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RENEWALS

COPYRIGHT OFFICE

REENGINEERING UPDATE

Selection Pilot Begins in Examining Division

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PHOTO BY JUDITH NIERMAN

In February and March 2005, a pilot began in the Examining Division to test the BPR recommendation and the Joint Issue Group's (JIG) concurrence that examiners perform selection duties for "routine" material for the Library of Congress's collections, while leaving to the selection officers the "nonroutine material" that requires an expert knowledge of the selection guidelines or research on the Library's holdings to make the selection decision.

"Selection" means deciding whether the Library wants for its collections one, two, or no copies of deposits that arrive in the Office for registration. Selection also includes a decision on cataloging priority for selected monographs. Until now the selection decision was made only by Library selecting officers, recommending officers, or reference librarians. With the pilot, the examiners began to make such selection decisions for routine material, that is, those types of

deposits that are constantly coming into the Copyright Office.

The pilot began in the Performing Arts Section with commercially printed music and audio CDs in and the Literary Section with trade monographs. These are the sections from which the Library selects the most material for its collections.

The participating examiners received classroom training in the collection policies and in guidelines created especially for this project. In addition, they received ongoing feedback from the selection officers on the selection decisions. From this feedback, the guidelines were refined. The examiners set aside nonroutine material for Library selection officers.

In the Literary Section, the examiners devote 1 day a week to performing selection on about 250 published deposits received from remitters who use deposit accounts. These remitters are usually large trade and academic press publishers. In the Performing Arts Section, the team also spends 1 day a week doing selection on 50 commercially printed flat music claims and 250 audio CDs. After an item is examined and a selection decision is made, the examiner completes a selection

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IT for Pilot 1 Reaches the Production Stage

Michael Burke

In the last issue of *ReNews* I said that by the time you read the article, Pilot 1 would be in production. And so it was. Pilot 1 was the first “in production” use of the Siebel system.

But there were a few anomalies. Actually, during the first 3 months since implementation, there have been 257 change requests leading to 10 software patches. But by the time you read *this* article, we should have a working system that is doing what we need it to do in a way that works best for us in the Copyright Office.

Not all the 257 change requests were defects in the system. Forty-nine were about changes in the requirements. Eighty-seven were about enhancements to the system. Forty-one involved process questions.

This is what the pilots are all about. They are opportunities to try on the “new outfit” and to identify what needs adjusting. An example of these needed adjustments was the system-generated certificate. It was not until we saw some of the early certificates that we realized that they were not quite up to Copyright Office standards. Through study and recommendations by staff and the diligent efforts of the SRA development team, we now have a certificate that displays an efficient and clear presentation of the facts of copyright.

SRA has also continued to work with staff to dig deeper into the details of our requirements in preparation for Pilot 2. A couple of key changes have been made to the complement of functionality that will be available in the next pilot.

First, Siebel will not be used as a replacement for COPICS after the mainframe is retired in September. Instead, the Cataloging Division will use CORCATS for monographs, CORDOCS for documents, and Voyager for serials as the primary processes

for creating copyright records. CORCATS and CORDOCS will look and function as they do today but will be altered to produce MARC records that will flow into Voyager. Copyright management has approved the use of these processes in the interest of avoiding the creation of throw-away code, limiting the introduction of new tools requiring new training for staff, building upon proven technology, and making efficient use of the development team’s time. David Pullmann has already begun making the adjustments in CORCATS and CORDOCS, and planning is underway to obtain training for about a dozen staff in the Cataloging Division to learn how to use Voyager to record serial registrations.

Second, to facilitate timely implementation of the new preregistration service, Copyright Office management has approved this as an exclusively electronic service. Preregistration came about through recently enacted legislation (P.L. 109-9) and carries a 6-month implementation lead time. Preregistration pertains to works that are being prepared for commercial distribution but that have not yet been published. The works must be in a class that the Register determines has had a history of infringement prior to authorized commercial distribution. Initially preregistration will apply to motion pictures, sound recordings, and software. An electronic “form” and fee will be submitted but no deposit copy. Given the nature of the works involved, it is likely that the volume will be manageable in the pilot, and the submitters should not have difficulty using the electronic service. The mandatory implementation date is Oct. 24, 2005. Because of its similarity to eClaim processing already planned for Pilot 2, including this new service in the pilot seems a natural fit.

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Staff to Be Relocated During Madison Building Renovation

Jeff Cole

To facilitate the renovation of Copyright Office space in the Library's James Madison Memorial Building, most of the Office will move to an offsite location for approximately one year, beginning in January 2006. As this is written, it appears that the offsite location will be in the Crystal City area of Arlington, Va., in a building at 2451 Crystal Drive, known as Five Crystal Park. The Office will occupy the entire second and third floors and parts of the first and fourth floors. The Library of Congress is expected to sign an occupancy agreement with the General Services Administration (GSA) very soon. GSA in turn will lease the space in Five Crystal Park for the Office's use.

