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; to physically process the materials; and to provide quick, accurate, and free access to all publications distributed to depository libraries through the Federal Depository Library Program (FDLP). The department met these goals, especially in several significant areas.

HIGHLIGHTS AND TRENDS, 2008/2009:

- Receipts of purchased monographs decreased by 65%. The budget for purchasing monographs continues at a low level due to the depressed economy.
- Receipts of gifts increased by 50%.
- Cataloging on new titles (all formats, purchased and gifts) decreased. However, because the Documents Processing Unit merged with the Cataloging Acquisitions Department, there can be no meaningful comparison to FY08.
- Transfers returned to normal levels in FY09. No major transfer projects occurred.
- 139 titles were RUSH cataloged in FY09. The Department continues to respond within two working days to rush requests.
- Serial subscriptions continue to be canceled due to inflation. 540 serials were dropped in FY09.
- During July and August, the Database Maintenance/Music Cataloging Unit, along with the Performing Arts and Media Department, hosted intern Amy Hardin from the School of Library & Information Studies, University of Alabama.
- In September 2008, the Documents Processing Unit became a unit of the Cataloging Acquisitions Department. The Cataloging Acquisitions Department, Binding Department and the Serials Department were reorganized as the Technical Services Department. Cheryl L. Conway was promoted to Head of Technical Services. This will be the first full reporting year for the Documents Processing Unit statistics to be incorporated into the Cataloging Acquisitions Department annual report.
- PeopleAdmin was implemented for all Technical Services Departments.
SIGNIFICANT PROJECTS:

- Mike Harvell Popular Music Collection: 2,609 brief bib records were created
- E-journal Holdings Format Change Project: over 7,500 records were edited
- Analytics Barcoding Project: 1,845 titles were processed
- Serials Barcoding Project: 5,146 items were created
- Jerry Russell collection: books completed, 1,993 (serial titles not yet received)
- James D. Mashburn, M.D. collection: 400 titles completed
- St. Scholastica Monastery collection: 401 titles completed
- SmeadLink Conversion Project, Item Record Creation Phase: 14,091 items created
- SmeadLink Conversion Project, Transfer to LISA Phase: Titles 897 Volumes 4,811
- Additions to established collections: 32 titles to Arkansas cookbook collection; 89 titles to the Frederick Isaac mystery collection; and 126 titles to the David Malone collection

STATISTIC TOTALS:

Statistics for the Law Library and the Serials Department are counted separately. The following reflect the titles and volumes added by the Cataloging Acquisitions Department (including the Documents Processing Unit for the first year) and the Binding Department.

Between FY07 and FY08, the cataloging of titles in all formats increased by 47%, the primary reason was the increased number of internet resources cataloged. 8,275 internet resources were cataloged in FY08 as opposed to 767 in FY07.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Titles cataloged in-house (all formats)</td>
<td>10,700</td>
<td>19,935</td>
<td>12,474</td>
</tr>
<tr>
<td>Volumes cataloged (all formats)</td>
<td>18,369</td>
<td><strong>17,365</strong></td>
<td>22,900</td>
</tr>
<tr>
<td>U.S. document maps added</td>
<td></td>
<td></td>
<td>1,719</td>
</tr>
<tr>
<td>Titles re-cataloged (all formats)</td>
<td>8,472</td>
<td>7,724</td>
<td>4,312</td>
</tr>
<tr>
<td>Titles transferred (all formats)</td>
<td>1,559</td>
<td>1,323</td>
<td>1,072</td>
</tr>
<tr>
<td>Volumes transferred (all formats)</td>
<td>3,481</td>
<td>15,075</td>
<td>3,360</td>
</tr>
<tr>
<td>Titles withdrawn (all formats)</td>
<td>1,504</td>
<td>1,982</td>
<td>349</td>
</tr>
<tr>
<td>Volumes withdrawn (all formats)*</td>
<td>*6,490</td>
<td>1,569</td>
<td>2,757</td>
</tr>
</tbody>
</table>

*Of the withdrawn volumes, 3,856 were slides.
For all other formats, 2,634 volumes were withdrawn.
**Fewer volumes than titles were added in FY08 because the internet titles do not have physical volumes.
***Total titles cataloged and titles added by the Documents Processing Unit are included. In FY09 the Unit was added to the Department.
Subsequent figures for Mullins Cataloging Acquisitions Department only (Government Documents Processing Unit excluded).

