Project One-pager

**Education Media Center Textbook Review Gifts (2019-2020 season)**

**Objective:** Catalog and process textbooks for the Education Media Center (EMC)

**Requirements:** Standard workflow and standards for print monographs. Search Millennium for existing records; if not found, search OCLC for copy; download copy (if no copy, forward original cataloging); edit records; create items, and holdings (if necessary); books go to processing and shipment to EMC

Location codes are t (bib) and tst (item) with gift in item note field.

**Scope:** *Number of items not yet determined.*

The 2018-2019 season book count was approximately 350 items. (Source of data: Create Lists. Item location= tst, note=gift, item record create date=Sept. 2018-April 2019)

**Project manager**

CM:

MMR: Scott Dutkiewicz

**Content and technical leads (who to ask about problems)**

CM:

MMR: Scott Dutkiewicz

**Specialists (Who does what):**

CM: Melanie Cline, Joanna Roa—“first pass” searching; copy cataloging of LC/PCC records

MMR: Scott Dutkiewicz—OL\* and original cataloging

SMA: Alydia Sims, Leah Abbatiello--processing

SMA: Lisa Bodenheimer (review of original cataloging)

**Data Collection:**

Items “signed” by catalogers; similar parameters in Create Lists to gather final counts.

**Sponsor: (Whom to contact for questions at the collection site)**

**(TBD)** Tara Weekes (EMC)

**Timeline:**

Books arrive in CM (November 2019- )

Cataloging/processing begins: *After* the Special Collections/Offsite Shelving Project is done (January 15, 2020)

Cataloging and processing ends: <Contingent on size of donation>

(Last year, cataloging began September 2018 and concluded in April 2019)

It is possible that this project may be “split” between Millennium and Alma. Bear in mind the ALMA migration, and the moratorium of cataloging before the Alma Go-Live date of June 1, 2020. Would these books be good for Alma “hands-on” training?

Comments

\*Last year we tried to have library specialists copy catalog OLs. This year cataloger is suggesting an experiment. Textbook cataloging at the OL level is quite variable quality-wise and the cataloger ended up doing a fair amount of rework getting OL, especially brief records, presentable for the catalog.

**KEY**

**CM= Collection management. MMR= Metadata and Monographic Resources. SMA= Standards Management and Assessment**