

Uncovering Hidden Resources: Progress in extending the coverage of online catalogues

Report of a study undertaken for
the Research Information Network

November 2007



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Table of Contents

Executive Summary	4
Introduction	7
Key findings	9
Conclusions and Further Action	22
References	25
Appendix A: Detailed Analysis.....	27
Methodology	27
Literature review	28
Survey of librarians.....	32
Future retroconversion.....	53
Survey of researchers.....	62
Appendix B: Librarians' questionnaire.....	77
Appendix C: Researchers' questionnaire.....	84
Appendix D: Details of retroconversion work undertaken in the last five years.....	88
Academic libraries	88
Public libraries.....	98
Specialist libraries	100
Appendix E: Details of retroconversion work planned	104
Academic libraries	104
Public libraries.....	107
Specialist libraries.....	108
Appendix F: Details of library collections of value to researchers but not currently covered by online catalogues	110

Acknowledgments

The LISU project officer, Helen Greenwood, wishes to acknowledge the support of the project team throughout the course of the study that led to this report:

- Claire Creaser, who managed the project and provided statistical expertise
- Suzanne Lockyer for assisting with the desk research
- Dr Ann O'Brien of the Department of Information Science for providing expert cataloguing advice
- Michael Jubb and Stéphane Goldstein of the Research Information Network

Gratitude is also due to LISU Administrators - Mary Ashworth for creating the online questionnaire forms and Sharon Fletcher for formatting the report. The project team are grateful to the respondents of both surveys for their contribution to the study, and, in particular, to those librarians who helped to publicise the researchers' questionnaire.

1. Executive Summary

Researchers now expect to have online access to library catalogues. But many of the resources held in UK libraries are not catalogued at all, or are not covered by online catalogues. Such resources are increasingly likely to be overlooked or ignored by researchers, whatever their potential value for research. UK librarians have therefore devoted considerable efforts to tackling the backlog of uncatalogued material in their collections, and converting to digital and online form catalogues that were originally available only in printed or card catalogue format (termed 'retroconversion').

The benefits arising from such work include increased visibility, accessibility and use of collections; and enhancements to the quality of bibliographic records and to the utility of library catalogues.

Researchers welcome such developments: remote access to catalogues, where the collection itself is not available online, enables them to prepare for visits to libraries much more effectively than in the past.

Sustaining Momentum

Work towards ensuring that all their research collections are covered by online catalogues should remain a high priority for all research libraries; and they should seek to make their users aware of the broad nature and scope of collections which remain uncatalogued, or the catalogues of which are not available online

In order to assess the progress that has been made, and priorities for future work, the Research Information Network (RIN) commissioned the Library and Information Statistics Unit (LISU) to gather evidence from librarians and researchers. The study shows significant progress: librarians estimate that 50% of material in their research collections is now covered by online catalogues, compared with 31% five years ago. But much more remains to be done before all the significant material held in UK libraries that may be of value to researchers can be readily traced through online catalogues. Librarians are keen to pursue this work, and we recommend it should remain a high priority for them.

We also highlight a number of issues that need to be addressed in developing and implementing cataloguing and retroconversion initiatives. There is a need for guidance and advice to libraries on

issues such as prioritisation, communications, cataloguing standards, and evaluation; and also for arrangements to facilitate the sharing of practical lessons which currently go unrecorded.

Embedding Good Practice

The RIN will work with SCONUL, CURL and other library organisations to disseminate the experiences and the lessons learned through recent cataloguing and retroconversion projects, and to promote examples of good practice and guidelines on issues including

- i. arrangements to facilitate the sharing of lessons learned, and examples of good practice;
- ii. appropriate procedures and criteria, involving consultation with researchers and with other libraries, to identify priorities for cataloguing and retroconversion of individual collections;
- iii. the arrangements for staffing of projects;
- iv. appropriate cataloguing standards for resource discovery and record-sharing;
- v. communications and advocacy for projects under way and recently completed;
- vi. practical and simple ways to evaluate the impact and benefits of new online catalogues, from the perspectives of both libraries and researchers.

Beyond the benefits to individual libraries, and to researchers interested in specific collections, retroconversion and cataloguing bring UK-wide benefits. They add to the sum of available information about the widely-distributed national collection of material of potential significance for research. Hence they provide an essential underpinning to the co-operative efforts being made between libraries to enhance the quality of the services provided on a collaborative basis to researchers across the UK through

- collaborative access schemes such as SCONUL Access;
- union cataloguing schemes such as Copac and SUNCAT;
- collaborative collection management and development schemes such as CoFoR; and
- collaborative retention, storage and access initiatives including the UK Research Reserve.

Developing a UK-wide Strategy and Programme

In order to ensure that researchers have ready access to and can exploit information about as full as possible a set of information about the material of interest to them held in research collections across the UK, the RIN will work with SCONUL, CURL and other relevant bodies

- i. to explore new methodologies and models for retroconversion, and ways to improve the availability of and interoperability between catalogues; and
- ii. develop a strategy and the specification for an innovative and cost-effective five-year programme to tackle key cataloguing backlogs and retroconversion priorities.

Maximising the benefits of all such collaborative initiatives depends upon extending the range and scope of readily-available information about the holdings of UK libraries. That will require significantly

more funding than is currently available to libraries to pursue this work. We need therefore not just to build on the experiences and lessons from recent retroconversion and cataloguing projects, but to develop a national strategy and programme.

That will require exploration of the new ways in which currently-separate aggregations of bibliographical data can be made more efficient, scalable and amenable to exploitation by new technologies and services used by researchers; and of the potential for reducing the cost of retroconversion by applying new methodologies and business models to the use of public cataloguing datasets such as SUNCAT and the CURL database.

2. Introduction

Context of the study

A number of initiatives in recent years have increased the availability of bibliographic resources for researchers using UK libraries, both by converting catalogues held in manual formats and by creating catalogues for previously uncatalogued holdings. Whilst the nature of retroconversion and cataloguing work undertaken through these initiatives is well-documented, relatively little work has been undertaken to review the scope and value of the work undertaken and its impact on researchers and libraries; or the scope of the work that remains to be done; or priorities for the future.

These issues are of increasing importance not only for individual libraries, but also in a broader context. Recent years have seen a growth in co-operative initiatives between libraries, seeking thereby to enhance the quality of the services provided across the UK to end-users in general and the research community in particular. Such initiatives include those

- to provide physical access to libraries and their collections on a reciprocal basis, through initiatives such as SCONUL Access¹ and the Inspire programme²;
- to extend the intellectual access to the contents of a wide range of libraries, in the academic sector in particular, through the development of a union catalogue of serials (SUNCAT³) and extending the coverage of Copac⁴, the union catalogue based on the holdings of CURL libraries;
- to enhance collaboration between libraries in managing and developing collections in specific areas, such as Russian and East European studies (through the CoFoR programme⁵) and foreign legal material (through the FLARE project⁶); and
- to secure long-term retention, storage and access to low-use printed material across the UK, through the UK Research Reserve project⁷.

Underpinning all these initiatives is the need to ensure that both libraries and researchers have ready access to information as comprehensive as possible about the holdings of libraries across the UK. Hence the Research Information Network (RIN) commissioned the Library and Information Statistics Unit (LISU) at Loughborough University to undertake a detailed study of progress in, and priorities for, extending the coverage of online catalogues for UK library collections. The broad aim of this study was *to identify priorities for researchers across a range of disciplines in cataloguing library holdings that are as yet uncatalogued and in converting manual catalogues of holdings to digital form accessible over the internet.*

¹ See <http://www.access.sconul.ac.uk/>

² See <http://www.inspire.gov.uk/>

³ See <http://www.sunecat.ac.uk/description.shtml>

⁴ See <http://copac.ac.uk/about/>

⁵ See http://www.curl.ac.uk/projects/documents/CCM_report_summary.pdf

⁶ See <http://ials.sas.ac.uk/flare/flare.htm>

⁷ See <http://www.curl.ac.uk/projects/CollaborativeStorage/About.htm>

Objectives

The more specific objectives for the project were

To gather and assess evidence on:

- the progress that has been made in academic and research libraries in the last five years in retroconversion, the costs of this work, the proportion of catalogued holdings now available in digital format across broad discipline areas, and the use that researchers have made of the additions of content to online catalogues
- the priorities that have been identified by librarians for further retroconversion, and their plans for undertaking the work

To gather and assess the views of researchers from a range of disciplines and from across the UK on:

- the value of the work that has been undertaken in the last five years
- the nature and extent of academic and research library holdings in broad discipline areas that might be of interest to researchers, but which are still not covered by online catalogues
- the priorities for further retroconversion

To consider and present conclusions and recommendations relating to

- The value and impact of the retroconversion undertaken over the past five years
- Priorities as agreed between libraries and researchers in relevant disciplines and subjects for further work over the next 2-5 years
- Any need for additional resources to complete the work agreed to be of the highest priority, and the progress that libraries are likely to make

Approach

Scope and definitions

This study is concerned only with library collections, and not those held by archives or museums. For the purpose of the study, library collections have been broadly defined as *any* collections held by libraries. The term *retroconversion* is used broadly to cover both retrospective conversion of catalogue records from manual to online format, and retrospective cataloguing (the cataloguing of previously uncatalogued material).

The responding librarians were asked to supply details of their library's most important special collections for scholarly research. The term collections is used in a broad sense to refer to groups of library holdings (of any size and type of material), as defined by the responding librarians. It should be noted that the reported collections varied considerably in size (comprising between just two items and eleven million items); and in some cases, a library's entire stock was reported as being a single special collection for scholarly research.

Data collection

The data gathering process was divided into three main parts:

- *Desk research.* A preliminary literature review was undertaken to inform the questions to be asked of librarians and researchers. The sources consulted are referenced on pages 28-29
- *Survey of librarians.* This was conducted by means of an online questionnaire (*Appendix B* of the full report), distributed by email to 221 academic and 210 public library authorities in the UK, and to 131 selected specialist libraries. In most cases, the questionnaire was sent direct to the Chief Librarian or equivalent. Reminder emails were sent in order to encourage responses, which in the end totalled 95. The highest response rate was from academic libraries (23%), and the lowest from public libraries (12%). Issues of particular interest were followed-up by telephone or email, where respondents had expressed a willingness to participate further in the study; and we also sought the co-operation of librarians in contacting the researchers who use their library.
- *Survey of researchers.* This was also conducted by means of an online questionnaire (*Appendix C* of the full report). Librarians who had agreed to publicise the researchers' questionnaire were asked to distribute details of the second survey to their users, and it was also publicised on a number of websites. In total, we received 200 responses.

The findings of each survey are reported on in detail in *Appendix A* of the full report, where the reporting follows the order of the survey questions (*Appendices B & C*). Because the researchers' questionnaire did not seek details of the respondents' institutions, it was not possible to make any formal links between the two questionnaires; but this summary presents the key findings of both surveys, along with the desk research. Profiles of respondents to the librarians' and the researchers' surveys are included in *Appendix A* of the full report.

3. Key findings

The key findings of the study are discussed under the following heads:

- Progress in retroconversion in recent years
- Impact of this work, on both libraries and their researchers
- Priorities and recommendations for future work

3.1 Progress in retroconversion over the last five years

Context

The study focused on progress since 2001, particularly in light of funding made available for retroconversion by the *Research Support Libraries Programme* (RSLP) and the *Full Disclosure* initiative. It may be helpful, however, to set our findings in the context of earlier studies. In the 1990s there was increasing awareness of a backlog of library material requiring cataloguing or conversion, but no clear indication of the scale of the problem. The Bryant study (Bryant, 1997) provided the first hard evidence on the scale of retroconversion required. The purpose of the study was to survey the number of catalogue records in the UK awaiting retroconversion, and to investigate issues regarding access, bibliographic standards and priorities. It did not cover cataloguing of material for which no catalogue previously existed. The survey revealed that in the HE sector (from which there was an 85% response rate) 28 million records required conversion, amounting to six million individual titles. In the public library sector (with a 60% response rate) nine million records required conversion, amounting to five

million individual titles, of which the majority were in special and local studies collections. Among a sample of 20 types of special library included in the survey, another nine million records required conversion, amounting to 6 million individual titles. The report estimated that the total cost of retrospective conversion across the UK would be in the order of £80-100 million.

The recommendations of the Bryant report were taken forward by the *Full Disclosure* report (Chapman *et al*, 1999). That report reviewed major developments and new projects since Bryant. It also set out a methodology for developing a national strategy, including sources of funding and the establishment of a national body to co-ordinate retroconversion initiatives. The report expressed concern about the lack of consultation and co-ordination, and about the limited attempts to examine the overall situation and to identify priorities. When the *Full Disclosure* initiative was taken forward during 2003-04, it provided a total of £115,000 in funding for twelve projects.

In a separate strand, the *Research Support Libraries Programme* (RSLP) was funded by the four UK higher education funding bodies. The programme grew from the Anderson Report (1996), which outlined the burden that some academic libraries face in meeting demands from visiting researchers. A related report (Coopers & Lybrand, 1997) provided estimates of the level of external use of libraries and the costs institutions incurred. The RSLP access funding scheme began in 1999 and was intended to run until 2002, although it was subsequently extended to 2005. Funding that totalled nearly £30 million was distributed to 48 higher education institutions (HEIs), with the key purpose of compensating them for the costs of providing facilities for visiting researchers. But it was also made clear to institutions that they should seek with the help of this funding to enhance their levels of service; hence a number of them used a significant proportion of the funds provided for cataloguing and retroconversion.

Two reports flowed from these initiatives. The first, a survey of their members undertaken by the Consortium of Research Libraries (CURL) in 2003, identified over 14 million items requiring retroconversion or cataloguing (CURL, 2004). The majority (76%) required conversion, but respondents claimed that conversion could be as time consuming as cataloguing from scratch. Librarians reported that, across all subject areas, 42% of outstanding items were of 'high' significance for researchers and 20% of 'medium' significance, although these terms were not clearly defined.

The second study, undertaken by RIN (RIN, 2006a), looked at the use made by HEIs of the RSLP access funds. The report indicated that 30 (63%) of the HEIs that received funding had invested some of the funds under the heading of "bibliographic services" ; and that development of digital catalogues including both retroconversion and cataloguing from scratch was a major feature of this work.

The current study seeks to provide a more up-to-date picture of the progress made in cataloguing and retroconversion in the past five years. It underlines the progress that has been made in extending the coverage of online catalogues, but shows that much more remains to be done.

The current position

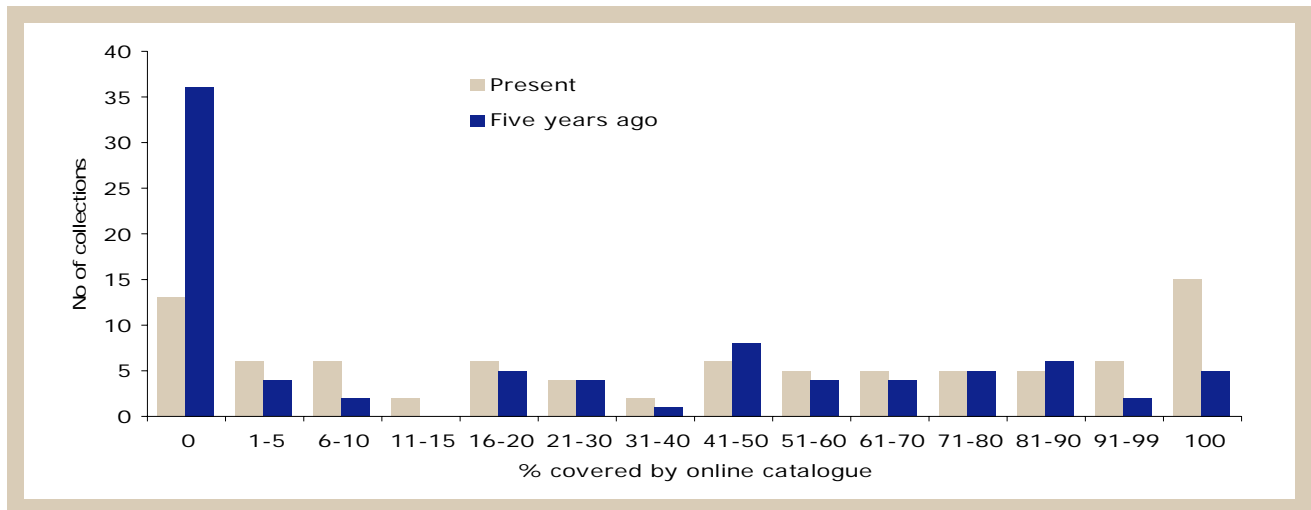
Retroconversion and cataloguing work has clearly been a continuing strand of work in many libraries over the past five years. That work has included:

- converting manual catalogues to online form (63% of respondents)
- creating online catalogues for previously uncatalogued material (61% of respondents)
- upgrading minimal level online catalogues (40% of respondents)

In the first two areas, no significant differences were found between types of library. However, academic libraries were found to be significantly more likely⁸ than public or specialist libraries to have undertaken work to upgrade minimal level catalogues to online format.

The result of this work is that two-thirds of librarians can report an increase in the coverage of online catalogue(s) for the research collections held in their libraries over the last five years; and they estimate that, on average, 50% of the material in their research collections is now covered by online catalogues, compared to 31% in 2001. Figure A shows the distribution of the responses, comparing 2001 and 2006.

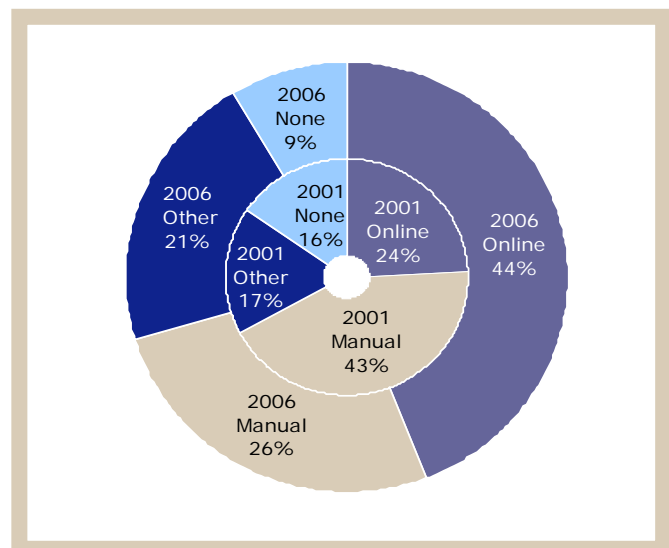
Figure A Distribution of responses for the proportion of material in research collections covered by online catalogues



From the reverse perspective, 34% of librarians said that there had been no change in the coverage of online catalogues over the last five years. The reasons for this may vary, of course: it may be that the library had no collections requiring retroconversion; conversely, libraries may not have had the resources necessary to undertake such work.

We also collected information about individual collections held by the responding libraries. As noted above, the reported collections varied considerably in size; but they nevertheless constitute a significant unit for analysis as identified by the libraries themselves. Of the collections where respondents supplied details of both current and past catalogue availability and format, 44% now have online catalogues, compared to 24% in 2001. Fewer than 10% have no catalogue, compared to 16% five years ago (Figure B).

Figure B Proportion of collections by catalogue format - 2006 and 2001



N=529 | Note: Of the 83 cases of 'other' in 2006, 11 (13%) were collections acquired since 2001.

⁸ Differences have been described as statistically significant when the likelihood of them occurring by chance is less than one in twenty. The significance levels quoted in the Detailed Analysis (*Appendix A*) are: 5% (i.e. less than one in twenty) and 1% (i.e. less than one in one hundred).

It is not possible to present these findings in terms of the number of individual items covered or not by online catalogues because insufficient data were received to permit valid analysis, and some collections are only partially covered by online catalogues.

Figure C below shows how the extension of online catalogues has been achieved, highlighting the key changes

- from manual to online format (13% of all collections)
- from uncatalogued to online catalogue (6% of all collections)

It also shows where further work is needed:

- 26% of all collections have manual catalogues in both years
- 8% of all collections were not catalogued in 2001 and are still not catalogued

Figure C Catalogue format in 2006 by format in 2001

Format in 2006 ↓	Format in 2001 ↔				All formats
	Online	Manual only	Uncatalogued	Other	
Online	23%	13%	6%	3%	44%
Manual only	0%	26%	<1%	<1%	26%
Uncatalogued	0%	<1%	8%	<1%	9%
Other	<1%	4%	1%	15%	21%
All formats	24%	42%	15%	19%	100%

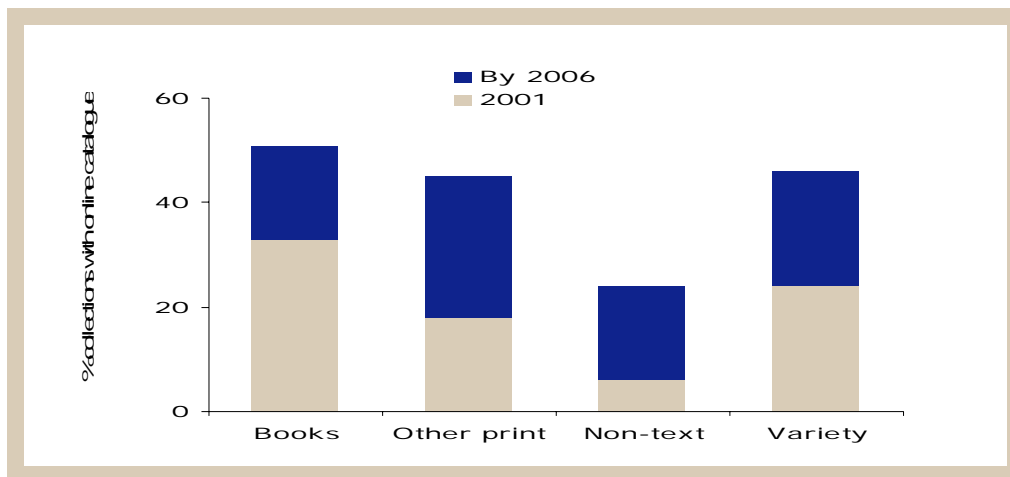
N= 540

For specialist and, to a lesser extent, public libraries, the greatest advances appear to have been in moving from collections with no catalogue to online catalogue coverage. In academic libraries, more progress has been made in the conversion of manual catalogues to online format.

Collections comprising mainly books are significantly more likely to be covered by an online catalogue than collections of other types of material. Proportionately, however, the change between 2001 and 2006 in the online catalogue coverage of collections of other types of material (other print, non-text materials and collections with a variety of materials) has been greater than for books: as shown in Figure D on page 13, online coverage of collections of non-text materials increased from 6% in 2001 to 26% in 2006. This may be the result of the progress already achieved in tackling the cataloguing backlog for books; but it may also indicate a shift in the priorities for retroconversion, from more 'traditional' materials such as rare books towards grey literature, non-text materials and mixed collections.

Researchers said that 95% of the libraries and collections they use have online catalogues, although the coverage of these catalogues may vary. In many libraries, of course, the coverage is incomplete, and some respondents said that the libraries they use also have manual catalogues (22% of libraries and collections) and/or computerised catalogues that are not online (16% of libraries and collections). None of the researchers said that the libraries they use do not have a catalogue, presumably because they tend to avoid such libraries. Indeed, 54% of researchers said they had never used material that was not catalogued. As noted in other surveys (RIN, 2007b), researchers increasingly expect, and attach the greatest value to, catalogues that are online. As one librarian in the current survey observed, *'Material which is only represented in card catalogues might as well not exist for modern library users'*.

Figure D Changes in the proportion of collections covered by online catalogues



A majority of researchers, not surprisingly, did not know whether the particular online catalogues they used were available online five years ago. But nearly a quarter (23%) of researchers said that they had used an online catalogue to gain information about collections that were covered five years ago only by a paper or card catalogue; and 12% had used an online catalogue for information about collections that five years ago were not catalogued at all.

Evidence from an earlier study undertaken by the RIN (2006b) suggests that arts and humanities researchers are more aware of gaps in catalogue coverage than their counterparts in science disciplines; and it is notable that in the current study arts and humanities researchers were found to be significantly more likely (at the 5% level) than those in other disciplines to have used an online catalogue for collection(s) that five years ago were not catalogued at all.

Potential for extending the coverage of online catalogues

In spite of the progress that has been made, there are still many collections for which no catalogues exist, or which are covered only by a manual catalogue. A librarian told us that it is currently estimated that there are almost one million music titles in the UK 'for which there is no good electronic record'. One quarter of collections in the libraries responding to the current survey were covered only by manual catalogues in 2001 and are still without online catalogue coverage, and nine percent of the collections reported in the survey are not catalogued at all. Special collections comprising only books are the most likely to be covered by online catalogues, whereas for non-text material, despite the increases of the past five years, coverage is still only 26%.

Just as most librarians reported having undertaken retroconversion work in the last five years, an even larger majority (84%) said they had plans for the future. Extending the coverage of online catalogues thus appears to be increasingly viewed as a core element of library services, and there is continuing momentum behind such work. As one respondent stated, *'libraries should be doing this'*. Details of plans/ideas for future work supplied by 78 librarians are listed in *Appendix E* of the full report. The plans may be categorised under one or more of the following themes:

Building on current work

- *We have a workplan which is revised every year, identifying those collections which will be retro-converted or catalogued into the OPAC.*

- *Our priorities are to complete the online cataloguing of the collections we have identified... Our next priority would be to complete work which has already started on the remainder of the 50 named Special Collections*

Upgrading existing catalogues

- *Gradual upgrading of brief records to full MARC and cataloguing from scratch of some donated rare books.*
- *[We have] a high percentage of records for older printed material online. The quality of the vast majority of records for older printed material is questionable. The records need to be enhanced with more detail, and critically, including copy-specific information, some of which is available but has never been incorporated into the records.*

Making resources available online

- *To migrate our Idealist on-line Special Collections catalogue to the web*
- *Work towards making the early printed books online catalogue ready for release. Create an online catalogue for the last remaining special collection without online records*

Integrating catalogues into the library's main catalogue

- *Both collections came with heritage catalogues. I plan to integrate them into our main OPAC*
- *We hope to be able to add our Local Studies Catalogue and separate Illustrations Index to the new version of our in-house online catalogue which is due to appear in 2007*

Seeking funds/resources to undertake work

- *I have catalogued a handful of items ... to demonstrate the value of good quality online records and am hoping we can raise funds for a retrospective project.*
- *[We have] conducted an audit of backlogs and of printed catalogues. We know what needs to be done. We have a process for achieving it. What we lack is resources from 2008/9 onwards*
- *We want to find funding to catalogue [a collection] designated as of national importance in 2005*

There is little evidence, however, of strong support being sought or secured from researchers for specific projects and plans. Although researchers are well aware of the benefits of the extension of online catalogues, only 22% of respondents were familiar with specific projects or initiatives undertaken in the last five years. Since a number of projects have focused on arts and humanities collections, it is perhaps not surprising that researchers in those disciplines are significantly more likely to be aware of such initiatives than their counterparts in other areas.

Most researcher respondents (57%), however, were not sure whether there were any library collections they would use more extensively if they had online catalogues. Those who had used uncatalogued material in the last year were more likely to see the potential of online catalogues, perhaps because they are more aware of the existence of uncatalogued collections, and of the difficulties in accessing them.

Eighteen researchers made specific reference to material and/or libraries in the UK which would benefit from online catalogues, and seven mentioned collections and institutions beyond the remit of this study (either libraries in other countries or archive services). Details are included in *Appendix F* of the full report. As might be expected, researchers focused on their own specific areas of interest, and no two researchers mentioned the same collection.

3.2 Impact of retroconversion work undertaken in the last five years

Although there has been little systematic evaluation of retroconversion projects, the positive impact of online catalogues is widely accepted, and both librarians and researchers who responded to the current surveys provided examples of the benefits of the work that has been done.

