Planning the Project

Environment: The Joys of Barcoding

Managing Collections in an Automated
Collections Management

Security and Inventory Control

Statistics

Automated Circulation in the Room

Electronic Registration of Patrons

Why Barcode Archives & Manuscripts?
Electronic registration of patrons

- Out-of-state/country visitors
- State/local residents
- Easy for on-campus faculty/students/staff
Automated Circulation

- Patron accountability
- Scanning saves time
- Eliminates multiple paper forms
MARAC meeting - Gettysburg, PA

- Collection development
- What collections are being used

Statistics
Security

- Additional ownership documentation
- Who used what collection
- Inventory control
Collections Management

- Relocate heavily-used annexed collections
- Rearrange processing priorities
Barcoding procedures, circulation system

Training

In-house staffing, new hire personnel

Barcodes

Supplies

Barcode scanners, computers, strip printer

Equipment

Minimal level "core" record for each collection

Existing catalog records

Cataloging

Workflow and timeline

Planning: Spring 2001
- Automate conversion from database to OPAC
- Select components of a core level record
  - Special formats (films, maps, photographs) deal with last
  - Prepare unprocessed collections for barcoding
  - Identify and barcode previously cataloged collections
  - Barcode currently processed/cataloged collections
- Divide project into phases
  - Carton, manuscript box, single folder, microfilm reel
  - Barcode at the highest container level (record)

Decisions
Three phases

1. Phase 1: collections already cataloged (6',000)
2. Phase 2: uncataloged collections with container lists in Access database (20',000)
3. Phase 3: non-textual collections/items and vertical files (60',000 + 5',000)

Proposed Workplan