Cataloging Acquisitions Department Annual Report
July 1, 2007-June 30, 2008

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.

DEPARTMENTAL TRENDS, HIGHLIGHTS, AND STATISTICS

HIGHLIGHTS AND TRENDS, 2007/2008:

- Receipts of purchased monographs increased by 35%
- Cataloging on new titles (all formats, purchased and gifts) increased by 47%.
- There were two major transfers of titles and volumes in FY08. The number of volumes transferred increased by 77%. The majority of the transfers were serial volumes transferred from the Physics Library to LISA.
- 238 titles were RUSH cataloged in FY08. The Department continues to respond within two working days to rush requests.
- The budget for purchasing monographs continues at a low level. Receipt and processing of gifts continues at approximately the same level.
- Serial subscriptions continue to be canceled due to inflation. Print subscriptions are canceled and replaced with internet journals and resources.
- Departmental assignments and workflows have been adjusted to include the cataloging of retrospective materials which have never previously been included in the library online catalog.
- The Library Administrative Group has determined to remove the remainder of the card catalog after reviewing reports and recommendations from the Cataloging Policies and Procedures Committee. All catalogers serve on the committee.

STATISTIC 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.

Between FY06 and 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.  
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>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Titles cataloged in-house (all formats)</td>
<td>21,329</td>
<td>10,700</td>
<td>19,935</td>
</tr>
<tr>
<td>Volumes cataloged (all formats)</td>
<td>26,397</td>
<td>18,369</td>
<td>17,365**</td>
</tr>
<tr>
<td>Titles recataloged (all formats)</td>
<td>7,717</td>
<td>8,472</td>
<td>7,724</td>
</tr>
<tr>
<td>Titles transferred (all formats)</td>
<td>7,416</td>
<td>1,559</td>
<td>1,323</td>
</tr>
<tr>
<td>Volumes transferred (all formats)</td>
<td>40,240</td>
<td>3,481</td>
<td>15,075</td>
</tr>
<tr>
<td>Titles withdrawn (all formats)</td>
<td>522</td>
<td>1,504</td>
<td>1,982</td>
</tr>
<tr>
<td>Volumes withdrawn (all formats)*</td>
<td>3,929</td>
<td>6,490*</td>
<td>1,569</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.
Subsequent figures for Mullins Cataloging Acquisitions Department only.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority records exported/edited/deleted</td>
<td>30,846</td>
<td>33,605</td>
<td>29,993</td>
</tr>
<tr>
<td>Headings established</td>
<td>2,563</td>
<td>3,815</td>
<td>1,310</td>
</tr>
<tr>
<td>Serials local holdings records created/updated</td>
<td>2,533</td>
<td>2,897</td>
<td>2,386</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:**

Personnel accomplishments for FY08 are compiled in the accompanying document, Cataloging Acquisitions Department Personnel Accomplishments, 2007/2008. These are also listed in the unit reports, Appendices 1-5, in this report.

**PERSONNEL CHANGES:**

**Appointments and Resignations**


**Roger Northam,** half-time Library Academic Tech II, Special Formats Cataloging Unit, hired October 2007.

**Kwan Choi,** hourly position, Serials Cataloging Unit, worked summer 2007-Spring 2008 semester. No replacement has been hired.
Transfer
Kim Rolf, transferred from the Circulation Department to the Monographs Unit, as a Library Academic Tech II, November 2007.

Library School Internship
Amy Hardin, who is attending the School of Library & Information Studies, University of Alabama, joined the department in mid-May. Her internship will be primarily in the Database Maintenance/Music Cataloging Unit and the Performing Arts and Media Department.

Awards
Twenty years: Deb Kulczak
Forty years: Judy Culberston

Library School Enrollment
Angela Hand, accepted into the Florida State University's Masters of Information Science online graduate program.

APPENDICES:

Appendix 1: Database maintenance/Music Cataloging Unit, p. 3-9
Appendix 2: Monographs Unit: Acquisitions and Cataloging, p. 9-11
Appendix 3: Serials Cataloging Unit, p. 11-15
Appendix 4: Special Collections Cataloging Unit, p. 15-17
Appendix 5: Special Formats Cataloging Unit, p. 18-22

APPENDIX 1

Database Maintenance/Music Unit Annual Report
July 2007-June 2008
by Deb Kulczak

I. Highlights

A. Headings Reports. Processing of first-time-use (FTU) headings decreased somewhat from 42,498 last year to 39,603 during the current period. Headings report processing for “Other” categories (invalid headings, blind references, duplicate authority records, and duplicate call numbers/other) also decreased during the period, from 3,657 processed last year to 3,510 this year. There are no backlogs for either category, so fewer reports were generated from the work of the department this past year.

