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Cataloging Thin Air: Planning & Cataloging the Beyond the Shelf Grant Digital Items

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Beyond the Shelf
Serving historic Kentuckiana through digital access

Cataloging Thin Air
Planning & Cataloging the Beyond the Shelf Grant Digital Items

Presented by:
Nancy Lewis & Kate Seago
May 13, 2004
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University of Kentucky with Kentucky Virtual Library has created a fully searchable digital page image archive of rare historic Kentuckiana books using a microfilm to digital methodology.
J. Winston Coleman, Jr.‘s:

*A Bibliography of Kentucky History*

Published 1949

- Includes printed books and pamphlets relating to Kentucky history or the lives of Kentuckians at home
- *No poetry and fiction*
- *No magazine or newspaper articles*
- *No manuscripts*
- *18th century to mid-20th century coverage*
First question: Do we create digital files from –

- Fragile source documents already put through the rigors of scanning for microfilm once before or....

- Microfilm (either the service negative or print master, not the master negative)
The choice was obvious

- The pilot project proved that microfilm is the fastest and safest method to provide access while preserving the source documents.

- So, Eric Weig and Rebecca Ryder sat down and wrote a grant proposal to IMLS.

- The grant would require broad public access to the digitized images created.
It's not all about image access....
But also cataloging:

- MARC
- InfoKat
- OCLC – WorldCat
- KYVL
Cataloging Concerns

- During the planning stages, it quickly became clear that we wanted access to the images in our catalog, WorldCat and the KYVL database as soon as the images were loaded and available.
- **We wanted instantaneous cataloging!**
Situation

At the time of writing the grant proposal

• We knew OCLC Connexion was coming

• The timeline for implementation would be during the grant project.

• No one knew what it would be like.

• Passport and CatME were scheduled to become obsolete.

• All the microfilms were already cataloged and in our catalog
Timing concern

The timeframe for digital image scanning was the full two years. So …

• We needed to allow for extra time for a learning curve on the new system and new procedures.

Or …

• We needed our planning to allow for the cataloging to be finished within the first six months.
Thin air

• We decided to catalog all our images before they were actually scanned.

• We decided to derive our records using constant data from the microfilm bibliographic records.

• We decided to create purls using the OCLC number of the microfilm record as the unique identifier.
The plan

- Using CatME, collect all the microfilm records
- Derive the new records
- Apply the constant data
- Add the purl address
- Save batches of records in files for loading into WorldCat at the same time images became available
Metadata for KYVL

- For the KYVL database we planned to generate Dublin Core records from a spreadsheet.

- To build the spreadsheet, we planned to run an Access report pulling needed data from our microfilm records.
Ready ...

- First we needed to massage the microfilm records
  - Different cataloging practices had given us different treatments in the catalog
  - We ran a project to clean up these records and provide a consistent treatment
**READY**

- Changes to the records included
  - Changing the former local practice of suppressing microform records from the OPAC and putting all holdings on the print record
  - Consistency in the series statement
  - Uncovering some records missing from UK catalog and 2 incompletely cataloged and one that did not get cataloged at all by SOLINET
Once cleaned, we ran the Access reports
And created a spreadsheet
We were awarded the grant and...

Surprise!

We reorganized.
Reorganization

• UK moved responsibility of cataloging electronic resources to our Electronic Services Team
• Special Projects handed the baby off to a cataloger on that team.
What Actually Happened

- Eric Weig, extracted the BTS entries from the spreadsheet
- Eric then separated those titles into the 46 batches that would be digitalized during the project
- Cathy Hays, our grant technician, used the list to generate the cataloging files in OCLC CatME. Files were saved on the PC and 2 places on the network for backups on a daily basis.
FILE MANAGEMENT

• To make things easier for all project staff the grant devised a universal method of referring to the batches no matter where they were in process.

• We used place digitalized and batch number, so we have eimac1 and rg1, eimac2 and rg2, etc.
CatME Process

• Call up the microfilm record by OCLC number
• Used the new command to save a new version of record in CatME
• Applied a constant data record to add fields for the electronic format
Constant Data Record Included:

- 007 for remote digital form
- 007 for the CD backup
- 099 for local call number for CD
- 533 for electronic reproduction information
- 776 for microfilm version
- 830 for Beyond the Shelf series
- 856 for URL
- 948 fields for information to use to create 2 MHFDS in Voyager
CatME - Local Edits

- Local Edits included fixed field FORM changed to s for electronic format
- Remove the 265, 533, 539 fields that had been on the Microfilm record.
- Edit new 776 field for microfilm to include the OCLC number of the microfilm record
- Add unique volume number and final part of the PURL to the 830 and 856 field
- Save the records to the CATME batch file
Microfilm Marc record

Mary Cyrene Breckinridge / by Mary Breckinridge Maltby.

