Hidden Collections Redux

UNT Libraries
Summer 2013

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INTRODUCTION

History
In Fall 2010, a Graduate Library Assistant (GLA) in the Collection Development Department was tasked by the Dean to create a summary report (the “Hidden Collections Report”) delineating the “hidden collections” of the UNT Libraries. This was accomplished through face-to-face interviews and follow-up interviews through which the GLA gathered information about potentially hidden collections located in Archives, Rare Books, Government Documents, Digital Projects, Remote Storage, Microforms, the Music Library, and the General Collections.

The final Hidden Collections Report was issued in April of 2011. It contained information about who was contacted, what collections were deemed hidden, their size, estimated materials costs for processing, and estimated time needed for processing. Each area in the report contained suggested methods for ‘how-to-proceed’ with making the collections accessible.

In June of 2011, an initial meeting took place between the Dean and various reports to decide how to take action. This resulted in decisions about changing priorities, allocation of staff, and “low-hanging-fruit.” One month later, a decision to halt pursuit of ARL membership required reconsideration of these decisions. Also, Assistant Deans of Special Collections, Public Services, and Collection Management discussed some inaccuracies in the report and other considerations. Again, one month later in August, these Assistant Deans met to finalize and deliver a recommendation to the Dean regarding steps to take in correcting the original Hidden Collections Report, progress made on various collections, and details about how removing ARL membership would affect prioritization.

In March of 2013, the Assistant Dean for Digital Libraries reconvened the other Assistant Deans to discuss progress made towards correcting the original report. It was discovered that many strategic hires, building changes, and acquisitions of new collections have led to a need for an entirely new report regarding hidden collections, but also that our definitions of “hidden” have varied.

Activities that necessitate the creation of a new report include:

- Definition of “hidden” vs. “obscured” collections
- Determination of what is “acceptable” level of access
- Opening of RCL and restacking of Remote Storage: new collections have been discovered
- Staffing changes: new Head of Archives, new Head of Government Documents, new Music Special Collections Librarian, departure of Rare Books Librarian, retirement of Microforms cataloger
• Pursuit of grants to aid in processing
• Implementation of Archon finding aid system
• Elimination of duplicate items in previously hidden collections (such as LPs)

In June of 2013, the Assistant Deans made a conscious decision to create a new report, the “Hidden Collections Redux.” Its purpose is to serve as a true representation of the collections in the UNT Libraries with little or no access.

MATERIALS CONTENT REPOSITORIES
There are multiple methods through which users can search and discover UNT Library resources. These include the library’s traditional online catalog Sierra, the Archon finding aid system, the Digital Libraries search interfaces, and other miscellaneous systems that deliver some accessibility, but are not online, including binders, card catalogs, and spreadsheets.

Sierra, aka “Catalog”
Sierra is the brand name of our online public access catalog. It contains metadata records designed to help patrons find, locate, and retrieve many of the materials that belong to the Libraries’ collections. The bulk of the catalog describes print or other physical materials belonging to the regularly circulating collection and shows patrons
how best to obtain those items: it gives them the appropriate building, floor, and shelf location or it allows them to request the item for delivery to a designated pickup location. Other catalog records describe our electronic resources (both subscription and some open-access) and contain links allowing patrons to access them online. Via the catalog, patrons can find books, e-books, video recordings, journals, e-journals, databases, scores, sound recordings, course reserves, video games, laptops, many other formats, and even certain library spaces.

Patrons search the library catalog either from the library website—the “Books & Media” tab from the tabbed search box that appears on all library web pages—or by going directly to the catalog’s homepage. Records in the catalog contain metadata rather than full text, and many resources are cataloged at a coarser level of granularity, so finding a specific song, chapter, or article via the catalog is difficult. Furthermore, the catalog only contains a small subset of special collections and digital library objects.

**Archon, aka “Finding Aids”**
The finding aids database contains descriptions of archival, manuscript, and other types of special collections materials. It combines two accepted standards for description of archival materials: EAD is the XML standard for marking up finding aids and DACS is the descriptive standard. Descriptions adhere to minimum requirements for collection level descriptions but often include much greater detail going down to the folder level. The finding aids database, located at [http://findingaids.library.unt.edu](http://findingaids.library.unt.edu), is shared by Archives and Rare Books, Microforms, Music and Media. It is capable of linking to digital objects in the Portal or Digital Library. Collection level MARC records for archival collections may also contain a link to the archival finding aid.