The backlog of FTU reports from the retrospective Marcive load was completed. 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 a modest increase during the period, up from 41,067 last year to 43,770 this year. The number of item records created or edited also increased, from 6,299 to 7,806.
The number of headings established by the unit remained virtually the same as last year's total, rising from 1,014 last year to 1,024 this year. The number of authorities records entered into InfoLinks by the unit showed a significant decrease, down from 3,647 authority records created to just 1,964 this year, meaning that the department as a whole generated fewer authority records during the period. Moreover, authority statistics were down in most other areas. The exception was processing of *Library of Congress Subject Headings Weekly Lists*, which showed a slight increase. A total of 10,707 entries were processed this year, as compared with 10,209 last year.

C. **Cataloging.**

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

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

<table>
<thead>
<tr>
<th>2006-2007</th>
<th>Total: 1,604</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music/media formats</td>
<td>1,028</td>
</tr>
<tr>
<td>New analytics</td>
<td>524</td>
</tr>
<tr>
<td>Other formats</td>
<td>52</td>
</tr>
</tbody>
</table>

The recataloging statistics also increased. The figures were:

<table>
<thead>
<tr>
<th>2007-2008</th>
<th>Total: 96</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music/media formats</td>
<td>63</td>
</tr>
<tr>
<td>Other formats</td>
<td>33</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2006-2007</th>
<th>Total: 38</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music/media formats</td>
<td>17</td>
</tr>
<tr>
<td>Other formats</td>
<td>21</td>
</tr>
</tbody>
</table>

D. **Library School Internship.** Beginning in mid-May, the unit, along with the Performing Arts and Media Department, began hosting intern Amy Hardin from the School of Library & Information Studies, University of Alabama.

E. **Procedures.** The unit continued to make progress with documentation. Another revision to the sound recordings procedure was completed, this time to incorporate the new guidelines established by the Library of Congress for emerging formats. (Posting on the Web site will occur after final review by the Music LAT III.) Several other music cataloging procedures were created or revised in preparation for the library school intern.

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 43,770 bib records were edited (41,067). Edits were divided as follows:

1. 17,985 headings conflicts (25,549)
2. 25,785 non-conflict edits (15,518)
B. 1,770 new bib records exported (1,683)
C. 226 bib records deleted (241)
D. 4,906 item records created (3,883)
E. 2,900 item records edited (2,416)
F. 2,181 item records deleted (2,674)
G. 400 item records transferred (299)
H. 2,403 item records cross-linked to bib records (3,504)
I. 1,024 headings established (1,014)
J. 1,957 authority records created (3,647)
K. 1,699 authority records edited (2,324)
L. 19,670 authority records exported (21,119)
M. 1,649 authority records copied (1,770)
N. 8,195 authority records deleted (9,740)

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 1,894 name originals and 63 series originals into InfoLinks.
2. Edited 469 name/subject authorities and 45 series authorities.
3. Exported 5,607 name/subject authorities and 58 series authorities.
4. Copied 274 name authorities to the subject index.
5. Deleted 2,009 name/subject authorities and 22 series authorities.
6. Fixed 2,431 name/subject conflicts.
7. Established 973 name headings.

B. Headings Reports—First-Time-Use. The unit processed 39,603 first-time-use headings, which is a slight decrease over last year’s total of 42,498. There is currently no backlog of reports; that is, there is a lag time of three months to allow authority records to appear in the OCLC.

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

1. Fixed 11,829 headings conflicts.
2. Exported 12,123 authority records.
3. Copied 1,343 authorities to other InfoLinks indexes.
4. Deleted 3,687 authorities.
5. Edited 227 authorities.

C. Headings Reports—Other Categories. The unit processed 303 invalid headings; 2,099 blind references; 804 duplicate authorities; 304 duplicate call number/other entries. We are current with processing. The unit performed the following work:

1. Fixed 175 headings conflicts.
2. Exported 10 authority records.
3. Edited 2 authority records.
4. Copied 2 authorities to other indexes.
5. Deleted 927 authorities.

D. **InfoLinks Change Requests.** The unit resolved 34 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. Exported 2 new bib records.
2. Edited 28 bib records and 4 item records.
3. Deleted 1 item record.
4. Created 3 item records.

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 1,565 new bib records and created 1,935 new item records.
2. Edited 15,646 bib records and 1,891 item records.
3. Deleted 72 bib records and 69 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 2 analyzed titles and 65 non-analyzed titles.
2. Checked 507 series entries.
3. Corrected 500 series conflicts.
4. Edited 192 series authorities for AFU decisions.
5. Established 51 series headings.
7. Deleted 19 series authorities.

G. **LCSH Weekly Lists Processing.** Staff completed processing for 10,707 entries, including the following:

1. Resolved 3,050 headings conflicts.
2. Edited 764 subject authorities.
3. Exported 1,744 subject authorities.
4. Copied 30 authorities to the subject index.
5. Deleted 1,531 subject authorities.