The benefits identified by librarians include increased awareness of, and access to, their collections; improved quality of catalogue records; and increased visibility for their library and its collections. Researchers identified the efficiency gains brought about by online searching, and the ability to access catalogues outside the library. Researchers regard collections covered by online catalogues as significantly more valuable and convenient to use than those which are covered by manual catalogues. Convenience and value are closely related, of course, although researchers are more likely to describe manual catalogues (or digital catalogues that are not online) as *not convenient to use*, rather than *not valuable*. Addressing the cataloguing backlog is clearly a key issue for researchers.

Accessibility and awareness of library collections

Increases in accessibility and visibility of collections brought about by retroconversion are the impacts most commonly cited by librarians: more than 30 respondents commented on increased accessibility to catalogues and/or collections. Many also comment on the benefits of increased awareness of and recognition for their libraries and collections, among both the library and the research communities.

- *Retrospective conversion (and backlog clearance) gives users a more comprehensive picture of the collection. It makes their research easier; it gives them more confidence that it is comprehensive and it enables them to plan their work more cost effectively*
- *It has improved users' ability to search the whole collection, and has led to increased use of previously undiscovered material*
- *Increased access to collections; increased knowledge of collections (library staff as well as wider academic community). Enquiries answered more speedily and efficiently*
- *The impact goes beyond the local research community to a national and international audience because of the visibility of the collections in our online catalogue*
- *It has had a major impact on the use and visibility of our collections and is the single most important thing we can do to make them available to the research community*

Researchers also emphasise the importance of online catalogues in raising awareness of library holdings, both at their 'home' library and other libraries. Their responses also highlight the danger that what is not discoverable through an online catalogue may remain invisible and unused.

- *If a catalogue is available at home over the internet I am more likely to use a library*
- *If a catalogue is online you are much more likely to find its existence - there may be good collections that I don't know about*
- *To some extent, my research is led by what is available online, so I am less likely to be aware of libraries without an online presence*

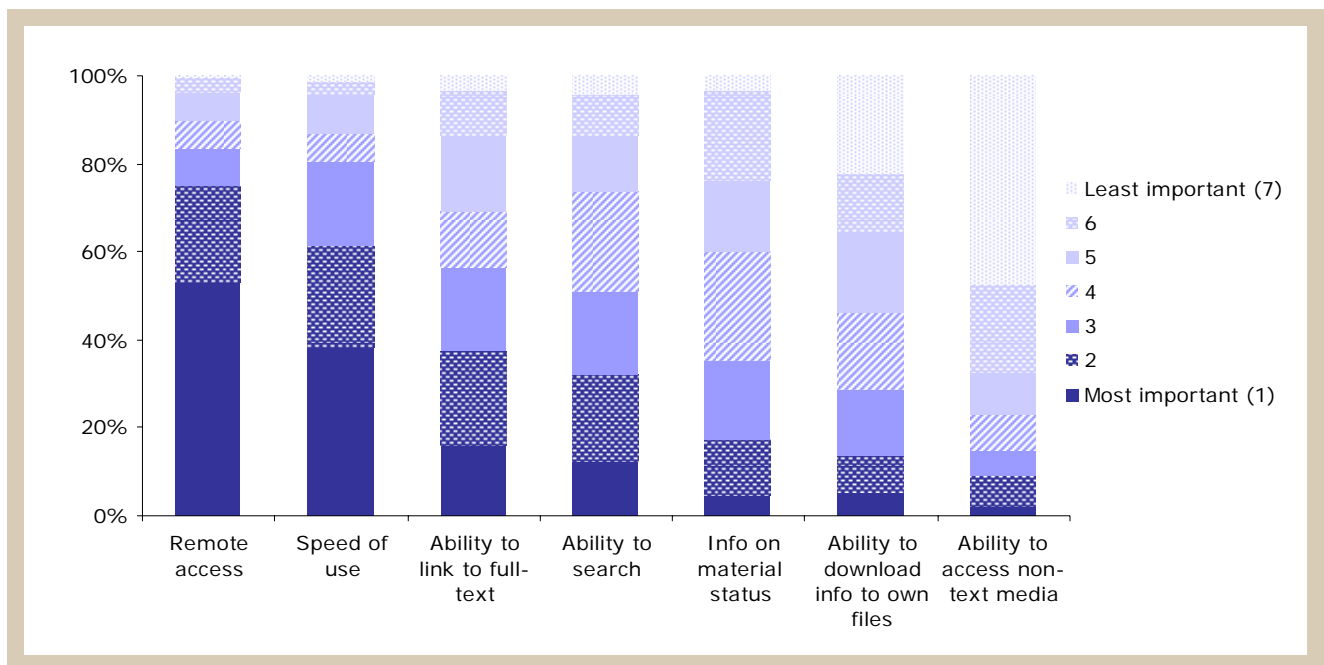
- *Huge improvement in ease of access - especially for collections held at other institutions*

Remote access and ability to plan library visits

Among researchers, the ability to access online catalogues remotely is seen as the most important benefit of retroconversion (*Figure E*), although scientists regard it as relatively less important than researchers in other subject areas.

- *Made a big impact for remote access but they are often copied straight from a paper version that could be over sixty years old*
- *I only use the online catalogues - and do so from home. I don't do research in my university office, too many interruptions*

Figure E *Researchers' views on the benefits of online catalogues, ranked by importance*



Stockdale (2000) observed that remote access high-quality records remotely allows researchers to prepare more effectively for a visit to the library. This benefit was underlined by several researchers:

- *Online catalogues enable me to prepare visits ahead which increases efficiency by an order of magnitude*
- *Without an online catalogue I wouldn't have made the trip to consult the resource*
- *Faster and easier. Allows short, quick trips to the library*

Enhanced quality of records and functionality of catalogues

Librarians refer to improved quality of records and functionality of catalogues following retroconversion:

- *Impact in the sense of improvement to the quality of data has been dramatic. Upgraded records are far fuller and more accurate, redundant records have been removed and others consolidated as appropriate*

- *Has made the records much more searchable and made them available outside the Library*

Such comments underline reports from a number of projects in recent years which have highlighted the added value of cataloguing collections from source - for example the Durning-Lawrence Collection in the University of London Library (Attar, 2003) and the Winterbottom and Maltby Collections at Durham University (Durham University, 2004). Cataloguing from source provides an opportunity to review such collections, revealing previously mis-identified material and unexpected provenance, as well as any need for conservation work.

The comments of researchers tend to focus on enhanced functionality and the improved quality of searching, as distinct from the quality of the records themselves:

- *Just much easier to be sure I have searched more thoroughly. Essential for literature reviews*
- *Useful links can be made between one work and another more easily*
- *It simply makes all kinds of "discovery" possible - connecting materials that are of no direct use to, or are overlooked by, those working in situ, to scholars all over the world who understand immediately their significance and the need to consult them*

As expected, a number of researchers also focus on the speed and ease of use of online catalogues:

- *Tremendous saving of time; ability to pinpoint relevant material; ability to discover unsuspected new evidence*
- *Being able to access the information I need with the click of a mouse – it's great!*
- *Incredible, it speeds up research connections as well as providing archival information, that I know I will be able to get access to if I go to where it is*
- *Material is much more accessible now: less time searching means more time actually consulting research material*

When the responses are analysed by subject area and type of researcher (academic staff/PhD students and post-doctoral researchers/other researchers), we find that:

- Speed of use is ranked more highly by scientists than by arts and humanities and social science respondents
- Ability to search by a variety of fields is less highly rated by scientists than by the other subject groups. This is also true of respondents in the *other researchers* group
- The ability to link to full-text material is more important to scientists and social scientists than to arts and humanities researchers
- The ability to access non-text media such as manuscripts, images, video, maps and music is relatively more important to arts and humanities researchers than to scientists or social scientists

Benefits of collaboration

Collaboration, and the opportunity to share expertise and develop common solutions to difficulties, are seen as a beneficial aspect of a number of retroconversion projects, with a librarian reporting *'useful comparisons with other libraries and ability to share cataloguing expertise'*. Collaboration is also seen as adding impact to projects by, for example, linking individual collections via a project website and providing enhanced promotional opportunities.

It is notable, however, that librarians did not identify enhancing collaboration between libraries as a significant driver for retroconversion projects and initiatives. The scope for sharing catalogue records and adding to union catalogues was mentioned by one librarian who said that retroconversion *'has*

encouraged us to participate in union catalogue projects, for example, *Open WorldCat*, and bid to join *Copac*. But benefits in terms of adding to the sum of available information and knowledge about the UK's widely-distributed collection of materials of interest and relevance to researchers, or of facilitating collaboration between libraries in managing and developing their collections, received no specific mention. Initiatives such as the UK Research Reserve - a collaborative approach to securing long-term retention, storage and access to low-use printed research collections – or the Copac Challenge Fund – through which two million records from twelve non-members of CURL are being added to the Copac database – may become significant drivers for retroconversion projects in the future.

Increased use of catalogues and collections

Bryant (1997) noted that all collections are important to someone, but that without accessible catalogues use may be very low; and since then the need for accessibility online has been enhanced. A number of responding librarians said that they had seen an increase in the usage of collections since retroconversion:

- *It has had a high impact on the use of collections and has been beneficial to our users who do not have to travel to other libraries or request items through ILL. In the modern era the vast majority of researchers don't have any experience of card catalogues and other manual finding aids and will assume that if an item is not on the computer catalogue then the Library does not have a copy. Making our catalogue records available online has increased the number of enquiries from and visits by remote users (UK and worldwide)*
- *There was a view before recon work was undertaken that if material wasn't being used we should relegate it. The contrary argument that the material was a valuable research resource that would be exploited if only its existence was known prevailed and has been proved correct*
- *Our core function as a public library is to increase library use in all areas; the online catalogue is a powerful tool to facilitate this*

It is important, however, not to conflate usage with significance or importance. Low usage of material that is not identifiable through online catalogues may not indicate a need to make the material more visible, but rather that it lacks significance, or that it is relevant and significant for the work of only a very small number of researchers. Moreover, as Attar (2003) notes, there may be some delay after retroconversion of valuable material before increased usage becomes evident. For all these reasons, care needs to be taken in any cost-benefit approach to retroconversion.

Figure F Respondents reporting changes in the levels of catalogue and collection use

	Catalogue(s)	Collection(s)
Increased a lot	54%	35%
Increased a little	35%	59%
No change	10%	6%
Decreased	0%	0%
No of respondents	48	54

In the current survey, librarians were asked to quantify changes in the level of use their catalogue(s) and collections since retroconversion. Just over half the respondents say that catalogue usage has increased a lot, and a further 35% that use has increased a little. Increases in collection usage are not quite so marked, with approximately of third of respondents saying use has increased a lot, and 59% saying it has increased a little (*Figure F*).

The basis for these judgements is not clear, however, since only two-thirds of responding libraries record the usage of special collections, and only 15% of them measure the use of catalogues covering such collections. Assessment of impact thus seems often to rely on informal observation and perception, rather than firm data. Thus the report of the CURL/RSLP 19th Century Pamphlets project

(Detraz, 2002) notes a “significant increase” in the usage of collections, but could not provide detailed usage statistics. The RIN’s review (RIN, 2006a) of the RSLP Access Funds noted the lack of any systematic evaluation of the value added through the investments made under the scheme and the impact on researchers and libraries, including the results of the retroconversion work.

In line with these earlier findings, the current survey shows that librarians are keen to emphasise the benefits of online catalogues both for the library and for their users. The lack of systematic evidence as to the nature and extent of the benefits of retroconversion work may be difficult to overcome without complex additions to library systems. And since most librarians *‘just assume it’s a good thing’*, only 38% of them indicate that they have sought in any way to assess the impact of retroconversion projects, with library staff opinions and/or collection use data the most commonly-used methods.

3.3 Priorities for future retroconversion

There is a strong consensus in the library community about the need to add to the coverage of online catalogues by addressing the backlog on uncatalogued material, and material that is catalogued only in print or on cards. There have been frequent calls, notably through the Bryant Report (1997) and *Full Disclosure* (Chapman *et al*, 1999) for investment in retroconversion and to address the cataloguing backlog; and these have been repeated recently by Parkinson (2006) and in the report of a seminar hosted by the RIN in January 2007 (RIN, 2007a).

The key driver behind retroconversion projects tends to be the interests and needs of individual libraries and the institutions in which they are located. But key benefits and impact may arise at a broader level, in enhancing knowledge of the UK’s distributed collection of books and other materials relevant to research; and in underpinning collaborative initiatives such as the UK Research Reserve, which depend on the availability of information as to the contents of collections.

Any successful retroconversion project will add to the information available about individual collections, and may in addition provide a valuable addition to the sum of knowledge about the distributed collection across the UK. Retroconversion can and should bring benefits to all libraries and researchers. Nevertheless, the need for prioritisation has also been recognised for some time.

Full Disclosure noted that whilst there was general agreement that attention should focus on the ‘most important collections’, priorities would vary with library type: government, health and arts libraries, for example, might place a particular emphasis on grey literature, whereas national, academic and public libraries might emphasise non-English language materials. Parkinson notes that ‘the specialist library’s first loyalty is often to its governing body and members while any wider service, and drivers to increase access to collections for intellectual or political reasons, may be secondary’ (Parkinson, 2006, p. 26). There have been few attempts to engage the interest of the research community, or specific sectors of that community, in discussions about cataloguing backlogs or deficiencies.

Librarians are very much aware of the need to prioritise, and we asked both librarians and researchers about the criteria they would use to prioritise retroconversion and cataloguing work. Librarians were asked to select from a list criteria they had used in the past and those they would use in the future; and researchers were asked to rank criteria from a similar list.

Four common criteria were among those listed for both librarians and researchers:

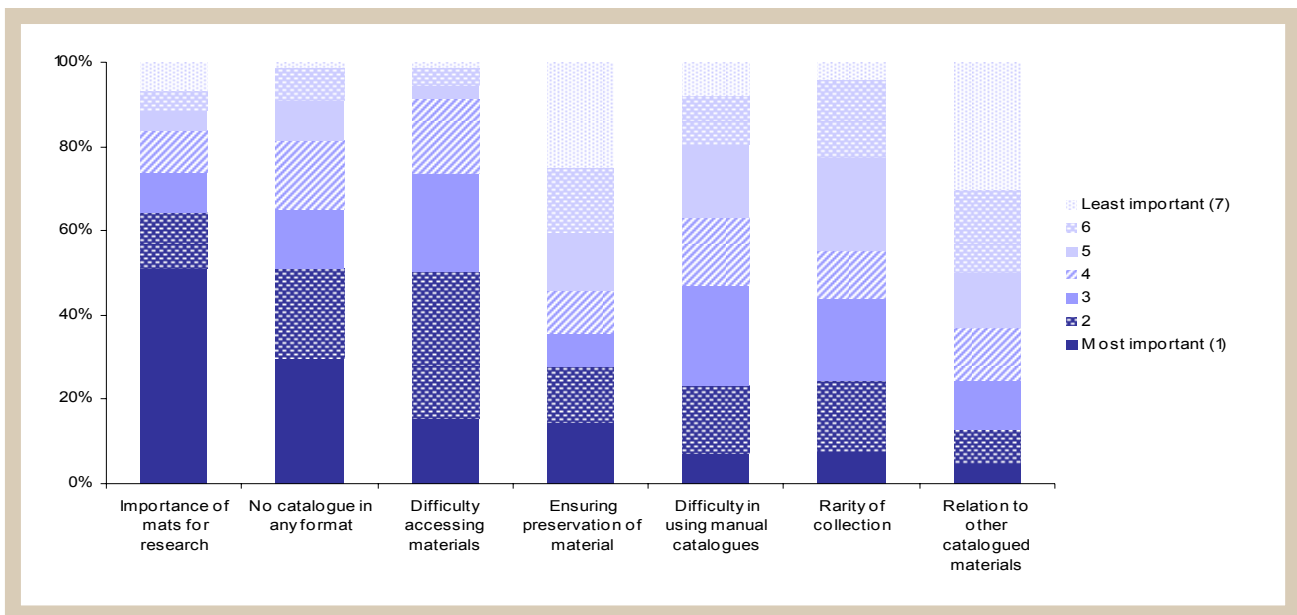
1. Importance of material for research;
2. Difficulty in accessing/browsing collections
3. Rarity of collection(s)
4. Relation to other collections which have already been catalogued

Both groups identified importance for research and overcoming difficulties in access as the most important criteria for decision-making, followed, for librarians, by the rarity of collections. The reduction in “other” criteria in respect of future retroconversion projects suggests a coalescence of view among librarians as to the key criteria for decision-making (*Figure G*). Researchers’ views on criteria were broadly in line with those of librarians, although they were not as concerned as librarians about the rarity of material or to what extent a potential candidate for online cataloguing may relate to collections which are already catalogued (*Figure H*).

Figure G Criteria librarians had used and would use to prioritise collections for retroconversion

Criteria	Last five years (% of respondents)	Future retroconversion (% of respondents)
Importance of material for research	85%	82%
Difficulty in accessing collections	62%	73%
Rarity of collections	58%	67%
User demand	44%	58%
Relation to other collections already catalogued	41%	52%
Opportunities for collaborative work	35%	41%
Low usage of collections	24%	33%
High usage of collections	24%	30%
Other	32%	12%

Figure H Researchers’ ranking of criteria in prioritising material for online cataloguing



Determining importance of material for research

The *importance of materials for research* is of course an imprecise criterion, and *how* the relative importance of material for research is determined may inevitably differ from one respondent to the next. Several librarians who did not select this criterion said they were not able to determine the importance of materials for research. As one observed, *‘this is an area for which we do need some better definition of criteria’*. This is an enduring problem: in the study undertaken by CURL (2004), for example, collections were discussed in terms of ‘significance’, but without any indication of how different levels of significance were determined.

Lessons learnt from previous retroconversion work

Librarians were asked to reflect on their experience of retroconversion initiatives undertaken in the last five years and comment on anything they would do differently in future work. The lessons learnt may be divided into four broad areas:

Cataloguing standards and classification

Problems arising from inconsistencies in cataloguing standards are mentioned in the literature, and cataloguing standards and classification issues remain a prominent feature of the comments from librarians.

- *Use up-to-date internationally-recognised classification schemes (i.e. DDC22) rather than in-house adapted schemes*
- *Tighter control over specifications for outsourced retroconversion and better quality control*
- *More appropriate format for data storage and retrieval*
- *More online matching against external databases of quality*
- *Greater emphasis on interoperability of smaller databases which record specialist material*
- *Improve and enhance subject terminology to provide better access to content*
- *Local editorial control. Ensure early incorporation in main archives and online catalogue as opposed to access via project driven websites*

Staffing

Several of the reports of RSLP and Full Disclosure projects discussed problems arising from lack of specialist staff with expertise in cataloguing. The 19th Century Pamphlets project (Detraz, 2002) discusses the importance of specialist staff and the difficulty in recruiting them. One respondent in the current survey noted that the problem was exacerbated by the number of RSLP projects starting simultaneously. The survey also confirmed the importance of dedicated staff:

- *We would prefer to undertake all cataloguing projects in-house by employing temporary staff or offering extra hours to existing staff*
- *Try to get some temporary assistance from the local library school*
- *Better to have dedicated staff, rather than fitting the work in with other duties.*
- *Often funding is for a limited duration. This can lead to projects being started but never completed within the funding period. The work then has to be either dropped or incorporated into the library resource allocation.*

Establishing priorities

Although initiatives such as Full Disclosure and RSLP provided an excellent opportunity for special retroconversion projects, external funding is not without problems. Projects may be bounded by funders' objectives; the prioritisation of collections for retroconversion in collaborative projects can be problematic; and there is typically an added administrative burden (Stockdale, 2000).

- *Hope that our own priorities could be followed and not those of funding bodies or campaigns*

- *If we had had complete freedom to spend the recon money as we thought appropriate then our priorities would have been different*
- *Many externally-funded projects were subject based. They allowed us to partially catalogue certain collections but not to complete specific collections because of constraints in the project scope. We want to follow a far more systematic approach which completes collections and gives more clarity to users in their use of our online catalogue and collections*

It is important to note, however, that there may be legitimate differences between the priorities of external funders and of individual libraries; and that navigating between competing priorities is likely to be a feature of successful externally-funded projects.

Planning and preparation

Five respondents mentioned placing more emphasis on the planning stage. As one respondent stated, 'Plan, and keep planning!'. Another said:

- *Spend a bit more time at preliminary stage - do a mini-pilot to ensure more accurate assessment of time involved in cataloguing and processing*

4. Conclusions and Further Action

Building on the progress achieved over the past five years

Significant progress has been made in retroconversion and cataloguing over the past five years:

- two-thirds of librarians report an increase in the coverage of online catalogues for research collections held in their libraries; and
- librarians estimate that, on average, 50% of the material in their research collections is now covered by online catalogues, compared to 31% in 2001.

There is a strong consensus about the value of such work, and the benefits that arise from it, especially among librarians. And there is clearly a considerable amount still to do in extending the coverage of material regarded as potentially of high importance for research. Hence a large majority of librarians who responded to our survey have plans for further projects in the future, although the amount they can achieve will depend on their ability to attract internal and external sources of funding. Librarians identify a number of benefits arising from cataloguing and retroconversion work, including

- increased visibility, awareness and accessibility of library collections
- increased use of both catalogues and collections
- enhancements to quality of records and to functionality of catalogues
- enhanced collaboration between libraries

There is a good deal of evidence from this and from related surveys that researchers also welcome the increased availability of online catalogues; that very few of the researchers who use libraries for their research are aware of the nature and extent of the material that remains uncatalogued; and that there is an increasing risk that the considerable amount of material still not covered by online catalogues will be overlooked or ignored. Remote access to catalogues, where the material itself is not available online, enables researchers to prepare for their visits to libraries much more effectively than in the past.

We therefore believe that cataloguing and retroconversion should remain high priorities both for individual libraries and in the interests of the library and research communities across the UK.

Sustaining Momentum

Work towards ensuring that all their research collections are covered by online catalogues should remain a high priority for all research libraries; and they should seek to make their users aware of the broad nature and scope of collections which remain uncatalogued, or the catalogues of which are not available online

Sharing lessons, experience and good practice

Our report also highlights a number of issues that should be addressed in developing and implementing cataloguing and retroconversion projects or initiatives. There is a need for guidance and advice to libraries on issues such as prioritisation, communications, cataloguing standards, and evaluation; and also for arrangements to facilitate the sharing of practical lessons and experiences which currently go unrecorded. Issues to be addressed in this way should include:

- **Prioritisation.** 84% of the libraries responding to our survey have plans for future retroconversion work, with priorities based mainly on how important the material is for research, and on the need to overcome barriers to access. Such broad criteria are not especially helpful in determining priorities, and as one respondent observed, '*we do need some better definition of criteria*'. Nor is it easy to secure effective help from researchers in establishing priorities: as an RIN study on researchers' use of academic library services (RIN 2007b) makes clear, there are a number of barriers to effective communication and engagement between librarians and researchers; and there is an understandable tendency for researchers' interests at any one time to be highly specific. Nevertheless, the specific suggestions from researchers gathered in the course of this study (see *Appendix F* of the full report), however *ad hoc* and specific they might be, are of some value; and it would be useful if such suggestions could be gathered more regularly and systematically.
- **Staffing.** Specialist, designated staff with appropriate expertise are important in ensuring the quality and overall success of retroconversion and cataloguing projects. A number of the projects reported in this study lacked the funding for designated staff, and cataloguing was undertaken on a piecemeal basis by staff undertaking other duties. This prolonged the projects and prejudiced their success. Adequate staffing depends on the financial resources made available. But there are also limited numbers of specialist staff available for this work, and there were difficulties in recruiting specialist staff when a number of RSLP projects started simultaneously.
- **Cataloguing and classification.** Cataloguing standards featured prominently in the comments we received from librarians; and a number said they would pay closer attention to the quality of records created in future retroconversion work. But it seems likely that the quality of online catalogue records will continue to vary significantly in the absence of agreed standards.
- **Communications and raising awareness.** Most libraries have undertaken some form of retroconversion work in the last five years. But only one fifth of the researchers who responded to the survey (who may thus be presumed to be interested in such issues) were aware of specific projects or initiatives; and most those making use of online catalogues did not know whether they were available five years ago. As one researcher observed, '*it is vital that potential users can find*

out about newly catalogued collections - no point in doing it unless you make people aware.'

Libraries should not assume that online catalogues once completed and available 'speak for themselves'. A co-ordinated approach may help to achieve a higher profile for retroconversion work, and that in turn could be beneficial in publicising the development of online catalogues to library users. Promotion and awareness-raising needs to be a feature of all retroconversion projects.

- ***Evaluating impacts and benefits.*** Evaluation is of critical importance in demonstrating benefits and impact, and value for money. It plays an important part also in advocacy and in attracting future funding; and in helping to determine priorities for future work. This report illustrates a number of the benefits that arise from cataloguing and retroconversion work; but it is not easy to gather systematic evidence. Any approach to evaluation based on crude quantification of usage would clearly not be appropriate, even if it were feasible, since it would not take into account many of the qualitative impacts from a user perspective. But some simple and practical ways to evaluate benefits and impact, from the perspectives of both libraries and researchers, would be helpful in assessing value for money in relation to completed projects; and in providing a guide to priorities for the future.

Embedding Good Practice

The RIN will work with SCOUNL, CURL and other library organisations to disseminate the experiences and the lessons learned through recent cataloguing and retroconversion projects, and to promote examples of good practice and guidelines on issues including

- vii. arrangements to facilitate the sharing of lessons learned, and examples of good practice;
- viii. appropriate procedures and criteria, involving consultation with researchers and with other libraries, to identify priorities for cataloguing and retroconversion of individual collections;
- ix. the arrangements for staffing of projects;
- x. appropriate cataloguing standards for resource discovery and record-sharing;
- xi. communications and advocacy for projects under way and recently completed;
- xii. practical and simple ways to evaluate the impact and benefits of new online catalogues, from the perspectives of both libraries and researchers.

A UK-wide Perspective

Beyond the benefits to individual libraries, and to researchers interested in specific collections, retroconversion and cataloguing bring UK-wide benefits. They add to the sum of available information about the widely-distributed national collection of material of potential significance for research. Hence they provide an essential underpinning to the co-operative efforts being made between libraries to enhance the quality of the services provided on a collaborative basis to researchers across the UK through:

- collaborative access schemes such as SCOUNL Access;
- union cataloguing schemes such as Copac and SUNCAT;

- collaborative collection management and development schemes such as CoFoR; and
- collaborative retention, storage and access initiatives including the UK Research Reserve.

Developing a UK-wide Strategy and Programme

In order to ensure that researchers have ready access to and can exploit information about as full as possible a set of information about the material of interest to them held in research collections across the UK, the RIN will work with SCONUL, CURL and other relevant bodies

- iii. to explore new methodologies and models for retroconversion, and ways to improve the availability of and interoperability between catalogues; and
- iv. develop a strategy and the specification for an innovative and cost-effective five-year programme to tackle key cataloguing backlogs and retroconversion priorities.

Maximising the benefits of all such initiatives depends upon extending the range and scope of readily-available information about the holdings of UK libraries. That will require significantly more funding than is currently available to libraries to pursue this work. We need therefore not just to build on the experiences and lessons from recent retroconversion and cataloguing projects, but to build a national strategy and programme. That will require exploration of the new ways in which currently-separate aggregations of bibliographical data can be made more efficient, scalable and amenable to exploitation by new technologies and services (from Google Scholar to Cite-U-Like) used by researchers; and of the potential for reducing the cost of retroconversion by applying new methodologies and business models to the use of public cataloguing datasets such as SUNCAT and the CURL database.

