

# CMS: Catalog and Metadata Services

About Us

## Mission

Catalog and Metadata Services (CMS) provides the conceptual framework (e.g. resource descriptions, subject headings, classification, metadata mapping) that supports access to Yale's collections in 650 different languages and virtually all academic disciplines. Each year we catalog over 100,000 books, journals, microfilms, databases, websites, DVDs, e-books, and other kinds of materials. We provide an expanding array of core and specialized services, such as cataloging for physical and digital objects and metadata expertise for digital programs, and we work proactively to improve Orbis, Yufind, Metalib, and other databases that support teaching, learning, and research at Yale. We also offer documentation and training to enhance services and initiatives and support institutional memory.

## Core Services

- [Authority Control](#) [1] (NACO: [Tachtorn Meier](#) [2] and [Jia Xu](#) [3]; MARS: [Eva Bolkovac](#) [4])
- Batch record loads ([Eva Bolkovac](#) [5])
- Catalog Management (contact: [Shelby Anderson](#) [6])
- Latin script processing (contact: [Jeanette Norris](#) [7])
- Non-Latin script processing (contact: [Patricia Thurston](#) [8])

## Committees

- Tag Table and Templates (contact: [Tom Bolze](#) [9])

## For Staff

- [Staff Directory](#) [10]
- See [Web server pages](#) [11] for policy and workflow documentation.

# Copy Cataloging Team

About us

## Mission

The primary mission of the Copy Cataloging Team is to provide the best possible access for our patrons to Yale University Library collections by searching the OCLC database for the best bibliographic records available for all Western languages and formats and choosing the most appropriate record for each item, verifying, and adding them to the Orbis Database. Our primary mission also includes contributing new bibliographic records to Orbis and the OCLC database for all belletristic materials.

We accomplish this mission by working closely with other departments and teams to optimize the flow of new materials from when they arrive in Acquisitions to when they come to the Copy Cataloging Team for cataloging or

distribution to other teams and final delivery to Preparations for labeling and Access Services for shelving and patron delivery. Our responsibilities include managing the cyclical searching of these materials and special projects for older unique collections in our backlog to provide access to our under cataloged collections. We train and manage a team of student workers who make an important contribution to our work. Our daily work includes accommodating all special rush requests from patrons as well as responding to the best of our ability to special cataloging requests from individuals representing other departments and curatorial units and faculty.

### Contact

[Tatiana Barr](#) [12], 203-432-8213

[Staff Directory](#) [13]

### For Staff

see [Sharepoint site](#) [14] for workflow and policy documentation.

## Metadata and Catalog Management Team

### About Us

#### Mission

The Metadata and Catalog Management Team provides knowledge management services in support of library collections, academic programs, scholarly communication, and international activities within the Yale community. We advise the Library, academic departments, individual faculty members, research groups and digital initiatives on tools for indexing, searching, discovery and use of Yale's collections. We provide quality assurance, data control, and problem resolution for Orbis and other research databases at Yale.

### Contact

[Dajin Sun](#) [15], 203-432-1706

[Staff directory](#) [13]

### For Staff

[Catalog Management Team website](#) [16]

## Original Cataloging Team

### About us

#### Mission

The Original Cataloging Team, as part Catalog and Metadata Services (CMS) of Yale University Library, improves access to all information resources via quality cataloging, catalog maintenance and authority control in accordance with national and local standards for description and access, facilitating research at Yale University and communities worldwide.

### Contact

[Rick Sarcia](#) [17], (203) 432-6406

## For Staff

See [SharePoint site](#) [18] for workflow and policy documentation.

# Specialty Cataloging Team

## About Us

## Mission

The Specialty Cataloging Team supports the teaching and research missions of Yale University and scholarly communities worldwide by providing access to material in all formats and languages, received directly from the School and Departmental libraries and units specifically assigned to the Team, and listed below. In addition, we catalog material from any library or unit requiring Slavic & East European, Hebrew, and Yiddish language expertise. We will also catalog any material, from any library or unit, when appropriate (i.e. when staffing constraints and project workloads on other cataloging teams necessitate our assistance). We accomplish this goal by creating metadata and performing subject analysis in the library catalog, and contributing bibliographic records to national and international databases. In carrying out our Team Mission, we work in harmony with local and national cataloging standards and practices, and adhere to the [Library's mission, vision, and values](#) [19].

## Contact

[Patricia Thurston](#) [8], 203-432-8424

## For Staff

See [Team Sharepoint site](#) [20] for workflow and policy documentation.

[Hebraica Cataloging](#) [21]

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**Source URL:** <https://web.library.yale.edu/cataloging/teams/cms>

## Links

[1] <https://web.library.yale.edu/cataloging/authorities> [2] [https://web.library.yale.edu/cataloging/authorities](#) [3] [https://web.library.yale.edu/cataloging/authorities](#) [4] [https://web.library.yale.edu/cataloging/authorities](#) [5] [https://web.library.yale.edu/cataloging/authorities](#) [6] [https://web.library.yale.edu/cataloging/authorities](#) [7] [https://web.library.yale.edu/cataloging/authorities](#) [8] [https://web.library.yale.edu/cataloging/authorities](#) [9] [https://web.library.yale.edu/cataloging/authorities](#) [10] [https://web.library.yale.edu/cataloging/authorities](#) [11] [https://web.library.yale.edu/cataloging/authorities](#) [12] [https://web.library.yale.edu/cataloging/authorities](#) [13] [https://web.library.yale.edu/cataloging/authorities](#) [14] [https://web.library.yale.edu/cataloging/authorities](#) [15] [https://web.library.yale.edu/cataloging/authorities](#) [16] [https://web.library.yale.edu/cataloging/authorities](#) [17] [https://web.library.yale.edu/cataloging/authorities](#) [18] [https://web.library.yale.edu/cataloging/authorities](#) [19] [https://web.library.yale.edu/cataloging/authorities](#) [20] [https://web.library.yale.edu/cataloging/authorities](#) [21] [https://web.library.yale.edu/cataloging/authorities](#)

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