**UNT Digital Library**
The UNT Libraries Digital Collections consist of a number of discovery interfaces to the digital collections managed by the UNT Libraries. The content includes photographs, newspapers, technical reports, books, theses and dissertations, audio, video, datasets and Web archives. These collections are digitized, born-digital, purchased or donated and the UNT Libraries has accepted responsibility for the long-term stewardship of the content. These collections are discoverable through a number of search interfaces such as The Portal to Texas History - [http://texashistory.unt.edu](http://texashistory.unt.edu/) the UNT Digital Library - [http://digital.library.unt.edu](http://digital.library.unt.edu/) and the Gateway to Oklahoma History - [http://gateway.okhistory.org](http://gateway.okhistory.org) as well as being searchable together via a combined search both via tabbed search box on the Libraries’ Website or at [http://digital2.library.unt.edu](http://digital2.library.unt.edu/). In addition to these primary discovery interfaces, content is heavily indexed by popular search engines such as Google and Bing.
Non-Web-Based Content Repositories

Bibliographic information for various collections is stored in inventory binders, shelflists, card catalogs, spreadsheets, other paper finding aids, and the Remote Storage inventory database, usually in concert with a service desk. Examples of these are the inventory binders at the Government Documents service desk representing items sent to Remote Storage in batches rather than individually. Card catalogs still serve as a finding aid for the map collection. Lastly, spreadsheets of materials listing contents of boxes or shelves, such as the "Fort Worth" collection in Government Documents.
DEFINITIONS

An item that is “hidden” is one owned by the UNT Libraries, but contains no bibliographic information that would facilitate its use by a library patron. It exists in a UNT Library facility, but not in one of our materials content repositories. Until it is reviewed, classified, and processed, it is undiscoverable and unavailable. Examples of this include an uncataloged donated book, and suppressed content in the Digital Library lacking metadata.

An item that is “obscured” is one owned by the UNT Libraries, available through at least one of our materials content repositories, but has minimal bibliographic control. These items require improved discoverability. The amount of total holdings may not be known because one content record may represent multiple titles. These are discoverable by patrons through purposeful searching in a specific materials content repository or serendipity. Examples of this include microform sets needing expansion and “on-the-fly” bibliographic records created for an item found in the circulating collection that doesn’t exist in the catalog.

A item’s "level of discoverability" is its division-specific availability in one or more of our Materials Content Repositories. Minimal levels of discoverability:

- **GENERAL COLLECTIONS**: Holdings-level availability in Sierra
- **DIGITAL LIBRARIES**: Item-level availability in UNT Libraries Digital Collections
- **GOVDOCS**: Holdings-level availability in Sierra OR online database
  - Print and tangible collections: Item-level availability in Sierra
  - Digitized collections: Item-level availability in UNT Libraries Digital Collections
  - Electronic collections: Item-level availability in Sierra
- **SPECIAL COLLECTIONS**:
  - **ARCHIVES**: Collection-level description in Archon
  - **RARE BOOKS**: Item-level availability in Sierra
  - **MEDIA**: Holdings-level availability in Sierra
  - **MUSIC**: Holdings-level availability in Sierra
  - **MUSIC SPECIAL COLLECTIONS**: Collection-level description in Archon
  - **MUSIC SOUND RECORDINGS**: Item-level availability in Facilities Database
IDENTIFIED COLLECTIONS

General Collections
The General Collections of the UNT Libraries are those that do not fall under Music, Media, Archives, Digital Libraries, or Government Documents.

Gifts (hidden)
As of August 2013, there are about 5000 LGBT gift books left to evaluate. These are high priority items and will continue to occupy most of a GLA’s time.


Foreign language materials (hidden)
There are about 500 non-Roman script foreign language items waiting for cataloging.

Plan: Do not prioritize. Investigate contract cataloging through Amigos or OCLC during FY14.

Shelflist Project (obscured)
The Shelflist Project is a catalog enhancement project needed to enhance existing records. The shelflist is a card catalog containing the basic holdings information of the UNT Libraries through the mid-1990s. Much of this information exists in the Sierra Catalog, however, there are some holdings information that exists on the cards that would enhance the existing basic catalog records. In 2013, a paraprofessional completed 95% of the Dewey shelflist. The Library of Congress shelflist enhancements remain and need attention.

It takes 1 day to do a drawer.