IV. **Cataloging**

A. **Music/Media Cataloging**

Total: 1,531 titles (1,759 volumes)

The following were cataloged:

1. 57 copy scores (74 volumes)
2. 1,403 copy sound recordings (1,593 volumes)
3. 71 copy videorecordings (92 volumes)
B. **Music/Media Recataloging**  
Total: 63 titles (71 volumes)  
The following were processed:  
1. 24 scores (25 volumes)  
2. 27 sound recordings (34 volumes)  
3. 12 videorecordings (12 volumes)  

C. **New Analytics Cataloging**  
Total: 448 monographic titles  
The cataloging breakdown is as follows:  
1. 33 originals  
2. 415 copy  

In cataloging, the unit:  
1. Exported 434 new bib records and created 325 new item records.  
2. Edited 449 bib records and 32 item records.  
3. Deleted 2 bib records and 5 item records.  
4. Cross-linked item records to 465 bib records.  
5. Edited 5 local data records.  

D. **Other Cataloging**  
Total: 134 titles (39 volumes)  
The following were cataloged:  
1. 1 copy audio book (6 volumes)  
2. 8 copy CD-ROMs (9 volumes)  
3. 17 copy kits (17 volumes)  
4. 5 original Wiley e-books  
5. 97 copy Wiley e-books  
6. 6 copy monographs (7 volumes)  

E. **Other Recataloging**  
Total: 33 titles  
1. 32 monographs  
2. 1 microfilm  

F. **Added Copies**  
1. 10 scores  
2. 47 sound recordings  
3. 2 videorecordings  

G. **Added Volumes**  
1. 20 scores  
2. 48 sound recordings  

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 159 series titles and 1,979 monographic records, performing the following:

1. Exported 203 new bib records and created 2,968 new item records.
2. Edited 2,409 bib records and 915 item records.
3. Deleted 68 bib records and 1,954 item records.
4. Transferred 400 item records.
5. Cross-linked item records to 2,403 bib records.
6. Created 46 new local data records.
7. Edited 42 local data records.
8. Deleted 4 local data records.

B. **Withdrawns/Transfers.** The unit completed work on 103 withdrawn titles and 2 transfers, performing the following:

1. deleted 86 bib records and suppressed 1.
2. deleted 157 item records and suppressed 3.

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 Ebsco Newspaper and Lexis Nexis records were loaded during the period.

D. **MCB Review.** Cathy Reineka reviewed 1,910 changed headings reported in the *Music Cataloging Bulletin* and corrected attendant conflicts.

E. **Call Number Clean-Up.** Deb Kulczak worked with Cheryl Conway to clean up call numbers lacking an implicit |a in InfoLinks. A total of 7,702 bibliographic records and 90 item records were edited by this unit (a mix of manual and global updates).

VI. **Personnel Accomplishments**

A. **Refereed Publications**

Walker, Mary (Cataloging Acquisitions) and Deb Kulczak (Cataloging Acquisitions). “Shelf-Ready Books Using PromptCat and YBP: Issues to Consider (An Analysis of Errors at the University of Arkansas).” *Library Collections, Acquisitions and Technical Services.* 31:2 (June 2007): 61-84. Also available online: [http://dx.doi.org/10.1016/j.lcats.2007.07.016](http://dx.doi.org/10.1016/j.lcats.2007.07.016)

B. **Library or Education Outreach/Performances/Creative Work**

Deb Kulczak served on the 2008 Farm Friends Planning Committee and as a volunteer at the event (sponsored by the Cooperative Extension Service).

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


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

Deb Kulczak. Member, Faculty Panel, Complaint Procedures for Undergraduate Students; Member, Dr. Martin Luther King, Jr. Celebration Committee.
VII. Library Committees

Deb Kulczak served on the following: Cataloging Policies and Practices Review Committee, InfoLinks Review Committee, Faculty Concerns Committee, and Special Events Committee.

VIII. Continuing Education

Deb Kulczak attended the November and June meetings of the Arkansas Innovative Users Group and the annual meetings of the Music OCLC Users Group, Music Library Association, and American Library Association.

APPENDIX 2

Monographs Cat/Acq Unit Annual Report 2007/2008
by Mary Walker

Summary of Cataloging Unit Statistics

<table>
<thead>
<tr>
<th></th>
<th>2004/05</th>
<th>2005/06</th>
<th>2006/07</th>
<th>2007/2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books added titles</td>
<td>12,370</td>
<td>13,381</td>
<td>5,663</td>
<td>7,191</td>
</tr>
<tr>
<td>Books added volumes</td>
<td>13,221</td>
<td>13,379</td>
<td>6,169</td>
<td>7,363</td>
</tr>
<tr>
<td>Titles transferred to main</td>
<td>378</td>
<td>1,941</td>
<td>990</td>
<td>429</td>
</tr>
<tr>
<td>Volumes transferred to main</td>
<td>456</td>
<td>2,736</td>
<td>1,108</td>
<td>511</td>
</tr>
<tr>
<td>Book titles withdrawn</td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Book volumes withdrawn</td>
<td>5</td>
<td>5</td>
<td>6</td>
<td>0</td>
</tr>
</tbody>
</table>

