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2012/2013 AGREEMENT FOR
BIBLIOGRAPHIC DATABASE DEVELOPMENT
AND MAINTENANCE

This Agreement made this 28th day of November, 2011 by and between the Milwaukee County Federated Library System ("MCFLS") and the Milwaukee Public Library ("MPL") as follows:

WHEREAS, MCFLS desires to employ a sole centralized source for services related to the development of its COUNTYCAT bibliographic database and maintenance thereof, while at the same time maintaining the prerogative of MCFLS member libraries to assign call numbers and location designation for their respective materials, and to offer input for enhancement of bibliographic records on the MCFLS COUNTYCAT database, and

WHEREAS, MPL has indicated its capabilities and willingness to provide services as the sole centralized source to assist MCFLS in developing and maintaining Machine Readable Cataloging ("MARC") for the bibliographic and authority databases of the MCFLS COUNTYCAT during the term of this Agreement,

IT IS HEREBY AGREED AS FOLLOWS:

1. BIBLIOGRAPHIC DATABASE DEVELOPMENT

MPL staff will provide MARC records for the MCFLS COUNTYCAT bibliographic database which represent titles held by the member libraries of MCFLS.

a. MARC records will be provided for new titles in all material formats as outlined in Appendix A, Section 1 - "Material types which receive full MARC cataloging."

b. MARC records will be constructed according to national standards (currently Anglo American Cataloging Rules II (Revised)), OCLC Format Guidelines and Bibliographic input standards, and Library of Congress Rules Interpretations. "Suggested" call numbers will follow the most current Dewey Decimal Classification Schedules (currently DDC23),

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4 except for federal documents, which may carry only Superintendent of
5 Documents (SuDoc) classification. "Suggested" call numbers will
6 include "cutting."

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8 c. MARC records will be downloaded into the local COUNTYCAT
9 database from the OCLC Online Union Catalog by means of a MCFLS-
10 provided bibliographic interface. System holdings will be set on both
11 OCLC and the COUNTYCAT database.

12
13 d. If an OCLC record is unavailable for any title which requires a
14 full MARC record, MPL staff will provide original cataloging for the
15 title on OCLC and export the record into the local COUNTYCAT.

16
17 e. MARC records added to the local COUNTYCAT by MPL will
18 be cataloged fully according to national standards (currently AACR2)
19 and will include appropriate and liberal use of access points.

20
21 f. Ephemeral Mass Market Paperbacks for which no OCLC record
22 is available will not generally receive original cataloging in OCLC.
23 MPL staff will instead provide complete and accurate descriptive
24 cataloging and needed access entries in COUNTYCAT only.

25
26 g. Designated types of materials as outlined in Appendix A, Section
27 2 - "Material types which receive brief cataloging" will not be flagged
28 for full MARC cataloging. These materials will need no further action
29 by MPL, unless it be authority work or typographical correction.

30
31 h. MPL will provide full MARC records for short bibliographic
32 entries which have been entered into the system and flagged for
33 full MARC cataloging by member libraries. The agreed upon goal will
34 be action taken within two (2) weeks from the date the brief record was
35 flagged for full MARC cataloging.

36
37 i. MCFLS staff will undertake a semi-annual analysis of cataloging
38 activity in order to measure cataloging quality/productivity by MPL. A
39 semi-annual Database Maintenance Committee meeting will include, as a
40 regular agenda item, the findings of the analysis (See Appendix B -
41 Semi-Annual Cataloging Analysis)

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4 j. If there are cataloging quality/productivity concerns based on the
5 semi-annual analysis, these will be shared openly, and MCFLS and MPL
6 representatives will enter into discussions to attempt to resolve the
7 situation in a mutually satisfactory manner.
8

9
10 2. BIBLIOGRAPHIC DATABASE MAINTENANCE

11
12 MPL staff will provide ongoing maintenance to the bibliographic records
13 in the MCFLS COUNTYCAT database including :

14
15 a. merging of duplicate bibliographic records onto one bibliographic
16 record and transfer of attached item, order and check-in records as
17 needed.
18

19 b. moving copies inappropriately placed on a bibliographic record to
20 an appropriate bibliographic record.
21

22 c. acting upon requests (within two weeks) from designated member
23 library staff and designated MCFLS staff for additional access points and
24 bibliographic information including:

- 25
26 1. uniform titles
27 2. added personal or corporate authors (editors, illustrators,
28 performers, etc.)
29 3. added title tracings for spine or cover titles
30 4. added title tracings (serials) for former or succeeding titles
31 5. added series tracings
32 6. added subject headings
33 7. contents notes
34

35 d. acting upon requests (within two weeks) from designated member
36 library staff and designated MCFLS staff concerning correction of errors
37 or discrepancies of a bibliographic nature.
38

