

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 - 2012

[# new project; + completed project]

| Project name | Staff | Status |
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| CURRENT PROJECTS | STAFF | TO COMPLETE IN 2012 |
| #Margaret Smith Ross collection: Approximately 1,000 books, added copies, articles in journals and magazines will be cataloged. | Mikey King, Judy Culberson, Janell Prater, Mary Gilbertson, Tim Nutt | Tim Nutt of Special Collections will coordinate with Judy Culberson and Mikey King to catalog the titles in this collection. Beginning June 2006. 3 titles cataloged as of 2/25/10. Tim Nutt has separated the books into 3 groups for cataloging: Arkco, Main and Genealogical. Project reinstated as of 2/1/2012 with addition of Janell Prater to the Project. The Main portion will be cataloged first. Judy Culberson cataloging, 16 completed as for 5/31/2012 Possibly bring Janell in a later date. NO PROGRESS |
| #Jerry Russell Collection. A collection of rare Civil War serials only . Project initiated by Tim Nutt. Unknown number of titles. [Books completed early 2010] Approx 50 titles. | Tim Nutt, Cheryl Conway | Tim Nutt will check on serials, 2/25/10. Serials begun in Dec. 2010. 5 completed 12/20/10 Tim is gathering the serials to send for processing. 4/19/2012. 8 titles completed as of 9/17/2012 2,122 titles. COMPLETED. 12/31/12 |
| His/Hers/Its 490 series cleanup. 750 His/Her headings 1425 Its headings | Deb Kulczak, Rose Cody | Correction of pre-AACR1 series headings. Rose is working through these corrections. 5/31/12 |
| #James D. Bales collection and James D. Bales library. | Tim Nutt, Mikey King, Judy Culberson. | Collection – 85 completed Feb. 1997. Library—1,158 cataloged as of 9/18/2012 (includes |

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| | | serials). |
| <p>Record Loads: 1.CRL electronic records as requested by BJuhl</p> <p>2. DOAJ brief bibs (request new download by BJuhl, work on subject headings.</p> <p>3.CAB brief bibs, need to update</p> <p>4. Project Gutenberg (NetLibrary moving to Ebsco, need more information)</p> <p>5. Records for Theatre and Video? Added 4/19/2012.</p> | <p>Deb Kulczak, Mary Gilbertson, Cheryl Conway</p> | <p>CRL: Load approximately 15,000 electronic records in February 2012. At this stage, getting sample records. It is likely Deb and Mary will be able to use the basic load table. 16,600+ CRL electronic records loaded in March 2012. Deb reported more records, 300+ are ready to load; it is expected that the records will be a routine with the specific load table. 4/19/2012 COMPLETED</p> <p>DOAJ: Subject analysis underway by catalogers; DK will check with Beth to find out if more subjects have been added by publisher. 4/19/2012</p> <p>CAB: DK will check with BJ. 4/19/2012</p> <p>Coverage loads via ERM will be done before brief bibs for DOAJ and CAB.</p> |
| <p># Keneth Kinnamon collection; approximately 5,000 volumes</p> <p>1,600+ selected by Phil and Amy.</p> | <p>Selectors: Amy Hardin and Phil Jones working with Judy Ganson will determine which titles will be added to the library.</p> <p>Cataloging: Melissa Gatlin, Mary Gilbertson</p> | <p>In Feb. 2012, the selectors will begin the process of sorting and selecting titles to add to the library. MG reports no progress. Melissa still has sufficient cataloging work from other gift collections. 5/31/2012 1,600+ selected by Phil and Amy. 6/8/2012</p> <p>657 titles cataloged as of 9/17/12</p> |
| <p>Form and Genre Cleanup Projects: 1. In 6XX fields correct the x to v for Form Subdivisions.</p> <p>2. Convert Genre headings coded in 6XX fields to 655 field.</p> | <p>Deb Kulczak, Cheryl Conway</p> | <p>As a first step, the global update procedure was successfully tested with the subdivision Case studies by Cheryl. Deb will perform the next step, identifying subdivisions which are only used as Form Subdivisions and can be updated globally with no review. CC reported that DK created 2 lists of Subdivisions. List of Subdivisions which are always going to be coded v completed 5/31/2012</p> <p>Work beginning on List 2. ON HOLD</p> |

