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‘Theses’ Going to be Good!: A How to Guide on Dealing with Large Complex Cataloging Projects

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Hello!

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Outline

1. Background & Purpose
2. Collection Preparation
3. Cataloging Process
4. Common Problems
5. Pros and Cons of Chosen Model
6. Lessons Learned & Next Steps

1 Background & Purpose

Special Collections & Archives Barcoding Project

- Multi-year project
- Cataloging/Barcoding 250,000 items in SCA
- Metadata added into Sierra and ArchivesSpace

SCA Theses Collection

- Date range – 1920 to present
- Approximately 22,000 print theses/dissertations
- Also available in different formats such as microform and digital
- 2 shelving systems
- Legacy copies considered archival preservation copies and not consistently cataloged (e.g. mixed format records)

2 Collection Preparation

Getting Started

- Pulled and reshelved entire collection
  - Merged two call number systems into one
- Organize collection according to new classification scheme
  - Year
  - Author Last Name (alphabetical)
  - Author First Name (alphabetical)
  - Title (alphabetical)

3 Cataloging Process

Our process...


Collect and clean dataset
Compare Shelflist
Batch assign-ment
Batch process ing
Physical procces sing

Collect and Clean Data

Data Collection

- Extract all existing theses records from catalog
  - All formats
  - USU theses only
- Export fields into spreadsheet
  - OCLC #
  - Material Type
  - Record Bib Number
  - 100
  - 245
  - 260 |c & 264 |c
  - 300
  - 500
  - 502
  - 533
  - 590
  - 655
  - 690

Data Clean-up/Parsing

- De-dupe Titles
  - Follow selection criteria
- Isolate OCLC #
- Split 100 field into first, last, suffix, years
- Split 245 |c
- Split 300 into pagination and illustrations.
  - Standardize both
- Split and standardize 502 into:
  - Theses type
  - Degree
  - University
  - Department
- Copy 500, 590s, and 690s into relevant columns
  - Note: often in wrong column due to export issue

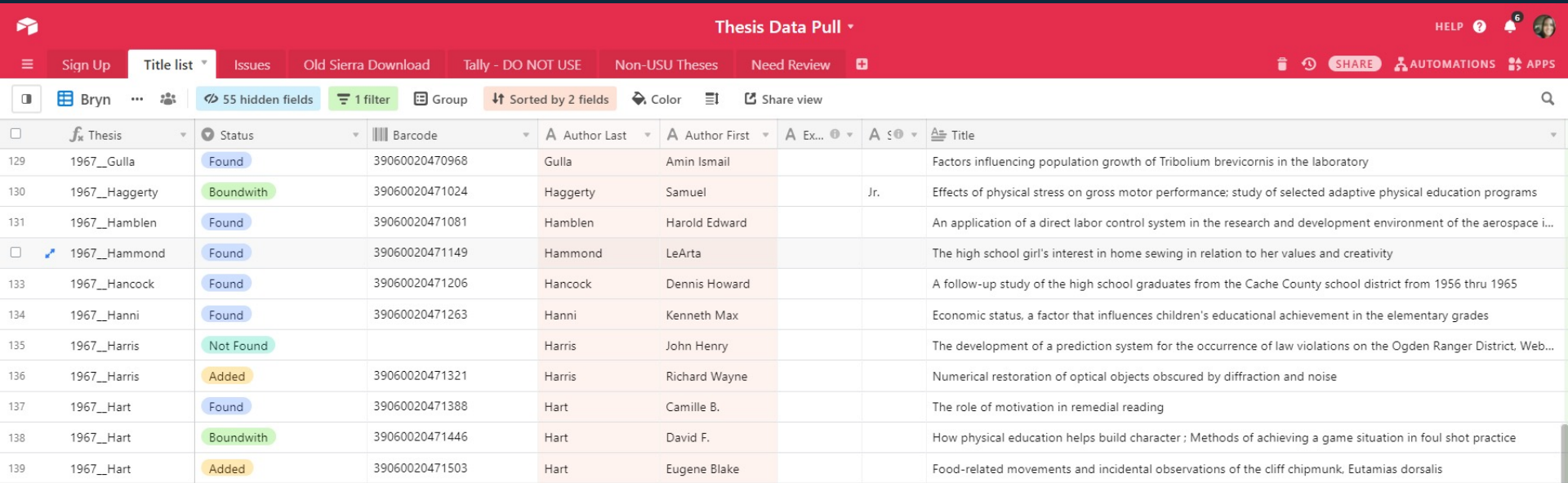
Compare Shelflist

Initial Shelf Inventory

- Verify status of record
- Check the data matches the item in hand
- Update, as needed or add new record
- Barcoded the item
- Flag for cataloger review, as needed

Quality Control

- Review the work in initial pass-through to make sure it was correct
- Ensure new items weren't added to the collection in the interim, add if needed
- Assign call number



