

CATALOGING SPECIAL COLLECTIONS MATERIALS: METHODS AND STRATEGIES FOR TECHNICAL SERVICES

**Technical Services Workflow Efficiency Interest Group
2016 ALA Annual**

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Special Collections Cataloging & Metadata Librarian

University of Miami Libraries

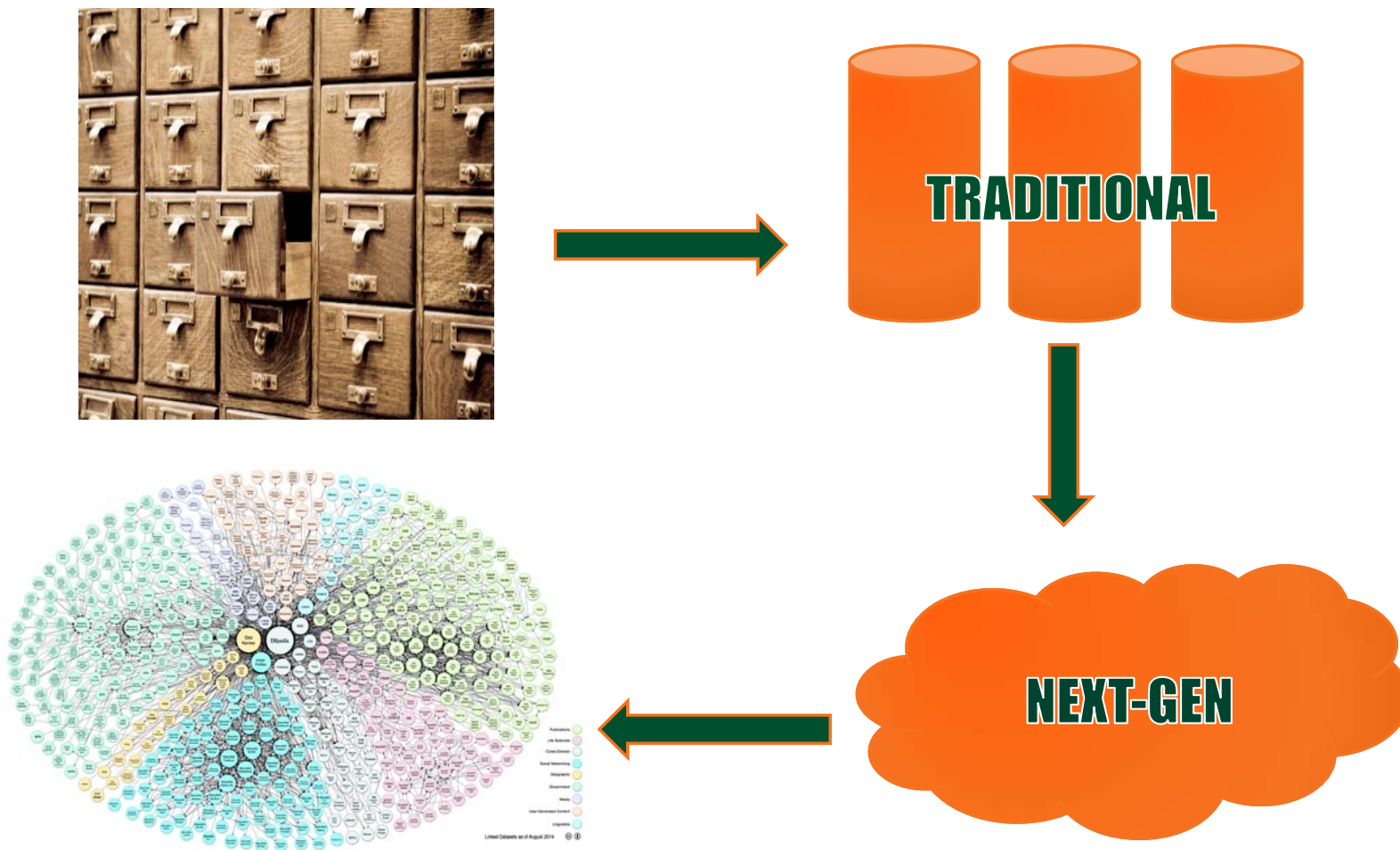
linda.isaac@miami.edu



You want me to do what?