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Appendix A: Detailed Analysis

Methodology

The data gathering process was divided into three main parts:

- Desk research. A preliminary literature review was undertaken to inform the questions to be asked of librarians and researchers (*Appendices B & C*). The sources consulted are referenced on p. 23.
- Survey of librarians. This was conducted by means of an online questionnaire (*Appendix B*), which was developed in consultation with the project team and piloted by selected library practitioners. It was distributed by email to 221 academic and 210 public library authorities in the UK, and to 131 selected specialist libraries. In the majority of cases, the questionnaire was sent directly to the Chief Librarian or equivalent. Considerable effort was made in compiling an accurate and up-to-date mailing list for the distribution of the survey, and reminder emails were also sent to encourage a good response rate. The co-operation of librarians in contacting the researchers who use their library was sought at this stage. Issues of particular interest were also followed-up by telephone or email, where respondents had expressed a willingness to participate further in the study.
- Survey of researchers. This was also conducted by means of an online questionnaire (*Appendix C*), albeit briefer and less detailed than the first questionnaire. A prototype of the survey was piloted by a small group of researchers. Librarians who had agreed to publicise the researchers' questionnaire were asked to distribute details of the second survey to their users, and it was also publicised on a number of websites, including those of the RIN, British Library, LISU and several professional and learned societies. The survey remained open for approximately six weeks - longer than originally planned, but with the aim of maximising the number of responses received. The survey was also 'incentivised' to encourage researchers to respond by a given date; informal feedback suggests this approach was successful in its aim.

Data analysis

Once received, data from both questionnaires were checked for duplicates and, in the case of the librarians' survey, for multiple responses from different individuals within an institution. Several library respondents submitted returns on a piecemeal basis, which were then combined prior to analysis. Each dataset was also checked to ensure that the data were in a suitable format for quantitative analysis, where required.

In addition to summary statistics for each question, where appropriate and if there were sufficient data to permit valid analysis, statistical analyses were undertaken to investigate relationships within the datasets. The findings of each survey are reported on in turn, and the reporting roughly follows the order of the survey questions (*Appendices B & C*). Because the researchers' questionnaire did not seek details of the respondents' institutions, it was not possible to make any formal links between the two questionnaires, although the differences and similarities have been synthesised in the *Summary Report* (p. 1-23).

Literature review

Computerised cataloguing began in the 1960s, starting with current acquisitions and, depending on funding, phased cataloguing of existing stock. By the 1990s there was an awareness of a backlog of library material requiring cataloguing or conversion, but no clear indication of the scale of the problem (Chapman *et al.*, 1999). The Libraries Review Group chaired by Follett recommended that a study on retrospective conversion in Higher Education be undertaken to establish whether a national retroconversion initiative was called for. This review began in 1994 and focused on ‘co-operation’ and the benefit to wider community (Bryant, 1997).

The Bryant study (1997) provided the first hard evidence on the scale of retroconversion. The study was undertaken in two phases. The first phase, which began in 1994, covered the Higher Education sector and was funded by the Follett Implementation Group on Information Technology (FIGIT) and the Joint Information Systems Committee (JISC). Phase 2 started in 1996 and covered public libraries and some special libraries. It was funded by the British Library Research and Innovation Centre (BLRIC) (Bryant, 1997). The purpose of the study was to survey the number of catalogue records in the UK awaiting retroconversion and also to investigate issues regarding access, bibliographic standards and priorities. It did not cover cataloguing of material for which no catalogue previously existed. The report notes the benefits of retroconversion, both for local and remote users, and observes that local benefits should not be overlooked in relation to co-operation as the main reason for retroconversion.

The results of the quantitative survey (Bryant, 1997) revealed that in the HE sector (an 85% response rate) 28 million records required conversion, amounting to six million individual titles. The three fifths of public libraries which responded were found to have nine million records awaiting conversion (five million individual titles), of which the majority were held in special and local studies collections. A sample of 20 types of special libraries was also included in the survey, wherein nine million records required conversion (6 million individual titles).

The recommendations of the Bryant report were taken forward by Full Disclosure, (Chapman *et al.*, 1999) a study that was commissioned by The British Library, The Library and Information Commission (LIC) and The Library and Information Co-operation Council (LINC), and undertaken by UKOLN (formerly the UK Office for Library and Information Networking) and the National Council on Archives. The study reviewed major developments and significant new projects since Bryant. It summarised the need and proposed a methodology for a national strategy, including sources of funding and the establishment of a national body to co-ordinate retroconversion initiatives.

Full Disclosure (Chapman *et al.*, 1999) comments on the prioritisation of materials for retroconversion, and notes that whilst there is a general agreement that attention should primarily be focussed on the ‘most important collections’, priorities will vary with library type. For example, the study found that government, health and arts libraries in particular may be primarily concerned with grey literature, whereas national, academic and public libraries are more likely to consider non-English language materials a priority. Parkinson (2006) also discusses this issue in relation to special libraries, asserting that *‘the specialist library’s first loyalty is often to its governing body and members while any wider service, and drivers to increase access to collections for intellectual or political reasons, may be secondary’* (Parkinson, 2006, p. 26).

Although the report gives an overview of funding streams, the authors express concern at the lack of consultation between schemes and at limited attempts to examine the overall situation to identify priorities. When the Full Disclosure initiative was taken forward during 2003-04, it proved an important source of funding for twelve projects. Some of these are discussed below.

In a separate strand of investment, the *Research Support Libraries Programme* (RSLP - www.rslp.org.uk) was a national initiative funded by the four higher education funding bodies. The

programme grew from the Anderson Report (1996), which outlined the burden that some academic libraries face in meeting demand from external users. A report in 1996 for the Higher Education Funding Boards estimated the level of this demand (Coopers & Lybrand 1997). The RSLP access funding scheme began in 1999 and was originally to run until 2002 (although it was subsequently extended to 2005). The available funding totalled nearly £30million and had a remit beyond retrospective conversion/cataloguing. Although the principal beneficiaries were researchers in Higher Education, the 'Access' strand of the programme ensured the benefits reached a wider community. Funds were available to compensate institutions for costs incurred in providing facilities for visiting researchers, and retroconversion was part of this stream. Collaborative working was also an important feature of this programme.

Together, RSLP and Full Disclosure funded a range of retroconversion projects, and these present useful case studies in terms of illustrating the benefits and problems of retrospective conversion. Full Disclosure funded projects on both a national (e.g. British Library English Short Title Catalogue) and a local scale (e.g. Laurison Castle Collection of Scottish Chapbooks⁹). The projects tended to be restricted to one institution, or one collection. Projects funded under RSLP tended to be collaborative between several institutions but covered themes such as the 19th Century Pamphlets Project, Mapping the World, and Ensemble (Music), amongst others. Individual projects are reported in the literature, such as the conversion of the Durning-Lawrence collection at University College London (Attar, 2003) and British Library manuscripts catalogues (Stockdale, 2000). Although the subject matter, type of material and institutions are varied, the projects share some themes, in particular the problems faced and the benefits achieved.

Most of the projects involved cataloguing of special collections of old/rare materials and many of the difficulties encountered arose from this. These included lack of staff expertise in dealing with manuscripts, non-roman scripts and foreign languages, and inconsistencies in cataloguing standards. However, several project reports note that by tackling retroconversion such problems are alleviated, not only for the institution but for others. There is evidence that staff expertise increased, adding not only to the pool of specialised cataloguers but also expertise in managing such projects. Where cataloguing records are shared, databases such as the Co-operative Public Access Catalogue (COPAC) become more comprehensive in providing records for others. The Laurison Castle project (British Library, 2007) particularly noted this as a benefit; there is a specialist catalogue for Scottish Chapbooks to which this project has provided 'critical mass'. Conversely, Attar (2003) observes that lack of records may infer the uniqueness of an item. Although co-operative catalogues are used, some projects highlighted the added value of cataloguing from source - for example the Durning-Lawrence Collection (Attar, 2003) and the Full Disclosure project for the Winterbottom and Maltby Collections at Durham University (British Library, 2007). This provides an opportunity to review the collection and reveal previously mis-identified material and unexpected provenance, as well as considering preservation issues. Cataloguing from source also allows additional detail to be added, which is particularly useful for personal collections such as the Durning-Lawrence Collection. Attar (2003) notes that a history of the collector can be obtained by remote researchers without having to visit the library. Although many researchers will ultimately wish to visit collections, the ability to remotely access records and the added detail possible allows better preparation for their visit (Stockdale, 2000).

The RSLP-funded projects were collaborations between several institutions and hence provide an insight into procedure and experience in a number of organisations. The 19th Century Pamphlets project (Detraz, 2002), for example, surveyed all project participants, so is a useful case study. There is general agreement with the observations made earlier, such as difficulty in recruiting specialist staff (one respondent noted this was exacerbated by the number of RSLP projects starting simultaneously). However, collaboration did offer the opportunity of sharing of expertise and this was considered

⁹ Chapbooks were small format publications sold by itinerant peddlers or chapmen.

especially valuable in some of the more specialised RSLP projects such as Ensemble (Music) and Mapping the World. Collaboration was thought to add impact to the project by linking individual collections via a project website (which also enhanced promotional opportunities). Disadvantages included the added administrative burden of collaboration and a degree of lack of co-ordination, which made comparison across projects difficult, in particular in the gathering of evaluation statistics.

Although funding streams such as Full Disclosure and RSLP provided an excellent opportunity for special retroconversion projects, external funding is not without problems. Projects may be bounded within funders' objectives and there is typically an added administrative burden (Stockdale, 2000). In particular, the prioritisation of collections for retroconversion was, and remains, an issue. Bryant (1997) noted that all collections are important to someone, but without accessible catalogues use may be very low. However, Attar (2003) notes that demand is not always immediate following retroconversion, so simple 'cost-benefit' analysis is not always appropriate for prioritising special collections.

Notwithstanding the limitations of cost-benefit analysis, formalised methodologies for assessing the impact on users of retroconversion initiatives seem to be lacking in most retroconversion projects. More commonly, impact is assessed only on observations and anecdotal evidence. For example, the Consortium of University Research Libraries (CURL)/RSLP-funded 19th Century Pamphlets project (Detraz, 2002) could not give usage statistics, as a suitable mechanism for collecting these was not in place, but the final report does note a 'significant increase' in usage of collections.

Following RSLP, the CURL surveyed their members to review retrospective conversion/cataloguing requirements at July 2003 (CURL, 2004). For CURL members, there were just over 14 million items still requiring retroconversion or cataloguing. The majority (76%) required conversion, but it is noteworthy that respondents generally felt that conversion could be as time consuming as cataloguing from scratch. Of the total number of items requiring conversion or cataloguing, 33% were cross-disciplinary and 20% arts and humanities. Across all subjects, an average of 42% of outstanding items were deemed of 'high' significance for researchers and 20% of medium significance. However, the report (CURL, 2004) is not able to give an indication of how this significance is determined, as the terms were not defined precisely. Approaching from a different perspective, it is conservatively estimated that £150 million would be required for all library, museums and archives collections to be catalogued online (British Library, 2007).

A survey of the use made by Higher Education Institutions of RSLP access funding was undertaken by RIN in 2006 (RIN, 2006a). The study found that overall the scheme had led to a national provision of reference access to research holdings of HEIs for researchers in the HE sector. It was noted that the improvement in services benefited both home and external users. Activity in the category 'Bibliographic services' was reported in 63% of returns; of which development of digital catalogues was a major feature and most libraries had used funding to carry out retrospective conversion/cataloguing work.

The review noted the following work outstanding:

- Extending access to all researchers (that is, not just HE)
- Full evaluation/impact analysis - needed to help determine future priorities
- Addressing the lack of evidence of the impact on users, or of assessment of user needs
- A need to sustain momentum now that this funding stream has ended.

Parkinson (2006) reports on in-depth interviews undertaken with four 'high-profile' libraries, which focused (amongst other issues) on digitisation. One interviewee acknowledged the benefits of digitised resources, but warned that a balance need to be struck between digitisation and cataloguing:

'... at the same time creating more work, potentially unbalancing the direction away from the cataloguing backlog towards work involved in digitising. One is perceived by some people as being more important than the other, but you can't do one without the other, and that link hasn't been properly understood' (Parkinson, 2006, p. 31-32).

The study calls for investment in the cataloguing backlog, but acknowledges the difficulties in prioritising material in view of limited resources. Parkinson (2006) suggests that the digital future of special collections may be viewed in terms of selectivity and curatorship rather than indiscriminate access, whether by prioritising certain collections or taking a thematic approach to provide a common access point to multiple collections.

There are clearly valuable lessons to be learnt from these studies of retroconversion initiatives. This latest RIN study builds on earlier work, particularly that undertaken by the RIN in 2006, to investigate the impact of retroconversion work undertaken in the last five years, and to seek the views of librarians and researchers regarding their priorities for the future creation of online catalogues. The desk research has highlighted the need to establish how, and to what extent, libraries are evaluating the use of special research collections and their catalogues, together with the impact of retroconversion, not least as such evidence has a role to play in identifying future priorities.

Survey of librarians

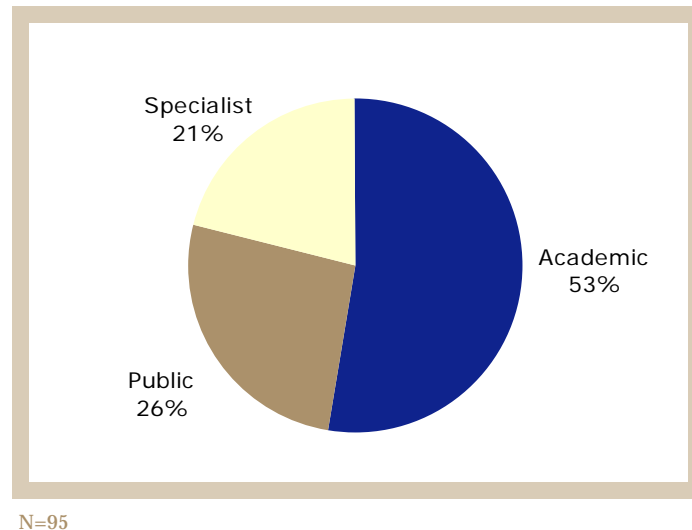
Questionnaire responses were received from 96 libraries in total, of which 95 contained data suitable for further analysis. Figure 1 shows the breakdown of responses by type of library.

Figure 1 Response rate by sector

	No. sent	No. returned	Response rate
Academic	221	50	23%
Public	210	25	12%
Specialist	131	20	15%
TOTAL	562	95	17%

Academics libraries had the highest response rate, comprising over half of the responses received. Figure 2 shows the breakdown of the responses received.

Figure 2 Proportion of responses by library type



Where there are sufficient data to permit valid statistical analysis, the responses of each sector have been compared, to see if there are any differences between different types of library.

Number of special collections held

Respondents were asked how many special collections for scholarly research their library holds in total. It should be noted that no attempt was made to define the term *special collections for scholarly research*, so the responses received were based on the interpretation of the responding librarians. In some cases, respondents considered their library's entire stock to be a special collection, and hence the number of collections held by the responding libraries was found to vary considerably, ranging from 1 to 5000. It should be noted that many of the figures supplied were approximate and that no indication of the size of collections may be inferred from these data. The most common numbers (mode) of collections held were one or three, and the median number of collections was found to be six. For the purpose of further analysis, the responses were grouped into three categories, as shown below (Figure 3).

Figure 3 Number of collections held, by broad groupings

No of collections	No of respondents	% respondents
3 or fewer	31	37%
4 to 15	24	29%
More than 15	28	34%

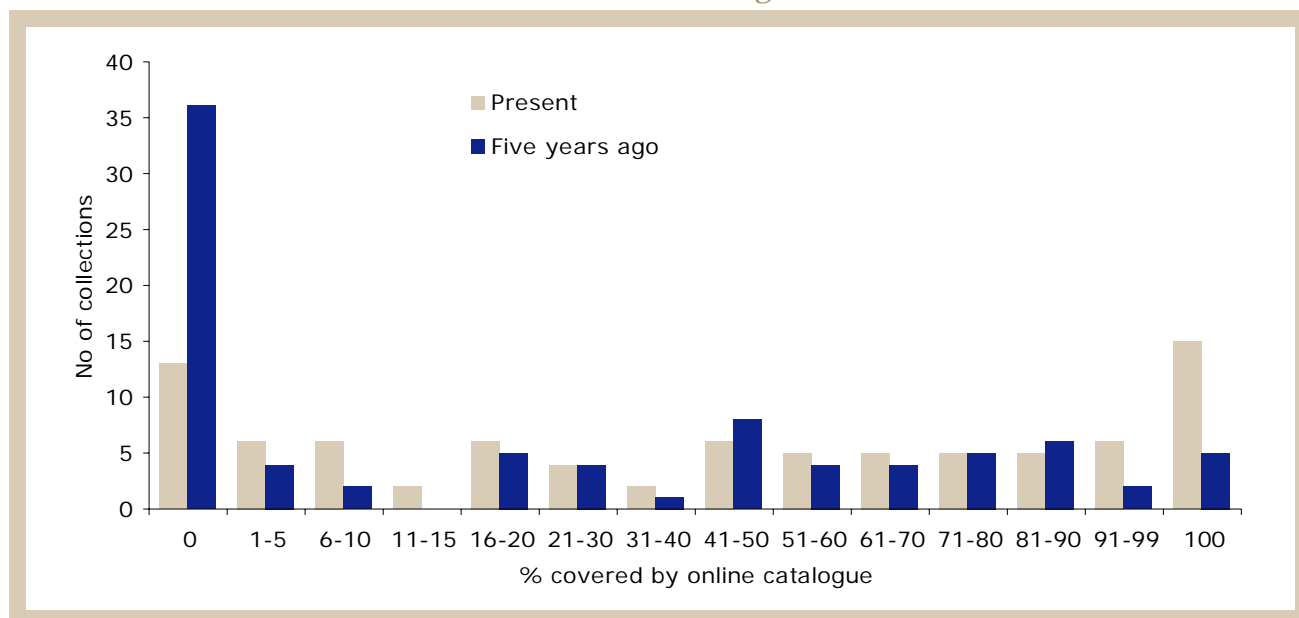
Proportion of material covered by online catalogues

Figure 4 shows summary statistics for the estimated proportion of material covered by online catalogues in the responding libraries, in 2006 and 2001. The differences over time are better illustrated in Figure 5, which shows the distribution of responses (where respondents answered both parts of the question).

Figure 4 Average proportion of material covered by online catalogues

% covered by online catalogue(s)	2006	2001
Mean	50%	31%
Mode	100%	0%
Median	50%	10%
No of respondents (N)	88	86

Figure 5 Distribution of responses for the proportion of material covered by online catalogues



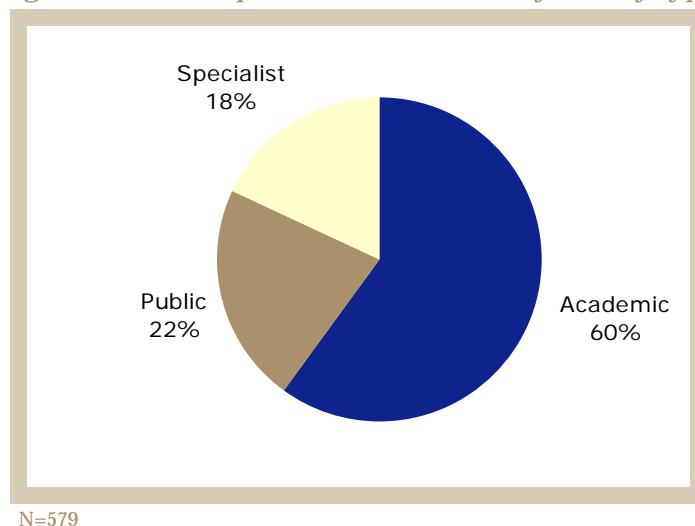
Sixty-five percent of respondents reported an increase over the last five years in the proportion of their library's special collections for research that are covered by online catalogues. 34% said that there had been no change in the extent of coverage of online catalogues, and one respondent reported a decrease in the coverage of online catalogues, because of the acquisition of a new special collection since 2001.

As expected, there is a correlation between the percentage of material covered by online catalogues in each institution in 2001 and 2006, although these proportions are not related to the total number of special collections held by each institution.

Most important collections for scholarly research

In order to collect more detailed information about collections, such as catalogue format, type of material and the number of comprising items, the survey asked respondents to give details of up to 20 of the most important individual collections for scholarly research held by their library. Details of 579 collections were received in total, from 93 institutions. Figure 6 shows the breakdown of these collections by library type, and indicates that academic libraries overall detailed more collections than their public and specialist counterparts.

Figure 6 Proportion of collections by library type



N=579

Collection size

A number of respondents were not able to quantify collections in terms of the number of items. Details of the number of items held in individual collections were supplied in 409 cases. Figure 7a highlights that the number of items held in individual collections was found to vary considerably, with a large difference between the mean and mode/median collection size.

Figure 7a Summary of collection size data

Number of items per collection	
Mean	100,801
Mode	5,000
Median	3,000
Minimum	2
Maximum	11,644,150
No of responses	409

To permit further analysis by collection size, the data were grouped into nine classes of roughly equal parts (*Figure 7b*).

Figure 7b Details of broad collection size groups

Class	No. of collections	% of collections
Fewer than 200 items	40	10%
200-399 items	28	7%
400-799 items	49	12%
800-1,599 items	43	11%
1,600-3,199 items	59	14%
3,200-6399 items	61	15%
6,400-12,799 items	34	8%
12,800-25,599 items	35	9%
25,600-51,199 items	24	6%
More than 51,200 items	36	9%

N=409

Type of material held in collections

The largest group of collections (29% of the total) were comprised of a variety of different types of material, with 27% of solely books. Figure 8 gives a detailed breakdown of the type of material in the 579 reported collections.

Figure 8 Proportion of collections of a given type of material

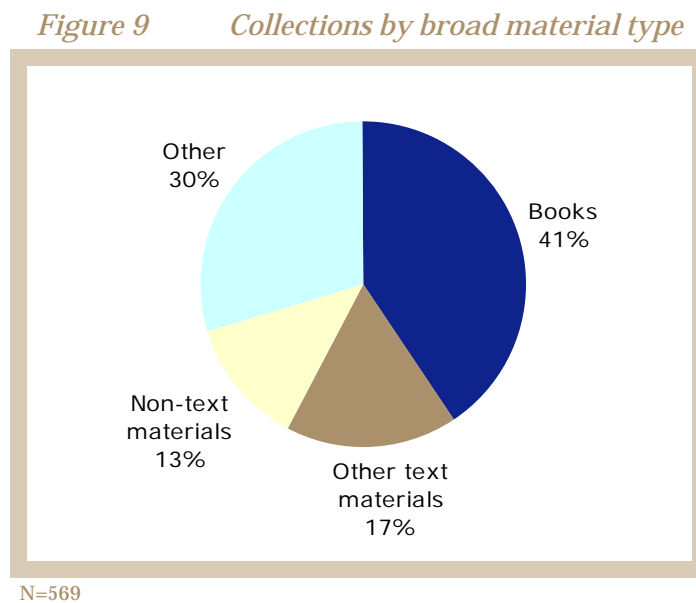
Type of material	% of collections
Variety of formats	29%
Books only	27%
Books and serials	9%
Papers/archive material, inc correspondence	8%
Music (printed and manuscript)	7%
Manuscripts only	5%
Illustrative material	3%
Serials only (inc. newspapers)	2%
Books and manuscripts	2%
Not known	2%
Pamphlets	2%
Books and pamphlets	1%
AV (film and recorded music)	1%
Microfilm/fiche	1%
Maps	<1%
Patents, trademarks	<1%

N=579

There were insufficient data to analyse information about collections by type of material at this level of detail. For the purpose of further analysis, the above categories were therefore condensed into four broad categories (which excluded 'not known'):

- Books (books, books and serials, books and pamphlets)
- Other text materials (serials, pamphlets, manuscripts, papers/archive material, patents/trademarks)
- Non-text materials (maps, microfilm/fiche, AV, illustrative material, music)
- Other (variety of formats).

Figure 9 shows the proportion of material in each of these categories.

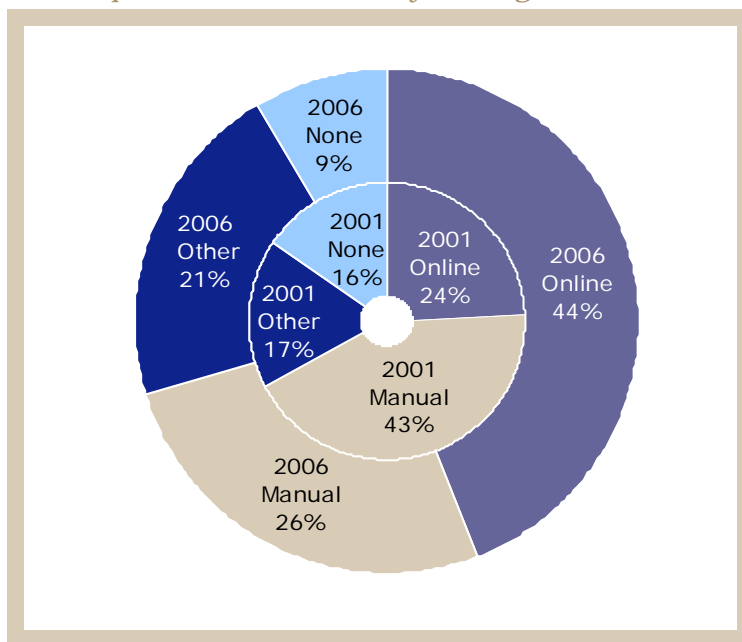


Catalogue format

The questionnaire responses affirm the considerable progress that has been made in the coverage of online catalogues in recent years. In the collections detailed, (and where respondents supplied details of both current and past formats) 44% now have online catalogues, compared to 24% in 2001. Less than 10% have no catalogue compared to 16% five years ago (*Figure 10*).

It has not been possible to present these findings in terms of the number of items not covered by online catalogues because insufficient data were received to permit valid analysis, and in a number of cases collections were only partially covered by online catalogues.

Figure 10 Proportion of collections by catalogue format - 2006 and 2001



N=529

Note: Of the 83 cases of 'other' in 2006, 11 (13%) were collections not held in 2001.

Figure 11 gives details of the 'other' formats reported.

Figure 11 Details of 'other' formats

	2006	2001
	No. of responses	
Mixture of formats	75	52
Some uncatalogued / incomplete online	29	19
Electronic, but not online	13	11
Only minimal level info	22	9
Collection not held in 2001	-	11

Figure 12 shows a cross tabulation of catalogue formats in 2001 and 2005. For the reported collections it illustrates the following:

- 13% of all collections were covered only by a manual catalogue in 2001, and are now covered by an online catalogue
- Just over one quarter of all collections were covered only by a manual catalogue in 2001 and are still covered only by a manual catalogue
- Just under one quarter of all collections are currently covered by online catalogues and were covered by online catalogues five years earlier
- In a substantial proportion (15%) of cases, catalogue format in both 2001 and 2006 was described as 'other'. See Figure 11 for details of other formats.

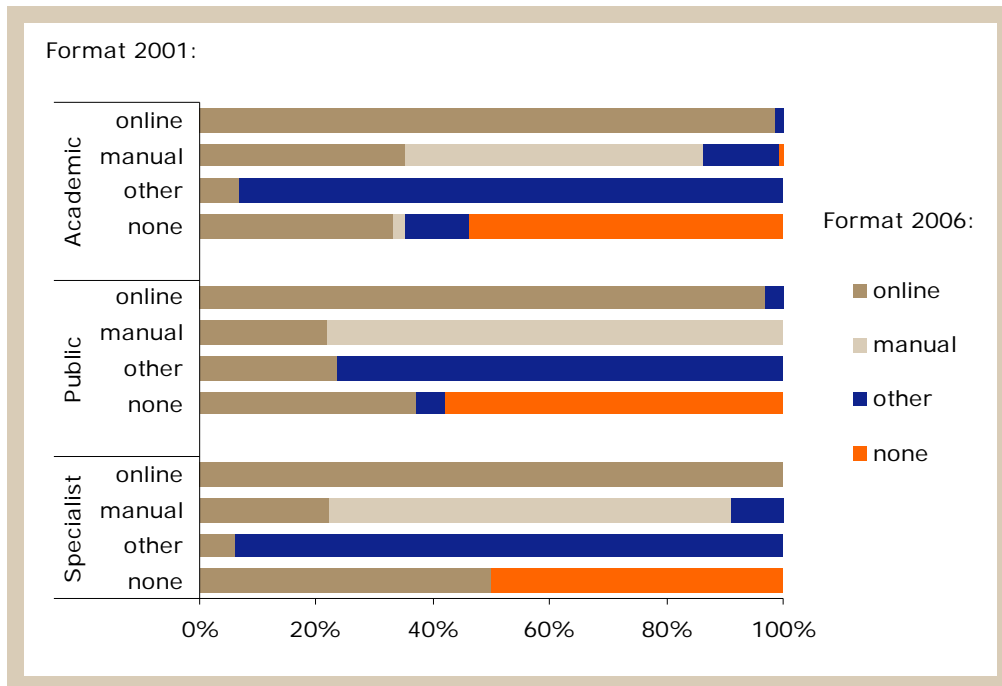
Figure 12 Catalogue format in 2006 by format in 2001

Format in 2006 ↓	Format in 2001↔				All formats
	Online	Manual only	Uncatalogued	Other	
Online	23%	13%	6%	3%	44%
Manual only	0%	26%	<1%	<1%	26%
Uncatalogued	0%	<1%	8%	<1%	9%
Other	<1%	4%	1%	15%	21%
All formats	24%	42%	15%	19%	100%

N= 540

When these findings are analysed by library type (*Figure 13*) it appears that, overall, the greatest advances have been made in the move from no catalogue(s) to online catalogue(s), especially in the case of specialist and public libraries.

