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2008/2009/2010/2011 AGREEMENT FOR
BIBLIOGRAPHIC DATABASE DEVELOPMENT
AND MAINTENANCE

This Agreement made this 23rd day of APRIL, 2007 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. It is estimated that this will involve the provision of approximately 66,000 MARC records per year.

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 as outlined in 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 DDC21),

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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 "cuttering."

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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.

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17 e. MARC records added to the local COUNTYCAT by MPL will
18 be cataloged fully according to AACRII standards and will include
19 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 on 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.
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10 2. BIBLIOGRAPHIC DATABASE MAINTENANCE
11

12 MPL staff will provide ongoing maintenance to the bibliographic records
13 in the MCFLS COUNTYCAT database including :
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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.
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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
15 those 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
25 of 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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d. As headings change notifications are received from the Library of Congress Cataloging Distribution Service or an authority vendor, or as heading changes are found by current cataloging, MPL will make appropriate changes to bibliographic headings and the authority records, either by global replace or individual record review, if appropriate.

4. RETROSPECTIVE CONVERSION SERVICES

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

5. MANAGEMENT OF LOADED RECORDS

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

a. MPL staff will assist MCFLS staff in developing initial parameters and specifications for bibliographic and/or authority data to be acquired from vendors. MPL staff will assist in developing modifications to initial parameters and specifications as member library data needs change.

b. MPL staff will examine sample data initially supplied by possible vendors to ensure the content conforms to COUNTYCAT specifications 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
6 to ensure such data consistently conforms to COUNTYCAT
7 specifications and national standards.
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9 d. MPL staff will generate and/or examine reports from periodic
10 tapeloads to resolve possible duplicate records. Where duplication is
11 found to exist, staff will examine bibliographic records, choose the
12 better one, transfer any fields to be retained from the unwanted record,
13 merge any holdings to the record to be retained, and delete the unwanted
14 record.
15

16 e. MPL staff will assist MCFLS staff in extracting information from
17 COUNTYCAT to a usable file format for transference to OCLC for the
18 purpose of loading holdings information for records added from non-
19 OCLC sources, according to the OCLC member agreement.
20

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22 6. TERM
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24 The term of this Agreement shall be from January 1, 2008, until
25 December 31, 2011. In the event this Agreement is not renewed, the
26 parties agree to work cooperatively toward an appropriate transition of
27 the services provided hereunder.
28

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30 7. PAYMENT
31

32 MCFLS shall pay to MPL, in consideration of the services provided
33 hereunder, the amount indicated in Appendix C of this Agreement. The
34 amount represents 100% of the MCFLS payment obligation. The
35 contract costs for each year of this contract are to be calculated by MPL
36 and submitted to MCFLS no later than May 1 of the preceding year,
37 according to the formula shown in Appendix C. Each year, payments to
38 MPL shall be made by MCFLS in equal quarterly payments no later than
39 March 31, June 30, September 30, and December 15, 2008, 2009, 2010,
40 and 2011..
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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

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11 9. COOPERATION
12

13 Both parties agree to work cooperatively to identify steps which can be
14 taken to reduce costs associated with bibliographic database development
15 and maintenance services, while at the same time ensuring the staffing
16 required meets the needs of the service proposed. MPL staff will work
17 cooperatively with MCFLS staff and monitor performance measures,
18 staffing configurations and cost estimates as may be required for the
19 performance of this Agreement.
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23 Dated this _____ day of _____, 2007.
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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, some K-Tel products, 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

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

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

Appendix B – Semi-annual Cataloging Analysis (cont'd)

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 Central 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 Central 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 Central 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

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

MCFLS shall fund 85% of the following MPL staff positions directly involved in the provision of services referenced in this Agreement.

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

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

FY 2008 Contract Costs:

FY 2008
 + Salary and Fringes Adjustment
x .85
 = FY 2008 Contract Costs

(3) Librarian III		\$161,498
(6) Copy Cataloging Technician II		<u>\$230,263</u>
		\$391,761
Salary Adjustment	x	<u>1.050625</u>
		\$411,594
Fringe Benefits	x	<u>1.410 %</u>
		\$580,348
Contracted Percentage	x	<u>.85</u>
Year 2008 Payment		\$493,296

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

IN THE PRESENCE OF:

MILWAUKEE PUBLIC LIBRARY

Crystal L. Sura

By Jean M. Prince
Jean M. Prince, President

Date 5/21/2007

Crystal L. Sura

By Paula A. Kiely
Paula A. Kiely, Secretary

Date 5/24/07

IN THE PRESENCE OF:

CITY OF MILWAUKEE

By _____
Thomas M. Barrett, Mayor

Date _____

By _____
Ronald D. Leonhardt, City Clerk

Date _____

COUNTERSIGNED

By _____
W. Martin Morics, Comptroller

Date _____

IN THE PRESENCE OF:

MILWAUKEE COUNTY FEDERATED LIBRARY SYSTEM

Judy Kanasty

By Martin J. Schreiber
Martin J. Schreiber, President

Date APRIL 23, 2007

Judy Kanasty

By James A. Gingery
James A. Gingery, Secretary

Date APRIL 23, 2007

Approved as to form
and execution this _____ day
of _____, 2007.

Assistant City Attorney

~~Handwritten scribble~~