



# Preserving UF's Graduate Student Scholarship: Preparing Theses and Dissertations for Off-Campus Move

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# Project Parameters and Assumptions

- Assumed that most all 34,000+ UF Theses, Dissertations, and Projects-in-lieu-of-thesis (TDP) were cataloged and had a record in Aleph
- Needed to move all TDP out of their current storage location in Smathers to our off-campus storage facility (ALF).
- Wanted to have all TDP ready to move by end of FY 2019\*
- Knew from previous shelf read project for a portion of the TDP collection, there were some TDP that were not cataloged.
- None of the pre-1996 TDP had a barcode = no item record in Aleph



# Project set up

- To move to ALF, each TDP had to have a barcode on the outside of the back cover, and have a holding and item record in Aleph
- Spreadsheet listing 34,000+ TDP generated from Aleph
- Was given budget from Library Admin. to hire student assistants
- Separated the master spreadsheet into 84 separate spreadsheets (1 per year) so students could work simultaneously on project
- Set up statistics sheet for my use to track number of issues discovered
- Timeline: Planning was June-December 2018; work completed January-July 2019



# Ready, set, go! Work begins...

- I wrote a manual on the project to train students with, which contained step-by-step instructions for retrieving, barcoding, updating Aleph, and reshelving the TDP
- I tested the process by barcoding and updating Aleph for our TDP from 1909-1936 in December 2019
- Hired 8 student assistants to start Jan. 2019
- Created tracking spreadsheet to track progress on work for a particular year of TDP.
  - Kept us from duplicating work

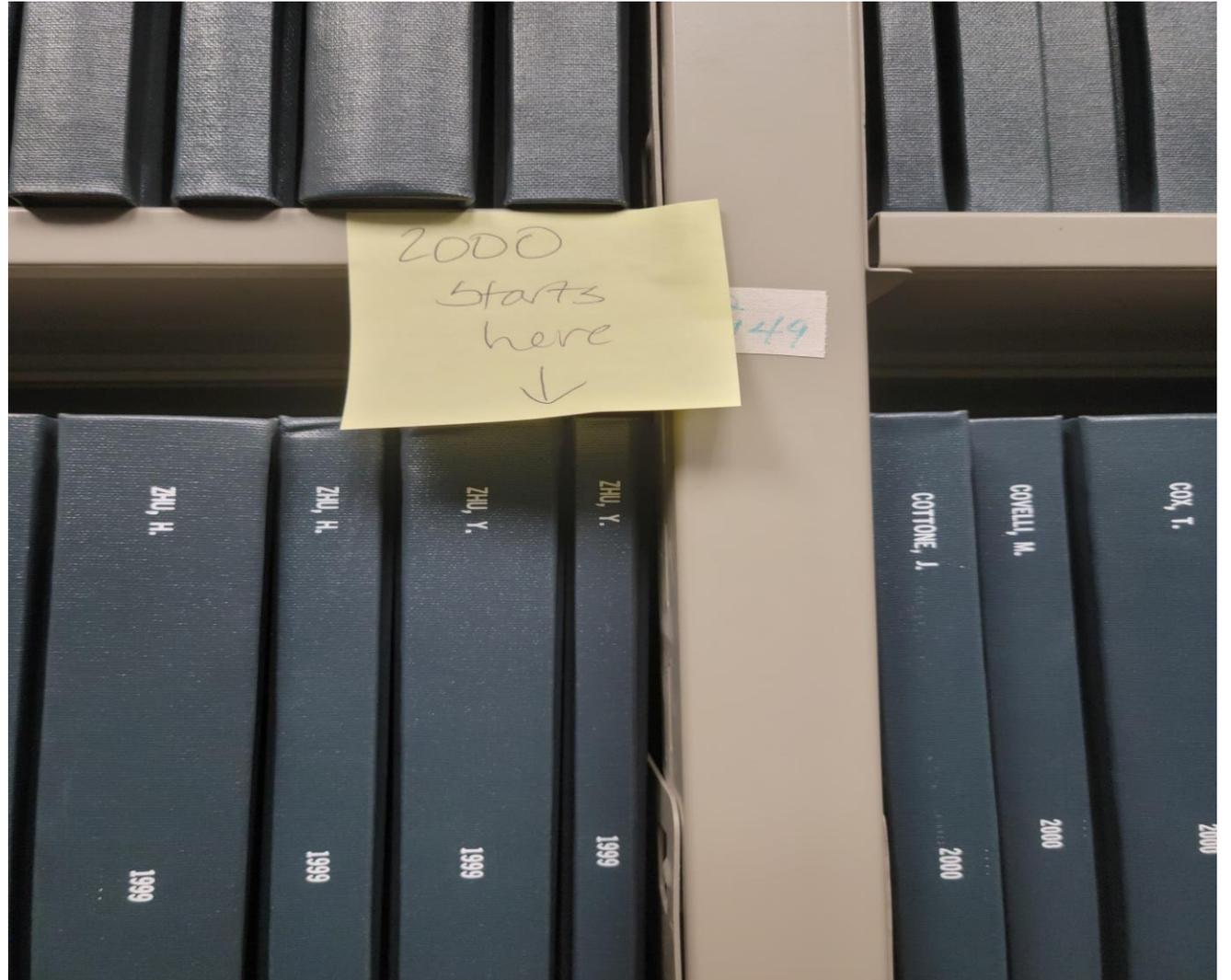
	bib-no	Author	Title & statement of responsibility	Publication year	Thesis/dissertation	Major/minor	Holding Number	Call no.	Thesis/Dissertation/PILO	Barcode	Checked? (enter yes if checked)
