Cataloging Acquisitions Department Annual Report  
July 1, 2004-June 30, 2005

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 several significant areas.

TRENDS AND HIGHLIGHTS

I. CATALOGING DEPARTMENT HIGHLIGHTS

ONLINE ACCESS PROVIDED FOR: Making of America (7,508 titles) and IEEE Xplore Online Conference Proceedings (2,278 titles).

Cataloging staff provided InfoLinks catalog records for individual titles in these two important online resources. Patrons may click on the URL in InfoLinks and instantly view the exact resource.

Mary Walker loaded 7,508 records for the free internet resource, Making of America. Making of America is a digital library developed by the University of Michigan and Cornell University. The books and materials in the library are primary sources in American social history primarily, from the antebellum period through Reconstruction. Subject areas are education, psychology, American history, sociology, religion, science and technology. To access this group of records, search the title Making of America in InfoLinks.

Laiwan Chiu cataloged 2,278 IEEE Xplore Online Conference Proceedings which are a section of the IEEE Xplore online package. Individual catalog records for each of these conference titles provide better access to this significant resource which supports University engineering programs. To access this group of records, search the title IEEE Xplore Online Conference Proceedings.

NEW CATEGORY OF ONLINE RESOURCE, WILEY E-BOOKS ORDERED:

101 Wiley e-books were ordered in spring 2005. This may be a new category of materials regularly ordered and cataloged by the department. Deb Kulczak wrote procedures for this format; Rose Cody has cataloged 52 titles and will soon complete this group of titles. To access all of the titles in this group, search the title, Wiley InterScience electronic book in InfoLinks.

NEW BOOKS SHELF ESTABLISHED:

Director Judy Ganson determined that a new books shelf would be beneficial for library patrons. Mary Walker and Cheryl Conway cooperated with Tim Zou to implement procedures to establish a new books area.
CATALOGING CO-SPONSORED UNIVERSITY OF OKLAHOMA INTERN:

The Cataloging and Reference Departments co-sponsored University of Oklahoma, Master of Library and Information Studies intern, Terri Toland, during the spring 2005 semester. Mikey King trained Ms. Toland in cataloging basics, cataloging tools, and cataloging theory.

II. CATALOGING DEPARTMENT PARTICIPATION IN CURRENT INTERDEPARTMENTAL PROJECTS

LISA STORAGE PROJECT:

Juana Young, Assistant Dean, is the manager of this major University Libraries project. A new university facility has been built, and the portion of this building which was designed for the University Libraries is named the Library Storage Annex (LISA). Contractors have been hired to move all storage materials from the rented storage space into LISA. Another company has been hired to create a stand alone item location database, named SmeadLink, which will be used to locate and retrieve items from LISA.

Cheryl Conway was appointed to the LISA Storage Committee. Her main tasks were to coordinate the definition of the fields needed in the SmeadLink database and to coordinate the extraction of fields from InfoLinks records in order to create fields in the SmeadLink database. The definition of SmeadLink records’ fields was accomplished with the assistance of Mary Walker, Tim Zou, Judy Dye, and Michele Tabler and was approved by the committee. Extraction of data from InfoLinks records to export into Access files was accomplished with the assistance of Mary Walker, Sharon Hu, Lora Lennertz-Jetton, Chyrel Banks, and Deb Kulczak.

Two major Access files have been created. The first file, containing data for the original storage materials, contained over 52,000 records. The second, containing data for materials recently selected to transfer to LISA, contained over 28,000 records. These Access files are loaded into SmeadLink by Cory Koesterman, representative of our SmeadLink vendor. Cataloging staff will be responsible for changing location codes in InfoLinks. Beyond this, it is not yet clear what, if any, role cataloging will play in maintaining SmeadLink after the database is turned over to University Libraries.

ARKANSAS PUBLICATION INDEX PROJECT:

Elizabeth McKee and Sharon Hu managed this project to digitize the printed Arkansas Periodicals Index and develop a separate reference database. This online index is of great significance to researchers in Arkansas. Mary Walker, Cheryl Conway, and Deb Kulczak were appointed to the committee to assist with the project. All three catalogers participated in the extensive mapping of the InMagic fields to MARC tags. Deb Kulczak will be the consultant on authority work for this database. Because the database is a separate Millennium database, Judy Culberson and Cheryl Conway gave some basic training to Elizabeth McKee in the MilCat editing mode. Deb Kulczak will provide training for Elizabeth in the use of MilCat global update.
III. DEPARTMENTAL PROJECTS-COMPLETED:

Frederick Isaac Mystery Literature Collection: 324 new titles were cataloged and added to the previous total of 1024 titles, for a final total of 1376.

