Catalogers Meeting – February 26, 2002

The agenda today was to discuss integrating the Arabic monographs, Arkansas documents and the USAIN project microfilm into our workflow and making staff assignments in the department. Since Mary was ill, it was not possible to complete our discussion.

The decisions that were reached were:

1. Arabic monographs: These materials do not fit into the work assignments of the Database Maintenance/Music Cataloging Unit (Deb) or Special Collections/Maps Cataloging Unit (Mikey). It is doubtful that these titles would be a good fit for the Serials Cataloging Unit either (Cheryl). Therefore, we decided that when Mary has returned to work, Mary, Kate and Cheryl will meet to discuss possible work assignments and report to Deb and Mikey. Kate has expressed an interest in the work for herself and Chao.

2. Arkansas documents: For the new incoming titles, the original plan can stay in place. That is, Mary's Monographic Copy Cataloging Unit will absorb the cataloging of monographs and Cheryl's Serials Cataloging unit will absorb the cataloging of new serials. For the backlog, Cheryl will retrieve at least one shelf of the backlog and begin to examine the work involved as time allows, perhaps this week. She will report back to the group.

3. USAIN project: The dept. will have much less time to finish the cataloging than originally planned. The grant states that the entire project will be finished by June 30th. Right now we are expecting 4 shipments (probably 188 monographs and 23 serial titles) from the microfilm company rather than 6. The first shipment consists of one serial title. Cheryl will work with that title. The second shipment consists of 41 titles; most of these are monographs. Andrea requested a meeting with Cheryl and reported this schedule to her. Cheryl has requested that the microfilm be sent up to us as soon as it returns from the microfilm company. Andrea has also sent us her word files for shipments no. 1 and 2.

As originally planned, Mikey and Judy Culberson will perform the cataloging on the monographs, turning serials over to Cheryl, who will probably distribute some of the copy cataloging to her unit. This is logical since all of these titles were selected from Special Collections materials.

The microfilm will be located in the periodicals room (mfilm). Mikey and Cheryl both have cataloging guidelines for the project. These guidelines state that we must provide an OCLC record for both the print version and the microfilm version. However, we are hopeful that OCLC records will be available for majority of the print titles. These materials will be given priority and other projects may slow down or be postponed. Judy Culberson may need to slow down on the Books No Barcode Project and the Serials Unit on the Serials Barcode Project to finish the USAIN project on time. If the four shipments are received by the end of May, there should be no problems in completing the cataloging.
Cheryl brought forward a new agenda item. She proposed requesting that we fill the hourly position. This is for 20 hours per week.

The Serials Unit does pull many heavy volumes from the stacks and return them. Misha Gardener has reported having problems with her back because of this work. This duty would not, however, fill 20 hours per week. Suggestions were made to fill out the 20 hours per week. Kate's unit could use assistance on the monograph microfiche project and Mikey's unit on the topo maps cleanup project. There may also be various errands and/or delivery of materials to other department occasionally. This would be enough work to make the request. Given that this position would be working for more that one unit, we need to decide who would be the most appropriate supervisor. So please give some consideration to this for next week.

Cheryl