000 00845cam 2200229 a 450
001 83371
005 2004022120737 n
007 hd |afa012bacp
007 hd |bfa012babp
007 hd |bfa012baap
040 _ |a KUK |c KUK
049 _ |a KUK5
090 _ |a F455.B743 |b M350 1910
099 _9 |a B7424ma |a 1910
100 1_ |a Maltby, Mary Breckinridge
245 10 |a Mary Cyrene Breckinridge |h [microform] / |c by Mary Breckinridge Maltby.
300 __ |a 2 leaves, 12 p. : |b port. ; |c 21 cm.
500 __ |a "...private edition of fifty copies of which this is number xv [signed] Mary Breckinridge Maltby."
590 __ |a Autographed: Maltby, Mary Breckinridge.
600 10 |a Breckinridge, Mary Cyrene, |d ca. 1830-1910?
533 __ |a Microfilm. |b Atlanta, Ga. : |c SOLINET, |d 1992. |e 1 microfilm reel ; 35 mm. |f (SOLINET/ASERL Cooperative Microfilming Project (NEH PS-20317) ; SOL MN02174.06 KUK)
776 1_ |c Original |w (OCoLC)13041885
830 _0 |a SOLINET/ASERL Cooperative Microfilming Project (NEH PS-20317) ; |v SOL MN02174.06 KUK
Mary Cyrene Breckinridge by Mary Breckinridge Maltby.

000 01487nam 2200337Ia 45x
001 1922959
005 20030313081018.0
007 cr bn-mmmabma
007 co bg-mmmabmp
008 030219s1910 xx s 000 0 eng d
035 __ |a (OCoLC)ocm51679135
040 __ |a KUK |c KUK
099 __ |a CD 2003-0002
049 __ |a KUKK
100 1_ |a Maltby, Mary Breckinridge.
245 10 |a Mary Cyrene Breckinridge |h [electronic resource] / |c by Mary Breckinridge Maltby.
250 __ |a Limited Christmas ed.
300 __ |a 2 leaves, 12 p. : |b port. ; |c 21 cm.
500 __ |a "...private edition of fifty copies of which this is number xv [signed] Mary Breckinridge Maltby."
500 __ |a Printing Master B92-52.
533 __ |a Electronic reproduction. |b Lexington, Ky. : |c University of Kentucky, |d 2002. |n TIFF format. |n Mode of Access: World Wide Web. |f (Beyond the shelf: serving historic Kentuckiana through virtual access (IMLS LG-03-02-0012-02) ; B92-52-26953742)
600 10 |a Breckinridge, Mary Cyrene, |d ca.1830-1910?
600 10 |a Breckinridge, John C. |q (John Cabell), |d 1821-1875.
776 1_ |c Original |w (OCoLC)13041885
776 1_ |c Microfilm |w (OCoLC)26953742
830 _0 |a Beyond the shelf: serving historic Kentuckiana through virtual access (IMLS LG-03-02-0012-02) ; |v B92-52-26953742.
856 40 |u http://purl.oclc.org/KUK/KDL/B92-52-26953742
948 __ |a net |b See Internet Access
948 __ |a mf |b CD 2003-0002
994 __ |a XO |b KUK
After the initial CatME files were created and the basic editing of all the records were done, we had 1,875 MARC cataloging records for items that did not yet exist.
And then we waited ...

- Two batches of microfilm are digitalized on a monthly schedule.
- Each month Eric provides a list of titles that were digitized. Carefully, we named the batches of the CatME files the same names as the lists of what was digitized so finding the right file was easy.
Call the record up in CatME, do any final edits such as adding a local call number for CD backup, validate and check previous work.

