



Paula A. Kiely
Director

September 25, 2015

To: Mayor Tom Barrett

Fr: Paula A. Kiely, Library Director

Re: Attached Contract – Bibliographic Database Development and Maintenance

The Bibliographic Database Development and Maintenance contract is part of the 2016-2019 Member Agreement. This is a contract between the Milwaukee County Federated Library System (MCFLS) and the Milwaukee Public Library.

The Member Agreement allows Milwaukee Public Library to be a member of the MCFLS with all the attendant privileges. These include—but are not limited to—access to on-line catalog of materials owned by libraries within Milwaukee County, the right to borrow materials from other municipal libraries, in-service training, and consultant services.

There is a charge-back to the Milwaukee County Federated Library System (MCFLS) for centralized cataloging services that the Milwaukee Public Library provides. This contract includes a charge-back to MCFLS for centralized cataloging services. The expected annual expense is \$30,181 (2016), \$29,846 (2017) \$32,836 (2018) and 32,836 (2019). Total cost over the life of the contract is \$125,699.

The term of this contract is four years, from January 1, 2016 through December 31, 2019.

Upon approval by the Mayor and the Common Council, the City Attorney will review this contract.

2016-2019 Bibliographic Database Development and Maintenance Agreement

This Agreement made this 22 day of Sept., 2015 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, any applicable cataloging utility database (currently 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, except for federal documents, which may carry only Superintendent of Documents (SuDoc) classification. Suggested call numbers will include cuttering.

c. MARC records will be downloaded into the local CountyCat database from a cataloging utility database by means of a MCFLS-provided bibliographic interface. System holdings will be set on both the cataloging utility database and the CountyCat database.

d. If a record is unavailable on the cataloging utility database for any title which requires a full MARC record, MPL staff will provide original cataloging for the

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1 title on the Cataloging Utility Database and CountyCat.

2
3 e. MARC records added to the local CountyCat by MPL will be cataloged
4 fully according to national standards and will include appropriate and liberal use of
5 access points.

6
7 f. Ephemeral mass market paperbacks for which no cataloging utility
8 database record is available will not generally receive original cataloging in this
9 database. MPL staff will instead provide complete and accurate descriptive
10 cataloging and needed access entries in CountyCat only.

11
12 g. Designated types of materials as outlined in Appendix A, Section 2:
13 "Material types which receive brief cataloging" will not be flagged for full MARC
14 cataloging. These materials will need no further action by MPL, except authority
15 work or typographical correction.

16
17 h. MPL will provide full MARC records for short bibliographic entries
18 which have been entered into the system and flagged for full MARC cataloging by
19 member libraries. The agreed upon goal will be action taken within two (2) weeks
20 from the date the brief record was flagged for full MARC cataloging.

21
22 i. MCFLS staff will undertake a semi-annual analysis of cataloging
23 activity in order to measure cataloging quality/productivity by MPL. A semi-annual
24 Database Maintenance Committee meeting will include, as a regular agenda item,
25 the findings of the analysis (See Appendix B – Semi-Annual Cataloging Analysis)

26
27 j. If there are cataloging quality/productivity concerns based on the
28 semi-annual analysis, these will be shared openly, and MCFLS and MPL
29 representatives will enter into discussions to attempt to resolve the situation in a
30 mutually satisfactory manner.

31
32
33 2. Bibliographic Database Maintenance

34 MPL staff will provide ongoing maintenance to the bibliographic records in
35 the MCFLS CountyCat database including :

36
37 a. merging of duplicate bibliographic records onto one bibliographic
38 record and transfer of attached item, order and check-in records as needed;

39
40 b. moving copies inappropriately placed on a bibliographic record to an
41 appropriate bibliographic record;

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

- 4
5 1. uniform titles,
6 2. added personal or corporate authors (editors, illustrators,
7 performers, etc.),
8 3. added title tracings for spine or cover titles,
9 4. added title tracings (serials) for former or succeeding titles,
10 5. added series tracings,
11 6. added subject headings, and
12 7. contents notes;

13
14 d. acting upon requests (within two weeks) from designated member
15 library staff and designated MCFLS staff concerning correction of errors or
16 discrepancies of a bibliographic nature;

17
18 e. generating periodic reports of bibliographic records with no item
19 holdings and evaluating the records for suppression or deletion;

20
21 f. performing delete transactions on both the MCFLS CountyCat
22 database and the cataloging utility database in order to remove those items marked
23 for deletion;

24
25 g. upon MCFLS requests/MPL agreements, implementing special
26 projects to enrich and/or expand the bibliographic database, e.g. adding pamphlet
27 file bibliographic database records, adding Large Print designation to existing
28 records;

29
30 h. Upon MCFLS requests/MPL agreements, implementing specialized
31 local or LC subject tracings or specialized indexing to improve retrieval for materials
32 in selected categories or formats; and

33
34 i. upon MCFLS requests/MPL agreements, providing full MARC
35 cataloging for materials in new categories or formats, in addition to those listed in
36 Appendix A, Section 1.

37
38
39 3. Authority Control Services

40 MPL staff will establish and maintain the database of Library of Congress
41 controlled headings with related cross references for personal / corporate names ;
42 uniform titles ; subject headings (name, topical, and geographic); and series

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headings.

a. MPL staff will regularly process the CountyCat system reports of new headings and heading conflicts and take appropriate action to effectively maintain the authority control module of the MCFLS COUNTYCAT database.

b. As new headings are added to the MCFLS CountyCat database during the cataloging procedure, MPL staff will search the Library of Congress authority files on Cataloging Utility Database in order to locate an established authority record and then download the authority record into the MCFLS CountyCat database.

