Cataloging Acquisitions Department Annual Report
July 1, 2003-June 30, 2004

Trends and Highlights:

The goals of the Cataloging Acquisitions Department are to acquire materials in a timely and cost effective manner, to process gifts in accordance with library policies, to provide statistics for collection management staff, to provide accurate financial reports, to manage the ordering and receiving subsystem efficiently, to provide catalog access to newly acquired materials quickly, efficiently, and accurately; to improve catalog access or to provide access for retrospective materials; to provide authority control for names, subjects, and series titles; and to physically process the materials. The department met these goals, especially in these significant areas:

- The Acquisitions Department was integrated into the Cataloging Department. Ann Waligorski, former Head of the Acquisitions Dept., requested a transfer to the Special Collections Department. Mary Walker assumed her managerial and supervisory duties. The Department was integrated into our Monographic Unit; Doris Cleek, Melissa Gatlin, and Patty George are now in the Monographic Unit: Acquisitions and Copy Cataloging. Accomplishments include:
  - streamlining Yankee approval plans
  - setting up shelf-ready books plan (1,569 received and cataloged)
  - learning to use GOBI and documenting procedures for the GOBI software

Mary Walker prepared the following report which deals specifically with the acquisition of book materials:

The budget for books remained relatively unchanged this year. The numbers of titles acquired did decrease from 15,527 last year to 12,237. The declining number is most likely due to two factors: we received some large gifts last year, and we also purchased some costly titles this year.

We are still processing gift collections received last year. These include the Kenneth L. Brown collection purchased by the King Fahd Center for Middle East and Islamic Studies, the David Malone collection, and the Fred Isaac mystery collection. Other collections awaiting processing include the Gilbert Fite collection, and the Nudie Williams collection.

Another Canada Consulate matching grant of $2,000 was secured to continue building the basic collections in Canadian and Arctic studies. In addition, approximately $60,000 was allocated by the Bumpers College for library acquisitions, and the Middle East program transferred funds of $56,338 to the library.

The shelf-ready plan was implemented this year. Books are now sent from the vendor, YBP, with processing such as labeling already in place. Having these details taken care of before they get to the library decreases time spent between receipt of a book and actually placing that book on the shelf.
The department assisted in the closing of two branch libraries: LRC-Peabody and the Chemistry Library.

The Learning Resources Center in Peabody Hall was permanently closed at the request of the Dean of the College of Education and Health Professions. Accomplishments of cataloging staff include:

- transfer of approximately 725 media items to AV (Kate Kluttz, Chao Lin, Cathy Reineka)
- withdrawal of approximately 325 missing media items (Cheryl Conway, Cathy Reineka)
- transfer of 434 serial volumes (May-June 2003) (Julie Thacker, Misha Dyer)
- withdrawal of 1,255 volumes (May-June 2003) (Judy Culberson, Janell Prater)
- cataloging of 2,398 titles (2,584 volumes) previously uncataloged LRC-Peabody titles, now in LRC-Main (Judy Culberson, Janell Prater, Trish Cody)
- transfer of 547 titles (642 volumes)LRC-Peabody materials to LRC-Main (Rose Cody, Cathy Reineka)
- cataloging of approximately 450 volumes of previously uncataloged LRC-Peabody titles, now in Main (Judy Culberson, Janell Prater, Trish Cody)
- transfer of the Multicultural collection from Main PZs to LRC-Main, over 300 titles (Chao Lin, Janell Prater, Deb Kulczak, Cheryl Conway)

The Chemistry Library was closed for renovation. Contributions of Cataloging staff include:

- Cheryl Conway served on the Chemistry Move Planning Committee and supervised the project
- transfer of 4,847 titles (14,321 volumes) serial, monographic, and computer file materials from Chemistry Library to Main and AV (Julie Thacker, Angela Hand, Cheryl Conway, Janell Prater)
- the transfer of another 18,702 serial and monographic materials from Chemistry and Physics Libraries was handled through the use of barcode lists and the rapid update function in InfoLinks (Cheryl Conway)
- the transfer of another 158 serial titles (588 serial volumes) from the Physics Library (Julie Thacker, Angela Hand, Cheryl Conway)

The Department provided InfoLinks access to many important electronic resources. Several units continue to report significant activity in record production and record maintenance for electronic resources.

