DETERMINING CATALOGING PRIORITIES

~30 linear ft. of backlog in Dec. 2011
~20 linear ft. of backlog in Aug. 2012
~10 feet processed in 7 months!

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

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

RESOURCE TYPE
- Thinking critically about resource type is very important part of determining cataloging priorities. This primarily concerns the format of the resource and how it can be accessed.
  - Electric resources are a high priority, because they require time-sensitive subscription costs.
  - Media has a high priority as well, because of high circulation statistics and access rights.
  - Assigning priority to print monographs depends greatly on what collection to which they belong. Analyze circulation statistics.

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.

FUN FACTOR
Catalogers will process enjoyable materials more quickly than some other materials. The cataloger should be free to process materials that they personally find interesting, or take pleasure in cataloging. This may be according to a specific subject, format or collection; it may change over time.

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