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

- 1) uniform title references,
- 2) personal or corporate name references,
- 3) series references, and
- 4) subject references (name, topical, and geographic).

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. 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 the cataloging utility database 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

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standards.

c. MPL staff will periodically examine sampled data from vendors selected to supply bibliographic records on a periodic or ongoing basis to ensure such data consistently conforms to CountyCat specifications and national standards.

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

e. MPL staff will assist MCFLS staff in extracting information from CountyCat to a usable file format for transference to the cataloging utility database for the purpose of loading holdings information for records added from other sources, according to the Cataloging Utility Database member agreement.

5. Term

The term of this Agreement shall be from January 1, 2016 until December 31, 2019. In the event this Agreement is not renewed, the parties agree to work cooperatively toward an appropriate transition of the services provided hereunder.

6. Payment

MCFLS shall pay to MPL, in consideration of the services provided hereunder, the amount indicated in Appendix C of this Agreement. The amount represents 100% of the MCFLS payment obligation. The contract costs for each year of this contract are to be calculated by MPL and submitted to MCFLS no later than May 1 of the preceding year, according to the formula shown in Appendix C. Each year, payments to MPL shall be made by MCFLS in equal quarterly payments no later than March 31, June 30, September 30, and December 15, 2016 through 2019.

7. Reopening Contract

If, during the term of this contract, there is a change that results in significant alteration in the scope or quantity of work, this contract may be reopened at the request of either party, e.g., a change in the number of agencies affiliated with MCFLS.

If, during the term of this contract, the fringe benefits factor changes, this contract may be reopened at the request of either party.

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1 If, during the term of this contract the amount of State Aid to MCFLS is
2 reduced by ten percent (10% or more), this contract may be reopened.
3
4

5 8. Cooperation

6 Both parties agree to work cooperatively to identify steps which can be taken
7 to reduce costs associated with bibliographic database development and
8 maintenance services, while at the same time ensuring the staffing required meets
9 the needs of the service proposed. MPL staff will work cooperatively with MCFLS
10 staff and monitor performance measures, staffing configurations and cost estimates
11 as may be required for the performance of this Agreement.
12

2016-2019 Bibliographic Database Development and Maintenance Agreement

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 Sura

By John Gurda

John Gurda, President

Date 9/20/15

Crystal Sura

By Paula A. Kiely

Paula A. Kiely, Secretary

Date 9/23/15

IN THE PRESENCE OF:

CITY OF MILWAUKEE

By _____

Tom Barrett, Mayor

Date _____

By _____

Jim Owczarski, City Clerk

Date _____

COUNTERSIGNED

By _____

Martin Matson, Comptroller

Date _____

IN THE PRESENCE OF:

Milwaukee County Federated Library System

By _____

Paul M. Ziehler, President

Date _____

By _____

Bruce Gay, Secretary

Date _____

Approved as to form and execution this ____ day of _____, 2015

Deputy City Attorney

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Appendix A: Recommended Levels of Cataloging for Various Material Types

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.

2. Material types which receive brief cataloging

Brief records 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.
- c. Ephemeral video: 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.

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- 1 g. Optionally, board books.
- 2 h. Optionally, local government documents such as minutes, annual
- 3 reports, etc.
- 4

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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 or provide information, when needed, is considered when measuring MPL's performance and will not be counted against MPL. To enumerate, the following Cataloging Flags ("CAT FLAG") are analyzed :

1. **"t" NEW TITLE** - used by suburbs to indicate a new title to the system. MPL creates a list of "t" bibs, and in most cases, overlays the bib with an Cataloging Utility Database 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.

2. **"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.

3. **"h" HOLD AND CHECK** - used by MPL when there is a strong suspicion that copy cataloging will appear on Cataloging Utility Database in the near future. After a predetermined length of time, Cataloging Utility Database is checked again, and if the record is found it is downloaded into INNOPAC. If the record in question does not appear on Cataloging Utility Database 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.

4. **"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

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1 accurately. Decision is ultimately made by MPL cataloging whether material is
2 cataloged as MARC record or as "z" **DON'T REPLACE**. Performance expectation: -
3 Records should remain as "o" no more than 5 months.
4

5 5. "j" **NEED INFO NOTE** - used by MPL as a means of communication to
6 the suburbs/branches that some more specific information is needed in order that
7 an appropriate MARC record can be downloaded into the system. The information
8 needed is inserted as a MARC note (field tag y). The suburbs/branches use Create
9 List of Records to retrieve records for their building and answer the question by
10 inserting their own MARC note (field tag y) and change the CAT FLAG to "k" - INFO
11 SUPPLIED.
12

13 6. "z" **DON'T REPLACE** - used in cases where MARC cataloging is not
14 required. These records will still display in the patron mode. Some examples of bib
15 records that could be flagged "z" are children's toys and puzzles, puppets, home
16 video quality of local groups and events, LPs, and material put together for local
17 library use in a unique way.
18

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Appendix C: Payment Formula 2016

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:

(2.5) Librarian III

(4) Copy Cataloging Technician II

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

Contract Costs=90% of fiscal year salary and fringe benefits.

Contract cost worksheet	Fiscal year: 2016
2.5 Librarian III salary	\$138,959
4 Copy Cataloging Technician II salary	\$172,388
Total salary	\$311,347
Salary adjustment, if any	1.000
Adjusted total salary (salary x adjustment)	\$311,347
Fringe benefit multiplier	1.480
Total salary and fringe benefits (adjusted salary x fringe benefit multiplier)	\$460,794
MCFLS Contracted percentage	90%
Total contract cost (total salary and fringe x MCFLS contracted percentage)	\$414,715