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| <p>Middle East Studies Program collection.</p> | <p>Mary Gilbertson, work study student, Nicole Fares from the Program to assist with translation of French and Arabic.</p> | <p>This is in the planning stage. MB reported that Nicole Fares has been trained and has worked with invoice for a book order from Lebanon, and is doing well on the translation. Nicole completed work on the purchased volumes. And translated some of the Ken Brown titles; she will return in the fall. 5/31/12</p> |
| <p>#Reclassification of serials from Dewey Decimal to LC. Number of titles is unknown.</p> | <p>Doris Cleek, Cheryl Conway, 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. 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. Serial subscriptions reclassifications completed June 2008. Project suspended September 2008. Project reinstated in 2012 with addition of Doris Cleek to the Serials Cataloging Unit. Two titles reclassified as of 2/10/12 Seven titles reclassified as of 4/19/2012.</p> |
| <p>Thomas Merton collection donated by John King</p> | <p>Tim Nutt</p> | <p>Planning stage</p> |
| <p>LONG TERM PROJECTS</p> | <p>STAFF</p> | <p>STATUS- IN PROCESS</p> |
| <p>Serial barcode cleanup-tens of thousands of volumes remain</p> | <p>Julie Thacker, Cheryl Conway, Patty George, Doris Cleek, Cedar Middleton</p> | <p>Titles completed: 10,615 Item records created: 69,562 As of 12/31/12. NO DEADLINE-CONTINUED FROM 2003</p> |

| Analytics barcode cleanup - thousands to process | Rose Cody, Deb Kulczak, Cheryl Conway | Titles completed: 24,677 as of 12/31/12. CONTINUED FROM 2003 |
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| PROJECTS ON HOLD | STAFF | STATUS |
| <p>Kenneth L. Brown collection. MEST collection 7,300 volumes (purchased by Dr. Cornell, will be mostly English and French and some Arabic). The current head of the Middle Eastern Project, Joel Gordon will become involved. Translation is needed.</p> | <p>Arabic and French materials: Mary Gilbertson and Nicole Fares (MEST Program)</p> <p>Other languages: Judy Culberson, Janell Prater, Mary Gilbertson</p> <p>Serials: 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. May 2008 2,303 titles cataloged. 2,376 completed as of September 24, 2008. 2,384 completed as of December 2008. ON HOLD as of 2/25/10. MW will contact Middle Eastern Studies Program Head to see if a review can be arranged. 2,490 completed as of 1/22/13.</p> |
| <p>Arkansas quadrangle maps: Ark quadrangle map item record cleanup-900 usdoc maps, 900 ref maps, and 1,500+ Spec Coll maps</p> | <p>Mikey King, Judy Culberson</p> | <p>ON HOLD - waiting for staff to complete an inventory. 189 bib records completed. 645 usdoc item records created.</p> <p>NO DEADLINE-CONTINUED FROM 2003</p> |

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| Spec Coll Dewey reclassification of monographs | Mikey King, Judy Culberson | 400-900 completed as well as 300-379 completed. Remaining 000-299,380-399 NO DEADLINE-CONTINUED FROM 1993 Updated status May 2008 ON HOLD |
| #John Gould Fletcher book collection. Cataloging of approximately 2,000 titles in Special Coll | Mikey King, Judy Culberson | 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. 1,466 completed as of September 24, 2008. 1,508 completed as of 4/29/09. 1,509 completed as of 2/23/10. Problem titles remain. ON HOLD |
| #St. Scholastica Monastery collection and James D. Mashburn, M.D. collection. Titles will be selected for processing. | Deb Kulczak, Lora Lennertz-Jetton, Mary Gilbertson, Janell Prater, Cathy Reineka | 402 titles cataloged as of 2/23/10 St. Scholastica Monastery collection: 426 completed 12/20/10, 430 completed as of 9/18/12. James D. Mashburn, M.D. collection 427 completed 12/20/10. 431 completed as of 9/18/12. ON HOLD |
| Microfilm barcode cleanup This project is being done in cooperation with Lynaire Hartsell, Head of Periodicals Room. Problems are given to specific cataloging staff. | Lynaire Hartsell, Periodicals Room staff, Cheryl Conway (serials on microfilm), Deb Kulczak, Cathy Reineka, Mikey King (Arkansas titles on microfilm or maps on microfilm) June 2006: Elaine Dong assumed responsibility for the project from Deb Kulczak and Cathy Reineka. | 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. Elaine determines if the microfilm should be given to Cheryl or Mikey. ON HOLD |

1/22/2012- clc