Remainning Dewey drawers: 20 4 work weeks to complete
Remainning LC drawers: 624 125 work weeks (approx. 2.5 years)

Plan: Prioritization is medium.

Option 1: Hire temporary paraprofessional ($25,000/year) to work solely on remaining shelflist. Estimated time to complete: 2.5 years. Estimated total cost: $65,000
Option 2: Incorporate shelflist project into existing workloads.

If one worker did two drawers a week, it would take 322 weeks. This is over 6 years.

If one worker did half a drawer a week, it would take 1288 weeks. This is about 25 years.

Option 3: Train practicums and volunteers. Indefinite time to completion.

Sets Needing Expansion (obscured)
There are microform and print material sets listed in Sierra on one record; they need to be separated out so full holdings are known. The quantities of these are unknown.

Plan: Do not prioritize. Former Head of Cataloging did pull card sets for review. Melody Baker has incorporated into her general workflow as she has time. No estimated time for completion.

Dead Serials (obscured)
Texas Woman’s University gave UNT Libraries various serials and periodicals. These sets only have one barcode per title; complete holdings are not known.

Plan: Do not prioritize. As Remote Storage is restacked, these items will emerge. The Remote Storage staff gives all items without barcodes to Cataloging and Metadata Services as they are found.
Special Collections

Music
Note: 75% of special collections in Music have full finding aids and corresponding MARC records.

Various music special collections (hidden)
There are over 30 music special collections that have no bibliographic control at all. Some of these collections are: Ellington, Ellis, Haerle, Haynie, Harp, Herndon, Hogan, Jazz Studies, Jewish Community Center of Dallas, R. Klein, Latham, Majestic Theater, Morris Martin, McDade, McKinley, Misc. sheet music, Needham-Chevaillier, Park, Programs, Robin, Roessler, Rutherford, Slater, Tater, Turner, Watson, Weissman, Wright, Whitehead. Quantities vary from 10 or less boxes to over 45 boxes.

Plan: Prioritized by Maristella Feustle, grant funding will be sought for some collections, and the remaining collections will be processed in this order –

Now through June 2014: Ellington, Ellis, Harp, Herndon, Gilliland, Hewitt, Hogan, Latham, Martin, Rutherford, Slater, Tater

June-December 2014: Brittle or Not Cataloged, Haynie, McDade, Jazz Studies, JCC Dallas, Park

To be determined: Dexter, Kuss, Majestic, McKinley, Misc. Sheet Music, R. Klein, Needham-Chevaillier, Programs, Roessler, Shelby, Smolian/Weener/Gerber, Turner, Weissman, Watson, Wright

Currently In progress: Ellis, Harp, Hewitt, Hogan, Latham, Tater

Various music special collections (obscured)
There are about 15 music special collections that have minimal bibliographic control. These include: Bragg, Case, Collins, Conover, Dufallo, Lost Composers and Theorists, Paul, Schimmel, Singing Eagles, Mailman, Source, Waters, WOR, Souzay, UNT Clippings. Quantities vary from 10 or less boxes to over 45 boxes.

Plan: Adapt, edit, and import finding aids that exist on paper or were on the prior web site (Bragg, Dufallo, Singing Eagles, Source, Souzay, Waters)

Create finding aids for processed collections (Mailman, Lost Composers and Theorists)

Process unprocessed collections and improve current, basic finding aids to folder-level description (Case, Collins, Conover, Paul, Schimmel, UNT Clippings, WOR)
The estimated time frames for completion are:

Prioritized through end of 2013: Mailman, Waters, Dufallo, Singing Eagles, Souzay

By June 2014: Collins, Source, Schimmel, Paul

By August 2014: Conover, Case, Bragg

By August 2015 (tentative): WOR

To be determined: UNT Clippings

**Various Music Sound Recordings (both hidden and obscured)**
There are roughly 600,000 sound recordings of various formats (LPs, 78s, etc.) that are both hidden and obscured. 300,000 records have been entered in the Facilities Database with minimal records that include information on composer/author, performer, title, publisher, and publisher number.

Plan: These items are high priority. The remaining 300,000 titles will be entered in the Facilities Database by May 2014. During the summer 2014, duplicate titles will be identified and de-accessioned. During fall 2014, a method will be identified for migrating Facilities Database records to MARC records. The estimated timeframe for completing the migration is August 2019.

**Media**

**Slide Collection (obscured)**
The Media Library is reviewing each item in the slide collection to improve bibliographic control and assess the physical state of individual items in the collection. There are currently 1063 bibliographic records for approximately 27,000 individual slides.