Work Statistics on Bib and Item records –Cataloging

<table>
<thead>
<tr>
<th></th>
<th>2004/05</th>
<th>2005/06</th>
<th>2006/07</th>
<th>2007/2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>New bibliographic records</td>
<td>NA</td>
<td>20</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bibliographic records updated</td>
<td>14,517</td>
<td>13,663</td>
<td>5,747</td>
<td>12,153</td>
</tr>
<tr>
<td>Bibliographic records deleted</td>
<td>73</td>
<td>31</td>
<td>17</td>
<td>321</td>
</tr>
<tr>
<td>New item records</td>
<td>8,119</td>
<td>8,229</td>
<td>3,828</td>
<td>6,751</td>
</tr>
<tr>
<td>Item records updated</td>
<td>6,811</td>
<td>6,446</td>
<td>1,170</td>
<td>2,695</td>
</tr>
<tr>
<td>Item records deleted</td>
<td>110</td>
<td>64</td>
<td>23</td>
<td>295</td>
</tr>
</tbody>
</table>

Authority related statistics

<table>
<thead>
<tr>
<th></th>
<th>2004/05</th>
<th>2005/06</th>
<th>2006/07</th>
<th>2007/2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names/Subjects/Series exported</td>
<td>514</td>
<td>590</td>
<td>316</td>
<td>330</td>
</tr>
<tr>
<td>Series conflicts resolved</td>
<td>5</td>
<td>3</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Names established</td>
<td>61</td>
<td>44</td>
<td>51</td>
<td>36</td>
</tr>
<tr>
<td>Names reviewed/edited</td>
<td>78</td>
<td>62</td>
<td>53</td>
<td>59</td>
</tr>
</tbody>
</table>
Subjects assigned | 94 | 111 | 91 | 87
Subjects reviewed  | 70 | 81  | 63 | 71
Series established | 15 | 7   | 16 | 6
Series reviewed/edited | 10 | 5   | 4  | 7
Call numbers assigned | 512 | 241  | 76 | 81
Call numbers reviewed/edited | 188 | 282  | 80 | 92
Rush titles processed | 53 | 101  | 49 | 52
OCLC: lock and replace | 114 | 88  | 38 | 35
OCLC: error reports   | 3  | 2    | 3  | 2

See attached form for acquisitions statistics

Projects:

Arkansas Cookbook Collection – 1,029 completed as of June 2007. 28 more were added this year for a total of 1,057.

Frederick Isaac mystery collection - 1,524 titles have been added as of June 2007. 84 mort titles were added this year for a total of 1,608.

David Malone collection – 2,356 titles have been added as of June 2007. 185 more titles were added this year for a total of 2,541.

Kenneth L. Brown collection – French titles are being added since Kim Rolf who works in the Monographs Unit is able to read French.

Samuel Kupper collection – 82 titles were added.

Library Diversity Initiatives collection – This collection started this year with a donation of 9 titles.

Record Sets – Record sets were loaded for Naxos (4,484) and MOML for law (21,811).

Suppression project –1,729 records were suppressed in 2007 that were checked out by faculty. This project was completed in 2008. There were over 3000 records to suppress.

Transfers – 511 volumes were transferred.

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. She joined the Diversity Committee in May of 2008.

Doris Cleek and Mary Walker served on the Order Record Codes Review Committee.
Outside Committees:
Mary Walker served as a member of two American Library Association Committees: the Council of Regional Groups, Speakers Bureau and The Technology Committee within the Association for Library Collections & and Technical Services

Publications:
Walker, Mary A. & McKee, Elizabeth C. “Evolution of a State Periodical Index: Converting an In-House Index to a MARC-Based Database on the Web” The Serials Librarian, Vol. 55(1/2) 2008

Education and/or Training:
Carol Warriner participated in a continuing education course entitled Copy Cataloging: A Guide for Beginners, sponsored by Amigos Library Services, taught by Carol Seiler at the Fayetteville Public Library, May 22, 2008. She also attended several in-house classes taught by Elaine Contant: -Working with Compact Discs, Microsoft Word, Introduction to Excel.

Mary Walker attended a workshop entitled “Conflict Resolution in a Multicultural Context”. She also attended a workshop at the law library about free civil legal aid. Doris Cleek, Janell Prater, Kim Rolf, and Mary Walker participated in the Razorfit program.

Employee News:
Janell Prater celebrated her 30th year working at the University Libraries.

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. Acquisitions were slightly up from 2007, but still low compared to years past.

APPENDIX 3

Serials Cataloging Unit Report 2007/2008
by Cheryl L. Conway

I. Production Statistics:

53,591 serial bibliographic records updated on InfoLinks (32,318 FY07)
488 serial bibliographic records were deleted on InfoLinks (259 FY07)
4,719 serial item records were created on InfoLinks (2,668 FY07)
86,110 serial item records were edited on InfoLinks (9,369 FY07)
2,432 serial item records were deleted on InfoLinks (1,306 FY07)
3 brief serial bib records were keyed into InfoLinks
2,386 local holdings records were created, edited, or deleted in the OCLC union list system (2,897 FY07)
II. Summary of Unit Cataloging Statistics:
   A. The following were cataloged:

   - 6 print monograph titles (10 volumes) (48 titles + 71 volumes FY07)
   - 319 print serial titles (728 volumes) (184 titles + 267 volumes FY07)
   - 520 internet titles (500 titles FY07)
   - 7 CD-ROM titles (69 volumes) (21 titles + 93 volumes FY07)
   - 0 DVD-ROM titles (4 volumes) (2 titles + 7 volumes FY07)
   - 66 Microfilm serial titles (10 volumes) (3 added volumes only FY07)
   - 3 Diskettes were added as supplements to serial volumes (3 volumes FY07)
   - 2 Audio CDs were added as supplements to serial volumes

   A total of 918 new titles were cataloged. 4 serial titles were processed as RUSH titles.

