



# CMC Cataloging Services

*Dr. Pamela Thomas, Bibliographic Grant Manager*

CARLI, Nov. 30, 2023

# CMC Mission

The mission of the Cataloging Maintenance Center (CMC) is to provide cataloging support to Illinois library system members.

# CMC Team



Barbera Scoby  
CMC Cataloger



Dr. Pamela Thomas  
Bibliographic Grant  
Manager



Mary Cornell  
CMC Cataloger



Eric McKinney  
CMC Cataloger



Kat Anderberg  
Metadata Cataloger



Blake Walter  
Special Project Cataloger



Katie Roberts  
Special Project Cataloger



Andrea Giosta  
Special Project Cataloger



Shelley Stone  
Cataloger

# Agenda

- Free cataloging services
- Digitized collections
- Training
- Database cleanup



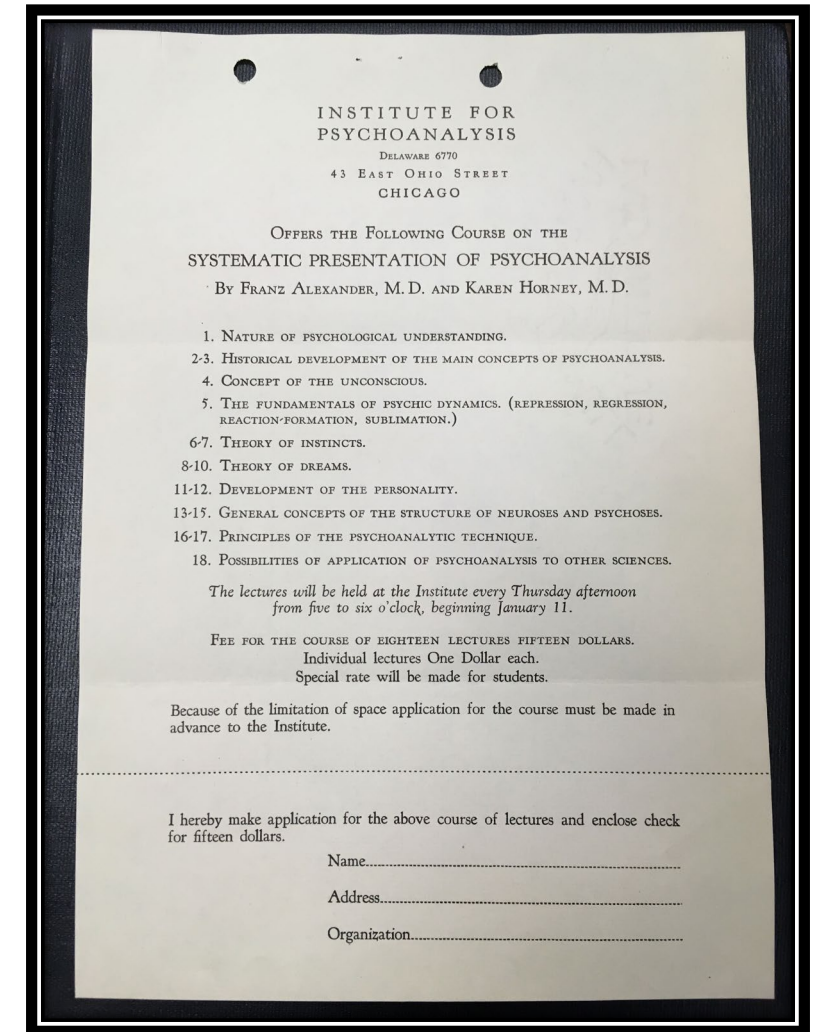
# Free Cataloging Services

- Local authors
- Local history
- Local genealogy
- Special collections
- Government documents
- Microforms
- Digitized collections



# Digitized Collections

- Consultations
- Transcriptions
  - Written (handwritten or typed)
  - Audio recordings (oral histories)
- Uploading
  - IDA (Illinois Digital Archives) website
  - Your library website
- [kanderberg@illinoisheartland.org](mailto:kanderberg@illinoisheartland.org)





# Training: Online with the CMC Webinars

## **A Place for Everything: Digital File Organization**, Dec. 14, 2023, [Register in L2](#)

Is your photos folder a mess? Do you feel a sense of dread whenever you have to find a specific file? Metadata Cataloger Kat Anderberg will help you make sense of your digital files, from file naming to folder structure.

