



We've Got Issues!

Conducting a Periodicals Inventory from A to Z

Margot Davis
Resource Sharing Specialist
University of West Georgia
margotd@westga.edu

Miriam Nauenburg
Serials and Electronic Resources Cataloger
University of West Georgia
nauen@westga.edu



Overview

- The Project: Rationale and scope
- The Setup: Cataloging report, spreadsheet creation, and student training
- The Inventory: Problems encountered, spreadsheet revisions
- The Updates: Cataloging follow-up
- The Lessons: What we would have done differently
- Next Steps



The Project



Project Rationale

- Periodicals weeding was long overdue
- No longer receiving physical issues
- Space!



Project Scope

- Originally multi-year project divided into phases
- Phase One: Analytics training & report creation (Fall 2022)
- Phase Two: Inventory of the physical periodical collection
 - Completion date set for Spring 2023



Project Scope

- Phase Three: Comparison of physical and electronic holdings
 - Bonus Phase: Inventory of electronic holdings to clean up records
 - Projected date of completion January 2024
- Phase Four: Liaison review of print holdings (Fall 2024)



The Setup

Alma Analytics: Original Inventory Report



Subject area: Physical Items

- Bibliographic Details folder
 - OCLC Control Number (035a)
 - Title (Complete) (245 \$a,b,c,p,n, et al.)
 - Author (1xx)
 - Author (contributor) (7xx)
 - Uniform Title (130, 240)
 - ISSN (022 \$l,a)
- Holding Details folder
 - Summary Holdings (866 \$a)
 - Local param fields that map to 867/868
- Filters
 - Suppressed From Discovery = No
 - Lifecycle = Active
 - Location Name = Periodicals, Periodicals-Microfilm, Reference-Indexes



Spreadsheet Creation

- We had a lot of fields but no organization or filtering
- Spreadsheet evolved as the inventory progressed

5	OCLC Control Number (835a)	Title (Complete)	Public note	Summary Holding	Location Name	Uniform Title (130 or 240)	Author (1XX)	Author (contributor) (7XX)	ISSN (8221)
6	0000359	Historical abstracts. Part B, Twentieth century abstracts, 1914-2000.		v.17no.1-v.32no.4 (1971:Spring-1981:Winter); v.33no.1-v.38no.4 (1982-1987)	Periodicals			American Bibliographical Center.	0018-2435
7	0000370	Historical abstracts. Part A, Modern history abstracts, 1775-1914.		v.17no.1-v.32no.4 (1971:Spring-1981:Winter); v.33no.1-v.38no.4 (1982-1987)	Periodicals			American Bibliographical Center.	0018-2435
8	0008833	Modern office technology.		v.31no.1-v.38no.5 (1986:Jan.-1993:May)	Periodicals				0746-3833
9	0024704	Government information quarterly.		v.2no.4-v.23no.2 (1985-2006)	Periodicals			Digital Government Society of North America.	0740-6242
10	0037985	Congressional quarterly almanac.	Shelved as: Congressional quarterly weekly report (microform), 1957-1981	v.13-v.17 (1957-1961)	Periodicals-Microform			Congressional Quarterly News Features., Congressional Quarterly, Inc.	0095-8007
11	0032245	SPATE : journal of the Student Personnel Association for Teacher Education, division of American Personnel and Guidance Association.		v.1no.1-v.3no.4 (1961:Fall-1971:Summer); v.10no.1-v.11no.4 (1971:Sept.-1973:June)	Periodicals-Microform			Student Personnel Association for Teacher Education (U.S.)	0563-1254
12	0032262	Journal of the Student Personnel Association for Teacher Education.		v.12no.1-v.13no.4 1973:Sept.-1975:June	Periodicals-Microform			Student Personnel Association for Teacher Education (U.S.)	0036-1836
13	0070935	Environment and planning. B, Planning & design.		v.22no.1-v.35no.4 1995:Jan.-2008:July; v.35no.6-v.38no.6 2008:Nov.-2011:Nov.	Periodicals				0265-8135
14	0084338	Written communication.		v.14no.4-v.24no.1 (1997:Oct.-2007:Jan.)	Periodicals				0741-0883
15	0092826	The Journal of physics and chemistry of solids.		v.24-v.32 (1963-1971)	Periodicals-Microform				0022-3697
16	0094521	Sociology of sport journal.		v.1no.1-v.1no.3 (1984:Mar.-1984:Sept.); v.2no.1-v.28no.2 (1985:Mar.-2011:June); v.28no.4-v.37no.1 (2011:Dec.-2020:Mar.)	Periodicals-Microform				0741-1236
17	0096313	Today's education. General edition.		v.69no.1-v.71no.2 (1980:Feb./Mar.-1982:Apr./May)	Periodicals-Microform			National Education Association of the United States.	0272-3573
18	0106654	GAIT/vay journal.		v.5no.3-v.5no.4 (1973:Winter-1973:Spring); v.6no.1 (1973:Oct.); v.6no.4-v.7no.4 (1973:May/June-1981:Sept.); v.8no.2 (1982:May/June); v.8no.1 (1982:Oct.); v.8no.3 (1983:Summer); v.11no.1-v.12no.2 (1985:Jan.-1986:May)	Periodicals			Georgia Association for Instructional Technology.	
19	0104229	Information today.		v.1no.1-v.1no.5 (1987:Jan.-1997:Mar.); v.14no.7-v.15no.8 (1997:July/Aug.-1998:Sept.)	Periodicals				8755-6236
20	0168083	Distance education.		v.7no.1-v.22no.2 (1986-2001); v.23no.1-v.28no.3 (2002:May-2007:Nov.)	Periodicals			Open and Distance Learning Association of Australia.; Australian and South Pacific External Studies Association.	0158-7918
21	0109048	Mercury / Astronomical Society of the Pacific.		v.5no.1-v.1no.2 (1976:Jan./Feb.-1982:Mar./Apr.); v.14no.1-v.23no.1 (1985:Jan./Feb.-1994:Jan./Feb.); v.23no.3-v.35no.6 (1994:May/June-2006:Nov./Dec.); v.36no.1-v.36no.4 (2007:Winter-2007:F all)	Periodicals	Mercury (San Francisco, Calif.)		Astronomical Society of the Pacific.	0047-6773
22	0209055	Monthly labor review / U.S. Department of Labor, Bureau of Labor Statistics.		v.7-v.93 (1918-1970); v.95-v.131 (1972-2008)	Periodicals-Microform			United States. Bureau of Labor Statistics.	0098-1818
23	0212178	Children's literature in education.		1-6 (1970:Mar.-1971:Nov.); 8-11 (1972:July-1973:May); 13 (1974); 15 (1974); 16 (1975:Spring); 19 (1975:Winter); 21 (1976:Summer); 23 (1976:Winter); 8no.1-v.19no.4no.24-no.71 (1977:Spring-1988:Winter); v.20no.1-v.43no.4 (1989:Mar.-2012:Dec.)	Periodicals				0045-6713
24	0218958	British journal of sports medicine.		v.33no.1-v.41no.2 (1993:Feb.-2007:Feb.)	Periodicals			British Association of Sport and Medicine.	0306-3674
25	0218965	Washington journalism review : WJR.	Shelved as: WJR	v.5no.1-v.15no.1 (1983:Jan./Feb.-1993:Jan./Feb.)	Periodicals	Washington journalism review (1983)		University of Maryland at College Park. College of Journalism.	0741-8876
26	0221175	Macworld: the Macintosh magazine.		v.17no.1-v.22no.11 2000:Jan.-2005:Nov.; v.23no.1-v.24no.12 2006:Jan.-2007:Dec.	Periodicals				0741-8847
27	022886	Management index.		v.6no.5-v.7no.8 1968:May-1970:Aug.	Periodicals				0025-1798
28	0232906	Justice quarterly :JQ / Academy of Criminal Justice		v.2no.1-v.19no.4 (1985:Mar.-2002:Dec.); v.20no.2-v.28no.6 (2003:June-2011:Dec.)	Periodicals			Academy of Criminal Justice Sciences.	0741-8825
29	0233624	Remedial and special education : RASE.		v.5no.1-v.1no.2 (1984:Jan./Feb.-2006:Mar./Apr.); v.27no.6-v.28no.5 (2006:Nov./Dec.-2007:Sept./Oct.); v.29no.1 (2008:Jan./Feb.)	Periodicals			Hammill Institute on Disabilities, issuing body.	0741-9325
30	02381857	Rome courier.	Shelved as: Rome weekly courier	v.6no.2-v.7no.51 (1950:Oct.17-1952:Sept.23)	Periodicals-Microform				
31	02381938	Rome tri-weekly courier.		1860:Jan.-1879:Dec.; 1880:June 15	Periodicals-Microform				
32	02381986	The Rome weekly courier.		v.15no.10-v.20no.18 (1860:Jan.6-1865:Dec.29)	Periodicals-Microform				
33	0247695	The University of Kansas City review.		v.10-v.29 (1944-1963)	Periodicals-Microform			University of Kansas City.	
34	026191	Report on education research.		v.8no.1-v.29no.4 1976:Jan.14-1997:Feb.12	Periodicals				0034-4693
35	0271179	Journal of the American Association for Health, Physical Education, Recreation.	Shelved as: Journal of health, physical education and recreation	[v.22no.7][v.25no.6] (1951:Sept.-1954:June)	Periodicals-Microform			American Association for Health, Physical Education, and Recreation.	
36	0271228	The Journal / American Association for Health, Physical Education, Recreation.		v.21no.7-v.22no.6 1950:Sept.-1951:Jun.	Periodicals-Microform	Journal (American Association for Health, Physical Education, and		American Association for Health, Physical Education, and Recreation.	