Mary Walker, OCLC Coordinator, ordered and loaded record sets for the IEEE Xplore online conference proceedings, AMC online conference proceedings, Western Americana microfilm, and CIS microfiche records. Authority work must be completed to enhance the use of these records. Database Maintenance unit staff reported that 18,030 FTU (first time use) entries on InfoLinks headings reports were generated during the loading of the 4 record sets. The unit completed the processing of these headings for three of these record sets; 7,005 are being checked. A backlog of headings has developed for other areas of cataloged materials.
Serials Cataloging Unit staff continued to edit records to add electronic journal URLs and notes to print serial records or to provide cataloging for Internet only serial titles. Some significant groups processed included: Science Direct online journals, Haworth online journals, Project Muse online journals, ACM online newsletters, Highwire Press online, History Cooperative online journals and Kluwer online journals.

Deb Kulczak assisted Beth Juhl in the creation of brief bibliographic records for the aggregator databases: EBSCO, ProQuest, Lexis/Nexis, Project Muse, Blackwell, ENGnetBASE Handbooks, and Wiley Interscience.

Chao Lin, Kate Kluttz, and Trish Cody added URLs to 1500 University of Arkansas dissertations, available through the ProQuest Digital Dissertations & Current Research@ databases. A procedure is now in place to add URLs for current dissertations.

- Cataloging and Acquisitions staff continues to demonstrate the ability to react to changing library priorities and needs.

Duties for the vacant Special Formats Cataloger were reassigned. Mikey King assumed original cataloging for theses and dissertations; Cathy Reineka and Deb Kulczak assumed responsibility for cataloging of non-music media; Cheryl Conway assumed responsibility for cataloging monographic internet resources; and supervisory responsibility for Chao Lin has been split between Mikey King, Janell Prater and Deb Kulczak.

Doris Cleek responded to a sudden change in state accounting policies and spent an estimated $48,710 of replacement monies rapidly to ensure library funds would not be returned. Cathy Reineka, Patty George, and Melissa Gatlin assisted Doris with searching and updating item records.

Acquisitions Unit staff quickly ordered and received an additional $5,000 in Arabic materials to support the Middle East Studies Program; Doris Cleek also purchased materials in March 2004 to participate in the Canadian Library Support Grant for this fiscal year so that the library would receive matching funds of $2,000.

Doris Cleek in the Acquisitions unit responded to the requests to develop a collection of Arkansas cookbooks by seeking out more than 300 new titles, from unconventional sources such as e-Bay and antique stores to make purchases. Media appeals also brought in numerous gifts for Melissa Gatlin to process. Judy Culberson and Mikey King, Special Collections Cataloging Unit, cooperated by cataloging these cookbooks as they arrived. Deb Kulczak responded quickly to create a new location code and update existing records when a new location was created within the Special Collections Department for this new collection.

- The Department completed cataloging projects in order to provide access to gift collections or existing collections or to previously uncataloged collections.

Kate Kluttzt and Ghadir Zannoun created item records for the Western Americana microfilm set.
Processing of the initial Fred Isaac mystery literature collection gift is now completed. 995 titles were completed in 2003; an additional 384 titles were added in 2004. The current total collection is a total of 1,379 mystery titles added to the library.

Staff completed cataloging for the closing of the Learning Resources Center and the creation of the Learning Resources for Children collection in the Mullins. Cheryl Conway withdrew records for over 300 missing LRC media items. Cathy Reineke transferred another 104 titles and 114 volumes to AV. To consolidate the new LRC collection, Cheryl Conway, Chao Lin, Deb Kulczak, and Janell Prater completed the transfer of children’s books and serials from the MAIN PZ stacks and the MultiCultural Collection to the LRC collection in MAIN, level 3.

