Sustainable Cataloging

The Calvin Prison Initiative and project management

By Francene Lewis

ECONOMY ECOLOGY EQUITY

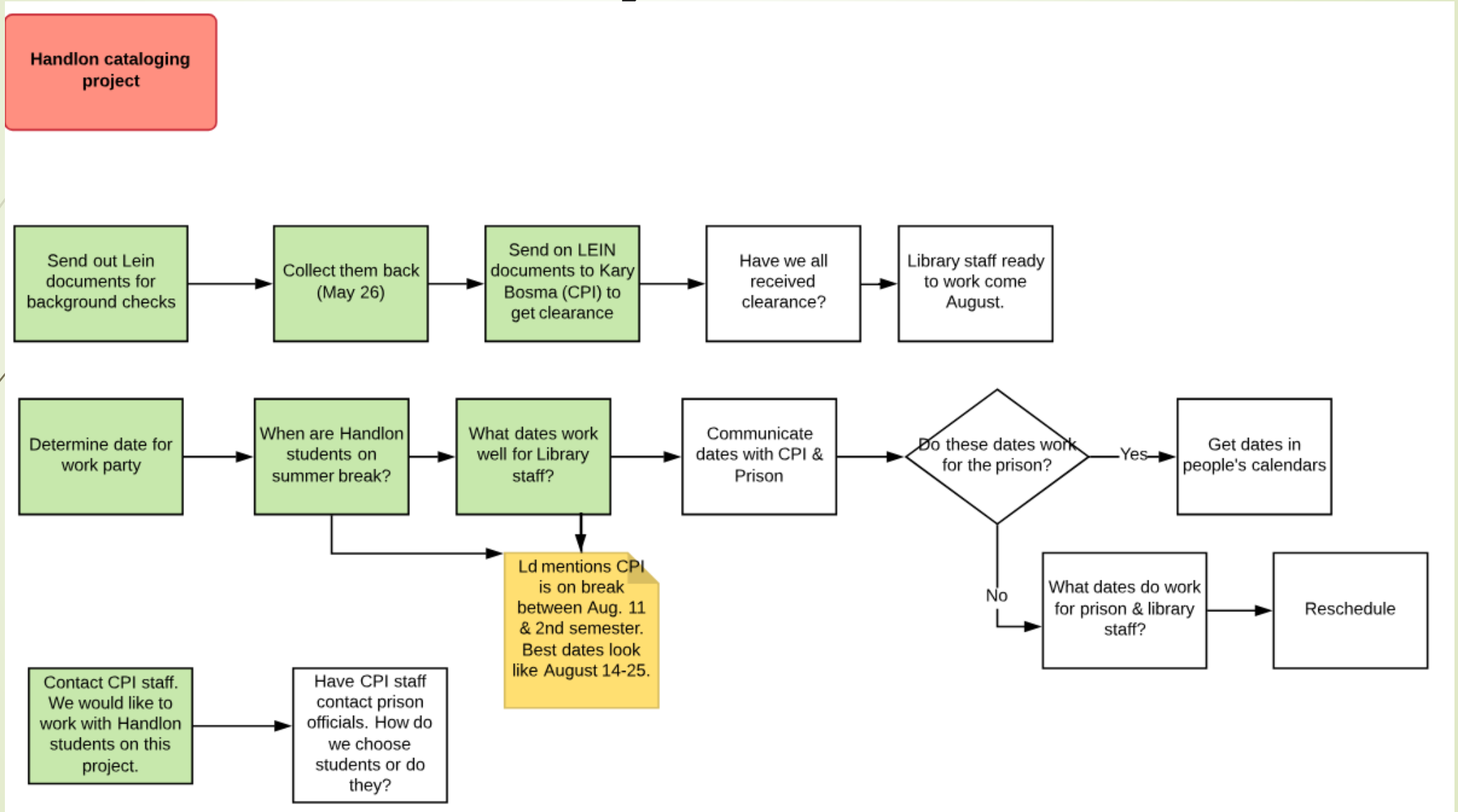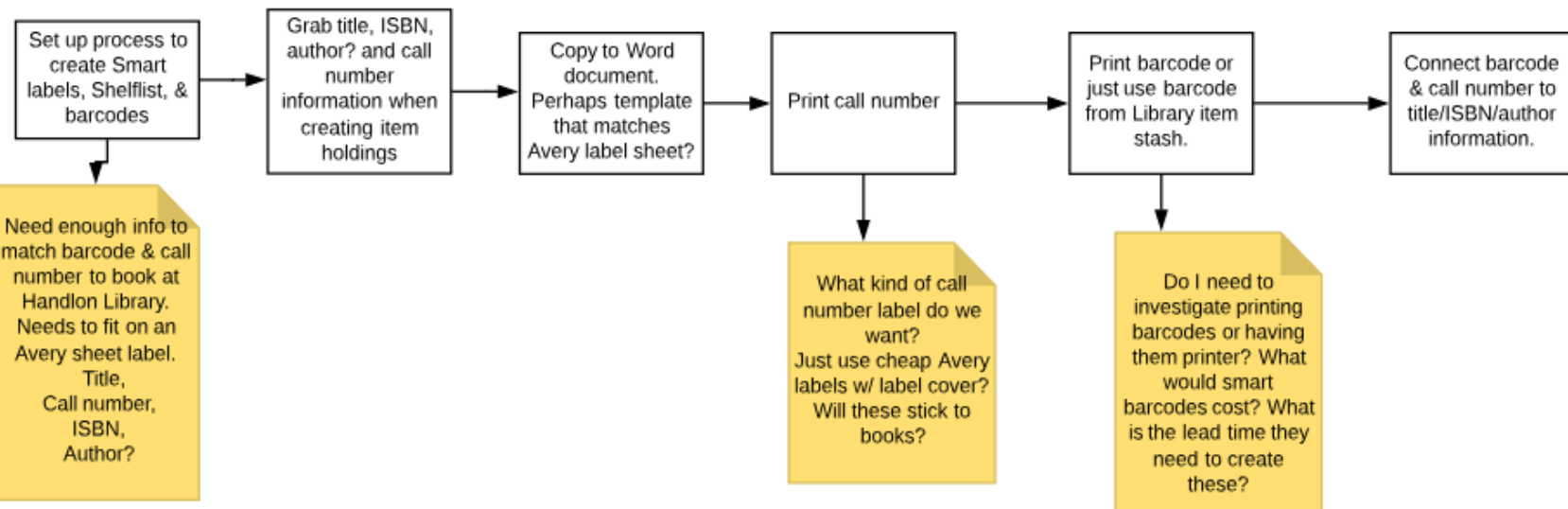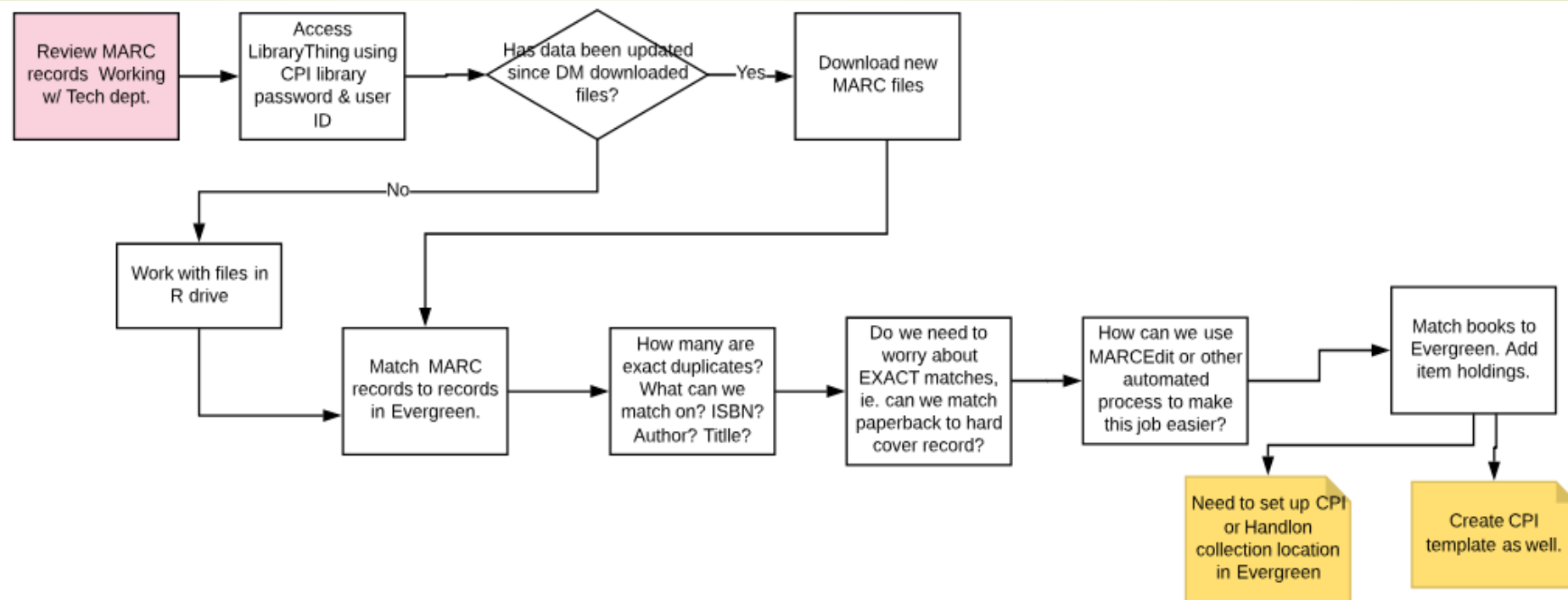Antique Chinese Stool image by Silk Road collection.
https://www.flickr.com/photos/silkroadcollection/4164227119/in/photostream/