TECHNICAL INFRASTRUCTURE



GROWING CONCERN FOR BACKLOG

ARL Survey¹



Barbara Jones' White Paper²



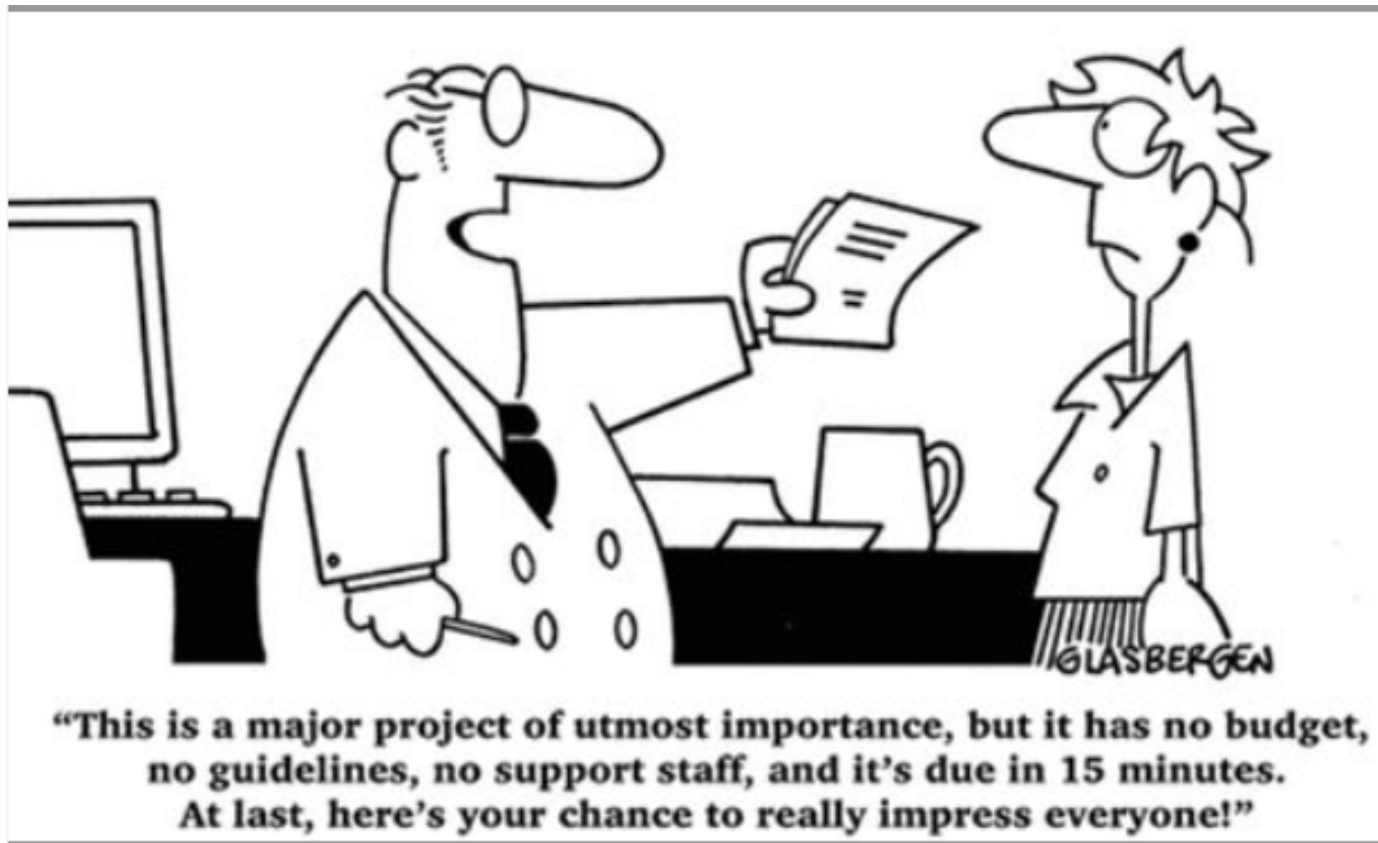
OCLC Research Survey³