   This reflects an 8% increase in the copy and original cataloging for all formats from FY07.

   B. The following were recataloged:

   - 3,741 print and non-book serial titles were recataloged. (3,951 recataloged FY07)
   - This represents a 9.5% decrease in recataloging over FY07.

   - 791 (1,117 processed in FY07) URL fields were edited to provide immediate access to the Internet resource.
   - This is a 7% decrease in this category over FY07.

   C. The following were transferred or withdrawn:

   - 238 print serial titles transferred (504 titles FY07)
   - 13,785 print serial volumes transferred (2,240 volumes FY07)
   - 44 print serial titles withdrawn (45 titles FY07)
   - 663 print serial volumes withdrawn (559 volumes FY07)
   - 666 internet titles withdrawn

   Two major transfers were processed in FY08, resulting in an 84% increase in the number of volumes transferred in the previous year, FY07.

   D. Other processing:

   - 608 serial title drops were processed (552 FY07)
   - 35 bibliographic change requests were filed with OCLC (57 FY07)

III. Special Unit Projects:

   A. Electronic journal sets:
   - 12 groups of electronic journals and some miscellaneous free internet journals required cataloging, recataloging or withdrawing titles. A total of 375 records were edited or added to InfoLinks and 143 titles were withdrawn.

   1. Blackwell Science publishing online journals: 23 withdrawn titles.
   2. Project Muse full-text journals: 11 titles cataloged or recataloged.
   3. Highwire Press online journals: 50 titles cataloged or recataloged.
4. SpringerLink online: 120 titles withdrawn.
5. Sage online journals: 10 titles cataloged or recataloged.
6. IOP online journals: 22 titles cataloged or recataloged.
7. Heldref online journals: 6 titles cataloged or recataloged.
8. Annual Review online journals: 13 titles cataloged or recataloged.
9. IEEE Xplore online journals: 4 titles cataloged or recataloged.
10. Wiley Interscience full-text journals: 21 titles cataloged or recataloged.
11. Taylor and Francis online journals: 21 titles cataloged or recataloged.

B. Serials Barcode Project:

1. Project total of titles converted since March 1999: 8,543
2. Project total of item records created since March 1999: 45,484
3. Total of titles for FY07: 361
   Total titles for FY08: 698
   (This represents a 49% increase in titles converted.)
4. Total of item records created for FY07: 1,234
   Total of item records created for FY08: 2,646
   (This is a 54% increase in total item records created.)
5. Progress in this project increased after the unit LAT III trained work study students to assist in the creation of item records.

C. Project to transfer or withdraw all diskettes from the Circulation Dept.: The project included the Database Maintenance Unit and the Serials Cataloging Unit as the group of diskettes contained both monographic and serial formats. Julie Thacker processed all of the serial diskettes for the project. Julie processed the withdrawal of 3 problem diskettes. The project is completed.

D. 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 reclassifying the titles, coordinating the check-out of serial volumes, maintaining the lost items list with Geoffrey, and coordinating with the binding department 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 2008, two serial titles with subscriptions remain to be reclassified. The total number of ceased serial titles to reclassify is not known.

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 recataloged to include the link and holdings data. As electronic publishers change the URL (Uniform Resource Locator), the linking field 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. The project to reclassify Special Collections Dewey Decimal serials to LC classification was begun in June 2006. As expected, Angela Hand, who spent a considerable amount of time on this project, will continue to coordinate the progress of the project. Cheryl Conway will perform original cataloging as time permits and provide LC call numbers as needed. When completed, the retrieval of materials from the Special Collections stacks should be easier.

V. Personnel Changes:

Kwan Choi was hired in the hourly position at the beginning of the 2007 summer session and continued to work through the Spring 2008 semester. No replacement has been hired.

VI. Personnel Accomplishments:

Publications

Cheryl Conway
Book review of:

Campus Committees / Activities / Positions Held

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

Angela Hand
Vice-Chair of Staff Senate (July 2007/June 2008).
Chair of the Staff Senate Internal Affairs Committee.
Chair of the Staff Senate Executive Committee.
Member of the Staff Senate Finance Committee.

Ex-Officio voting member of Campus Council (July 2007/June 2008)
Member of the University of Arkansas, Tobacco-Free Task Force (Oct. 2007-May 2008)

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- ).

