

Time Management for Wearing Many Hats

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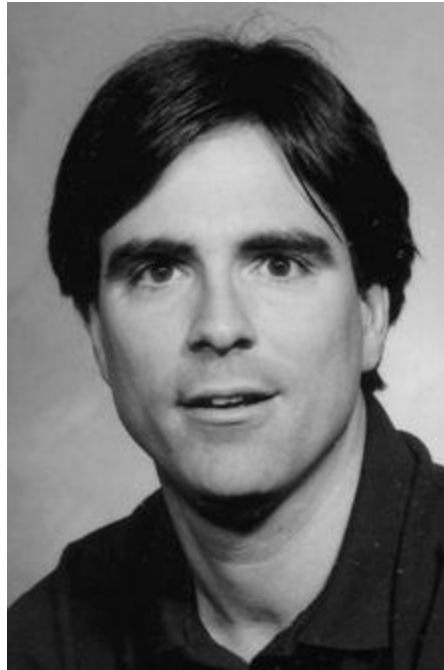
@justbilley

I wear a lot of hats.

Catalog-SLASH-Metadata Librarian

- Manager
- Subordinate
- Faculty
- Librarian
- Cataloger
- Metadata wrangler
- Software debugger
- Committee member
- University community member
- ...

<http://youtu.be/oTugjssqOT0>



Randy Pausch, 1960-2008

Agenda (for the next 10 minutes)

- Why time management?
- Practical tips
- Work-life balance

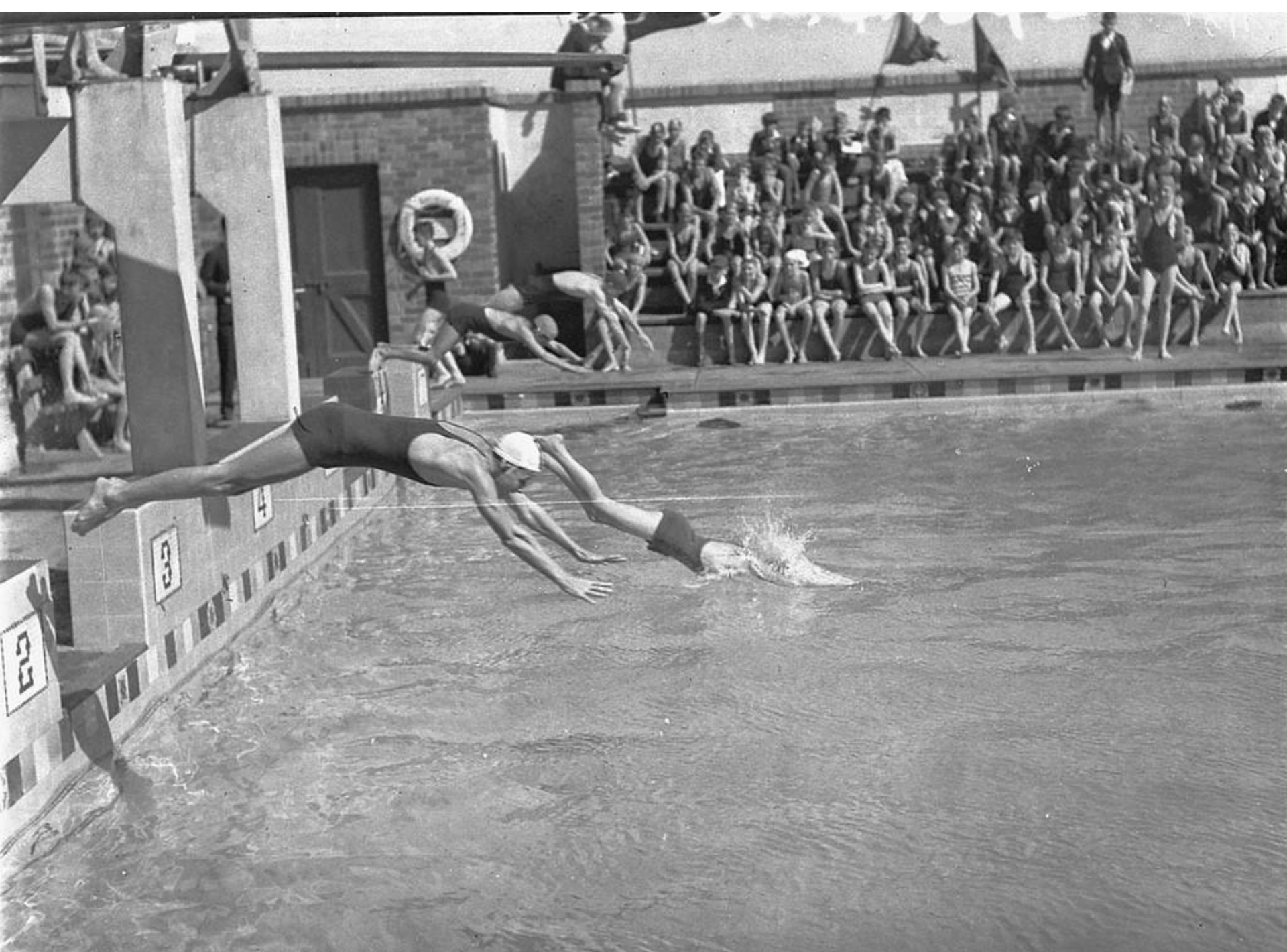
Why time management?

