IS WebDewey FOR YOU?

By Ian Fairclough, Catalog Librarian, Marion Public Library

Some of us are considering purchasing WebDewey. My aim is to comment on this Internet resource for those who are currently using the 21st edition of the *Dewey Decimal Classification and Relative Index* (DDC21). The focus of this product review is on number verification rather than construction, although number verification is a valuable means of learning about number construction.

In WebDewey, each number in the schedules and tables, and each manual entry, displays as an individual record. Each number's record provides access to all levels in the structural hierarchy, as a cascading set of clickable captions; plus notes and Relative Index entries, as well as a list of numbers at the next level of subdivision. If a number has a link to instructions for "adding further," they display in a pop-up window. Users can also insert their own annotations, the electronic analog of marginalia.

Within a record, the caption displayed for the number is the one that is associated with that level of hierarchy. Captions must be evaluated with caution. For example the caption for 629.231 is "Analysis and design," which is meaningful only in context. Some captions can be misleading: 305.8924 has the caption "Anti-Semitism," whereas that number is used more broadly for Hebrews, Israelis, and Jews as racial, ethnic, or national groups. As with the print version, one must avoid assuming that a number is appropriate simply because the caption matches the subject. The classifier must determine not only the correct subject but also the proper discipline.

Each record also has links to selected Library of Congress Subject Headings (LCSH). This inclusion is an excellent instance of integrating two related but different cataloging tools. Another warning: LCSH headings, which are mapped to the DDC numbers either by human intervention or by statistical association with their usage in bibliographic records, are reliable only inasmuch as they have been properly applied in those records.

WebDewey has more numbers than the print version, not only being more current (it is updated quarterly, whereas DDC21 is several years behind) but also including more built numbers. One suggested enhancement for a future release is annotations explaining how each built number was assembled. WebDewey has general notes from DDC21 such as "built according to instructions under ..." whereas specific details would greatly assist beginning classifiers.

Access to the records is either by a search or a browse. Both modes index the schedules and tables, the Relative Index, and LCSH. Multiple search results display as links to individual records or groups of records. With a DDC number as the key, only one result actually represents that number; multiple results appear because the term or number appears in a note or a manual entry. A search retrieves any record containing the key data. Optionally, you can specify a particular index, such as the Relative Index or LCSH. It takes practice to learn which approach is best to use in a particular situation.

When the browse feature is used, only one index is searched; and the default is Dewey numbers, although the end user can customize this default. If the classifier wishes to retrieve the record for a particular number, a browse can be more direct, because it will position you at that specific entry. Even when no match is found, a browse always positions you in an index, next to the nearest entry, rather than returning you to the dialog box as with a search. In contrast, a search can result in excessive, largely irrelevant hits. For example, to find notation 092 in Table 1, executing a search of the default All Fields index by T1--092 will retrieve 290 records, of which T1--092 is the 272nd. Executing a browse for that number shows it directly (note that both hyphens are required) -- just click it and the record appears. Alternatively, restricting the search to the Dewey numbers index retrieves two records in this case.

One particularly useful feature of WebDewey is how easy it is to copy-and-paste. From a bibliographic record, one can copy a subject heading and paste it into a search dialog box. Click or press the enter key and the search is executed! The ease of interchange between the bibliographic record and WebDewey, together with the availability of searching for LCSH terms, are major advantages over the print tool. Moreover, WebDewey is updated quarterly whereas the printed volumes are by now several years behind. WebDewey users have ready access to such information as the extensive changes to England's administrative divisions recorded in Table 2, whereas DDC21 users, unless they've maintained records of such changes manually, do not. Users can consult the last three months of Dewey updates by visiting http://www.oclc.org/dewey/updates/new_changed_entries.htm.