Figure 13 Catalogue format by library type – 2006 compared to 2001



Using the four broad types of material as defined earlier, catalogue format data were also analysed by material type. *Figures 14a and 14b* show the proportions of online catalogues and those in other formats which cover different types of collections.

Figure 14a Catalogue format by type of material - 2006

Catalogue format 2006	Books	Other print	Non-text	Other	No of responses
Online	46%	17%	7%	30%	255
Manual only	34%	17%	21%	28%	139
Not catalogued	29%	21%	21%	29%	52
Other	43%	17%	11%	31%	115
No of responses	228	95	72	166	561

Figure 14b Catalogue format by type of material - 2001

Catalogue format 2001	Books	Other print	Non-text	Other	No of responses
Online	56%	13%	3%	27%	126
Manual only	38%	18%	18%	26%	227
Not catalogued	27%	24%	22%	27%	82
Other	41%	14%	8%	37%	87
Collection not held in 2001	36%	9%	0%	55%	11
No of responses	220	89	70	154	533

In both years (excluding those collections not held in 2001), there is a statistically significant¹⁰ association between catalogue format and type of material.

- Books are more likely to be covered by online catalogues than the other types of material (2006 and 2001)
- Non-text materials are more likely to be covered by manual catalogues or to be uncatalogued (2006 and 2001). The same was true of other printed materials in 2001.

Use of catalogues covering special collections

Only 15% of respondents (14 out of 94) keep records of the level of usage of catalogues covering special collections. This compares to two thirds of respondents keeping records of the use of the special collections themselves (see below).

The breakdown of respondents who collect catalogue usage data was 7 academic, 4 special and 3 public libraries, although there were too few responses to statistically analyse responses to this question by library type. No significant differences were found between the responses of libraries with different numbers of special collections.

The RIN expressed an interest in why so few of the responding libraries record the use of catalogues covering special collections. This issue was followed up with a small number of librarians, who had expressed a willingness to be contacted in the event of questions arising from their response to the survey. Reasons largely related to the difficulty in measuring catalogue usage, and included: (number of respondents in parentheses)

¹⁰ Differences have been described as statistically significant when the likelihood of them occurring by chance is less than one in twenty. Statistical significance identifies where differences from the expected or hypothesised results are likely to be systematic rather than as a result of chance. The significance levels quoted in the report are: 5% (i.e. less than one in twenty) and 1% (i.e. less than one in a hundred).

- Existence of one main catalogue - not possible / easy to separate out such statistics from overall catalogue usage (6)
- Web statistics may be available but are not analysed in this way / are difficult to interpret (3). A further respondent described web statistics as 'a can of worms', observing that the data can be misleading. For example, statistics will include staff/cataloguer use in addition to use by researchers
- More generally, one respondent said that it is difficult to interpret what usage figures (for both catalogues and collections) mean. For example, it is not possible to determine whether people do not use material because it is of no interest or because they do not know it exists. Furthermore, they went on to say 'one piece of original research resulting in some new discovery may be considered of more value than many casual uses – but how do we know or quantify it?'
- Collections are covered only by a card catalogue, so no means of collecting this information / difficult to collect this data (2)
- Collection is partially covered by an online catalogue, and partially by a card catalogue, so overall usage is difficult to measure (1)
- Time is prohibitive / collection of statistics would be too onerous (3). However one interviewee said they hope to measure use of catalogues (and the use of special collections) in the future
- What is the purpose? What would the library do with this information? (2)
- Perceived privacy issues (1)

One respondent said that although they do not keep records of catalogue usage, the number of hits on the catalogue and finding aids pages of the website are recorded. Another said that they keep records of the number of hits for the overall online catalogue.

Methods of recording usage

Those respondents keeping records of the use of catalogues covering special collections were asked to give details about the methods they use for gathering and keeping such records.

Four respondents said they manually keep records of catalogue usage:

- Short manual notes only
- Paper based system - usage in collections and archive rooms. Collated annually
- Manual recording of enquiries and usage of materials on a daily basis
- Use is only available by in-house OPAC reset to rare books modality. Consequently I am aware of whomsoever I enable to view the catalogue in rare books mode.

Seven respondents mentioned electronically compiled statistics:

- We keep web stats of number of uses of the union catalogue
- Monthly Web logs

- Voyager library management system and an Access database
- Statistics for online use of Cambrian Index (but no record kept of uncatalogued / card catalogued items)
- General visitor nos. to website
- The three local systems -- Innopac/Millennium (MARC21); CALM (Archives & MS); Medphoto/MIRO (digital images) -- have administrative modules providing management information about catalogue usage; monthly and annual statistics are also derived from the number of hits on individual ... URLs and permanently archived on the staff intranet for consultation by any interested staff
- The Modern Archives catalogues are published on the Janus union website, <http://janus.lib.cam.ac.uk> which allows institutions to get monthly usage statistics. I occasionally look at the stats to see which catalogues get the most hits, and how catalogues at [our institution] compare with those of other Colleges. I don't keep copies separately from the website's, which I think are kept for 1 year

Two respondents were less specific:

- Not entirely sure how detailed or formal this is - this is something that is done by colleagues in Special Collections
- Another said they only keep details of archive enquiries

Use of special collections

Sixty-six percent (62 out of 94) of the responding libraries said they keep records of the level of usage of special collections. Of these, 59 specified which method(s) they use to collect this information (*Figure 15*). Academic libraries were found to be significantly more likely to keep records of the use of special collections, than their public and specialist counterparts. This may in part be accounted for by the requirement in the SCONUL statistical return for the number of items consulted from special collections. Conversely, public libraries were found to be significantly less likely to keep such records than the other library types. The number of special collections held by a library was not found to affect the response to this question.

One public library respondent said that they did not record the use of special collections, because this was difficult to do with reference collections, and although there were issue statistics for borrowable material, these were not broken down by collections.

Figure 15 shows the proportion of respondents employing selected methods of measuring usage. The majority of respondents (56%) use two or three of the methods listed, but a large proportion (41%) use only one method. The rest used all four methods. There were insufficient data to analyse the responses by library type.

Figure 15 Methods used to collect collection usage data

	Respondents	% respondents (from those who undertake some form of evaluation)
No of items consulted	37	63%
Number of users	30	51%
Number of visits	39	66%
Other	9	15%

N=59

Other methods include:

- We keep records of specialist visitors who make themselves known to us, a proportion of the collection is on open access in public library
- Enquiry statistics by category. Number of visitors per day. On occasion, occupancy statistics and headcounts
- Image requests
- Figures are not kept separately for each collection, but we do gather overall data of material fetched from closed access store
- Only if material is loaned out will it be captured as statistics within the LMS system. Most of the above collections include material for reference use only
- Materials consulted in the Modern Records Centre/Special Collections reading room are noted by title
- Use of electronic resources (by type); renewals; failed retrievals; book searches; cataloguing (new); cataloguing (retro); acquisitions
- Issue Book for members and request slips for external researchers
- Details of all visits, visitors and items consulted

Where applicable, respondents were asked to supply 2005-06 data in respect of the methodologies shown in Figure 15. However, too few responses were received to usefully present these data.

Retroconversion work undertaken in the last five years

The majority of respondents had undertaken retroconversion work of some form in the last five years. Figure 16 shows the proportions undertaking different types of cataloguing, and indicates that the majority of work that has taken place has been to create online catalogues (whether from scratch or by converting existing catalogues), rather than upgrading existing online catalogues.

Figure 16 Respondents who have undertaken retroconversion work in the last five years

	%	N
To convert manual catalogues to online form	63%	87
To upgrade minimal level online catalogues	40%	76
To create online catalogues for previously uncatalogued material	61%	86

In terms of converting manual catalogues to online form and creating catalogues for previously uncatalogued material, no significant differences were found between types of library. However, academic libraries were found to be significantly more likely (at the 5% level) to have undertaken work to upgrade minimal level catalogues to online.

The number of special collections held by each library was not found to be statistically significant in relation to retroconversion work undertaken in the last five years.

Retroconversion work undertaken in the last five years, together with details (where supplied) of the number of records created and costs of the work are included in Appendix C.

Online catalogues created as part of another project

In 13% of responding libraries, online catalogues had been created as part of full text, manuscript, image or other media digitisation project. This equates to nine libraries, three of each type. Examples included:

- Part of the Marandet Collection - approximately 300 titles covering French Revolutionary drama were digitised in full-text.
- NOF funded digitisation of image collections www.leodis.net
- Amy Johnson collection as part of the From History to Her Story project and website. Some collections as indicated were part of the a2a (access to archives) project.

Although the questionnaire asked whether any online catalogue records had been created as part of another project, in several cases it would appear that such projects built on existing online catalogues. For example:

- The Alan Turing papers are on-line at www.turingarchive.org. We would have published the catalogue online anyway, but the University undertook to scan the entire collection and publish it on-line, using the catalogue hierarchy.
- Most were catalogue entry only, but 3,500 photographs were added and illustrative examples given for the other collections
- Images of a few of the manuscripts (ca. 500 images) will be added to the database

Bibliographic standards used

The vast majority of respondents had used AACR2 and/or MARC in the creation of online catalogue records (*Figure 17*).

Figure 17 Bibliographic standards used to create online records

	No of responses
AACR2 (Anglo-American Cataloguing Rules, 2nd Ed)	54
MARC (Machine Readable Cataloguing)	51
Dublin Core	6
In-house system	14
Other metadata schemes	16

N=66

Other metadata schemes were mainly used by academic libraries (13 out of 16 responses) and included:

- DCRB (Descriptive Cataloguing of Rare Materials) - 3 respondents
- ISAD(G) (General International Standard Archival Description) - 3 respondents
- EAD (Encoded Archival Description) - 2 respondents
- Microsoft Access database (1 respondent)
- Three respondents used a combination of other schemes:
 - ISAD (G)2, EAD, DCRB
 - SPECTRUM, ISAD (G)
 - EAD 2000, ISAD (G)

In addition, two respondents said that bibliographic standards were not used:

- In general cards are captured as seen. Many cards do not conform to AACR (or any descriptive standard!) and these will only be upgraded if they can be machine matched with a higher quality record
- As far as I can judge, no bibliographic standards as such were used for the Early Books. Archives cataloguing standards were used for the archival material, and the books have been entered along with them

Prioritising collections for the creation of online catalogues

Respondents were asked to select which criteria they had used to prioritise collections for retroconversion in the last 5 years. The findings are shown in Figure 18, ranked by overall importance (base on the frequency of selection).

Figure 18 *Criteria used to prioritise collections for retroconversion/the creation of online catalogues in the last five years*

Rank	Criteria	No of respondents	%
1	Importance of material for research	58	85%
2	Difficulty in accessing collections	42	62%
3	Rarity of collections	40	58%
4	User demand	30	44%
5	Relation to other collections already catalogued	28	41%
6	Opportunities for collaborative work	24	35%
7	High/low usage of collections	16	24%
	Other	22	32%

N=68

Interestingly, in ten of the responding institutions (4 public, 3 HE and 3 special libraries), the importance of material for research did not play a role in the prioritising of collections for retroconversion. The reasons for not viewing the importance of material for research as a priority were explored during telephone interviews and are discussed on p. 52. In these ten cases, the most frequently cited criteria were difficulty in accessing collections, and other reasons including:

- Newly deposited or acquired collections are prioritised for cataloguing
- Retroconversion was undertaken as part of ongoing stock maintenance
- Limited storage space at new premises for old reference cards
- Preparing Lending stock for automated circulation was our primary criteria. Our special collections (see above) were retrospectively catalogued to publicise the stock world-wide

More broadly, 'other' reasons for prioritising fell broadly into the following themes:

Prestige

- Raising [*the institution's*] profile with flagship collections
- Our special collections were retrospectively catalogued to publicise the stock worldwide

Resource-related

- Other reasons for conversion are spend to save initiatives to free up storage space and release staff resources.
- Most straight forward to catalogue
- Had to tailor collections catalogued mainly to funding stream conditions
- Five respondents mentioned availability/likelihood of attracting external funding

Preservation

- Preservation of original materials
- Interest in copy-specific information (e.g. provenance)

Other

- Preparing lending stock for automated circulation was our primary criteria
- 4 respondents mentioned a need to have material catalogued/covered by an online catalogue.

Evaluating the impact of retroconversion work

Earlier questions established that only 15% of responding libraries measure the use of catalogues covering special collections, and one third do not record the use of these collections. With specific reference to retroconversion work undertaken in the last five years, respondents were asked whether they had undertaken any qualitative or quantitative evaluation to assess the impact of this work. It is perhaps not surprising that only 38% of the 66 respondents said that they had collected some kind of evaluation evidence.

No significant differences were found between the responses of academic, public and specialist libraries, or between libraries with different numbers of research collections. There were too few responses to be able to relate this finding to responses to the earlier questions about catalogue and collection usage.

Those respondents undertaking evaluation were asked to specify which methods they used. Figure 19 shows the methods employed by 26 respondents.

Figure 19 Retroconversion evaluation methodologies

Rank	Evaluation method	No of responses
1	Library staff opinions	16
2	Collection use data	14
3	Hits on website(s)	9
4	User surveys	8
5	Catalogue usage data	5
6	Cost-benefit analyses	2
7	Data on citations to material in collection	1
	Other	6

N=26

The RIN expressed an interest in exploring how cost-benefit analyses were undertaken. The two respondents were contacted and one responded with the following details:

This was in respect to the so-called, "Union Catalogue of Books", which is the Document Supply service monograph catalogue for material published before 1980. Service managers evaluated the costs of operating the card catalogue: double handling requests (i.e. searching the on line catalogue and the card catalogue); cost of processing speculative requests sent in because not all collection items are in the on line catalogue; maintenance and filing activities. Such savings were relatively modest and would not accrue until after all the data were loaded.

Estimates of additional revenue from document supply requests based on "publication" of UCB catalogue in BL Integrated Catalogue were omitted from the final bid as we felt they were speculative, difficult to substantiate and would prove difficult to track. There was a risk that if revenue expectations were not met, the project as a whole would be regarded as a failure and future bids would be viewed with scepticism. The final bid was therefore justified on grounds of 1) public good (this is what the national library should be doing to make its collections available to the widest audience) 2) cost reductions; 3) space saving.

Other methods used included:

- Anecdotal evidence (from local and international researchers)
- Expert advice on value (in all senses of the word) was taken
- Feed back from live demonstrations of RSLP projects
- External evaluation by Tavistock Institute

Additional comments made included:

- Catalogue usage is generally rising year on year, but this unlikely to be attributable to the relatively small increases in the collection available on line.
- Details of items consulted; details of individual special collections web pages consulted; publications that have involved use of the collections; and discussions with special collections colleagues have all helped us to evaluate the effects of retroconversion work.
- We use the reporting tools supplied by our LMS to count issues and reservations; this can be compared to statistics previously collected manually. We use WebTrends to analyse online catalogue usage; however before automation no record was kept of how many times the manual catalogues were used so comparisons cannot be made.
- Regular staff meeting assessments. But there is still so much to do that we honestly don't have time to evaluate more.
- The work is ongoing. I would expect catalogue usage data to be gathered in future once the work is complete.

Respondents not collecting evaluation evidence

The reasons for not collecting any evaluation evidence were explored during brief telephone interviews and email correspondence. Explanations included:

- Lack of time (3) / resources (4). As one respondent said, *'Not enough time to think about it, not enough time to spend doing it (rather than actually doing some cataloguing)'*
- Not knowing how to approach it / uncertainty as to how best to gather and present evidence (5)
- More specifically, three respondents mentioned a lack of pre-project data to enable a before/after comparison. In one case, pre-retroconversion evidence of the success rate of responding to enquiries is available, but time constraints prohibit the analysis of this information

- One respondent said there was little need to prove the success of the project, as its benefits to staff were immediately apparent (especially with regard to staff time saved in answering enquiries, and the success rate of responding to questions). Another said there was no requirement to for them to undertake evaluation
- Had not occurred to anyone to evaluate the initiative
- One respondent said: *'We just assume it's a good thing and don't need to ask'*. This respondent said they do have anecdotal evidence to illustrate the benefits of online catalogues. They have found that if material is not covered by an online catalogue then it is little used. Two other interviewees also said they have limited informal feedback/anecdotal evidence
- No public access to the material which has been retrospectively catalogued, so the impact is limited
- One HE respondent expressed the view that libraries should be converting catalogues to online form, and so questioned why this needs to be evaluated.

Changes in use of catalogues and collections since retroconversion

Respondents were asked to comment on changes in the level of use their library's catalogue(s) and collections since retroconversion. In terms of catalogue usage, just over half the respondents said that usage had increased a lot, and a further 35% said use had increased a little. Changes in the level of collection use did not appear to be so marked, with approximately of third of respondents saying use had increased a lot, and 59% saying it had increased a little. No respondents reported a decrease in the use of catalogues or collections since retroconversion (*Figure 20*).

However, it should be emphasised that, in view of the limited evaluation methodologies in place (particularly in terms of catalogue use), these figures may be based on anecdotal information and staff perceptions rather than firm data.

Figure 20 Respondents reporting changes in the levels of catalogue and collection use

	Catalogue(s)	Collection(s)
Increased a lot	54%	35%
Increased a little	35%	59%
No change	10%	6%
Decreased a little	0%	0%
Decreased a lot	0%	0%
No of respondents	48	54

There were insufficient data to analyse changes in the use of catalogues and collections by type of library. No significant differences were found between changes in use and the number of collections held by each library.

Figure 21, a cross-tabulation of the data presented in Figure 20, shows the relationship between levels of catalogue and collection use. It suggests, as we would expect, that the two are related, and, for example, highlights that in one third of cases where catalogue use has increased a lot, so too has collection use.

Figure 21 Changes in catalogue use related to changes in collection use

Catalogue use	Collection use		
	Increased a lot	Increased a little	No change
Increased a lot	33%	19%	2%
Increased a little	4%	29%	2%
No change	0%	8%	2%

N=48

Some librarians said that it was not possible to comment or too early to assess the impact of retroconversion initiatives. Examples included:

Too early to assess impact

- This has literally just finished so it is really too early to give an accurate assessment
- The bulk of the retrospective conversion records has only just been loaded, so we wait to see if it has any impact on use of the 70,000+ titles in the external store. Special Collections usage has increased but the baseline changes

Not possible to comment / analyse data in this way

- With regard to use of catalogues, it is not possible to separate out the impact of retroconversion on any increase in usage
- Unknown as we do not monitor usage
- Since the collections catalogued were not in the Library before cataloguing, it is impossible to tell what effect the cataloguing has had on use
- Can't separate use of catalogue for special collections from other use
- Converted data is incorporated into the Integrated Catalogue. It is impossible to isolate the impact of individual conversion projects

A number of respondents also mentioned that they have anecdotal or observed information, but no formal measurement procedures in place. For example:

- It is not currently possible for us to gain accurate data on how the online catalogue is being searched for items in specific collections, but the considerable increase in use of the collections themselves suggests that the use of the catalogue has also increased a lot
- We have some statistical evidence for increased use of collections but day to day observations and anecdotal evidence confirm an undoubted increase in usage and in awareness of the collections. Plus an increasing awareness by the research community of the future potential of the collections to support research
- We do not collect data on the usage of collections in participating libraries but anecdotal evidence suggests an increase in usage

- We have no reliable measures but we believe that these collections are used significantly more since appearing in the online catalogue. For British Official Publications, both visibility and ease of use have increased substantially
- This is based on our assumptions
- We have no discrete evidence for the above. What we do have is (1) a significant rise in requests for Special Collections material that has been fully disclosed and (2) previously undisclosed relatively rare material which had not been used since it was put in an annex in 1968 is now being used. We even had complaints from academics when this material, untouched for over 30 years, became temporarily unavailable to them a couple of years ago
- Usage has always been fairly constant for Special collections (more or less at capacity for the size of research facility). With ITC material referred to elsewhere, as we didn't have it before we presume it is now used more but lack comparators

In several cases, enquiries/requests seem to be an important measure of usage:

- Our collections are now accessible to users outside our local area and we have received several enquiries from abroad
- It is impossible to know how many 'hits' the catalogues received before retroconversion. Most readers now come into the reading room knowing reference numbers, as a result of online publication of catalogues
- No way of measuring use of catalogues, but we have had archive enquiries obviously prompted by the online catalogue
- *[Use]* increased somewhat. Noticeable increase in requests for material from hitherto inaccessible / unlisted collections

Librarians' views on the impact of the work undertaken

Librarians were keen to emphasise the benefits of retroconversion work, in particular, the development of online catalogues. As one academic library respondent said of their library's catalogue, '*Central to efficient and effective functioning of a major university library*'.

The comments can be grouped into the following broad themes:

Accessibility and awareness

More than 30 respondents commented on the increased accessibility to catalogues and/or collections. Many also commented on the increased awareness (both in libraries and in the research community) of, and recognition for, the materials held by libraries, and the libraries themselves. Comments included:

- It has highlighted our strengths and the gaps in our collection, vastly improved staff knowledge of our holdings
- That the Library now knows what is held - the creation of high-quality records means also that we can distinguish precisely the editions held (this is a consideration with certain rare material).

This has also enabled other libraries to identify unique/rare material not (readily) available elsewhere (e.g. National Library in Iceland)

- The collections are now more visible, particularly to people who are not part of the university. It has encouraged us participate in union catalogue projects, for example Open WorldCat, and bid to join COPAC
- Retrospective conversion (and backlog clearance) gives users a more comprehensive picture of the collection. It makes their research easier; it gives them more confidence that it is comprehensive and it enables them to plan their work more cost effectively because they can check catalogues before deciding to travel
- The real impact came with launching the online catalogue, enabling our Fellows and others around the world to see what we have to offer. Achieved a higher profile for the Society as a whole
- It has improved users' ability to search the whole collection, and has led to increased use of previously undiscovered material
- Increased access to collections ; increased knowledge of collections (library staff as well as wider academic community). Enquiries answered more speedily and efficiently
- A greater awareness within College of the importance of provenance research
- Material which is only represented in card catalogues might as well not exist for modern library users
- It has had a major impact on the use and visibility of our collections and is the single most important thing we can do to make them available to the research community
- There was a view before recon work was undertaken that if material wasn't being used we should relegate it. The contrary argument that the material was a valuable research resource that would be exploited if only its existence was known prevailed and has been proved correct
- No major impact but it is very important that these collections are known to scholars, otherwise what is the point of keeping them?

Usage

A number of respondents also said that retroconversion had seen an increase in the usage of collections:

- Increased use of the collections and increased visibility, both to academic staff and postgraduates. The impact goes beyond the local research community to a national and international audience because of the visibility of the collections in our online catalogue
- It has had a high impact on the use of collections and has been beneficial to our users who do not have to travel to other Libraries or request items through ILL. In the modern era the vast majority of researchers don't have any experience of card catalogues and other manual finding aids and will assume that if an item is not on the computer catalogue then the Library does not have a copy. Making our catalogue records available online has increased the number of enquiries from and visits by remote users (UK and worldwide)

- Usage of the Tait and Watson collection pamphlets has increased noticeably since they were catalogued online
- Without retroconversion the modern collection would have continued to have relatively low use
- Increased use of collections and requests for information; made collections more accessible to external researchers
- Our core function as a public library is to increase library use in all areas; the online catalogue is a powerful tool to facilitate this
- Research visits and public visits show a gradual increase

Quality of records

- Impact in the sense of improvement to the quality of data has been dramatic. Upgraded records are far fuller and more accurate, redundant records have been removed and others consolidated as appropriate
- Has made the records much more searchable and made them available outside the Library and the Gallery
- The Access database is an interim solution enabling us to make special collection material accessible online in the absence of enough specialist cataloguers to create full MARC records

Collaboration

- *[Enabled]* useful comparisons with other libraries and ability to "share" cataloguing expertise

A very small number of respondents were less positive in their comments, and one respondent said there had been no impact.

Service-related issues

- Photocopying has increased dramatically since publication of the catalogues, which makes things much more complicated for us in terms of charges and international orders
- It is very clear that a high proportion of users have used online resources before approaching us. However, as large parts of lower levels are not online there is a problem in keeping up with mechanical aspects of user demand

Future retroconversion

Lessons learnt from previous retroconversion work

Respondents were asked to reflect on their experience of retroconversion initiatives undertaken in the last five years and comment on anything they would do differently in future work. The lessons learnt may be divided into four broad areas.

Planning and preparation

Five respondents mentioned placing more emphasis on the planning stage. As one respondent stated, *'Plan, and keep planning!'*. Another said:

- *Spend a bit more time at preliminary stage - do a mini-pilot to ensure more accurate assessment of time involved in cataloguing and processing*

Cataloguing and classification issues

Issues connected with cataloguing standards were a particularly prominent feature of the comments received. Examples included:

- Aim always to use up-to-date internationally-recognised classification schemes (i.e. DDC22) rather than in-house adapted schemes
- Tighter control over specifications for outsourced retroconversion and better quality control checking
- I would be more cautious about accepting matching criteria proposed by contractors. We are developing our own in house process for automated de-duplication of converted bibliographic data
- Use an archives management system for hierarchical archives cataloguing in EAD, rather than trying to make a MARC-based system work
- More appropriate format for data storage and retrieval
- More online matching against external databases of quality
- Place greater emphasis on interoperability of smaller databases which record specialist (usually Manuscript) material
- In an ideal world - money and time permitting - we would like to catalogue all of our Special Collections to DCRB standards in order to include more copy specific details online (provenance, binding, etc.)
- Ideally, more detailed and with higher bibliographical standards. Full classification of items would be shown on the computer catalogue, which does not happen with existing records
- If funding were available: improve and enhance subject terminology to provide better access to content, especially for cuttings

- Would not use customised local MARC fields if starting again
- Have money to allow fuller records to be created, rather than the basic ones we have to settle for
- We would include greater detail in the catalogue records, especially relating to donations, and provenance.
- Local editorial control. Ensure early incorporation in main archives and mss online catalogue as opposed to access via project driven websites
- Many of the externally funded projects in which we participated were subject based. They allowed us to partially catalogue certain collections but the remit of the project did not always allow us to complete specific collections because of subject constraints in the project scope. We now want to follow a far more systematic approach which completes collections and gives more clarity to users in their use of our online catalogue and collections

However, in contrast to these comments about the quality of catalogue records, one respondent expressed the view that, in future work, they would *'check less, do more'*.

Staffing

- If costs allowed or funding was achieved we would prefer to undertake all cataloguing projects in-house by employing temporary staff or offering extra hours to existing staff
- Try to get some temporary assistance from the local library school
- It would have been better to have dedicated staff working on them, rather than fitting the work in with other duties.
- Often funding is for a limited duration (e.g. one year). This can lead to projects being started but never completed within the funding period. The work then has to be either dropped or incorporated into the library resource allocation. This has resulted in some projects taking longer to be completed than would be desired.

