Cataloging Acquisitions Department Annual Report
July 1, 2006-June 30, 2007

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.

A. DEPARTMENT TRENDS AND OUTLOOK FOR FY08

- The Database Maintenance/Music Cataloging Unit had a 28% increase for cataloging. A gift collection of LPs is responsible for this increase. A second gift of approximately 5,500 LPs is expected in August 2007 and a project will be developed for FY08.

- The Monographic Unit: Acquisitions and Copy Cataloging Unit reported a 66% decrease in the number of cataloged book titles in FY07. 4,828 titles were added in FY07 compared to the 12,097 titles added in FY06. Budget cuts for purchased monographs as well as a short fall in monies received are the causes of this decrease in the cataloging of new books. The book budget is expected to increase.

- The Serials Cataloging Unit reported an 18% decrease in the copy and original cataloging for FY07 and a 25% decrease in recataloging. The expected impact of the transfer of one LAT II position from the unit to another department in July 2005 was confirmed with a decrease in productivity in cataloging and other projects. A half time position has been added to assist with unit projects as well as labeling, security stripping of books. For FY08, electronic journals will have an impact on the work of the unit and be given priority cataloging; work will continue on the project to correct microform local holdings records in the OCLC union list module and the project to reclassify the Special Collections Dewey serials to LC call numbers.

- The Special Collections Cataloging Unit processed 122 of the RUSH cataloging titles, which is 70% of the RUSH cataloging titles handled by the department. This task had increased by 40% over the FY06 processing of RUSH cataloging titles. The unit catalogs the monographic titles going to the Reference Collection with the designation of “top priority”. 47 titles with 65 volumes were processed. In FY08, the Unit will complete cataloging for the Fletcher collection and anticipates starting the cataloging of the Margaret Smith Ross collection.

- The Special Formats Cataloging Unit established a new workflow and revised procedures for the program to digitize University of Arkansas theses: This program is an extension of the program to digitize dissertations which began approximately five years ago and included a retrospective project to digitize dissertations from 1998 forward. Beginning with the August 2006 theses, theses circulating copies are sent to UMI to be digitized along with the dissertations. Since August 2006, 325 theses have been received and will be available online via the InfoLinks library catalog. In FY08, the unit will hire and train a new LAT II and is planning to accept the responsibility for cataloging the non-music media.
B. DEPARTMENTAL PROJECTS-COMPLETED:

- David Malone collection: 2,356 titles cataloged.
- Update of Chinese serials to Pinyin: 30 titles recataloged.
- Arkansas cookbook collection: 1,029 titles cataloged.
- Transfer of CDROMs and diskettes from circ to performing arts and media completed.
- Nudie Williams collection: 620 titles cataloged.
- Process backlog of replacement orders: Budget of $35,000 spent on replacement books.
- Referex electronic books: 121 titles cataloged.
- IFPI online books: 81 titles cataloged.
- Addition of local subject headings for advisors (1982-20060 and departments (1953-2006) to records for theses and dissertations.
- Suppression of bibliographic records which have manual faculty checkout records: completed June 2007.
- Kinesiology publications microfiche backlog: approximately 500 titles were cataloged.
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C. DEPARTMENTAL PROJECTS IN PROGRESS

- Brian Wilkie collection: 443 titles of approximately 730 cataloged.
- Reclassification of Special Collections Dewey decimal serials: Reclassification of serials with current subscriptions has been targeted. All except 30 subscriptions have been reclassified.
- Reclassification of Special Collections Dewey decimal monographs project was continued after a break.
- Kenneth L. Brown collection: approximately, 450 titles need original cataloging.
- Revision of approximately 6,000 microform and cd union list records to MARC21 Holdings Format: Approximately 5000 completed as of June 2007.
- Fletcher collection: 1,417 titles completed as of June 2007.
- Progress on barcode projects continues; significant totals are:
  - Serial Barcode cleanup: 43,944 item records created
  - Analytics Barcode cleanup: 16,071 titles converted

For more details of the department’s online project lists, use this link to find the project summary for 2006 and 2007: http://libinfo.uark.edu/cataloging/catnews.asp

D. DEPARTMENTAL STATISTICS

HIGHLIGHTS OF 2006/2007 STATISTICS:
• Receipts of purchased monographs decreased by 66%  
• Due to the withdrawal of 3,856 slides, the volumes withdrawn increased by 40%.  
• Cataloging on new titles (all formats) decreased by 50%.  
• There were no major transfers of titles and volumes in FY07 and statistics returned to a normal level. (In FY06, contractors moved an additional 31,483 volumes to LISA.

