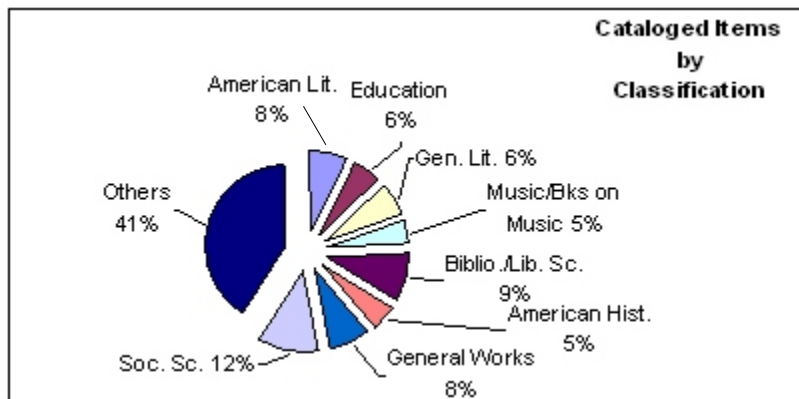


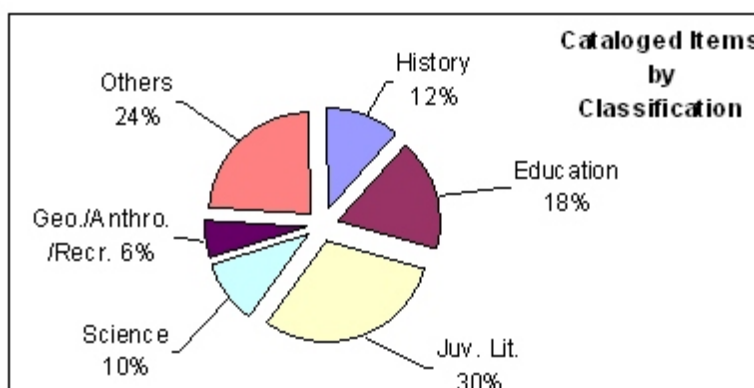
Cataloging:

In FY2004, a total of 1,660 items were cataloged. This is a decrease from last year's 2,536 items. The reason for the decline in cataloged items is our limited funds for the purchasing of books and other items. Of the 1,660 items catalogued, 859 or more than 50% were gifts received from different campus organizations, faculty, staff, and community patrons. Please see Appendix A for reference. Our largest donation, 184 titles, from STEPS (Student Teacher Educational Professional Society) were cataloged mostly in our young adult, juvenile, and curriculum section. A list of these donated titles can be found in Appendix B.



Of the items cataloged in the Stacks/Reference/Special Collection/Oversize/Media/Acadian Circulating section, 12% are in Social Science, 9% in Bibliography/Library Science, 8% in General Works, 8% in American Literature, 6% in Education, 6% in General Literature and 41% in miscellaneous areas.

Of the items cataloged in the Juvenile, Curriculum and Young Adult section, 30% are in the Juvenile Literature, 18% in Education, 12% in History, 10% in Science, and 24% in miscellaneous areas. To view a complete list of the items by classification see Appendix C.



The library has a minimal number of backlog items that require original cataloging. Original cataloging is the process of finding pertinent information describing the physical shape, the content of an item, and the subject area of the article. The next step is creating a bibliographic record reflecting the rules and regulations of the Library of Congress cataloging process. The process to catalog these items takes considerably more time, but staff plans to begin the process in the upcoming year.

Over the course of the year, 103 volumes were moved from various sections of the library to other more appropriate sections. As the collection is analyzed, titles may be moved to other locations within the library: 40 items in the reference section have been moved to our special

collections area; 60 items were moved from the reference section to the stacks; and 3 items were moved from reference to the government document section. The moves required changing one or more fields in URSUS and re-labeling the items. Please refer to Appendix D for this section.