## **Slaying the Genre: Investigating Genre Headings**, Jan. 11, 2024, [Register in L2](#)

Do you catalog items that cross a variety of topics, and would you love to learn more about the different terms you could use to apply to those items? Join catalogers Barb Scoby and Mary Cornell as they slay the genre and go on an investigation to assist you in extending your knowledge of genre headings.

## **Parts, Volumes, and Issues: Exploring Serials Cataloging**, Feb. 15, 2024, [Register in L2](#)

Does your library purchase magazines, newsletters, newspapers, annuals (reports, yearbooks, or directories), journals, memoirs, or proceedings? Do you need help with cataloging these complex materials? Let Dr. Pamela Thomas lead you from the dark forest into the sunlight of cataloging print and non-print publications.

## **Collected Moments: Creating Bibliographic Records for Personal Collections and Scrapbooks**, March 14, 2024, [Register in L2](#)

Do you need help determining where to start when cataloging special collections? What material type do you use? How do you express the dates of the collection in the record? Do you catalog collections housed in a box differently than ones that are pasted onto scrapbook pages? Join Barb Scoby as she presents several different types of collections and discusses the cataloging decisions made for each collection.

## **AI and the Library World**, April 11, 2024, [Register in L2](#)

Are you interested in how artificial intelligence might be used in the library world? What can they do? What can't they do? Join Eric McKinney as he explores the limits of ChatGPT and BingAI as related to libraries.

## **Getting Serious About Series**, May 9, 2024, [Register in L2](#)

How do you determine if an item is part of a series? Is it a traced or untraced series? When you have MARC field 490, then you must also add an 8XX field, but which one? Dr. Pamela Thomas will help you determine when to add a 490/8XX combination to your MARC bibliographic record.

# Training: Cataloging Courses

## **Focus on Cataloging Binge Boxes, Dec. 4-17, 2023, [Register in L2](#)**

Does your library have binge boxes but don't know how to catalog them? Mary Cornell will help guide you through cataloging binge boxes.

## **Focus on Cataloging DVDs, Jan. 15-28, 2024, [Register in L2](#)**

Do you have a stack of DVDs to catalog but don't know where to start? Eric McKinney will help you learn how to catalog DVDs.

## **Focus on World Language Cataloging, March 11-24, 2024, [Register in L2](#)**

Has your library decided to start purchasing materials in world languages, and you need help figuring out where to start? Mary Cornell will help walk you through the steps of cataloging world language materials.

## **Focus on Cataloging CDs, April 8-21, 2024, [Register in L2](#)**

Cataloging CDs can be challenging—what MARC (MACHine-Readable Cataloging) fields are required, and which ones are optional? How do you fill out the fixed-field elements? Eric McKinney will guide you through the process of creating bibliographic records for CDs.

## **Subject Analysis, May 20-June 30, 2024, [Register in L2](#)**

Dr. Pamela Thomas will cover topics such as controlled indexing language, keyword versus controlled vocabulary, the purpose of subject headings, the 20% rule, content analysis, Library of Congress Subject Headings (LCSH), word-based approaches to retrieval, Sears List of Subject Headings, and MeSH (Medical Subject Headings) in this six-week course.

## **Cataloging Basics, July 8-Aug. 18, 2024, [Register in L2](#)**

This six-week crash course in basic cataloging dives into cataloging using RDA, the Resource Description and Access standards, and using MARC, the MACHine-Readable Cataloging standards. Eric McKinney will cover MARC fields 0XX-8XX and fixed-field elements, the most commonly used fields when cataloging library items.