39 e. generating periodic reports of bibliographic records with no item
40 holdings and evaluating the records for suppression or deletion.
41

42 f. performing delete transactions on both the MCFLS
43 COUNTYCAT database and OCLC in order to remove those items
44 marked for deletion.
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4 g. upon MCFLS requests/MPL agreements, implementing special
5 projects to enrich and/or expand the bibliographic database, e.g. adding
6 pamphlet file bibliographic database records, adding Large Print
7 designation to existing records.
8

9 h. upon MCFLS requests/MPL agreements, implementing
10 specialized local or LC subject tracings or specialized indexing to
11 improve retrieval for materials in selected categories or formats.
12

13 i. upon MCFLS requests/MPL agreements, providing full MARC
14 cataloging for materials in new categories or formats, in addition to those
15 listed in Appendix A, Section 1.
16

17 3. AUTHORITY CONTROL SERVICES
18

19 MPL staff will establish and maintain the database of Library of
20 Congress controlled headings with related cross references for personal /
21 corporate names ; uniform titles ; subject headings (name, topical, and
22 geographic); and series headings.
23

24 a. MPL staff will process daily the COUNTYCAT system reports of
25 new headings and heading conflicts and take appropriate action to
26 effectively maintain the authority control module of the MCFLS
27 COUNTYCAT database.
28

29 b. As new headings are added to the MCFLS COUNTYCAT
30 database during the cataloging procedure, MPL staff will search the
31 Library of Congress authority files on OCLC in order to locate an
32 established authority record and then download the authority record into
33 the MCFLS COUNTYCAT database.
34

35 c. MPL will act upon requests (within two weeks) from designated
36 member library staff and designated MCFLS staff for needed additional
37 cross references including:
38

- 39 1) uniform title references
40 2) personal or corporate name references
41 3) series references
42 4) subject references (name, topical, and geographic)
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4 d. As headings change notifications are received from the Library of
5 Congress Cataloging Distribution Service or an authority vendor, or as
6 heading changes are found by current cataloging, MPL will make
7 appropriate changes to bibliographic headings and the authority records,
8 either by global replace or individual record review, if appropriate.
9

10 4. RETROSPECTIVE CONVERSION SERVICES

11
12 MPL staff will continue to upgrade into full MARC (or complete the
13 brief cataloging, if appropriate) of no less than 1,000 records each year,
14 from the pool of those bibliographic records which were imported into
15 the database from the prior shelflist and flagged as brief, incomplete
16 records by Library Technologies, Inc. ("LTI "). The procedures
17 followed are identical to those in SECTION 1 of this document:
18 BIBLIOGRAPHIC DATABASE DEVELOPMENT. The analysis of
19 progress for retrospective conversion is included within the Semi-Annual
20 Cataloging Analysis (Appendix B)
21

22
23 5. MANAGEMENT OF LOADED RECORDS

24
25 MPL will produce and evaluate reports of loaded bibliographic and
26 authority data acquired from book, AV, serials, authority, and/or data
27 conversion vendors. Staff will take appropriate action to ensure the
28 MCFLS COUNTYCAT database is free of unwanted duplicate records
29 and that MARC records conform to COUNTYCAT and national data
30 standards. If necessary, holdings information from loaded data will be
31 added to OCLC and WISCAT databases.
32

33 a. MPL staff will assist MCFLS staff in developing initial
34 parameters and specifications for bibliographic and/or authority data to
35 be acquired from vendors. MPL staff will assist in developing
36 modifications to initial parameters and specifications as member library
37 data needs change.
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39 b. MPL staff will examine sample data initially supplied by possible
40 vendors to ensure the content conforms to COUNTYCAT specifications
41 and national standards.
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4 c. MPL staff will periodically examine sampled data from vendors
5 selected to supply bibliographic records on a periodic or ongoing basis to
6 ensure such data consistently conforms to COUNTYCAT specifications
7 and national standards.
8

9 d. MPL staff will generate and/or examine reports to resolve
10 possible duplicate records. Where duplication is found to exist, staff will
11 examine bibliographic records, choose the better one, transfer any fields
12 to be retained from the unwanted record, merge any holdings to the
13 record to be retained, and delete the unwanted record.
14

15 e. MPL staff will assist MCFLS staff in extracting information from
16 COUNTYCAT to a usable file format for transference to OCLC for the
17 purpose of loading holdings information for records added from non-
18 OCLC sources, according to the OCLC member agreement.
19

20
21 6. TERM

22
23 The term of this Agreement shall be from January 1, 2012 until
24 December 31, 2013. In the event this Agreement is not renewed, the
25 parties agree to work cooperatively toward an appropriate transition of
26 the services provided hereunder.
27