Alma Analytics: Modified Inventory Report

Fields that were added

- Location Name
- Public Note (852 \$z)

Public note

Some issues lacking.

Shelved as: Columbus enquirer daily

Shelved as: Atlanta constitution

Shelved as: Columbus enquirer
(daily)

Shelved as: Times-free press (Aug. 4,
1953 to Jan. 14, 1954).

Retains until available on JSTOR.

Location Name

Periodicals

Periodicals

Reference-Indexes

Periodicals

Periodicals-Microform

Periodicals-Microform

Periodicals

Periodicals

Periodicals-Microform

Periodicals

Periodicals

Periodicals

Periodicals

Reference-Indexes



Final Version

- Added filtering
 - Put in alphabetical order/remove initial articles
- Moved columns around
 - Summary holdings and public notes fields were essential

C	D	F	G	H	L	M
Title (Alphabetical Complete)	Summary Holding	Public note	Uniform Title (130 or 240 fields)	Location Name	ISSN (022l)	ISSN (022a)
\$Alary \$urvey / National Association of Colleges and Employers.	v.45:no.4 2006:Fall; v.46:no.3-v.47:no.3 2007:Summer-2008:Summer; v.48:no.1 2009:Winter		Salary survey (Bethlehem, Pa.)	Periodicals	1520-8648	
AAPG bulletin.	v.58:no.1-v.96:no.1 (1974:Jan.-2012:Jan.)	Vols. 58-72 (1974-1988) shelved as: American Association of Petroleum Geologists bulletin		Periodicals	0149-1423	
AARP modern maturity.	v.45:no.2-v.46:no.1 (2002:Mar./Apr.-2003:Jan./Feb.)			Periodicals	1538-5981	
AARP the magazine.	v.1:no.1B-v.50:no.6B (2003:Mar./Apr.-2007:Nov./Dec.)		AARP the magazine (A ed.)	Periodicals	1541-9894	
ABA banking journal [microform].	v.71:no.4-v.78:no.12 (1979:Apr.-1986:Dec.)			Periodicals-Microform	0194-5947	
ABA banking journal.	v.79:no.1-v.100:no.1 (1987:Jan.-2008:Jan.)			Periodicals	0194-5947	
Abacus.	v.21:no.1-v.38:no.3 (1985:Mar.-2002:Oct.)		Abacus (Sydney, N.S.W.)	Periodicals	0001-3072	
Abstracts of English studies.	v.1:no.1-v.34:no.4 (1958:Jan.-1991:Dec.)			Reference-Indexes	0001-3560	
Academic therapy quarterly.	v.1-v.3 1965-1968	Shelved as: Academic therapy		Periodicals-Microform	1040-9777	
Academic therapy.	v.4:no.1-v.12:no.4 (1968:Fall-1977:Summer); v.13:no.1-v.25:no.5 (1977:Sept.-1990:May)			Periodicals-Microform		
Accountancy.	v.99:no.1121-v.108:no.1180 (1984:Jan.-1991:Dec.)			Periodicals	0001-4664	
Accountancy.	v.95-v.98 (1984-1986)			Periodicals-Microform	0001-4664	
Accountant.	no.5833/5844-no.6074/6085 (1990-2010)			Periodicals-Microform	0001-4710	
Accountants' index. Supplement.	[1st]-14th (1921:Jan./1923:June-1959/1960); 16th-40th (1963/1964-1991:Jan./Dec.)			Reference-Indexes	0748-7975	
Accounting & tax index.	v.1-v.5 (1992-1996); v.7-v.15 (1998-2006)			Reference-Indexes	1063-0287	
Accounting and business research.	[v.20]:no.77-[v.25]:no.100 (1989:Winter-1995:Autumn); [v.26]:no.1-v.31:no.4 (1995:Winter-2001:Autumn); v.32:no.1-v.38:no.5 (2002-2008); v.39:no.2-v.41:no.5 (2009-2011)			Periodicals	0001-4788	



Final Version

- Checkbox for completion
- Needs Miriam attention field – the catch-all

1	Complete	Needs Miriam Attention/Note (bold = done)
30	<input checked="" type="checkbox"/>	
31	<input checked="" type="checkbox"/>	ends 31/1
32	<input checked="" type="checkbox"/>	no gap 15/1 is there
33	<input checked="" type="checkbox"/>	
34	<input checked="" type="checkbox"/>	
35	<input checked="" type="checkbox"/>	
36	<input checked="" type="checkbox"/>	
37	<input checked="" type="checkbox"/>	
38	<input checked="" type="checkbox"/>	starts 1978
39	<input checked="" type="checkbox"/>	
40	<input checked="" type="checkbox"/>	microfilm ends 49/3
41	<input checked="" type="checkbox"/>	microfilm includes v1-8
42	<input checked="" type="checkbox"/>	
43	<input checked="" type="checkbox"/>	
44	<input checked="" type="checkbox"/>	
45	<input checked="" type="checkbox"/>	ends 43/169
46	<input checked="" type="checkbox"/>	Holdings begin 1998, not 1988



The Inventory



Spreadsheet Revisions – Inventory begun

- Discards sheet added for titles that had slipped through the cracks
- The problems spreadsheet was basically made up as Margot went along
 - Inventory was done over a period of time with changes implemented as we worked

1	Title	Volume/issue	Year	Found on spreadsheet	Action
2	aaas science books	9/1 - 10/4	1973-1975	Yes, Science books	MN: Added "shelved as title"
3	american association of university women outlook	83-3 86-1	1989-1993	Yes, Outlook	MN: Added "shelved as title"
4	american journal of nursing	114/1 - 119/11	2014-2019	Not in catalog	pull for discard
5	american journal of science	mfm ser 1 v1-49	1818-1846	Miriam is handling	MN: Done
6		mfm ser 2 v1-50	1846-1870		MN: Done
7		mfm ser 1 index	1818-1848		MN: Done
8		mfm ser 2 index v1-10 21-50			MN: Done
9		Mfm ser 3 v1-47	1871-1895		MN: Done
10		Mfm ser 3 index v1-50			MN: Done
11		mfm ser 4 v1-22	1896-1906		MN: Done
12		mfm ser 4 index	V1-10		MN: Done
13		Mfm ser 5 250-251	1952-1953		MN: Done
14	american civil war	15/6 - 16/5		possibly in catalog as 2003 America's civil war?	MN: Added "shelved as title"
15					MN: These issues belong to previous title, American Transcendental Quarterly. I added a note in the catalog that they are shelved as ATQ.
16	atq	37-62	1978-1986	note added	
17	broadcasting & cable	v.139-v.141	2008-2011		MN: I cataloged the microfilm for this title and updated holdings.
18	bulletin of the council for research in music education	215-221	2018-2019	in spreadsheet	MN: I confirmed "shelved as" title in the catalog: Bulletin of the Council for Research in Music Education.
19	canadian geographer & educational bulletin author subject index 1951-1967			Listed as a book located in the periodicals https://galileo-westga.primo.exlibrisgroup.com/permalink/01GALI_UWG/14m3lg0/alm/a9913906454702961	MN: This index was recently cataloged for the periodicals collection.



Student Training

- Three circulation students were borrowed as inventory overlapped with Winter Break
- Most of the project had them either working in pairs or with Margot
- One student preferred looking at the physical issues and other preferred updating the spreadsheet



Student Training

- Students were provided with basic instructions
 - Check beginning and end dates, mark complete/make basic changes
 - Told to add anything complicated to the problems sheet for staff to fix
- Given a list of common issues
 - Different ending/beginning dates
 - Title listed as current but we no longer subscribe
 - Strange or inconsistent numbering/titles
 - MICROFILM



Problems Encountered - Technology

- “Adventures with an old ipad”
- lack of wifi in some areas



Problems Encountered - Titles

- Shelved as titles
- Titles that were still on the shelf despite supposedly being discarded
- Titles that were shelved out of order when they moved to the ground floor and this made confirming first and last issues very difficult