REDUCE

REUSE

RECYCLE

Calvin Prison Initiative

Flow chart for the CPI Project

Review MARC records Working w/ Tech dept. → Access LibraryThing using CPI library password & user ID → Has data been updated since DM downloaded files? —Yes→ Download new MARC files

—No→ Work with files in R drive

Match MARC records to records in Evergreen. → How many are exact duplicates? What can we match on? ISBN? Author? Title? → Do we need to worry about EXACT matches, ie. can we match paperback to hard cover record? → How can we use MARCEdit or other automated process to make this job easier? → Match books to Evergreen. Add item holdings.

Need to set up CPI or Handlon collection location in Evergreen

Create CPI template as well.

Set up process to create Smart labels, Shelflist, & barcodes → Grab title, ISBN, author? and call number information when creating item holdings → Copy to Word document. Perhaps template that matches Avery label sheet? → Print call number → Print barcode or just use barcode from Library item stash. → Connect barcode & call number to title/ISBN/author information.
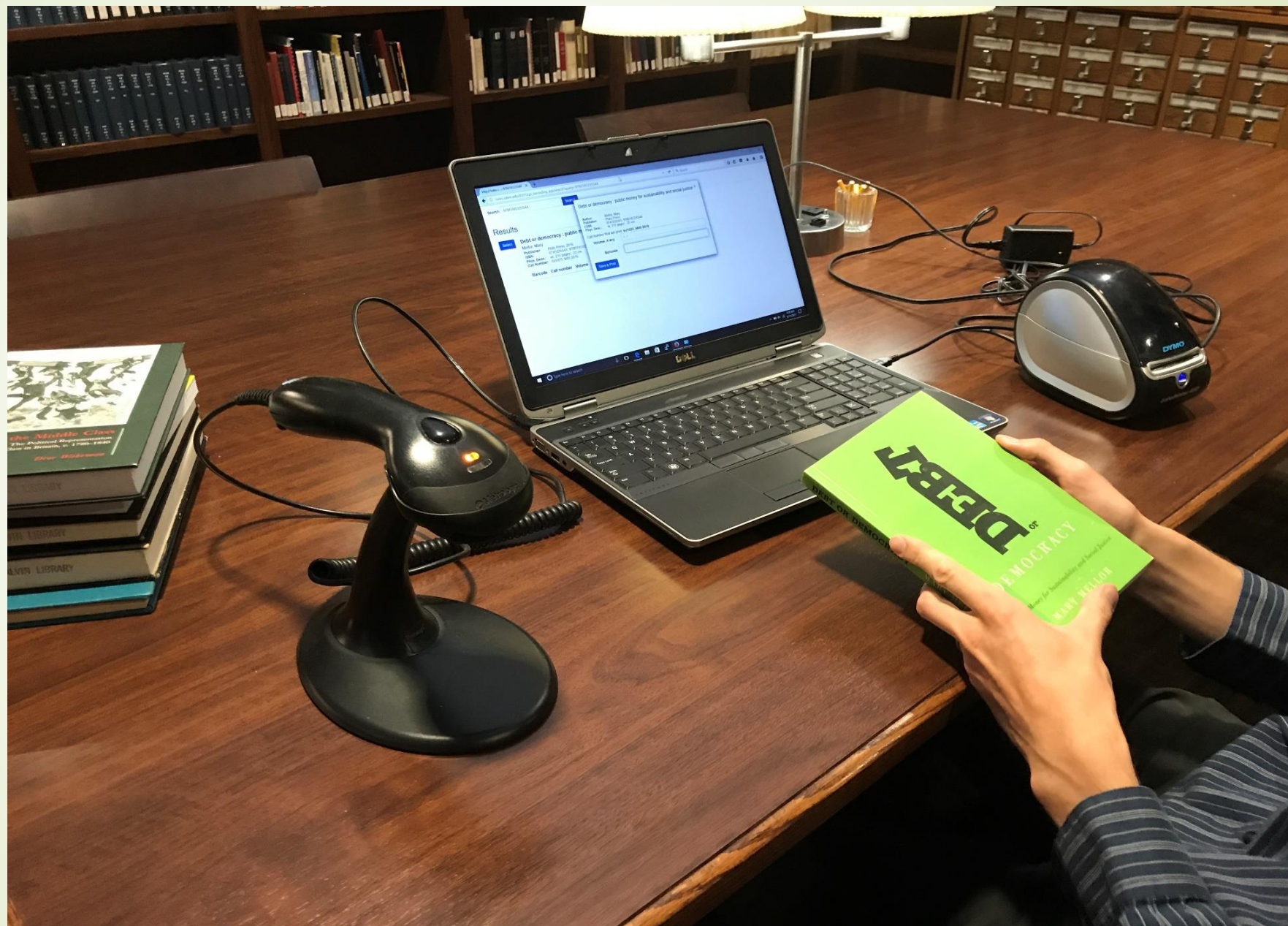
Need enough info to match barcode & call number to book at Handlon Library. Needs to fit on an Avery sheet label. Title, Call number, ISBN, Author?

What kind of call number label do we want? Just use cheap Avery labels w/ label cover? Will these stick to books?

Do I need to investigate printing barcodes or having them printer? What would smart barcodes cost? What is the lead time they need to create these?

Place labels, barcodes, & title info in binders. Keep in Call number order. → Staples & paper clips are OK? → How shall we divy up the work there? → Assign people each a section or call number to work on. → What are our work targets or goals per day? → Find book.

How many people do we need each day? How much space is there to work with? How many are too many people?

What does the Handlon library look like? How are the shelves & sections divided up? What are their categories & how far off of regular LCC are they?

How many labels, barcodes, and so on can we do a day? How many hours can we work there at a time? How many hours can we expect a Handlon student to be able to work at a time?

