Meeting Notes

# UW/UBC – CLIR Team Meeting

Wednesday, February 4, 2015

UBC Attendees: Jing Liu, Hana Kim, Ya Min Wu, Lea Starr, Susan Andrews

(Absent: Fe Lubigan, JoAnne Newyear Ramirez)

UW Attendees: Zhijia Shen, Charlene Chou, Sheryl Stiefel, A. C. Petersen, Emily Jantz, Stephanie Lamson (Head of Preservation), Adam Schiff (Principal Cataloger), Paul Constantine (Associate Dean of University Libraries)

(Absent: Karen Brooks, Joe Kiegel)

## 11:00 Welcome, agenda, and opening remarks

Welcome to the UBC team! Attendees from both sides make brief self-introductions, and express how pleased they are about this collaboration and everyone’s support and hard work.

## 11:15 PPT presentation: Workflow of CLIR project at UW [Charlene and Emily]

A copy of the ppt is available at: <https://staffweb.lib.washington.edu/units/east-asia-library/procedures/clir-chinese-cataloging-project/clir-technical-workflow-at-uw/view> (and also in the CLIR Project Google Drive)

1. Goals
   1. As an international project, there are many challenges, including communication.
   2. Main goals are effectiveness and flexibility.
   3. RLG Rarebook Guidelines (cgcrb) used for Chinese rare materials are not perfect (differs from AACR2, not been updated to conform w/ RDA).
   4. Workflows are still being developed and evolving.
   5. UW’s website of project documents (<https://staffweb.lib.washington.edu/units/east-asia-library/clir-chinese-cataloging-project/>) is also evolving; some documents describe workflows that may have changed in the meantime. Also, if anyone has any feedback about the site, please let Charlene know.
   6. Keeping the project perspective international is also an important goal.
2. Division of Labor
   1. Prof. Yao:
      1. Rarebook authentication
      2. Cataloging thread-stitched books and rubbings (in Connexion and CALIS Rarebook Union Catalog)
      3. Selective creation of authority records (with Charlene)
   2. Charlene:
      1. Training
      2. Streamlining workflows
      3. Customizing Prof. Yao’s Connexion interface (text strings, macros for pinyin conversion, rarebook fields, etc.) to improve efficiency
      4. Reviewing Prof. Yao’s bibliographic records in Connexion online save files (including adding LCC call numbers)
   3. Emily:
      1. Pre- and post-cataloging workflow coordination (supervising student team)

* Q: Size of student team? A: Originally 2 students (plus Emily), grown to 4 students (supervised by Emily)
  + 1. Searching/sorting materials
    2. Scanning/uploading images and adding 856 links
    3. Copy cataloging, enhancing, original cataloging (focus on Republican-period materials)

1. Example of record derived from a similar edition
   1. Notes regarding collectors’ seals (has implications for value of rarebooks)

* Q: Will a local subfield be used for seal information? A: Still under discussion at UW. UBC may put this info in a local subfield.
  1. Following hybrid record policy for fields like 260
  2. Relationship designators in both English and Chinese

1. CALIS
2. UW is first non-China institution to join CALIS.
3. Being a member allows us to compare our held editions to those of other institutions.
4. Scanned images of select pages are included in CALIS records—makes edition comparison easier. UW will add scanning images and linking these in records to post-cataloging workflow.
5. Cataloging interface designed by Prof. Yao—makes cataloging very fast.
6. Student team (pre- and post-cataloging workflows)
   1. Overall workflow: (1) Search for records (in WorldCat and locally); (2) Determine category (no record, similar record, Chinese record only, unsure, record that needs enhancement, record can be copy cataloged, other cases); (3) Label item, record info in project spreadsheet, physically sort; (4) Process (will incorporate preservation needs)

## 11:35 Preservation policies and practices [Stephanie Lamson]

The Preservation team typically starts with housing for damaged (and at risk) items, with repair as a possible future step for items that receive or are expected to receive high use. Materials are sent to Preservation, and the team determines the proper treatment for each case.

Housing for damaged materials often takes the form of a preservation box. These boxes are purchased from an outside vendor. First the item is measured, and this vendor makes an individual, fitted box (of acid-free material) for that item.

Clamshell (opens like a shell) and four-flap (flaps fold in to cover the item) are two kinds of preservation boxes. Pam-binding is another option that can be used with thin/lightweight materials.

More on preservation guidelines at UW can be found here:

<https://staffweb.lib.washington.edu/units/east-asia-library/procedures/clir-chinese-cataloging-project/preservation-guidelines>

Some additional points from the Q&A:

* Chinese and western materials conservation is in many ways similar.
* UW’s upcoming Conservation Lab would make some of the repair work more practical (currently it is very time and labor intensive to do much repair).
* Preservation doesn’t typically keep track of further preservation needs for individual items when housing them in preservation boxes. The curator of the materials should monitor and inform them of high-use materials that need additional work.
* There are some special techniques for volumes where pages are disintegrating. Another option is preservation digitization. (For this, Preservation will also search for number of holdings in other libraries, whether a digital surrogate exists already, and provide that information to the appropriate subject specialist to decide the best path forward.)