Cheryl was elected to the Faculty Concerns Committee for two years (July 2006-June 2008). From July 2007-June 2008, Cheryl served as Co-Chair of the Faculty Concerns Committee. She continues to act as a library mentor for Tess Gibson.
Dean Allen formed the Council of University of Arkansas Research Libraries, CUARL. Director Judy Ganson appointed Cheryl to serve on the CUARL Digital Committee. In December 2006, the Digital Committee met and elected Amada Saar and Donna Rose co-chairs. The committee members have gathered information concerning the status of digitization plans and completed projects in our respective libraries. Final reports were published in fall 2007.

Angela Hand

Served on Library Staff Concerns Committee (April 2005–)
Served on the Reclassification Working Group (May 2006–)
Continuing Education: Conferences, Workshops, and Programs

Cheryl Conway attended the following conferences and workshops:

American Library Association Conference in Anaheim, CA (June 27–June 30, 2008)
Webinar on OCLC Local Holdings (Feb. 7, 2008)
Thriving in Change, Developing a Personal Strategy (Feb. 20, 2008)
Library Audio conference on “Facebook, MySpace & Online Communities: What Your College Must Know” (April 8, 2008)

Angela Hand attended the following workshops and conferences:

Library workshop on Microsoft Office 2007 (July 10, 2007)
Computing Services training session, "Introduction to Sharepoint" (Aug. 8, 2007)
Arkansas Library Association annual conference in Hot Springs (Sept. 9-11, 2007)
Library Audio conference on “Facebook, MySpace & Online Communities: What Your College Must Know” (April 8, 2008)
Webinar on OCLC Local Holdings (Feb. 7, 2008)
Presentation on Accessibility Issues on Campus (April 28, 2008)
Computing Services training session entitled "Sharepoint Wiki's and Blogs" (June 26, 2008)
American Library Association Conference in Anaheim, CA (June 27–June 30, 2008) (as winner of Sage Grant)

Angela has been accepted into the Florida State University's Masters of Information Science online graduate program.

Julie Thacker participated in the Webinar on OCLC Local Holdings (Feb. 7, 2008)

APPENDIX 4

Special Collections Cataloging Unit (Mikey King and Judy Culberson) Annual Report, 2007-2008 by Mikey King

Statistics

All locations (Ark Coll and Spec Coll not specified, see Departmental statistics)

Books:

<table>
<thead>
<tr>
<th></th>
<th>Titles</th>
<th>Volumes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monographs (OCLC)</td>
<td>1143</td>
<td>1685</td>
</tr>
<tr>
<td>Monographs (Original)</td>
<td>161</td>
<td>167</td>
</tr>
<tr>
<td>Recataloged</td>
<td>242</td>
<td></td>
</tr>
</tbody>
</table>
Recataloged (Original OCLC records) | 10
Western Americana microfilm | 555
CQ researcher | 1685
**Total:** | **3796** | **1852**

<table>
<thead>
<tr>
<th>Nonbooks:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Microfilm (OCLC)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Microfilm (Original)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Microfilm (Recataloged)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CDROM (OCLC)</td>
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<td>0</td>
</tr>
<tr>
<td>Maps (OCLC)</td>
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<td>0</td>
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<tr>
<td>Maps (Original)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Maps (Recataloged)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manuscripts (Original)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Audio cassettes</td>
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<td>0</td>
</tr>
<tr>
<td>Audio cassettes (Original)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Audio CD (OCLC)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Audio CD (Original)</td>
<td>0</td>
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<tr>
<td>Kits (OCLC)</td>
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<tr>
<td>Video DVD (OCLC)</td>
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<td>0</td>
</tr>
<tr>
<td>Internet resources (Original)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| Withdrawns: | | |
| Books/Serials | 136 | 274 |
| **Total:** | 136 | 274 |

| Bibliographic records (InfoLinks) | Total |
| New | 1 |
| Update | 2972 |
| Delete | 443 |

| Item record (InfoLinks) | New | Update |
| New | 1587 | |
| Delete | 579 | |

| Authority/Supervisory | Total |
| Names/Subj./Series exported | 89 |
| Names/Subj. conflicts resolved | 0 |
| Series conflicts resolved | 0 |
| Names established | 233 |
| Names reviewed/edited | 10 |
| Subjects sent to SACO | 0 |
| Subjects assigned | 461 |
| Subjects reviewed | 16 |
| Series established | 11 |
| Series reviewed/edited | 1 |
| Call nos. assigned | 250 |
| Call nos. reviewed/edited | 13 |
Rush titles processed 182
OCLC: lock and replace 61
   (this number is low due confusion over who was counting statistics)
OCLC: error reports/change requests 1

Accomplishments

Judy Culberson in August 2007 celebrated 40 years of service to the University Libraries.

Judy Culberson and Mikey King both participated in RazorFit, a pilot program designed as a university health benefit.