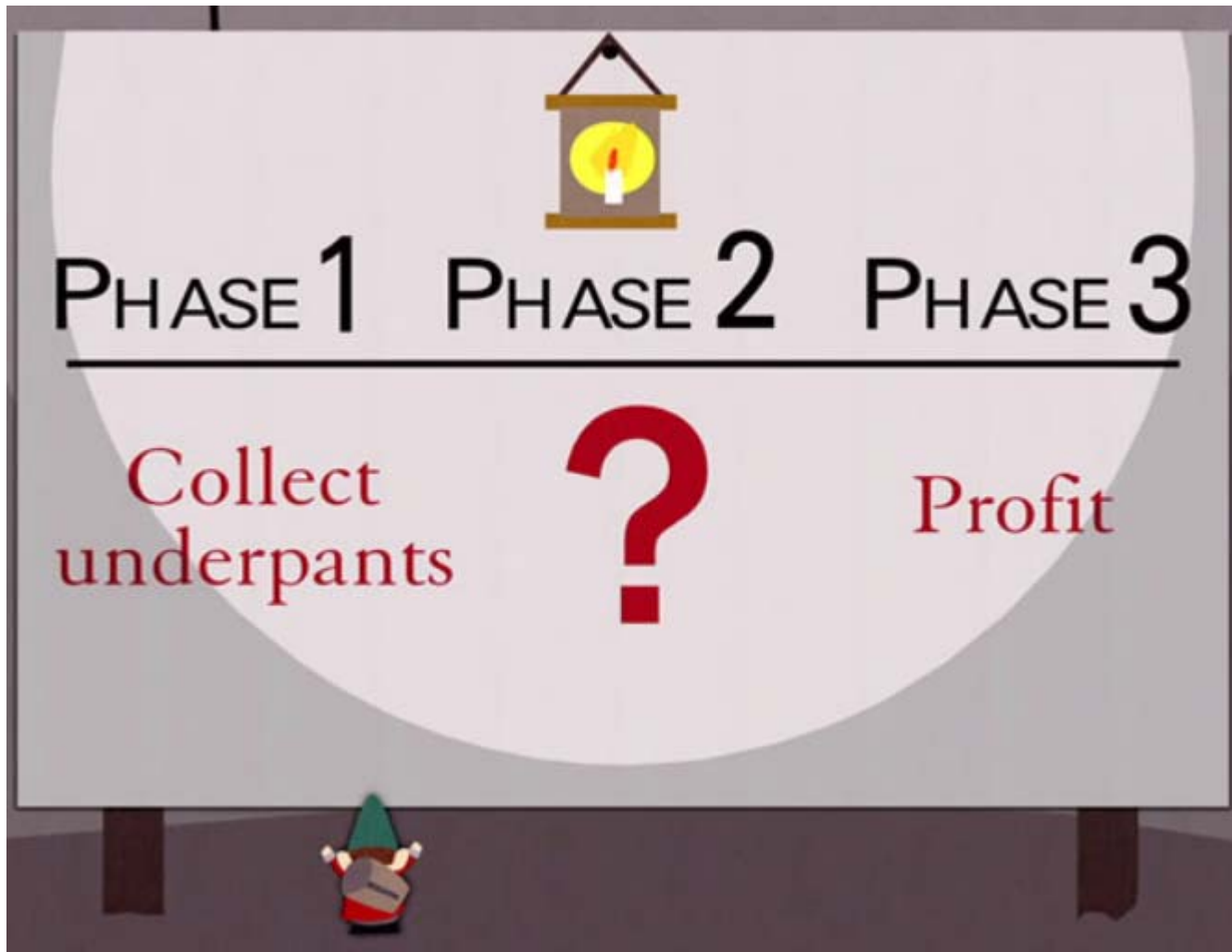


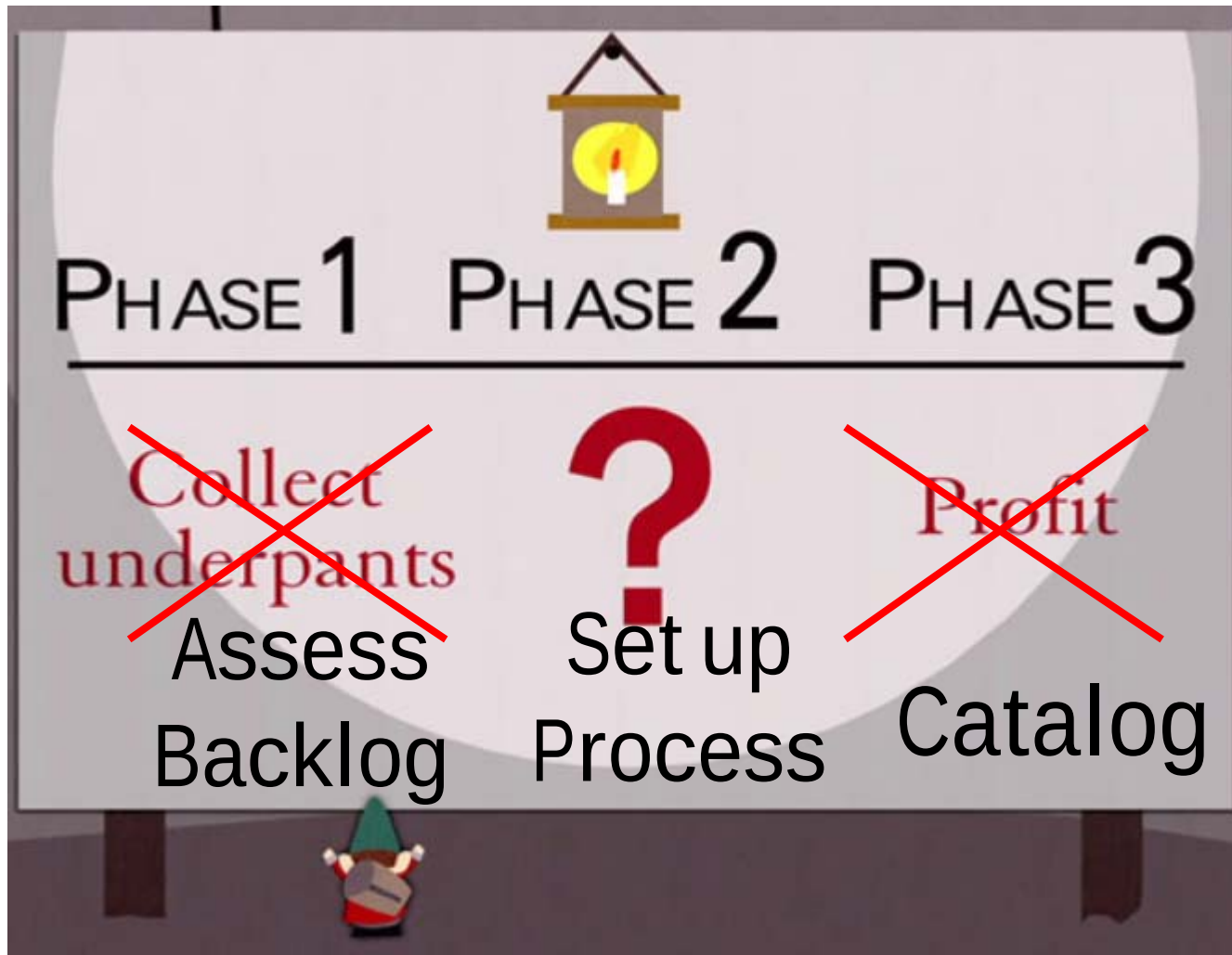
1. <http://www.arl.org/storage/documents/publications/special-collections-arl-libraries.pdf>

