PROJECT NAME:  Microfilm Cataloging/Recataloging of Manuscripts Backlog

Project goal:  This project is being set up to take care of the backlog of microfilm titles requested by Special Collections and Reference. Some of these titles have never been cataloged and are truly a backlog of original titles. Some of these titles are previously cataloged but not in MARC format and therefore are not in InfoLinks. Some of these titles will be in InfoLinks but still have a “Film” number. They will be classified in Library of Congress Classification. These titles should be housed in the Periodicals Room. There are around 30 titles and 100 rolls of microfilm in this group so far. Some others will most likely be requested at a later date. Reference should notify us when they discover titles that are unaccessible through InfoLinks.

Staff:  Mikey King will take on this backlog. The majority of this work will be original cataloging of manuscript materials on microfilm. Some may only require reclassification but the majority of these will require full cataloging and classification.

Project plan:

1.  1-2 titles a week will be worked on. They will vary in the level of difficulty and so that will determine how many will be done in a week.

2.  Project will begin with the titles that Reference has requested. Several titles of record books, etc. from the period of the Civil War. Next will be the titles requested by Special Collections, titles removed from the Core family papers. Following will be the backlog of titles from compact shelving.

Project log:  Beginning date:  July 16, 2001
            Completion date:  Dec. 1, 2001

Statistics:  Will be kept as usual on Cataloging statistics form as well as a separate notation as to being a part of this project.

msk 7/11/2001