Establishing priorities

- Hope that our own priorities could be followed and not those of funding bodies or campaigns
- If we had had complete freedom to spend the recon money as we thought appropriate then our priorities would have been different
- Focus on: (a) collections that are in demand and not just by the research community (e.g. a small collection of material relating to the 1914-18 War that is heavily used by schools) (b) collections that are unique in their field as regards scope etc (e.g. Anglo-Judaica) (c) collections where the potential for other forms of exploitation exists (especially digitisation alongside retroconversion)

Only two respondents said that they would not do anything differently, and a further two made the following comments.

- Very little. We outsourced the retrospective conversion to a US company called Backstage and were delighted with their work. There is authority file work to be done now, but again we are looking out outsourcing this to Backstage
- We learnt lessons in the 1990s. If we were doing again what we have done in the last 5 years we would essentially do the same

Prioritising collections for the future creation of online catalogues

Echoing an earlier question which asked about priorities librarians had used to identify collections for retroconversion (Figure 18), respondents were also asked which criteria they would use to prioritise future work (Figure 22). Again, the importance of material for research ranks most highly, followed by difficulty in accessing collections, and the rarity of material. Figures 18 and 22 are compared in Figure 23 (p. 55).

Figure 22 Criteria used to prioritise collections for retroconversion/the creation of online catalogues in the future

Rank	Criteria	No of responses	%
1	Importance of material for research	74	82%
2	Difficulty in accessing collections	66	73%
3	Rarity of collections	60	67%
4	User demand	52	58%
5	Relation to other collections	47	52%
6	Opportunities for collaborative work	37	41%
7	Low usage of collections	30	33%
8	High usage of collections	27	30%
9	Other	11	12%

N=90

It is interesting to note that 16 of the responding institutions thought they would not take into account the importance of material for research when prioritising collections for future creation of online catalogues. Of these institutions, the majority (9) were public library authorities, five were academic libraries and 2 were specialist libraries. Within this group, the leading criteria was identified as difficulty in accessing collections (10 respondents), user demand for online catalogues (six respondents – all public libraries), and opportunities for collaboration (six respondents - five public libraries).

LISU was asked to investigate further respondents not selecting ‘the importance of material for research’ in either or both this question, and/or the equivalent question about retroconversion over the last five years. This was undertaken during brief telephone interviews with selected respondents.

Explanations included:

- Material ‘not on the computer’ was given priority
- As a public library service, a systematic approach (by classmark) was considered to be more appropriate. ‘How could importance of material for research be determined?’
- The collection is very wide-ranging and esoteric, and enquiries tend to be very individual. It is therefore seen to be difficult to prioritise collections for retroconversion on the basis of the importance

of material for research. In addition, a lot of the material relates to the history of the organisation, which is important to the organisation, but not to researchers

- One academic respondent considered that it is not for the librarian to decide which collections are the most important for research, feeling that they are not competent to decide which material is important for research. However, they added, that if the relative importance of material could be determined, they would give it higher priority in selecting material for retroconversion

Determining importance of material for research

In a similar exercise, selected respondents who had identified ‘the importance of material for research’ as a selection criterion were asked how they determined this.

- One public library respondent said they focused on the ‘volume’ of interest in materials, and therefore prioritised the local history collection
- A specialist library said this is based on experience of dealing with enquiries, to gain ‘a sense’ of what is important to researchers
- In one university library this is based on knowledge of the organisation, in consultation with academics, and is dependent on how research active departments are. Interestingly, this respondent said the focus tends to be on the priorities of the university, and typically not how useful material could be to the wider community
- Another said: *‘We use the expertise of our special collections staff, based on knowledge of the stock and usage by researchers, and occasionally that of our users to identify specific items and/or subject areas and/or collections. It’s not very scientific’*
- One library said that *‘this is an area for which we do need some better definition of criteria’*. They currently take into account curatorial advice, asking curatorial staff with responsibility for the specific collections to advise on the proportion of material in the collection which would be regarded as unique. They also consider the views of the wider community, *‘but the mechanisms for enabling this are far from perfect’*
- A college library said they prioritise *‘primarily on the basis of material unique to the institution, with an interesting provenance history, which marks it out from copies held elsewhere. In addition, focus on subjects not readily available elsewhere in [the University]’*

Other criteria

Eleven respondents selected ‘other’ criteria (*Figure 22*). These included:

- Funding opportunities / likelihood of attracting funding (6 respondents)
- Focus on collections where there is potential for digitisation as well
- Whether full text digitisation is planned / avoiding damage to rare materials, e.g. by digitising and providing the images in existing catalogues or over the web
- If the collection itself would merit more research e.g. for its history as a library

- In light of Logjam audit (evaluation of uncatalogued archives in the North West)
- At present none of the library's academic & undergraduate collection exists online. It is only available in-house. That was a fellowship policy decision of years past. I intend shortly to move towards having some modality of online or externally accessible catalogue for routine undergraduate use. Only once that is achieved will I deal with the issues related to online special collections catalogue records.
- Loan collection must be our first priority to meet internal needs

Some respondents commented about prioritising collections:

- 1914-18 collection is one example where there is other material (especially postcards) that complement the printed material and that could be digitised, likewise Anglo-Judaica, also Poetry (especially "little magazines") that include a great deal of graphic material
- Specific requests [from staff and students] to make research material available in the online catalogue. We are aware that we have a high proportion of unique material and we do take this into account when considering work to prioritise
- The HLF grant to create an online catalogue, conserve and promote material has influenced which of the collections are to be initially included on an online catalogue. Material relevant to the activities related to the project will be added to the online catalogue first
- Each of the above criteria [Figure 22] would apply to some extent depending on the source of funding
- Low and high usage look like contradictions, but I believe our usage is lower than if the collection were more accessible and has potential for high use
- I do not believe that low usage of a collection says much about its value. Users may not be aware of it. It may be essential to a relatively small number of users. Collaboration should not be a condition of funding. Collaboration may be important, for example it is essential to our South Asian retroconversion, but for many of our catalogues collaboration would act as a drag factor
- The existence and quality of our existing records has been surveyed. As a first phase, we wish to enhance our catalogue records for material dating 1600-1701, and to incorporate critical and sometimes very significant copy-specific information. (Provenance, binding, etc.)
- Uniqueness of collections and their material; public access to details of the collections; possible collaborative work with local museums
- Our aim is to have the whole of our collection in the online catalogue, and we shall probably take a methodical approach rather than a qualitative or thematic approach
- The subset of the Main Collection catalogue currently being upgraded, and one other which it is hoped to be able to deal with next, are the obvious priorities
- The Access database records are too brief for sophisticated searching and will need to be upgraded to full MARC records. However, we do not have the staff resources to do this immediately

- In my view pre 1930 engineering journals are little used because there are only manual tools for searching them

Changes in priorities for retroconversion

Responses to criteria used in the past and criteria that would be used in the future were compared, to see if there were any longitudinal differences. Figure 23 shows the number of respondents selecting a given criterion, both in the past and in the future. It should be noted that only respondents who answered both questions were included in this analysis.

Figure 23 Comparison of past and future priorities for retroconversion

	Last 5 years	Future
	No of respondents	No of respondents
Importance of material for research	56	55
Difficulty in accessing collections	38	46
Rarity of collections	41	50
User demand	27	36
Relation to other collections	30	38
Opportunities for collaborative work	16	20
Low usage of collections	16	19
High usage of collections	23	26
Other	22	7

N=66

These findings suggest that difficulty in access to collections, rarity of collections, user demand and relation to other collections which have already been catalogued are likely to be more important criteria in the future than they were in the last five years.

Future plans for the creation of online catalogues

The majority (84%) of librarians said they had plans/ideas for the future creation of online catalogues, and 78 respondents gave details of plans/ideas for future work; these are included in full in Appendix D. The plans largely fall into one or more of the following themes:

Building on current work

The questionnaire responses highlighted that much of the retroconversion work envisaged for the future is ongoing, or building on early work. For example:

- We have a workplan which is revised every year, identifying those collections which will be retro-converted or catalogued into the OPAC. We also have a workplan for describing our Manuscript collections
- Our priorities are to complete the online cataloguing of the collections we have identified in Section 1. Our next priority would be to complete work which has already started on the remainder of

the 50 named Special Collections. We will actively seek funding to continue this work. We currently have an externally funded Retrospective project in progress which will systematically address our post 1860 borrow-able stock and some of this material will be of undoubted interest to researchers (project completion date is April 2008 and c. 100,000 records will be added to our online catalogue) This systematic retro. project will extend into pre 1860 stock if resources permit and our project plan has taken this into account. Work is ongoing on our newest research collection which supports the Institute for Iranian Studies. The collection will grow to c. 14,000 volumes over the next 2-3 years and is almost exclusively in Farsi

- The project to create an online cross-searchable catalogue for the printed and archive Library collections will be continuing for the foreseeable future
- Internally, the completion of initial online catalogue for Herbarium Flora Collection. Online retroconversion of the Harper Collection would be a major project requiring outside assistance, particularly as our Collections Librarian (head of cataloguing) has recently retired

Upgrading existing catalogues

- Further upgrading of finding aids as and when opportunities arise
- Gradual upgrading of brief records to full MARC and cataloguing from scratch of some donated rare books.
- *[We have]* a high percentage of records for older printed material online. The quality of the vast majority of records for older printed material is questionable. The records need to be enhanced with more detail, and critically, including copy-specific information, some of which is available, but has never been incorporated into the records. But many of the existing records would not meet CURL minimum standards.

Making resources available online

- To migrate our Idealist on-line Special Collections catalogue to the web
- To catalogue all collections to same level and publish all electronic records online
- Work towards making the early printed books online catalogue ready for release. Create an online catalogue for the Rogers collection, the last remaining special collection without online records

Integrating catalogues in the main catalogue

- Both collections came with heritage catalogues. I plan to integrate them into our main library OPAC
- We hope to be able to add our Local Studies Catalogue and separate Illustrations Index to the new version of our in-house online catalogue which is due to appear in 2007

Seeking funds/resources to undertake work

- I have catalogued a handful of items ... to demonstrate the value of good quality online records and am hoping we can raise funds for a retrospective project. I have costed such a proposal, but no funds have yet been obtained
- We would like to obtain funding to increase the coverage of the union catalogue to include libraries whose music manuscripts have not yet been catalogued, most notably in Wales and Scotland
- [We have] conducted an audit of backlogs and of printed catalogues We know what needs to be done in general terms. We have a process for achieving it. What we lack is resources from 2008/9 onwards
- Unsuccessful bid was made to 'Full Disclosure' for funding to retro catalogue local studies material held at all major sites in the authority. Future work on this will depend on obtaining resources externally, or from a significant change in priorities for resources internally
- We have prioritised our rare book collections should any general funding become available
- We would very much like to find funding to catalogue the Medical Printed book collection 1801-1950 which is a highly regarded collection (the collection was designated as of national importance as part of the designation status awarded to *[our]* Special Collections in 2005)
- Retro conversion is part of our current strategy document and we are currently evaluating ways to make it possible

In general comments invited at the end of the questionnaire, it is noteworthy that a number of respondents expressed concern with regard to the lack of resources available for cataloguing:

- Progress seems painfully slow, but we are making some headway.
- Unless an institution is very well funded, work of this type is often financed by external funds or grants. It is often very difficult to argue a case within the institution for additional funding for cataloguing activities
- The Library is primarily for the use of staff here at the Secretariat, but is open to the public. However, unfortunately the cost of total retroconversion could not be justified since most of the material used by staff is less than 5 years old
- The member of staff who has cared for our Special Collections for many years is retiring, and we cannot afford to replace him
- We are one of a number of independent libraries in the UK and Ireland who are often overlooked or marginalised by grant-giving bodies as it is often considered that our income is self-generated and adequate. However our collections constitute some of the least used but often most important in the country and, because of our inadequate finances, not easily made available to researchers - not least because we do not have the means to raise proper awareness
- We are at a stage when most of the standard work where we can buy-in catalogue records has been completed. The remaining work is archival cataloguing, film cataloguing and portrait cataloguing. For the portraits we think we require specialist software, and the work required for in cataloguing all these collections is specialist and expensive

- The main constraint is the lack of staff time for records to be added to the online catalogue. The usual heritage funders do not seem to appreciate the value of this material being online
- We are very keen to catalogue all our collections on-line but funding not available at the moment to allow us to do this
- The manual catalogues we have take many forms: card, old printed catalogues, finding lists, databases, etc. We hope to scan some and add to our website and to add links to databases to our website - given time and money
- Any support/advice is welcome

No further work

One respondent commented why they do not currently have plans for future work:

- No further retroconversion planned, as our card catalogue conversion is complete. However, if we acquired any further deposit collections we would plan to catalogue them

Another respondent expressed concern about the current perception of retroconversion work:

- I do not see the future of enhancing access to collections in terms of retrocon (or indeed digitisation) alone. Although it is my area of responsibility as far as printed works are concerned, I am among the first to admit that retrocon is distinctly un-sexy as far as the majority of funders are concerned. This does not mean that retrocon is not very important in its own right, simply that the perception seems to be that it is a rather "passive" activity, when what is wanted is something more dynamic.

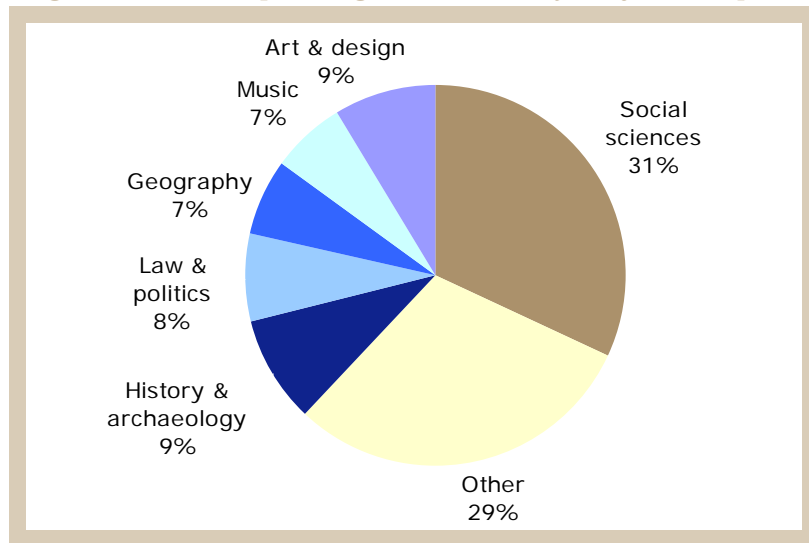
Survey of researchers

A total of 200 responses were received to the researchers' questionnaire (*Appendix B*). It is not possible to comment on the response rate for the questionnaire as researchers were contacted indirectly, through librarians and websites.

About the respondents

Figure 24 shows the main subject area of the respondents, who, as planned, were concentrated in 'arts' subjects. Figure 25 gives details of the 29% of researchers in 'other' disciplines.

Figure 24 Responding researchers by subject discipline



N=200

Figure 25 Details of other subjects

Subjects listed in the questionnaire but too few responses to be shown separately on Figure 24		Details of subjects specified as 'other' in the questionnaire	
IT/computing	7	Library/information studies	3
Life Sciences	7	Theology	3
English	4	Economics	2
Mathematics	4	Museum Studies	2
Medicine & allied subjects	4	Psychology	2
Modern languages & lit	4	Aquaculture	1
Business & management	3	Creative writing	1
Classics & ancient languages	2	Environmental archaeology	1
Education	2	Gender Studies	1
Drama and performing arts	1	General information	1
		History of media education	1
		Statistics	1
		Not specified	3

Too few responses were received to permit valid analysis by the subject areas listed on the questionnaire (*Appendix B*), or by the categories shown in Figure 25. Excluding three responses where subject area was not specified, three broad categories were therefore defined, as shown in Figure 26.

Figure 26 Responding researchers by broad discipline area

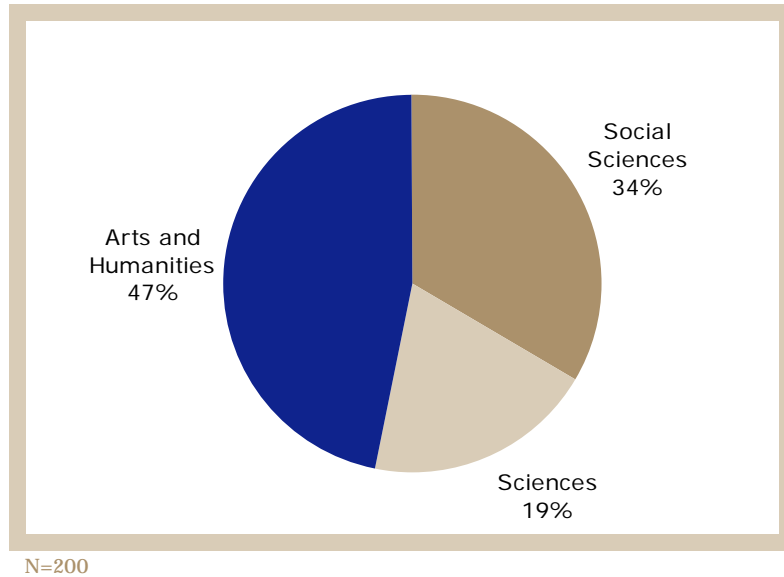
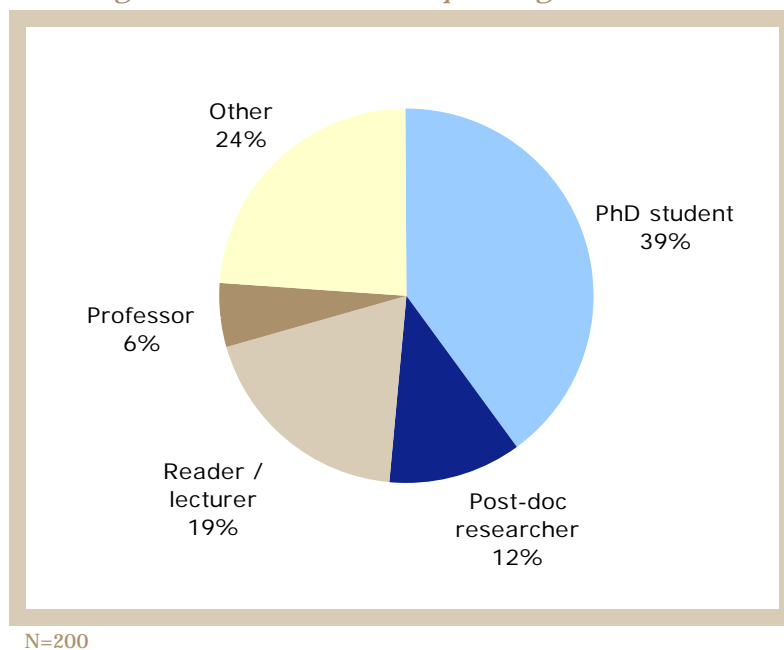


Figure 27 shows the status of the responding researchers, and confirms, as we might expect, that a large majority of the respondents have an academic background.

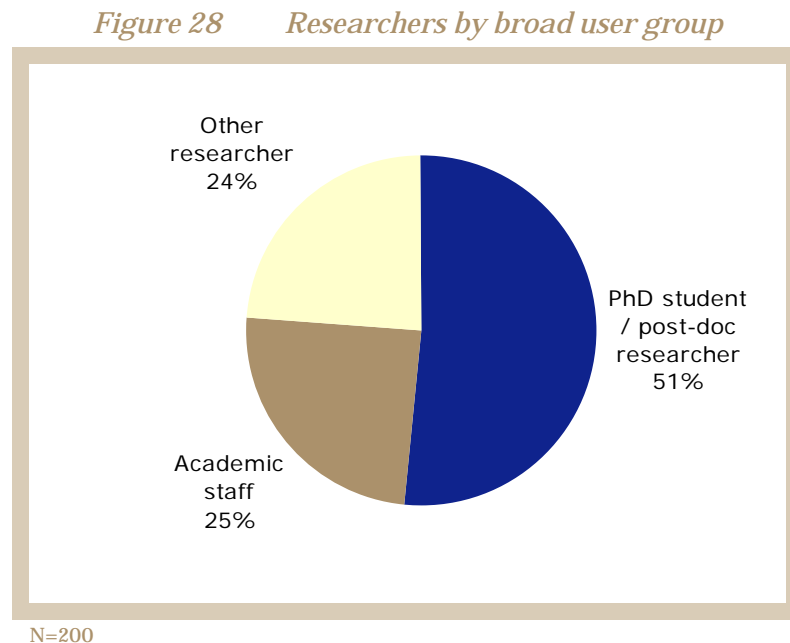
Figure 27 Status of responding researchers



The majority of ‘other’ respondents (19 out the 46 specified) were masters students. Responses were also received from:

Research assistant (4)	Undergraduate students (4)
Research Fellow (3)	Librarian/library assistant (3)
Other researcher (3)	Masters graduate researcher/Masters PG (2)
Professional musician (1)	Retired researcher (1)
Independent academic writer (1)	Fiction writer (1)
Teaching assistant (1)	Admin assistant (1)
University employee (not research) (1)	Post-doc researcher working independently (1)

Again, there were too few responses to permit valid statistical analysis by the categories shown in Figure 27. The categories were therefore grouped as follows (*Figure 28*):



The libraries used by researchers

Respondents were asked to identify up to three libraries/collections which they use most often, together with details of the institution where they are located, and whether this is their home library/institution. Of the 419 instances of libraries/collections, the vast majority of respondents named libraries, rather than collections.

The primary intention of this question was to focus respondents' thoughts on the libraries they use most often, as a lead-in to questions about catalogue format. However, the responses did give a useful indication of the wide range of libraries used by researchers. For example, 53 researchers named the British Library as one of the three libraries they used most often, of which only 3 (out of the 49 who specified) described this as their 'home' library.

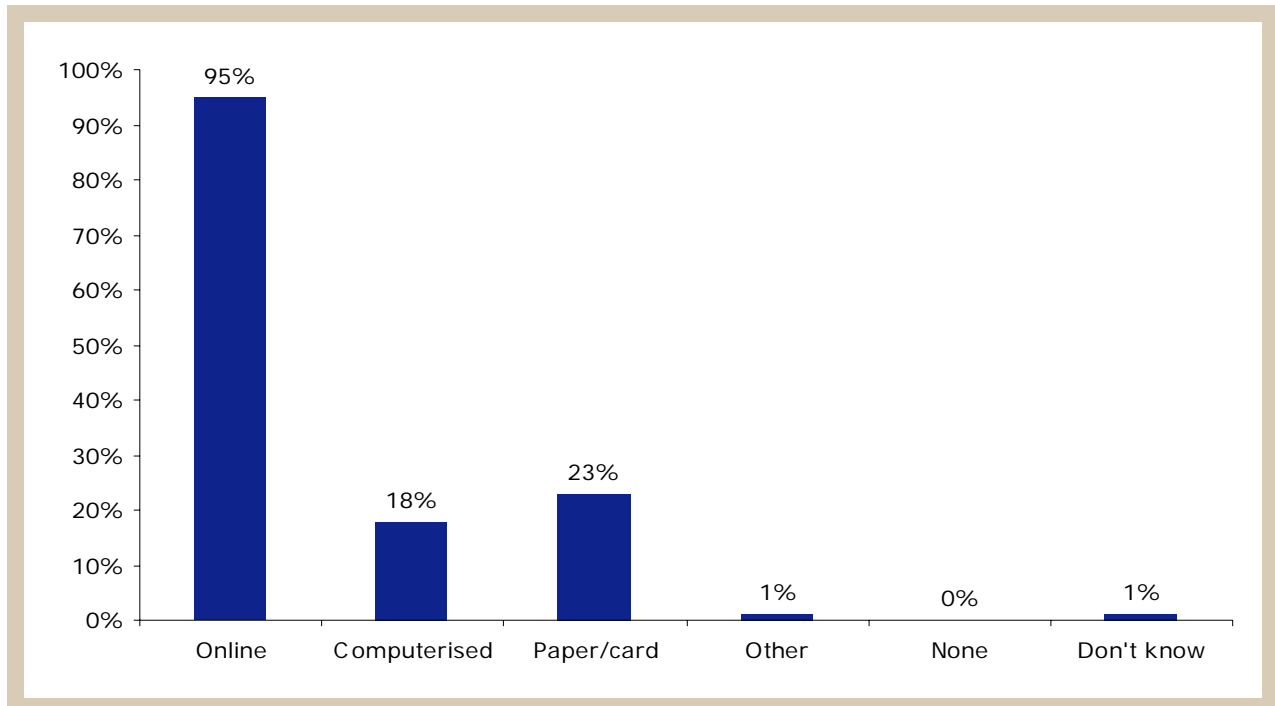
Types of catalogues in the libraries used by responding researchers

Respondents said that 95% of the libraries they use have online catalogues (*Figure 29*). Interestingly, a number of respondents said the libraries *also* had paper catalogues (22% of cases) and/or computerised (but not online) catalogues (16% of cases).

None of the responding researchers detailed libraries that do not have catalogues, and less than 1% were unsure of the catalogue format(s) in their library. Although 'other' catalogue was selected in four cases, no details were supplied.

In 411 cases it was possible to relate the information given in this question to whether the library in question was the researcher's home institution/library. In just over half the responses (52%) the library was the home library/institution of the respondent.

Figure 29 Catalogue format(s) of the libraries most often used by the responding researchers



N= 434

Identifying resources for research

Figures 30 to 32 show the findings from a group of questions which asked about how often researchers had used different types of catalogues, and how valuable and convenient to use they had found them. Where there were sufficient data available, the responses were analysed to see if there were any statistically significant differences between the responses of researchers from each of the three broad discipline areas, and from the three broad user groups.

Frequency of using catalogues

Figure 30 Frequency of using different catalogue formats

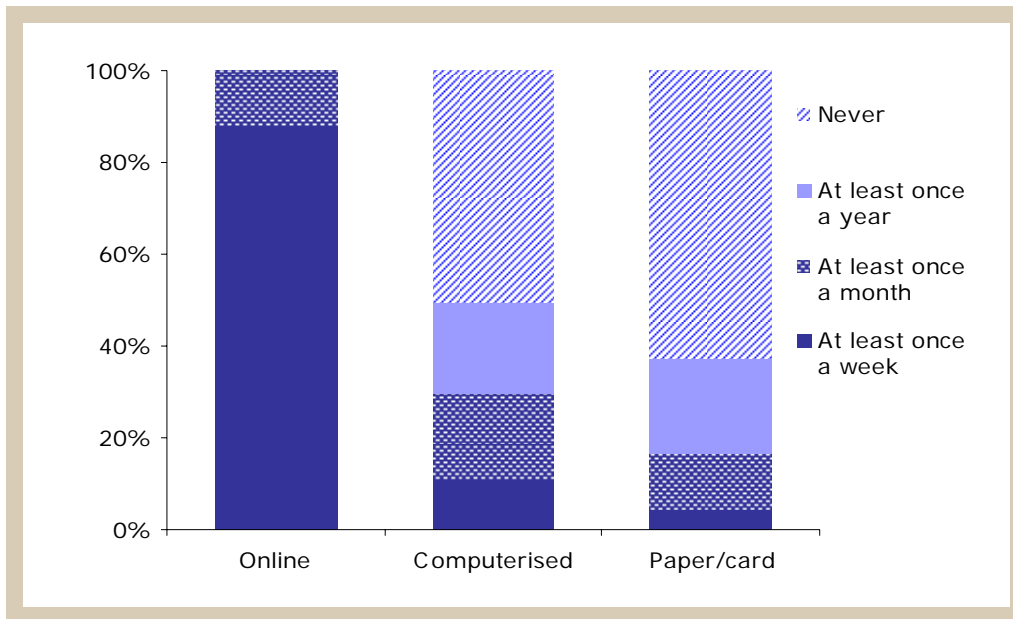
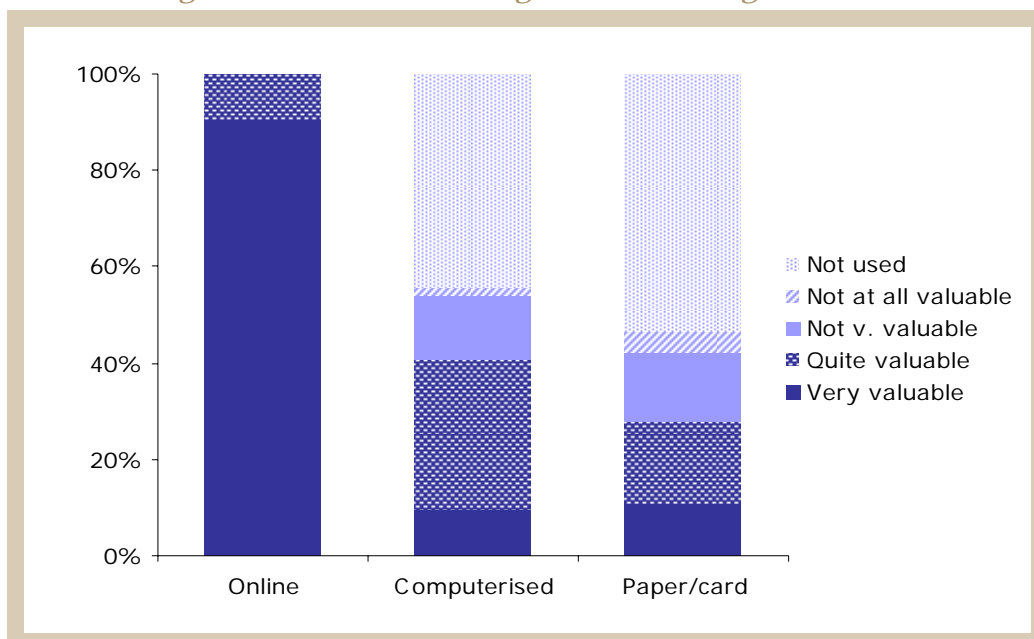


Figure 30 confirms that online catalogues are by far the most frequently used of the three formats, with over half of the responding researchers never having used card catalogues, or catalogues which are electronic but not online.