2. <http://rbm.acrl.org/content/5/2/88.full.pdf>

3. <http://www.oclc.org/research/publications/library/2010/2010-11.pdf>







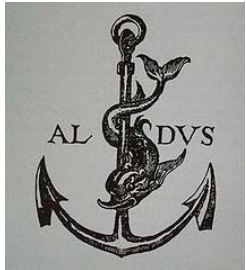


BROAD
ACCESS

VS.

DETAILED
DESCRIPTIONS

STREAMLINED PROCESS



- Each collection must be assessed
- MPLP for cataloging
- Potentially time-consuming efforts
 - Binding description
 - Concise and simple terminologies
 - Assigning call numbers
 - Unique local number



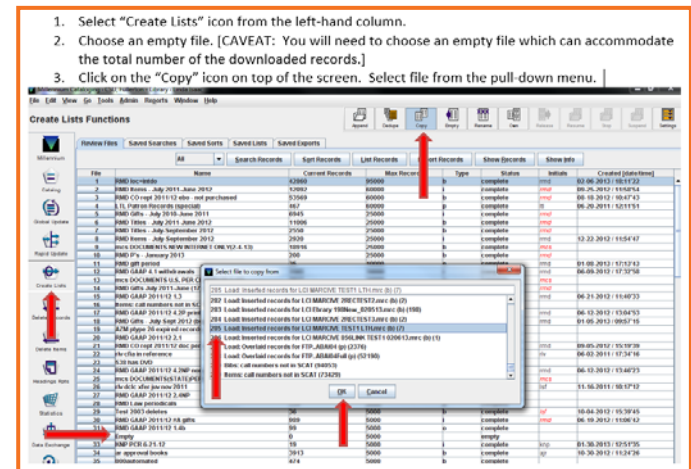
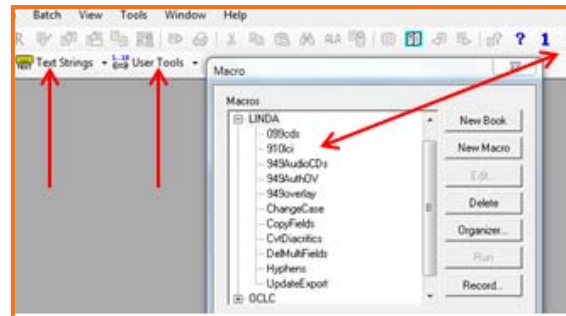
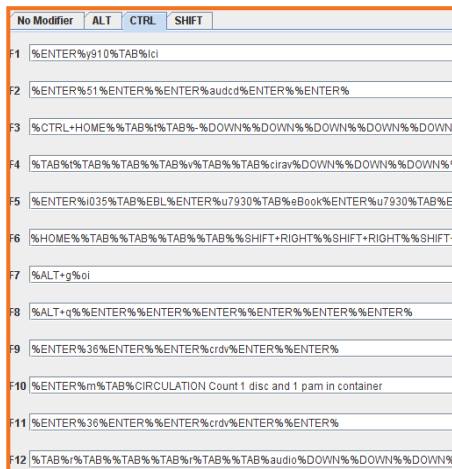
- Templates, Macros
- Policy documents
 - Individualized
- Training

Local note --

The first **590** should explain about the collection and how to page it. It should read: Spec. Coll. copy is part of a collection (Collection 1855). To page this item, use the collection record; to find the collection record, search the title: Literatura de kiosko. Item is in box ____.