Library committee work had Mikey and Judy serving on the Library Awards Committee. Mikey continued work on the Service Tip Sheet group. Mikey served on and finished up as chair of the Digital Library Software Evaluation committee. Mikey served as chair of the Librarian in Residence Search Committee. Mikey also serves on the Library Diversity Committee. Mikey also served on the Reappointment Committee.

University committee work had Mikey on the Institutional Animal Care and Use Committee.

University service included Mikey attending the New Student Convocation in August and she also helped man the library table during RazorBash. Also this year Mikey became a Safe Zone Ally for the LGBTQ (Lesbian, Gay, Bisexual, Transgendered, Questioning) students on campus.

Community service activity had Mikey answering phones for the KUAF fundraising drive in October and April.

Mikey completed a book review for the Gustavus Myers Center for the Study of Bigotry and Human Rights in North America:

Projects

“A” collection (Dewey Decimal Classification) reclassification project was resumed; however, Mikey was not able to keep up with Judy’s output and questions so many remain on the shelf in Cataloging.

Judy worked completed filling in the gaps of cataloging for the Western Americana microform collection.

Judy handles the majority of the RUSH titles requested. She counted 262, 140 titles more than last year.

Judy processes as top priority the monographic titles going to the Reference Collection. 90 titles with 129 volumes were added to our catalog/library.

Arkansas Cookbook Collection is an effort by Special Collections and Acquisitions (Doris Cleek) to acquire cookbooks either about Arkansas cookery or cookbooks published by Arkansans. Judy and Mikey have been cataloging these titles as they arrive. Most of these titles require original cataloging. At the end of the fiscal year there are 1063 titles in this collection. This number is up 34 titles from last year. Tim Nutt has not been actively acquiring these titles.
APPENDIX 5

Special Formats Cataloging Unit Report
July 2007 - June 2008
by Elaine Dong

Unit Activities

1. **UA Theses and Dissertations (T/Ds)**
   T/Ds, original cataloging: 320 titles / 640 volumes
   Subject Headings established: 975 headings
   New Authority records established: 171
   Authority records reviewed/edited: 171
   Call numbers assigned: 320
   New T/Ds accepted & processed: 415 titles/volumes
   No. of T/Ds sent to UMI: 334 titles/volumes
   No. of T/Ds (returned from UMI) processed: 576 titles/volumes

2. **Internet Monographs**
   Internet monographs cataloged in total: 110 titles/volumes
      Original cataloging: 5 titles/volumes
      ReCat (combined with print version): 7 titles/volumes
      Copy cataloging: 98 titles/volumes

Completed Projects

1) **Oxford Reference Book** (16 titles/volumes, completed project)
   Received in Nov. 2007, completed in Jan. 2008
      Copy cataloging (OCLC record): 13 titles/volumes
      ReCat (combined with print version): 3 titles/volumes

2) **Gale Virtual Reference Library** (37 titles/volumes)
   Received in Jan. 2008, completed on Feb. 19, 2008
      Copy cataloging (OCLC record): 33 titles/volumes
      ReCat (combined with print version): 4 titles/volumes

Continuous Projects

1) **AIP Online Conference Proceedings** (47 titles/volumes)
   Receive titles continually since Jan. 22 2007
      Copy cataloging: 47 titles/volumes

2) **eBooks** (10 titles/volumes)
   Original cataloging: 5 titles/volumes (free eBooks: 4 titles/volumes)
Copy cataloging: 5 titles/volumes (free eBooks: 1 title/volume)

3. **Microfiche T/Ds--Kinesiology Microfiche Project (Continuous project)**

   Copy cataloging: **328** titles/597 pieces
   New Authority records established: **328**

4. **Monographs** (Continuous work on call number issues for problematic monographs)

   Call number assigned: **127**
   Subject headings established: **6**

5. **Audiovisual materials** (**60** titles / **62** pieces)

   Original cataloging in total: **9** titles / **9** pieces
   Copy cataloging in total: **51** titles / **53** pieces
   Subject Headings established: **20** headings
   New Authority records established: **87**
   Authority records reviewed/edited: **50**

   **Below is the statistics for different types of audiovisual materials:**

   - Multimedia DVD (itype 52) -- Copy cataloging: **1** title / **1** piece
   - Video DVD (itype 50) -- Original cataloging: **3** titles / **3** pieces
     -- Copy cataloging: **32** titles / **32** pieces
   - Videocassettes (itype 10) -- Original cataloging: **6** titles / **6** pieces
     -- Copy cataloging: **18** titles / **20** pieces

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

   Worked with Deb on loading two batches of e-resource records into InfoLinks:

   1) **4129** new “ProQuest Direct Full-Text Journals” records, and deleted **4539** old records
   2) **372** new Ebsco Full Text Newspaper records

7. **Tuesday Times Blog**

   According to Beth’s suggestion on using a free hosted WordPress blog site for an archive of "Tuesday Times," I investigated and experimented with the hosted version of WordPress software, registered a free staff blog site for the Libraries in Dec. 2007, and selected the template and set up the parameters.