28
29 7. PAYMENT

30
31 MCFLS shall pay to MPL, in consideration of the services provided
32 hereunder, the amount indicated in Appendix C of this Agreement. The
33 amount represents 100% of the MCFLS payment obligation. The
34 contract costs for each year of this contract are to be calculated by MPL
35 and submitted to MCFLS no later than May 1 of the preceding year,
36 according to the formula shown in Appendix C. Each year, payments to
37 MPL shall be made by MCFLS in equal quarterly payments no later than
38 March 31, June 30, September 30, and December 15, 2012 and 2013.
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3 8. REOPENING CONTRACT
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5 If, during the term of this contract, there is a change that results in
6 significant alteration in the scope or quantity of work, this contract may
7 be reopened at the request of either party, e.g., a change in the number
8 of agencies affiliated with MCFLS.
9

10 If, during the term of this contract, the fringe benefits factor (currently
11 1.50% as noted in Appendix C) changes, this contract may be reopened
12 at the request of either party.
13

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15 9. COOPERATION
16

17 Both parties agree to work cooperatively to identify steps which can be
18 taken to reduce costs associated with bibliographic database development
19 and maintenance services, while at the same time ensuring the staffing
20 required meets the needs of the service proposed. MPL staff will work
21 cooperatively with MCFLS staff and monitor performance measures,
22 staffing configurations and cost estimates as may be required for the
23 performance of this Agreement.
24

25
26 Dated this 14th day of December, 2011.
27
28
29

1 IN WITNESS WHEREOF, the parties hereto have executed this Agreement, as
2 of the day and year written below:
3

4 IN THE PRESENCE OF:

5
6 Crystal Sura
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9
10 Crystal Sura
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12

MILWAUKEE PUBLIC LIBRARY

By Ashanti Hamilton
Ashanti Hamilton, President

Date 12-14-11

By Paula Kiely
Paula Kiely, Secretary

Date 11-30-11

13
14
15 IN THE PRESENCE OF:

16 _____
17
18 _____
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21

CITY OF MILWAUKEE

By _____
Tom Barrett, Mayor

Date _____

By _____
Ronald D. Leonhardt, City Clerk

Date _____

22
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26 COUNTERSIGNED

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28 By _____
W. Martin Morics, Comptroller

29 Date _____
30

31 IN THE PRESENCE OF:

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34 Judy Kaniasty
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38 Judy Kaniasty
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MILWAUKEE COUNTY
FEDERATED LIBRARY SYSTEM

By Paul M. Ziehler
Paul M. Ziehler, President

Date 11/28/2011

By James A. Gingery
James A. Gingery, Secretary

Date 11/28/2011
41
42

43 *Approved as to form and execution this* _____ *day of* _____, 2011

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46 Deputy City Attorney
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APPENDIX A

RECOMMENDED LEVELS OF CATALOGING FOR VARIOUS MATERIAL TYPES

Section 1. Material types which receive full MARC cataloging

The following are the material types which receive full MARC cataloging in the MCFLS COUNTYCAT database. These will be fully searchable in the Online Public Access Catalog (OPAC) by all available indexed access points.

- a. All adult, children, and young adult fiction and non-fiction hardcover books except, optionally, board books.
- b. All large print books.
- c. Fiction and non-fiction paperbacks, except ephemera, as determined by local libraries.
- d. Sound recordings except LPs and ephemeral MP3s, CDS and cassettes (see definition of ephemeral CDs and cassettes in Section 2).
- e. All book and cassette kits.
- f. All scores.
- g. Maps except those designated Pamphlet File material.
- h. Government documents except those designated Pamphlet File and except, optionally, local government documents such as minutes, annual reports, etc.
- i. All software and CD-ROM/DVD-ROM
- j. Videorecordings/DVDs except those designated ephemeral (see definition of ephemeral videocassettes in Section 2)
- k. All serials.
- l. Web delivered reference databases received by local, system or state-provided subscription by one or more member libraries and provided for staff or public use.
- m. Audiobooks in various formats.

Section 2. Material types which receive brief cataloging

Brief records are those that are "keyed-in" on the COUNTYCAT. They are locally created and are not flagged for full MARC overlay. They are still subject to authority control. Brief records will provide a more limited access to items in the OPAC.

- a. Ephemeral paperbacks as determined by local libraries.
- b. Ephemeral MP3s, CDs and cassettes - samplers, and "single song" cassettes.

Appendix A - Section 2 (cont'd)

- c. Ephemeral videocassette - home video quality of local groups and events.
- d. LPs.
- e. Material put together for local library use in a unique way.
- f. Children's toys and puzzles.
- g. Optionally, board books.
- h. Optionally, local government documents such as minutes, annual reports, etc.