To keep our head above water!



Why time management?

- Expanding roles of the library cataloger.
- One can feel overwhelmed by the myriad of responsibilities that a cataloger is expected to manage.
- How to decide the most effective use of time?



Practical Tips

- Prioritize
- Organize
- Remain flexible
- Know your limits

Practical Tips

Prioritize.

Apply contextual decision-making to determine cataloging priorities:

1. Needs of users
2. Needs of librarians
3. Resource type
4. Length of time in backlog
5. Fun factor!

Practical Tips

Prioritize.

Determine cataloging priorities:

- Needs of users
 - Items requested by users
 - Items belonging to a highly circulated collection
 - Items that belong to a field of study that is strong at the University

Practical Tips

Prioritize.

Determine cataloging priorities:

- Needs of librarians
 - Librarians may want certain resources cataloged
 - Librarians may need particular information cataloged in the record
 - Librarians may want to know what is being cataloged so they can inform their patrons

Practical Tips

Prioritize.

Determine cataloging priorities:

- Resource type
 - This primarily concerns the format of the resource and how it can be accessed.
 - Electronic resources
 - Media
 - Serials
 - Analyze circulation statistics

Practical Tips

Prioritize.

Determine cataloging priorities:

- Length of time in backlog
 - The greater the length of time an item remains on the backlog shelves can increase the opportunity that records already exist for those items; and therefore these items can be quickly processed.

Practical Tips

Prioritize.

Determine cataloging priorities:

- Fun factor!
 - Catalogers will process enjoyable materials more quickly than some other materials.

Practical Tips

Organize.

- Create "to do" lists
 - lots of them
 - for today, this week, this semester/quarter
 - and organize them
 - with deadlines

SPECIAL COLLECTIONS

- WILBUR RECLASS
- Rare books project
- Virtual Bookplates
- Wilbur Backlog

CDI

- Civil War Letters, 1863
- Sanbourn Maps

PRIMO

- Usability Report
- URLs \neq Online Avail.

ALANA

R-DAS

- Documentation

- identify workflows
- train staff on wiki

- Authorities Cleanup

- compile headings left
- draft/issue report
- assign 2011st quarter headings (April 15)

- Update BibVerification documentation

- NACO

- NACO/PCL Loc training
- June training

- OCLC #s in Voyager

↳ 7s = Øs

X Template Project

B/H

- Media

- DVD backlog

- Music Scores

- create template
- work w/ Jale to catalog
- review records

DANA

- E-resources workflow

- streaming videos
- e-books

MISC

- VLA strategic planning
- RV12? Dig Archive
- VTCRT Spring meeting

TO DO

3/27/13

☐ CDI

- merge data
- format metadata

☒ Final Friday Film

- choose film → Chaco Canyon?

