

Students Working in the Cataloging Department

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Background

- University of North Carolina at Chapel Hill (UNC-CH)
 - 18,862 undergraduates
 - 11,049 graduate and professional students
- UNC-CH Libraries
 - 14 libraries on campus
- Cataloging in the Libraries
 - Davis Library (central collection for humanities, social science & business research)
 - Health Sciences Library (HSL)
 - Wilson Library (special collections and rare materials)
 - Law Library (administered separately)

Cataloging on Campus

- All libraries share an integrated library system (ILS)
 - Sierra from Innovative
- Local cataloging decisions made collaboratively but libraries can alter policies based on their needs
- Authority control is mostly handled by outside vendor
 - HSL
 - Wilson Library
 - Law Library
- Davis Library catalogs materials for all campus libraries except for:
 - HSL
 - Wilson Library
 - Law Library

Student Work at Davis Library

- Authority Control
 - Searched authority file for records
 - Noted mistakes/problems and gave to librarian
 - Librarian checked and gave back to student to make corrections
 - One student was so good she made corrections on her own
- Theses Inventory
 - Fixed mistakes or makes note and gives to librarian
 - Mistakes include:
 - Author name
 - Wrong physical location
 - Wrong format bib record
 - Ran macro to add inventory note and other fields
 - Student did this work with a laptop in the stacks
 - Some students were good enough to email with librarian while in the stacks and fix on the spot
- Language Specialty
 - Usually Chinese, Japanese or Korean
 - Searched OCLC for records
 - Verified Pinyin or adds to bib record
 - Verified Non-Roman script or transliterated and added to bib record
 - Fixed some reports from authority vendor

Student Work at HSL

- Inventoried Special Collections
 - Added gift plate information to bib and item records
 - Entered barcodes into ILS
 - Made call number slips
- Withdrew materials from ILS and did physical processing
- Transferred materials to different locations within library
- Processed physical materials
 - Date due slip, property stamp, call number labels, etc.
- Edited CONTENTdm records
- Sometimes helped other departments



Conclusions

- Staff who will work with the student most should be in charge of making the hiring decision
- Like any new employee, students need a lot of training and oversight at first
- Students with the right aptitude can work independently and save staff significant time
- Keep good notes about performance - you're likely to be a reference, possibly several years after the student leaves
- Consider sharing a student with another department if there's not enough work in cataloging

Davis Library Cataloging Staff (as of October 2018)

Paraprofessionals	16
Professionals	12
Library science students	2
Undergraduate students	4

Health Sciences Library Staff (as of August 2014*)

Paraprofessionals	2
Professionals	2
Undergraduate students	1

* HSL cataloging has undergone significant changes since 2014 and currently only catalog a very small number of materials.

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880		1	6264-03	a	北京 : b 中国社会科学出版社, c2017.		
880		1	6490-04	a	中國研究		
880		2	6710-05	a	文化部对外文化联络局, eeditor.		
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Facts & Figures

JULY 2018

QUICK FACTS

Nation's 1st public university - only public university to award degrees in the 18th century

18,862 undergraduates

11,049 graduate & professional students

8,765 staff

3,887 faculty

77 bachelor's

111 master's

65 doctorate

7 professional degree programs

STUDENT ACHIEVEMENT

More than a third of Carolina undergraduates study in other countries before graduation - **one of the highest study abroad rates among public universities nationwide** - with 400 programs in 70 countries

15 varsity athletic teams posted perfect 1000 scores in the NCAA's Academic Progress Rates for 2016-2017

Carolina athletics placed **13th** in the **2017-2018 Learfield Directors' Cup** ranking of best collegiate athletic programs. Its 19th consecutive finish in the top-15

49 Rhodes Scholars since the program began in 1904

38 Luce Scholars for internship in Asia - highest in the U.S. (as of 2017)

47 Goldwater Scholars, including 32 since 2000

More than 270 Fulbright Student Program Awards for global research and study since 1973

WORLD-CLASS EDUCATION

1st among the **100 best U.S. public colleges** and universities that offer students high-quality academics at an affordable price, according to Kiplinger's Personal Finance magazine for the 17th time

3rd best public university in The Wall Street Journal/Times Higher Education rankings 2018

5th best public university in U.S. News & World Report's 2018 "Best Colleges" guidebook for the 17th year

11th best public in Forbes' "2017 America's Top Colleges" rankings

1st - School of Medicine primary care program tops U.S. News & World Report's "America's Best Graduate Schools" 2019 edition

7th overall in best undergraduate business programs in Bloomberg Businessweek's 2016 rankings

329,000+ alumni living in **50** states and D.C. and **165** countries; more than **175,000** live in N.C.

Two Nobel Laureates: Dr. Aziz Sancar, co-recipient of the **2015** Nobel Prize in Chemistry, and Dr. Cliver Smithies (1925-2017), co-recipient of the **2007** Nobel Prize in Physiology or Medicine

43,384 applicants to class of 2022 - **13th** consecutive record of first-year applicants - **6% increase** over 2017

13:1 student-faculty ratio

87% of classes have fewer than 50 students