Problems Encountered - Multiple Holdings Records

64	<input checked="" type="checkbox"/>		American teacher [microform]	v.1:no.1-v.12:no.10 1955:Jan.-1966:June	Shelved as: American teacher magazine	American teacher (Chicago, Ill. : 1955)	Periodicals-Microform
65	<input checked="" type="checkbox"/>	we have 50	American teacher magazine.	v.39:no.2-v.49:no.4 (1954:Dec.-1965:Apr.)		American teacher magazine (Mount Morris, Ill.)	Periodicals-Microform
66	<input checked="" type="checkbox"/>		American teacher.	v.69:no.1-v.74:no.1 (1984:Sept.-1989:Sept.); v.74:no.3-v.74:no.7 (1989:Nov.-1990:Apr.); v.75:no.1-v.75:no.3 (1990:Sept.-1990:Nov.); v.75:no.5-v.76:no.1 (1991:Feb.-1991:Sept./Oct.); v.76:no.3-v.76:no.6 (1991:Dec./1992:Jan.-1992:May/June); v.78:no.1-v.78:no.7 (1993:Sept.-1994:Apr.); v.79:no.1-v.79:no.4 (1994:Sept.-1994:Dec./1995:Jan.); v.79:no.6-v.80:no.7 (1995:Mar.-1996:Apr.); v.81:no.1-v.83:no.8 (1996:Sept.-1999:May/June); v.96:no.1-v.97:no.5 (2011:Sept./Oct.-2013:May/June)		American teacher (Chicago, Ill. : 1966)	Periodicals
67	<input checked="" type="checkbox"/>		American teacher.	v.51:no.1-v.68:no.8 (1966:Sept.-1984:May); v.77:no.1-v.77:no.8 (1992:Sept.-1993:June); v.84:no.1-v.96:no.6 (1999:Sept.-2012:June)	Roll for v.96 (2011-2012) shelved in box with v.77 (1992-1993)	American teacher (Chicago, Ill. : 1966 : Microfilm, UM)	Periodicals-Microform
68	<input checked="" type="checkbox"/>		American teacher.	v.1:no.1-v.39:no.1 (1912:Jan.-1954:Oct.)	Vol. 39, no.1 (Oct. 1954) shelved as: American teacher magazine	American teacher (New York, N.Y.)	Periodicals-Microform

Problems Encountered - Uniform Titles

836	Economic review / Federal Reserve Bank of Atlanta.	v.72:no.1-v.74:no.1 (1987:Jan./Feb.-1989:Jan./Feb.); v.74:no.4-v.74:no.5 (1989:July/Aug.-1989:Sept./Oct.); v.75:no.1-v.76:no.1 (1990:Jan./Feb.-1991:Jan./Feb.); v.76:no.3-v.81:no.3/6 (1991:May/June-1996:Dec.); v.82:no.1-v.86:no.1 (1997:1st qtr.-2001:1st qtr.); v.86:no.3-v.88:no.2 (2001:3rd qtr.-2003:2nd qtr.); v.88:no.4-v.92:no.3 (2004:4th qtr.-2009:3rd qtr.)	Economic review (Federal Reserve Bank of Atlanta)
837	Economic review / Federal Reserve Bank of Dallas.	1988:Sept.; 1989:Jan.-1991:Nov.; 1992:1st qtr.-1995:3rd qtr.; 1996:1st qtr.-1996:2nd qtr.; 1996:4th qtr.-1997:1st qtr.; 1997:3rd qtr.-1999:1st qtr.	Economic review (Federal Reserve Bank of Dallas)
838	Economic review.	v.70:no.5 (1984:Sept./Oct.); v.74:no.1-v.78:no.6 (1988:Jan./Feb.-1992:Nov./Dec.)	
839	Economic review.	v.24:no.1-v.35:no.2 (1988:1st qtr.-1999:2nd qtr.)	Economic review (Federal Reserve Bank of Cleveland)
840	Economic review.	no.1-no.4 (1985:Winter-1991:Fall); v.1992:no.1-v.1998:no.2	Economic review (Federal Reserve Bank of San Francisco)
841	Economic review.	v.73:no.1-v.76:no.6 (1988:Jan.-1991:Nov./Dec.); v.77:no.1-v.88:no.4 (1992:1st qtr.-2003:4th qtr.); v.89:no.2-v.89:no.3 (2004:2nd qtr.-2004:3rd qtr.); v.90:no.1-v.90:no.3 (2005:1st qtr.-2005:3rd qtr.); v.91:no.1-v.95:no.3 (2006:1st qtr.-2010:3rd qtr.)	Economic review (Federal Reserve Bank of Kansas City)

Problems Encountered – Infrastructure

- That time we found a shelf about to collapse





The Updates



Holding Levels for Serials

Defined in *Holdings Statements for Bibliographic Items*, ANSI/NISO Z39.71-2006 (R2011):

Level 3

- Summary level
- Gaps are not noted
- Not all levels of enumeration and chronology are represented
- Example: v.1-v.2 (1985-1986)

Level 4

- Detailed level
- Gaps are noted
- All levels of enumeration and chronology are represented
- Example: v.1:no.4-v.3:no. 1 (2000:Oct.-2023:Jan.)

Continuing Resources Bibliographic Records: Useful Fields



I often consulted these MARC fields to resolve questions during this project:

Field	Name	How we used it
362	Dates of Publication and/ or Sequential Designation	To determine first and/or last issue for a title
780	Preceding Entry	To check holdings for preceding titles
785	Succeeding Entry	To check holdings for succeeding titles
515	Numbering Peculiarities Note	To confirm that unexpected issue numbering was indeed correct

Continuing Resources Bibliographic Records: Useful Fields, cont.

- Other useful fields
 - 008/07-14: Date1 and Date2 fixed fields (can quickly see "lifespan" of journal)
 - 500: General Note (gives info on alternative numbering schemes)
 - 525: Supplement Note
- Tip: Be mindful of format changes when "hopping" from record to record using the 780/785 linking fields

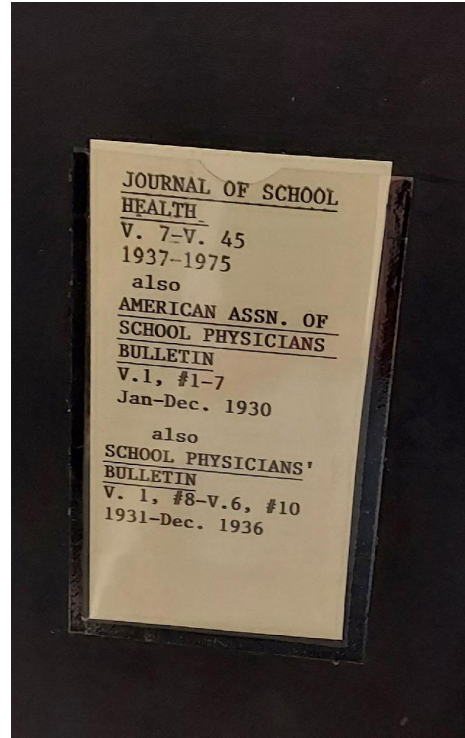


Simple Microfilm Box Label Problems

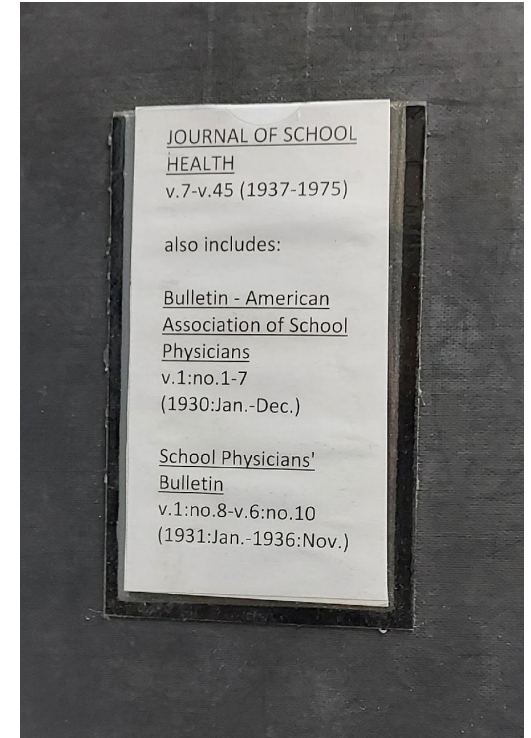
- Incorrect title
- Incorrect open holdings
- Incorrect begin/end dates for titles filmed together

Incorrect Title

- *Bulletin - American Association of School Physicians* had been incorrectly labeled as *American Association of School Physicians Bulletin*