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority records exported/edited/deleted</td>
<td>33,605</td>
<td>29,993</td>
<td>27,304</td>
</tr>
<tr>
<td>Headings established</td>
<td>3,815</td>
<td>1,310</td>
<td>1,454</td>
</tr>
<tr>
<td>Serials local holdings records created/updated</td>
<td>2,897</td>
<td>2,386</td>
<td>2,044</td>
</tr>
<tr>
<td>Monographs received (titles purchased)</td>
<td><strong>4,828</strong></td>
<td>7,350</td>
<td>2,570</td>
</tr>
<tr>
<td>Gifts received (titles)</td>
<td>3,277</td>
<td>1,140</td>
<td>2,270</td>
</tr>
</tbody>
</table>

**In FY07, monographs received decreased by 66%. In FY08, monograph titles received increased by 35%.

PERSONNEL ACCOMPLISHMENTS AND PERSONNEL CHANGES

PERSONNEL ACCOMPLISHMENTS: Refer to Unit Reports for Personnel Accomplishments.

PERSONNEL CHANGES:

Appointments and Resignations

Kim Rolf resigned her LT position in the Monographs Unit. The position was not filled.

Lisa Lindsey was hired to fill the LT position in the Serials Cataloging Unit and began work on December 1, 2008.

LSI Doris Cleek retired from the Monographs Unit in Jan. 2009. Carol Warriner (LT) was promoted to the LSI position. The LT position was not filled.

Roger Northam resigned from the half-time LT position in the Special Formats Cataloging Unit on November 14, 2008.

Cora Lanphere was hired as the half-time LAT II in the Special Formats Cataloging Unit and started on Dec. 1, 2008.

Transfer: From the Serials Cataloging Unit, Angela Hand was promoted to LS in the Serials Department on September 22, 2008.

UNIT REPORTS:

Report 1: Database maintenance/Music Cataloging Unit, p. 4-9
Report 2: Documents Processing Unit, p. 9-10
Report 3: Monographs Unit: Acquisitions and Cataloging, p. 10-12
Report 4: Serials Cataloging Unit, p. 13-15
Report 5: Special Collections Cataloging Unit, p. 15-17
Report 6: Special Formats Cataloging Unit, p. 17-20
Database Maintenance/Music Unit Annual Report  
July 2008-June 2009 by Deb Kulczak

I. Highlights

A. Headings Reports. Processing of first-time-use (FTU) headings increased somewhat from 39,603 last year to 40,370 during the current period. Headings report processing for “Other” categories (invalid headings, blind references, duplicate authority records, and duplicate call numbers/other) also increased slightly during the period, from 3,510 processed last year to 3,547 this year. There are no backlogs for either category.

However, a backlog still exists 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).

B. Authority and Database Maintenance Tasks. Statistics for overall bibliographic edits (including headings conflicts and non-conflict edits) showed an increase during the period, up from 43,770 last year to 48,923 this year. The number of bibliographic records exported from OCLC also increased, from 1,770 to 2,005.

The number of headings established by the unit decreased, dropping from 1,024 last year to 714. Work with authority and item records also tended to decrease across the board, although as noted above, headings report processing actually increased.

C. Cataloging.

The figures for new cataloging during the current period were somewhat lower than last year. The breakdown was as follows:

<table>
<thead>
<tr>
<th></th>
<th>2008-2009</th>
<th>Total: 2,037</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music/media formats</td>
<td>1,285</td>
<td></td>
</tr>
<tr>
<td>New analytics</td>
<td>457</td>
<td></td>
</tr>
<tr>
<td>Internet resources</td>
<td>257</td>
<td></td>
</tr>
<tr>
<td>Other formats</td>
<td>38</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2007-2008</th>
<th>Total: 2,113</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music/media formats</td>
<td>1,531</td>
<td></td>
</tr>
<tr>
<td>New analytics</td>
<td>448</td>
<td></td>
</tr>
<tr>
<td>Other formats</td>
<td>134</td>
<td></td>
</tr>
</tbody>
</table>

However, an additional 2,609 brief records were added to InfoLinks for materials in the Mike Harvell Popular Music Collection.

The recataloging statistics also decreased slightly. The figures were:
2008-2009  Total: 91
Music/media formats  69
Other formats  22

2007-2008  Total: 96
Music/media formats  63
Other formats  33

D. **Library School Internship.** During July and August, the unit, along with the Performing Arts and Media Department, hosted intern Amy Hardin from the School of Library & Information Studies, University of Alabama. She received training in descriptive cataloging of popular music sound recordings, subject analysis, and authority work.