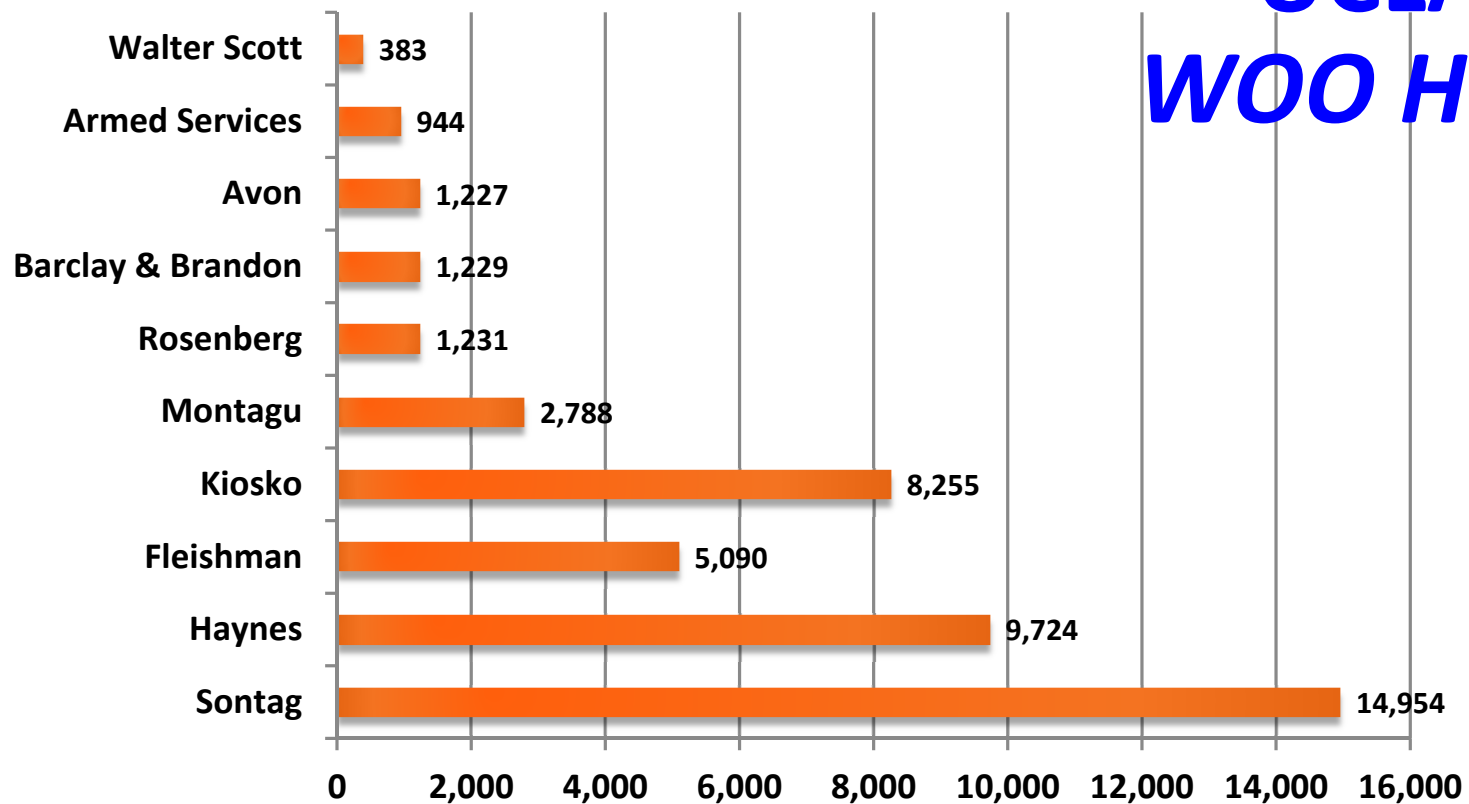
There only needs to be one more element appended to this note: a very brief description of the wrappers, naming only the one or two most prominent colors, then the style of its design, such as “printed” or “illustrated”, such as:

Yellow illustrated wrappers.
Blue and cream printed wrappers.



PROJECT STATISTICS (COLLECTIONS – PARTIAL LIST)

UCLA
WOO HOO!



049 _ |a CLUS |n Coll. 1855, box 82

090 _ |a PQ6159.9.R48 |b V35y 1945

100 1_ |a Valle-Inclán, Ramón del, |d 1866-1936.

245 13 |a El yermo de las almas / |c por Ramón del Valle-Inclán.

260 _ |a Madrid : |b [s.n.], |c 1945.

300 _ |a 23 p. ; |c 32 cm.

490 1_ |a Revista literaria, novelas y cuentos ; |v núm. 716

→ 590 _ |a Spec. Coll. copy is part of a collection (Collection 1855). To page this item, use the collection record; to find the collection record, search the title: Literatura de kiosko. Item is in box 82. Illustrated wrappers.

830 _0 |a Revista literaria (Madrid, Spain) ; |v no. 716.

100 1_ |a Gombrich, E. H. |q (Ernst Hans), |d 1909-2001.