BEFORE

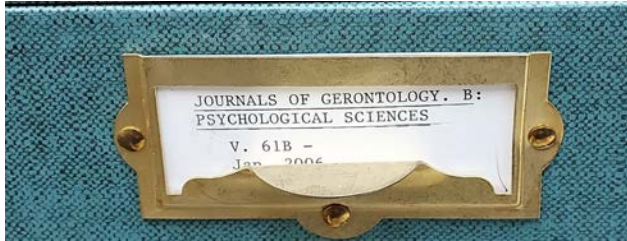


AFTER

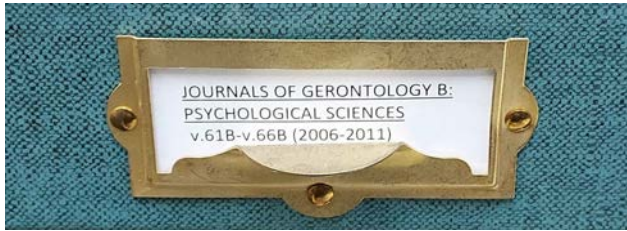
Incorrect Open Holdings

*The Journals of Gerontology.
Series B, Psychological Sciences*

BEFORE

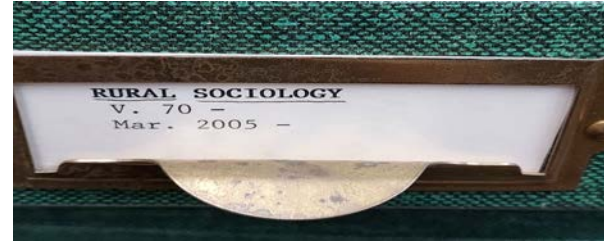


AFTER



Rural Sociology

BEFORE



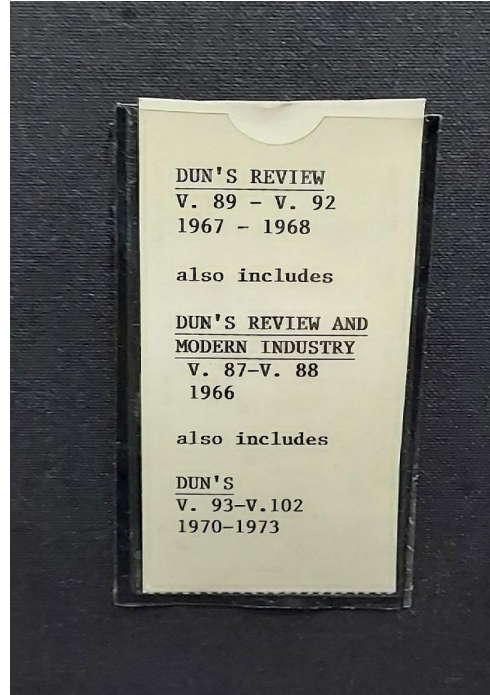
AFTER



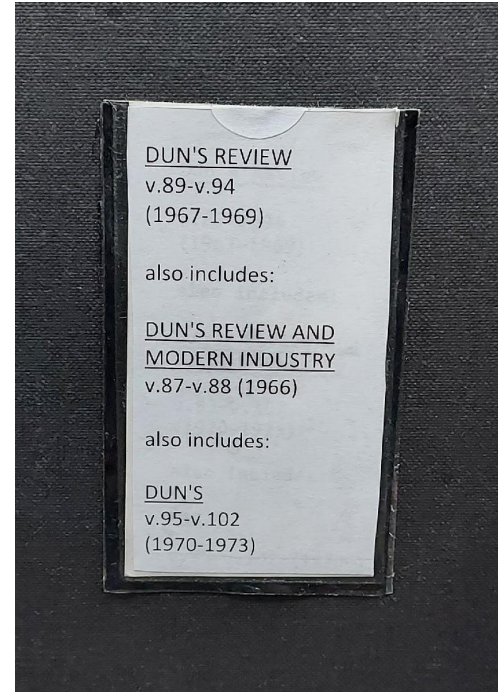
Incorrect Begin/End Dates for Titles Filmed Together

Dun's Review

- The previous label said that *Dun's Review* ended with v.92 (1968), and its succeeding title *Dun's* began with v.93 (1970)
- After cataloging review, the label was corrected to say that *Dun's Review* ends with v.94 (1969), and its succeeding title *Dun's* begins with v.95 (1970)



BEFORE



AFTER

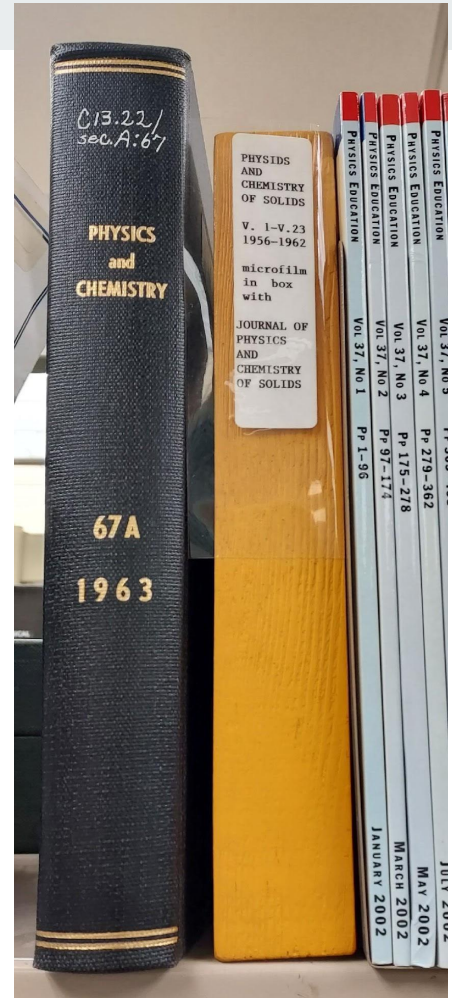


Items From Other Locations Shelved in Periodicals Area

Similarly Titled Government Document

*Journal of Research of the National Bureau of Standards.
Section A, Physics and Chemistry vol. 67A (1963)*

- Discovered next to the *Physics and Chemistry of Solids* dummy block; to add to the confusion, its spine title was simply "Physics and Chemistry"
- I scanned in the volume, confirmed correct holdings in Alma and OCLC, and reshelfed the volume in the 1st floor govdoc area





"Duplicate" Titles

Appearances can be deceiving.

Gap Confusion

Supervisory Management and Supervisory Management (Saranac Lake, N.Y. : 1989)

- BEFORE: A person could assume that both sets of holdings were for the same title, with a gap
- AFTER: In reality, two titles were in the box; the "gap" was an interceding title that we don't own



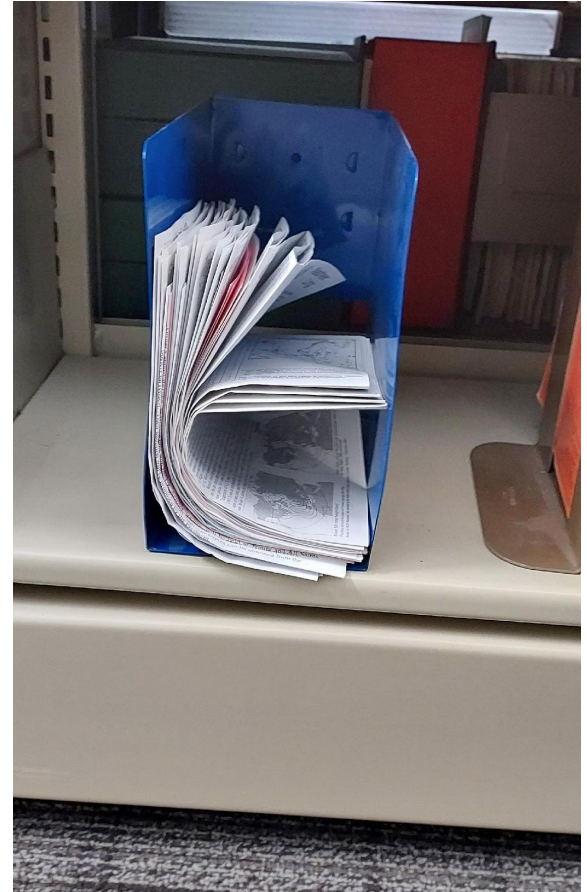
BEFORE



AFTER

Legitimately Uncataloged Titles


Not everything requires a record.



Supplements that Don't Get Their Own Record


- *Weather Log* is a section of *Weather* (ISSN 0043-1656)
 - LC record has a 500 note and 740 uncontrolled related title entry
- Cataloging follow-up
 - Add *Weather Log's* holdings to the record for *Weather*:

852	8_ b INGRAM c per h ZP 1634 g Shelves alphabetically by title
866	41 8 0 a v.28:no.1-v.61:no.12 (1973:Jan.-2006:Dec.)
866	41 8 0 a "Weather log" (2001:Nov.-2003:Oct.)



Weather Log

NOVEMBER 2001
FREQUENTLY ANTICYCLONIC



MEAN PRESSURE AT SEA LEVEL (millibars)
Picked lines show pressure anomalies at 4 mbar intervals with respect to 1961-90 average.

High pressure lay over or near the British Isles for much of the time until the 24th although there were occasional brief northerly outbreaks. A disturbed south-westerly type became established from the 25th onwards.


Most of England and Wales was sunny and mild until the 5th, but Scotland and Northern Ireland were cloudier with rain at times. The temperature reached 17 °C at Torquay (Devon) on the 1st, while the sun shone for 9 hours at Falmouth (Cornwall) on the 3rd. A westerly flow on the 6th and 7th brought more rain, heaviest in the Home Counties – 35 mm at Hampstead in London – but the wind soon veered northerly and the weather turned much colder with sunny spells and snow showers on the 8th and 9th. The snow was heaviest in north-east Scotland where Aviemore reported 18 cm on the ground, but heavy snow showers accompanied by thunder affected East Anglia, and a light snow-cover was observed as far south as Kent early on the 9th. Benson (Oxon.) logged a minimum of -5 °C early on the 10th.