No significant differences were found between researchers in different broad discipline areas, but with regard to use of catalogues which are computerised (but not online), other researchers were significantly more likely (at the 1% level) to have used such catalogues, than PhD students/post-doctoral researchers and academic staff. Conversely, researchers who are academic staff were found to be more likely to have never used computerised catalogues than ‘other’ researchers.

Value of using catalogues

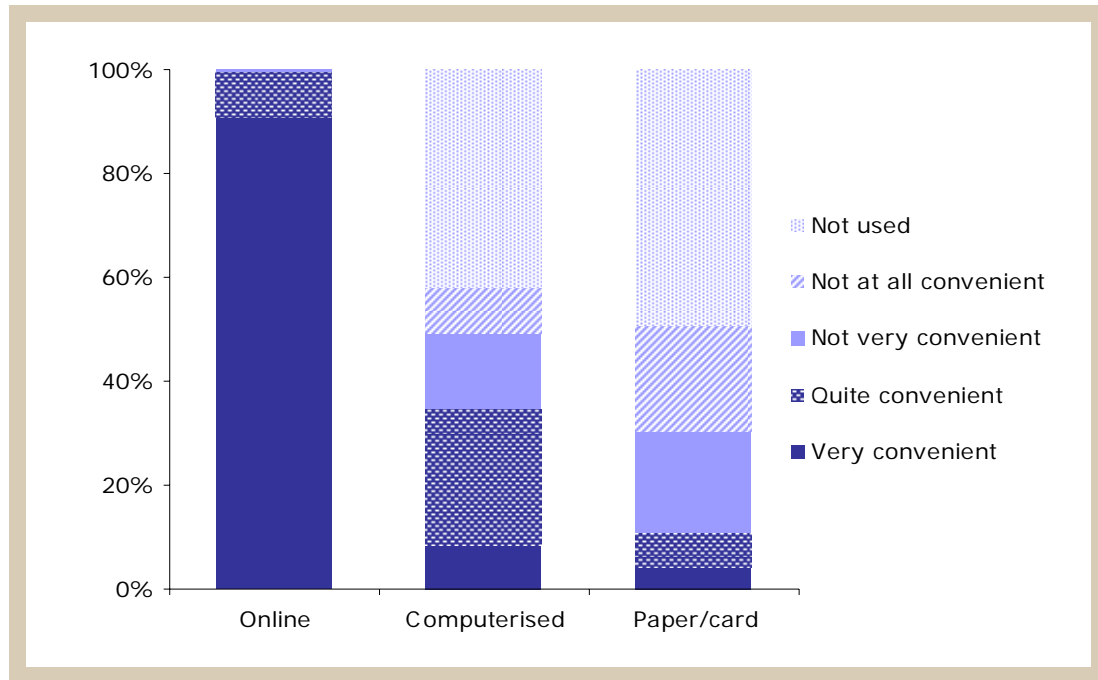
Figure 31 Value of using different catalogue formats



As we might expect, Figure 31 largely mirrors the findings of Figure 30, with online catalogues considered to be the most valuable (as well as the most used format) in terms of finding research resources. Again, there were no significant differences between the responses of researchers in the three broad subject areas. However, respondents in the ‘other’ staff group were found to be significantly more likely (at the 5% level) to consider online catalogues to be ‘very valuable’.

Convenience of using catalogues

Figure 32 Convenience of using different catalogue formats

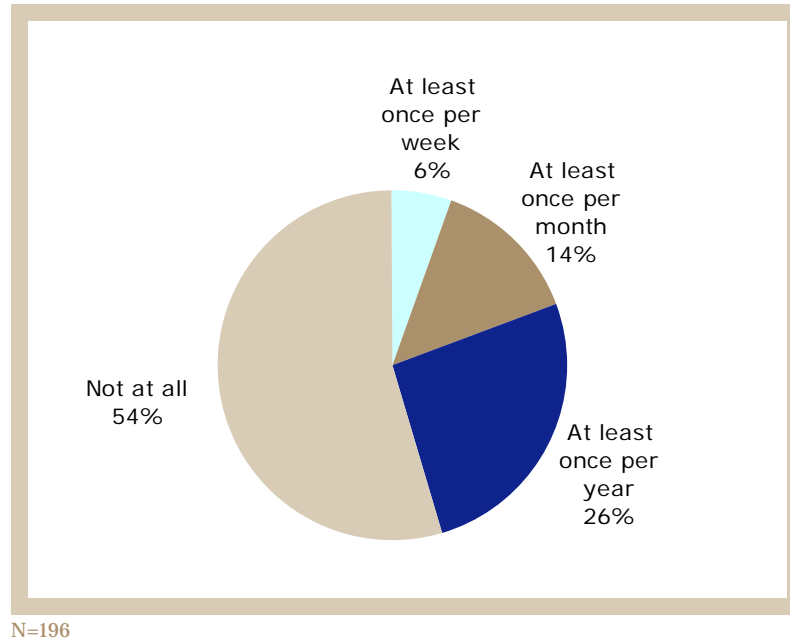


Convenience and value (Figure 31) appear to be closely related. However, researchers were relatively more likely to describe card and electronic (but not online) catalogues as *not at all convenient to use*, than *not at all valuable*. There were insufficient data to statistically explore differences between disciplines and staff groups.

Use of material which is not catalogued

Respondents were asked approximately how often, in the last year, they had used library material which was not catalogued. Figure 33 illustrates that just over half had not used any uncatalogued material in the last year, although a small proportion of respondents (6%) had used uncatalogued material on a frequent basis (at least once per week).

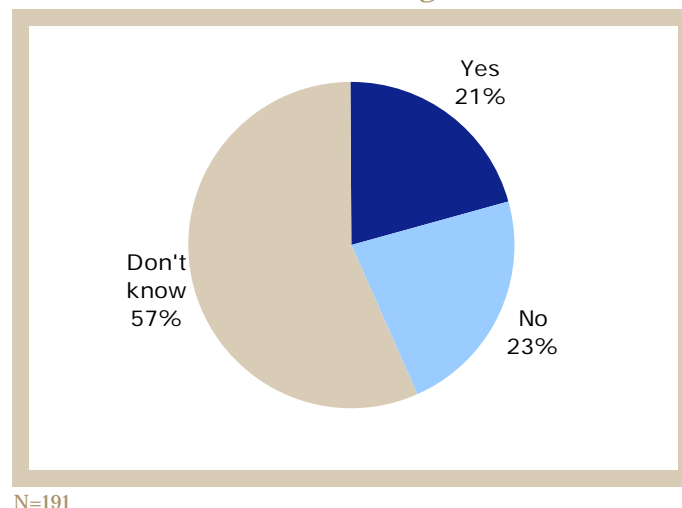
Figure 33 Frequency of using material which is not catalogued



No significant differences were found between different broad subject areas, but interestingly, PhD students and post-doctoral researchers were found to be significantly more likely (at the 5% level) to have used library material which was not catalogued.

The next question also yielded interesting results. When asked whether there were any library collections they would use more extensively if they had online catalogues, only one fifth of responding researchers replied to the affirmative. The majority of respondents (57%) were not sure.

Figure 34 Respondents who would make more use collections if they were covered by online catalogues



Those respondents who answered *yes* were more likely to have used uncatalogued library material in the last year, than those who answered *no* or *don't know*. For example, of those answering *yes*, only 38% said they had not used uncatalogued material in the last year, compared to 54% of all respondents (Figure 33). This would tend to suggest that researchers already making use of uncatalogued material are more likely to see the potential of online catalogues, perhaps because:

- they are more aware of the existence of uncatalogued collections

- they are more aware of the difficulties in using uncatalogued holdings

Eighteen researchers made specific reference to material/libraries in the UK, and seven mentioned collections/institutions beyond the remit of this study (either libraries in other countries or archives services). Details are included in Appendix E.

The responses of a number of researchers confirmed the importance of online catalogues in raising awareness of collections:

- Would not even be aware of materials not in the catalogue
- If a catalogue is available at home over the internet I am more likely to use a library
- If a catalogue is online you are much more likely to find its existence - there may be good collections that I don't know about
- To some extent, my research is led by what is available online, so I am less likely to be aware of libraries without an online presence
- Presumably there are library collections I might use if I knew about them - and one way of knowing is because I find an online resource.....

Although peripheral to the question, several respondents also referred to the online availability of journals. This lends support to the findings of an earlier study (RIN, 2006b), which observed that many researchers do not make a distinction between discovery tools and what is being discovered. Comments included:

- There are several journals I would use but are not available to my library on-line, or as paper copies. If I had access to a collection that had them on-line I would certainly use them
- Stroke journal online (not available without subscription)
- e-journal: limited subscription at [my] library. e-journal: do not have access to [another library's] e journal via SCONUL card, very inconvenient
- I will use more often if I could download the online journal

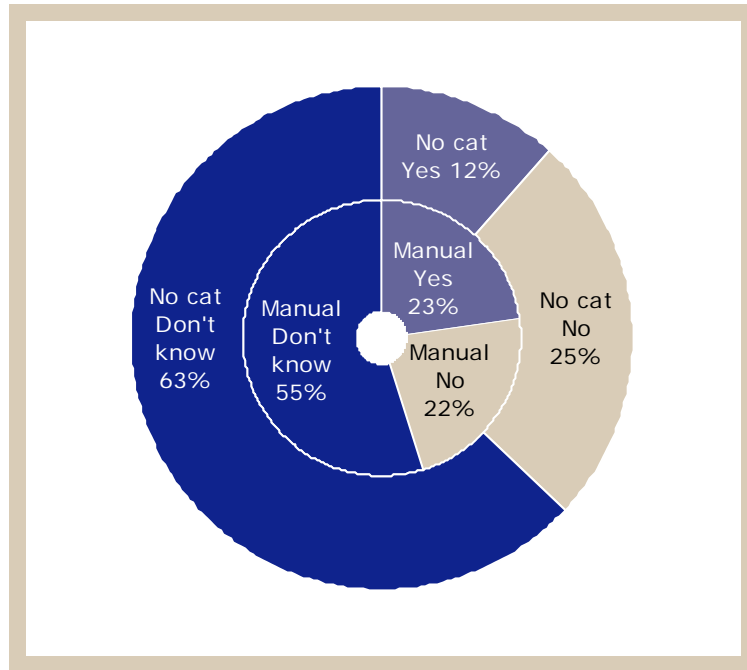
Use of online catalogues which were previously manual format / not catalogued at all

Figure 35 shows the proportion of respondents who have used an online catalogue for information about collections which five years ago were

- Only covered by a paper/card based catalogue (shown in the inner ring) (N=197)
- Not catalogued at all (outer ring) (N=187).

Arts and humanities respondents were found to be significantly more likely (at the 5% level) to have used an online catalogue for collection(s) which five years ago were not catalogued at all.

Figure 35 Use of online catalogues by 2001 catalogue format



Impact of online catalogues

The vast majority of respondents identified online catalogues as having a positive impact on their research. As one researcher said, 'It facilitates my research enormously'. Many of the comments are listed below, grouped by broad themes.

Planning library visits

- Time and/or money saving – online catalogues enable planning a visit to a library prior to going to the library (7). In addition one respondent said: *Online catalogues enable me to prepare visits ahead which increases efficiency by an order of magnitude.* Another said, *Without an online catalogue I wouldn't have made the trip to consult the resource*
- Far easier-as a poor PhD student any time spent preparing for research while in my office is valuable
- Faster and easier. Allows short, quick trips to the library

Quality of searching / functionality

- Just much easier to be sure I have searched more thoroughly. Essential for literature reviews
- Useful links can be made between one work and another more easily
- It simply makes all kinds of "discovery" possible - connecting materials (especially manuscript ones) that are of no direct use to, or are overlooked by, those working in situ to scholars all over the world who understand immediately the significance of those items and the need to consult them
- It's the full text articles that make all the difference

Remote access

- I work mostly from home, so it has allowed me much greater access
- Made a big impact for remote access but they are often copied straight from a paper version that could be over sixty years old
- I only use the online catalogues - and do so from home. I don't do research in my university office, too many interruptions

Speed/ease of use

- Easier/more efficient (6). Comments included: *Less effort required. The whole process is swifter and Greatly improved the speed at which I found relevant info.* One respondent made particular reference to libraries of recorded music
- Tremendous saving of time; ability to pinpoint relevant material; ability to discover unsuspected new evidence
- Being able to access the information I need with the click of a mouse – it's great!
- Makes it much quicker and easier to get all the up to date papers in my area
- Makes all the difference. I simply don't have time to go to the library any more given demands of admin, teaching and research. Ease of access has helped when trawling for info
- Incredible, it speeds up research connections as well as providing archival information, that I know I will be able to get access to if I go to where it is
- Material is much more accessible now: less time searching means more time actually consulting research material
- Ease of research, time saving, openness and access to materials

Opening up the collections of other libraries

- Huge improvement in ease of access - especially for collections held at other organisations or institutions
- Much easier and quicker to find things that are in libraries outside research centre

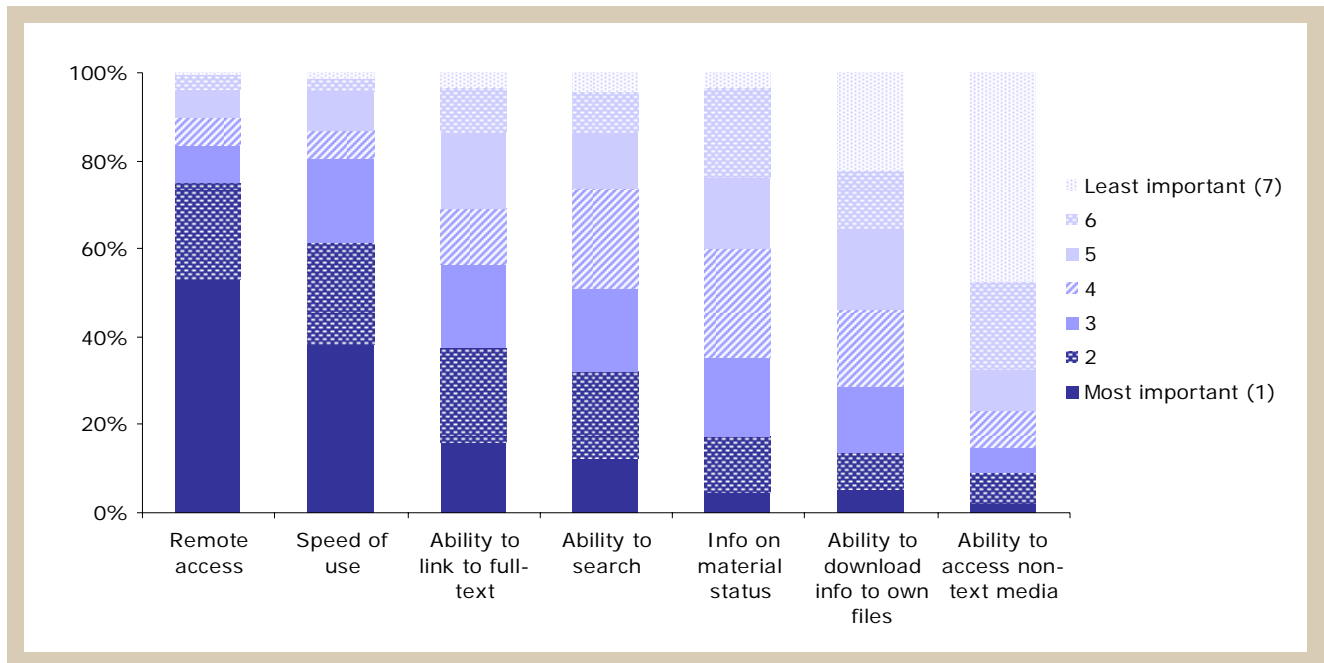
No/negligible impact

- Not applicable. I was aware of the existence of these collections prior to their being catalogued online, either through using the card catalogue, or simply taking time to search the relevant shelves and / or stocks
- Mainly convenience. Overall impact slight

The benefits of online catalogues

Respondents were asked to rank what they considered to be the benefits of online catalogues, from a list of criteria (*Appendix B*). Figure 36 below shows the relative importance of each of the criteria.

Figure 36 The benefits of online catalogues ranked by importance



It can be seen that ability to access catalogues from outside the library and speed of use were the most highly ranked benefits overall. In contrast, the ability to access non-text media and to download information to their own files was considered less beneficial by the responding researchers.

The responses were analysed by subject area and type of researcher, and the following inferences drawn:

- Speed of use tended to be ranked more highly by scientists, than by arts and humanities and social science respondents
- Ability to search by a variety of fields was considered by scientists to be less of a benefit than it was by the other groups. This was also true of researchers in the 'other' user group
- Remote access was considered relatively less important by scientists than by the other subject groups
- The ability to link to full-text material was more important to social scientists and scientists, than to researchers in arts and humanities
- The opposite was true of the ability to access non-text media, such as manuscripts, images, video, maps and music, which was relatively more important to arts and humanities researchers

Other criteria

In addition to the criteria shown on Figure 36, eight respondents included ‘other’ criteria in their ranking. Details supplied included:

- Success of search - much more likely to have new and unexpected finds or to find what you were looking for
- Using COPAC to search several catalogues at one time, to find out where I can find a copy of a book
- To get full literature references
- Convenience of access to material for disabled user
- Ability to order material held offsite or request interlibrary loans
- Journal access far more important than the catalogue of the physical collection.

Extending the coverage of online catalogues

Only 22% (42 out of 195) of respondents were aware of any projects/initiatives in the last five years to produce online catalogues research material held by libraries. It is interesting to note that arts and humanities researchers were significantly more likely to be aware of such initiatives than their counterparts in the other broad discipline areas. User group was not found to have a significant influence on researcher’s awareness of initiatives.

Impact of initiatives

Those researchers who were aware of retroconversion initiatives were asked to outline what impact this work had had on their research. The responses are given below, in two broad groups:

General benefits

- It has made research and gathering bibliographic information quicker and easier
- Increased facility (and hence accessibility)
- Ease of searching
- Enabled better access to materials - enabled planning prior to a visit
- Saving time; revealing new evidence
- Information could be checked more quickly, then depending on its relevance either used or discarded
- Made it much easier
- Access to archives has made searching for material in record offices infinitely faster and easier

- Easy access to documents
- Again, it made things much easier, in terms of freeing up research time
- Increased awareness of and recourse to source material, especially away from home institution
- Allows me to search other libraries online
- Raised awareness of resources that otherwise I wouldn't have known existed in any format
- Online catalogues have given researchers a great deal more flexibility and accessibility to data

Specific examples

- The Visual Resources Centre (History of Art Dept.) at Johns Hopkins University has been in the process of cataloguing their slide collection and making many of the images they own available online to members of the JHU community
- National Library of Scotland music collections. Availability of song catalogue will compliment resources I have available at other collections and allow cross-comparison of holdings which is invaluable to me
- Cecilia - made access to older music scores much easier
- COPAC has helped me locate the books I want, and I have also found new books
- West Sussex Library Service is putting West Sussex Gateway online, which is a portal to several catalogues within West Sussex, and is still growing. It has become easier over the last 2 years to find out where relevant material is
- Times Digital Archive may not be what you're asking about, but has made research using The Times infinitely faster than having to go to libraries holding The Times in paper or microfiche
- I am aware only of the ongoing cataloguing of collections in, for example, the Bavarian State Library in Munich and, to a lesser extent, some university libraries in London. In the UK, the impact on my research was secondary, due to the fact that I had either already used the card catalogue or merely looked in the appropriate parts of the library for material. In Munich, the fact that the card catalogue had been scanned in and placed online as an interim measure was a huge help. This enabled me to draw up a list of useful sources and to pre-order them whilst still in the UK, which meant that the books were waiting for me when I arrived in Germany
- The focus of my research is medieval manuscripts and, in addition to a number of secondary resources, I spend a lot of my research time looking at single copy medieval books housed in a number of different locations. Several of the libraries and museums that house such manuscripts have made a catalogue of some or all of their manuscripts available online (British Library; Morgan Library NY; Walters Art Museum MD, et al). These catalogues have been extremely useful to me - partly because they allow me to determine a great deal of information before I see the manuscript, thus minimizing the risk to the manuscripts themselves. Collections of rare books and manuscripts, as well as collections of non-book arts, deserve attention and funding to promote such online cataloguing projects

- We have worked on a number of systematic literature reviews (and non-systematic) in the last few years and it's particularly useful if we can identify and track down grey literature in addition to academic. I can't recall the name of any initiative but I'm sure I've heard that including Grey Lit in their catalogues is becoming a priority for libraries
- British Newspaper library are digitising their newspapers which will render so much more material accessible
- Most Computing related information sources (journals, books and article extracts) are usually catalogued and available instantly online. In this field, textbook material can become out of date within a few years as programming languages and applications advance - so online sources are essential as they are usually up to date. There has been no material so far I have not been able to get hold of online in some form via the web-based library journal search facility
- On-line literature searching is a major part of my research work at present. I mainly use the online library pages of University of Stirling Library to access on-line databases in order to search for journal articles. This is vital to my research work as the library increasingly does not hold paper copies or necessarily subscribe to the specific periodicals required
- I am amazed and pleased at how this facility - which wasn't around 20 years ago - has made such a difference. I work full-time, and am doing a PhD, so I wouldn't be able to manage without online catalogues. I work at West Sussex Record Office, and having our catalogues online has made a huge difference to the way people use us - it has widened the client base - which also means there are more enquiries where people don't know what they are talking about!

Two respondents made less positive comments and a number said that they were yet to see the benefits or retroconversion:

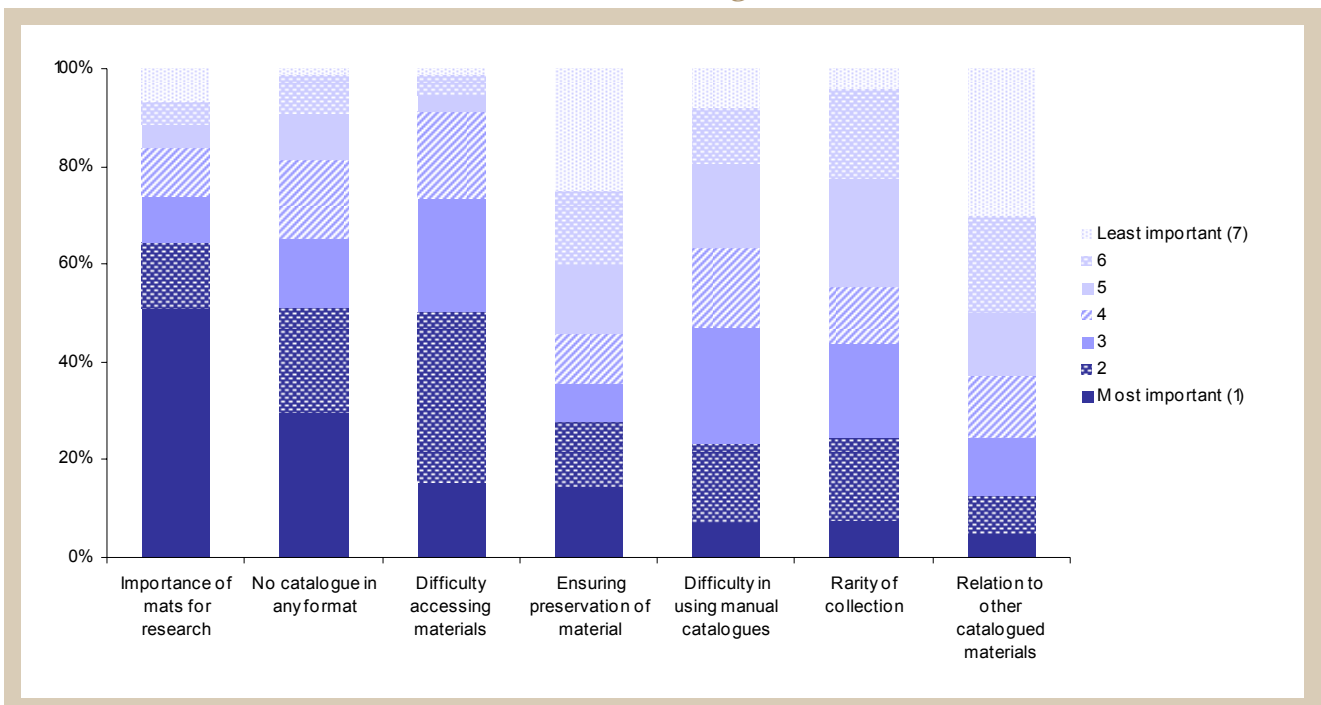
- Removal of useful card catalogues from the BN
- Little, because the catalogues are based upon much older material which is often inaccurate
- No impact yet
- Hasn't had any yet but may well do in future
- n/a as this didn't affect me.
- Not relevant
- None, I know these things are happening, but don't use it yet
- No immediate impact, but I keep my fingers crossed
- As yet none, the work I know of is in process

Prioritising the creation of online catalogues in the future

Respondents were asked to identify criteria that they would use to prioritise research collections for which to produce an online catalogue, and to rank their selections by order of importance. The findings are shown on Figure 37. Four of the listed criteria were also included in the survey of librarians:

- Importance of material for research
- Difficulty in accessing/browsing collections
- Rarity of collection(s)
- Relation to other collections which have already been catalogued.

Figure 37 The importance of selected criteria in prioritising material for online catalogue coverage



Referring back to Figure 22 (p. 52), it seems that both librarians and researchers consider the importance of materials for research and difficulty in accessing material as important criteria for prioritising material for the creation of online catalogues in the future. However, researchers do not appear to be as concerned as librarians with regard to the rarity of material or to what extent a potential collection for online cataloguing may relate to collections which are already catalogued.

Appendix B: Librarians' questionnaire



Extending the coverage of online catalogues

The Research Information Network (RIN) has commissioned LISU at Loughborough University to undertake a study exploring the availability of online catalogues for UK **library collections** of interest to researchers.

