

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 - 2007

[# 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 1993; IN PROCESS
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
Serial barcode cleanup-tens of thousands of volumes remain	Julie Thacker, Angela Hand, Cheryl Conway	Titles completed: 8,533 Item records created: 45,445 As of December 2007 NO DEADLINE-CONTINUED FROM 2003
+IFPRI online books. Luti Salisbury has requested cataloging for the pdf versions of the books on the International Food Policy Research Institute web site. Approximately 200 books are estimated.	Elaine Dong, Sarah Loch	Elaine will plan and document guidelines as needed. She will manage this project and supervise Sarah in the copy cataloging of the online books. BEGUN: August 18, 2006 COMPLETED April 2007. 81 titles cataloged.

<p>Analytics barcode cleanup - thousands to process</p>	<p>Rose Cody, Deb Kulczak</p>	<p>Titles completed: 17,086 as of December 2007. CONTINUED FROM 2003; IN PROCESS</p>
<p>+ Addition of local subject headings to T&D, advisors and departments - 1982 to present; depts. only to years 1906-1981</p>	<p>Deb Kulczak</p>	<p>Addition of advisors completed from 1982-2006. Addition of departments completed from 1953 to 2006. COMPLETED Feb. 2007</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</p> <p>Other languages: Judy Culberson, Janell Prater, Mary Walker</p> <p>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. 130 of these books are transliterated and ready to catalog. Total cataloged: Nov. 2006: 2,244 titles cataloged. Jan. 2008 2,267 titles cataloged.</p>
<p>Microfilm barcode cleanup This project is being done in cooperation with Lynaire Hartsell, Head of Periodicals Room. Problems are given to specific cataloging staff.</p>	<p>Lynaire Hartsell, Periodicals Room staff, Cheryl Conway, Deb Kulczak, Cathy Reineka, Chao Lin, Trish Cody June 2006: Elaine Dong 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. Total items created, edited, verified: 18,077 CONTINUED FROM 2003. Elaine works on microfilm sent by Lynaire for barcode cleanup.</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, Julie Thacker</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. Project is nearing completion. Approximately 20 problem diskettes remain to be transferred. As of June 2007. COMPLETED December 2007.</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, Mary Walker, Patty George</p>	<p>Project has begun in June 2006. Procedures have been edited and/or written as needed. The backlog requests have been sorted and returned to selectors for re-evaluation and rating. Orders were placed to spend the full amount appropriated for the 2006/2007 replacement fund. Approximately, \$35,000 has been spent. Some backlog replacement titles remain for next fiscal year. COMPLETED June 2007.</p>
<p>+ Catalog backlog of Kinesiology publications (microfiche theses and dissertations). There are four boxes of these microfiche, approximately 450 titles. Another box of 113 titles was received, bringing the total to approximately 560 titles.</p>	<p>Elaine Dong, Sarah Loch, Deb Kulczak.</p>	<p>Deb Kulczak has revised procedures for copy cataloging of the Kinesiology publications. June 16, 2006. Elaine Dong will train and supervise Sarah Loch. Project started September 2006. 512 cataloged as of June 2007. IN PROGRESS</p>

<p>#Margaret Smith Ross collection: Approximately 1,000 books, added copies, articles in journals and magazines will be cataloged.</p>	<p>Mikey King, Judy Culberson, Tim Nutt</p>	<p>Tim Nutt of Special Collections will coordinate with Judy Culberson and Mikey King to catalog the titles in this important collection. Beginning June 2006. ON HOLD through December 2007.</p>
<p>+ 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. Juliet Thacker will complete the revision of 340 CD ROM local holdings records.</p>	<p>Cheryl Conway, Julie Thacker, Kwan Choi</p>	<p>Cheryl wrote procedures and trained Tyler Woods in September 2006 and trained Kwan Choi in June 2007. Approximate 4,800 lhrs completed by June 2007.</p> <p>Julie has completed the CD-ROM lhr corrections. June 2007. Microfilm corrections completed October 2007.</p> <p>COMPLETED Oct. 2007</p>
<p>+Brian Wilkie collection Cataloging of approximately 730 titles</p>	<p>Melissa Gatlin, Mary Walker, Janell Prater</p>	<p>Began September 2006. 441 completed as of June 2007. Approximately two shelves to Janell Prater to complete. COMPLETED as of December 2007.</p>
<p>#Fletcher collection Cataloging of approximately 2,000 titles in Special Coll</p>	<p>Mikey King, Judy Culberson</p>	<p>Began retrospective conversion of this John Gould Fletcher collection in September 2006. 1,417 titles completed as of June 2007. 1,446 completed as of Jan. 2008. Problem titles remain.</p>
<p>#Reclassification of serials from Dewey Decimal to LC. Number of titles is unknown.</p>	<p>Angela Hand, Cheryl Conway, Andrea Cantrell, Tim Nutt, and Geoffery Stark.</p>	<p>Cheryl Conway will coordinate meetings and meeting agendas. Angela Hand will coordinate with Geoffery Stark when checking out materials for reclassification, with Erin in Binding. Angela will notify Cheryl when call numbers need to be assigned and when original cataloging is necessary.</p> <p>Angela has completed a form to track the progress of the reclassification of each title. SPEC COLL OV FLAT titles with current subscriptions have been reclassified. Begun June 2006: OV reclassifications completed. 8 serial subscriptions remain to be</p>

		reclassified as of December 2007. 162 titles reclassified as of December 2007.
+ Suppression of bibliographic records which have manual faculty checkout for the attached item records. 1,729 records to suppress.	Janell Prater, Mary Walker	1,446 titles suppressed as of March 2007. COMPLETED June 2007.
+ Reclassification of 94 DVD titles from accession number to LC for Media.	Deb Kulczak, Lora Lennertz	Began in June 2007; 81 titles remain to be COMPLETED as of June 2007.
# Samuel Kupper collection—a gift of books in Chinese and English	Melissa Gatlin, Mary Walker	Searching begun on this collection as of July 2007. 82 titles cataloged Jan. 2008.

1/28/2008 - clc