The next few days were milder but rather cloudy as high pressure became established just south-west of Ireland, but a new northerly incursion developed on the 12th and 13th with scattered wintry showers and night frosts. Overnight 13th/14th Benson again recorded -5 °C. A large anticyclone settled over the British Isles from the 14th to the 20th, pressure peaking at 1044 mbar at midday on the 16th. It was sunny at first especially in southern Britain but it became dull and damp with hill fog at times from the 15th onwards. The anticyclone receded on the 20th and 21st and westerly winds brought a short-lived spell of milder rainy weather (46 mm fell at Ballypatrick Forest on the 21st), but north-westerlies returned on the 22nd with heavy snow showers in northern and eastern Scotland.


The last week of the month was much more unsettled as a south-westerly airflow developed over the British Isles. It became very mild on the 24th with 16 °C at Lossiemouth (Moray), but a vigorous cold front crossed all areas on the 25th and the next two days were bright and cold with night frosts. Rain, heaviest in the north and west, affected most parts of the UK during the last three days of the month and it became very mild again. Maxima of 14-16 °C were widespread, and 17 °C was recorded at Hawarden (Fife) on the 30th – a record for the date.

Mean temperature was close to normal in parts of northern Scotland and south-east England but the bulk of the UK was about 1 degC warmer than average. Rainfall was near normal in the north and west of Scotland, but it was a dry month everywhere else and along the Channel coast several sites had as little as 25%. Sunshine percentages ranged from under 50 locally in western Scotland to 150-175 in the Channel Islands.

Philip Eden



MEAN 500 mbar HEIGHT (decametres)
Contours are drawn at 6 dam intervals.



THICKNESS ANOMALIES
1000-500 mbar isopleths are drawn at 2 dam intervals with respect to the 1961-90 average.

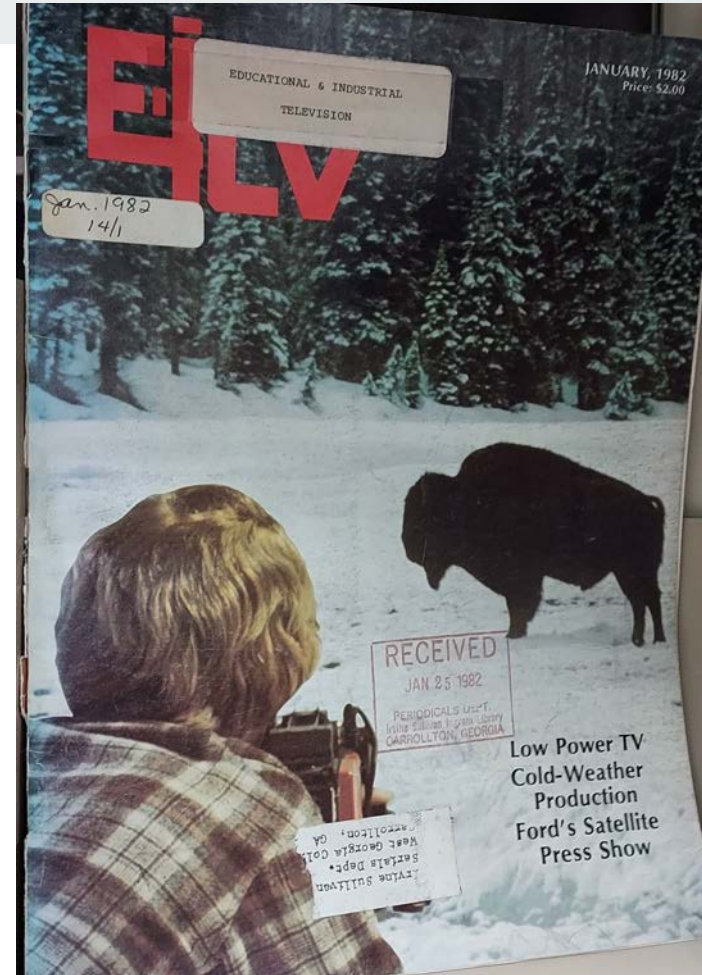


Overlooked Titles

Titles that appeared to fit in with their cataloged companions and were thus never cataloged.

E-ITV

- Not cataloged
- Was shelved with previous title *Educational and Industrial Television*
- Items already had "shelve as" labels, so I only needed to update the holding record





Similar Titles

What a difference a space makes.

Data Base vs. Database

- *Data Base* (ISSN 0095-0033) was on the shelf but not cataloged
- Distinguish from existing cataloged title *Database* (ISSN 0162-4105)



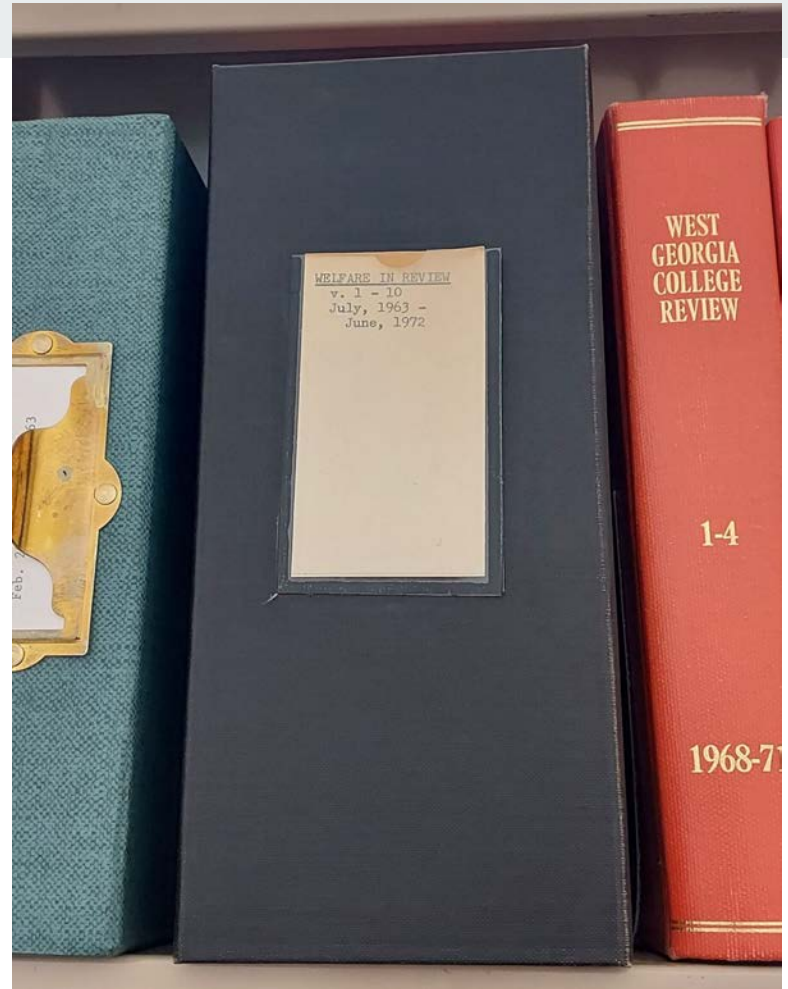


Titles on the Shelf That Were Not Cataloged

Better late than never.

Welfare In Review

- This title was clearly labeled and was shelved under its own name
- We owned nine years' worth of microfilm, but it was not cataloged

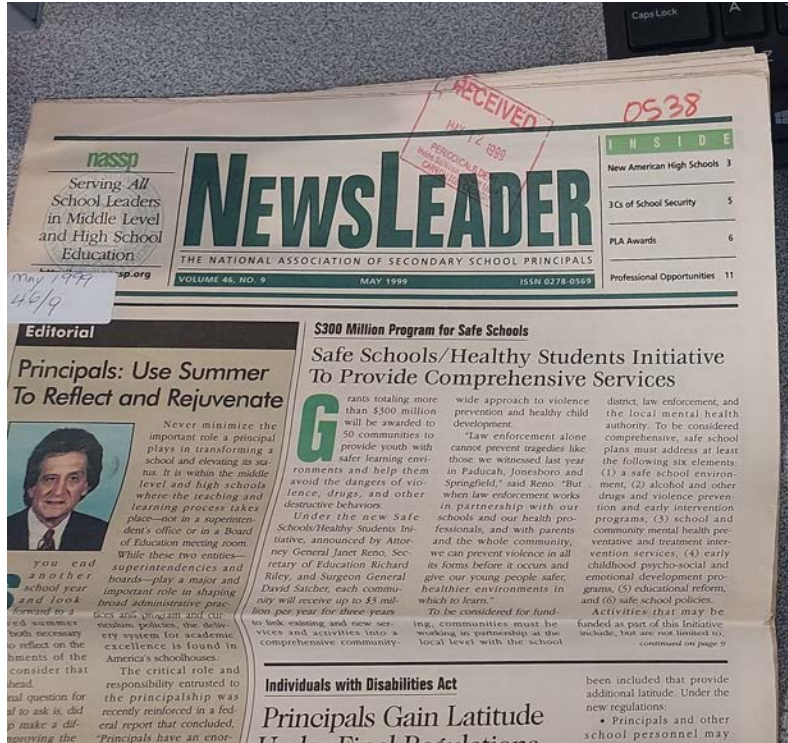




Issues Shelved With Preceding or Succeeding Titles

Nope, it's the other title.