**TOTALS:**

Statistics for the Law Library, Serials and Government Documents Departments are counted separately. The following reflect the titles and volumes added by the Cataloging Acquisitions Department and the Binding Department.

In FY07, the cataloging of titles in all formats decreased by 50%; the primary reason was budget cuts and shortfalls in monies received to purchase monographs.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Titles cataloged in-house (all formats)</td>
<td>21,329</td>
<td>10,700</td>
</tr>
<tr>
<td>Volumes cataloged (all formats)</td>
<td>26,397</td>
<td>18,369</td>
</tr>
<tr>
<td>Titles recataloged (all formats)</td>
<td>7,717</td>
<td>8,472</td>
</tr>
<tr>
<td>Titles transferred (all formats)</td>
<td>7,416</td>
<td>1,559</td>
</tr>
<tr>
<td>Volumes transferred (all formats)</td>
<td>40,240</td>
<td>3,481</td>
</tr>
<tr>
<td>Titles withdrawn (all formats)</td>
<td>522</td>
<td>1,504</td>
</tr>
<tr>
<td>Volumes withdrawn (all formats)*</td>
<td>3,929</td>
<td>6,490</td>
</tr>
</tbody>
</table>

*Of the withdrawn volumes, 3,856 were slides. For all other formats, 2,634 volumes were withdrawn.

Subsequent figures for Mullins Cataloging Acquisitions Department only.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Authority records exported/edited/deleted</td>
<td>30,846</td>
<td>33,605</td>
</tr>
<tr>
<td>Headings established</td>
<td>2,563</td>
<td>3,815</td>
</tr>
<tr>
<td>Serials local holdings records created/updated</td>
<td>2,533</td>
<td>2,897</td>
</tr>
<tr>
<td>Bibliographic records updated*</td>
<td>121,836</td>
<td>*</td>
</tr>
<tr>
<td>Bibliographic records deleted*</td>
<td>835</td>
<td>*</td>
</tr>
<tr>
<td>Item records created *</td>
<td>26,993</td>
<td>*</td>
</tr>
<tr>
<td>Item records updated*</td>
<td>117,306</td>
<td>*</td>
</tr>
<tr>
<td>Item records deleted*</td>
<td>4,664</td>
<td>*</td>
</tr>
</tbody>
</table>

Monographs received (purchased)** | 14,097    | 4,828    |
Gifts received***                | 3,075     | 3,277    |

*In FY07, not all units reported this data.

**In FY06, monographs received (purchased) decreased by 10%, and in FY07, monographs received decreased by 66%.
E. PERSONNEL ACCOMPLISHMENTS

Refereed Publications


Reviews


Outside Presentations/Sessions Chaired


Library or Education Outreach/Performances/Creative Work

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

Mikey King attended the New Student Convocation in August and she also helped man the library table during RazorBash.

Outside Committees/Boards/Professional Positions Held

Cheryl Conway. Member, CUARL (Council of University of Arkansas Research Libraries) Digital Committee.

Elaine Dong. Member, CALA (Chinese American Librarians Association) Awards Committee, American Library Association.


Mary Walker. Member, American Library Association, Acquisitions Committee about Technology, and American Library Association, Council of Regional Groups Committee, the Speakers Bureau.

Campus Committees/Activities/Position Held

Cheryl Conway. Member, University Committee on Committees (July 2006 to June 2009).

Elaine Dong. Member, University Artists and Concerts Committee.

Angela Hand. Library representative, Staff Senate. (3 year term beginning July 2006-June 2009). Angela also served on four Staff Senate subcommittees: Elections, Finance, Legislative, and Internal Affairs. As a member of the Staff Senate, Angela Hand attended several meetings and presentations: a Legislative reception (Oct. 24th), Campus Council meeting (Nov. 1st), and a presentation by legislator, Joyce Eliot, on the topic of term limits and higher education (Feb. 9th). She also traveled to Little Rock with a group of Staff Senate representatives to discuss higher education issues with legislators (Feb. 27th).

Mikey King. Member, Catastrophic Leave Bank Committee; Member, Institutional Animal Care and Use Committee.

Deb Kulczak. Member, Campus Emergency Preparedness Committee and Faculty Panel, Complaint Procedures for Undergraduate Students.

Mary Walker. Member, University Committee on Child Care Issues.