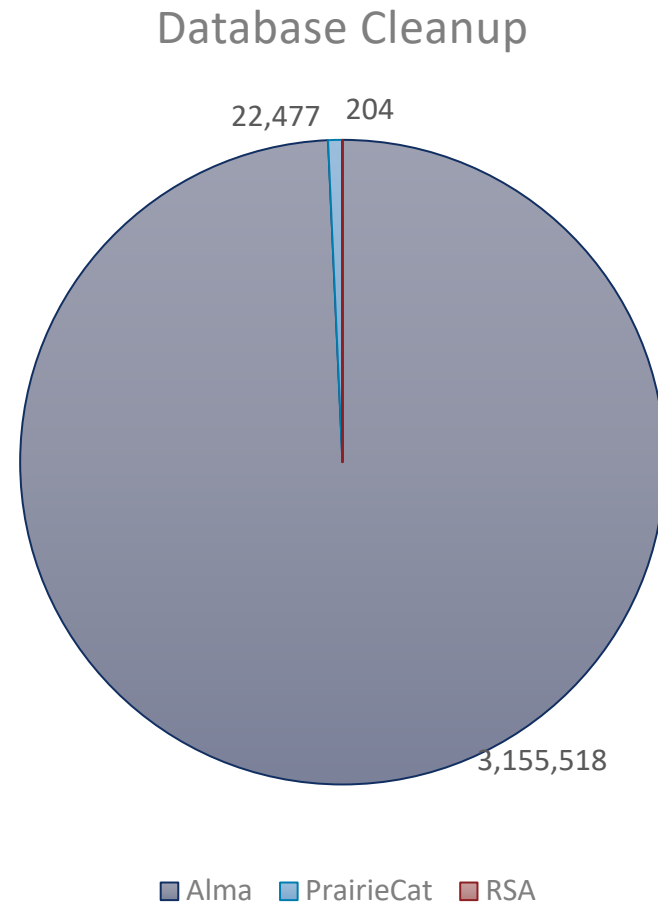
## **Cataloging 3D Objects, Kits, and Realia, Sept. 9-Oct. 6, 2024, [Register in L2](#)**

Dr. Pamela Thomas will spend four weeks providing hands-on cataloging of 3D Objects, Kits, and Realia. During the course, students will originally catalog 3D and 2D objects and kits, including games, flyers, a bingo set, a postcard, and other challenging items. Cataloging knowledge and experience is strongly recommended.

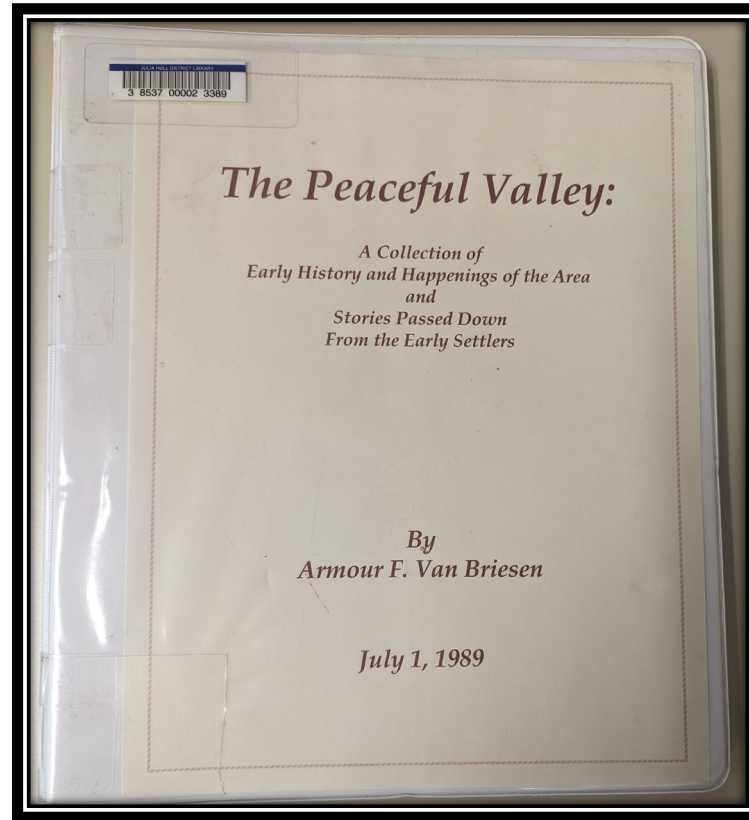
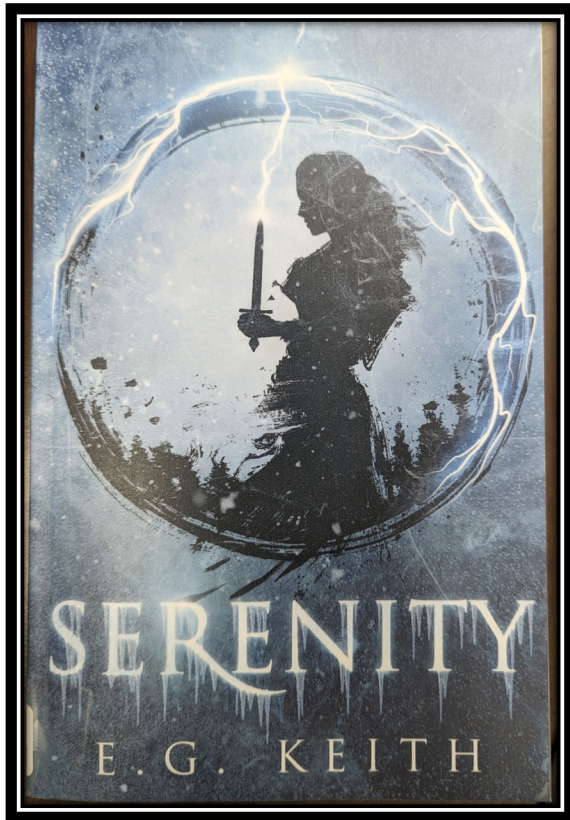