Plan: These items have medium priority. The estimated timeframe for completion is December 2013.

**Archives & Rare Books**

**Incoming collections and backlog (hidden)**
Recent incoming collections (approximately 500 linear ft.) and backlog collections (approximately 5,000 linear ft.) have no bibliographic control or discoverability.
Plan: A CLIR proposal was submitted on July 20, 2013 to address 600 linear ft. of backlog. Detailed processing with CLIR grant will take 2 years (if funded.) Otherwise, minimal descriptions (collection level finding aid records in Archon with corresponding MARC records) will be completed within 12 months by the Project Archivist. There are no further plans to advance past collection level records for the large unprocessed backlog, with the exception of collections included in the CLIR grant proposal.

A Project Archivist began work on Friday, July 19, 2013 and will provide minimal collection description for remaining backlog. Processing teams are addressing incoming collections as they arrive. Both the RCD and Clark collections are in their final stages and will be completed soon.

**Rare Books cataloging backlog (hidden)**

There are less than 1,000 items in Weaver, Dixon and other miscellaneous collections that are un-cataloged.

Plan: These items are medium priority. Archives and Rare Books staff will catalog items. Estimated timeframe for completion is August 2014.

**Rare Books minimal cataloging (obscured)**

Some items in Rare Books have spotty and inconsistent cataloging. Collection level records (approximately 10,000 items in 500 separate collections of varying size) will be candidates for detailed processing at a later date.

Plan: These items are lower priority. Cataloged books are being re-processed, item records are being created for those volumes that never had item records, descriptions are being enhanced (and barcodes are being added for transfer to the RCL). Student assistants have been assigned to re-process these volumes. Estimated timeframe for completion is August 2015.
**Government Documents**

The UNT Government Documents Collection has several “obscured” collections, and the government documents staff know where and how to provide access.

**Ft. Worth Public Library Collection**

The Fort Worth Public Library (FWPL) relinquished their depository status a few years ago and UNT acquired much of the paper collection, including many historic documents from before UNT was a depository library. Suzanne Sears and Starr Hoffman worked with FWPL to create a bare bones inventory of the collection. The inventory is currently in excel spreadsheets, difficult to search, and not accessible by the public. The collection is housed at the RCL in approximately 5000 boxes and includes an estimated 120,000 items. Because this collection represents a creative partnership with the FWPL, processing this collection is the highest priority.

LibTaco has begun developing a searchable database using the spreadsheets FWPL provided UNT. The Government Documents Department reviewed the database and has requested some functionality changes. LibTaco is currently evaluating the requests to see if the changes can be made. If the changes can proceed, the database is very close to being ready for production.

Next steps: Currently only the first 400 of the nearly 5000 boxes are in any kind of numeric order. Pending Library priorities, Lib Facilities could reorder the boxes and a system of item control and retrieval should be developed. A catalog record for the FWPL collection could be created with a link to the database and instructions for making a request or instructions to visit the Gov Docs Reference desk to request the item. This would also provide the infrastructure to proceed with one of the following 2 options.

**Plan:**

Option 1: This collection should be prioritized for complete digitization. Government Documents and Digital Libraries are currently developing a benchmark to digitize the Texas State Documents and this benchmark can be applied to developing a timetable to digitize the FWPL collection. Unfortunately, current library staffing would not be able to accomplish this. Cost is estimated to be 60-70k/yr for staffing and students to digitize and create metadata for the collection.

Option 2: Catalog the FWPL collection. Current staffing in Gov Docs would not allow for this at this point in time and would require hiring additional library staff and student assistants to catalog the collection (1 library support staff and 1-2 students minimum).
Since government document catalog records prior to 1976 can be difficult to locate, library staff may have to do some original cataloging.

Uncataloged Items at the Annex

What is it: Many years ago, government documents were boxed and sent to the Annex to be stored. This collection includes many legislative publications, UN documents, etc. Prior to being sent, inventories were created and maintained in a series of binders at the GovDocs reference desk. There are approximately 250 boxes and an estimated 11,000 titles in total.

Plan:

Option 1: Digitize the pages within the binders in house. This is the simplest approach. After digitization, this basic inventory can be added to the same database as the FWPL for access and the collection could be rolled into one of the options developed for the FWPL collection.

