

# HOW DEWEY REFRESH OUR CALL NUMBERS WHEN I'M WEARING SO MANY HATS?

Creating a Sustainable Call Number Standardization Project

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*Pronouns- she, her, hers*



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# OCONOMOWOC PUBLIC LIBRARY

## WHO WE ARE

- Located between Madison & Milwaukee
- Part of the Bridges Library System- Waukesha & Jefferson Counties, 24 libraries
- OPL has a service population of approximately 27,000 people (18,000 city residents, 9,000 residents of surrounding areas)
- Approximately 100,000 items in collection
- Cataloging department comprised of myself, one 22 hour assistant and one 12 hour processing aide
- All cataloging and processing is done on site



# OCONOMOWOC PUBLIC LIBRARY

## WHO I AM

- Hired as the Head of Reference and Adult Services in 2015
- Started item cataloging in late 2015 to help with backlog of items
- Acquired the cataloging department in 2016/2017 after a retirement and a restructure
- Started initially looking at ways to streamline the department
- Noticed lots of ways the cataloging and call numbers varied over the years, a need to standardize, especially evident in nonfiction collections



# WHY THIS PROJECT? WHY THIS PRESENTATION?

## WHY AM I TALKING ABOUT THIS?

- Many of us, especially in public libraries, were not hired to be catalogers, but find ourselves cataloging!
- Call numbers and cataloging are how our patrons access materials
- Realistic results while balancing many tasks
- There are options- take a look at the Dewey free presentations happening at WLA
- No one size fits all approach to updating our collections. Take what works for you, leave what doesn't. Treat this as a case study!

# HOW I STARTED- WEEDING!

## SLOW AND STEADY!

- It's a long process! Marathon not a sprint.
- ALA's M.U.S.T.Y. (misleading, ugly, superseded, trivial, your collection) especially when discussing weeding with staff
- Helped build confidence in process and trust with colleagues & community
- For nonfiction-started with the most outdated/harmful (think medical, social, legal)
- Utilized Core Collection books
- Don't raze your collection to the ground. Avoid temptation to over weed.

# MORE WEEDING THOUGHTS

- Does your ILS have reporting software? Polaris & SimplyReports
- Know your institution's thresholds or rules- you might have a requirement for a certain amount of items in your library.
- Weeding schedules and updating criteria each year
- Is there budget space for replacements/updates?
- Address shelf heights and spacing if you can
- Wait to update sections until you've weeded at least once- don't waste time/resources on items you'll be discarding
- Coordination with other staff- Who weeds? Who selects?

# EVALUATE YOUR PROCESS

## GO THROUGH YOUR CATALOGING PROCESS STEP BY STEP

- Get curious!
- Documentation might not exist
- What steps continue to serve your staff and patrons? What can be let go?
  - Examples from OPL
- Be kind. The way you talk about previous ways of doing things matters
- You may not know why things were done a certain way, but you can be sure that staff did the best they could with the information and technology they had access to
- Treat updates as an opportunity!

# EARLY PROJECTS

## BEFORE THE PROJECT OFFICIALLY STARTED

- Late 2015- created Adult Graphic Novel section
  - Shelved in multiple areas, no consistent call numbers
  - Quickly saw circulation impact
  - Helped with some more collection development
- Mid 2016- Adult DVDs
  - Shelved front facing, no genres, first letter only
  - After updates and more focus on collection development, large increase in circulation