## 11:55 Plan for Prof. Yao at UBC [Hana and Jing]

Hana:

1. Prof. Yao will spend April – May at UBC. Hana and Jing are working on detailed plans for this in order to maximize the time he has there.
2. His residence will be at St. John’s.
3. For his visit on Feb. 5, he will be given a tour of UBC’s rare books, the work area, etc.; get an idea of the environment and meet with some key people.
4. In April, UBC will hold a welcome reception for him. Many faculty and others have expressed interest.

Jing:

1. Jing and Prof. Yao have been in communication already regarding UBC’s rare books (UBC has approx. 60~70k thread-bound volumes)
2. Waiting to finalize detailed plan for Prof. Yao’s UBC time until he has a chance to visit and view the collection, and make suggestions.
3. Rather than having Prof. Yao create bibliographic records, UBC hopes to have him:
   1. Authenticate rare books
   2. Provide publication and other information that is not available in the books themselves (UBC’s GAAs have inventory lists marked with questions for him to review)
   3. Get his suggestions and help UBC plan how to move forward with the project after the 2 months
   4. Provide a second opinion to Ya Min regarding troublesome cases
4. Because the collection of uncataloged materials is so large, Prof. Yao is invited to select materials to focus on according to his interests and specialties.

Hana broaches the question of whether there might be the possibility for UBC to get Prof. Yao for an additional week or two after the planned 2-month stay.

Zhijia: Perhaps after his 12 months as UW cataloger, outside the CLIR project itself—however, this would need to be arranged with the Peking University Library, if they would be willing to let him stay abroad longer.

Lea: His Canadian visa is another issue. (It has gotten difficult to bring people in on work visas, even ones who are experts.) UBC will need to look into extending his entry visa to perhaps make this possible, and also so he could visit UBC periodically during the year he is at UW.

Zhijia: Another consideration is travel costs—CLIR funds have covered this so far, but this money won’t last forever.

* + Adam mentions Bolt bus as being very cheap, especially if you book early; the buses are comfortable and have wi-fi access.

## 12:05 CLIR symposium presentation [Zhijia and Jing]

1. The proposal was originally submitted as a presentation, but was grouped together into a panel on collaboration topics. Zhijia and Jing have been working and will continue to work on this.
2. Focus will not be on technical points, but instead on the international collaboration aspects—both in terms of the UW-UBC collaboration and our collaboration with China. For example, discussing what we can do and what the collaboration has made possible. Another point to discuss is entry into CALIS, which gives us visibility to Chinese scholars and gives us access to materials in the CALIS system. Other points to mention were brought up, including:

Lea: The value of creating authority records; another aspect of international collaboration is by giving access and information to more scholars around the world who now can use the materials we catalog.

Jing: The symposium will also be a chance to learn from other programs working on collaborative projects.

Zhijia and Lea: Digitization is an area to learn more about and possibly pursue soon.

## 12:15 Discussion and summary [All]

1. Lea suggests that in addition to the monthly CLIR meetings, as we proceed more into cataloging it may be helpful for the cataloging teams to have biweekly check-ins. Interest was expressed on both sides.
2. Adam asks where UBC is with regard to RDA? Sue answers that RDA is being used for original cataloging, and for copy cataloging, a hybrid.
3. Prof. Yao presents briefly about CALIS ([rbsc.calis.edu.cn](http://rbsc.calis.edu.cn) ; [www.calis.edu.cn](http://www.calis.edu.cn))
   1. Built by academic libraries, rather than the National Library
   2. Main page interface includes all the member libraries (26 institutions, including UW)
   3. Other interfaces including advanced search, brief display, browse, cataloging input interface
   4. Book icon indicates scanned images
   5. Also includes function to request items (3 member libraries currently do document delivery in the form of scanned copies), cataloging input interface (many dropdowns); 80k books have been digitized;
   6. Prof. Yao has done training for the member libraries on how to catalog Chinese rare books
   7. 659698 records so far; and approx. 80,000 books have been digitized
   8. The system was started in 2004
   9. Encoding is in Unicode
      * Sue: One challenge with cataloging Chinese in our systems is Unicode characters that aren’t in the MARC-8 character set.

## 12:30 Lunch

## 1:15 Visit by Dean Betsy Wilson and group photo

## 1:45 – 4:00 Tours

1:45 Tour EAL and its Special Collections Room

2:00 Tour Special Collections in Suzzallo – Chinese rare books

2:30 Tour UW Conservation Unit

3:00 Tour CLIR Project work areas

3:20 Tour Suzzallo-Allen Library, Research Commons, OUGL

4:00 Return to EAL

## 4:30 UBC team departs from UW