# Database Cleanup

- CARLI Alma cleanup project
- PrairieCat cleanup project
- RSA Backlog cleanup project

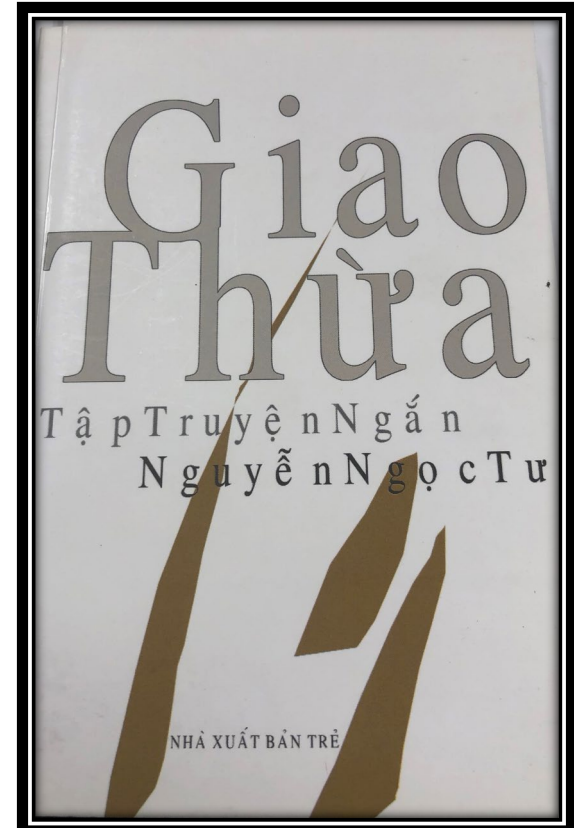