Thirty-two more serial and monographic USAIN microfilm titles were cataloged by Judy Culberson, Mikey King and Cheryl Conway to complete this project.

Projects in progress include:

David Malone collection, an additional 585 titles were added to the 473 titles completed in 2003, for a total of 1,058 now in InfoLinks.

Kenneth L. Brown collection, 245 titles, principally Arabic and Hebrew titles, were completed by Kate Kluttz and Ghadir Zannoun in 2003. Trish Cody, Janell Prater, Judy Culberson, Mary Walker, Cheryl Conway, Julie Thacker and Angela Hand joined the project to catalog monographs and serials in 2003/2004. The project total is now at 1,577 titles completed.

Refinement of YBP approval and shelf ready plans will continue for both acquisitions and cataloging procedures to continue to improve efficiency. Plans are in place to improve staffing levels.

Progress on barcode projects continues; significant totals are:

<table>
<thead>
<tr>
<th>Barcode Type</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book-No-Barcode</td>
<td>4,083 titles converted</td>
</tr>
<tr>
<td>Serial Barcode cleanup</td>
<td>28,493 item records created</td>
</tr>
<tr>
<td>Analytics Barcode cleanup</td>
<td>7,243 titles converted</td>
</tr>
</tbody>
</table>

For more details of the department’s online project lists, use this link to find the project summary for 2003: [http://libinfo.uark.edu/cataloging/catnews.asp](http://libinfo.uark.edu/cataloging/catnews.asp)
Highlights for 2003 Statistics:

The cataloging department continued to handle a significant number of new materials and maintain a good workflow; there is no significant backlog of new materials. Although the cataloging of new materials decreased by 20%, the decrease was not significant to the library acquisitions process. Expenditures of monies for new monographic acquisitions remained at the same level. Apparently, monies were spent on the more expensive reference materials and electronic resources.

- Cataloging of new titles (all formats) decreased by 20%.
  New volumes added decreased by 15%.
  Due to these decreases, recataloging of materials increased 33%.

- Major library transfers and weeding projects were completed. Materials in Main were withdrawn or transferred to create shelving space for the Chemistry and Physics materials which were subsequently moved into Mullins Library in order to accommodate the renovation of the Chemistry Library. Production increases in two areas are related to this project.
  - titles transferred increased by 93.5%
  - volumes transferred increased by 38.3%

- Due to tape loads, authority work increased in two areas.
  - processing of FTU (first time use) authority headings work increased by 7.3%
  - authority record exporting, editing and deleting increased by 23.4%

- Due to various barcoding projects, editing of item records increased by 48%

- The acquisition of monographic materials decreased by 21% and the receipt of gifts decreased by 54%.
Departmental Statistics*
Totals (including figures from Law Library and Binding)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Titles cataloged in-house (all formats)</td>
<td>22,830</td>
<td>28,473</td>
</tr>
<tr>
<td>Volumes cataloged (all formats)</td>
<td>32,414</td>
<td>38,087</td>
</tr>
<tr>
<td>Titles recataloged (all formats)</td>
<td>8,332</td>
<td>5,512</td>
</tr>
<tr>
<td>Titles transferred (all formats)</td>
<td>6,874</td>
<td>451</td>
</tr>
<tr>
<td>Volumes transferred (all formats)</td>
<td>18,653</td>
<td>11,501</td>
</tr>
<tr>
<td>Titles withdrawn (all formats)</td>
<td>1,740</td>
<td>2,139</td>
</tr>
<tr>
<td>Volumes withdrawn (all formats)</td>
<td>3,823</td>
<td>6,697</td>
</tr>
</tbody>
</table>