Cheryl Conway, Doris Cleek, Elaine Dong, Angela Hand, Michele King, Deb Kulczak, Mary Walker, and Carol Warriner. Participants, Library Planning Retreat, May 31st-June 1st, at the Winthrop Rockefeller Retreat Center.
Personnel Changes

Newly Appointed Personnel

Tyler Woods, half-time cataloging Clerical Assistant, September
Kwan Choi, half-time cataloging Clerical Assistant, June

Resignations

Trish Cody, cataloging assistant, December
Sarah Loch, cataloging assistant, June
Tyler Woods, half-time cataloging Clerical Assistant, May

Promotions/Transfers

Carol Warriner was promoted to an LAT III (the promotion included a Serials/Cataloging Acquisitions Dept. job split), September.

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OTHER DEPARTMENTAL ACTIVITIES

Library Committees

Cheryl Conway served as a member of the following library committees: Strategic Initiatives Cabinet, Collection Management Group, InfoLinks Review Committee, and the Library Reappointment Committee (July 2005-June 2007). Cheryl is also Chair of the Cataloging Policies and Practices Review Committee. Cheryl is Chair of the Reclassification Working Group (May 2006- ) and served as a member of the Digital Resources Task Force.

Cheryl also served as a member of the Search Committee for Head, Chemistry Library, August-December 2006 and co-chaired the Library Research Group, July-Dec. 2006, with Phil Jones.

Cheryl was elected to the Faculty Concerns Committee for two years (July 2006-June 2008).

Elaine Dong is a member of the Cataloging Policies and Practices Review Committee.

Angela Hand is a member of the Library Staff Concerns Committee (April 2005- ). Angela is a member of the Reclassification Working Group (May 2006- ).

Michele King served as secretary of Tenure Committee when Jan Dixon was considered for tenure. She also served on the Post Tenure Review Committee, Recreational Reading sub-Committee (for the website committee), Service Tip Sheet group, and the Digital Resources Task Force.

Deb Kulczak served on the following: Cataloging Policies and Practices Review Committee, InfoLinks Review Committee, Faculty Concerns Committee, Retreat Program Task Force, Special Events Committee, OPAC Testing Committee, and the Systems Department, Guinea Pig Group for Micros (to study Microsoft Office 2007).
Mary Walker continued to serve as a member of the Web Development Group, PSICC 14/15. Mary serves on Strategic Initiatives Cabinet, Collection Management Group, the Faculty Concerns Committee, and the InfoLinks Review Committee. Mary is also a member of the Cataloging Policies and Practices Review Committee. She also served on a search committee for the Head of the Fine Arts Library.

Carol Warriner served on the Search Committee for Life Sciences Librarian.

**Conference Attendance**


Deb Kulczak attended the December and June meetings of the Arkansas Innovative Users Group and the annual meetings of the Music OCLC Users Group and the Music Library Association. She also attended the Arkansas Library Association in October.

Mary Walker attended the ALA Midwinter Conference and the ALA Annual Conference. She also attended the Arkansas IUG (Innovative Users Group).

**Continuing Education**

Doris Cleek attended education or training such as the Employee Assistance Program on Grief and Loss, training on Internet Explorer 7, training about Measuring Employee Performance, training about Organizing Your Computer Files, training about Organizing and Cleaning Up Your Files: Getting Ready for Active Directory, and training about Understanding Viruses and Worms.

Cheryl Conway, Angela Hand, and Julie Thacker attended Organizing Your Files by Elaine Contant.

Elaine Dong attended these classes: Microsoft SharePoint, Nov. 17; Intro to Word 2007 Interface, March 15; Intro to Excel 2007 Interface, April 17; Workshop on Campus Active Directory migration, May 20; UA Mail: Webmail and File Storage, April 20; Using CDs and Backing Up Files, May 1; Poster Sessions by Research Group, May 4; and Presentation on ERM and MetaSource, May 8.

Angela Hand attended the SCCTP (CONSER Program, Serials Cataloging Cooperative Training Program) Serials Training Workshop in Dallas, September 26-27 2006.

Melissa Gatlin attended a class on Organizing and Cleaning Up Your Files: Getting Ready for Active Directory.
Patty George attended classes on the Internet Explorer upgrade, Using CD's and Backing Up Files, and Organizing and Cleaning Up Your Files: Getting Ready for Active Directory, and the change in the FTP client.

Carol Warriner attended classes on the Internet Explorer upgrade, Using CD's and Backing Up Files, and Organizing and Cleaning Up Your Files: Getting Ready for Active Directory.

Mary Walker attended a class on Organizing and Cleaning Up Your Files: Getting Ready for Active Directory and the May 1st Poster Sessions by the Research Group.

F. UNIT HIGHLIGHTS

1. Database Maintenance/Music Cataloging Unit

- **Headings Reports:** Processing of first-time-use (FTU) headings increased from 34,081 last year to 42,498 during the current period. Headings report processing for “Other” categories (invalid headings, blind references, duplicate authority records, and duplicate call numbers/other) decreased slightly during the period, from 3,827 processed last year to 3,657 this year. There are no backlogs for either category.