☒ Aaron's Bluesheets

3/28

☒ RDA training prep

☐ Annual Review

3/29

☒ Update BTV Sanborn Maps

☒ Update RDA Policy

NELA LG&B

- Make facebook page w/Helen

THE NEW TO DO

3/28/13

4/5

☒ Christina's reference

3/29

☒ Annual Review

4/30

☐ M&M + J Annual Reviews

4/15

☐ NELLs Application

☐ SFDC Website updates →

☒ promote Jimmy's talk

☒ Post RDA slides (Libstaff)

bvrcat pt

☒ Porcard Training

☐ CDI

- merge data? ☒ add metadata ☒ fix metadata

- format metadata

☒ Pringle metadata (MARC → xml) (pringle-records.xml)

☐ Met ebooks project

☐ Pro Org Dues

☒ VLA

- NELA

- ASIST

☐ Register for Conferences

☒ ACLA

☒ VLA

- NELA

TO DO

4/8

☐ Authorities

- quarterly batch

- names

☒ weekly load

☐ SFDC promo

- website update

☐ v&d logo

☒ CDI fix data

4/10

☒ Email Slides to CP

☐ Prep for NETSL talk!

Important

- Prep for NETSC Talk (4/12)
- NELS Application (4/15)
- NECA conference
- Weekly authorities batch

Due soon

Not important

- SFDC Website Updates
- CDI
 - merge data
 - format Metadata
- quarterly LESH batch updates

- M&M+J Annual Reviews
- Update Bib Verification documents (RDA)
- Puncard training
- Update Names authority