   I presented the new blog site at the Web Development Committee meeting on Jan. 8, 2008. The Committee members provided some valuable suggestions. I made adjustments accordingly and added several features such as “Submissions,” “Recent posts,” “Blog Stats,” and “Library 2.0” photo feed, and worked with Molly Boyd (Public Relations Coordinator) and Anne Marie Candido (Asst. to Dean / Editor) on setting up their accounts and inputting posts. The Blog was officially launched in Jan. 2008, and its link was added to the Staff Website. For the past six months (from Jan. to June 2008), there were over 2,000 hits on the Blog site.
8. Personnel Changes

Newly Appointed Personnel

Jeffery Kearney, half-time LAT II, started work on July 30, 2007
Roger Northam, half-time LAT II, started work on October 8, 2007

Resignation

Jeffery Kearney, half-time LAT II, September 2007

Unit Highlights

1. The unit took over processing and cataloging non-music audio-visual materials in June 2007 with the assistance of Deb Kulczak (Database Maintenance and Music Cataloging Unit Head) and Cathy Reineke (Database Maintenance). By the end of 2007, not only was the accumulated backlog eliminated, but all the new items received in 2007 were completed.

2. Take over T/D Ordering Work from the Acquisitions starting July 2007

To avoid the confusion of T/D Ordering Work, the unit took over T/D ordering work from the Acquisitions starting July 2007, taking on the responsibility of inputting order records, and documenting the numbers and authors of the shipping T/Ds. A new procedure was co-written by Mary Walker (Monographic Unit Head) and me to streamline the process.

3. In Jan. 2008, one T/D box (13 titles) got lost and another T/D box (45 titles) got exploded and messed up during shipping to UMI, it was decided that all the T/Ds will be shipped by FedEx instead of regular mail in future.

4. UMI now allows authors to opt to suppress the online full-text of their theses and dissertations for six months, one year, or two years. According to Lutishoor Salisbury (Head, Chemistry and Biochemistry Library) and other catalogers’ suggestions, a note was developed in March 2008 to add to those title records in InfoLinks system. The note will alert staff and patrons that the title is not yet available and will read: “At the author’s request, this thesis/dissertation is not available [dates given].”

5. There is an increasing amount of T/Ds received compared to previous years. For example, the number of T/Ds received reached 157 for May 2008 semester compared with 110 for May 2007 semester.

Personnel Accomplishments

Elaine Dong

I. Refereed Publications


II. Outside Presentations/Sessions Translated


3. Also worked as a translator for two presentation sessions at the above ITIE 2008 Conference.

III. Library Committees


2. A member of the Marketing Plan Task Force (Dec. 07-June 2008)

3. A member of the Librarian in Residence Search Committee (July 07), reviewed about 50 candidates for Residency program.

IV. Campus Committees

A member of the University Artists and Concerts Committee.

V. National Committees

A member of CALA (Chinese American Librarians Association) Awards Committee, American Library Association.

VI. International Service

I started volunteer work for Evergreen Education Foundation since Oct. 2007. The Foundation is a nonprofit organization based in San Francisco and its mission is to improve the quality of life in rural China via its school and public library projects.

VII. Continuing Education

1. Workshop on Webpub Review    Jul 9, 2007 (Mullins 104)

2. Before Little Rock: Successful Arkansas School Integration   Sep. 13, 2007 (Old Main)

3. Social Software in Libraries    Sep. 18 (Mullins 102)

4. Developing and Implementing Podcasting    Oct. 31, 2007 (Mullins 104)

5. George Hunt Exhibit "walkin' talkin'" tour    Feb. 8, 2008 (Library lobby)

6. Customer Service / Telephone Etiquette    March 5, 2008 (Mullins 104)

7. Sexual Harassment Awareness    March 26, 2008 (Mullins 104)

8. Library Research Group: Review on Library journals for publishing    April 2, 2008 (Mullins 104)

9. Facebook, MySpace & Online Communities: What Your College Must Know (Audio conference)    April 8, 2008 (Mullins 102)
VIII. Other Activities

1. On Feb. 15, 2008, I assisted Steven Chism (reference librarian) with a library instruction class. I gave a 10 minute long speech to a group of high school students and their teacher, introduced my work and other catalogers’ work.


Personnel Accomplishments

Roger Northam

I. Training on Campus

1. University orientation for new employee Oct. 8, 2007
2. Our Campus: Building a More Inclusive University of Arkansas Oct. 2007

II. Continue Education Out of Campus

1. WestLaw legal research - Washington County Law Library Nov. 2007
2. Grant writing and resources for non-profit organizations - Fayetteville Public Library Dec. 2007
4. Social Role valorization - Guardianship, INC. April 2008
5. Pro Se legal research - Arkansas Legal Aid May 2008

III. Community Services

1. Volunteer - Special Olympics Arkansas May 1990 to present
2. Advocate/Guardian for an individual with developmental disabilities - Elizabeth Richardson Center April 1993 to present
3. Volunteer - Buell Farm for Lifestyles Polo of the Ozarks Sep. 2002 to present
5. Consultant - Washington County Law Library June 2006 to present