Match book to call number. Does the title, ISBN, and Author match? —No→ Do not apply barcode and other labels. → Look for correct book.

—Yes→ Apply barcode to inside front page. Apply call number label to spine. Cover with label cove → Place book in correct call number order.

Is there enough space to run two sets of call numbers at Handlon? Do we need to set up or clear space for new run of call numbers to build as we relabel?

What happens if we can't find a match between a book & a label set? → Create problem sheet where info can be recorded along with the problem.

Can we use old inventory problem sheets?

Set aside: 4480 barcodes

Testing our idea

Set up is ready to go

Hekman Library
Serving the Calvin Prison Initiative

Search the Catalog   Advanced Search   Browse the Catalog

Keyword ▼ | author:Claiborne, Shane 1975- | **Search**

Limit to: All Types ▼ , All Forms ▼ in Handlon ▼   Need Government Documents?

[Refine My Original Search]

Another Search **Advanced Search** Sort by Sort by Relevance ▼   ☐ **Limit to Available Items**   ☐ **Group Formats and Editions**   ☐ **Show Results from All Libraries**

Search Results   Showing 1 - **4** of **4** (page 1 of 1)   Preferred library: **Hekman Library**?

Topic Subject	**More**
Christian life	(2)
Christian biography	(1)
Christianity and politics	(1)
Church and social problems	(1)
Church and the world	(1)

Personal Author	
Claiborne, Shane 1975-	(4)

Name Subject	
Claiborne, Shane 1975-	(1)
Jesus Christ	(1)
Simple Way (Religious community : Philadelphia, Pa.)	(1)

Geographic Subject	
United States	(2)

1.

Red letter Christianity : living the words of Jesus no matter the cost
Claiborne, Shane, 1975-

📖 Book

Publisher: London : Hodder & Stoughton, 2012.
ISBN: 9781444745382 (pbk.)
Phys. Desc.:   xiii, 273 pages ; 17 cm

Collection	Shelving location	Call number	Status
Handlon	Stacks	BS2417.S7 C53 2012	Available
Handlon	Stacks	BS2417.S7 C53 2012	Available
Handlon	Stacks	BS2417.S7 C53 2012	Available

🗒 Add to my list

2.

COMMON PRAYER
POCKET EDITION

A LITURGY
FOR ORDINARY RADICALS

Common prayer : a liturgy for ordinary radicals
Claiborne, Shane, 1975-

📖 Book

Publisher: Grand Rapids, Mich. : Zondervan, ©2012.
ISBN: 9780310335061
Edition: Pocket ed.
Phys. Desc.:   156 pages : illustrations ; 19 cm

Collection	Shelving location	Call number	Status
Handlon	Stacks	BV198 .C56 2012	Available
Handlon	Stacks	BV198 .C56 2012	Available
Handlon	Stacks	BV198 .C56 2012	Available

🗒 Add to my list

A Calvin student

A Calvin student

Focused and flexible

Start thinking systematically.

Sustainable cataloging for our users … where ever they might be learning.

Works Consulted:

- *Calvin Prison Initiative*. Calvin College, 2017, https://calvin.edu/prison-initiative/about/. Accessed 9 May 2018.

- Cmor, Dianne1. "Strategies for Sustainable Services in Academic Libraries." Library Management, vol. 37, no. 6/7, July 2016, pp. 298-307. EBSCOhost, doi:10.1108/LM-05-2016-0038.

- Han, Myung-Ja K.1. "Establishing Sustainable and Scalable Workflows for Cataloging and Metadata Services." *Library Management*, vol. 37, no. 6/7, July 2016, pp. 308-316. EBSCO*host*, doi:10.1108/LM-04-2016-0031.

- Smith Aldrich, Rebekkah. "The Capacity to Endure." Library Journal, vol. 141, no. 8, 5/1/2016, p. 24. EBSCOhost, search.ebscohost.com/login.aspx?direct=true&db=lii&AN=114996534&site=ehost-live.