IEEE Xplore Online Conference Proceedings: 2,278 records were exported from OCLC into InfoLinks.

IV. DEPARTMENTAL PROJECTS IN PROGRESS:

David Malone Collection: an additional 549 titles were added to the 1,058 titles previously completed, for a total of 1,607 now in InfoLinks. Approximately, 1,900 titles will be cataloged to complete this project.

Kenneth L. Brown Collection: 606 (monographs and serials) more titles were cataloged to increase the project total from 1,577 to 2,183. Approximately 500 books in a variety of languages remain to be cataloged.

Arkansas Cookbook Collection: An additional 240 titles were ordered, received, and cataloged to bring the collection total to 580 titles.

Implementation of OCLC Connexion Client: All record searching, original cataloging and record exporting are now performed on OCLC Connexion Client. The creation of local data records has not yet been transferred from OCLC Passport; it is expected that this function will be transferred to Connexion Client by fall 2005.

Progress on barcode projects continues; significant totals are:

- Serial Barcode cleanup 40,081 item records created
- Analytics Barcode cleanup 10,074 titles converted
- Microfilm Barcode cleanup 18,077 item records created, edited, verified

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
V. UNIT HIGHLIGHTS:

DATABASE MAINTENANCE / MUSIC UNIT

Highlights:

Headings established increased by 67.8%, from 222 to 691 headings this year. Processing of Library of Congress Subject Headings Weekly Lists increased by 69%, from 7,171 to 23,329 headings.

The number of original authority records entered into InfoLinks increased by 40%, from 1,396 to 2,214.

Processing of first-time use headings decreased by almost 17%, from 46,128 to 38,367. This decrease was caused by the slowness of the authority file searching function in OCLC Connexion Client.

The Special Formats Cataloger position is still vacant. Cathy Reineka and Deb Kulczak continued to assume responsibility for cataloging non-music media.

Outlook:

The unit would like to work on updating, writing, and adding more procedures to the department webpage.

The unit expects an increase in the amount of music materials received, including university concert recordings and approximately 1,000 LPs, which will require cataloging.

MONOGRAPHS: ACQUISITIONS AND COPY CATALOGING UNIT

Highlights:

A good beginning has been made in documenting Acquisitions procedures, and several copy cataloging procedures were updated and posted to the departmental web page.

With the assistance of Manal Al Natour, cataloging on 18 new Arabic titles and many Arabic titles from the Kenneth L. Brown Collection has been completed.

Records (7,508) for the titles in the Making of America digital library were exported into InfoLinks.

The YBP approval plan continued to evolve. Only 46 titles were returned out of 697 titles received from December 2003. Only 6% of these were considered to be inappropriate for our library collection.

The Arkansas Cookbook Collection was increased by 240 titles. Doris Cleek continued to search for and order Arkansas cookbooks and other Arkansiana for Special Collections. Another 549 titles from the David Malone collection were cataloged.
Outlook:

The unit would like to work on updating, writing, and adding more acquisitions procedures to the department webpage.

The unit would like to make significant progress in the cataloging of the David Malone Collection and also expects to export more record sets into InfoLinks.

SPECIAL COLLECTIONS CATALOGING UNIT

Highlights:

The Special Formats Cataloger position is still vacant. Mikey King continued to assume the original cataloging duties for theses and dissertations as well as managing the process of accepting these materials and sending them to UMI.

Judy Culberson cataloged 279 RUSH titles for the convenience of library patrons. She also cataloged 295 titles and 704 volumes for the Reference collection; Reference titles are given priority cataloging status.

Outlook:

The top priority will be to orient the new Special Formats cataloger. Mikey will have the main responsibility for training the new cataloger in the procedures for managing theses and dissertations and the original cataloging of monographs.

SERIALS CATALOGING UNIT

Highlights:

4,040 print and non-book serial titles were recataloged. This represents a 40% increase in recataloging over FY04.

Transfers decreased by 86%. Withdrawn volumes decreased by 84%. These decreases reflect that the major project, closing of the Chemistry Library, occurred in FY04.

Serials barcode project:

- Total titles for July 2004-June 2005: 1,801 (51% increase in titles converted)
- Total of item records created for July 2003-June 2004: 5,806.
- Total of item records created for July 2004-June 2005: 11,588 (50% increase in total item records created)

Cataloging and recataloging of electronic journals continued to be a major portion of the unit’s workflow. A total of 750 titles were cataloged or recataloged for 26 different online journal groups. An additional 27 miscellaneous free internet journal titles were cataloged.
Outlook:

The unit will continue to give internet journals a high priority.