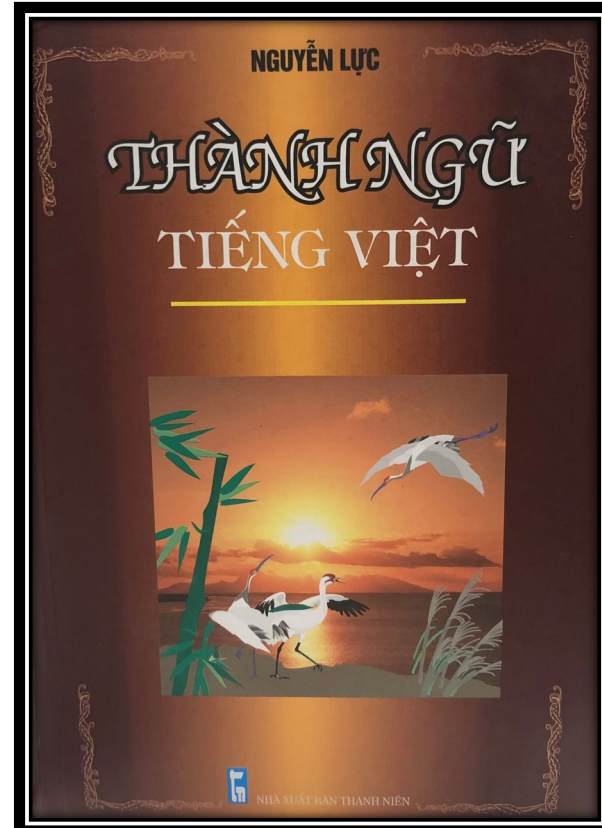
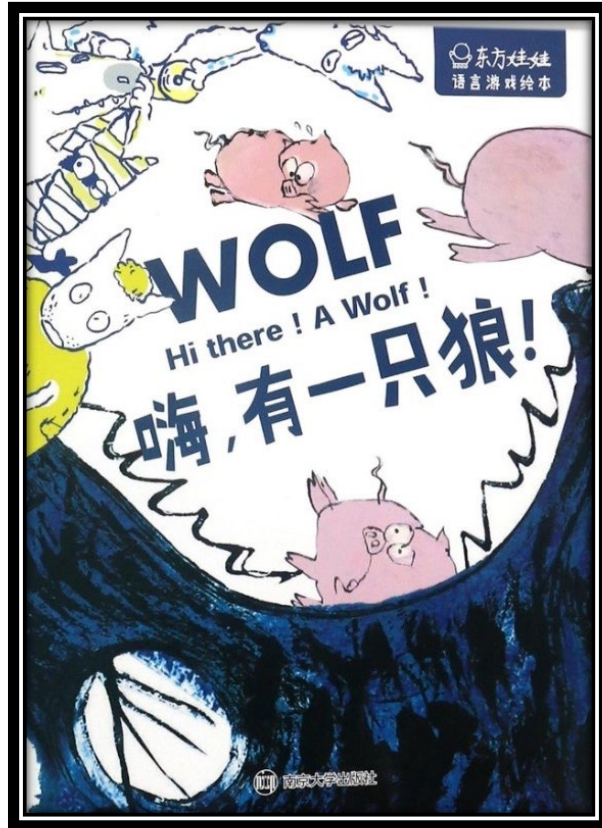
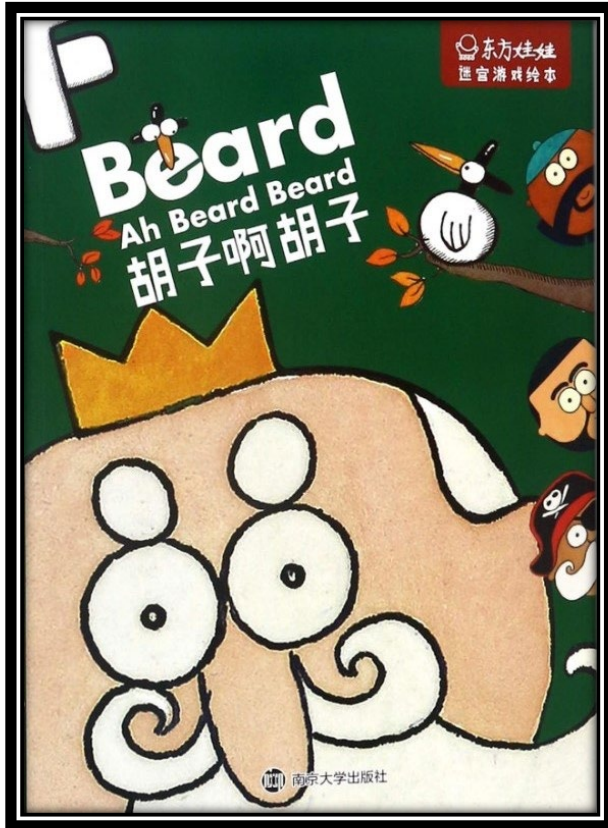