As well as evaluating the progress that has been made over the last five years in the creation of digital catalogues accessible over the internet, the study will survey researchers to identify their priorities in the cataloguing of collections that are as yet uncatalogued and in converting manual catalogues to online form. By completing this questionnaire you will be informing decisions regarding future priorities for the creation of catalogues for scholarly research material, to the benefit of the wider research community.

Please respond by **Friday 5 January 2007**.

If you have any questions, please contact [Helen Greenwood](#).

Institution * required field

Details of relevant collections

1. Please give details of the most important special collections for scholarly research held by your institution, and indicate how these collections are catalogued (*online catalogue, manual only catalogue, not catalogued or other*):

Collection name	<input type="text"/>
Type of material	<input type="text"/>
Approx no of items	<input type="text"/>
Present catalogue format	Online <input type="radio"/> Manual only <input type="radio"/> No catalogue <input type="radio"/> Other <input type="radio"/>
Format in 2001	Online <input type="radio"/> Manual only <input type="radio"/> No catalogue <input type="radio"/> Other <input type="radio"/>
If other, <i>please describe</i>	<input type="text"/>

Collection name

Type of material

Approx no of items

Present catalogue format Online Manual only No catalogue Other

Format in 2001 Online Manual only No catalogue Other

If other, *please describe*

Collection name

Type of material

Approx no of items

Present catalogue format Online Manual only No catalogue Other

Format in 2001 Online Manual only No catalogue Other

If other, *please describe*

Collection name

Type of material

Approx no of items

Present catalogue format Online Manual only No catalogue Other

Format in 2001 Online Manual only No catalogue Other

If other, *please describe*

Collection name

Type of material

Approx no of items

Present catalogue format Online Manual only No catalogue Other

Format in 2001 Online Manual only No catalogue Other

If other, *please describe*

To give details of additional important collections please click

2. How many special collections for scholarly research do you have in total?

3. Approximately what proportion of material in your institution's special collections for scholarly research

a. is currently covered by online catalogues? %

b. was covered by online catalogues five years ago? %

Use of special collections

4. Do you keep records of the use of catalogues covering special collections?

Yes No

If yes, please give details about the methods for gathering and keeping such records

5. Do you keep records of the use of materials in special collections?

Yes No

If so, what kind of data are collected?

Please tick all that apply and give figures for 2005-06 if available

- Numbers of items consulted
- Numbers users
- Numbers of visits
- Other. *Please specify*

Creation of online catalogues

6. Have you undertaken any retroconversion work in **the last five years** to:

a. convert manual catalogues to online? Yes
No

b. upgrade minimal level online catalogues? Yes
No

c. create online catalogues for previously uncatalogued material? Yes
No

If no to all the above,

7. Please describe the nature of the work and when it was undertaken

8. Which criteria were used to prioritise collections for retroconversion / the creation of online catalogues?

Tick all that apply

- Importance of material for research
- Rarity of collection(s)
- Difficulty in accessing collection(s)
- Relation to other collections which have already been catalogued
- User demand for online catalogue(s)
- Low usage of collection(s)
- High usage of collection(s)
- Opportunities for collaborative work
- Other. *Please specify*

Please give details

9. Approximately how many digital records have been created during this work?

10. What were the costs involved? *Please include details of any special grants or external funding.*

11. Were any of these online catalogues created as part of a full text, manuscript, image, or other media digitisation project?

Yes No

If yes, please give details

12. Which bibliographic standards were used in creating the digital records?

Tick all that apply

- AACR2
- MARC
- Dublin Core
- In-house system
- Other metadata schemes *Please specify*

13. Was qualitative or quantitative evidence collected to evaluate the impact of the retroconversion work undertaken?

Yes No

If yes, please indicate the nature of the evaluation

Tick all that apply

- Catalogue usage data
- Collection use data
- Hits on the website(s)
- User surveys
- Library staff opinions
- Cost-benefit analyses
- Data on citations to material in collection
- Other. *Please specify*

Please give details

14. How has use of the catalogue(s) and collections(s) changed since retroconversion?

Catalogue(s)

- Increased a lot
- Increased a little
- No change
- Decreased a little
- Decreased a lot

Collections(s)

- Increased a lot
- Increased a little
- No change
- Decreased a little
- Decreased a lot

If applicable, please include comments here

15. What is your own view on the impact of the work undertaken?

16. What, if anything, would you do differently in future creation of online catalogues?

Future plans

17. What criteria would you use to identify future priorities for the creation of online catalogues?

Tick all that apply

- Importance of material for research
- Rarity of collection(s)
- Difficulty in accessing collection(s)
- Relation to other collections which have already been catalogued
- User demand for online catalogue(s)
- Low usage of collection(s)
- High usage of collection(s)
- Opportunities for collaborative work
- Other. *Please specify*

Please give details

18. Do you have any plans/ideas for future work in this area?

Yes No

If yes, please give details

If you have any further comments, please include them below

Would you be willing to discuss further any of the issues raised by this questionnaire?

By telephone Yes No

By email Yes No

Would you be prepared to help the study by promoting/distributing a researchers' questionnaire to your users, in January?

Yes No

If yes to any of the above, please complete the following:

Name

Telephone

Email

Send

Clear

Thank you for taking the time to complete this questionnaire

This form is managed by LISU at Loughborough University

If you have any queries please email lisu@lboro.ac.uk or phone Mary or Sharon on 01509 635680.

Appendix C: Researchers' questionnaire



Extending the coverage of online catalogues for library resources

The [Research Information Network](#) (RIN) has commissioned LISU at Loughborough University to undertake this survey of researchers, to find out about their experiences of using library catalogues to identify materials for their research.

As well as asking about your use of catalogues, the following questions explore your views on:

- ◆ the extent to which online catalogues are available for resources of interest to you
- ◆ the benefits of online catalogues
- ◆ areas where you feel your research would benefit from the availability of online catalogues.

Your response will inform decisions regarding future priorities for the creation of catalogues for research material, to the benefit of the wider research community.

In appreciation of your help, responses received by **31 January 2007** will be entered into a draw to win one of six £50 Amazon vouchers. If you choose to provide contact details, these will be used solely for the purpose of the prize draw. All responses to the questionnaire will be treated anonymously.

If you have any questions, please contact [Helen Greenwood](#).

About your research

1. Please indicate the **main** subject area of your research * *required field*

If other, please specify

2. Are you (*select one*)

- PhD student
- Post-doctoral researcher
- Reader/lecturer
- Professor
- Other

If other, please specify

About the libraries you use

3. Which libraries/collections do you use most often? *Please list up to three, and if applicable include the institution(s) where they are located.*

	Library/collection	Institution	Is this your home institution/ library?
Library/collection A	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Library/collection B	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Library/collection C	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

4. What type(s) of catalogue do these libraries/collections have? (*Tick all that apply*)

	Online (eg networked or web-based)	Computerised, but not online (eg CD catalogue, in-house database)	Paper/ card-based	Other	None	Don't know
Library/collection A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library/collection B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library/collection C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If other, please give details

Identifying resources for your research

5. In the last year, approximately how often have you consulted library catalogues which are:

	At least once a week	At least once per month	At least once per year	Not at all
a. Online	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Computerised (but not online)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Paper/card-based	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. In terms of identifying relevant research resources, how **valuable** are the catalogues you use which are:

	Very valuable	Quite valuable	Not very valuable	Not at all valuable	Not used
a. Online	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Computerised (but not online)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Paper/card-based	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. In terms of identifying relevant research resources, how **convenient to use** are the catalogues which are:

	Very convenient	Quite convenient	Not very convenient	Not at all convenient	Not used
a. Online	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Computerised (but not online)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Paper/card-based	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. In the last year, approximately how often have you used library material which was not catalogued?

- At least once a week At least once per month At least once per year Not at all

9. Are there any library collections which you would have used more extensively if they had an online catalogue?

- Yes No Don't know

Please give details

Online library catalogues

10. In the last year, have you consulted an online catalogue(s) for information about collections which, five years ago, were:

- a. Only covered by a paper/card-based catalogue? Yes No Don't know
b. Not catalogued at all? Yes No Don't know

If yes to either, please describe the impact that having an online catalogue available has made on your research

11. What do you consider to be the benefits of using online catalogues, for you and your research?

Please rank (the most important as 1)

- Speed of use
 Ability to search by a variety of fields
 Ability to access catalogue(s) from outside the library
 Availability of current information about the status of the material
 Ability to link to full-text material
 Ability to access non-text media (eg manuscripts, images, video, maps, music)
 Ability to download information to your own files
 Other, *please describe:*

Extending the coverage of online catalogues

12. Are you aware of any projects/initiatives in the last five years to produce online catalogues for research material held by libraries?

- Yes No

If yes, what impact did this work have on your research?

13. Please describe any library collections you are aware of that are valuable for your research but are not currently covered by online catalogues:

14. If you were asked to identify research collections for which to produce an online catalogue(s), which of the following criteria would you use to prioritise collections for cataloguing?

Please rank (the most important as 1)

- Importance of material for your research
 Difficulty in using existing paper/card-based catalogue(s)
 Non-existence of catalogue(s) (in any format)
 Rarity of collection(s)
 Difficulty in accessing/browsing collection(s)
 Relation to other collections which have already been catalogued
 Need to ensure preservation of original material
 Other, *please specify:*

15. Please include below any further comments you have about the cataloguing of library collections relevant to your research:

Thank you for your time

To be entered into the prize draw, please enter your details below
(all questionnaire responses will remain anonymous)

Name

Email

This form is managed by lisu@lboro.ac.uk

Appendix D: Details of retroconversion work undertaken in the last five years

Academic libraries

Details of work undertaken	Approx digital records created	Costs involved
<p>Aberdeen University</p> <p>a. chapbooks and broadsheets. 2005-06. b. Contribution to RSLP-funded Pamphlet and Polemic Project. 2002. Bernard Lloyd Walter Scott Collection, 2002-04. Material omitted from previous retroconversion projects, 2006- . c. Nicoll Library. Mostly C19 theology. 2002-03.</p>		<p>Roughly, one FT and one 0.5 cataloguer on above work. (Old A/R grade 2.)</p>
<p>Centre for Performance History</p> <p>Two ongoing cataloguing projects: a) The AHRC Concert Programmes Project, which will provide Collection level descriptions (RSLP schema) for the holding of Concert Programmes in the UK and Ireland. Due for completion in 2007. b) On-going cataloguing of the CPH reference collection of books, which are being catalogued into the main RCM Library book catalogue.</p>	<p>a) 415; b) 200</p>	<p>a) £314,000 (total grant for the national project) b) no additional costs</p>
<p>Durham University Library</p> <p>Retrocon of pre-1850 printed books Jan 2001-Dec 2005. 2001-Jul 2002. Earl Grey Pamphlets - This collection of ca. 2,100 items was accumulated largely by the 2nd, 3rd and 4th Earls Grey, and the contents relate closely to their public careers and interests. The Earl Grey Pamphlets cover a wide span of political, economic and social issues of the nineteenth and early twentieth centuries. Parliamentary reform, and matters of colonial and imperial policy are particularly strongly represented, and there are numerous pamphlets with colonial imprints. 762 records (completing RSLP 19th century pamphlets project). Howard library - Predominantly the surviving undispersed portion of the library of Lord William Howard (1563-1640), housed in his book tower at Naworth Castle, Cumberland until 1992. These strongly reflect Lord William's antiquarian interests and his Roman Catholicism. There are over 70 historical and geographical works, including a small</p>	<p>10,006. Over 60,000 records for Modern Collections materials over the past five years (in addition to Special Collections ones)</p>	<p>See answer to question 7 above for grant funding. Not possible in the time allowed to give costs as information is scattered. Various dedicated cataloguing posts at both Library Assistant and Assistant Librarian level (for some languages) as well as elements of several Library Assistant posts not confined to cataloguing only; some of these were funded by RSLP/Access monies, and some from in-house budgets.</p>

Details of work undertaken	Approx digital records created	Costs involved
<p>concentration of volumes on the 16th century quarrels in Flanders, and G. Benzoni and J. da Costa on the New World. Religious works, around half the collection, include lives of saints, histories of religious orders, and works of Catholic spirituality.</p> <p>282 records (RSLP Access retrocon project)</p> <p>Aug 2002 - March 2004</p> <p>Maltby Library - 1,500 titles given by Bishop Edward Maltby (1770-1859), on his retirement from the See of Durham in 1856. The collection includes 50 foreign 16th century, 9 STC and 61 Wing items; the 18th and 19th century books are a mixture of English and foreign printing. Classical literature, philology and theology are prominent but there is also some science and some English literature. 650 records (RSLP Access funding). 850 records (Full Disclosure project).</p> <p>Winterbottom Collection - Part of the library of Thomas Masterman Winterbottom (1766-1859), physician, of South Shields containing c.1,400 titles, largely 18th and 19th century editions, but also including 7 incunabula, 16 STC and 9 Wing items. Travel literature, especially on Africa and Asia, and natural science are strengths. There is a small but interesting representation of French, German and Italian literature. 136 records (RSLP Access funding). 1345 records (Full Disclosure project).</p> <p>Jan - Apr 2004</p> <p>Sunderland Society of Friends Library - The major part of the surviving library of the Sunderland Preparative Meeting of the Society of Friends, deposited in the University Library in 1972. The collection is entirely by and about Quakers from the foundation of the Society of Friends onwards, or about some of Friends' particular interests, such as pacifism. 522 records (Full Disclosure - Revelation Plus)</p> <p>Aug 2002- July 2005</p> <p>Local Studies books pre-1850 (XLL). These include a large number of ephemeral items such as ballads and election literature from the early 19th century. 2,245 records (mixture of RSLP Access funding and NEMLAC secondment compensation from another project).</p> <p>Durham University Library Miscellaneous pre-1850</p> <p>2,006 records (so far RSLP Access funding). These include history of science books. Much of the material was from the Durham University</p>		

Details of work undertaken	Approx digital records created	Costs involved
<p>Observatory library and the Henryson and Caird libraries at Castle Cary as well as a more recent donation from Professor David Knight and the remaining uncatalogued books from the Kellett Collection on the history of medicine. 16th and 17th century books from the St Chad's College library and rare 16th and 17th century foreign material from the general collection.</p> <p>Aug 2005- Dec 2005</p> <p>Cataloguer involved wholly in Britain in Print project. Has catalogued 2517 Wing and STC which is Durham's contribution to BiP. Jan - Dec 2006 - 2008. Retroconversion work of all three types (a, b, and c) across all five modern collections named above during all of the past five years. and STC which is Durham's contribution to BiP. Jan - Dec 2006 - 2008. Retroconversion work of all three types (a, b, and c) across all five modern collections named above during all of the past five years</p>		
<p>Glasgow Caledonian Library</p> <p>Cataloguing of incoming collections. Conversion of manual lists to online lists, and then conversion of online lists to catalogue records</p>	<p>Unknown</p>	
<p>Glasgow University Library</p> <p>RSLP projects: 'Ensemble' (Music), '19th Century Pamphlets', 'Hogarth' (Fine Art), and 'Revelation' (Theology). All these were completed in 2003. In progress: 'Britain in Print' and [in-house] 19th century printed books.</p>		<p>Funding for RSLP projects came from that body. In addition Access funding from RSLP was partially put towards recon work. The latter funding has continued (to date) through the Scottish Funding Council. Britain in Print is funded by CURL and the Heritage Lottery Fund.</p>
<p>Institute of Grassland and Environmental Research, Aberystwyth</p> <p>1. Programme run over 2 years to catalogue all older monographs in the IGER Library in the online book catalogue (completed 2005) http://www.igerlib.iger.bbsrc.ac.uk/webbook.html. These items were previously recorded on a fiche catalogue. 2. Current project (2005- onwards) aims to catalogue all older report literature held in the IGER Library. Starting with British materials, we have completed cataloguing of reports from organisations beginning A-N so far.</p>	<p>3,000</p>	<p>Funded through reorganisation of work schedules of existing staff</p>

Details of work undertaken	Approx digital records created	Costs involved
<p>Institute of Psychiatry, King's College We have a 2-yr cataloguing post to record most material in the online catalogue</p>	2,000	1 year salary fixed post of cataloguer
<p>University of Manchester (John Rylands Library) (i) RSLP project work (the final year of which was 2002). We were involved in six RSLP projects: Middle Eastern languages, Nineteenth-century pamphlets, Music scores, History of Science and Technology, Church History, Jewish studies. (ii) A Library funded project to catalogue some of our Store material (12,500 items over 2 years). (iii) A specific project, funded by HLF to catalogue the George Johnson Collection. (iv) A project to catalogue a deposited collection of Freemasons material, partially funded by the Freemasons. (v) We have a continuous programme of retrospective cataloguing when the pressures of cataloguing newly acquired material permit.</p>	50,000	This is difficult to quantify as we have received grants from RSLP and HLF for some projects as well as using existing staff when current cataloguing permits. In addition we have two cataloguers funded by the Library working on a retrospective cataloguing project of Store material. (In 2000 RSLP cataloguing was funded at £4.00 per record.)
<p>King's College Cambridge Archive Centre In 2002 the Janus website was launched and over the ensuing 4 years we undertook to publish all our digital catalogues on it. About 40% of our catalogues have been digitised since 2001 and published on Janus, in a continuing process. In 2004-6 we had a Heritage Lottery Fund grant to digitise the existing card catalogue of our largest portion of uncomputerised College records, the estates records. In 2000-2003 we had 3 EEMLAC grants to digitise and publish our personal papers catalogues. Now we are down to the digitisation of our manual catalogues for the college archives, and the cataloguing of the few remaining uncatalogued College archival materials. We expect to publish the College archive catalogue annually, reflecting new accessions.</p>	40,000	In 2004-6 we had a Heritage Lottery Fund grant of which £28,000 was used to digitise the existing card catalogue of our largest portion of uncomputerised College records, the estates records. In 2002-2005 we had 3 EEMLAC grants (for £2500, £3000, and £1500, each of which was matched by private donations) to digitise and publish our personal papers catalogues. In 2005-6 we had a Foyle Foundation grant which gave £6,200 to cataloguing. Current digitisation and online publication of catalogues is undertaken as part of the regular Archive Centre staff duties, possible because of a new full-time-employee granted by the College.
<p>King's College London Marsden Collection: minimal level catalogue records upgraded (currently in progress). Rare Books Collection: online catalogue records created / manual catalogues converted to online (2001 onwards). Guy's Hospital Medical School Historical Collection: online</p>	30,000-40,000	Two grants totalling approximately £80,000 were awarded by the Wellcome Trust's Research Resources in Medical History funding programme during the period in questions.

Details of work undertaken	Approx digital records created	Costs involved
<p>catalogue records created (2003-2005). St. Thomas's Hospital Medical School Historical Collection: manual catalogues converted to online (2005 onwards). KCSMD Historical Collection: online catalogue records created (2002-2003). HG Adler Collection: online catalogue records created (2006). Adam Collection: online catalogue records created (2001-2004; 2006). Wheatstone Collection: manual catalogue converted to online (2001-2002). Sion College Library Collection: manual catalogue converted to online (2001-2004). Pre-1981 thesis collection catalogued (2005--2006; previously covered by a card catalogue. Humanities books held in a store were also catalogued, starting in 2003 and still in progress. Some of the Humanities books catalogued had scratch records created by circulation staff (on the fly) which required upgrading.</p>		<p>Other special collections cataloguing work has largely been funded by internal institutional sources; some Research Support Libraries Programme funding has also been allocated to this activity. With the exception of the staff appointed to the Wellcome Trust-funded catalogue projects (which related to the KCSMD and St. Thomas's Hospital Medical School Historical Collections), most members of staff undertaking retrospective cataloguing of special collections have been in roles where this task was just one among several principal duties. Moreover, the proportion of their role allocated to this activity has varied considerably. It is therefore not easy to provide accurate details of the specific costs of the retrospective cataloguing element of their work.</p>
<p>Kingston University 2005-6 cataloguing of two book collections</p>	<p>2,500</p>	<p>staff costs, material costs (security tags, barcodes etc)</p>
<p>Leeds College of Music We are working through the special collections as time allows and slowly but surely getting on the library system</p>	<p>9,000</p>	<p>nothing over standard staff costs</p>
<p>London School of Economics and Political Science Large-scale card catalogue conversion exercise undertaken 2001-2005</p>	<p>30,000</p>	<p>£675,000. Research Support Libraries Fund access funding used</p>
<p>Manchester Metropolitan University Special Collections Transferring manual records to electronic records, upgrading existing records and cataloguing new material electronically. Creation of digital image database for a selection of all collections.</p>	<p>15,784</p>	<p>data not available</p>
<p>New Hall, University of Cambridge Upgraded records for 570 pre-1800 books in 2005-6 on the University's Newton catalogue. Started computer cataloguing of</p>	<p>5,600</p>	<p>Impossible to quantify. No external funding.</p>

Details of work undertaken	Approx digital records created	Costs involved
archives c.2002 and in the past year contributed the records to the online Cambridge catalogue 'Janus'.		
ewnham College Converting manual catalogue of early printed book material . Upgrading minimal level online catalogue (work in progress)	4,000 (early-printed books project)	
Reading University Permanent staff include 0.4FTE rare book cataloguer who spends some time on retrospective cataloguing, as do other existing cataloguers, time permitting. External funding over the last five years has contributed to some file-level cataloguing of publishers archives, some EAD collection-level cataloguing, item-level cataloguing of Beckett mss and some rare book cataloguing; all but the first have now virtually ceased.	18,000 added to the Library catalogue; a hundred or so to the Archives Hub	Not enough time to be able to calculate
Royal Agricultural College Presently underway - approx. 10% catalogued online thus far.	150	No additional funds
Royal College of Music Much work done on archives for AIM25. Items conserved added to online catalogue. One collection catalogued online as part of PhD work. We are concentrating on adding loan stock to online catalogue as a priority (c.50% done so far). This loan stock itself contains much rare material.	Sorry, don't know. Tens of thousands	AIM 25 work funded by AIM25 (under RSLP?). Grant of £4000 from Pratt-Green Trust to catalogue hymnology. All other work funded in-house here
Royal College of Organists Cataloguing sheet music (organ solo) and books on organ history and construction on to Talis	19,200 items (some multiple copies)	27 months cataloguers' hours @ scale 6, with input from Scale 2 library assistant and project manager
Royal College of Physicians of Edinburgh The College has been creating a online catalogue since the mid 1990s. Unfortunately the existing printed and card records do not provide enough information to allow us to use them for retroconversion and we are having to catalogue from the item.	20,000	Wellcome Research Resources Grant funding - 70,000. Britain in Print scheme indirect funding
St Andrews University		

Details of work undertaken	Approx digital records created	Costs involved
<p>Some work was undertaken as part of collaborative projects e.g. RSLP projects which started c. 2000 and ended c. 2002/3. Named projects were Revelation, Ensemble, Pamphlets and Polemic, HOST. Some projects were specifically funded e.g. Runciman Collection (Pilgrim Trust 2004/2005), Fleeman Collection (Russell Trust 2005/6), Iranian Studies collection (private donation and some associated funding for cataloguing). In house retrospective conversion has continued as resources permit e.g. Typographical collection, Buchanan Collection.</p>	<p>c. 26,000 records since the end of 2001</p>	<p>Typical costs quoted for RSLP projects c. 2000-2001 were £5 per record, so estimate of our minimum costs for c. 26,000 records is £130,000. We could provide (with some more work) exact RSLP awards if you specifically need these figures. See also answer to Q. 7 above which names other special grants. Fleeman award was £2,500, awarded in 2005. Runciman collection: £22,376 from the Pilgrim Trust, granted 2003.</p>
<p>St Catherine's College 6 month project to enter specific 18th century donations onto Voyager (university) and College online catalogues</p>	<p>750</p>	<p>A donation of £5000 covered 6 months costs of a cataloguer working 15 hours a week.</p>
<p>New College, Oxford Ongoing policy started in 2003 to catalogue all antiquarian material online to full standard including piece records; 18th and 19th century material completed and c.40%of 15th-17th century also done. Estimated to finish Dec.2007-Mar.2008.</p>	<p>23,000</p>	<p>All funded internally; half of work carried out by established staff and half by part-time antiquarian cataloguers. For 2005-6, extra salary cost of £25,000.</p>
<p>University of Wales, Aberystwyth Special collection books are being added to an Access database, which has a web interface for public access. As resources allow, the brief records in this database will be upgraded to full MARC records on Voyager.</p>	<p>11,000</p>	<p>Not known - done by permanent staff, graduate trainees and some work experience volunteers.</p>
<p>University College London UCL was involved in a number of projects both with RSLP funding (ending in 2002) and with other external funding - from the Wellcome (Research Resources in Medical History Fund, 2002-03), Full Disclosure (2003-04), plus from UCL Friends (2002). Since then we have paid for two F/T cataloguers with RSLG Access funding to work specifically on UCL's "flagship" collections. UCL SSEES also has a programme of retrospective conversion, with at least one P/T cataloguer, and work is ongoing at some of UCL's biomedical sites [sorry, I odn't have time to check details]</p>	<p>40,000</p>	<p>At a very rough guess, at least £200,000 - this includes two F/T cataloguers, paid from Access funding. Note: we received £150,000 in external funding in the four years up to mid-2004 - I haven't got time to go back & analyse the figures to see how much of this falls within the five-year period specified.</p>

Details of work undertaken	Approx digital records created	Costs involved
<p>University of Bristol Please see note under Question 1. All of this work has been done by our own staff.</p>	<p>We retro-convert about 10,000 items pa. This has been the pattern for many years</p>	<p>No direct costs: absorbed within existing staffing. No external funding except for the RSLP 19th century pamphlets cataloguing project.</p>
<p>University of Edinburgh – Special Collections Hub collection level descriptions 2001-2004. RSLP projects for history of science and educational history projects 2000-2003. Various welcome grants for vet medicine collection . AHRC for architectural collections 2003-2005. Carnegie for Gaelic collections. Britain in Print project</p>	<p>20,000 ? (if lower levels are included)</p>	<p>approximately £750,000 with grants from RSLP, AHRC, JISC, WELLCOME, Carnegie, ESRC, Heritage Lottery Fund and various smaller contributors</p>
<p>University of Exeter Cataloguing of the Arab World Documentation Unit</p>	<p>5,000</p>	<p>Covered in-house as part of daily duties</p>
<p>University of Leeds Ongoing programme of work with 3.5 FTE. Work deliberately split between retro-conversion and cataloguing uncatalogued material. Also in past year some upgrading of minimal level online records for a separate collection which is to merge with the main collections in summer 2007</p>	<p>108,206 records</p>	<p>Approx. £400,000 at today's prices. A small amount of external funding was obtained from various sources.</p>
<p>University of Leicester 2001-2002 Cataloguing of Special Collections, 2004-2006 Retrospective conversion of monographs on open access and in our external store</p>	<p>Special Collections project created approx 19,000 records. The retrospective conversion project has created almost 75,000 records</p>	<p>Special Collection project cost approximately £20,000 using RSLP monies, Retrospective conversion project cost approximately £46,000</p>
<p>University of London Research Library Services – Senate House Durning-Lawrence Library - retrospective conversion of printed material. Academic years 01-02 - 02-03. Elsevier Press Collection - retrospective conversion and original cataloguing of printed material. Academic years 01-02 - 02-03. Harry Price Library of Magical Literature - retrospective conversion of printed material. Academic</p>		<p>NB the sums given are for the staff costs of cataloguing printed material only and include all oncosts including London Weighting. They do *not* include items such as laptops, printers, archival stationery and other consumables which</p>

