

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, 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 - 2003

[# 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 2002
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 NO DEADLINE-CONTINUED FROM 2002
# 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, Kate Kluttz, Janell Prater, Trish Cody, Mary White	AV titles completed by Kate Kluttz. Spec Coll titles in progress, Judy Culberson has cataloged or processed 218 titles.
Book No Barcode Item Record Cleanup - approx. 8,000 books	Judy Culberson, Cathy Reineka	Cleanup complete for 3,787 books NO DEADLINE-CONTINUED FROM 2002
Serial barcode cleanup-tens of thousands of volumes remain	Julie Thacker, Rachel Skoney, Misha Gardner	Titles completed: 4,337 Item records created: 21,987 NO DEADLINE-CONTINUED FROM 2002

Process Arkansas documents- add records to InfoLinks for 17 shelves of documents + 2 shelves new documents	Cheryl Conway, Mary White, Trish Cody, Julie Thacker	Procedures revised (Cheryl); Mary tested procedures and trained Trish Cody. 16 shelves of documents have been processed. 3 shelves to process. NO DEADLINE-CONTINUED FROM 2002
Withdraw books from Circ project - approx. 1,200 forms + Ref staff bring more forms.	Janell Prater, Trish Cody, Mary White, Chao Lin	Withdrew 473 books NO DEADLINE-CONTINUED FROM 2002
Catalog Arabic titles - approx 400 titles	Kate Kluttz, Chao Lin	Cataloging of problem titles continues when translator is available. 18 titles remain to be cataloged which have no OCLC records. CONTINUED FROM 2002
*Review of Analytics decisions - Gift Docs, LC Marcive, analyzed in part serials	Cheryl Conway	Gift docs decisions reviewed and Rose Cody catalogs new analytics-COMPLETED Analyzed in part, waiting for instructions- CONTINUED FROM 2002 LC Marcive titles - COMPLETED DECEMBER 2002
Analytics barcode cleanup - thousands to process	Rose Cody, Deb Kulczak	Titles completed: 4,319 NO DEADLINE-CONTINUED FROM 2002
Catalog corporate annual reports-serials-168 titles	Rachel Skoney, Julie Thacker	D.Daniels and staff weeding and discarding of collection- COMPLETED. Serials staff to set up as 1x adds or set up - Processing started 8/2002. Cataloging started 9/2002. 89 titles cataloged. NO DEADLINE CONTINUED FROM 2002

<p>Addition of local subject headings to T&D, advisors and departments - 1982 to present and departments to years 1906-1981</p>	<p>Chao Lin, Kate Kluttz, Natsuki</p>	<p>1968-current titles - COMPLETED 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, Cheryl Conway</p>	<p>ON HOLD-CONTINUED FROM 2002</p>
<p>+ Fayetteville Women's Library collection -approximately 1,500 titles/volumes. Will need to discuss with Ethel Simpson.</p>	<p>Melissa Gatlin, Trish Cody, Janell Prater-cataloging of main titles-approx. 2 booktrucks. Paperbacks to remain in Special Collections-Mikey King, Judy Culberson</p>	<p>Sorting completed. Main titles in cataloging dept. Paperback preservation review completed.</p> <p>CATALOGING COMPLETED: 1,461 completed. COMPLETED FEB. 2003</p>
<p>Fred Isaac mystery literature collection</p>	<p>Melissa Gatlin, Mary White, Judy Culberson</p>	<p>CATALOGING IN PROGRESS: 757 completed. CONTINUED FROM 2002</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: Kate Kluttz and Ghadir</p> <p>Other languages: Not assigned</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 will soon be ready for cataloging.</p>