# Cataloging Examples: Local Author, History

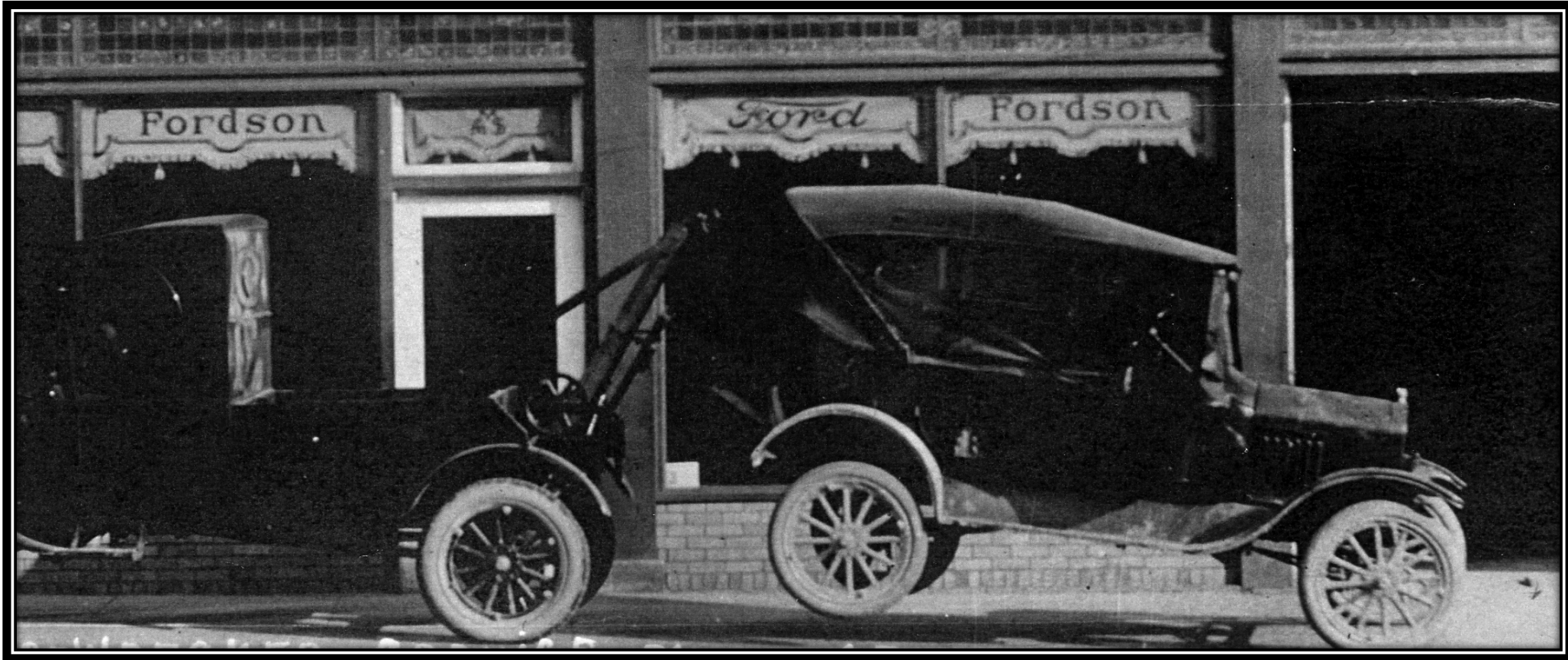




# Cataloging Examples: Special Collections



# Digital Collection Example: Auto Wrecker Service





# Inquiry #1

- Please describe special collections in the English language that are in need of cataloging, including number of pieces and condition. Examples include cataloging local authors, local history, local genealogy, special collections, and government documents. Special collections cataloging services include world language materials, CDs, kits, 3D objects, realia, newspapers, or any items that your library considers special collection material.

# Inquiry #2

- Please describe foreign language materials that are in need of cataloging, including number of pieces and condition. Examples include cataloging local authors, local history, local genealogy, special collections, and government documents. Special collections cataloging services include world language materials, CDs, kits, 3D objects, realia, newspapers, or any items that your library considers special collection material.