During FY2004, 341 volumes were discarded mostly because of outdated edition -- 89 volumes were discarded from the curriculum section, 57 volumes were discarded from the regular stack, and 64 volumes were discarded from the reference section. To view a full list of discarded items **by subject areas, please refer to Appendix D.**

The process of moving recently cataloged items from the cataloging department to their destination in the library is done in a timely matter. A recent concern made the cataloging department look at the moving process. Items are mostly cataloged as they are received and put on a cart for labeling. When the items are labeled and ready to go out, the cataloging staff contacts the supervisor to verify the work. The items are then shelved in their appropriate location of the library; or if a mistake is located, the item is returned to the cataloging department for rectifying.

Every year during the collection's inventory process, mislabeled items, items with barcode issues and other problematic items are brought to the cataloging department's attention for rectifying. These issues are usually resolved as received and put back in the collection within a very short amount of time.

For FY2005 the library has changed its subscription with Nelineet from 1,000 records to 500 records. In FY2004, the library downloaded 748 records from Nelineet, losing 252 records. Because of budget constraint, there is a limited number of items being purchased, and the small amount of backlog will probably be accommodated within this new subscription. The subscription cost for 500 records is \$460.53 compared to the cost of 1,000 records which was \$915.60. If the library should need additional searches, the cost will be .90 per record.

Over the past few years, the library staff has continued to search for phonograph records in Nelineet. About 150 remaining unique titles don't seem to have a matching bibliographic record in OCLC and will have to be original cataloging. In FY2004, only 1 phonograph was added to our collection. In FY2003, 699 records were cataloged.

The cataloging of Maine documents has been constant over the past two years. This year, 737 Maine document items were cataloged compared to 544 last year, and there is still a large backlog of documents that need to be cataloged. The reference department still receives the documents, processes the inserts, and maintains the collection while the cataloging department assigns numbers and adds item records in Ursus.

The Library's DVD collection was displayed in a locked glass cabinet, where patrons could not view the jacket. New DVD s was purchased and the DVD jackets were displayed in this new shelving within the media section for patrons to view. The actual DVDs were then put in different CD poly cases and were labeled and housed behind the circulation area where they can be checked out. In the near future printed lists of DVDs will be made available throughout the

library for patrons to view.

The cataloging of all “indexes” in the Reference section was an on-going project for the past two years. The items that were not processed have now been identified and all have been cataloged. The project was completed this year and contributed to a high number of cataloged books and serials in the reference section of the “Cataloged Items”.

The Millennium cataloging software, which is the library’s most recent software for cataloging, has been used for cataloging for the past year instead of the Telnet version. A new upgrade of the software has been done in the past few months which gave new functionality across Millennium as well as correcting a number of software problems. Nevertheless, issues remain unresolved such as running statistics in Millennium. Reports generated from Millennium and Telnet produce conflicting statistical results.

“The Century of Progress,” a title that covers the first 100 years of UMFK’s history, has been digitized and put on the web for UMFK 125th anniversary. The book was scanned page by page and put in a text file where formatting can be done. From these files HTML & PDF files were created. A few photos need to be added to complete the project fully, but the document is available to view at the following site:

<http://www.umfk.maine.edu/infoserv/library/cataloged/century>

Five pieces of sheet music, written by Inez Day Richards, received by the library from members of Inez Day Richards’ family last year, are on the list to also be digitized and put on the web for the public to view. This project will be worked on in FY2005.

The Maine Memory Network, a project of the Maine Historical Society, is a Maine statewide online museum, archive, and educational resource. Contributions from cultural institutions from around the state made this project possible, and Blake Library signed up to also contribute to this statewide database of electronic versions of Maine’s Historical Documents. This future project requires the digitizing of many items from our special collection area.

A list of our 1,082 videos was put on the web this year for the public to view and printed lists were made available for our patrons throughout the library. The lists on the web and in print appear in alphabetical order. Our web video list can be viewed at the following site:

<http://www.umfk.maine.edu/infoserv/library/resources/videos/fkvideos.asp>

Also on our agenda for the near future will be to provide a list of new books purchased accessible via the web. Currently the library catalog provides a “Featured List” option. Blake Library makes available periodicals, videos and new items using this feature but the functionality of these lists are poor. Library staff agrees that the in-house web versions of these lists are more user-friendly and offer a good service for our patrons.