	Thesis	Status	Barcode	Author Last	Author First	Ex...	S	Title
129	1967__Gulla	Found	39060020470968	Gulla	Amin Ismail			Factors influencing population growth of Tribolium brevicornis in the laboratory
130	1967__Haggerty	Boundwith	39060020471024	Haggerty	Samuel		Jr.	Effects of physical stress on gross motor performance; study of selected adaptive physical education programs
131	1967__Hamblen	Found	39060020471081	Hamblen	Harold Edward			An application of a direct labor control system in the research and development environment of the aerospace i...
	1967__Hammond	Found	39060020471149	Hammond	LeArta			The high school girl's interest in home sewing in relation to her values and creativity
133	1967__Hancock	Found	39060020471206	Hancock	Dennis Howard			A follow-up study of the high school graduates from the Cache County school district from 1956 thru 1965
134	1967__Hanni	Found	39060020471263	Hanni	Kenneth Max			Economic status, a factor that influences children's educational achievement in the elementary grades
135	1967__Harris	Not Found		Harris	John Henry			The development of a prediction system for the occurrence of law violations on the Ogden Ranger District, Web...
136	1967__Harris	Added	39060020471321	Harris	Richard Wayne			Numerical restoration of optical objects obscured by diffraction and noise
137	1967__Hart	Found	39060020471388	Hart	Camille B.			The role of motivation in remedial reading
138	1967__Hart	Boundwith	39060020471446	Hart	David F.			How physical education helps build character ; Methods of achieving a game situation in foul shot practice
139	1967__Hart	Added	39060020471503	Hart	Eugene Blake			Food-related movements and incidental observations of the cliff chipmunk, Eutamias dorsalis

Batch Assignment

Merge

- Correct format record exists in OCLC
- Only incorrect format record exists in catalog

Overlay

- Correct format record exists in OCLC
- Correct format record exists in catalog

Original

- Correct format record does not exist in OCLC
- Correct format record does not exist in catalog

Additional action

- Add an item record with barcode and call number

Batch Processing

MERGE process

- **Airtable**: export CSV
- **MarcEdit**: map data to MARC records
  - Add constant data & save
- **OCLC:** batch-search using 035 numbers
  - Delete 502
  - Export new file
- **MarcEdit**: merge OCLC with Brief file
- **Sierra**: import merged file into local catalog:
  - 949 creates item records

OVERLAY process

- **Airtable**: export CSV
- **MarcEdit**: map data to MARC records
  - (Include 907)
  - Add constant data & save
- **OCLC:** batch-search using 035
  - Delete 502
  - Export file
- **MarcEdit**: merge OCLC with Brief file
- **Sierra**: import merged file
  - 907 overlays record
  - 949 creates items

ORIGINAL process

- **Airtable**: export CSV
- **MarcEdit**: map data to MARC
  - Add constant data & save
  - Edit 008 & Leader
  - Troubleshoot & validate
- **OCLC:** upload to local save file & validate
  - Update & receive OCLC numbers
- **Sierra:** import file of new records into catalog
  - 949 creates items

Physical Processing

- Versatile timing
  - During QC
  - After batch processing
- Apply labels and RFID tags
- Final QC process

4 Common Problems

Common Problems

- Theses from other universities
- Bound with theses (2 titles bound together)
- Early theses lacking consistent title page layout
- Multiple volumes or copies
- Dual authored theses
- Non-standard theses (senior reports, honors reports, etc.)
- Cataloging records containing a different date than the one listed in the item
- Items added into collection after initial temporary organization and numbering
- Limited access to collection because of pandemic
- Student technician turnover and training of new hires

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Pros & Cons of Chosen Model

Pros

- Much faster
  - Estimated 4.5 years to catalog if traditionally cataloged at a title-by-title level
  - This model would take about 1 year to complete
- Allows updating of all records to current standards
- Saves hand keying most of the fields
- Provides inventory for next phase of process
- Uncovered errors with other formats that can be fixed
  - Duplicate electronic records for one title
  - Microfilm/microfiche attached to print records
- Useful to have intellectual control of the collection (particularly as it is a highly used collection for digitization and ILL)

Cons

- Lots of unexpected inconsistencies
- A lot of hands = more need to re-train
  - Student labor fluctuations affects early process
- More difficult to track statistics on the process
  - Who owns the statistics for the final numbers?
  - Communicating progress is harder

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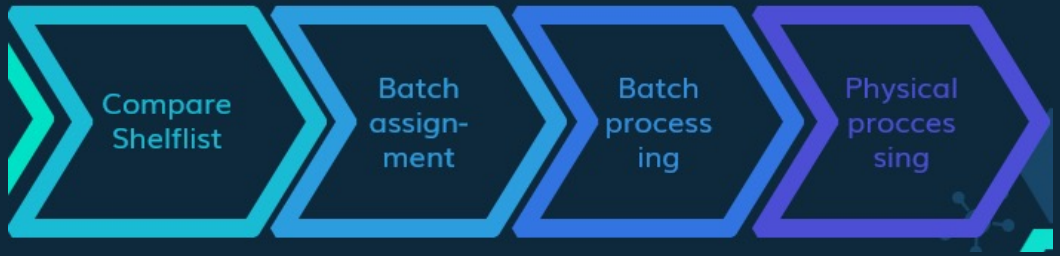
Lessons Learned & Next Steps

Staffing needs

- Project team:
  - Catalogers (Batch and Individual): 4
  - Student techs: 10 (part and/or full time at different times)
  - Data prep: 3
- Time investment comes in waves
- Planning was time intensive and involved a lot of parties (SCA, LIT, CMS) - relied on heavy knowledge of the collection from previous work with theses

Next Steps

- Finish the current processes



- Once SCA barcoding is complete, will move onto the cleanup of other physical copies in stacks, as well as microform, and electronic formats

Resources

- Step-by-step process: https://usulibrary.atlassian.net/l/c/Fv5adhog

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Any questions?