II. **Summary of Unit Statistics.** These figures include everything from Sections III-V. Last year’s figures are given in parentheses for comparison.

A. A total of 48,923 bib records were edited (43,770). Edits were divided as follows:

1. 27,745 headings conflicts (17,985)
2. 21,178 non-conflict edits (25,785)

B. 2,005 new bib records exported (1,770)
C. 68 bib records deleted (226)
D. 3,093 item records created (4,906)
E. 2,332 item records edited (2,900)
F. 781 item records deleted (2,181)
G. 90 item records transferred (400)
H. 1,515 item records cross-linked to bib records (2,403)
I. 714 headings established (1,024)
J. 1,405 authority records created (1,957)
K. 736 authority records edited (1,699)
L. 18,545 authority records exported (19,670)
M. 1,913 authority records copied (1,649)
N. 7,350 authority records deleted (8,195)

III. **Database Maintenance**

A. **General Authority Processing.** This category represents data entry for AFU original workforms and edited printouts, as well as attendant processing. The unit head’s and music LAT’s statistics for name and subject authority work are also included here. The unit:

1. Entered 1,359 name originals and 46 series originals into InfoLinks.
2. Edited 376 name/subject authorities and 25 series authorities.
3. Exported 4,639 name/subject authorities and 14 series authorities.
4. Copied 242 name authorities to the subject index.
5. Deleted 1,530 name/subject authorities and 15 series authorities.
6. Fixed 6,578 name/subject conflicts.
7. Established 678 name headings.

B. **Headings Reports—First-Time-Use.** The unit processed 40,370 first-time-use headings, which is a slight increase over last year’s total of 39,603. There is
currently no backlog of reports; that is, there is currently a lag time of two months to allow authority records to appear in the OCLC.

As part of FTU work, the unit completed the following:

1. Fixed 16,530 headings conflicts.
2. Exported 12,825 authority records.
3. Copied 1,619 authorities to other InfoLinks indexes.
4. Deleted 4,023 authorities.
5. Edited 238 authorities.

C. **Headings Reports—Other Categories.** The unit processed 396 invalid headings; 2,081 blind references; 935 duplicate authorities; and 135 duplicate call number/other entries, for a total of 3,547 total report entries. We are current with processing. The unit performed the following work:

1. Fixed 156 headings conflicts.
2. Exported 11 authority records.
3. Edited 2 authority records.
4. Copied 7 authorities to other indexes.
5. Deleted 910 authorities.

D. **InfoLinks Change Requests.** The unit resolved 6 reports. Processing was still current as of the end of the fiscal year, so we simply received very few. The unit performed the following:

1. Edited 6 bib records and 2 item records.
2. Deleted 1 item record.

E. **Other Database Maintenance Activities.** These statistics are from on-the-fly resolution, recataloging (including music), barcode problems not referred as InfoLinks Change Requests, and miscellaneous global updates. The unit:

1. Exported 1,362 new bib records and created 2,014 new item records.
2. Edited 19,617 bib records and 2,082 item records.
3. Deleted 52 bib records and 58 item records.

F. **Series Work.** This category includes new setups, recataloging, and clean-up, as well as attendant conflict resolution. (These figures include the unit head’s statistics.) The unit:

1. Processed 51 non-analyzed titles.
2. Checked 764 series entries.
3. Corrected 525 series conflicts.
4. Edited 95 series authorities for AFU decisions.
5. Established 36 series headings.
7. Deleted 20 series authorities.

G. **LCSH Weekly Lists Processing.** Staff completed processing for 8,021 entries, including the following:

1. Resolved 3,956 headings conflicts.
2. Exported 959 subject authorities.
3. Copied 45 authorities to the subject index.
4. Deleted 852 subject authorities.

IV. **Cataloging**

A. **Music/Media Cataloging**

Total: 1,285 titles (1,519 volumes)

The following were cataloged:

1. 2 original scores (4 volumes)
2. 82 copy scores (101 volumes)
3. 1 original sound recording (1 volume)
4. 1,194 copy sound recordings (1,401 volumes)
5. 6 copy videorecordings (12 volumes)

B. **Music/Media Recataloging**

Total: 69 titles

The following were processed:

1. 8 scores
2. 10 sound recordings
3. 51 videorecordings

C. **New Analytics Cataloging**

Total: 457 monographic titles

The cataloging breakdown is as follows:

1. 15 originals
2. 442 copy

In cataloging, the unit:

1. Exported 447 new bib records and created 373 new item records.
2. Edited 470 bib records and 49 item records.
3. Deleted 7 item records.
4. Cross-linked item records to 486 bib records.
5. Transferred 2 item records.
6. Edited 1 local data record.