The major disadvantage I find with WebDewey, as compared with the printed page, is that one cannot simultaneously display multiple subdivisions of more than one link within a record. In contrast, DDC21's printed page has a synoptic display, featuring all numbers in a hierarchy together with their notes. Thus, in WebDewey under 636.11-636.17, Specific breeds and kinds of horses, it is not possible to view all of the breeds and kinds simultaneously. You must know that an Arabian is an Oriental horse, and click on the link for an Oriental horse to view the entry for the Arabian horse. If you are perusing the hierarchy without much prior knowledge of horses, it is tedious to go back and forth, up and down the hierarchy, as each subdivision pops in and out of view. A WebDewey browse does list all entries for subdivisions for horses; but without a visual, cascading hierarchy. A synoptic display option for WebDewey, retaining the cascading display of hierarchical subdivisions after they have been opened (perhaps using a "lock" button), would be a welcome feature for a future release.

Also, it's important to note that much of WebDewey is subject to Internet platform changes such as the recent implementation of OCLC's Connexion service. Some such changes are helpful, whereas others can instantly render carefully learned skills obsolete. For news of recent enhancements, see http://www.oclc.org/dewey/news/connexion.htm.

System requirements for a PC running WebDewey include a 300 MHz Pentium II processor; 64MB RAM; display resolution of 1024 x 768; and the latest version of Microsoft Internet Explorer or Netscape Navigator. WebDewey is available for from $225 per year to $575 per year depending on whether or not your library uses OCLC Cataloging services & whether or not you are purchasing a single user or a site license. Libraries will need to compare this to the one-time cost for the paper version of $325. Abridged WebDewey is also available for from $65 per year to $150 per year.

In conclusion: WebDewey complements the print volumes, but does not completely substitute for them. Some things work better in print, others in WebDewey. The Introduction, which needs to be upfront, is tricky to locate (click on the Help button and select Contents, then scroll down to the link "WebDewey Overview," select that and scroll down further) and is not accessed by a browse or a search. Perhaps DDC should be developed as an integrated print and electronic entity, taking advantage of the strengths of both. An electronic discussion list dedicated to DDC and WebDewey would also greatly help users in sharing news of major developments as well as subtle tips for optimizing their use.

A general overview of WebDewey is freely available on the Internet, including subscription information, at http://www.oclc.org/dewey/products/webdewey/about.htm. An electronic tutorial is available at http://www.oclc.org/fp/about/tutorials.htm. Further help, including a more extensive overview, is available after login. In Ohio, OHIONET offers one-day introductory classes (contact Donna Schroeder, 1-800-686-8975).

Thanks to all those who kindly provided advice and comments for this review, in particular Eliza Sproat, WebDewey Product Manager. Responsibility for accuracy and opinions expressed is my own.

ESSENTIAL BOOK REPAIR TOOLS: A BIBLIOGRAPHY
By Miriam Kahn, MBK Consulting

The next time you get the opportunity to purchase professional tools, consider these on book repair and preservation. Sometimes having the answers right at your fingertips is invaluable.

Greenfield, Jane, Books: Their Care and Repair NY: The H.W. Wilson Company © 1983

Jane Greenfield discusses how to repair books in a general circulating collection. Although this book is 20 years old, the techniques are sound and the illustrations show how to repair most types of damage found in the library.

---. The Care of Fine Books NY Nick Lyons Books © 1988

In her second title on book repair, Greenfield looks at the care and treatment of older books in your collections. She spends more time looking at preservation issues such as environment, insects and care and handling. There are wonderful illustrations of how to make book boxes and to accomplish some repairs. The two books are nice companion pieces. (Greenfield has written numerous pamphlets on various types of book repair and has several slide/cassette and filmstrip shows.)

Higginbotham, Barbra Buckner and Judith W. Wild The Preservation Program Blueprint Chicago, IL: ALA © 2001

Over the past 10 years, preservation, and its attendant functions, has been integrated into all aspects of librarianship. The Preservation Program Blueprint looks at each department within a library (large or small) and discusses what part preservation plays and how to incorporate preservation into your thinking. From Director and Facilities Manager to Interlibrary Loan Officer and Shelver, each department member needs to consider how each item is affected by its use and abuse in the collections and the building.

Lavender, Kenneth Book Repair 2nd Edition A How-To-Do-It Manual NY: Neal Schuman © 2001

Detailed instructions for all types of book repair and encapsulation are illustrated with step-by-step diagrams. Lavender has greatly expanded the scope of his manual, focusing on good techniques that can be used in all libraries, large and small, for general circulating collections. If your technical services department is doing book repair, you should own this book.

