

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 - 2013

[# new project; + completed project]

CURRENT PROJECTS	STAFF	STATUS-IN PROGRESS
#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. 316 titles completed as of 7/2013
#Douglas D. Ferris collection. 11 boxes.	Mary Gilbertson and Melissa Gatlin	Planning stage. 2/12/2013. This collection is next in line for processing. 7/2013.
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. 2/13/2013 dek
#James D. Bales collection and James D. Bales library.	Tim Nutt, Mikey King, Judy Culberson.	Collection – 85 completed Feb. 1997. 93 completed as of 7/2013. Library—1,158 cataloged as of 9/18/2012 (includes serials). 1, 318 cataloged as of 7/2013. 4 shelves for MK to review.

<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>6. National Academy Press books. Selectors fill out the cataloging request form. 1/6/2010 notes. Periodically the request is made to catalog all free books on the web site. There is currently no list of the “free” books. 5/7/2013.</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. Deb will check with Beth about the results of load records in Serials Solutions. 2/13/2012. Dek. As for Project Gutenberg, Beth’s suggestion was “Perhaps later in the new year we should get together with Mary and talk about these large open access collections and what we want to load or not load in the catalog.” 2/13/2013 dek. Project Gutenberg COMPLETED, records loaded May 2013.</p> <p>Theatre and Video have been loaded. (will subscription be renewed?) CRL records loaded and the updates are on a regular schedule. 7/2013.</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 657 titles cataloged as of 9/17/12. 2,144 cataloged as of 7/2013. ON HOLD, awaiting further selections.</p>

<p>Form and Genre Cleanup Projects: 1. In 6XX fields correct the x to v for Form Subdivisions. 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 Work beginning on List 2. ON HOLD dek</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. 2 titles reclassified as of 2/10/12; 7 titles as of 4/19/2012; 35 as of 4/15/2013. 77 titles as of 7/2013.</p>
<p>Scores cataloging Approximately 400 scores to catalog. Approximately 200 have been bound and the others awaiting binding.</p>	<p>Deb Kulczak, Rose Cody? Lora Lennertz</p>	<p>Planning stage</p>

#Thomas Merton collection donated by John King	Tim Nutt	Planning stage
#Fred Isaac playbill collection	Lora Lennertz has reviewed this collection. Cheryl has reviewed the serials for cataloging.	1 title cataloged as of 7/2013
LONG TERM PROJECTS	STAFF	STATUS- IN PROCESS
Serial barcode cleanup-tens of thousands of volumes remain	Julie Thacker, Cheryl Conway, Patty George, Doris Cleek, Cedar Middleton	Titles completed: 11,057 Item records created: 73,831 As of 7/2/13 NO DEADLINE-CONTINUED FROM 2003
Analytics barcode cleanup - thousands to process	Rose Cody, Deb Kulczak, Cheryl Conway	Titles completed: 25,207 As of 7/2/13 CONTINUED FROM 2003
PROJECTS ON HOLD	STAFF	STATUS
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.	Arabic and French materials: Mary Gilbertson and Nicole Fares (MEST Program) Other languages: Judy Culberson, Janell Prater, Mary Gilbertson Serials: 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

		<p>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. Nicole Fares also transliterated Ken Brown titles; some waiting for cataloging. 4 shelves of the Ken Brown books will be transliterated when she returns in Summer 2013. 2766 cataloged as of 7/2013. Krista is translating second summer session and Janell continues to assist on this project.</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. NO DEADLINE-CONTINUED FROM 2003 ON HOLD</p>
<p>Spec Coll Dewey reclassification of monographs</p>	<p>Mikey King, Judy Culberson</p>	<p>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</p>
<p>#John Gould Fletcher book 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. 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</p>
<p>#St. Scholastica Monastery</p>	<p>Deb Kulczak, Lora Lennertz-</p>	<p>402 titles cataloged as of 2/23/10</p>

<p>collection and James D. Mashburn, M.D. collection. Titles will be selected for processing.</p>	<p>Jetton, Mary Gilbertson, Janell Prater, Cathy Reineka</p>	<p>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</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 (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 (ended 2012 with her resignation).</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 worked on microfilm sent by Lynaire for barcode cleanup until 2012. ON HOLD</p>

7/22/2013- clc