Not due soon

- Met ebooks project
- Pringle Metadata

ONGOING

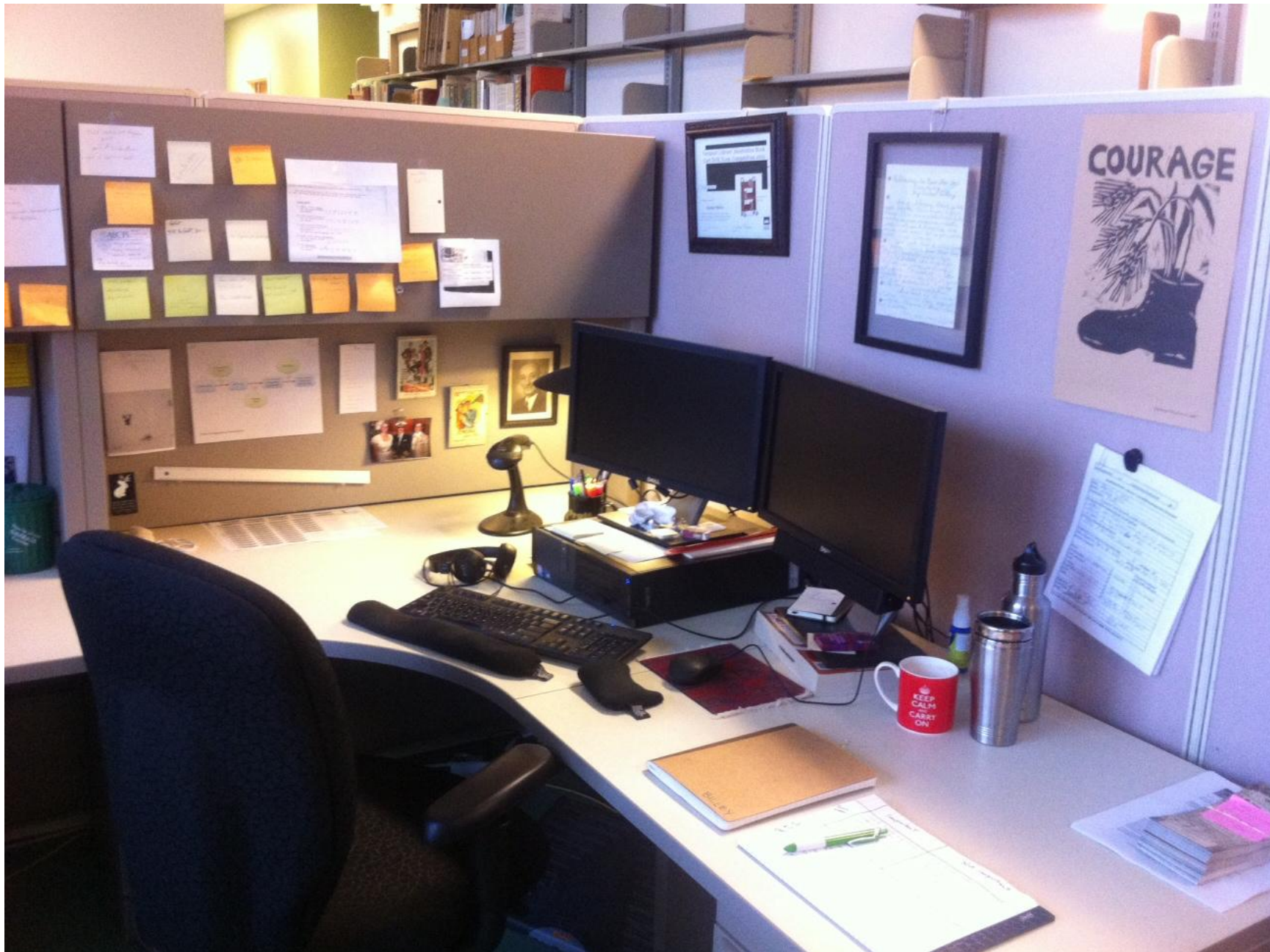
- RUSH items
- e-resources
- ran books
- media
- Special Collections (wilbur)

Important	Not important
<div data-bbox="177 416 285 525" data-label="Text">Due soon</div> <div data-bbox="556 374 622 525" data-label="Text">1</div> <ul style="list-style-type: none"> - Prep for NETS4 Talk (4/12) - NELS App on (4/15) - NECA confro - Weekly athcs batch 	<div data-bbox="1193 374 1259 525" data-label="Text">2</div> <ul style="list-style-type: none"> - SFDC Website Updates - CDI <ul style="list-style-type: none"> - merge data - format Metadata - quarterly LLS batch updates
<div data-bbox="177 802 285 1016" data-label="Text">Not due soon</div> <div data-bbox="564 796 641 945" data-label="Text">3</div> <ul style="list-style-type: none"> - M&M+J Annual Reviews - Update Bib.ification documents - Puncard train - Update Names authority 	<div data-bbox="1193 796 1259 945" data-label="Text">4</div> <div data-bbox="1182 859 1588 1268" data-label="Text"> <p>ONGOING</p> <ul style="list-style-type: none"> - KUSH items - e-resources - ran books - media - Special Collections (wilbur) </div>

Practical Tips

Organize.

- Keep your desk clear
 - File items
 - Don't let papers and books pile up
 - Allows you to focus
- Get two monitors
- Use post-it notes
- Get headphones or earplugs



Practical Tips

Remain flexible.

