

# DISCOVERY & METADATA SERVICES

## What is discovery and metadata?

Discovery and metadata is the area of librarianship that makes things findable. Sometimes referred to as "data about data," metadata is structured descriptive information about a particular resource, coded in a machine readable format and output in a user-friendly display. This makes both digital and traditional print collections discoverable and helps to keep the library collections organized and authoritative. In DMS, we primarily use MARC and Dublin Core metadata to create and maintain bibliographic records of our library materials, so while we may seem arcane and behind the scenes, we make Tech Services a Public Service.



**Bottom line: It's what makes library materials searchable.**

## Some of the things we do...

### Monographic Cataloging\*

- Main
- Science
- Conservatory
- Art
- Special Collections
- Archives

*\*This includes books, DVDs, and rare materials.*

*Scores and music recordings are cataloged by Con Tech Services; serials and e-resources are cataloged by AES. Don't worry if you mix this up – We will always point you in the direction of the people who can help you!*

### Record Maintenance

- Recon
- Reclassifying
- Migration prep

### PCC Work

- BIBCO aka we make sure OCLC has full bibliographic records
- NACO aka we create and maintain authority files
- SACO aka we propose new and updated subject headings to the Library of Congress

### Preparations

- Call number and location labeling
- Security measures (stamping and tattle taping)
- Cover protection (Kapco and CoLibri)
- Bindery
- Deacidification

### Other Work

- Government document loads
- Withdrawals
- Art Library digital collections

## Meet the staff

DMS staff is here to help you with all cataloging and metadata needs, whether that be original cataloging, copy cataloging, or record maintenance, as well as preparations work. Our duties often overlap, but each of us do have areas that are our specialty. We've highlight some of those areas below, however, it is not a comprehensive list of all our responsibilities. If you have a question and are unsure who to contact, you can email the whole department at [ocl-dms@oberlin.edu](mailto:ocl-dms@oberlin.edu).

### Tim Keller Head of Discovery and Metadata Services


- Sets and facilitates projects and priorities for DMS, acting as a liaisons between departments
- Oberlin representative for the Program for Cooperative Cataloging (PCC) at the Library of Congress
- Promotes and pursues DEIA initiatives in Tech Services
- Serves as DMS/Oberlin representative on working groups and tasks forces, such at the OhioLINK LSP Migration Discovery and User Experience Working Group
- Coordinates cataloging workshops through OhioNet

#### Get to know Tim:

Tim is a certified yoga instructor. He enjoys baking French pastries, long walks on the beach, deep conversation, and romantic dinners.



 [tkeller@oberlin.edu](mailto:tkeller@oberlin.edu)

 Ex. 55035

 Mudd Center Room 114

### Lindsey Felice Discovery and Metadata Assistant


- Primary cataloger for the Art Library
- Maintains the Artists' Books and Mail Art digital collections
- Rare books and visual materials cataloger for Terrell Special Collections
- Main, Conservatory, Archives, and Science cataloger as needed
- External Communications Lead for the ACE Team

#### Get to know Lindsey:

Lindsey is a fiber artist. She enjoys acquiring mass quantities of yarn, long walks on the beach, deep conversation, and romantic dinners.



 [lfelice@oberlin.edu](mailto:lfelice@oberlin.edu)

 Ex. 56490

 Mudd Center Room 116

## Sara Hasley

### Discovery and Metadata Assistant



- Primary cataloger for the Main and Science libraries
- Primary audiovisual cataloger
- Rare books and theses cataloger for Terrell Main Special Collections
- Conservatory, Archives, and Art cataloging as needed
- Student supervisor for DMS

#### Get to know Sara:

Sara is an athlete. She enjoys volleyball, pickleball, making her teenage daughter uncomfortable by using Gen Z slang, long walks on the beach, deep conversation, and romantic dinners.



shasley@oberlin.edu



Ex. 55110



Mudd Center Room 115

## Patty Rush

### Discovery and Metadata Assistant



- Primary Main DLC cataloger
- Government Documents processor
- Bindery and deacidification coordinator
- Conservatory, Art, and Science cataloging as needed
- Processes withdrawals

#### Get to know Patty:

Patty is an enthusiastic cross stitcher. She enjoys reading, watching all things streaming, long walks on the beach, deep conversation, and romantic dinners.



prush@oberlin.edu



Ex. 55115



Mudd Center Room 120

## Request form

For planning purposes, DMS requests that all staff fill out this **form** for project proposals. For larger projects, you should expect to hear from Tim with follow up questions to help him establish a timeline, workflows, and goals. Thank you.