VIDEO AND AUDIO CASSETTES BACKLOG CATALOGING PROJECT

Project goal: To catalog the approximately 110 video cassette titles (non-music) and 85 audio cassettes (non-music) and make these items available to University library users.

Staff:  Kate Kluttz, Head, Special Formats Cataloging Unit
       Dawn Jaber, LAT II, Special Formats Cataloging Unit
       Cathy Reineka, LAT III, Database Maintenance Unit

Project plan:

1. Kate will sort the videos into categories:
   a. No OCLC record, location AV or LRC: Kate will provide original records.
   b. OCLC records, location AV or LRC: these title will be cataloged by Dawn Jaber, Cathy Reineka, or Kate.
   c. Audio cassettes will be cataloged by Kate and Dawn.

2. Kate will interview, hire and train the LAT II (Dawn Jaber)

3. Kate will review and revise procedures for copy cataloging of non-music video and audio cassettes.

Project log: Beginning date: August 1, 2000

Backlog breakdown:

Videos
Original: 12          Copy: 100

Audio cassettes
Original: 0 (known)   Copy: 86

***This project was competed in the 2000-2001 year.  Yay, team!

kmkrevised10/3/00revmore10/3/01(spooky!)