D. **Internet Resources**

Total: 257 titles

The following were cataloged:

1. 214 paid titles
2. 43 free resources

E. **Other Cataloging**

Total: 38 titles (59 volumes)

The following were cataloged:

1. 3 copy audio books (4 volumes)
2. 11 copy CD-ROMs (11 volumes)
3. 15 copy kits (15 volumes)
4. 8 copy monographs (12 volumes)
5. 1 copy microfilm (17 volumes)

F. **Other Recataloging**  
   Total: 22 titles
   1. 22 monographs

G. **Added Copies**
   1. 27 scores
   2. 19 sound recordings
   3. 2 videorecordings
   4. 1 kit
   5. 3 monographs

H. **Added Volumes**
   1. 30 scores

I. **Withdrawns**
   1. 45 audio cassettes (116 volumes)
   2. 1 score (2 volumes)
   3. 1 CD-ROM (1 volume)

J. **Transfers**
   1. 11 CD-ROMs (11 volumes)
   2. 6 kits (6 volumes)
   3. 8 monographs (21 volumes)

V. **Projects.** The unit participated in the following projects this year:

A. **Analytics Clean-Up Project.** Under direction of the Department Head, Rose Cody continued working on this project. She completed processing on 111 series titles and 991 monographic records, performing the following:
   1. Exported 196 new bib records and created 706 new item records.
   2. Edited 1,085 bib records and 199 item records.
   3. Deleted 16 bib records and 715 item records.
   4. Transferred 88 item records.
   5. Cross-linked item records to bib records.
   6. Created 22 new local data records.
   7. Edited 27 local data records.

B. **Mike Harvell Popular Music Collection.** Deb Kulczak worked with Lora Lennertz Jetton, Judy Culberson, and Rose Cody to facilitate creation of brief records for the Mike Harvell gift collection. A total of 2,609 titles were given InfoLinks access during the period. (Another 665 were fully cataloged and reported in section IV A.)

C. **Aggregator Brief Records.** Deb Kulczak continued to work with Beth Juhl and Elaine Dong to create brief bib records for aggregator databases in InfoLinks. Updated Gale Health Reference Center, Art Full Text, and Ebsco journal and newspaper records were loaded during the period, as were new Ebsco full-text
D. **MCB Review.** Cathy Reineka reviewed 1,923 changed headings reported in the *Music Cataloging Bulletin* and corrected attendant conflicts.

VI. **Personnel Accomplishments**

A. **Outside Committees/Professional Positions Held**


D. **Campus Committees/Activities/Positions Held**

Deb Kulczak. Member, Faculty Panel, Complaint Procedures for Undergraduate Students; Member, Arkansas Union Advisory Committee and its Constitution, By-Laws, and Policies Sub-Committee

VII. **Library Committees**


VIII. **Continuing Education**

Deb Kulczak attended the June meeting of the Arkansas Innovative Users Group and the annual meeting of the American Library Association.

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**REPORT 2**


developed from statistics reported by Bridget Penrose

**A. Public Service**

1. The service desk was staffed 43 hours per week, Monday through Friday from 8:00 a.m. to 4:30 p.m.
2. In-house use of items: 551.

**B. Depository Acquisitions**

1. Print (Monographs and Serials) 3,635
2. Microfiche (sheets) 2,445
3. Maps 1,875
4. Computer files 71
5. Video materials 121
6. Current serials titles received 557
C. Cataloging and Processing

<table>
<thead>
<tr>
<th>Materials</th>
<th>Titles Added*</th>
<th>Volumes/Items Added*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monographs</td>
<td>2,022</td>
<td>2,076</td>
</tr>
<tr>
<td>Serials</td>
<td>4</td>
<td>762</td>
</tr>
<tr>
<td>Microfiche</td>
<td>1,222</td>
<td>2,445</td>
</tr>
<tr>
<td>Maps</td>
<td>30</td>
<td>272</td>
</tr>
<tr>
<td>Computer Files</td>
<td>39</td>
<td>55</td>
</tr>
<tr>
<td>Video Materials</td>
<td>23</td>
<td>121</td>
</tr>
<tr>
<td>Maps</td>
<td>N/A</td>
<td>**1,916</td>
</tr>
<tr>
<td>Totals</td>
<td>3,340</td>
<td>7,647</td>
</tr>
</tbody>
</table>

