

The Cataloging Department's priority is to catalog newly acquired materials quickly, efficiently and accurately. All units attempt to maintain a "current" status; that is, new materials are cataloged within two to four weeks after receipt. In addition, the department continually works on various projects which consist of specific sets of materials, grants, or projects designed to add additional fields to records in InfoLinks or, in some cases, correct fields in InfoLinks records. Contact Cheryl Conway if there are any questions about projects. email: [cconway@uark.edu](mailto:cconway@uark.edu) phone: 575-4812

#### CATALOGING PROJECTS - CURRENT - 2004

[# new project; + completed project]

| Project name  | Staff   | Status   |
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| Spec Coll Dewey reclassification of monographs  | Mikey King, Judy Culberson  | ON HOLD in order to complete other projects. 900's-mid 330's completed.<br>NO DEADLINE-CONTINUED FROM 2003   |
| Arkansas quadrangle maps:<br>Ark quadrangle map item record cleanup-900 usdoc maps, 900 ref maps, and 1,500+ SpecColl maps  | Mikey King, Judy Culberson  | ON HOLD - waiting for Jan Dixon and staff to complete an inventory. 189 bib records completed. 645 usdoc item records created.<br>NO DEADLINE-CONTINUED FROM 2003  |
| David Malone collection. The collection has been evaluated; 3,018 titles will be added to the University Libraries collections: 528 books and 1 CD to Spec Coll, 6 videos and cds to AV; and the remainder to main. | Mikey King, Judy Culberson, Janell Prater, Mary White, Melissa Gatlin | AV titles completed by Kate Kluttz. Spec Coll titles in progress, Judy Culberson has cataloged or processed 473 titles. Janell Prater, Melissa Gatlin and Mary White have cataloged an additional 585 titles. Total in InfoLinks June 2004: 1,058. |
| Book No Barcode Item Record Cleanup - approx. 8,000 books   | Judy Culberson, Cathy Reineka   | Cleanup complete for 4,083 books as of March 2004<br>NO DEADLINE-CONTINUED FROM 2003   |
| Serial barcode cleanup-tens of thousands of volumes remain  | Julie Thacker, Rachel Skoney, Angela Hand, Cheryl Conway              | Titles completed: 5,262<br>Item records created: 28,493<br>NO DEADLINE-CONTINUED FROM 2003   |

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| <b># Arkansas cookbooks project</b>   | <b>Doris Cleek, Mary White, Mikey King, Judy Culberson, Deb Kulczak, Cheryl Conway, Rachel Skoney</b> | <b>Doris Cleek has been active in seeking out materials and ordering for this unique collection. Mikey King, Judy Culberson, Rachel Skoney and Cheryl Conway have been cataloging the monographic and serial titles. Deb Kulczak participated in changing the location code to a more specific sub-location code using global update. Over 360 titles and volumes have been processed. Titles will be cataloged when received.</b> |
| <b>+ Transfer of Chemistry and Physics materials to main and to compact shelving project</b>  | <b>Cheryl Conway, Julie Thacker, Angela Hand, Janell Prater</b>                                       | <b>COMPLETED</b>   |
| <b>Catalog Arabic titles - approx 400 titles 2002/2003.<br/>2004 some 18 new titles received in Acquisitions</b>                      | <b>Vacant, Chao Lin</b>   | <b>Cataloging of problem titles COMPLETED except the 5 titles which have no OCLC records.<br/>CONTINUED FROM 2003<br/>2004 18 new titles awaiting translation/ Dr. Cornell will arrange for translation.</b>   |
| <b>Analytics barcode cleanup - thousands to process</b>   | <b>Rose Cody, Deb Kulczak</b>   | <b>Titles completed: 7,243<br/>NO DEADLINE-CONTINUED FROM 2003</b>   |
| <b>+ Addition of local subject headings to T&amp;D, advisors and departments - 1982 to present and departments to years 1906-1981</b> | <b>Chao Lin, Natsuki</b>  | <b>1966-1970,1977-current titles – COMPLETED ??<br/>NO DEADLINE-CONTINUED FROM 2002</b>  |
| <b>Review/overly approx 165 Chinese titles cataloged prior to Pinyin transliteration tables with corrected OCLC records</b>           | <b>Deb Kulczak, Cathy Reineka, Cheryl Conway</b>  | <b>Deb completed the work on the monographic Chinese titles. Cheryl will review the list of serial Chinese titles.<br/>ON HOLD-CONTINUED FROM 2003</b>   |

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| <p><b>Kenneth L. Brown collection. MEST collection 7,300 volumes (purchased by Dr. Cornell, will be mostly English and French and some Arabic). Next spring, Dr. Cornell plans to host a reception for the previous owner of the collection. (per JG)</b></p> | <p><b>Arabic materials: Vacant</b></p> <p><b>Other languages: Judy Culberson, Janell Prater, Trish Cody, Mary Walker</b></p> <p><b>Serials: Angela Hand, Julie Thacker, Cheryl Conway</b></p> | <p><b>Collection arrived in Mullins October 2002, stored in compact shelving. Collection must be reviewed and sorted before cataloging. Sorting is in progress; Arabic titles have been sorted and 245 Arabic and Hebrew titles have been cataloged; non-Arabic titles have been selected for copy cataloging. 1,332 non-Arabic titles have been cataloged.</b></p> <p><b>Total cataloged June 2004: 1,577</b></p>   |
| <p><b>Microfilm barcode cleanup</b></p>   | <p><b>Lynaire Hartsell, Periodicals Room staff, Cheryl Conway, Deb Kulczak, Cathy Reineka, Chao Lin, Trish Cody</b></p>   | <p><b>Lynaire has compiled a list of microfilm titles which circulate with some frequency. Cheryl and Lynaire completed procedures. Lynaire has worked on barcode cleanup since 2003. Deb Kulczak became part of this project and has trained Chao Lin and will train Trish Cody. Cathy Reineka will perform conversion by comparing item records to shelf list cards.</b></p> <p><b>CONTINUED FROM 2003</b></p>   |
| <p><b>+ Shelf-ready book plan</b></p>   | <p><b>Mary White, Cheryl Conway (back-up), consult catalogers on workflow changes, etc.</b></p>   | <p><b>Consultation with Judy McQueen at Yankee and draft of specification received from Yankee. 4/2003 Specifications developed. First shipment received Dec. 2003, some more details to work out with Yankee/OCLC on labels. Mary has written procedures for receiving. Draft of copy cataloging procedures written by Cheryl and reviewed by Mary and procedures have been tested. Procedures will be reviewed and posted on department web pages.</b></p> |

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| <b># Update of ACM &amp; IEEE online conference proceedings record sets, approximately 600 new titles for 2003.</b> | <b>Mary Walker, Beth Juhl, Trish Cody, Julie Thacker, Cheryl Conway</b> | <b>Searching and copy cataloging started, July 2004.<br/>Serials will go to Cheryl for review.<br/>IN PROCESS</b> |
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7/29/2004 - clc