

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, to correct fields in InfoLinks records. Contact Cheryl Conway if there are any questions about projects. email: cconway@uark.edu phone: 575-4812

CATALOGING PROJECTS - CURRENT - 2006

[# new project; + completed project]

Project name	Staff	Status
Spec Coll Dewey reclassification of monographs	Mikey King, Judy Culberson	900's-mid 330's completed. NO DEADLINE-CONTINUED FROM 2003 ON HOLD
Arkansas quadrangle maps: 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. NO DEADLINE-CONTINUED FROM 2003 ON HOLD
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 Walker, 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 Walker have cataloged an additional 996 titles. Total in InfoLinks December 2005: 2,339. COMPLETED
Book No Barcode Item Record Cleanup - approx. 8,000 books	Judy Culberson, Deb Kulczak	Cleanup complete for 6,273 books as of June 2006 NO DEADLINE-CONTINUED FROM 2003
Serial barcode cleanup-tens of thousands of volumes remain	Julie Thacker, Angela Hand, Cheryl Conway	Titles completed: 7,627 Item records created: 42,701 NO DEADLINE-CONTINUED FROM 2003 June 2006

+ ASCE online conference proceedings	Elaine Dong, Cheryl Conway	Approximately 80 online books need to be cataloged in InfoLinks. Cheryl will review the titles to set up guidelines. Elaine will catalog this online set of records. COMPLETED April 2006
Analytics barcode cleanup - thousands to process	Rose Cody, Deb Kulczak	Titles completed: 13,318 CONTINUED FROM 2003 June 2006
Addition of local subject headings to T&D, advisors and departments - 1982 to present; departments only to years 1906-1981	Trish Cody, Deb Kulczak	Current titles back to 1953 COMPLETED as of June 2006. NO DEADLINE-CONTINUED FROM 2002
Review/overly approx 165 Chinese titles cataloged prior to Pinyin transliteration tables with corrected OCLC records	Deb Kulczak, Cathy Reineka, Cheryl Conway	Deb completed the work on the monographic Chinese titles. Cheryl will review the list of 30 serial Chinese titles. ON HOLD-CONTINUED FROM 2003
Oxford Reference online book collection. Beth Juhl requested that this collection of 152 dictionaries be cataloged by individual titles.	Cheryl Conway	COMPLETED: April 6, 2006
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)	Arabic materials: Manal Al Natour, Mary Walker Other languages: Judy Culberson, Janell Prater, Trish Cody, Mary Walker Serials: Angela Hand, Julie Thacker, Cheryl Conway	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. 1,803 non-Arabic titles have been cataloged. Dr. Cornell selected only 50 of the estimated 1,300 duplicates for retention. A range and a half of serial volumes remain and approximately 500 books which do not have OCLC records. June 2005 serials are complete. Approximately 450 books for original cataloging and approximately 30 Arabic books with

		no OCLC records. 130 of these books are transliterated and ready to catalog. Total cataloged: June 2006: 2,245 titles cataloged.
<p>Microfilm barcode cleanup This project is being done in cooperation with Lynarie Hartsell, Head of Periodicals Room.</p>	<p>Lynaire Hartsell, Periodicals Room staff, Cheryl Conway, Deb Kulczak, Cathy Reineka, Chao Lin, Trish Cody June 2006: Elaine Dong, Sarah Loch have taken over from Deb Kulczak and Cathy Reineka</p>	<p>ON HOLD -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. CONTINUED FROM 2003 ON HOLD Total items created, edited, verified: 18,077</p>
<p>Arkansas cookbook collection project. As of June 2005, no more cookbooks will be ordered. The cataloging dept. will complete the cataloging of cookbooks received recently.</p>	<p>Doris Cleek, Mary Walker, Mikey King, Judy Culberson, Deb Kulczak, Cheryl Conway,</p>	<p>Doris Cleek has been active in seeking out materials and ordering for this unique collection. Mikey King, Judy Culberson, 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. 737 completed as of June 2006.</p>
<p>Transfer CDs and diskettes from Circ desk to Media Dept.</p>	<p>Lora Lennertz Jetton, Deb Kulczak, Cathy Reineka, Cheryl Conway, Tim Zou</p>	<p>Cheryl, Lora and Tim met to discuss the workflow for this project. All CDs will be transferred to the Media Dept. by Cathy Reineka and Deb Kulczak. The diskettes will be listed and sent to subject specialists for review. Diskettes will either be transferred to Media or withdrawn. Work began Feb. 2006. CD transfer completed. Diskettes project in process as of April 2006. Approximately 50 completed mid-June. 6/19/06</p>