*Statistics from Form 7, Part A
**Statistics from Form 1, column FY additions

<table>
<thead>
<tr>
<th>Documents</th>
<th>Volumes/Pieces Added</th>
<th>Volumes/Pieces Withdrawn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>699</td>
<td>96</td>
</tr>
<tr>
<td>Microfiche</td>
<td>2,445</td>
<td>78</td>
</tr>
<tr>
<td>CD-ROM</td>
<td>71</td>
<td>5</td>
</tr>
<tr>
<td>DVD</td>
<td>121</td>
<td>0</td>
</tr>
<tr>
<td>Maps</td>
<td>1,916</td>
<td>1,719</td>
</tr>
<tr>
<td></td>
<td>5,252</td>
<td>1,898</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Withdrawn Titles</th>
<th>Volumes</th>
</tr>
</thead>
<tbody>
<tr>
<td>All other formats</td>
<td>72</td>
</tr>
<tr>
<td>Maps</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>1,719</td>
</tr>
</tbody>
</table>

D. Projects and Interdepartmental cooperation

1. Cathy Hooper performed reference work for the Reference Department an average of 3 hours per week.
2. Bridget Penrose reported public service statistics.

REPORT 3

Monographs Cataloging/Acquisitions Unit Annual Report 2008/2009
by Mary Walker

Monographs Cataloging/Acquisitions Unit Annual Report 2008/2009

Summary of Cataloging Unit Statistics

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Books added titles</td>
<td>13,381</td>
<td>5,663</td>
<td>7,191</td>
<td>4,617</td>
</tr>
<tr>
<td>Books added volumes</td>
<td>13,379</td>
<td>6,169</td>
<td>7,363</td>
<td>5,219</td>
</tr>
<tr>
<td>Titles transferred to main</td>
<td>1,941</td>
<td>990</td>
<td>429</td>
<td>416</td>
</tr>
</tbody>
</table>
Volumes transferred to main

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Book titles withdrawn</td>
<td>4</td>
<td>5</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Book volumes withdrawn</td>
<td>5</td>
<td>6</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>Non-books added titles</td>
<td></td>
<td></td>
<td></td>
<td>392</td>
</tr>
<tr>
<td>Non-books added volumes</td>
<td></td>
<td></td>
<td></td>
<td>394</td>
</tr>
<tr>
<td>Non-books withdrawn</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Work Statistics on Bib and Item records – Cataloging

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bibliographic records updated</td>
<td>13,663</td>
<td>5,747</td>
<td>12,153</td>
<td>10,923</td>
</tr>
<tr>
<td>Bibliographic records deleted</td>
<td>31</td>
<td>17</td>
<td>321</td>
<td>6</td>
</tr>
<tr>
<td>New item records</td>
<td>8,229</td>
<td>3,828</td>
<td>6,751</td>
<td>6,138</td>
</tr>
<tr>
<td>Item records updated</td>
<td>6,446</td>
<td>1,170</td>
<td>2,695</td>
<td>2,138</td>
</tr>
<tr>
<td>Item records deleted</td>
<td>64</td>
<td>23</td>
<td>295</td>
<td>8</td>
</tr>
</tbody>
</table>

Authority related statistics

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Names/Subjects/Series exported</td>
<td>590</td>
<td>316</td>
<td>330</td>
<td>373</td>
</tr>
<tr>
<td>Series conflicts resolved</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Names established</td>
<td>44</td>
<td>51</td>
<td>36</td>
<td>10</td>
</tr>
<tr>
<td>Names reviewed/edited</td>
<td>62</td>
<td>53</td>
<td>59</td>
<td>67</td>
</tr>
<tr>
<td>Subjects assigned</td>
<td>111</td>
<td>91</td>
<td>87</td>
<td>96</td>
</tr>
<tr>
<td>Subjects reviewed</td>
<td>81</td>
<td>63</td>
<td>71</td>
<td>75</td>
</tr>
<tr>
<td>Series established</td>
<td>7</td>
<td>16</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Series reviewed/edited</td>
<td>5</td>
<td>4</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>Call numbers assigned</td>
<td>241</td>
<td>76</td>
<td>81</td>
<td>188</td>
</tr>
<tr>
<td>Call numbers reviewed/edited</td>
<td>282</td>
<td>80</td>
<td>92</td>
<td>201</td>
</tr>
<tr>
<td>Rush titles processed</td>
<td>101</td>
<td>49</td>
<td>52</td>
<td>26</td>
</tr>
</tbody>
</table>

See attached form for acquisitions statistics

Projects:

Arkansas Cookbook Collection – 1,057 completed as of June 2008. 32 more were added this year for a total of 1,089.
**Frederick Isaac mystery collection** - 1,608 titles have been added as of June 2008. 89 more titles were added this year for a total of 1,697.

