Recording Statistics (LTS Procedure #20) (FOLIO DRAFT)

Scope: *LTS staff tabulate nearly all acquisitions and cataloging functions on a monthly basis, via a special statistics gathering program that extracts data from the 948 field. The first indicator of the 948 field indicates type of transaction, i.e. pre-cataloging, cataloging, and post-cataloging. Units and individuals may choose to record other statistics manually (e.g. NACO contributions, etc.)*

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948 field definitions

Activities Codes and Definitions

      Acquisitions and Pre-Cataloging

      Cataloging

Statistics macros

A. Transaction data note and Statistical codes

Statistics are recorded in the Administrative note and in Statistical codes (Instance record). The codes in these elements are very similar to those that were used in the MARC 948, but the format to record them is different.

The transaction data note (recorded in the Administrative note field) is all lower case and is formatted with text labels and colons immediately preceding each code. There are no spaces before or after the colons; there are spaces between each element.

For example,

date:20210803 ttype:i userid:lew235 ploc:lts

For reference, see 948 field definitions. (A revised version of this will be created/linked to)

B. Transaction type ("ttype:") codes and definitions

We no longer have the equivalent of 1st indicators that we had in Voyager (explicitly differentiating between Pre-cataloging, Cataloging, and Post-cataloging). We do have the same codes that we used in the 948 $c to indicate the specific transaction. The type of transaction can be inferred from the code.

1. **Pre-Cataloging Transactions** Transaction data note (formerly **948**, 1st indicator **0).** *Examples*

    i *Inputting*: pre-catalog creation of online bibliographic record

    mpre   Maintenance: pre-catalog update of pre-existing bibliographic record

    r   Receiving: receipt of new monographs

2. Cataloging transactions Transaction data note (formerly **948**, 1st indicator **1)**

    c Non-fastcat copy: *item with full or core level copy cataloged according to guidelines in the "Copy Cataloging (Non-Fastcat – need to update link)" procedure.*

    f Fastcat: *item with full or core level copy, cataloged according to guidelines in the "Fastcat" procedure.*

    k Shelf ready, vendor processed material, to be used during loading of shelf ready bibliographic records (Formerly Batchmatch /Marcadia fast processing: *item processed from backlog*)

    l Added location: *location added to existing bibliographic record*

    o Original cataloging, *to include:*

        Minimal level cataloging, according to guidelines in "MLC Cataloging"

        PCC core cataloging, according to guidelines in "PCC cataloging" (obsolete--DO NOT USE)

> *PCC original cataloging, according to guidelines in "PCC cataloging"*

s Fastshelve: *creation of preliminary record for items that have been pre-assigned classification or call numbers, including Cornell theses. Items are shelved and available to the public before a complete bibliographic record is created.*

u Upgrade to PCC: *e.g. copy lacking LC-style call number and/or subject headings or minimal level copy upgraded locally to PCC core level*

z Classification on receipt: *to be used for printed monographic materials that, upon receipt, are ineligible for fast or copy cataloging and that are not immediately selected for original cataloging*

Note: *Count each cataloging transaction when a Holdings record is created, i.e. create a transaction data note for each transaction.*

3. Post-Cataloging Transactions Transaction data note (formerly **948**, 1st indicator **2)**

a Added copy: *copy added to existing location*

b Recataloging: *major editing of a bibliographic record for a previously cataloged title -- for example, a change in format from book to serial, or a change from a single volume to a multivolume monograph*

mpost Maintenance: *minor post-cataloging updates to records. Includes pieces added (i.e. added volumes, partial transfers), addition of a uniform title field, and minor updates to bibliographic, holdings and item records*

w Withdrawal: *of copy, piece or title*

x Retrospective conversion: *records input from CUL catalog cards. Also includes the addition of holdings to an existing online record from CUL catalog cards*

y Reclass or SH assignment: *significant changes made to call number, or subject headings added*

Note: *Post-cataloging transactions require only one transaction data note to record the transaction. For example, the operator may make multiple changes in a maintenance transaction (code m) but need add only one note to the record.*

4. Statistical Codes (data formerly recorded in 948 $h (Source of acquisition) and $f (Special format)

These codes are the same codes that were used in Voyager, but are selected from a drop-down menu instead.

appr	misc
dep	mso
exch	npac
gift	pl480

Add table/list of Special format codes here

C. Macros

Many macros have been created to make the addition of transaction data notes easier for staff.

See the work and web presence of the Technical Services Macro Express Task Force.

Note: The stats program counts some formats (serials, videorecordings, scores) but not others. Memo from Gary Branch, June 25, 2018: "We've discovered our current statistics system does not accurately count **microforms**. It only counts very sporadically. It would require a complete retooling of the statistics program, testing, and rebuilding of the tables so we will have to live with this reality." [Added to procedure by Sarah Ross, June 28).