The unit may expect an impact to workflow due to the LISA Storage Project.

It is expected that Angela Hand and Julie Thacker will begin a systematic project to reclassify Dewey serial titles located in Special Collections.

VI. HIGHLIGHTS OF 2004/2005 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.

- Cataloging of new titles (all formats) increased by 28%, due primarily to the addition of the record set, Making of America (7,508 titles). When these 7,508 titles were subtracted from the total 29,999 new titles cataloged, the revised figure indicated that new title cataloging only increased by 5%, which is not a significant increase.

- Title transfers decreased by 92%; volume transfers decreased by 92%. These decreases reflect a return to normal transfer rates prior to the major library transfer projects which were completed in 2003/2004. Those transfers were done to create shelving space for the Chemistry and Physics materials in order to accommodate the renovation of the Chemistry Library.

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

- Due to a one time increase in funding, the acquisition of monographic materials increased by 22%. The receipt of gifts decreased slightly by 5%.
DEPARTMENTAL STATISTICS

TOTALS:

Included in the totals are added volumes from the Binding Dept. 2003/2004 totals have been adjusted. Law Library statistics were subtracted from the totals reported in the 2003/2004 annual report. Comparisons can now be made to the 2004/2005 totals.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Titles cataloged in-house (all formats)</td>
<td>29,999</td>
<td>22,830</td>
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<tr>
<td>Volumes cataloged (all formats)</td>
<td>28,175</td>
<td>32,414</td>
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<tr>
<td>Titles recataloged (all formats)</td>
<td>7,382</td>
<td>8,332</td>
</tr>
<tr>
<td>Titles transferred (all formats)</td>
<td>497</td>
<td>6,874</td>
</tr>
<tr>
<td>Volumes transferred (all formats)</td>
<td>1,368</td>
<td>18,653</td>
</tr>
<tr>
<td>Titles withdrawn (all formats)</td>
<td>2,826</td>
<td>1,740</td>
</tr>
<tr>
<td>Volumes withdrawn (all formats)</td>
<td>1,746</td>
<td>3,823</td>
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</tbody>
</table>

Subsequent figures for Mullins Cataloging Department only.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Authority records exported/edited/deleted</td>
<td>31,008</td>
<td>32,636</td>
</tr>
<tr>
<td>Headings established</td>
<td>1,353</td>
<td>1,022</td>
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<tr>
<td>Serials local data records created/updated</td>
<td>3,899</td>
<td>3,178</td>
</tr>
<tr>
<td>Bibliographic records updated *</td>
<td>77,507</td>
<td>54,272</td>
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<tr>
<td>Bibliographic records deleted</td>
<td>1,273</td>
<td>1,923</td>
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<tr>
<td>Item records created*</td>
<td>26,609</td>
<td>24,463</td>
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<tr>
<td>Item records updated*</td>
<td>62,781</td>
<td>48,395</td>
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<tr>
<td>Item records deleted*</td>
<td>7,945</td>
<td>5,636</td>
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<tr>
<td>Monographs received</td>
<td>15,612</td>
<td>12,237</td>
</tr>
<tr>
<td>Gifts received</td>
<td>1,290</td>
<td>1,363</td>
</tr>
</tbody>
</table>

* Bibliographic records updated increased by 30%. Item records created increased by 8%, item records updated increased by 30%, and item records deleted increased by 29%. In the Serials Cataloging Unit, LAT II, Rachel Skoney, was assigned to work exclusively on the Serial Barcoding Project from November 2004-April 2005. This concentration on retrospective work caused the increases in these processing areas.
PERSONNEL CHANGES

In November 2004, Carol Warriner was hired into a new LAT II position—the receiving clerk of the Monographs: Acquisitions and Copy Cataloging Unit.

Mary Walker sponsored Laiwan Chiu, a volunteer from Hong Kong. Cheryl Conway wrote the plan for her projects and completed the necessary paperwork. Mary provided training. Laiwan worked with us from November 2004-March 2005.

In May 2005, Chao Lin went on maternity leave.

In May 2005, Manal Al Natour was hired for summer 2005 to translate Arabic materials and to assist with the physical processing of new books.

During May and June 2005, Rachel Skoney was assigned tasks in InterLibrary Loan and Reference.