**David Malone collection** – 2,541 titles have been added as of June 2007. 126 more titles were added this year for a total of 2,667.

**Kenneth L. Brown collection** – All remaining French titles were translated by Kim Rolf. Approximately 140 French titles remain for original cataloging. 2,384 titles have been cataloged.

In addition, the Kupper, Donovan, Fite, Voth, and Williams collections have been processed without headings.

**Personnel Accomplishments:**

**Library Committees:**
Mary Walker continued to serve as a member of the Web Development Group, Strategic Initiatives Cabinet, Collection Management Group, the InfoLinks Review Committee, the Cataloging Policies and Practices Review Committee, and the Diversity Committee.
Janell Prater was a member of the Staff Concerns Council and Group One: to identify gaps in the collection.

**Outside Committees:**
Mary Walker served as a member of an American Library Association Committee: the Council of Regional Groups, Speakers Bureau and The Technology Committee within the Association for Library Collections & and Technical Services.

**Publications:**

**Education and/or Training:**
Mary Walker attended Arkansas Libraries, ALA Mid-Winter, and ALA annual. She attended training on Outlook Exchange and the new pay plan.

Janell Prater attended sessions on Retrospective Map Cataloging Project, a Disaster Preparedness Program, and a session on the new pay plan.

**Employee News:**
Doris Cleek retired after nearly 30 years of employment at the University Libraries. Kim Rolf resigned and moved to a position at the Fayetteville Public Library.

**Narrative:**
Acquisitions and Cataloging functions are very dependent on one another. Since the Monographs budget was down this year fewer titles were able to be purchased and therefore cataloged.
Serials Cataloging Unit Report 2008/2009
by Cheryl L. Conway

I. Production Statistics:

2044 local holdings records were created, edited, or deleted in the OCLC union list system (2,386 FY08)

II. Summary of Unit Cataloging Statistics:

A. The following were cataloged:

   6 print monograph titles (5 volumes) (6 titles + 10 volumes FY08)
   223 print serial titles (581 volumes) (319 titles + 728 volumes FY08)
   360 internet titles (520 titles FY08)
   4 CD-ROM titles (82 volumes) (7 titles + 69 volumes FY08)
   0 DVD-ROM titles (6 volumes) (0 titles + 4 volumes FY08)
   10 Microfilm serial titles (4 volumes) (66 titles + 10 added volumes FY08)
   0 Microfiche serial titles (107 sheets)
   8 Audio CDs were added as supplements to serial volumes

   A total of 603 new titles were cataloged. (918 FY08)
   This reflects a 35% decrease in the copy and original cataloging for all formats from FY08.

B. The following were re-cataloged:

   3,019 print and non-book serial titles were re-cataloged. (3,741 re-cataloged FY08)
   This represents a slight decrease in recataloging over FY08.

   852 (791 processed in FY08) URL fields were edited to provide immediate access to the Internet resource.
   This is a 9% increase in this category over FY08.

C. The following were transferred or withdrawn:

   610 print serial titles transferred (238 titles FY08)
   2,859 print serial volumes transferred (13,785 volumes FY08)
   75 print serial titles withdrawn (44 titles FY08)
   487 print serial volumes withdrawn (663 volumes FY08)
   38 internet titles withdrawn (666 FY08)
   4 media titles withdrawn
   35 disks (various types)

D. Other processing:

   540 serial title drops were processed (608 FY08)
   38 bibliographic change requests were filed with OCLC (35 FY08)
III. Special Unit Projects:

A. Electronic journal sets:
2 groups of electronic journals and some miscellaneous free internet journals required cataloging or re-cataloging. A total of 68 records were edited or added to InfoLinks as well as a number of miscellaneous free online journals.

1. Poiesis online journals: 32 titles cataloged or re-cataloged.
2. SciELO online journals: 36 titles cataloged or re-cataloged.
3. Miscellaneous free internet journals: not available.

B. Serials Barcode Project:

1. Project total of titles converted since March 1999: 9,327
2. Project total of item records created since March 1999: 54,934
3. Total of titles for FY09: 651
   Total titles for FY08: 698
4. Total of item records created for FY09: 5,146
   Total of item records created for FY08: 2,646
5. Progress in this project increased after Patty George joined the team.