  A backlog still exists for FTU reports from the retrospective Marcive load, and for FTU name headings needing to be established, primarily from monographs cataloging. (The music and special formats units generally complete all authority work up front).

- **Authority and Database Maintenance Tasks:** Statistics for overall bibliographic edits (including headings conflicts and non-conflict edits) showed a decrease during the period, down from 59,798 last year to 41,067 this year. Item record edits also decreased greatly, from 39,117 edits last year to 2,416 this year. Last year’s numbers were mostly the result of the project to change “av” location codes to “md,” and no such large projects were completed during the current period. Moreover, in the area of headings conflicts alone, there was a significant increase, from 15,945 corrections last year to 25,549 this year.

  The number of headings established by the unit increased for the second year running, from 795 last year to 1,014 this year. The number of authorities records entered into InfoLinks by the unit also showed significant gains, up from 1,819 to 3,647 authority records created.

  In the area of series authority work, the statistics were higher in several key areas. A total of 100 series headings were established, compared to last year’s 69, and the number of series conflicts resolved increased from 622 to 2,124.

  Statistics for processing of *Library of Congress Subject Headings Weekly Lists* also showed a marked increase. A total of 10,209 entries were processed this year, as compared with 3,681 last year.

  The number of item records created decreased from 10,549 last year to 3,883 this year. However, last year’s figure was mostly the result of a project to add item records for several
large electronic record sets.

- **Cataloging:**
The figures for new cataloging during the current period were up from last year. The breakdown was as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Total</th>
<th>Music/media formats</th>
<th>New analytics</th>
<th>Other formats</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006-2007</td>
<td>1,604</td>
<td>1,028</td>
<td>524</td>
<td>52</td>
</tr>
<tr>
<td>2005-2006</td>
<td>1,496</td>
<td>743</td>
<td>479</td>
<td>263</td>
</tr>
</tbody>
</table>

On the other hand, recataloging statistics decreased greatly. The figures were:

<table>
<thead>
<tr>
<th>Year</th>
<th>Total</th>
<th>Music/media formats</th>
<th>Other formats</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006-2007</td>
<td>38</td>
<td>17</td>
<td>21</td>
</tr>
<tr>
<td>2005-2006</td>
<td>75</td>
<td>41</td>
<td>25</td>
</tr>
</tbody>
</table>

- **Procedures:** The unit made significant progress in the creation or revision of documentation. Procedures for the physical processing of the various media formats were revised, and those for media supplements were created. Work was also completed on procedures for sound recording cataloging. (Posting on the Web site will occur after final review by the Music LAT III.)

2. **Monographic Unit: Acquisitions and Copy Cataloging Unit**

- Several **procedures** were written, updated, and added to an acquisitions page and collection development webpage. Mary Walker continued to PDF documents for the department to be posted on staffweb.

- **Backlog of Replacement orders** – began June 2006, Acquisitions spent the full appropriated amount of 35,000 this fiscal year on replacements and with that budgeted amount we were able to get many of the backlog replacement orders filled. There are some older titles remaining in our files.

- **PROJECTS:**
  - **Arkansas Cookbook Collection** – 1,029 completed as of June 2007.
  - **Brian Wilkie Collection** – 443 titles have been completed as of June 2007.
  - **Frederick Isaac mystery collection** -1,524 titles have been added as of June 2007.
  - **David Malone collection** – 2,356 titles have been added as of June 2007.
• **Nudie Williams collection** – 620 titles cataloged as of June 2007.
• **Record sets** – Records continue to be loaded for the Knovel titles. 480 titles have been loaded as of June 2007.
• **Suppression project** – Suppressed 1,729 records that were checked out by faculty.
• **Transfers** – 1,108 volumes were transferred.
• **RUSH ORDERS AND CATALOGING:** In FY07, 244 titles were RUSH ordered. 140 were ordered for RESERVE, 20 were ordered as replacements (15 going to RESERVE, and 134 were p-card purchases. For all formats, 173 (2 serials titles) titles were RUSH cataloged.

