

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 - 2002

[* means completion by December 30 or earlier; + means project completed]

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
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
+USAIN microfilm-approx 180 titles	Mikey King, Judy Culberson, Cheryl Conway	SHIPMENTS 1-4 received and CATALOGING COMPLETED 9/2002
+Happy Hollow Project - approx. 500 images need data entry	Trish Cody, Janell Prater, Mary White	Data entry complete for all photographs; goal is to perform data entry as scanning is completed by Spec Coll staff. COMPLETED: JUNE 30, 2002
+Happy Hollow Project, phase 2- use Photo-shop to resize photos	Misha Gardner, Martha Guirl	COMPLETED: FALL 2002
+Kluwer electronic journals - approximately 725 titles to catalog	Cheryl Conway, Misha Gardner, Julie Thacker	COMPLETED 733 titles: October 2002

Book No Barcode Item Record Cleanup - approx. 8,000 books	Judy Culberson, Cathy Reineka	Cleanup complete for 3,745 books NO DEADLINE
Serial barcode cleanup-tens of thousands of volumes remain	Julie Thacker, Rachel Skoney, Misha Gardner	Titles completed: 4,217 Item records created: 21,800 NO DEADLINE
Process Arkansas documents-add records to InfoLinks for 17 shelves of documents + 2 shelves new documents	Cheryl Conway, Mary White, Trish Cody, Misha Gardner	Procedures revised (Cheryl); Mary tested procedures and trained Trish Cody. 14 shelves of documents have been processed. 5 shelves to process. NO DEADLINE
Withdraw books from Circ project - approx. 1,200 forms + Ref staff bring more forms.	Janell Prater, Trish Cody, Mary White	Withdrew 462 books NO DEADLINE ON HOLD
Catalog Arabic titles - approx 400 titles	Kate Kluttz, Chao Lin	Cataloging of problem titles continues when translator is available. 19 titles remain to be cataloged which have no OCLC records.
*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 LC Marcive titles - COMPLETED DECEMBER 2002
Analytics barcode cleanup - thousands to process	Rose Cody, Deb Kulczak	Titles completed: 3,743 NO DEADLINE
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. 34 titles cataloged 11/2002.NO DEADLINE

+Approval Plan set-up	Mary White, Cheryl Conway (back-up)	Test load successful. COMPLETED
Addition of local subject headings to T&D, advisors and departments - 1982 to present and departments to years 1906-1981	Chao Lin, Kate Kluttz, Natsuki	1978-current titles - COMPLETED NO DEADLINE
+University of Oregon physical education microfiche-cataloging backlog of approx. 1,100 titles	Chao Lin, Kate Kluttz	CATALOGING COMPLETED Will check microfiche cabinet for “stragglers” COMPLETED
+OECD microfiche - cataloging backlog approx. 100 title	Chao Lin, Kate Kluttz	116 titles cataloged; CATALOGING COMPLETED ; checking microfiche cabinet for “stragglers” COMPLETED
+Barcode cleanup of monograph microfiche-3 drawers.	Chao Lin, Kate Kluttz, Natsuki	COMPLETED
Review/overly approx 165 Chinese titles cataloged prior to Pinyin transliteration tables with corrected OCLC records	Deb Kulczak, Cheryl Conway	ON HOLD
+Catalog backlog of 30 microfilm manuscript titles	Mikey King	COMPLETED: July 2002
+Catalog braille book collection (kept in compact shelving) of 32 titles	Mikey King, Judy Culberson	COMPLETED: November 2002

<p>+Electronic resources sets of titles: e.g. American frontier narratives and Black drama collection.</p>	<p>Kate Kluttz</p>	<p>Three sets were cataloged at the collection level. COMPLETED: May 2002 Catalogers will continue to monitor cataloging rules and standards.</p>
<p>+Catalog backlog of approx. 300 manuscript collections</p>	<p>Mikey King</p>	<p>COMPLETED: May 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. NO DEADLINE CATALOGING IN PROGRESS: 932 completed.</p>
<p>Fred Isaac mystery literature collection</p>	<p>Melissa Gatlin, Mary White</p>	<p>CATALOGING IN PROGRESS: 423 completed.</p>
<p>Microfilm barcode cleanup</p>	<p>Lynaire Hartsell, Periodicals Room staff, Cheryl Conway</p>	<p>Lynaire has compiled a list of microfilm titles which circulate with some frequency. Cheryl and Lynaire collaborated on procedures. Lynaire will decide when to train Periodicals Room staff.</p>
<p>+African American Rare Book microfiche collection. 151 titles</p>	<p>Kate Kluttz, Chao Lin, Natsuki Kuboyama</p>	<p>Analytic cataloging for each individual title and each piece labeled. COMPLETED: October 2002</p>

CATALOGING PROJECTS -FUTURE - 2002

Project name	Staff	Status
<p>Ken 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>Not assigned</p>	<p>Collection arrived in Mullins October 2002, stored in compact shelving. Collection must be reviewed and sorted before cataloging. There is no word on the length of time needed for this process.</p>
<p>Other map collections - some maps were transferred without relabeling to new call numbers - need to identify and cleanup</p>	<p>Not assigned</p>	<p>ON HOLD</p>
<p>Shelf-ready book plan</p>	<p>Mary White, Cheryl Conway (back-up), consult catalogers on workflow changes, etc.</p>	<p>WILL BEGIN WHEN APPROVAL PLAN SET-UP IS COMPLETE AND WORKING CORRECTLY</p>
<p>Purchase of catalog records for microfilm sets: Early American Imprints, etc.</p>	<p>Deb Kulczak, Mary White, Beth Juhl, Judy Ganson</p>	<p>Will need to consider impact of loading records sets on authority work in Database Maintenance Unit and other catalog issues.</p>

10/15/2002 - updated - clc

12/12/2002 - updated - clc