

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](mailto:cconway@uark.edu) phone: 575-4812

### CATALOGING PROJECTS - CURRENT - 2005

[# new project; + completed project]

Project name	Staff	Status
Spec Coll Dewey reclassification of monographs	Mikey King, Judy Culberson	ON HOLD in order to complete other projects. 900's-mid 330's completed. NO DEADLINE-CONTINUED FROM 2003
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
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 October 2005: 2,295.
Book No Barcode Item Record Cleanup - approx. 8,000 books	Judy Culberson	ON HOLD--Cleanup complete for 4,287 books as of October 2005 NO DEADLINE-CONTINUED FROM 2003
Serial barcode cleanup-tens of thousands of volumes remain	Julie Thacker, Angela Hand, Cheryl Conway	Titles completed: 7,223 Item records created: 41,740 NO DEADLINE-CONTINUED FROM 2003 August 2005

<p>+ Catalog Arabic titles - approx 400 titles 2002/2003. 2004 some 18 new titles received in Acquisitions</p>	<p>Mary Walker, Manal Al Natour</p>	<p>Cataloging of problem titles COMPLETED except the 5 titles which have no OCLC records. CONTINUED FROM 2003 2004 18 new titles awaiting translation/ Dr. Cornell will arrange for translation. June 2005 COMPLETED</p>
<p>Analytics barcode cleanup - thousands to process</p>	<p>Rose Cody, Deb Kulczak</p>	<p>Titles completed: 11,295 CONTINUED FROM 2003 October 2005</p>
<p>Addition of local subject headings to T&amp;D, advisors and departments - 1982 to present and departments to years 1906-1981</p>	<p>Trish Cody, Deb Kulczak</p>	<p>1966-1970, 1977-current titles NO DEADLINE-CONTINUED FROM 2002</p>
<p>Review/overly approx 165 Chinese titles cataloged prior to Pinyin transliteration tables with corrected OCLC records</p>	<p>Deb Kulczak, Cathy Reineka, Cheryl Conway</p>	<p>Deb completed the work on the monographic Chinese titles. Cheryl will review the list of 30 serial Chinese titles. ON HOLD-CONTINUED FROM 2003</p>
<p>+ 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)</p>	<p>Arabic materials: Manal Al Natour, Mary Walker  Other languages: Judy Culberson, Janell Prater, Trish Cody, Mary Walker Serials: Angela Hand, Julie Thacker, Cheryl Conway</p>	<p>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. Total cataloged: October 2005: 2,241 COMPLETED</p>

<p><b>Microfilm barcode cleanup</b> 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</p>	<p><b>ON HOLD</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>CONTINUED FROM 2003</b> Total items created, edited, verified: 18,077</p>
<p><b>Arkansas cookbook collection project</b></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. 594 completed as of October 2005.</p>
<p><b>#Name change project: AV department name is changing to Performing Arts and Media</b> This Project is being done in cooperation with Lora Lennertz-Jetton, Head of Performing Arts and Media Dept.</p>	<p>Lora Lennertz-Jetton, Deb Kulczak, Mary Walker, Cheryl Conway</p>	<p>Lora has done the planning. Deb will change the location display labels. Deb, Mary and Cheryl will work on editing the dept. procedures to reflect the name change. Deb and Cheryl will work on changing 590 and 860 notes. Cheryl completed change in 860 notes August 2005. Deb has completed the major part of the 590 notes and has some records to check. October 2005 <b>COMPLETE.</b></p>
<p><b>+Wiley E-Books</b></p>	<p>Mary Walker, Deb Kulczak, Rose Cody</p>	<p>Mary Walker ordered approximately 100 Wiley E-books. Deb Kulczak wrote the procedures. Rose will perform the copy cataloging. <b>COMPLETE August 2005</b></p>
	<p>Mary Walker, Cheryl Conway,</p>	<p>All participated in the extensive mapping of the</p>

<p>+ <b>Arkansas Periodicals Index:</b> Catalogers were asked to join the project, headed by Elizabeth McKee and Sharon Hu to digitize the printed Arkansas Periodicals Index. This index is a separate database.</p>	<p><b>Deb Kulczak</b></p>	<p><b>InMagic fields to MARC tags. Deb will be the consultant on authority work for this database. Cheryl worked with Elizabeth on the training for using the API in MilCat editing mode. Deb trained Elizabeth in the basic use of MilCat global update. Cataloging staff will continue to assist with questions as needed in future. COMPLETE August 2005.</b></p>
<p># <b>Nudie Williams collection.</b> 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><b>Melissa Gatlin, Janell Prater, Doris Cleek.</b></p>	<p><b>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 damages titles if the selectors wish to add the title to University Libraries collections.</b></p>
<p>#<b>LISA project.</b> The project is to 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><b>Mary Walker, Cheryl Conway, Deb Kulczak</b></p>	<p><b>Catalogers were brought into the project to work 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</b></p>

		<b>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. IN PROCESS August 2005. ON HOLD October 2005</b>
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