245 10 |a Art and illusion : |b a study in the psychology of pictorial representation / |c by E. H. Gombrich.

250 _ |a New ed.

260 _ |a London : |b Phaidon Press, |c 1962.

300 _ |a xiii, 388 p. : |b ill. (some col.) ; |c 26 cm.

490 1_ |a The A.W. Mellon lectures in the fine arts, |x 0065-0129, |v v. 5

504 _ |a Bibliographical references.

→ 590 _ |a Spec. Coll. Sontag copy is part of a collection (Collection 892). To page this item, use the collection record; to find the collection record, search the title: Books from the library of Susan Sontag. Item is in box 91.

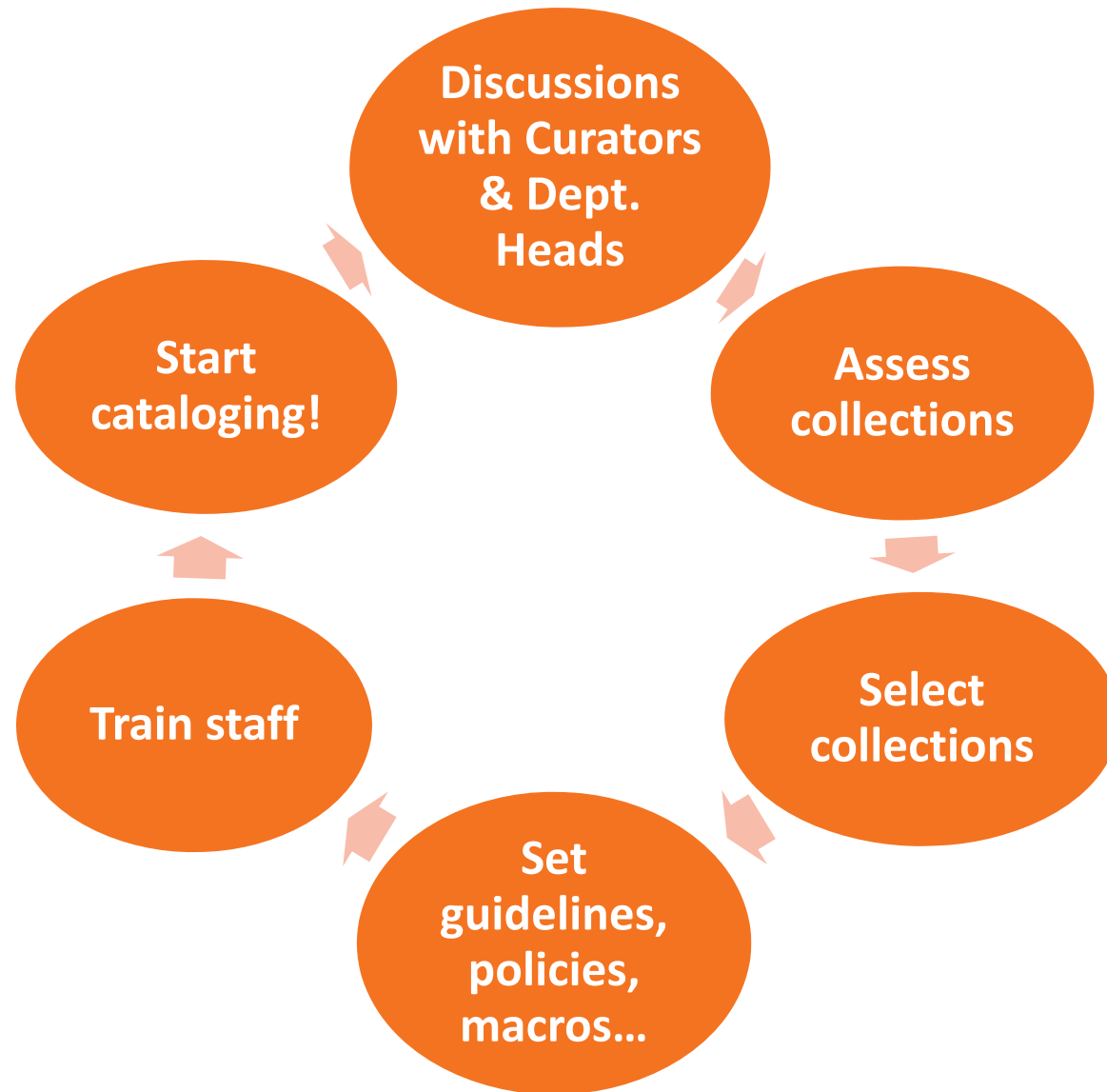
→ 590 _ |a Spec. Coll. Sontag copy: Illustrated dust jacket. Green cloth over boards. Stamped in dark green, with illustration on front. Lacks series number. Paper markers used, and Sontag's underlining and marks in margins indicating interest. Five newspaper article clippings and two journal article clippings laid in.

650 _0 |a Art |x Psychology.

