

TECHNICALLY SPEAKING



August 2011

No. 23

Summer News

Fun Facts:

- Vertical File: 466
- Microfiche and micro-film: 2,096
- Oral History tapes: 172
- Posters: 27

This summer, Technical Services has been working on a special project.

We divided into teams and worked on various projects to catalog and barcode items in Special Collections.

This all started because Delores had been asking for a couple of years when

we would come back to her area to finish barcoding some sets of books.

We first barcoded Special Collections in April 1988. We returned that year or the next to code holdings records for serials. A few years ago, we went up again to barcode sets with more than 50 volumes that were skipped before

and code more holdings records. That project was not finished.

This time we intend to catalog and barcode everything that we can.

It is turning into a much bigger project than we anticipated.

Here are reports from the teams:

Jenifer and Samantha

Jenifer and Samantha teamed up to work on oral history tapes and vertical files as part of the SPC Project this summer. They blew through the oral history cassette tapes in June, creating 75 bibliographic records and 115 item records. Also, they made all labels and did all the processing themselves. The oral history video tapes were no different, they finished 12 of them early in July and moved on to the vertical files. Jenifer and Samantha created 123 records in July and 198 in August, so as of August 26th they have created a total of 321 records for vertical files!

The oral history tapes that Jenifer and Samantha cataloged include two collections. The first, were recorded in the 1970s and document locals discussing

various topics about historical figures, historic events, places, and social customs concerning Oklahoma, Indian Territory, and American Indian tribes. The second, are tapes from Dr. A.F. Harrison's Materials for Children, Fall 1990 Library Media 4023 classes. These tapes are a collection of Oklahoman cultures, housed in Special Collections. The vertical files Jenifer and Samantha have completed thus far include topics such as: art in many different forms, American Indian artists, and authors from Oklahoma and/or of various Indian tribes.



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Try searching
Cherokee Art
As a subject in the catalog.

You will see a list of vertical file folders.

OR

Call number search:

VFA VFC

Elizabeth and Harriett

Microfilm & microfiche project

Elizabeth had the exciting task of looking at about 20 reels of microfilm of Cherokee County newspapers, taking extensive notes on the variety of bits and pieces of each title. Most of the microfilm was from the Oklahoma Historical Society, which has the bad habit of filming a number of titles on the same reel of film. Some of the reels had papers from the 1880s while others were from the 1990s. Besides the newspapers, she also found 2 versions of the John Howard Payne letters. The first was the original manuscripts, while the second was a transcription of the letters. While Elizabeth has finished viewing the film, Harriett is still working on cataloging

the individual titles. There are 6 reels of newspapers left to catalog ... but there are probably 20 titles on those 6 reels plus the 2 Payne collections.

While Elizabeth was working on the film, Harriett was cataloging a collection of microfiche of various US documents relating to various Indian concerns. Most of these documents were from the 1820s to 1880s, although there were some relating to more recent issues. In this phase of the project, 54 titles have been cataloged, and this portion of the project is complete.

Lou Ann and Jeanne

Jeanne and Lou Ann started the summer by barcoding the remaining microfiche and microfilm in the cabinets.

They barcoded several titles, including one microfiche set that had over 1,000 barcodes, which took several day to complete.

After they finished the first phase project, they started building records and bar-

coding in the Vertical File. They have an assigned section and have been making



Jackie and Linda

Jackie: Part of my project time has been spent establishing and writing procedures for the various aspects of the project, training staff, and troubleshooting, answering questions, etc. I have also cataloged two sets of sound recordings on cassette and am beginning to work on a set of videorecordings of the Sparrow Hawk Village "Sancta Sophia Seminary Convocation of Wisdom Schools." On August 25 Elizabeth and I began

working together on SPC vertical files.

Linda: I spent the summer inventorying individual newspaper copies in the Hollinger boxes at the back of Special Collections. I finished the 44 titles and cataloged sixteen with over ten more to catalog. I built or adjusted holdings for 24 titles. I still have some

to finish, but after finishing with the Hollinger boxes, I started my second project. I was assigned the posters and newspaper clippings in the map cabinets. I have been working drawer by drawer and so far have barcoded 27 posters or newspaper clippings.