Subsequent figures for Mullins Cataloging Department only.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority records exported/edited/deleted</td>
<td>32,636</td>
<td>24,985**</td>
</tr>
<tr>
<td>Headings established</td>
<td>1,022</td>
<td>1,243</td>
</tr>
<tr>
<td>Serials local data records created/updated</td>
<td>3,178</td>
<td>1,920</td>
</tr>
<tr>
<td>Bibliographic records updated</td>
<td>54,272</td>
<td>55,769</td>
</tr>
<tr>
<td>Bibliographic records deleted</td>
<td>1,923</td>
<td>15,153</td>
</tr>
<tr>
<td>Item records created</td>
<td>24,463</td>
<td>23,103</td>
</tr>
<tr>
<td>Item records updated</td>
<td>48,395</td>
<td>25,152</td>
</tr>
<tr>
<td>Item records deleted</td>
<td>5,636</td>
<td>7,995</td>
</tr>
<tr>
<td>Monographs received</td>
<td>12,237</td>
<td>15,527</td>
</tr>
<tr>
<td>Gifts received</td>
<td>1,363</td>
<td>3,398</td>
</tr>
</tbody>
</table>

*Statistics in titles and volumes cataloged reflect the decrease in the number of new materials received in cataloging this FY. New title cataloging decreased by 20% and new volumes added decreased by 15%. Although a decrease may seem disappointing, this significance is put into perspective by the fact that last fiscal year the number of titles increased by 46% and the fact that monies spent stayed relatively the same.

Recataloging increased by 33%. This reflects the number of changes in internet titles, especially the electronic journal packages as well as other necessary changes such as serial title changes and recataloging for microfiche projects. Titles transferred increased by 93.5%. This figure reflects the movement of books and journals from the Chemistry and Physics Libraries to prepare for the renovation of the Chemistry Library.

** An additional 34,960 headings were edited using the MillCat global update function.
Personnel Changes:

Special Formats Cataloger and Unit Head, Kate Kluttz resigned her position in October 2003. This position remains vacant.
LAT II, Misha Dyer (Gardner) resigned in October 2003 and Angela Hand was hired to fill this position in December 2003.
Ghadir Zannoun (half time) resigned in January 2004. This position has not been filled.
Jean Candido (hourly) was hired in June 2004 to assist the Monographs: Acquisitions and Copy Cataloging Unit in various projects.

Personnel Accomplishments:

Non-Refereed and In-House Publication


Book Reviews

Conway, Cheryl. Book reviews of:


King, Mikey. Book review of:

Outside Presentations/Sessions Chaired

Walker, Mary and Juhl, Beth. Presentation. “ContentDM: The Razorback Experience, “ Amigos Member Conference, Dallas, TX, May 6, 2004

Library or Education Outreach / Performances /Creative Work

Mikey King answered telephones in October and April for KUAF pledge drives.
Rachel Skoney participated in activities organized by the OMNI Center for Peace, Justice & Ecology in Fayetteville. She also worked as a volunteer for Habitat for Humanity.

**Campus Committees / Activities / Positions Held**

Cheryl Conway served as a member of two university committees: HPER Building Advisory Committee and Landscape and Grounds Committee.

Mikey King served as a member of two university committees: Landscape and Grounds Committee and Institutional Animal Care and Use Committee.

Deb Kulczak served on the university committee: Health and Occupational Safety Council.

Mary Walker served as a member of the Landscape and Grounds Committee and Artists and Concerts Committee.

**Outside Professional Committees / Positions Held**

Mikey King continued to serve as chapter Secretary for the Guerdon Nichols Chapter, AAUP, University of Arkansas, Fayetteville.

Mikey King continues to serve as volunteer reviewer on the panel, “The Gustavus Myers Outstanding Book Awards” for the Gustavus Myers Center for the Study of Bigotry and Human Rights.

Mary Walker served as the Chair of the Arkansas Library Association’s Resources and Technical Services Division.