650 _0 |a Art.

830 _0 |a A.W. Mellon lectures in the fine arts ; |v v. 5.

901 _ |a SON |b Susan Sontag Library



5410_|cPurchase;|aOak Knoll Books;|d20151014.

590__U.M. Special Collections copy is part of the Caribbean Collection.

655_

UNIVERSITY OF MIAMI

7102_

Colle

655_

WOO HOO!

8564_

period

se.

7912_Helen

590__U.M. Special Collections copy donated by Dr. John Paul Russo.

85642|http
periodicals#

7102_ University of Miami. |bLibrary. |bSpecial Collections. |bJohn Paul Russo Collection of Italian-American Poetry and Prose. |5FMU

7901_ Russo, John Paul, |edonor

Settings

New Records	Global Update	Record Display	Record Templates	Session Statistics	Create Lists	Statistics	Windows	Reports	Macros	Export Records	Search	Print Templates
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No Modifier	ALT	CTRL	SHIFT
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F1

F2

F3

%ENTER%n5410 |cGift;|aLibreria de Antano;|d20120510.%ENTER%n590 U.M. Special Collections copy is part of the Artists' Books Collection.%ENTER%n590 U.M. Special Collections copy: Saddle stitched; last leaf mounted on the inside

F4

%ENTER%n590 U.M. Special Collections copy is part of the Helen C. Purdy Florida Collection.%ENTER%n590 U.M. Special Collections copy: %ENTER%n599 ASC%ENTER%b7102 University of Miami.|bLibrary.|bSpecial Collections.|bHelen

F5

%ENTER%n590 U.M. Special Collections copy is part of the Artists' Books Collection.%ENTER%n590 U.M. Special Collections copy: %ENTER%n599 ASC%ENTER%y910 Ici

F6

%ENTER%n590 U.M. Special Collections copy is part of the Artists' Books Collection.%ENTER%n590 U.M. Special Collections copy: %ENTER%n599 ASC%ENTER%b7102 University of Miami.|bLibrary.|bSpecial Collections.|bArtists' Books

F7

%ENTER%n590 U.M. Special Collections copy donated by Dr. John Paul Russo.%ENTER%n590 U.M. Special Collections copy part of The John Paul Russo Collection of Italian-American Poetry and Prose.%ENTER%n599 ASC%ENTER%b7

F8

%ENTER%b7901 Shalala, Donna E.,|edonor

F9

%ENTER%y910 Ici

F10

%ENTER%y85642|uhttp://library.miami.edu/specialcollections/books-periodicals/#florida|zAbout the University of Miami Helen C. Purdy Florida Collection|2local

F11

%ENTER%y85642|uhttp://library.miami.edu/specialcollections/books-periodicals/#artists|zAbout the University of Miami Artists' Books Collection|2local

F12

%ENTER%y85642|uhttp://library.miami.edu/specialcollections/books-periodicals/#caribbean|zAbout the University of Miami Caribbean Collection|2local


Alma

MD Editor

Templates

Records

Rules

- Normalization rules
 - Private
 - Shared
 - Community
- Merge rules
 - Shared
 - Community
- Indication rules
 - Shared
 - Community

File Edit Tools

SC add 590 Richards 710 and 790

```

rule "Add 590 Richards 710 790"
when
  (TRUE)
then
  addField "590.a.U\\\\.M\\\\. Special Collections copy part of the I.A. Richards
Collection\\\\."
  addField "590.a.U\\\\.M\\\\. Special Collections copy gift of John Paul Russo\\\\."
  addField "590.a.U\\\\.M\\\\. Special Collections copy"
  addField "599.a.ASC"

  addField "790.{1,-}.a.Russo, John Paul,"
  addSubField "790.e.donor" if ( exists "790.{1,-}.a.Russo, John Paul," )

  addField "710.{2,-}.a.University of Miami\\\\."
  addSubField "710.b.Library\\\\." if (exists "710.{2,-}.a.University of Miami\\\\." )
  addSubField "710.b.Special Collections\\\\." if (exists "710.{2,-}.a.University of
Miami\\\\." )
  addSubField "710.b.I\\\\.A\\\\. Richards Collection\\\\." if (exists
"710.{2,-}.a.University of Miami\\\\." )
  addSubField "710.2.local" if (exists "710.{2,-}.a.University of Miami\\\\." )
end

```

LOCAL TERMS

655_7Floridiana.|2local

655_7Caribbeana.|2local

655_7Florida artists.|2local

655_7Florida sheet music.|2local

655_7Gleason adjacent.|2local

655_7Color printing (Printing)|2rbpri

655_7Armorial bookplates (Provenance)|2rbprov

655_7Publishers' advertisements.|2rbgenr



655_7Artists' books|zFlorida|zMiami.|2rbgenr

655_7Accordion fold format (Binding)|2rbbin

655_7Assemblages (sculpture)|2aat

655_7Cut-paper work.|2aat

655_7Collages (visual works)|2aat

655_7Drawings (visual works)|2aat

655_7Authors' autographs (Provenance)|zFlorida|zMiami|y2015.|2rbprov

655_7Typefaces (Type evidence)|xBaskerville.|2rbtyp

500 __|a On frontispiece: "Te Amsterdam, by Reinier en Josua Ottens."