# EARLY PROJECTS

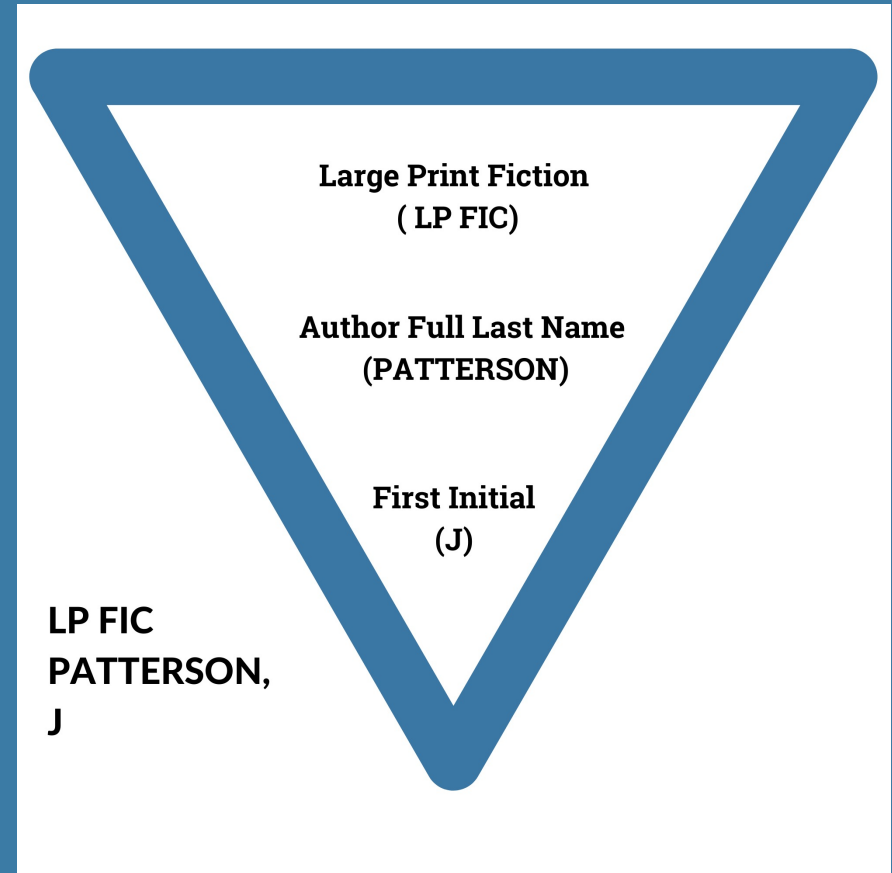
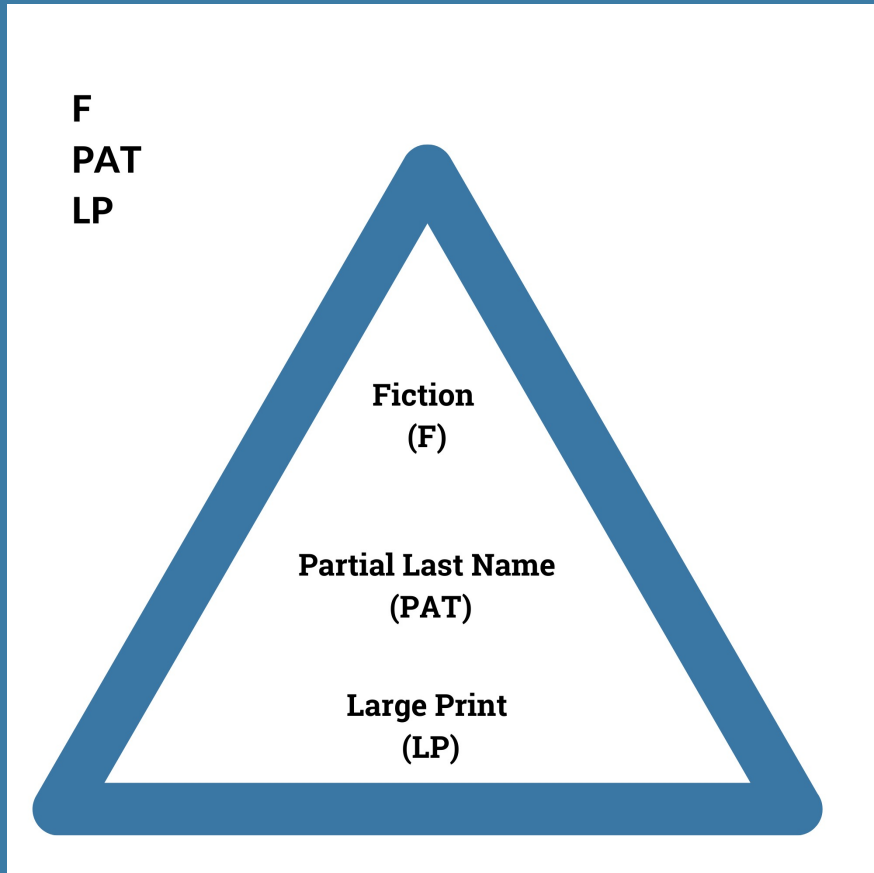
- Summer 2016- Biographies
  - Call numbers were difficult to understand from a patron perspective
  - Updated to improve access & discoverability
  - Older call number for a biography → 921 ROOSEVELT (E) (SMI)
  - New call number → 921 ROOSEVELT, ELEANOR
  - Updated biographies across ages to be consistent across the library
  - For children's- also updated spine label to be length wise on the spine, making it more legible

# CALL NUMBER SURVEY

## TAKE A WALK AROUND THE COLLECTION

- It doesn't need to be fancy! Clipboard and paper is great
- Item templates in your ILS- good for future use as well (be sure to update them after work is done in each collection!)
- Collection by collection, look at what has been used/is being used
- Where are the most complicated call numbers? Collection sizes?
- What can be done by you? Done by other staff with some item record training/knowledge?