IV. Outlook:

A. The addition and withdrawal of electronic journals continues to have a significant impact on the serials cataloging unit. New internet-only titles must be cataloged individually. Print journals with internet access must be re-cataloged to include the link and holdings data. As electronic publishers change the URL (Uniform Resource Locator), the linking filed must be revised. All must be done as quickly as possible in order to provide access to patrons needing to use these expensive resources. The unit will continue to give these journals a high priority.

B. Retrospective barcoding and item record creation will continue to be an important aspect of the work of the unit. This work is being done in order to prepare for the installation of an ARS (Automated Retrieval System).

V. Personnel Changes:

Angela Hand was promoted to LS in the Serials Department on September 22, 2008.
Lisa Lindsey was hired to fill the LT position and began work on December 1, 2008.

VI. Personnel Accomplishments:

Campus Committees / Activities / Positions Held

Cheryl Conway

Chair of the University Committee on Committees (July 2008 to June 2009).
Library Committees

Cheryl Conway served as a member of the following library committees: Strategic Initiatives Cabinet, Collection Management Group, and InfoLinks Review Committee.

Cheryl also serves as Chair of the Cataloging Policies and Practices Review Committee and as Chair of the Reclassification Working Group (May 2006-September 2008).

Cheryl was elected to the Post-Tenure Review Committee for two years (July 2007-June 2009) and served as Chair July 2008-June 2009. She also served on the Tenure Review Committee.

Angela Hand

Served on Library Staff Concerns Committee (April 2005-)

Continuing Education: Conferences, Workshops, and Programs

Cheryl Conway attended the following conferences and workshops:

PeopleAdmin training presented by Library HR.
Outlook Exchange training presented by Library Systems.

7/24/10--clc

REPORT 5

Special Collections Cataloging Unit (Mikey King and Judy Culberson) 2009

Statistics

All locations (Ark Coll, Spec Coll, Main)
Books:

<table>
<thead>
<tr>
<th></th>
<th>Titles</th>
<th>Volumes</th>
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</thead>
<tbody>
<tr>
<td>Monographs (OCLC)</td>
<td>923</td>
<td>1681</td>
</tr>
<tr>
<td>Monographs (Original)</td>
<td>185</td>
<td>192</td>
</tr>
<tr>
<td>Recataloged</td>
<td>63</td>
<td></td>
</tr>
<tr>
<td>Recataloged (Original OCLC records)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>1172</strong></td>
<td><strong>1873</strong></td>
</tr>
</tbody>
</table>

Judy’s contributions to special projects:

Jerry Russell included above (535 titles, 967 vols.)
Mike Harvell brief bibliographic records (1,974 titles)
Nonbooks:
- Microfilm (Original) 1 141
- Manuscripts (Original) 2
- Video DVD (OCLC) 2 2
- Video DVD (Original) 7 8

**Total:** 12 154

Bibliographic records (InfoLinks)  
- New 373
- Update 4264
- Delete 74

Item records (InfoLinks)
- New 2796
- Update 1134
- Delete 99

Authority records (InfoLinks)
- New 25
- Update 65
- Delete 1

135 brief bib records for unprocessed manuscript collection were deleted from InfoLinks by request from Tim Nutt by Deb Kulczak from a list by Mikey King.

Authority/Supervisory
- Names/Subj./Series exported 298
- Names/Subj. conflicts resolved 0
- Series conflicts resolved 0
- Names established 252
- Names reviewed/edited 12
- Subjects sent to SACO 0
- Subjects assigned 533
- Subjects reviewed 35
- Series established 11
- Series reviewed/edited 2
- Call nos. assigned 260
- Call nos. reviewed/edited 8
- Rush titles processed 113
- OCLC: lock and replace 41
- OCLC: error reports/change requests 2

InfoLinks change requests 2
Expert community (began March) 21

**Accomplishments**

Library Committees:
Mikey Reappointment, Awards, Diversity, Leisure reading/viewing group, Marketing Programs subcommittee, Group One (Identifying existing gaps and priority needs in services and collections programs), Library Forum

University Committees:
Mikey Institutional Animal Care and Use Committee

University Service:
Mikey New Student Academic Convocation
Razorbash for Library and Safe Zone Allies

Community Service:
Mikey KUAF fundraising, answering phones Oct. 2008 and April 2009

Projects continuing:
Jerry Russell collection has remaining titles for cataloger review
Fletcher collections has remaining titles for cataloger review
“A” collection reclassification project remains incomplete

REPORT 6
Special Formats Cataloging Unit Report
July 2008 - June 2009 by Elaine Dong