Details of work undertaken	Approx digital records created	Costs involved
<p>years 03-04 - 04-05. Sterling Library - retrospective conversion of printed material. Academic years 04-05 - 05-06. De Morgan Library - retrospective conversion of printed material. Academic year 04-05 - 06-07 (recently completed). Francis Bacon Society Library - retrospective conversion and original cataloguing of printed material. 06-07 (ongoing). John Burns Collection - retrospective conversion and original cataloguing of printed material. 04-05 (ongoing).</p>		<p>may have been used by cataloguers, nor the costs of complementary archival cataloguing. NB the costs for the DLL and Elsevier Press Collections are estimated. NB the costs for the John Burns Collection are estimated, as the work is ongoing. Durning-Lawrence Library and Elsevier Press Collection - ca £65,000. Harry Price Library of Magical Literature - £39,000. Sterling Library - £43,000. De Morgan Library - £35,000. Francis Bacon Society Library - £11,000. Funding from the Francis Bacon Foundation (USA). John Burns Collection - ca £30,000 (ongoing). Total £223,000.</p>
<p>University of Stirling Conversion of manual catalogues to online: Grierson Archive (2004). Upgrading of minimum level online catalogues: Sam Black collection (2005). Creation of online catalogues for previously uncatalogued material: Lindsay Anderson Archive (2003-06), Tait and Watson collection pamphlets and books (2001-02), Mitchell collection (2001-06), Amulree collection (2002-03)</p>	<p>5,500 – 6,000 catalogue records, 98 descriptive lists (for archive material)</p>	<p>RSLP access funding from 2001 - 06: approx. £28,000 p.a.</p>
<p>University of Sussex Rare books RSLP project Oct.-May 2006 conversion of manual catalogues onto OPAC. Cataloguing of archival acquisitions to online formats - ongoing</p>	<p>Rare books project - 2,500</p>	<p>RSLP project approx. £10K. Ongoing mss/archival work - absorbed in staff costs or done by volunteers</p>
<p>University of Warwick Various in-house projects (the collections identified above). RSLP funded projects.</p>	<p>35,000 approx.</p>	
<p>University of Westminster Ongoing cataloguing of Mitchell collection, creation of online access to poster collection</p>	<p>600</p>	<p>Not known</p>
<p>University of York York Medical Society Library had a card catalogue. When the collection was deposited in the University Library it was added to the online</p>	<p>4,700</p>	

Details of work undertaken	Approx digital records created	Costs involved
<p>catalogue (2005). The Raymond Burton Yorkshire collection similarly was added to the online catalogue after its addition to the Library in 2004. Some upgrading of minimal level records has been done for material which is requested and used</p>		

Public libraries

Details of work undertaken	Approx digital records created	Costs involved
Bath and East Somerset Council, Libraries A specialist cataloguer was employed for 3 years to catalogue the general local studies material. This was retroconversion from catalogue cards.	20,500	HLF & Local Council funding for 2 years, locally sourced funding for a further year. at around £30,000 per year.
Ceredigion Public Library General conversion of book material on to general public library catalogue.	15, 000	Carried out as part of routines.
Dorset Library Service Ongoing work. Cataloguing material that had not previously been catalogued, or was found to have only a card entry and not a computer catalogue record.	If meant in the sense of digitisation, then none. In terms of an entry on the computer catalogue, several hundred.	Done as part of normal cataloguing work.
East Ayrshire Library, Registration and Information Services Creating MARC records for material either manually catalogued or uncatalogued	250,000 items	Stock was converted for minimal extra cost using existing staff
Hull City Council - Libraries [to create online catalogues for previously uncatalogued material] on an ad hoc and piece meal basis, adding when possible to library's online catalogue system	11,000	Winifred Holtby collection received a £45 000 HLF grant for cataloguing, conservation work and re-packaging. Other collection costs are not quantifiable, as they involved payment in kind, e.g. staff costs, postage costs.
Leeds Library and Information Service Retrospective conversion ongoing in house. Britain in print project 2006 - Leeds contributed items. British Library Full Disclosure project 2004/5 to catalogue rare books	3,000 funded 5,948 on average per year in house	Staff time - Sc4 (.25f/t equivalent) and Sc5 (.75 f/t equivalent) salary . External funding - £10,000
London Borough of Hammersmith and Fulham Libraries Not so much retroconversion but when an item is issued to one of our users or through inter library loans, it is added to the database. All	Not known	Nothing specific apart from minimal cataloguing time - approx. an hour per week

Details of work undertaken	Approx digital records created	Costs involved
new items are added automatically.		
<p>Merthyr Libraries In 2001 we were a purely manual, not computerised system. We introduced a computerised issue system and catalogue in 2002-3, made the catalogue available online in 2005, and are working though creating records and data for the older stock and then the local history and archive materials.</p>	<p>Only records created so far have been for existing stock - we have not started the local history and archive projects yet.</p>	
<p>North Tyneside Libraries Currently ongoing</p>	11,000	In-house so far so no extra costs incurred
<p>North Yorkshire County Council, Library and Information Services Conversion and implementation of catalogue from one LMS to another 2003 - 2004</p>		
<p>Northamptonshire Libraries and Information Service Most work achieved as result of NOF bid to create digitised resources for HEMSOP website & as part of a JISC bid to create academic resources on SCRAN & ADH websites</p>		NOF Enrich UK Lottery Fund. JISC bid.
<p>Portsmouth Central Library Uncatalogued works in Charles Dickens Collection added to catalogue (2003 onwards). Ongoing. Work of cataloguing Arthur Conan Doyle Collection (acquired 2004) begun.</p>	Not known by me. May be discoverable.	Staff time, not quantified.
<p>Redcar and Cleveland Library Service Ongoing procedure. Now part of the Reference Librarian's job.</p>	Not known	None
<p>Swansea Library and Information Service Retroconversion work started October 2006, with project due to end March 2008. Aims to retroconvert as much uncatalogued / manually catalogued stock as possible</p>	None as yet - Digitisation project forthcoming in 2007	Staffing costs for 4 project catalogue / acquisitions staff
<p>Tameside Local Studies and Archives Centre We have a small amount of archive material catalogued online via the A2A scheme. In c.2000 we started listing archives using CALM</p>	11,042 items (archives); 450 Books	Done in-house

Details of work undertaken	Approx digital records created	Costs involved
software and did a small amount of retrospective listing, but we haven't managed to get the CALM catalogue online. Of the Local Studies collection, we have c.19500 online in the Tameside Image Archive.		
Tower Hamlets Local History Library and Archives The work is on-going, converting card catalogue to computerised form using CALM software with the intention of making it on-line	6,000	No additional costs
Warwickshire Libraries – Nuneaton Library We received MLA funding to enable collection to be put on Warwickshire's online catalogue, over the last 2 years, this funding has covered relief staffing to enable. local studies librarian to catalogue approx 1000 titles (usually one half day per week)	1,000 title records in MARC edit	
Worcestershire County Council Local history material - mostly in our Record Office. Also, stock of our Archaeology Section	3,000	

[100 of 112]

Specialist libraries

Details of work undertaken	Approx digital records created	Costs involved
British Film Institute In 2002 we acquired most of the library of the former Independent Television Commission. We integrated about 10,000 records into our existing OLIB catalogue and enhanced the records to our standards for subject indexing etc. We also created an index to a collection of news cuttings which were digitised. This work was NOT specifically for our Special Collections.	c 15,000	The ITC collections came with funding to carry out the integration. The work was mainly done in-house except for the digitising. Funding details are commercially sensitive.

Details of work undertaken	Approx digital records created	Costs involved
<p>Bishopsgate Library Following purchase of ADLIB Library management system (first electronic cataloguing software employed in the library), we are undertaking to electronically catalogue our Library collections and retroconvert data previously held on card catalogues.</p>	3,500	System purchase, Staff costs.
<p>British Library Union Catalogue of Books (pre 1950 publications) 2000. Union Catalogue of Books (post 1950 publications) 2006-. Rapid & deferred Cards (British Museum) 2001. India Office Library Arabic Catalogue / Arabic 4th Supplement 2003. Persian Catalogue 2003. American Trust for British Library Microforms</p>	826,131	588,104 Conversion costs. 370,000 Staff costs. No external funding or grants.
<p>Exeter Cathedral Library Work within the last 5 years has consisted in upgrading records for subsets of the Main Collection with particularly poor records, which had been transferred direct from cards by an outside agency some years ago. This work is ongoing. The records are being added to / amended on our in-house computer catalogue (Heritage), the aim on completion being to then mount our entire catalogue, including the upgraded records, on the Web. This library was previously administered by Exeter University Library, and all our holdings catalogued up to 2001 (including the non-upgraded records currently being amended) are incorporated in the University Library online catalogue. (It is impossible to acquire data on the use of the UL catalogue for Cathedral Library material. In practice, almost all the consultation of the catalogue in the Cathedral Library itself is carried out by library staff, for their own purposes or on behalf of users.)</p>	c. 900 so far	Three annual grants of £3000 have been secured in order to pay a professional part-time librarian to do most of the part-time cathedral librarian's work so that the latter can work on the catalogue upgrading.
<p>Institution of Civil Engineers some archive listings converted for a2a</p>		Too long ago to be relevant
<p>Institution of Engineering and Technology Employed rare books cataloguer on a contract basis since 2004.</p>	70	£6,000 p.a.
<p>Lincoln Cathedral Library Conversion of catalogue records for Wren and Wickham Libraries from</p>	10,000	The work was funded by the University of

Details of work undertaken	Approx digital records created	Costs involved
in-house database to Lincoln University Library Catalogue (2004).		Lincoln.
National Institute for Medical Research Our main catalogue was partly converted from manual to online in 2001. Historical material was not included in this as it is of less value to our main client group.	1,000	
National Meteorological Library and Archive a. Material held previously on Reference cards was digitized and added to the main electronic catalogue. b. Continued update of previously database, where some information (e.g. series title & volume, publisher) was held in a 'General Notes' field.	150,000	No grants or external funding used
Repertoire International des Sources Musicales (UK) Work was undertaken between 2001 and 2006 to retroconvert a card catalogue (60,000 items) describing music manuscripts held in UK libraries and archives (including national libraries, academic and public libraries, cathedral libraries and city and county archives); to upgrade those records and create new ones for material never catalogued before.	60,000	£600,000. This funding was obtained from the Arts and Humanities Research Council for the project, which is a collaboration between Royal Holloway, University of London, the British Library and the RISM (UK) Trust
RSA The Early Books were catalogued as part of a project part-funded by the Heritage Lottery Fund to upgrade storage conditions for the Archive and to catalogue the contents of the Archive and make the catalogue available online. For administrative purposes, the Early Books are treated as part of the Archive.	I don't understand what this means. One digital record - the database created for the catalogue. Do you mean items entered on the catalogue?	I don't know the total cost of the project, I'm afraid. HLF funds were approx £100,000
Tate Library Retrospective conversion of card catalogues by keying from cards or downloading records from BNB / LC / CURL over a period of 7 years.	none	Funded internally.
The Linnean Society of London General Library, Linnaean monographs, Inch Tea Library converted by a US company in 2002. Portraits converted in-house 2003-2007	31,500	US retrocon £4000. In-house retrocon undertaken mainly by volunteers
Zoological Society of London		

Details of work undertaken	Approx digital records created	Costs involved
Began cataloguing of the Archives. Received a grant for cataloguing of artworks. Added to online catalogue all books published before 1860, and all material related to Linnaeus. Looked at methodology for converting existing manual catalogue of 80,000 records to online, now seeking funding	5,000	£30,000 grant for art cataloguing.

Appendix E: Details of retroconversion work planned

Academic libraries

Aberdeen University: Library & Historic Collections	AU has a high percentage of records for its older printed material online. The quality of the vast majority of records for older printed material is questionable. The records need to be enhanced with more detail, and critically, including copy-specific information, some of which is available, but has never been incorporated into the records. But many of the existing records would not meet CURL minimum standards. (And AU is a CURL-library.)
Centre for Performance History	Once the reference collection is catalogued we will move on to the collections of vocal scores and illustrative title pages, again cataloguing into the RCM Library system.
Durham University Library	No definite plans but projects ongoing Z Further retrocon work on the Middle East Documentation Unit; retrocon work on up to 70,000 minimal-level catalogue records for modern collections materials.
Glasgow Caledonian University	Further upgrading of finding aids as and when opportunities arise
Glasgow University Library	Bourgeois Collection on philology. Mearns Collection on hymnography. Hobsbaum Collection on literature. (Some material in printed catalogues, some completely uncatalogued). We also wish to upgrade many items catalogued to a minimal level during the 1994-9 Follet NFF period, especially enhanced subject access.
Institute of Grassland and Environmental Research, Aberystwyth	Internally, the completion of initial online catalogue for IGER Herbarium Flora Collection. Online retroconversion of the Harper Collection would be a major project requiring outside assistance, particularly as our Collections Librarian (head of cataloguing) has recently retired.
Institute of Psychiatry, King's College	Still one year of the fixed post to run so we're ploughing on with it.
King's College Cambridge Archive Centre	There is one item in particular that I am keen to catalogue on-line, I think it's getting lower usage than it deserves. I'm quite happy with our on-line catalogue system. We have plans to upgrade Janus to EAD 2002, and make some minor improvements such as allowing Chinese characters and enhancing the power of the administrators to adjust index terms.
King's College London	We have internal project funding to start cataloguing the Glaessner Collection (see above) in 2007. We are continuously seeking and pursuing further funding opportunities to support special collections retrospective cataloguing work.
Kingston University	We have just ordered some archival management software so that we can begin cataloguing archival papers and artefacts
Liverpool Hope University	Bids are being prepared to try & obtain finances to fund cataloguing
London School of Economics and Political Science	No further retroconversion planned, as our card catalogue conversion is complete. However, if we acquired any further deposit collections we would plan to catalogue them.
Magdalene College	There are plans to computer catalogue both Old Library and Pepys Library. The time-scale is uncertain. It may be that part of the printed catalogue of the Pepys Library will be put onto the internet, but this may not constitute a catalogue.

Extending the coverage of online catalogues
Appendix E: Details of retroconversion work planned

Maitland Robinson Library, Downing College, University of Cambridge	Intend shortly to move towards having some modality of online or externally accessible catalogue for routine undergraduate use. Only once that is achieved will I deal with the issues related to online special collections catalogue records.
Manchester Metropolitan University Special Collections	to catalogue all collections to same level and publish all electronic records online
Middlesex University	Plan to apply for research funding for the John Lansdown Collection and for the Hornsey College of Art Archive.
New Hall, University of Cambridge	Ongoing cataloguing of archives. Improving records for pre-1800 collection.
Newnham College Library	Continue to improve the quality of short records on our online catalogue. Work towards making the early printed books online catalogue ready for release. Create an online catalogue for the Rogers collection, the last remaining special collection without online records
Queens' College, Cambridge	I have catalogued a handful of items (too few to count as a yes above) to demonstrate the value of good quality online records and am hoping we can raise funds for a retrospective project. I have costed such a proposal, but no funds have yet been obtained.
Reading University Library	We have prioritised our rare book collections should any general funding become available.
Royal College of Music	To continue as we can with existing staff and seize any funding opportunity. But we must also persuade the music and music library community of the need to collaborate and share records free of charge (we can't afford CURL) and persuade potential funding bodies of the need to produce one good shared record for every music title in the UK - current estimate is that there are almost a million music titles for which there is no good electronic record.
Royal College of Organists	Seeking funding to catalogue other sections of the collection. Investigate using an archives cataloguing package in collaboration with other UCE Birmingham archives collections
Royal College of Physicians of Edinburgh	Continue with creation of online catalogue
Somerville College Oxford	The College has no designated funds for the purpose, so would be dependent on raising funding for any such projects. Our top priorities would be the Mary Somerville Papers (see below) and the John Stuart Mill Library
St Andrews University Library	Our priorities are to complete the online cataloguing of the collections we have identified in Section 1. Our next priority would be to complete work which has already started on the remainder of the 50 named Special Collections. We will actively seek funding to continue this work. We currently have an externally funded Retrospective project in progress which will systematically address our post 1860 borrowable stock and some of this material will be of undoubted interest to researchers (project completion date is April 2008 and c. 100,000 records will be added to our online catalogue) This systematic retro. project will extend into pre 1860 stock if resources permit and our project plan has taken this into account. Work is ongoing on our newest research collection which supports the Institute for Iranian Studies. The collection will grow to c. 14,000 volumes over the next 2-3 years and is almost exclusively in Farsi.
St Catharine's College library	If funding allows continue cataloguing pre 18th century collections where provenance known

St Mary's University College, Belfast	the creation of a database is in progress to catalogue unpublished items in the Magee collection
The Library, New College, Oxford	To catalogue manuscript collection; at present only have an annotated "Coxe: Catalogus Codicum MSS Collegii Novi" to refer to.
The Portico Library and Gallery	We are about to make an application for the conversion of a standard Microsoft Access to a GEAC system. The Access database was created from the information available on our card index catalogue containing approximately 15,000 records. As our holdings are said to be in the region of 25-30 volumes we realise there are substantial gaps which will be addressed once we have a computerised catalogue ready to put online, with the assistance of volunteers and existing library staff under the supervision of a funded cataloguing supervisor.
The University of Wales, Aberystwyth	Gradual upgrading of brief records to full MARC and cataloguing from scratch of some donated rare books.
Trinity Hall Cambridge	Online cataloguing project for Old Library collection. Followed by Strangman collection. The Larman collection is already partially catalogued online and this will be completed at the end of the other two projects.
UCL (University College London)	We are assessing Little Magazines and other collections where the potential for digitisation is considerable with a view to developing a "total access" strategy that will involve retrocon, digitisation, outreach etc (as appropriate).
University of Bristol	Retro conversion is part of our current strategy document and we are currently evaluating ways to make it possible
University of Central Lancashire	We are hoping to be able to incorporate catalogue records for The Sport England National Collection in our OPAC in the foreseeable future.
University of Exeter	Detailed listing of archives held by the University Library
University of Leeds	We have a workplan which is revised every year, identifying those collections which will be retro-converted or catalogued into the OPAC. We also have a workplan for describing our Manuscript collections.
University of Leicester	We are keen to find for funding for the cataloguing of the MACE Collection, the Fairclough Portraits, The Museums Collection, the David Campton and The Rene MacColl Archive. We would like to put records of the Joe Orton Collection on our catalogue.
University of London Research Library Services - Senate House Library	Continuing to seek grants to continue this work
University of Stirling	Would like to get University of Stirling Archive and Tait and Watson collection manuscripts properly listed online.
University of Sussex Library	Ongoing mss/archival cataloguing work
University of Warwick	Further full-text digitisation of the Marandet Collection is under way for materials of the French Empire period. All the
University of Westminster	Slides collection
University of Winchester	Both collections came with heritage catalogues. I plan to integrate them into our main library OPAC

Public libraries

Bath & North East Somerset Council, Libraries	We are starting a project to digitise the image from our collections in partnership with a local company.
Ceredigion Public Library	It is hoped to continue bibliographical listings, portraits of local authors, converting indexes of local history material, etc on to the web.
Clackmannanshire Libraries	We hope to be able to add our Local Studies Catalogue and separate Illustrations Index to the new version of our in-house online catalogue which is due to appear in 2007.
East Ayrshire Library, Registration and Information Services	Enhanced Library/User interaction by exploiting the online catalogues' facility to receive suggestions and comments.
Flintshire Library & Information Centre	To include the Arthurian Collection on the OPAC
Hull City Council - Libraries	we would like to provide online catalogues for other collections, but this cannot be achieved with existing staff levels/revenue budgets and would have to be specific externally funded projects
Leeds library and Information service	Continuing with retrospective conversion in house and maintenance of online databases
London Borough of Hammersmith and Fulham Libraries	Maintaining at least the status quo
Merthyr Libraries	We introduced a computerised issue system and catalogue in 2002-3, made the catalogue available online in 2005, and are working though creating records and data for the older stock and then the local history and archive materials.
Midlothian Council Library Service	Cataloguing of historical archives
Newcastle Libraries and Information Service	An HLF funded project to conserve and promote some of the library's special collections will create the template for all collections to be added to the online catalogue by creating standards and in-built sustainability of the project as part of its succession strategy
Northamptonshire Libraries & Information service	Would like to add more to present catalogues and increase image content. Would like to work with local University to add political ephemera e.g. Bradlaugh cartoons.
Nottinghamshire Libraries	Unsuccessful bid was made to 'Full Disclosure' for funding to retro catalogue local studies material held at all major sites in the authority. Future work on this will depend on obtaining resources externally, or from a significant change in priorities for resources internally.
Portsmouth Central Library (Portsmouth City Council)	Possible attempts to bring together catalogues of different aspects of Conan Doyle Collection (library/archive/artefact catalogues)
South Lanarkshire Libraries	We are currently microfilming these catalogues to allow wider access. This is not digitisation, but is a step in the right direction. The Smellie catalogue will also appear on the Scotland & Medicine website run by the RC of Surgeons in Edinburgh.
Swansea Library & Information Service	Digitisation project to be run (hopefully) in 2007, working with visual media. Further expansion of this project may also occur with other suitable collection types
Tameside Local Studies and	We are still hoping to get the CALM catalogue online

Archives Centre	
Tower Hamlets Local History Library and Archives	It is intended to make the catalogues for those parts of the collections that are digitally catalogued available on-line together with the catalogues of the Archive collections in the next twelve months. Extra-resources are needed to complete the retroconversion programme.
Worcestershire County Council	If money allows we intend to add any material still only catalogued manually to the online catalogue.

Specialist libraries

BFI National Library (British Film Institute)	To migrate our Idealist on-line Special Collections catalogue to the web.
Bishopsgate Library	The project to create an online cross-searchable catalogue for the printed and archive Library collections will be continuing for the foreseeable future.
British Library	The BL has conducted an audit of backlogs and of printed catalogues. We know what needs to be done in general terms. We have a process for achieving it. What we lack is resources from 2008/9 onwards.
Exeter Cathedral Library	The subset of the Main Collection catalogue currently being upgraded, and one other which it is hoped to be able to deal with next, are the obvious priorities, but most of the rest of the records for the Main Collection are of a standard which is somewhat below that of the previously improved records for Cook, Harington and the two medical collections. ... The aim would be to improve these after the catalogue has gone live and gradually replace the existing records with upgraded ones.
Hereford Cathedral Library	Digitise manuscripts catalogue and mark up in xml.
Highgate Literary & Scientific Institution	Currently planning to computerise library, so book catalogue will be accessible through computer. No plans as yet for making this available online outside the Institution, nor to add archives.
Institution of Civil Engineers	Digitisation of indexes to pre 1900 engineering journals
Lincoln Cathedral Library	We hope to build on the work done in 2004 as and when funding becomes available.
National Institute for Medical Research	Intend to apply for funding to catalogue MRC material and other report material
RISM (UK) - www.rism-ukie.org	We would like to obtain funding to increase the coverage of the RISM union catalogue to include libraries whose music manuscripts have not yet been catalogued, most notably in Wales and Scotland.
Royal Institute of International Affairs (Chatham House)	Proposals for retrospective conversion of the library card catalogues are at an early stage
Tate Library	Conversion of paper lists of non-current serials.
The Linnean Society of London	Conversion of our serials catalogue (probably in-house) and input of our mss at least at collection-level.
Wellcome Library	We have carried out a detailed survey of our (a) cataloguing backlog (b) retroconversion needs. Cataloguing backlog in this context

means material for which no current record exists in any form, at least in our current possession. Retroconversion means material where some kind of record exists, paper or electronic, which needs conversion in order to be integrated with one of our systems. The survey led on to the compilation of a report, fully itemised by type of material, physical extent, priority, estimated time needed for processing; the report has been endorsed by library senior management, who have begun the funding of it, exclusively from Wellcome Trust funding.

Zoological Society of London

We plan to continue with the archive cataloguing. We are seeking funds of £80,000 for the retrospective conversion of the remaining book catalogue.

Appendix F: Details of library collections of value to researchers but not currently covered by online catalogues

Discipline	Library collections valuable to research but lacking online catalogue(s)
Art and design	3 Journals and periodicals are not covered by online catalogues at all libraries
Art and design	4 The Dyche collection in Birmingham Central Library, for example. There must be a lot of other similar photography archives. The online catalogue doesn't replace seeing and handling the actual stuff, but it's really useful and you can then decide whether to make a special trip to see the originals. It's also really helpful if the material is in the States somewhere, for example, and you just don't have the money to go.
Art and design	5 York Minster library
Art and design	5 The journals, articles and extensive number of images held in the Conway and Witt Libraries at the Courtauld that would be extremely valuable if they were accessible online.
Business & mgt	5 Awareness of certain online catalogues however an academic website listing them all could be useful
Business & mgt	5 Emerald journals
Classics & ancient languages	1 Institute of Classical Studies, London
Geog & earth sci	1 Theory, culture and society (e-journal): materials which are not on-line in the early 1990s
Geog & earth sci	3 Much of the material in the National newspaper library at Collidale is not online or catalogued.
Geog & earth sci	3 DfiD/ODA/Colonial records - Housed at Greenwich but frequently mis-catalogued or incomplete
History & archaeology	1 Some archives in Paris. Prints and drawings collection at the British Museum
History & archaeology	1 I don't know of any library ones, but West Sussex Record Office has an ongoing project to put their catalogues online, and once a specific estate collection is online, it will make life easier!
History & archaeology	1 Pretty much all the major Italian libraries' collections.
History & archaeology	1 Wiener Library London.
History & archaeology	2 Some sources in the Munich and Berlin State Libraries in Germany dating from between 1871 and 1945.
History & archaeology	2 As above, Bodleian Library MSS Carte (the remainder), Rawlinson and Tanner.
History & archaeology	2 I think the major libraries and archives are fairly well covered. It would be in the area of local archive collections that it would be useful to have more online catalogues. National Archives of Scotland & National Library of Scotland catalogues could perhaps be a bit more user-friendly.
History & archaeology	3 we need catalogue integration - I don't want to have to look in >1 catalogue.
History &	4 British Film Institute Library City of Manchester Central Library, Reference

Discipline	Library collections valuable to research but lacking online catalogue(s)
archaeology	Library
IT/computing	1 Comprehensive collection (or at least list of) all conference proceedings and how to obtain them
IT/computing	5 government publications collections. journals collections (covered by journals indexes)
Law &politics	1 The library at the French research institute in Damascus, Syria (IFPO-Damas) which is computerised but not online.
Law &politics	5 Local studies collections in local authority libraries.
Maths	3 ACM Digital Library. IEEE Digital Library
Music	1 The online (and paper...) catalogues for material held by libraries in Italy are very unreliable.
Music	1 The British Library Newspaper collection and also the Manuscript collection are not satisfactorily covered.
Music	1 National Library of Scotland - Manuscripts. Mitchell Library, Glasgow. Material published before 1985 is not on on-line catalogue
Music	1 F-Pgm
Music	3 Fonds Rouche, outlined above
Music	3 I use historical material from a very wide variety of private and semi-private collections (e.g. National Trust homes) that do not have (and are unlikely to obtain soon) online catalogues
Music	3 Overseas libraries - Biblioteca Braidense, Milan (at least the catalogue does not, to my knowledge, cover newspaper and journal holdings on microfilm, which are of use to me)
Music	4 As named in the answer to Question 9.
Music	5 Too many to single any out for special comment
Social science	1 Full Coverage for Foreign Policy Journal
Social science	1 e-journals Course collection Main collection
Social science	1 Feminist Library collection (London)
Social science	1 World Bank's on line library. The access to the catalogue is free but a subscription is required for accessing the material.
Social science	1 Dementia Services Development Centre - University of Stirling
Social science	5 Comprehensive index of government papers (research papers, decisions, laws, consultation papers,...) for all: UK and EU (global). those indices available by the institutions will not refer to a specific yearbook or publication.
Social science	5 Greater London Authority library
Social science	5 Visual anthropology
Other	1 Some universities in Latin America
Other	1 The older archive collection at the royal library in Copenhagen
Other	1 BFI Special Collections is constantly adding masses of new material through the AHRC funded research project. Cataloguing cannot possibly keep pace but I have found the people responsible for the Collections extraordinarily

Discipline	Library collections valuable to research but lacking online catalogue(s)
	helpful in the meantime.
Other	2 The Mary Ward Collection based at Loughborough University
Other	5 Historical news papers, catalogues appear sporadic
Other	5 Stroke Journal
Art history	1 Tate Library? The Doctor Williams ? Library on Gordon Square (theological library) The Horticultural Society library
Art history	2 Only Athenaeum, which is a private members club and not likely to put it's catalogue online
Art history	5 Witt library
Art history	5 Iniva Library