# Inquiry #3

- Test Assessment kits

# Inquiry #4

- In our University Archives/Special collections, we have a large collection of an individual's donated collection of sheet music-- individual art songs. Dates range from approximately 1890-1950. There is a total about 6,500 items. There is a subset of about 1,250 items specifically tied to Illinois (it varies how directly). These are physically processed (sleeved and boxed in acid free boxes), and are somewhat discoverable as an archival collection in ArchiveSpace, but are not individually cataloged. Titles are discoverable, but that is all. In a discussion with our Dean, even just the Illinois subset could be a candidate for this cataloging service. We would want to feel confident in careful handling, etc.
- Our biggest questions concern how the materials would be transferred between us and the Cataloging Maintenance Center, and to feel confident that the items are handled with care, not lost in transit, etc. There may be a number of unique items in the music collection, but we are not sure.

# Inquiry #5

- Approx. 1,150 volumes of primarily German serials dating from 1860s to 1940s. Includes some Italian and French titles as well. Mostly scientific journals. Titles such as: Zeitschrift fur Biochemie und Biophysik; Zeitschrift fur Technische Biologie; Zeitschrift fur Natur-Wissenschaftlichen; Zeitschrift fur Physiologie Chemie, etc. Condition is fair to poor; some volumes are fully stable and intact, but others have broken or crumbling spines. We can submit photographs for review at a later time.
- We also have a collection of primarily English-language rare books (18th-19th centuries) that are already cataloged but could use updated records. The German-language serials are our priority now, but importing expanded records or otherwise improving the metadata of these rare books is a potential second project.

# Inquiry #6

- One of our selectors received funding (about \$1500 I believe) to purchase children's books in Arabic, Urdu, Spanish, and Polish. They haven't been purchased yet, and the exchange rate can make it difficult to predict, but I'd estimate around 125 books in new condition. We have approximately 10 non-English language serials/periodicals related to the circus. We'd only need one issue cataloged, then I could add holdings from that record. I'd say they're in good condition.

# Inquiry #7

- Our Special Collections Research Center houses a collection of rare books used by the Open Court Publishing Company of La Salle, IL, founded in 1887. Approximately 8,500 volumes have been cataloged, yet approximately 2,000–3,000 volumes remain to be cataloged. The volumes date from the 16th century to the early 20th century and are in the languages of English, French, German, Japanese, Chinese, Pali and possibly other languages. There is a mix of monographs and scholarly journals covering cutting edge research for their time in the natural and social sciences, theology, world religions, philosophy, mathematics, and other fields, reflecting the broad mission of the Open Court aimed to support an interdisciplinary community of thinkers from around the world. Some volumes contain inscriptions and signatures of the author.

# Inquiry #8

- We sometimes order scores which require an expertise that we don't have on staff. We have been contracting with an outside company. We currently have 8 volumes of the collected works of Shostakovich as well as a Schuman concerto and a Dvorak score that need cataloging.
- Are music scores something that could be handled by IHLS?



# Inquiry #9

- In weeding our collection, we found books that are old, 1880, 1888, 1891, and many that have original plates and illustrations. We are thinking about creating a “rare” book collection, it would be about 30 items. Our yearbooks are floating around somewhere, and have discussed many times cataloging those as well. That would be about 80-100.

# Inquiry #10

- Irish poetry and history collection from the late 1800s to mid-1900s. Approximately 800 pieces in English, in very good condition.
- Theological and biblical volumes from 1600s to 1800s. Approximately 2000 in world languages, mostly in Latin. Condition ranges from poor to very good.

# Inquiry #11

- We have the following backlogs in Special Collections, all in good condition and most in English: 17,141 comic books, primarily periodicals, 3,787 pieces of sheet music, 3,046 volumes in our Science Fiction Writers of America Collection, mostly science fiction novels, 1,886 volumes in our Gender Studies Collection, 1,387 in American Popular Literature, mostly series books, and 210 serials (647 volumes) from the Southeast Asia Collection.
- We have the following foreign language materials from our Southeast Asia Collection, all in good condition: 305 Vietnamese monographs, 16 Vietnamese serials (92 volumes), 198 Thai monographs, 5 Thai serials (23 volumes), 196 Thai DVDs, 56 Thai CDs, 16 Thai maps, 37 Indonesian monographs, 31 Indonesian serials (50 volumes), 100 Indonesian maps (most are single folded sheets), 18 Filipino monographs, 42 Malaysian monographs, 19 Malaysian serials (41 volumes), 42 Burmese serials (375 volumes), 252 Khmer monographs, 21 Khmer serials (78 volumes), 3 Khmer maps, and 4 Khmer DVDs.
  - Some of the Southeast Asian materials are currently in process and may be sent to CMC (or RAILS).