Incorrectly Shelved Together



NASSP NewsLeader, vol. 46, no. 9 (May 1999)



NewsLeader, vol. 47, no.1 (Sept. 1999)

Cover vs. Title Page

- Some issues of *American Transcendental Quarterly* were shelved with succeeding title ATQ
- Although the cover title is ATQ, the title page gives the title as *American Transcendental Quarterly*



Title Change for Only a Few Issues

- *Econtent* was shelved with preceding title *Database*
- Since there were too few issues to shelve on their own, I added a "shelved as" note in the catalog and affixed "shelve as" labels to the *Econtent* issues



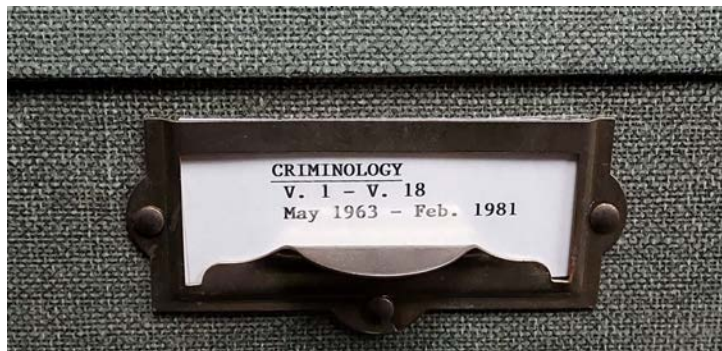


Sandwiched Titles

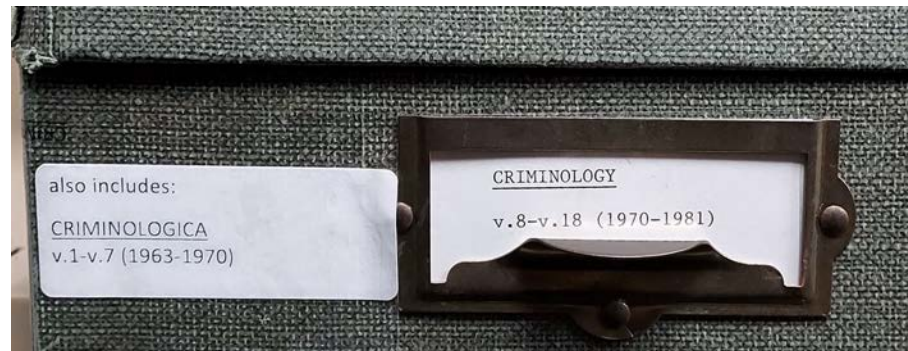
A microfilm roll can be full of surprises.

Criminologica

- Discovered by chance during reconciliation phase
- Cataloged, but only the reel was labeled
- Cataloging follow-up: Double-check holdings for both titles; add note in the catalog; add two new box labels



BEFORE

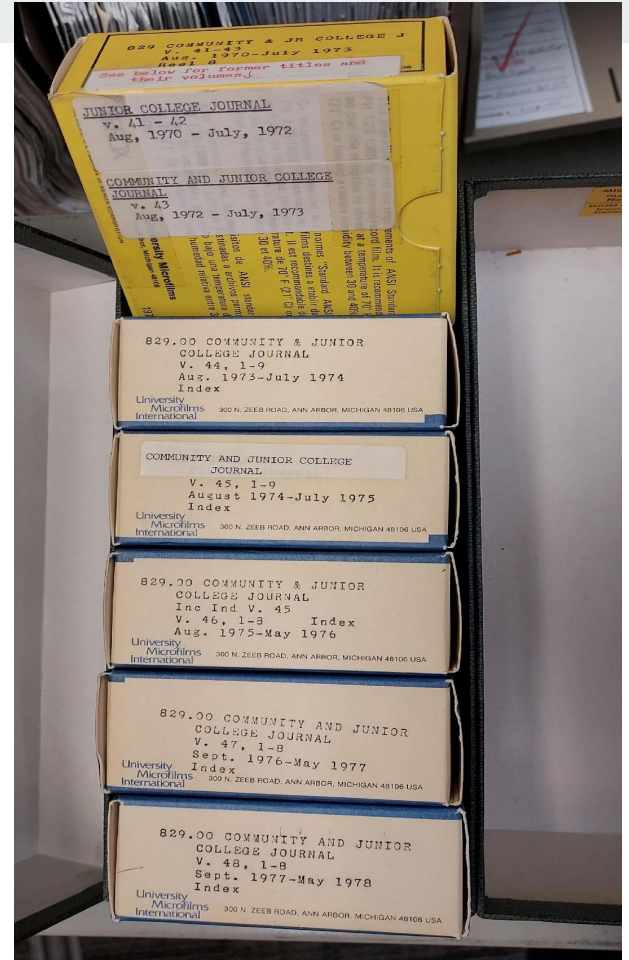


AFTER

Community and Junior College Journal

Shelved as: Junior College Journal

- The first reel contained issues of *Junior College Journal*, but the remaining reels were *Community and Junior College Journal*



Community and Junior College Journal (cont.)

- Even though the box mostly contained reels of *Community and Junior College Journal*, it was labeled and shelved as *Junior College Journal*--which was itself not cataloged



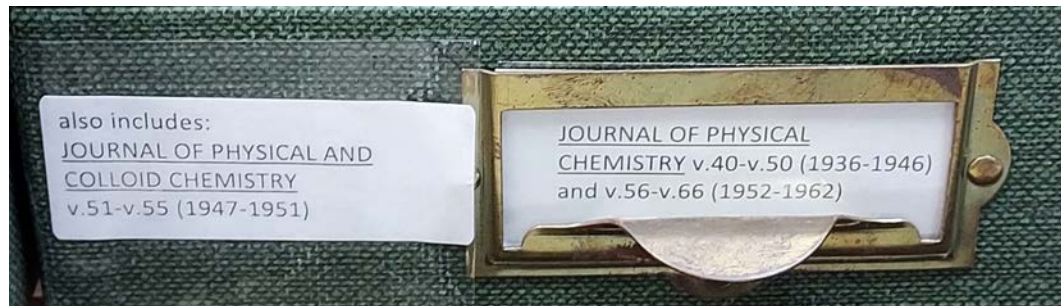
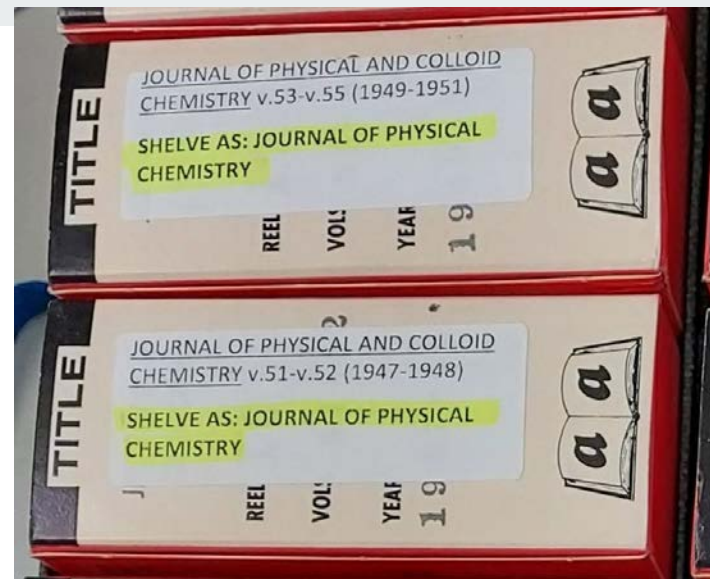
Community and Junior College Journal (cont.)

- Cataloging follow-up:
 - Catalog *Junior College Journal* with a "shelved as" note
 - Add box labels for *Community and Junior College Journal* and its constituent title
 - Reshelve



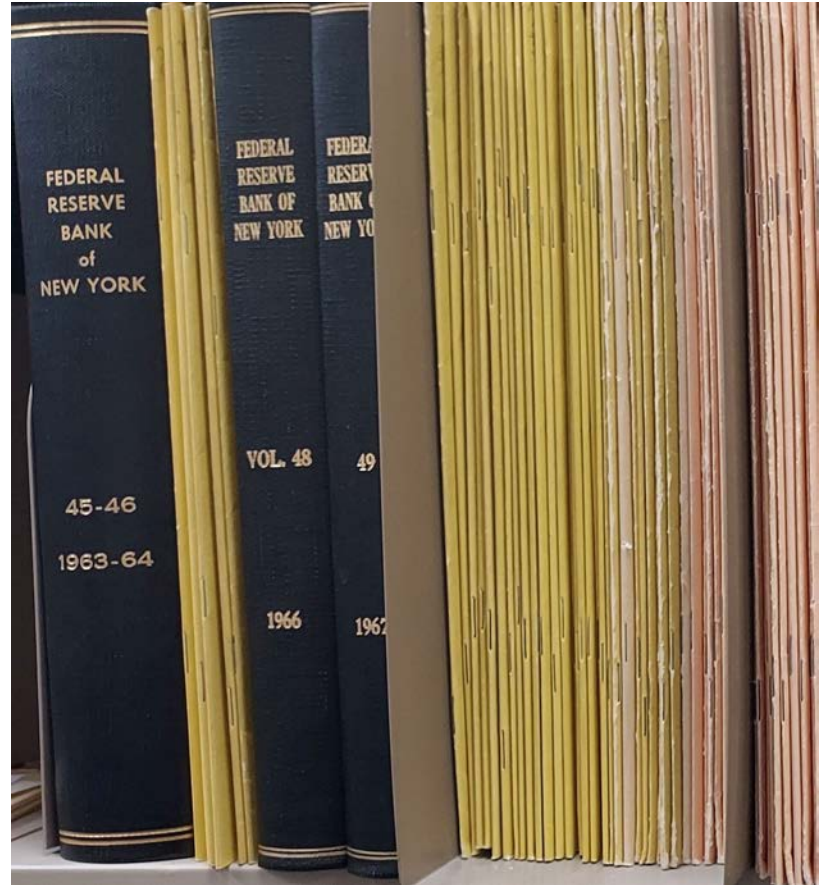
Journal of Physical & Colloid Chemistry

- Sandwiched between *Journal of Physical Chemistry* and *Journal of Physical Chemistry (1952)*
- Had been cataloged with a "shelved as" note, but shelf holdings were not labeled
- I added box and reel labels to clarify holdings