<p>Wiley E-Books: 2006 orders.</p>	<p>Mary Walker, Deb Kulczak, Rose Cody</p>	<p>Mary Walker ordered approximately 100 Wiley E-books. Rose will perform the copy cataloging. 40 records downloaded as of April 2006.</p>
<p># Nudie Williams collection. The project is to catalog the personal books of Nudie Williams. Selectors Beth Juhl and Phil Jones will determine which books need to be added to the University Libraries collections. The number of titles is unknown.</p>	<p>Melissa Gatlin, Janell Prater, Doris Cleek.</p>	<p>Melissa Gatlin will be performing the bulk of the copy cataloging and supervising the student who is searching for duplicate copies. Janell Prater will assist with the copy cataloging as time permits. Doris will order replacement copies for damaged titles if the selectors wish to add the title to University Libraries collections. 178 titles cataloged as of June 2006.</p>
<p>#eHRAF collection of ethnography project. This online resource collection consists of approximately 160 OCLC records.</p>	<p>Cheryl Conway, Elaine Dong, Deb Kulczak</p>	<p>Cheryl will contact the HRAF project staff to determine whether a complete record set is available. Elaine Dong will be the principle cataloger and Deb Kulczak will assist in adding or changing local fields to the record set with global update. Record set has been ordered. ON HOLD No response from OCLC as of June 2006.</p>
<p>#Loading of free electronic resources set records: Oxford reference online. Also updates for the Knovel free record set. OCLC will supply records fro Knovel per Patricia Kirkwood..</p>	<p>Mary Walker, Cheryl Conway, Elaine Dong</p>	<p>Oxford reference online collection: This record set does not appear to be of good quality, the records are for the print edition not the electronic edition. Mary will forward a list of the 135 titles to Cheryl to search in InfoLinks. It may be best to catalog this set individually. Cheryl COMPLETED cataloging of this set April 2006.</p> <p>The Knovel online books collection is more complex. Patricia Kirkwood has requested that those titles in this set having a print edition in InfoLinks be combined. Mary will discuss this point with her.</p>
<p>#LISA project. The project is to</p>	<p>Mary Walker, Cheryl Conway,</p>	<p>Catalogers were brought into the project to work</p>

<p>move all materials into a new storage facility, now named LISA. A separate database will be developed, named SmeadLink and work performed by an outside company. Data from InfoLinks records was extracted and files created in Excel and Access to load into the SmeadLink database.</p> <p>Final stages of this project include training, writing procedures and transferring specific volumes to LISA.</p> <p>WAITING FOR SOFTWARE UPDATE FOR SCANNER TO WORK.</p>	<p>Deb Kulczak, Julie Thacker</p>	<p>on the records for the SmeadLink database. Data from InfoLinks records was extracted and files created in Excel and Access to load into the SmeadLink database. Mary and Cheryl worked on the creation of files at different times. Sharon Hu and Chyrel Banks assisted. Cheryl and Mary also led discussion of the number of fields needed in the SmeadLink records. Tim Zou, Judy Dye, and Michele Tabler participated. Deb has been brought into the project to participate when Mary is on leave later this summer and will be Cheryl's backup in working on problem records. Cheryl, Deb and Mary created an additional Access file for items selected to move to LISA from main and branch locations in June 2005. Chyrel Banks assisted with training for Access. Cheryl reviewed the final list of titles transferred to LISA and found an error rate of 3%, errors were due to discrepancies in the list and what was actually moved, to errors in coding item records, and duplicates in the two files (many changes were made in the selections which invalidated the Access files). Cheryl, assisted by Mary and Chyrel Banks, recreated the Access files for both the volumes sent from Physics Compact and all other location selections. Training in January 2006 included Deb Kulczak, Julie Thacker and Cheryl Conway.</p>
<p>#Process backlog of replacement orders. Doris Cleek will train staff in her unit to order routine replacements. Unknown number of orders.</p>	<p>Doris Cleek, Carol Warriner, Mary Walker</p>	<p>Project has begun in June 2006.</p>
<p>#Catalog Referex online books,</p>	<p>Elaine Dong, Sarah Loch</p>	<p>Brief bib records have been added; these will be replaced with full MARC records which include</p>

Approximately 120 titles.		subject headings. Project beginning: June 2006
# Catalog backlog of Kinesiology publications (microfiche theses and dissertations). There are four boxes of these microfiche, approximately 450 titles.	Elaine Dong, Sarah Loch, Deb Kulczak.	Deb Kulczak has revised procedures for copy cataloging of the Kinesiology publications. June 16, 2006. Elaine Dong will train and supervise Sarah Loch.
#Margaret Ross Smith collection: Approximately 1,000 books, added copies, articles in journals and magazines will be cataloged.	Mikey King, Judy Culberson, Tim Nutt	Tim Nutt of Special Collections will coordinate with Judy Culberson and Mikey King to catalog the titles in this important collection. Beginning June 2006.
# Revision of 5, 710 local holdings records in the OCLC union list database. When the former local data records were converted to the MARC21 Format for Holdings, the total of microform and print holdings did not move to the Summary field.	Cheryl Conway, Julie Thacker, Ghadir Zanoon.	Project is in the planning stage: Cheryl write procedures; Julie will test procedures and train Ghadir. June 2006.
#Reclassification of serials from Dewey Decimal to LC. Number of titles is unknown.	Angela Hand, Cheryl Conway, Andrea Cantrell, Tim Nutt, and Geoffery Stark, Julie Thacker.	Cheryl Conway will coordinate meetings and meeting agendas. Angela Hand will coordinate with Geoffery Stark when checking our materials for reclassification, with Erin in Binding. Angela will notify Cheryl when call numbers need to be assigned and when original cataloging is necessary. Angela has completed a form to track the progress of the reclassification of each title. SPEC COLL 0V FLAT titles are being reclassified. Begun June 2006.