# Some Thoughts on the Cataloging of Higher Institution Library in the Information Age

Yi Shen

Library of Changchun University of Science and Technology Changchun Jilin 130022, China

## Abstract

The university library, which is the heart of the university and the center of document information, is an academic institution serving the teaching and scientific research of the university and the important base of the informatization of the university and the society. Cataloging is a basic work of libraries. This paper analyzes the problems existing in the cataloging work of university library, puts forward some countermeasures and suggestions for solving these problems，and provides some ideas for the construction of University Library Information Resources under the environment of informatization and sharing.

## Keywords

informatization，University Library，catalogue.

## 1. Introduction

Document cataloging refers to a certain purpose and use of object, according to the corresponding rules and methods for various types of literature cataloging work, simply as Cataloging. Main tasks of cataloging work is describe and reveal, organization, reported in the literature information, makes a literature can in the time, place and specific author hands are fully utilized. Therefore, cataloging is a basic work of the library, but also a key work of the library. he quality of cataloging work, a direct impact on the quality of library bibliographic data, and affect the readers bibliographic retrieval recall and precision. A comprehensive overview of the history of literature cataloging, it has roughly experienced three stages of development of manual, computer and online cataloging.

Before the appearance of the electronic computer, the library by way of cataloguing is manual cataloguing, book directory and the card type is manual catalog of products. In recent years, with the wide application of computer technology in the library, as the cataloging work of the library based business from the traditional manual cataloging to computer cataloging. Now database technology is adopted to manage the library in almost every university, which is convenient for books purchase, catalogue and effective management of books circulation.

## 2. The present situation of the cataloging work of University Library in the information age

At present, the basic contents of the Chinese library cataloging work mainly includes the following aspects: literature acceptance, check literature, classifying and Catalog, check date, document processing and document storage. In particular, the new literature to the museum by the editorial department approval after the transfer of the Cataloging Personnel to be compiled, the Cataloging Personnel treat literature compiling for receiving, check, check and acceptance two. Before editing will be to re check the documents and the collection of documents, to confirm whether the copy, reprint books, multi volume books and new books. And then do the work of classification and cataloging. After

the completion of the editing of literature and bibliographic records work must carry on the revision, check or modify, incoming bibliographic database, directory organization and control. Finally the bibliographic data revision and modification of the literature of finished processing, such as printing bookmark, paste, paste bar code post processing. The complete classification, cataloguing, literature processing transfer collection department into the storage location is allocated and according to the collection sites carries on the appropriation storage and property management.

### 2.1 achieved automation of catalogs and services basically

With the rapid development of computer technology and network communication technology, University Library Cataloging Work occurred some changes: except for a handful of economically underdeveloped areas of in small and medium sized university libraries still use the traditional manual cataloging, most of the university library has been utilized library automation system to realize the automation of catalogs and service. Many of these libraries have realized the Online Public Access Catalogue (OPAC) service. In computer cataloging environment, main body in accordance with the implementation of the cataloging work of different, in addition to supernumerary, cataloging outsourcing, relative to the original cataloging, computer cataloguing in libraries of colleges and universities now mainly taken set records.

### 2.2 The development of university library cataloging work to the social development

In recent years, domestic and foreign countries have formed a special service agencies to provide cataloging outsourcing, the implementation of online cataloguing technology support and document processing standardization, outsourcing services outsourcing business to create the conditions, because online bibliographic data is an important source of cataloging data for outsourced providers. The related data demonstrated that, the catalogue center through the years of rapid development, has greatly increased the catalogue data quality, cataloguing data coverage rate reached more than 90%, in the cataloging work of the library play an important role, resulting in library circles and outsourcers generally recognized and valued.

## 3.  Measures to improve the level of Cataloging in University Libraries

The cataloging work of automation and socialization to the university library to bring great benefits, the University Library for cataloguing, maintenance the unity of the library bibliographic data, also according to the specific situation of each library developed cataloguing rules, but with the development of social information, emerging disciplines and interdisciplinary generation changing, formulation of cataloging rules exist some limitations, such as: (1) the present machine readable catalogue does not reflect all collections, (2) machine read catalogue the quality is not high, the cataloguing standardization, lower automation level of indexing, (3) catalogue center provide inventory data is not ideal, (4) cataloging post processing, than as a number of book classification and cataloguing centralized processing, mainly is to paste the label and bar code. The university library is both label and bar code quality or paste the location, there is no uniform standard.

In the face of these changes, the cataloging work of university library to take what measures and Countermeasures in order to in the fierce competition in the industry in the indefectible position? I think we should start from the following aspects:

(1) Strengthen the leadership and organization of the standardization of cataloging work

Only a unified leadership and organization, work to further strengthen the unified, standard library cataloging, expand the centralized cataloging range, improve cataloging quality and standardization of the implementation rate and cooperation to expand cataloging, so as to realize the standardization of library literature information cataloguing work. Lead agency responsible for of cataloguing work from the macro control, organizational leadership and experts and scholars or other relevant personnel to formulate standards of cataloguing work; and the establishment of a permanent establishment consists of a full-time staff responsible for the revision of standards, rules and assurance standards and rules to

adapt the changing environment of the practice of the cataloging work and the development of the information society.

