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Cataloging Unit Annual Report 2000-2001

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During this year the Catalog Unit has been drastically downsized. Formerly, the Unit had a total of 15 1/2 FTE faculty and staff positions. Currently, only 4 1/2 faculty and staff members are working in this Unit. Due to restructuring of Technical Services Dept., Copy Cataloging work has been shifted to the Acquisition Unit Furthermore, this Unit is missing the valuable work of Pauline Moulson (died Nov. 2000).

The Unit has no cataloging backlogs of both print and non-print materials. Cataloging of Dewey Serial Collections (mostly dead titles) in MARC format and its representation in the HELIN database has been completed.

Cataloging of new materials to Special Collections: Archives , R.I. Coll., Rare Books (Poetry,, Cookbooks, Pym-Randall, etc.) is continuing on a regular basis. More than 100 titles of Manuscript Collections have already been cataloged.. Most of these titles need original cataloging and special cataloging expertise.

Review and inventory of microfilm monographs and theses and representing the item records according to new HELIN location symbol. Creating cataloging records for the items not included in the HELIN database. Relabelling the Microfilm drawers to provide easy access to the items by the staff and users.

Replacing the Short records, FLY records and Circulation problem records by full MARC records in the HELIN database. Barcoding the open stack monograph collections and resolving cataloging problems of these records if needed. These two projects will significantly help for inventory taking.

Systematic withdrawals of missing books are continuing when we receive lists of missing books from the Circulation Unit.

Finally, Govt. Pubs. of the National Cancer Institute, Microform/Microfiche collections and other materials are being cataloged when the Govt Pub. Unit sends those to us.

Respectfully submitted
Amar K. Lahiri
Head, Catalog Unit