Unit Activities

1. UA Theses and Dissertations (TDs)
TDs original cataloging: 433 titles / 866 volumes
Subject Headings established: 1055 headings
Call numbers assigned: 433
New Authority records established: 478
New TDs accepted & processed: 354 titles/volumes
No. of TDs sent to UMI: 524 titles/volumes
No. of TDs (returned from UMI) processed: 555 titles/volumes

2. Internet Monographs
Internet monographs cataloged in total: 30 titles
Original cataloging: 8 titles Copy cataloging: 22 titles

3. Monographs (Continuous work on call number issues for problematic monographs)
Call number assigned: 110

4. Audiovisual materials
Original cataloging in total: 1 title / 1 piece
Copy cataloging in total: 182 titles / 215 pieces
Authority records established: 63
The numbers of breakdowns are as follows:

- **Video DVDs**
  - Original cataloging: 1 title / 1 piece
  - Copy cataloging: 159 titles / 177 pieces

- **Videocassettes**
  - Copy cataloging: 15 titles / 28 pieces

- **CD-ROMs**
  - Copy cataloging: 8 titles / 10 pieces

5. **Loading of E-Resource Records**

   Worked with Deb on loading three batches of e-resource records into InfoLinks:
   - 6516 records of Ebsco Full-text newspaper
   - 1132 records of Gales’ Health Reference Center Academic Full-Text Journals
   - 199 brief records of Art Full-Text

6. **Personal Changes**

   **Newly Appointed Personnel:** Cora Lanphere, half-time LAT II, started on Dec. 1, 2008
   **Resignation:** Roger Northam, half-time LAT II, Nov. 14, 2008

Unit Highlights

1. Deb Kulczak and I co-wrote the procedure of Expedited Processing of Popular Videos, to process the increasing number of popular videos (such as movie/TV drama/documentary DVDs and videocassettes) our unit has been receiving. Many of them are gifts. With the new procedure, these videos have been cataloged expeditiously to meet the patrons’ needs. The total number of popular videos our unit cataloged is 183 titles / 216 pieces during the past year.

2. Our unit has cooperated with the Graduate School on implementing the electronic submission of TDs to UMI for online publishing. After several sessions of training and discussion. We successfully tested submitting 30 TDs to UMI through the company’s ETD Submission System in May 2009. The plan is to gradually submit all of U of A TDs through ETD Online Submission System in the near future.

Personnel Accomplishments

Elaine Dong

I. **Publications**


II. **Committees**

1. **Library Committees**
   - Cataloging Policies and Practices Review Committee member (Sep. 2005 – present)
   - Communications/Publications Subcommittee Co-Chair (Dec. 2008 – June 2009)
   - Special Collections Digital Resource Task Force member (March 2009 – July 2009)
   - Library Awards Committee member (March 2009)

2. **Campus Committees**
   - Catastrophic Leave Committee member (July 2008 -- present)

3. **National Committees**
   - Chinese American Librarians Association (CALA) Membership Committee Co-Chair (July 2008 -- present)
   - CALA Publications Committee member (July 2008 -- June 2009)
   - CALA Membership Management System Task Force member (Feb. – Sep. 2009)

4. **International Service**
   Work as a member of the Advisory Group for Evergreen Education Foundation, a charitable organization in the U.S. whose mission is to improve the quality of life in rural China via its school and public library projects.

III. **Continuing Education**

2. Screen & Video Capturing March 17, 2009 (Mullins 104)
3. ProQuest Digitization Demo April 15, 2009 (Mullins 472B)
4. MS Word 07 – Mail Merge May 4, 2009 (Mullins 102)
5. Personal Pandemic Preparation May 21, 2009 (Mullins 104)
6. Working with Graphics in MS Office Applications May 29, 2009 (Mullins 102)
7. Smartphones for Dummies June 9, 2009 (Mullins 104)

**Personnel Accomplishments - Cora Lanphere**

**Continuing Education**
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<tr>
<th></th>
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<td>1</td>
<td>Future of Technology in the Libraries</td>
<td>April 13, 2009</td>
<td>Mullins 104</td>
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<td>Screen &amp; Video Capturing</td>
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<td>3</td>
<td>MS Word 07 – Mail Merge</td>
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<td>4</td>
<td>ISIS Basics</td>
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<td>5</td>
<td>Technology @ U of A</td>
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<td>6</td>
<td>ISIS Student Records Inquiry</td>
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<td>7</td>
<td>SharePoint Workflows</td>
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<td>Personal Pandemic Preparedness</td>
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