On frontispiece...

500 __|a "T'Antwerpen, by Jan Mourentorf, in de Plantijnsche Druckerij, Gedrukt in 't Jaar 1599. Met privilegie. Op nieuw herdrukt, en tegen deselve na-gesien, 1743"

500 __|a "Men vintse te koop by d'erven van de Weduwe Cornelis Stichter" precedes "tot Amsterdam" on title page.

Additional illustrated title page...

500 __|a On additional illustrated title page: "Biblia sacra, dat is: alle de Heylige Schriften van het Oude en Nieuwe Testament, na laetsten Roomschen text verbeterd, door de doctoren der H. Godtheyt, inde vermaerde Universiteyt van Loven, inden iare MDCCXIX. met privilegie. T'Antwerpen Gedrukt, by Jan Mourentorf, op nieuw herdrukt, en wederom nagesien en verbeterd, anno 1743."

Text printed in black letter, double column...

500 __|a Text printed in black letter, double column, paragraph form, single rule down center of page. Numbers in roman type.

500 __|a Includes folded maps with illustrations.

Woodcut illustrations...

500 __|a Woodcut illustrations. Some illustrations signed by engravers. Plates in O.T. numbered 1 to 62, and N.T. 1 to 66. Unnumbered initials. Tail pieces.

500 __|a Separate title page for N.T.: "Het Nieuwe Testament, ons saligmakers Jesu Christi ..."

Separate title page...

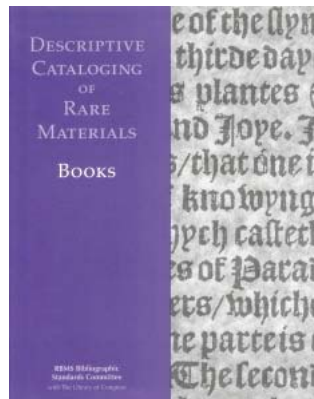
500 __|a Includes Register-Tafel at end.

590 __|a U.M. Special Collections copy gift of William J. LeMaire.

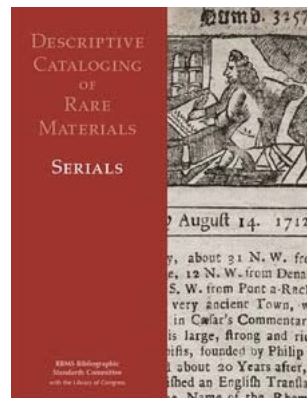
Binding and laid-in items...

590 __|a U.M. Special Collections copy in dark brown calf over wooden boards, with two pairs of raised bands; centerpiece stamped in gilt on covers; six raised bands with decorative gilt and title, "RoomseBybel" stamped in gilt on spine. dried clover leaves (2 of which are four-leaf clovers) laid in.

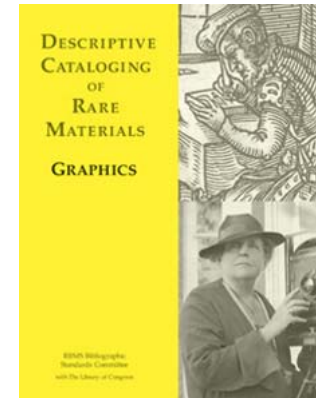
DESCRIPTIVE CATALOGING OF RARE MATERIALS



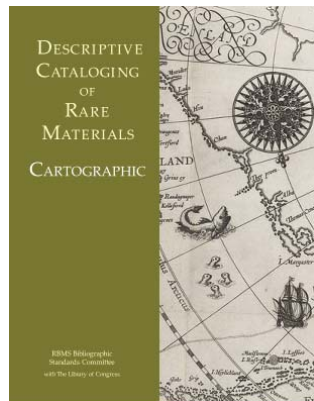
BOOKS



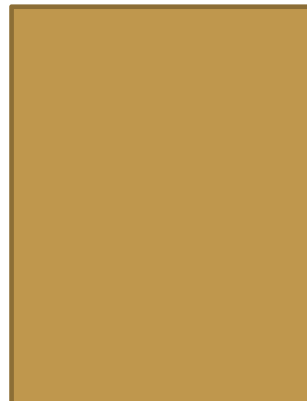
SERIALS



GRAPHICS



CARTOGRAPHIC



MANUSCRIPTS



MUSIC



ELECTRONIC DISCUSSION LISTS

- RBMS – Rare Book and Manuscripts Section of ACRL
- DCRM – DCRM Users' Group
- EXLIBRIS – Special collections and librarianship in special collections
- SAA - Society of American Archivists
- ARLIS - Art Libraries Society of North America





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