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APPENDIX B

SEMI-ANNUAL CATALOGING ANALYSIS

6 MCFLS will undertake a statistical analysis on various cataloging measures at
7 six-month intervals (normally May and November). This analysis will measure
8 the overall performance of MPL Cataloging and Database Maintenance, using
9 the status of various "Cataloging Flags" as a measurement of both quantity,
10 quality, and timeliness of MPL's performance. The following "Cataloging
11 Flags" are analyzed as records in various 'incomplete' stages of cataloging.
12 Expectations for satisfactory performance are agreed upon between MCFLS and
13 MPL for each of the Cataloging Flags, and if there is a perceived problem with
14 performance, remedies are mutually agreed upon to correct any problem.
15 Cooperation on the part of suburban libraries is required for MPL to
16 successfully meet the performance expectations set below, in particular when
17 items have been called in for original cataloging (CatFlag o). Failure of suburbs
18 to send in material in a timely manner or provide information, when needed, is
19 considered when measuring MPL's performance and will not be counted against
20 MPL. To enumerate, the following "Cataloging Flags" are analyzed :

- 22 1. **"r" RETROSPECTIVE CONVERSION NEEDED** - these are records
23 that did not receive MARC overlay at the time of database conversion in
24 1994. These records are systematically upgraded by MPL.
25 Performance expectation - On a yearly basis, 1000 records should be
26 moved from Cat Flag "r" to "-" = MARC level cataloging, "z" = don't
27 replace, or the record could be transferred, or possibly deleted.
28 Milwaukee Public Library will be deemed to have met its retrospective
29 conversion goal if the pool of retrospective conversion short records still
30 remaining as flagged records is reduced by 1000 over the course of the
31 two semi-annual meetings each year. Random sampling may be needed
32 to measure qualitative as well as quantitative results.
- 33 2. **"t" NEW TITLE** - used by suburbs to indicate a new title to the system.
34 MPL creates a list of "t" bibs, and in most cases, overlays the bib with
35 an OCLC record and the CAT FLAG changes to "-" (MARC level
36 cataloging).. Before any title is flagged "t" by a suburb/branch, a search
37 is first done by appropriate indexes, e.g. ISBN/ISSN, Title, Journal
38 Title, etc. in order to avoid duplicate entry.
39 Performance expectation - Records should remain as a "t" no more than
40 2 months.
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Appendix B – Semi-annual Cataloging Analysis (cont'd)

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3. **"k" INFO SUPPLIED** - used by the suburbs/branches in response to CAT FLAG "j" (Need Info Note) A MARC note is inserted by the suburb/branch as a response to the "j" query and the CAT FLAG changed to "k".
Performance expectation - Records should remain as "k" no more than 2 months.
4. **"h" HOLD AND CHECK** - used by MPL when there is a strong suspicion that copy cataloging will appear on OCLC in the near future. After a predetermined length of time, OCLC is checked again, and if the record is found it is downloaded into INNOPAC. If the record in question does not appear on OCLC within a reasonable length of time, the CAT FLAG is usually changed to "o" for original cataloging.
Performance expectation - Records should remain as "h" no more than 3 months.
5. **"o" NEEDS ORIGINAL** - used by MPL when a decision has been made that a piece needs original cataloging. A hold is placed on this material by central catalogers if owned by suburban libraries in order that it can be cataloged accurately. Decision is ultimately made by MPL cataloging whether material is cataloged as MARC record or as "z" **DON'T REPLACE**.
Performance expectation - Records should remain as "o" no more than 5 months.
6. **"j" NEED INFO NOTE** - used by MPL as a means of communication to the suburbs/branches that some more specific information is needed in order that an appropriate MARC record can be downloaded into the system. The information needed is inserted as a MARC note (field tag y). The suburbs/branches use Create List of Records to retrieve records for their building and answer the question by inserting their own MARC note (field tag y) and change the CAT FLAG to "k" - INFO SUPPLIED.
7. **"z" DON'T REPLACE** - used in cases where MARC cataloging is not required. These records will still display in the patron mode. Some examples of bib records that could be flagged "z" are children's toys and puzzles, puppets, home video quality of local groups and events, LPs, and material put together for local library use in a unique way.

APPENDIX C - 2012

The following formula will be used to calculate contract costs for each year of the contract term.

MCFLS shall fund 90% of the following MPL staff positions directly involved in the provision of services referenced in this Agreement.

- (3) Librarian III
- (4) Copy Cataloging Technician II

It shall be agreed that these stipulations represent full funding for all services rendered.

FY 2012 Contract Costs:

FY 2012
 + Salary and Fringes Adjustment
x .90
 = FY 2012 Contract Costs

(3) Librarian III	\$151,563
(4) Copy Cataloging Technician II	<u>\$163,346</u>
	\$314,909
Salary Adjustment	x <u>0.000000</u>
	\$314,909
Fringe Benefits	x <u>1.500 %</u>
	\$472,364
Contracted Percentage	x <u>.90</u>
Year 2012 Payment	\$425,128