Morrow, Carolyn Clark and Carole Dyal Conservation Treatment Procedures: A manual of step-by-step procedures for the maintenance and repair of library materials 2nd edition Littleton, CO: Libraries Unlimited, Inc © 1986

Morrow and Dyal focus their repair techniques at the conservator in large collections maintenance departments. There are photographs of their procedures. Although this book can be used with general circulating collections in smaller libraries, some of the techniques are designed for books of artifactual value, and may require additional skilled training.

Sherelyn Ogden editor Preservation of Library and Archival Materials: A Manual Third Edition, Revised and Expanded Andover MA: NEDCC © 1999 also available at http://www.nedcc.org/pubs/prplam.htm

This loose-leaf publication contains technical leaflets about all the major aspects of preservation. The Storage & Handling section includes information about shelving, cleaning collections, and creating various enclosures and book jackets for more fragile books and pamphlets.

IS YOUR DEPARTMENT ERGONOMICALLY CORRECT?
By Carole Brachna, Collection Resources Manager, Willoughby-Eastlake Public Library

Need a brush-up on good posture at your PC? Want an expert to take a look at how your workstation is set up? Many of us spend hours each day working at a computer, which can put unique stress on our bodies.

The Ohio Bureau of Workers' Compensation (BWC) will do a free ergonomics check-up for any of its members who request one. The Willoughby-Eastlake Public Library System's Technical Services Department has been going through a lot of change lately and our Board of Trustees requested that we undergo an ergonomic assessment.

I was terrified that we might (unknowingly) be breaking every ergonomic rule. As it turned out, we're doing just fine, although they gave us some good ideas to further ensure our health and safety.

The process was easy. An ergonomist from our local office came in and toured the department. She spoke with each person on staff individually and found out what their work involved and how much time was spent on each task. She checked the set-up of their work area and chair. She then respectfully coached the person in the neutral posture when working at their PC.

She took extensive notes and made comments and suggestions as she went along. We may end up purchasing some keyboard trays, footrests, and moving our PCs to better locations as a result. Because we pack delivery boxes, we may also buy a lift table to reduce the likelihood of back injuries.

We received a complete report a week or two later to help with implementing the changes. She covered each person and workstation individually. She also sent some pages showing examples of the equipment we might consider ordering.

The Ohio BWC offers other assessment and training opportunities as well. To find out about any of them, check the Safety and Hygiene area of their website:
http://www.ohiobwc.com/employer/services/safetyhygiene.asp You'll need your library's BWC policy number handy to request the consulting services online.

CONGRATULATIONS TO THE TS DIVISION ELECTION WINNERS!

TS Division members have once again elected a winning slate of officers. Congratulations go out to all the candidates, and heartfelt thanks. You took a chance by running for office, and then your excellence made our choices difficult! Newly elected officers take office in January. Here's how to contact your elected representatives:

COORDINATOR: **Joanne Gilliam**, 459 Longspur, Heighland Heights, OH, 44143, 440.461.2193, jcegilliam@aol.com

ASSISTANT COORDINATOR: **Bonnie Doepker**, Assistant Director for Technical Services, Dayton Metro Library, 215 E. Third St., Dayton, OH 45402-2103, 937.227.9500, doepker@dayton.lib.oh.us

PAST COORDINATOR: **Jennifer Bull**, Supervisor / Head Cataloger, Ashland Public Library, 224 Claremont Avenue, Ashland, OH 44805-3093, 419.289.8188 x 19, bullje@oplin.lib.oh.us

SECRETARY: **Laura Salmon**, Librarian, Technical and Automated Services, Akron-Summit County Public Library, 1040 E. Tallmadge Avenue, Akron, OH, 44310-3516, 330.643.9166, lsalmon@ascpl.lib.oh.us

ACTION COUNCIL: **Laura E. Casey**, Assistant Director, McKinley Memorial Public Library, 40 North Main Street, Niles, OH 44446,330.652.1704, caseyla@oplin.lib.oh.us