PERSONNEL ACCOMPLISHMENTS

REFEREED PUBLICATION:


OUTSIDE PRESENTATIONS / SESSIONS CHAIRED


LIBRARY OR EDUCATION OUTREACH / PERFORMANCES / CREATIVE WORK

The Cataloging Acquisitions and Reference departments shared in hosting an internship with University of Oklahoma, Master of Library and Information Studies intern, Terri Toland, from Jan. 18 through April 6 of the 2005 spring semester. Cheryl Conway, with Phil Jones, wrote goals, monitored progress, and wrote evaluations. Mikey King trained Ms. Toland in cataloging basics, cataloging tools, and cataloging theory. Deb Kulczak provided instruction in authority control.

Mary Walker, Deb Kulczak, and Mikey King volunteered to act as test patrons for “Ask a Librarian”, a joint project of University of Arkansas, Iowa State University and University of Southern California which allows patrons to ask a question via email in real time.

Mikey King answered telephones in October and April for KUAF pledge drives.

Deb Kulczak was a member of the University of Arkansas Master Chorale, which presented its first concert in April 2005.
CAMPUS COMMITTEES / ACTIVITIES / POSITIONS HELD

Cheryl Conway served as a member of the university committee: Landscape and Grounds Committee.

Mikey King served as a member of two university committees: Catastrophic Leave Bank Committee and Institutional Animal Care and Use Committee.

Deb Kulczak served as a member of two university committees: the Campus Emergency Preparedness Committee and the Health and Occupational Safety Council.

Mary Walker served as a member of two university committees: the Landscape and Grounds Committee and the Artists and Concerts Committee.

OUTSIDE PROFESSIONAL COMMITTEES / POSITIONS HELD

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

Doris Cleek served as a member of the Search Committee for the Engineering/Computer Science/Mathematics Librarian.

Cheryl Conway served a member of the following library committees: Dean’s Council (ending Dec. 2004), Strategic Initiatives Cabinet, Collection Management Group, InfoLinks Review Committee, and Post-Tenure Review Committee. Cheryl was elected chair of the Post-Tenure Review Committee. Cheryl served on the LISA Storage Committee. She continued to serve as Chair of the Minority Librarian Residency Group. Cheryl is also Chair of the Cataloging Policies and Practices Review Committee, and she served as Chair of the Cataloging Librarian Search Committee. In June, Cheryl was elected to the Reappointment Committee for two years. Cheryl served as a member of the Arkansas Publications Index Committee.

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

Angela Hand is a member of the Library Staff Concerns Committee.

Mikey King served as a member of the Performing Arts Librarian Search Committee. She served as Chair of the Promotion I Committee which was charged to review Dr. Tim Zou’s credentials and to make a recommendation on his initial rank. Mikey also worked with Deb Kuleczak and Lora Jetton on the treatment of supplemental materials. Mikey is a member of the Cataloging Policies and Practices Review Committee.

Deb Kuleczak served on the following library committees: member of the Search Committee for Head of Access Services. Deb is a member of the Cataloging Policies and Practices Review Committee. Deb served as a member of the Arkansas Publications Index Committee. Deb is a
member of the Library Special Events Committee and also the OPAC Testing Committee. She served as a member of the Archives and Manuscripts Librarian Search Committee.

Janell Prater served as a member of the Cataloging Librarian Search Committee.

Julie Thacker served as the department’s coordinator for work-study employees.

Mary Walker continued to serve as a member of the Web Development Group, PSICC 14/15. Mary serves as a member of the Strategic Initiatives Cabinet, the Collection Management Group, and the InfoLinks Review Committee. Mary is also a member of the Cataloging Policies and Practices Review Committee. Mary served as an advisor for the LISA Storage Committee. She primarily assisted with extracting records from the existing database and transferring them to the storage database, SmeadLink. Mary served as a member of the Arkansas Publications Index Committee and the Cataloging Librarian Search Committee.

CONTINUING EDUCATION

All members of the Cataloging Acquisitions Dept. 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 and 2005.

Many department staff members attended the June 6, 2005 session of ArkIUG held in Mullins Library. An Innovative Interfaces, Inc. representative presented an update on Millennium functions.

Doris Cleek attended ArkIUG, December 3, 2004 in Little Rock. She also attended the staff development session, “Performance Management and Evaluation” for supervisors.

Angela Hand took the class “English Composition for High School Teachers”, ENGL 4003, during the spring semester.


LIBRARY PRESENTATIONS

Mary Walker presented several in-house training sessions on OCLC Connexion Client, the new OCLC interface for cataloging activities, for library staff. The sessions were well attended by staff from Cataloging Acquisitions Dept., Law Library, and Serials Dept. She also performed individual training sessions on the topic “how to create lists” for several librarians.