Five Crystal Park replaced Crystal Plaza 5 and 6, another location in Crystal City that had previously been under consideration. The switch resulted from a change in the plans of another tenant. Five Crystal Park offers some significant advantages over the Crystal Plaza buildings. Unlike the two buildings at Crystal Plaza, all the space in Five Crystal Park is located in a single building. Each floor is much larger, thus facilitating the movement and processing of material. Five Crystal Park is a much newer building and is in better overall condition.

Five Crystal Park is about three blocks from the Crystal City Metro station, and is accessible via underground and enclosed walkways, as are many shops and restaurants. From the Metro, Five Crystal Park and most other locations in Crystal City are accessible without going outside. There is also abundant indoor parking available nearby on a daily or monthly basis, at the user's expense.

Not all staff will move to Crystal City. As this is written, it is expected that the Licensing Division, the Copyright Acquisitions Division staff, and most Information and Reference Division staff will remain on Capitol Hill, but the details are not yet final. One option is that staff will occupy temporary swing space on the fourth floor of the Madison Building. Another possibility is that some staff may move to the Adams Building in space to be vacated by other offices. Or, some combination of Madison and Adams space may be used.

Finally, the Records Management Section staff will likely move to the Landover Center Annex to complete the microfilming of copyright applications.

A move coordinator will be retained to help plan the many details involved in moving staff and materials to the temporary locations. During the renovation period, work will be completed on all reengineering fronts. Work done under the current processes will be completed at the offsite location. When staff return to the Madison Building, probably in early 2007, all work will be done using the new processes and IT system. The Madison renovations are specifically designed to support the new processes. ■

Nanette Petruzzelli Serves as Special Legal Advisor for Reengineering

Judith Nierman

Register of Copyrights Marybeth Peters announced that Nanette Petruzzelli, who was serving as chief of the Examining Division, was reassigned to the newly established position of special legal advisor for reengineering effective Jan. 10, 2005. The special legal advisor for reengineering reports directly to the Register, and is a temporary position not-to-exceed Dec. 31, 2006, when reengineering is expected to be fully implemented.

Petruzzelli will oversee and ensure that the complex legal issues of implementing the new registration and recordation process are identified and resolved. She will analyze the impact of proposed registration and recordation process changes, reconcile conflicts between program goals and existing policies, and propose new operating procedures and/or regulations on copyright registration and recordation as necessary.

In addition, with the combining of the cataloging and examining functions under reengineering, Petruzzelli will be responsible for overseeing and ensuring that appropriate staff provide examining and cataloging supervisors with the necessary cross-training. Her substantive and legal expertise make her the ideal candidate to perform the duties of this position. ■

[**Selection Pilot**, continued from page 1]

decision slip indicating cataloging priority, the selection decision, and whether a copy will go to the Deposit Copy Storage Unit in Landover. After the new reengineering IT system is fully implemented, this last step will be completed online by the examiner. Nonroutine material is left for the selection officers.

The examiners' decisions are reviewed by selection officers, and examiners and selection officers meet routinely to discuss problem areas and refine the guidelines. Once an examiner has reached a desired level of proficiency, he or she makes selection decisions for routine material independently, ending review by the selection officer.

The pilot is scheduled to last for 6 months before the Copyright Office and Library Services evaluate the results. Detailed statistics will be gathered to measure the success of the pilot in each division. Overall, the pilot has been very successful. The preliminary observation is that examiners can be trained to make the selection decisions for routine material, and doing so does not add a great deal of time to the examiners' workload.

A logistics subgroup for the pilot was formed to develop and refine the workflow of pilot material through the Copyright Office and Library Services. Each division in the Copyright Office agreed to process this material within a week of receipt. Representatives from the Receiving and Processing, Examining, Cataloging, and Information and Reference divisions, along with Library Services selection officers and representatives from Cataloging in Publication divisions worked together on the workflow issues. This subgroup meets biweekly to discuss any problem and refine the guidelines accordingly.

The selection pilot is a result of the investigation done by a JIG that was composed of representatives from both the Copyright Office and Library Services. The JIG was formed in 2002 to document the current selection procedure; codify the selection decision through a review of existing documentation and interviews with the selection officers; determine the most efficient process for the future; and design a pilot program to test the recommendations. ■

[**Pilot 1 IT**, continued from page 2]

The introduction of preregistration into the next pilot and the goal to keep IT reengineering aligned with the facilities front, in particular the move-back-to-Madison date, have prompted replanning of the overall IT effort. Pilot 2 will now likely include several releases of software starting in September 2005. Pilot 3 will start later in calendar year 2006 than January as originally scheduled, and the Final Operating Capability will be targeted for December 2006. The replanning is still being studied. I will report on it in the next issue. ■



ReNews Reengineering Update

A publication of the U.S. Copyright Office
Printed by the Publications Section [LM-455],
Information and Reference Division, Copyright Office,
Library of Congress