0	021880274	Hallam, George Wal	The fortress and other stories	1954	Thesis (M	English th	90724768		Thesis	31262098050304	yes
1	022285732	Harder, Kelsie Brow	Style and meaning in the origi	1954	Thesis (Ph	English th	90741744		Dissertation	MISSING	
2	030054015	Hargrave, Robert He	Employment opportunities in	1954	Thesis (M	Agricultur	90562114		Thesis	31262098050353	yes
3	022134842	Haselden, Shirley Re	Chaucer's use of setting.	1954	Thesis (M	English th	90734958		Thesis	31262098050346	yes
4	022275794	Hay, John Earl	An investigation of role behav	1954			109038663		Thesis	31262098050338	yes
5	022059878	Hayn, Jorge1928-	Effects of polyelectrolytes on s	1954	Thesis (M	Civil Engir	90731795		Thesis	31262098050502	yes
5	029479153	Henderson, Lee Gib	A study of certain school-comr	1954	Dissertati	Education	91198271		Dissertation	31262098050320	yes
7	029438508	Henry, George F.,18	Techniques for selection and g	1954	Thesis (Ed	Education	91194585		Dissertation	31262098050411	yes
8	024250310	Hertz, Joel John,192	A stability and solubility study	1954	Dissertati	Pharmacy	91479540		Dissertation	31262098050429	yes
9	022441590	Hijab, Wasfi Ahmad,	An application of the principle	1954	Thesis (M	Mathema	90748651		Thesis	31262098050494	yes
0	024478425	Hildreth, Charles H.	A history of Gainesville, Florid	1954	Dissertati	History th	90192047	U378 FO	Dissertation	31262098052904	yes
1	029529542	Hill, Thomas Jordan,	Experimental study of selected	1954		Education	91202450		Dissertation	31262098052896	yes
2	022286213	Holmgren, John Dan	Kinetics of processing asphalti	1954	Thesis (Ph	Chemistry	90741772		Dissertation	31262098052870	yes
3	022443429	Holmgren, Willy Anr	A study of college and univers	1954	Thesis (M	Speech th	90748760		Thesis	MISSING	
4	022374176	Horton, Thomas Ros	On the equivalence of quadrat	1954	Dissertati	Mathema	90745802		Dissertation	31262098052888	yes
5	022131849	Howard, Donald R.,1	The contempt of the world : a s	1954	Thesis--U	English th	90734792	LD1780 19	Dissertation	31262101743432	yes