# CALL NUMBER CONSISTENCY



# CALL NUMBER SURVEY EXAMPLE

Item Template 921 - Cataloging - Polaris

File Edit View Links Tools Help

Template Name: OW-Adult Large print fiction    Template owner: Oconomowoc Public Library (br)

Title:     Find    Bib control number:

Author:      Non-circulating    Parent item:

Call number: LP FIC     Display in PAC    Price: \$30.00

Owner: Oconomowoc Public Library (br)    Shelf location: Adult

Assigned: Oconomowoc Public Library (OW)    Temporary location:

Collection: Adult Large Print (alp)    Circulation status: In-Process

**Circulation parameters**

Material type: Book    Loan period: Book    Fine code: Book    Renewal limit: 3    Stat code: Large print fiction book    Name of piece:

Home branch: Oconomowoc Public Library (OW)     Do not float

**Call number**

Scheme: Dewey Decimal    Prefix: F    Class:     Cutter:     Suffix: LP    Volume:     Copy:

**Request**

Loanable outside system     Holdable    Limit to:  days

Pickup at

Patrons from this library     Patrons from this brand     Preferred borrowers

For Help, press F1

Item Template

Current Call Number		Proposed Call Number	
Prefix	F	Prefix	LP FIC
Class		Class	
Cutter	PAT	Cutter	PATTERSON,
Suffix	LP	Suffix	J
Volume		Volume	

# CALL NUMBER THINGS I LEARNED

## CALL NUMBERS

- Some patrons won't come to the desk to ask a question. This is ok! Patrons need a variety of ways to access information that speak to different ways of searching
- We can help empower patrons and staff by making call numbers as intuitive as possible
- Avoid shorthand that you need a chart or staff to explain
  - Some shorthand is more intuitive than others (FIC instead of FICTION)
  - Some is not so clear- used to use M/M (Movies/Musicals), changed to SOUNDTRACK
  - What can we change now that that the tech and options have too?
  - With newer technology- things like SOUNDTRACK is easy to put on label

# CALL NUMBER SURVEY EXAMPLE

Current Call Number		Proposed Call Number	
Prefix	CD	Prefix	CD POP/ROCK
Class		Class	
Cutter	ELT	Cutter	JOHN,
Suffix		Suffix	ELTON
Volume		Volume	

Original CD Categories	Original Call Number	New Categories	New Call Number
Ballets	BALL	Classic	CLASSIC
Big Band	BIG	Country	COUNTRY
Christian Rock	CHR	Jazz/Blues	JAZZ/BLUES
Movie/Plays	M/M	Soundtracks	SOUNTRACK
Popular Music	POP	Pop/Rock	POP/ROCK

# CALL NUMBER THINGS I LEARNED

## CALL NUMBERS

- Get curious- there was a reason this was used in the past. If there aren't staff who know why or no documentation, you may never know!
- Be kind- don't disparage different ways of cataloging. We're improving using newer technology (printers, labels, etc.)
- Explain to your colleagues (memos, meetings, etc.) why you're working on a section and what you hope to get from it. Acknowledge growing pains/some disorder during process.
- Cataloging blocks and reports are your friends!

# TACKLING NONFICTION

## WHERE I STARTED

- New materials- can you limit your call number lengths?
  - All children's and young adult nonfiction - no more than 2 past the decimal point
  - All adult nonfiction- no more than 4 past the decimal point
  - No one wants to shelve or look for a call number that wraps around the book!
- Early Nonfiction Project
  - Started in late 2019, finished early 2020
  - Over 8,000 titles updated
  - Use a document of topics and call numbers to help guide my call number assignment



WEBDEWEY	CALL NUMBER	INCLUDES/NOTES
FAIRY TALES, FOLK LITERATURE, MYTH FOLKLORE	398.2	
BOOKS ABOUT FAIRIES, GIANTS, MYTHICAL BEINGS IN HUMAN SHAPE	398.21	ZOMBIES, MERMAIDS, GOLEMS, LEPRECHAUNS
MONSTERS, MYTHICAL ANIMALS, UNICORNS	398.24	SIMPLIFIED FROM 398.2454
REAL THINGS/TRADITIONS WITH MYTH- WISHING, LOOSE TOOTH	398.41	
VAMPIRES, PARAMNORMAL BEINGS OF HUMAN FORM	398.45	
RHYMING AND RHYMES, MOTHER GOOSE, TONGUE TWISTERS	398.8	
PROVERBS	398.9	

# PLAN OF ACTION

## HERE'S WHERE TO START

- Evaluate your receiving, cataloging and processing. What can be updated? Improved upon? Let go?
- Weed your collections before updates
- Develop a weeding schedule and/or criteria, documentation on your process
- Call Number Survey
- Talk it through with your colleagues
- Develop a strategy or starting point for your updates
- Pick a collection and go for it!

# IF I COULD TURN BACK TIME

## WHAT I WOULD HAVE DONE DIFFERENTLY

- I would have kept better track of when I worked on individual projects
  - Easier to track impact on circ stats!
- Tackled things like fiction earlier
  - Though a large collection, it was easy to have cataloging assistant help with this

# IMPACT OF THIS PROJECT

## OUR COLLECTION LOOKS AWESOME

- Better knowledge of our collection
- Pre-pandemic- our circulation stats were overall on upward trend since 2016
- Other things that helped our circulation
  - Moving to acquisitions in our ILS
  - Creating lucky day/browsing collections
- Patron driven collection development + clear and understandable call numbers = winning combination
- Happy patrons, happy staff
- Consistency makes it easier to catalog and process materials

# QUESTIONS?

THANK YOU! 😊

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