**Library Committees**

Cheryl Conway served a member of the following library committees: Dean’s Council, Strategic Initiatives Cabinet, Collection Management Group, Committee of Subject Specialists, InfoLinks Review Committee, and Post-Tenure Review Committee. Cheryl served on the Chemistry Move Planning Committee. She was appointed to serve as Chair of the Minority Librarian Residency Group. Cheryl is also Chair of the Cataloging Policies and Practices Review Committee and the Chair of the Form 7 (Cataloging) Statistics Group.

Doris Cleek served as a member of the Form 6 (Acquisitions) Statistics Group.

Judy Culberson served as a member of the Staff Concerns Council.

Angela Hand served as a member of the Vital Link Committee in 2004, spring semester.

Mikey King served as Chair of the library Diversity Task Force and a member of the Library Reappointment Committee. She also served on the Holiday Party Committee. Mikey is a member of the Cataloging Policies and Practices Review Committee.
Judy Culberson, Mikey King, and Deb Kulczak served as members of the Form 7 (Cataloging) Statistics Group.

Kate Kluttz served on the following library committees to Oct. 2003: OPAC Training Committee and Faculty Concerns Committee.

Deb Kulczak served on the following library committees: Co-Chair of PSICC 16/18, Employee Development Group; Chair of OPAC Training Committee; Library Post-Tenure Review Committee; Committee of Subject Specialists; and Strategic Initiatives Cabinet. Deb is a member of the Cataloging Policies and Practices Review Committee and the E-Reserves Task Force and has recently been appointed to serve on the Search Committee for the Head of Access Services Librarian.

Janell Prater served as a member of the library committee, PSICC 16/18, Employee Development Group.

Cathy Reineka served as a member of the library Diversity Task Force.

Julie Thacker served as the department’s coordinator for work-study employees and as a member of Student Staff Training Committee.

Mary Walker continued to serve as a member of the Web Development Group, PSICC 14/15. She chaired the Images Committee (a subcommittee of the Web Development Group). Mary serves on Strategic Initiatives Cabinet, Collection Management Group, Committee of Subject Specialists, and the InfoLinks Review Committee. Mary is also a member of the Cataloging Policies and Practices Review Committee and Chair of the Form 6 (Acquisitions) Statistics Group.

**Continuing Education**

All members of the department attended the appropriate sessions of MilAcq and MilCat training in November 2003.

Cheryl Conway, Mikey King, Cathy Reineka, and Rachel Skoney attended sessions of the campus workshop, “Our Campus: Building a More Inclusive University of Arkansas, presented by the National Conference for Community and Justice and sponsored by the University Human Resources Office in 2004.

Cheryl Conway and Mary Walker attended Measuring Employee Performance on January 28, 2004 presented by the University Human Resources Office.

Cheryl Conway, Deb Kulczak and Rachel Skoney attended in-house training session on MicroSoft Word or Excel presented by Elaine Contant.

Mikey King and Cheryl Conway viewed the CONTENTdm webcast on September 30, 2003. Mary Walker attended a later meeting.
Mikey King attended the campus workshop, “Workplace Diversity Workshop,” on August 5, 2003, presented by the Inter-Agency Training for Arkansas State Employees.

Deb Kulczak completed the advanced German courses: The German Drama (GERM 4133) and German Lyric Poetry (GERM 4143).

Deb Kulczak attended the Arkansas Library Association meeting, September 28-30, and Fall and Spring meetings of the Arkansas IUG.

Julie Thacker, Trish Cody, and Patty George attended the University Human Resources Office workshop, “Dealing with Difficult People” in October 2003.

Mary Walker attended the OCLC workshop, OCLC Connexion – Using the Client Interface in Little Rock, October, 2003.

Mary Walker attended the Innovative Users Group conference in Boston, MA in April 2004 in order to keep up with trends in software, specifically, MilAcq, MilCat, and load tables. Mary also attended the Arkansas Library Association meeting, September 28-30, 2003.

Library Presentations

Mary Walker presented an in-house “how-to” instruction on creating lists with InfoLinks and opening the lists in the statistics module.