Occasionally, an item cataloged was not digitized completely usually due to quality problems. These records are not validated in CATME so they are easy to sort out.
Titles Not Yet Digitalized

- If a title is not digitized during that month, we keep the record in the file.
- Sometimes the grant can go back and clean up the images so they can pass our quality control.
- Then the cataloger goes back to the original batch file finds the title and finishes the cataloging steps.
From CatME to OCLC

- Batch load the records to OCLC using the CatME batch processing feature and create a transaction report.
- The transaction report helps us to double check the titles that are going live.
- The Beyond the Shelf records are now cataloged in OCLC WorldCat
From OCLC to Voyager

- Using CatME, batch export the records to a local file
- Load file into Voyager, our local system, via the bulkimport function
- Beyond the Shelf is now cataloged in WorldCat and InfoKat (UK’s online catalog)
And Now For KYVL

- Originally, the plan called for Eric to automatically generate Dublin Core records from an Excel spreadsheet.
- But the new OCLC Connexion browser allowed the export of records in Dublin Core. This created the biggest change in the planned workflow.
The Unplanned for Factor

- We changed plans midstream to grab the electronic bib record in Dublin Core rather than edit the data from the original spreadsheet.
- We discovered that with a few scripts for tidying up the records the Dublin Core RDF format could be used to load the records into the KYVL site search database instead of creating these records from the Excel Spreadsheet.
Process in CONNEXION

- Using the OCLC numbers from the CatME transaction report to retrieve the electronic records individually in Connexion
- Save the records to the online Save file
- Export the save records as a file with that same batch name in the OCLC Dublin Core RDF format
- Send file to ERIC for processing
From OCLC to KYVL

- Eric runs his scripts to tidy up the OCLC Dublin Core record and make it compatible with the KYVL Dublin Core records.
- Loads the file into KYVL site search database.
- Beyond the Shelf is now cataloged in OCLC WorldCat, UK’s InfoKat and KYVL’s catalog.
Future Steps

• Make the MARC records available
  – On Beyond the Shelf website in a file
  – As part of the OCLC Collected Sets

• for other libraries to load as files
Lessons Learned

- Carefully review the edits needed on the new electronic record before you start. Our technician initially ran through the records at least three times as we found minor items to tweak on the records.

- Deriving and creating records for the electronic reproductions can be standardized and records created quickly.
... And Things Change Again!

- Our new KYVL platform (XPAT) no longer uses the Connexion Dublin core records but the original spreadsheet to provide information for a TEI header on the document. The TEI header provides both keyword searching and the author, title, citation searching.
And Change Again

- The Dublin core records are still generated and records are placed in an OAI (Open Archives Initiative) compliant repository that has been set up for the Kentucky Digital Library.
- This repository allows projects such as the American South to harvest the metadata for their use.
- (http://www.americansouth.org)
Reminiscences of a soldier of the Orphan brigade

Lot D. Young

1918

English Internet Resource 99 p.; 23 cm.
Louisville : Courier-Journal Job Print. Co.,

Access: http://purl.oclc.org/KUK/KDL/B92-52-269537.29
Availability: FirstSearch indicates your institution owns the item.

Find Items About: Young, Lot D., (max. 6)
Title: Reminiscences of a soldier of the Orphan brigade
Author(s): Young, Lot D., 1842
Publication: [Louisville : Courier-Journal Job Print. Co.,
Year: 1918
BTS in UK's INFOKAT

Database Name: University of Kentucky Libraries
Search Request: Keyword Relevance Search = orphan brigade
Search Results: Displaying 2 of 511 entries

Reminiscences of a soldier of the Orphan brigade by Lieut. L.D. Young.

Relevance:
Main Author: Young, Lot D., b. 1842.
Title: Reminiscences of a soldier of the Orphan brigade [electronic resource] / by Lieut. L.D. Young.
Publisher: [Louisville : Courier-Journal Job Printing Company, 1918?]
Description: 99 p. ; 23 cm.

Database: University of Kentucky Libraries
Location: INTERNET
Call Number: See Internet Access
Status: No information available
BTS in KYVL

Reminiscences of a soldier of the Orphan brigade / by Lieut. L.D. Young. -p. NA

Note: Click on page image to view image in new browser window

Reminiscences of a Soldier of the Orphan Brigade
Beyond the Shelf

We are creating a fully searchable digital page image archive of rare historic Kentuckiana books using a microfilm to digital methodology. Students, teachers and scholars will use this material to support their research and teaching. Microfilm ensures preservation and the digital images ensure easy access and wide distribution. This hybrid, standards based non-proprietary approach can serve as a model for cost effective access and preservation for published materials.

This two-year project has been funded in part by an Institute of Museum and Library Services National Leadership Grant for Preservation and Digitization.