3. **Serials Cataloging Unit**

• **Copy cataloging:** A total of 755 new titles were cataloged. 2 serial titles were processed as RUSH titles. This reflects an 18% decrease in the copy and original cataloging from FY06.
• **Recataloging:** 3,951 print and non-book serial titles were recataloged. This represents a 25% decrease in recataloging over FY06.
• **URL editing:** 1,117 URL fields were edited to provide immediate access to the Internet resource. This is a 56% decrease in this category over FY06.
• **Transfers:** No major transfers were processed in FY07; totals of materials transferred and withdrawn returned to a normal level.
• **Serial drops:** 552 serial title drops were processed.
• **Electronic journals:** 6 groups of electronic journals and some miscellaneous free internet journals required cataloging. A total of 676 records were edited or added to InfoLinks.
• **MARC21 Holdings Format:** Revision of approximately 6,000 local holdings records for media and microforms in the OCLC union list database project: Julie Thacker has completed the revision of the 300 CD-ROM and DVD local holdings records to the MARC21 Holdings Format. Cheryl Conway, Tyler Woods, and Kwan Choi have completed the revision of approximately 4,800 of the local holdings records for microforms. The project will continue; the goal is to comply with the MARC21 Holdings Format and the guidelines of the Arkansas Union List Group.
• **Serials Barcode Project:**
  1. Project total of titles converted since March 1999: 7,988
  2. Project total of item records created since March 1999: 43,955
  3. Total of titles for FY06: 564
     Total titles for FY07: 361
     (This represents a 36% decrease in titles converted.)
     Total of item records created for July 2006-June 2007: 1,243.
     (This is a 53% decrease in total item records created.)
  5. Progress in this project has slowed substantially due to two circumstances:
     a. Unit previously had an LAT II assigned to work on this project.
b. Serial titles in Special Collections Dept. are being reclassified from Dewey Decimal call numbers to LC call numbers. This project is complex, includes cataloging and recataloging, which requires more time.

- **Reclassification of Special Collections serials with Dewey Decimal call numbers:** This project had been anticipated for a number of years. In order to implement the project, Cheryl asked that Angela Hand, Tim Nutt, Andrea Cantrell, and Geoffrey Stark join her in forming a working group to facilitate the reclassification project work. Briefly, Cheryl coordinates the meetings and meeting agendas and answers any cataloging questions from Angela. Angela is responsible for the reclassification of the titles, coordinates the checking out of serial volumes and the lost items list with Geoffrey, and coordinates with Erin when materials are to be bound. Tim Nutt is responsible for all collection management decisions. Because of many preservation issues and collection management decisions, the project has been divided into parts. Part one was the reclassification of the OV-FLAT serials with subscriptions. Part two, now in progress, is the reclassification of serials with current subscriptions. As of June 2007, approximately thirty serial titles with subscriptions remain to be reclassified. A total of 95 titles have been reclassified. The total number of ceased serial titles to reclassify is not known.

4. Special Collections Cataloging Unit

- “A” collection (Dewey Decimal Classification) reclassification project was resumed.
- The unit processed 122 of the RUSH cataloging titles, which is 70% of the RUSH cataloging titles handled by the department. This task had increased by 40% over the FY06 processing of RUSH cataloging titles.
- The unit catalogs the monographic titles going to the Reference Collection with the designation of “top priority”. 47 titles with 65 volumes were processed.
- Arkansas cookbook collection has been an interdepartmental project involving Special Collections and the Cataloging Acquisitions Departments. The goal has been to acquire cookbooks either about Arkansas cookery or cookbooks published by Arkansans. Doris Cleek (Monographic Unit) has ordered the cookbook. Judy Culberson and Michele King (Special Collections Unit), and Cheryl Conway (Serials Cataloging Unit) have been cataloging these titles as they arrive. Most of these titles require original cataloging. At the end of the fiscal year there are 1029 titles in this collection. This number is up 192 titles from FY06. It is not expected that this collection will continue to grow.

5. Special Formats Cataloging Unit

- **Internet Monographs:** Internet monographs cataloged in total: 238 titles, groups included:
  - Referex Online Books Project (121 titles/volumes)
  - IFPRI Online Books Project (Free eBooks, 81 titles/volumes)
British History Online (Free eBooks, 46 titles/volumes)
AIP Online Conference Proceedings (32 titles/volumes)
Miscellaneous Free eBooks (4 titles/volumes)
Kinesiology Microfiche Project: A backlog of four boxes of microfiche was received on Sep. 7, 2006. The backlog has been eliminated largely and only a half box left to be cataloged. And our unit received another two boxes (about 250 titles) this year. 512 titles have been cataloged.
Loading of E-Resource Records: Worked with Deb Kulczak to load e-resource records into InfoLinks. Three batches were loaded: 774 new journal titles in Gales’ Health Reference Center, 6473 new Ebsco records, and 4540 new ProQuest records.
WebBridge Project: Elaine works as backup to Beth Juhl on the WebBridge Module of the Innovative System (began in Jan. 2007). She has learned the basic functions and routine maintenance works.

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