(2) Improve the professional quality of the cataloging staff

Realization of the library information resources sharing is inseparable from a high-quality, multi-functional, in line with the requirements of the network environment library catalogers. In resource sharing requires not only Library Cataloging Personnel to have certain knowledge of Library and information science, foreign language skills and related professional knowledge, also requires knowledge of application of modern technology, knowledge and ability. The value of cataloging work reflected in recognition of bibliographic data in the library readers, the requirements of cataloging personnel should make full use of its advantages in knowledge organization and information processing, further strengthen the function of the library catalog, in order to improve the utilization rate of the cataloging work of, and according to the needs of readers, the information resources of finish machining and deep development, the formation of secondary, tertiary literature, available to readers, which is the re creation of knowledge, the machine can not be achieved. The library can also be combined with the University's professional characteristics and key disciplines, give full play to its advantages in literature resources, and building the library characteristic database.

(3) Set reasonable cataloging process

The establishment of a reasonable catalogue work flow is the necessary condition to guarantee the quality of cataloging work. Reasonable cataloging work process can not only improve the efficiency of the cataloguing work, to avoid duplication of work, and to improve the quality of cataloging work, promote the development of university library itself, are of vital importance. According to the cataloguing process design of cataloging work of the working procedures, the establishment of corresponding jobs, full-time person, responsibility for the quality of cataloging work to the people, fully tap the catalog personnel's consciousness and responsibility sense, and ensure a virtuous cycle of cataloging work carried out, the quality of cataloging work can be improved.

(4) Strengthen the implementation of cataloging work rules

Most university libraries are according to the specific situation of each library compiled cataloguing rules, but some of the Museum of cataloguing rules do not pay enough attention, cataloguing rules but not the situation, resulting in the library cataloguing data is not standardized and unified. And of the preparation of some library cataloging rules of indexing, subject indexing and classification and indexing are specific provisions, but Cataloging Personnel of these rules completely unaware of the useless.

So should strengthen enforcement of cataloguing rules, first implementation of cataloguing rules should be paid attention to the director or the leadership of the Cataloguing Department, leading to ideological importance of cataloguing rules formulated with full understanding, only the leaders attach importance to effectively to implement; secondly in the training of new cataloging staff to cataloging rules as a key, cataloguing rules made the best brochure, distributed to the Cataloging Personnel, seriously study and understand; and finally the establishment of cataloging work responsibility system, who compiled who is responsible for, for cataloguing rules for the implementation of the existence of the catalogers education, improve cataloger's sense of responsibility and the pressure.

（5）Establishing information feedback system of cataloging quality

Cataloging quality is good or bad, only the reader and the circulation department to test, the quality of cataloging information feedback can adopt the following methods to strengthen the information communication：One is to strengthen communication and exchanges, on the one hand to strengthen and reader communication, on the other hand to strengthen and book lending Department of communication, establishes the cataloguing of information feedback system. Second is to prepare a record of this, as the cataloguing quality feedback information recording, the readers and the library circulation department found that the quality of cataloging record down, timely feedback to the Cataloguing Department, cataloguing department promptly to the relevant staff feedback information, the error information make processing. This method can enhance the sense of responsibility of the

library staff, and reduce the error rate of cataloging. And cataloging personnel should often, regularly communicate with the circulation department and other related department manager, listened carefully to the their opinions and suggestions, get the feedback information, discovered and communicate the cataloguing data quality problems, timely access to bibliographic information error and modified in a timely manner, changes in the cataloging data and to have dynamic maintenance data.

## 4.  Conclusion

The popularization of Internet and the socialization of cataloging brings a great impact and challenge to the library and the library cataloging work, in this situation, the library catalog to avoid and overcome the shortcomings, advantages of search engines such as digital library, constantly improve their professional quality, to the readers as the center, to provide better service for readers.

In the future, we should consider the overall planning, unified coordination, establish an effective management mechanism, improve the quality assurance system, continue to expand the network coverage. Only by doing so, we can to build a standardized and standardized document cataloging information network and promote the development of cataloging work.

## Reference

[1] Robertson S. Strategic procurement of public library collections. Australian Public Libraries And Information Serviees,2007,20(l):20.

[2] ]John Agada. Information Counseling and the Outsourcing Challenge to Corporate Librarianship. College & Research Libraries,1997,58(4):338- 347.

[3] Gordon Dunsire, Mirna Willer. Standard library metadata models and structures for the Semantic Web[N].Library Hi Tech News,2011(3):1-12.

[4]  Karen Coyle. Library Technology Reports, Understanding the Semantic Web and RDA Vocabularies[M]. American Library Assn Editions, January 1, 2010.