ACTION COUNCIL: **Louisa Kreider**, Authority & Quality Control Coordinator,
Cleveland Public Library, 17133 Lake Shore Blvd., Cleveland, OH 44110,
216.623.2885, Louisa.Kreider@cpl.org

ACTION COUNCIL: **Roger Miller**, Catalog Department Manager, Public Library of Cincinnati and Hamilton County, 800 Vine St., Cincinnati, OH 45202-2071, 513.665.3305, roger.miller@cincinnatilibrary.org

ACTION COUNCIL: **Beth Milburn**, Cataloger, Greene County Public Library, 503 Kinsey Road, Xenia, OH 45385, 937.374.7963, emilburn@mailserv.gcpl.lib.oh.us

ACTION COUNCIL: **Jane Myers**, Cataloger, Westlake Porter Public Library, 24350 Center Ridge Road, Westlake, OH 44145-3947, 440.871.2600, myersj1@oplin.lib.oh.us

NEWSLETTER EDITOR: **Margaret Maurer**, Cataloging Manager, KSU Libraries and Media Services, 370 Library, P.O. Box 5190, Kent, OH 44242-0001, 330.672.1702, mmaurer@lms.kent.edu

Georgianne Balcas Doyle has also been elected as North Chapter Assistant Coordinator.

OLC TS DIVISION CONNECTS!

If *You Bring It We'll MARC It!* We bet you think that you have something you can stump us with! Is something sitting on the shelf, in a cupboard or in your desk because you're waiting for the "right day" to catalog it? Maybe you think we wouldn't know what to do with a high-heeled shoe or President Madison's socks? We bet our expert catalogers can't be stumped! They'll be waiting for you to challenge them during *OLC Connects!* at the OLC annual conference on Thursday, October 24th at 10:00 am and again at 3:15 pm.

Ever want to give the *TechKNOW* editor a piece of your mind? Have an idea you'd like *TechKNOW* to pursue? Here's your chance! Margaret Maurer, Cataloging Manager at KSU Libraries and Media Services, will be at *OLC Connects! Tell the TechKNOW Editor* whatever is on your mind. Stop by on Friday, October 25th from 10 to 11 am.

OLC Connects! will take place in the conference "Living Room" in the Regency Ballroom. See you there!

OCLC-CAT DISCUSSION LIST

Looking for a forum to discuss OCLC cataloging products like WebDewey? The OCLC-CAT discussion list may be for you. OCLC created the list to encourage a broad range of discussions on their products, from the practical to the theoretical. Recent list discussions have focused on the nuts and bolts of integrating the new Connexion service. You do not have to be an OCLC customer to subscribe to the list. In fact, subscribing prior to making purchase decisions may provide you with needed information from other customers. OCLC staff do subscribe to the list, but do not generally respond unless specifically requested to do so. List traffic ranges from five to twenty messages per day, but the list can be received in digest form. To subscribe just go to http://www.oclc.org/oclc/forms/listserv.htm.

CATALOGABLOG? WHAT'S THAT?
By Margaret Maurer, Cataloging Manager, Kent State University Libraries and Media Services

Catalogablog is a weblog for catalogers. What's a weblog? A weblog, also known as a blog, is a sort of online journal you can view on the web or receive via email. Blogs are usually related to a single subject or theme, are frequently updated, fairly informal and brief. They function for the blog owners as a place to keep their thoughts together on specific topics and as an opportunity to share their ideas and concerns with others. For blog readers, it's an efficient way to receive daily information related to subjects that interest them – part of the push technology everyone is talking about. This is different from discussion lists, another push technology, in that the author is a single individual.

Catalogablog was created in March 2002 and is maintained by Dave Bigwood, the Assistant Manager for Library Services at the Lunar and Planetary Institute. It provides information on library cataloging, classification, metadata, subject access and related topics. I find it to be entertaining, informative,

interesting, and a great jumping-off place to a wide range of ideas and resources. I look forward to the posts each day.

To view Catalogablog on the web just visit http://catalogablog.blogspot.com/. To subscribe to Catalogablog and receive daily e-mails containing new postings visit http://www.bloglet.com, click on "signup for a new account", and follow the directions.