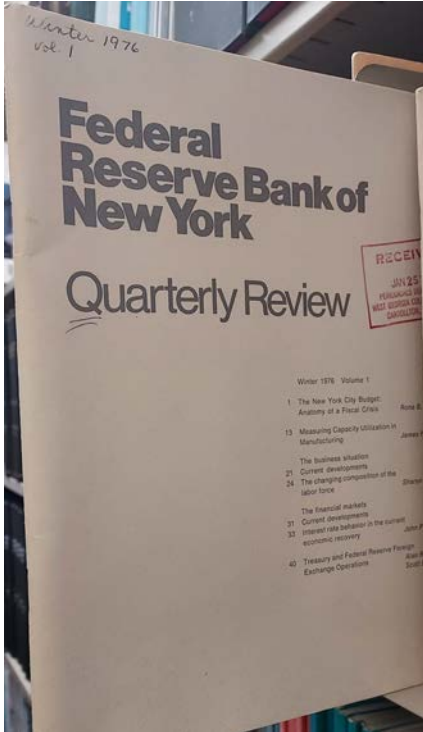


Inaccurate Binding Titles

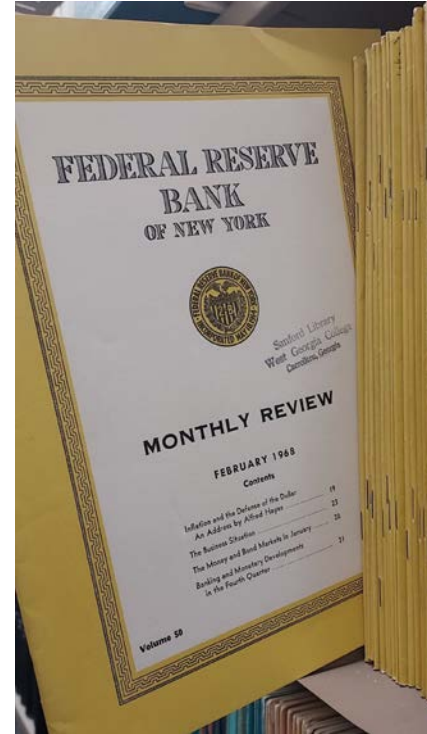
Don't judge a book by its cover...or its spine.



Shelved as "Federal Reserve Bank of New York"



Quarterly Review. Federal Reserve Bank of New York



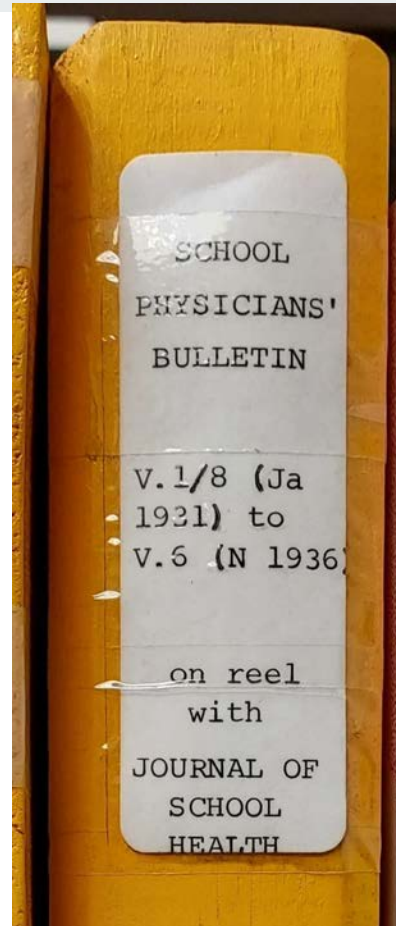
Monthly Review. Federal Reserve Bank of New York



Confusing Block Labels

Clarification Needed

- BEFORE: The block label for School Physicians' Bulletin used nonstandard holdings description and had a few missing letters
- AFTER: A new label was applied and covered with clear tape



BEFORE



AFTER



Titles Misshelved Due to Similar Appearance

Don't blink—you'll miss it.

Same Layout and Colors, but Different Title

- The last six issues of *Performance + Instruction* (ISSN 0884-1985) were shelved with the first issues of succeeding title *Performance Improvement* (ISSN 1090-8811)





Titles With Numbering Irregularities

Yes, it's all the same title.

Absorbed by Another Title

- Our first six issues of *Sales & Marketing Management* had two numbering changes:
 - v.162:no.1 (2010:Jan./Feb.) → v.10:no.1 (2012:Jan./Feb.), when it was absorbed by *SalesForceXP* and adopted its numbering
 - v.10:no.6 (2012:Nov/Dec.) → v.94:no.1 (2013:Jan./Feb.)





Shelflisting Decisions

When following the rules may
confuse (human) browsers.

XVIII: New Perspectives on the Eighteenth Century

Shelved as: New Perspectives on the Eighteenth Century

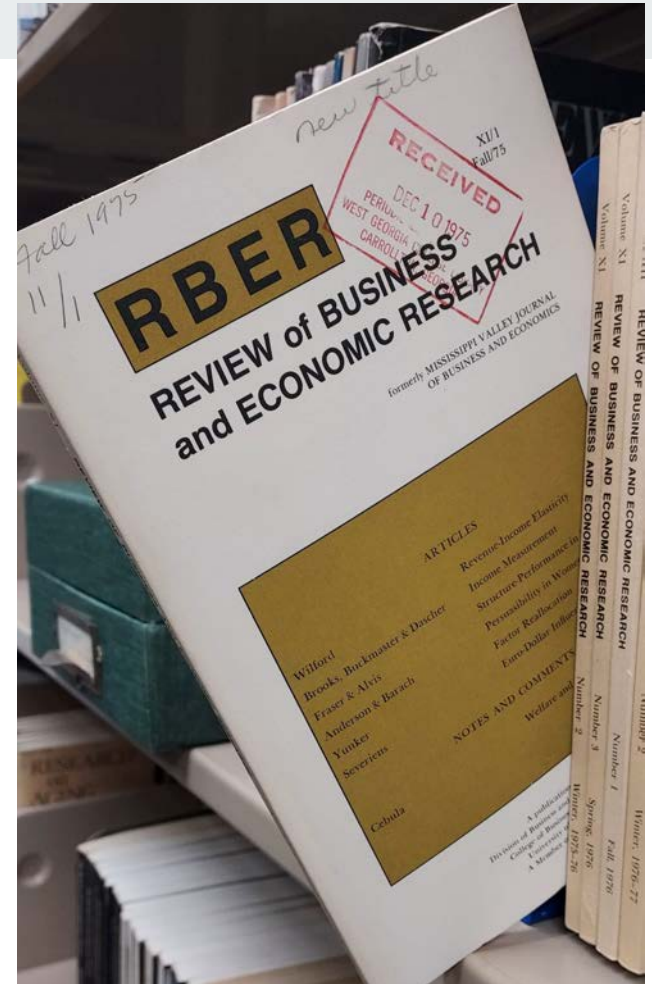
Library of Congress Classification and Shelving Manual G 100.14.b: "File numbers expressed in digits...or other notation (e.g., XXVII) before letters of the alphabet."



RBER: Review of Business and Economic Research

Shelved as: Review of Business and Economic Research

Library of Congress Classification and Shelflisting Manual G 100.11.b: "Treat acronyms and initials not separated in any way as single words regardless of capitalization."



Huge Runs of Title Changes Shelved Together



Parents magazine on the shelf, 1929 to 2011.