# Inquiry #12

- 33 rpm jazz records that we have not been able to locate records for in OCLC Worldcat or the Discogs database - about 20 albums so far. There will definitely be more, we have not started working on the 78 rpm jazz records yet, and there could also be jazz CDs that are also not in Worldcat or Discogs. This is an enormous collection of jazz audio recordings (40,000 items?), but we haven't found too many so far that need original cataloging.

# Inquiry #13

- Material types/genres in English: Local (Quad Cities) material, including local authors, local history, and government pamphlets & documents. Number of items: 77, Conditions: 50 in good condition, 27 in fair condition (slight damage to pages or binding).
- 1 text in unknown language that appears to be of African origin. Good condition.
- The primary barrier we face is lack of time to get to our cataloging backlog in Special Collections. In the case of the foreign-language item, we lack the language expertise. The local items would be beneficial to students and other researchers interested in the history of the Quad Cities area. Our special collections librarian would use the foreign-language item for teaching purposes if she had further information about it.

# Testimonials





“The CMC cataloging service has made a major contribution to reducing backlogs of materials in Vietnamese at NIU. Our Technical Services, like most, is short-staffed and this collection had been set aside for a day when there would be more time for cataloging. Thanks to CMC we don’t have to wait anymore for our day to come. CMC has reduced this backlog by two-thirds and as a result these rarely held resources are available for teaching and research at the NIU Center for Southeast Asian Studies and beyond”—Mary Burns, Special Collections Cataloger, Associate Professor, NIU.

“The Cataloging Maintenance Center is a wonderful resource to catalog non-English resources especially when you do not have cataloging expertise in particular languages at your institution. Additionally, they returned the cataloging work of our resources in a short timeframe with pleasant communications”—Angela Yon, Cataloging and Metadata Librarian, Milner Library, Illinois State University.

# Resources

- Cataloging request form
- CMC cataloging training
- CMC web page
- Online with the CMC recordings
- ILDS form

FINAL DESTINATION (FOR)					
CDP Delivery Information (TO)					
FROM					
NOTES					
ALWAYS CIRCLE OR HIGHLIGHT ONE ILDS DESTINATION CODE BELOW					
To Systems or their Non-ILDS Members		To ILDS Libraries			
CPL	ADL	ERK	KKC	ONU	UCH
XBR	AGC	EWU	KNX	PML	UIC
XCV	AIC	FLD	KSC	PRC	UIH
XEP	ALP	GRN	LAC	PRK	UIP
XGV	ANC	GSU	LCC	QCY	UIR
XRF	ARU	HRT	LEW	RCC	UIS
XSW	AUG	HST	LFC	RFM	UIU
XWH	BEN	HWC	LLC	RJD	UNI
ZCA	BHC	ICC	LUC	RKC	USF
ZCH	BLC	ICO	MBI	ROU	VCM
ZED	BRA	IEF	MCK	RSH	WCC
	BRN	IEL	MHC	RVC	WCN
	CBG	IEO	MIL	SAI	WHE
	CLC	IEW	MLS	SCC	WIU
	COD	IID	MON	SEI	WQC
	COL	IIT	MRT	SFM	WRH
	CON	ILC	MVC	SIC	WWC
	CRL	IMS	MWU	SIE	
	CSC	ISL	MXC	SIM	
	CSU	ISU	NBT	SJC	
	CTS	IVC	NBY	SJN	
	CTU	IWU	NCC	SML	
	DAC	JAL	NEI	SRC	
	DOM	JKM	NIU	SSC	
	DPU	JML	NLU	SVC	
	DPX	JOL	NPU	SWI	
	ECC	JUD	NUH	SXU	
	EIU	JWC	NWU	TIU	
	ELM	KCC	OAK	TRN	
	ERI	KIS	OHC	TRT	

ILDS codes defined at  
<http://illinoisdelivers.net>

For a directory of Illinois  
libraries see:  
<http://www.librarylearninginfo.org/illinois/>

June 2023



CATALOGING  
MAINTENANCE CENTER  
Statewide Cataloging Support



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