# Student Workflow

- Verify that the TDP's date, author, and title were correct and correctly spelled
- Verify that a holding record for a University Archives (UA) copy existed
- Add item record to Aleph/place barcode on TDP and update spreadsheet with barcode
- Students would fill out a cataloging problems flag and set the book aside for me to look at if:
  - the author or title did not match the catalog
  - there was no holding record for University Archives
  - the date in the catalog record did not match the date on the book
  - there was no catalog record for the TDP
  - there were any other issues

- Post-it notes were used on the carts to indicate if the cart was completed. We also placed post-it notes on the shelves to indicate where the first TDP of a year was placed in order to aid us in putting books back on the shelves.
- Once a cart had been completed, it was taken back downstairs and unloaded and reloaded, and the process began again.





# My Workflow

- I dealt with the “problem children” TDP
- In addition to the “problem children,” I also worked on the 1,082 “overflow” dissertations that had been returned to University Archives after digitization.
  - Many of these dissertations had been disbound for scanning and were sent to University Archives after scanning because it was discovered that that copy was the only copy in the library.
- Many of these overflow dissertations helped to lower our number of missing dissertations.

# Hooray for statistics!

- I also kept statistics on errors corrected.
- Final count:
  - 986 holdings created
  - 163 original catalog records created
  - 117 volumes/parts added
  - How many TDP listed in original master list vs. updated one

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Year	# holdings created	total # of missing items	# of dissertations missing	# of theses missing	# of PILOs (incl. Master's Reports) missing	# of Microfilm only copies	# of original records needed	# of vols/pts added (do not include vol.1)	# of duplicate barcodes :(	# of misc. issues	Items "on loan"	Total # of theses in original master list	Total # of theses after year checked
1909-27	5	0	0	0	0		1	2		0	0	60	67
1928-1929	0	0	0	0	0		0	0		0	0	54	54
1930-1931	2	0	0	0	0		2	0		0	0	68	69
1932-1933	5	1	0	1	0		0	0		0	0	74	80
1934-1935	1	1	0	1	0		0	1		0	0	71	72
1936-1937	1	2	0	2	0		0	0		0	0	66	66
1938	4	0	0	0	0		0	0		0	0	77	81
1939	2	0	0	0	0		2	0		0	0	67	72
1940	2	0	0	0	0		0	0		0	0	65	67

# Challenges

- Room where TDP stored booked often for events; had to move lots of books around to keep students busy. Led to some confusion as to what was done and not—required lots of post its
  - Elevator went down for maintenance in April 2019—had a mad scramble to move more books around and make sure we had places to store completed TDP. More post its and lots of begging for shelf space. Broken up years also led to confusion
- Duplicate barcodes: ~8400 post-1996 TDP had barcodes on inside back cover rather than outside. Original plan: use a duplicate barcode scanner.
  - Never used it—took 90 minutes to duplicate one bay of TDP; would have had to use extension cords. Got cataloging's permission to delete old barcode and replace with new one in proper position—cut time needed to barcode in half

## Duplicate barcodes, part 2: Electric boogaloo

- Got a sealed, unopened package of 15,000 barcodes from Facilities. No one knew that 7,000 of these barcodes were duplicated from the Law library's order (they use a different vendor, so numbers were not tracked by Facilities)
- Didn't discover this until students got the duplicate barcode error in Aleph (a super tiny banner).

Filter by... Clear Filter

1. Item Display | 2. General Information (1) | 3. General Information (2) | 4. Serial Information | 5.

**Duplicate Barcode**

Barcode: 31262099581588 Item Status: 01

Sublibrary: UFSLA Item Process Status: WD

Collection: DEWEY Enum. Level.1 (A)(Vol.):

Copy Number: Enum. Level.2 (B):



# A cautionary tale

- Discovered at the end of April that a student had potentially not linked the item record to the holding record for many of the TDP that he had checked.
- Now potentially thousands of unlinked barcodes not saved in Aleph, so won't be found when the books are transferred to ALF.
- Thought the final stage of project would be verifying all of the barcodes from each spreadsheet in the catalog.
  - Looking for:
    - duplicate barcodes
    - barcodes linked to the wrong item
    - barcodes that were not linked at all
    - barcodes that had not been completely scanned by the barcode scanner.

# Just when we thought we were done...

- While verifying barcodes, we discovered that the student who had caused this problem had also failed to flag and bring to my attention TDP that did not have a holding record or that had not been listed on the original spreadsheet.
- And then began the final final stage where two students and I shelf-read every single one of the 36,000+ TDP. Found well over 100 TDP with problems on the shelf-read
- Shelf read was June-July 2019



# Lessons learned

- Have a clear timeline and workflow set in place before beginning the project.
- Be flexible. Having to plan around room closures and having the elevator go out required us to move lots of material on short notice.
- There were several setbacks that caused us to have to recheck work that had been completed. If there had been more checkpoints put in during the project, perhaps some of these issues could have been avoided.
- Do more thorough spot checking of student work more often to ensure everyone is completing tasks correctly.

## Now for the at-risk part

- The TDP are housed in less than ideal circumstances: constant light, bugs, humidity/temperature fluctuations
- Should be at our lovely, controlled environment at ALF and trayed



## And Preservation concerns...

- Disbound books—what to do?
- Also, many of the PILOs are in binders and/or have slides, tapes, CDs, tapes which have fallen off their binder cover
- Foldout maps, photos held in photo corners in other TDP (or are GLUED in—ugh)



# You have to know what you have...

- Proper cataloging is VITAL.
  - Initial list of TDP: 34,851
  - Final list: 36,557 (difference of 1,706)
  - 518 of those 36,557 TDP are missing from University Archives (but there might be a copy elsewhere in the Libraries—working on getting these copies)
  - Never would have known we had/didn't have copies without this project
  - There are some TDP out there that I likely don't even know I don't have because a copy was never cataloged for Univ. Archives
- There's also 1,403 reels of microfilm of some of the TDP from the 50s-80s. This microfilm may now be the only copy of the TDP left in the libraries (and is the only copy for 21 of the TDP).



# Digitizing project

- Currently digitizing all of the TDP
- Hopeful that we will no longer have to pull the originals after digitizing, which limits handling and unfolding maps, etc.
- Should capture more of the missing Univ. Archives copies and get them sent to Univ. Archives rather than being destroyed—communication with DSS is key

# Questions?

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