group is charged to:

#### PHASE 1

1. Compile an inventory of copy cataloging staff and expertise at both Columbia and Cornell; compare current job assignments.
2. Examine and evaluate reporting and decision-making structures at both institutions.
3. Compile an inventory of all policies, practices, and workflows involving copy cataloging activities at both institutions-- including which unit or department is responsible for which activities.
4. Identify dependencies and limitations inherent in working with other functional areas at Columbia and Cornell, especially in regard to any work performed in unit libraries and automated aspects of copy cataloging.
5. If possible, establish baseline productivity numbers for activities and projects at each institution to allow for future assessment of potential changes and development associated with 2CUL TSI.

#### PHASE 2

1. Working within the team and in concert with other 2CUL working groups (especially Receiving) and library units, further examine points of discord (if any) to determine which differences are crucial to operations and quality service at each institution and which can be better harmonized to improve efficiency and service and/or eliminate redundancies.
2. Review policies, practices, and workflows at each institution for ways in which potentially to leverage existing expertise in order to expand the scope of and capacity for 2CUL copy cataloging and initiatives.
3. Working with the team and in concert with other 2CUL working groups (especially Receiving) and library units, propose, develop and test the feasibility of collaborative projects and consolidated workflows, as appropriate.

The group is strongly advised to observe the [Operating Principles for Technical Services Integration](#) throughout its work.

**Leads:** Irina Kandarasheva (Columbia--Chair). Cynthia Rich (Cornell)

**Other Members:** Sarah Elman (Columbia). Pedro Arroyo (Cornell)

**Liaison to TSI Steering Committee:** Robert Rendall

#### Timeline:

- Phase 1: March - July 2013; report and recommendations to be submitted to TSI SC by July 31, 2013
- Phase 2: TBD
- Follow-up and ongoing development: January 2014 - June 2015

[Final Report \(Word document\)](#)

[Supporting Documentation](#)