- Reactive procedures
 - On the fly cataloging
 - Changes to workflows
- Proactive responses
 - Lead meetings
 - Take minutes
- Listen
- Adapt



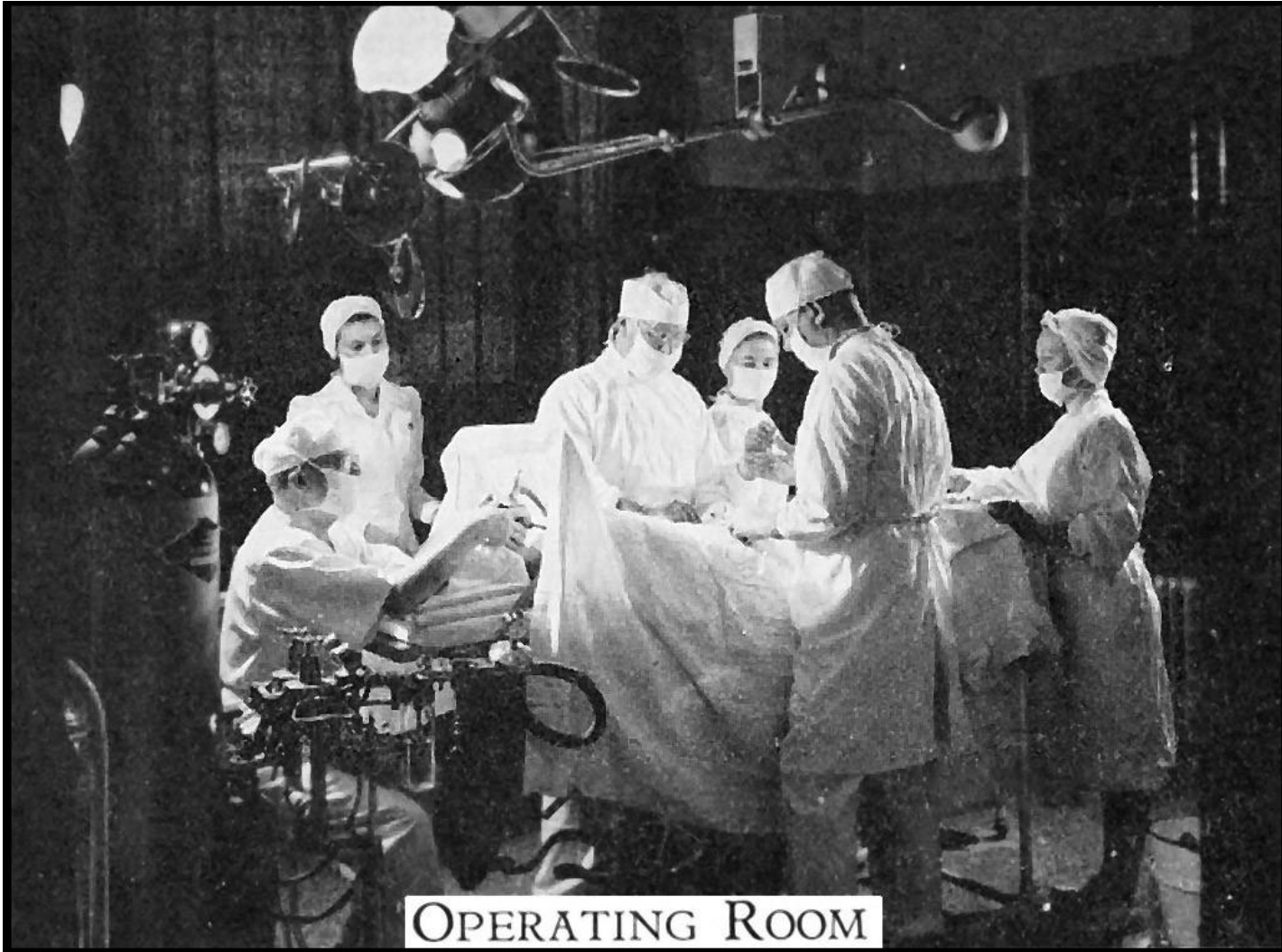
Practical Tips

Know your limits.

- Know what is your job and what is NOT your job.
- Know when to say NO.
- Know when to say YES.
- Delegate.



Work-Life Balance It's a library.



Work-Life Balance

- We work to live and live to work.



Thank you!



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