To find out more information on blogs and blogging I recommend you read Darlene Fichter's article "Blogging your life away" at http://www.findarticles.com/cf_0/m1388/3_25/74105128/print.jhtml. Library Weblogs , a list of library-related blogs is also available at http://www.libdex.com/weblogs.html.

CATALOGING BASICS FOR PARAPROFESSIONALS WORKSHOP – September 13, 2002

Ever feel like Rumpelstiltskin: placed in a large room with a backlog and computer terminals and expected to produce – except without the knowledge of how to turn straw into gold? "Cataloging Basics for Paraprofessionals" will provide a solid grounding in bibliographic concepts and principles and will explain the reasoning behind cataloging procedures. Workshop participants will increase their confidence in working with bibliographic information and in evaluating records in the catalog. Get the complete program agenda and register to attend the workshop by clicking on http://www.olc.org/WorkshopDescription.asp?ID=196.

COORDINATOR'S CORNER: IT'S ALL ABOUT CHANGE

For the December 2001 issue, as winter drew near, I penned my first Coordinator's Corner, which focused on change. Now, with summer drawing to a close and fall just around the bend, I reflect back on some of those words. I said that we have a choice in the way we embrace both change, and opportunity. I set my motto this year to "embrace change" and find myself determined to continue forging ahead, watching for signs of transition on the horizon.

This year I've been learning to take risks and push myself forward. I've been learning well that accomplishments follow initiative, but initiative often begins with a simple idea. It has been a year of change for all of us, in many ways, for change is constant. We as a division have grown, developing new ideas in programming and presentations.

With the help of OLC, the Technical Services Division has been able to accomplish good things. This year, as I have spoken about change, how ironic that OLC has undergone transitional changes as an organization. In the midst of their change, the staff has been there for us, helping us and supporting our efforts to provide programs and tools for use in the workplace.

One more thing that I said in that December article is that as change occurs, opportunities arise. There are opportunities before us that are worthy of our time. Thank you, TS Action Council for your creative efforts and hard work. And thank you, OLC staff, for your patience, assistance, and encouragement. Thanks for listening to our voice in the library community and for giving our ideas a second look.

Jennifer Bull
Supervisor and Head Cataloger
Ashland Public Library

CATALOGING POSTER AND BOOKMARK AVAILABLE

By Jennifer Bull, Supervisor & Head Cataloger, Ashland Public Library

Two new items were recently distributed to TS Division members and to libraries throughout the state. These items were designed for use as tools and guidelines to aid staff in their work.

A subcommittee of the TS Division Action Council created a new MARC poster for cataloging videos and DVDs. It was designed to be a template for beginner catalogers as they establish procedures for creating bibliographic records. The poster is color-coded to indicate which types of information to enter for each material type. This poster is the second in a series of MARC posters created by the Technical Services Division. The first poster offered information on basic elements for cataloging books.

Another TS Division Subcommittee developed a bookmark that suggests recommended discussion lists for technical services staff. The discussion lists can provide information for them in their daily operations.

Additional copies can be obtained by request from the OLC office, while supplies last.

MICHAEL GORMAN
Editor of *AACR2R*, and
Dean of the Library Services, California State University, Fresno

Is coming to OLC Annual

Hear his presentations on
THE FUTURE OF CATALOGING FOR GENERAL LIBRARY STAFF
11:00am, Thursday, October 24th
and
THE FUTURE OF CATALOGING FOR CATALOGERS
2:00 pm, Thursday, October 24th

Discuss *THE FUTURE OF TECHNICAL SERVICES* **with him**
3:15pm, Thursday, October 24th

Enjoy Food for Thought with him at the
"ALL STARS" LUNCHEON
12:15pm, Friday, October 25th

TechKNOW is published on the intenet by the Technical Services Division of the Ohio Library Council. For more information, or to submit articles, please contact Margaret Maurer at Kent State University Libraries and Media Services at 330.672.1702, at home at 330.628.0313, or via the internet at mmaurer@lms.kent.edu or sky@en.com.