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HIRING OF FULL-TIME CATALOGER TO SOLVE THE PROBLEM OF BACKLOG IN THE TECHNICAL SECTION OF THE UNIVERSITY OF ANTIQUE LIBRARY

ACTION RESEARCH PAPER

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ABSTRACT

2

This study looked into the problem of backlog in the technical section of the University of Antique library.

Specifically, it attempted to find out if backlog of materials for cataloging were reduced or eliminated after hiring a full-time cataloger.

The researcher proposed to lessen the backlog and make sure that all materials can be fully catalogued in a timely manner. Moreover, if backlog in the technical section of the U.A. library will be reduced it would be beneficial to the delivery of quality service to the faculty and students because references that they had requested will not stay long in the processing room.

While backlog have existed in University of Antique library for almost a year now, the researcher proposed a hiring of full-time cataloguer to work on reducing or eliminating backlogs. As of July 2010 the UA library had a total backlog of 448 titles and 925 volumes and after hiring a full-time cataloger in August 16, 2010 it reduced to 294 titles and 505 volumes in one and a half months time. Having this study will lessen the backlog in the technical section of the UA library and inform the administration that inadequate staff and increased acquisitions to be the most important causes of cataloging backlogs.