Boxes Not Relabeled

Eleven titles were shelved as *Parents* magazine, covering 1926 to 2011:

- *Children* (New York, N.Y.), **1926-1929**
- *Parents' Magazine*, **1929-1953**
- *Parents' Magazine & Family Home Guide*, **1953-1959**
- *Parents' Magazine & Better Homemaking* (Bergenfield, N.J. : 1959), **1959-1968**
- *Parents' Magazine & Better Family Living*, **1968-1973**
- *Parents' & Better Family Living*, **1973**
- *Parents' Magazine & Better Homemaking* (New York, N.Y.), **1973-1977**
- *Parents Magazine* (Bergenfield, N.J.), **1977-1978**
- *Parents* (Bergenfield, N.J.), **1978-1985**
- *Parents Magazine* (New York, N.Y. : 1985), **1985-1993**
- *Parents* (New York, N.Y. : 1993), **1993 to 2011**

Shelving Notes Added to Catalog and to Loose Issues

Three titles and part of a fourth were shelved as Southern Association Proceedings, covering 1948 to 1969:

- *Proceedings of the ... Annual Meeting of the Southern Association of Colleges and Secondary Schools, 1932-1961*
- *Proceedings of the ... annual meeting of the Southern Association of Colleges and Schools, 1962-1963*
- Southern Association of Colleges and Schools. Meeting. *Proceedings of the ... annual meeting, 1964*
- *Proceedings: the Southern Association newsletter, 1964-1969*





Titles Misshelved Due to Typography



Ziff Davis Smart Business

Shelved as: Smart Business

- Added a "shelved as" note in the catalog
- Did not add "shelve as" labels to the issues because this title is scheduled to be discarded

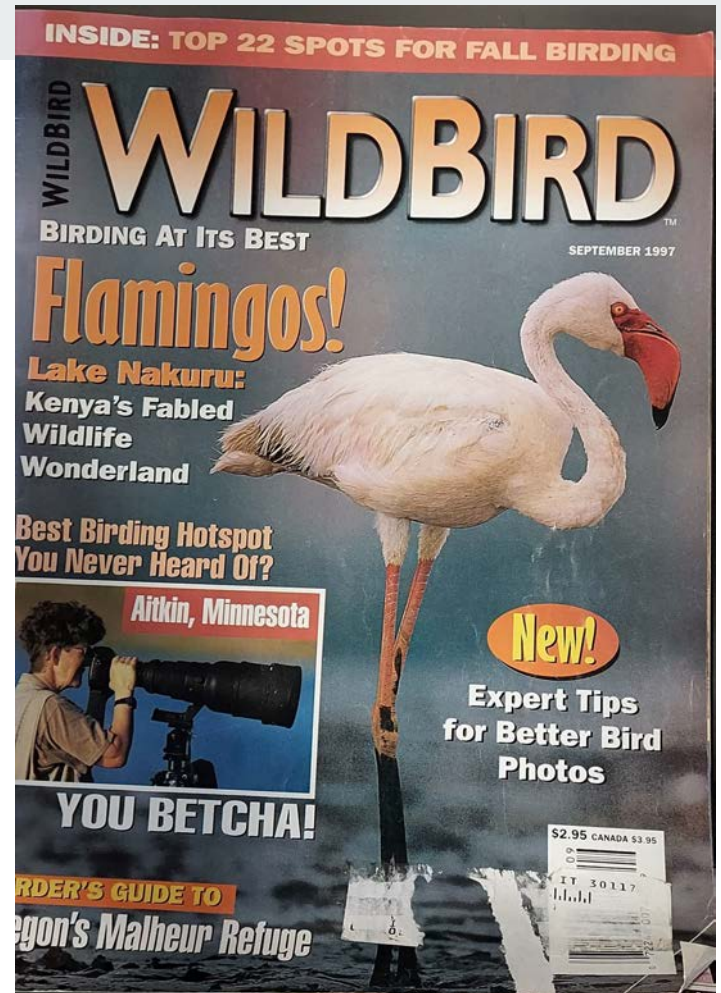


Titles That Were Just Strange



Wild Bird

- A single issue of *Wild Bird*, in a magazine holder all its own
- This title was not listed in our MS Access serials database
- We don't know where it came from or why it has no accompanying issues



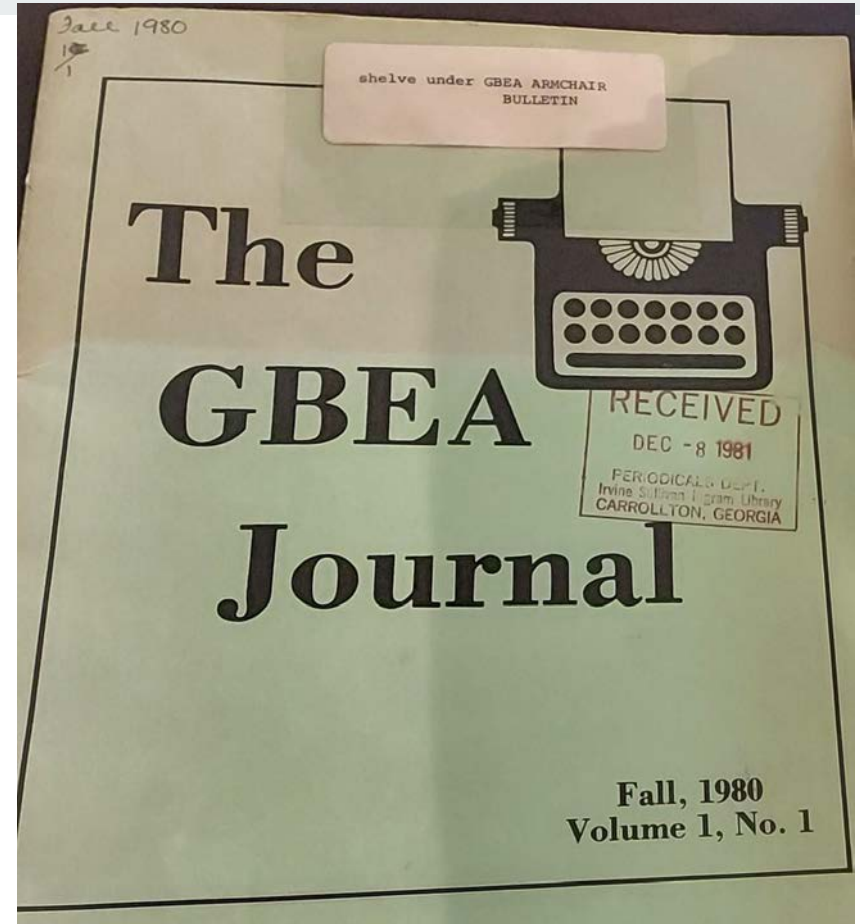


Titles That Were Wonderful Surprises

Sometimes you get lucky.

GBEA Journal

- A single issue of *Georgia Business Education Association Journal* v.1:no.1 (1980:Fall) was shelved with *GBEA Armchair Bulletin*
- Since this is the first issue, I can use it to update the existing description, which was based on a much later issue





The Lessons



What We Would Have Done Differently

- More formalized problems spreadsheet
- Occasional duplication of work
 - Miriam sometimes fixed things while Margot was still in the stacks working on it
 - Let the other know you're done with your portion



Cataloging Tips and Tricks



Holdings Statements

- Construct holdings statements according to [ANSI/NISO Z39.71-2006 \(R-2011\), *Holdings Statements for Bibliographic Items*](#)
- In most cases, level 3 (summary) holdings are sufficient when labeling the microfilm on the shelf, especially if you use level 4 (detailed) holdings in your catalog
 - Exception: When more than one title was filmed on a single microfilm reel, we used detailed level holdings on the box label



Physical Processing

- Work from the item itself
 - Pull all the microfilm you need to relabel
 - Create the new labels at the shelf
 - Take photographs at the shelf (this is what we did)
- Use card stock for the microform box labels, as they are more durable and are easier to insert
 - If unable to print on your cardstock, consider using a typewriter
- Be mindful of label clutter when dealing with several title changes in one microfilm box



Special Considerations for Newspapers

- Multiple levels of chronology and enumeration
- Balance the desire for detailed holdings against other considerations, such as likelihood of future weeding and staff time
- Missing or illegible issues
- Microfilm considerations
 - Time spent scrolling
 - Equipment condition
 - Patron needs
- Perform your newspaper inventory last, or when you have time to spare



Final Stats



After All This, We Found...

- Out of 2995 titles we were unable to account for 6 of them
- Twelve additional titles were cataloged
- One shelf that was about to collapse



Next Steps



~~Next~~ Current Steps

- Finding titles that are supposed to be down there but are not
- Begin comparison of electronic journals and physical journals
 - To be completed (originally) January 2024
 - We did almost 800 titles in one week

Title (Alphabetical Complete)	Print Holding	Title (Complete)	Uniform Title (130 or 240)	ISSN (0221)	Own Electronically	Electronic Holdings
AAPG bulletin.	v.58:no.1-v.96:no.1 (1974:Jan.-2012:Jan.)	AAPG bulletin.		0149-1423	Problem with access	Supposed to have access from 1974-present. No access currently.
AARP modern maturity.	v.45:no.2-v.46:no.1 (2002:Mar./Apr.-2003:Jan./Feb.)	AARP modern maturity.		1538-5981	Yes	No overlap with print
AARP the magazine.	v.45:no.2B-v.50:no.6B (2003:Mar./Apr.-2007:Nov./Dec.)	AARP the magazine.	AARP the magazine (A ed.)	1541-9894	Yes	Holdings start 46/4c (July 2003) to end of print holdings
ABA banking journal [microform].	v.71:no.4-v.78:no.12 (1979:Apr.-1986:Dec.)	ABA banking journal [microform].		0194-5947	Yes	All holdings covered electronically

Questions?