Option 2: Catalog the documents within the boxes. An initial estimate is it would take approximately 1-1.25 years to catalog the documents contained within the boxes (1 FTE working full time on this project and processing on average 4 boxes per week). This could be accomplished by hiring a temporary cataloging position in Government Documents for 1-1.25 years.

Energy Microfiche

What is it: Microfiche issued by the Department of Energy. This collection contains many technical and scientific reports produced by the Department of Energy. The Office of Science and Technology Information (OSTI) within the Department of Energy provides a database to find these microfiche.

Plan:

Option 1: OSTI Records. OSTI provides free MARC records for the microfiche, which include links to digital equivalents where available (many of these are post 1994). Upon initial investigation by government documents staff, the records do not have the SuDoc numbers we have been using; instead the records use a generic SuDoc stem followed by the report number. These records also do not use LC subject headings. Gov Docs can work with Technical Services to further evaluate the records available and add only those records with links. This would ensure that some of the collection is accessible at any time, while the rest of the collection can be searched and retrieved via the OSTI
database. We can also add a generic record in the catalog for the microfiche linking to the OSTI database.

Option 2: TRAIL (Technical Report Archive and Image Library) is joint effort lead by the University of Arizona in collaboration with CRL and other interested agencies to identify, digitize, archive, and provide access to federal technical reports. Currently, TRAIL has been focused on paper reports but according to Mark Phillips, TRAIL will be developing a plan to work with microfiche in the next few years. As a member of TRAIL we can contribute to these digitization efforts for the microfiche. Cost estimates cannot be determined at this time.

Option 3: Digitize the microfiche. Based on a simplistic estimate of the titles and fiche sheets in the collection, Mark Phillips estimates it would cost around two million dollars to outsource the digitization of the collection, including outsourcing the metadata work. The cost difference compared to doing the digitization ourselves is minimal (in house microfiche digitization would require purchasing a quality microfiche scanner (approx one time cost of 100k), hire staff and students to run the machine (approx 75k/yr), and hire additional staff/students (approx 60k/year) to work on metadata creation).

**WWII Posters and Uncataloged Maps**
What is it: The Government Documents Department has several thousand maps and WWII era posters housed in office which are uncatalogued in Millennium. A card catalog provides access. Some of the posters have been digitized and are available via the digital library.

Plan: Because there are much fewer of these items (approx 2000-3000 items) compared with the rest of the hidden collections, Gov Docs could work on developing a more complete inventory of the collection and eventually cataloging them. Pending work priorities in the department and the Library, this would take 2-4 years to complete with current staffing levels. Additional temporary staff would speed up the process. The posters are a unique collection and would be prioritized over the maps.

**Tarleton and Missouri Collections**
The last two hidden collections, upon initial inspection and discussions with Library staff, appear to duplicate what we already have. Since they are duplicates, this plan addresses how to handle them as if they were a single collection.

Tarleton Collection
What is it: Several years ago, Tarleton State University gave UNT several hundred documents, many from the Department of Agriculture. Many of these documents appear to duplicate what UNT has, and what we suspect is in the FWPL collection.

Missouri Collection

What is it: Mark Phillips went to the University of Missouri and picked up many duplicate documents they had. Many of these documents are long runs of serials and large monographic sets which duplicate what UNT already has.

Plan for Both Collections:

Since a great many documents in these collections duplicate UNT holdings, we can destructively digitize all duplicates. These are the lowest priority because they are duplicates of materials we have already cataloged or have another means of access.
Digital Libraries

There are four collections containing a total of 27,317 hidden items that are in the UNT Libraries Digital Collections.

<table>
<thead>
<tr>
<th>Collection</th>
<th>Total Items</th>
<th>Available Items</th>
<th>Hidden Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>ArtStore</td>
<td>16,076</td>
<td>2,952</td>
<td>13,124</td>
</tr>
<tr>
<td>Texas Laws and Resolutions</td>
<td>8,360</td>
<td>2,648</td>
<td>5,712</td>
</tr>
<tr>
<td>Texas Patents</td>
<td>6,036</td>
<td>512</td>
<td>5,524</td>
</tr>
<tr>
<td>Jim Bell Texas Architecture Photos</td>
<td>3,515</td>
<td>558</td>
<td>2,957</td>
</tr>
</tbody>
</table>

(These numbers were gathered from the UNT Libraries Metadata Editing System at http://edit.digital.library.unt.edu and by browsing the shared network drive referred to as the “P drive” which is used by many departments and units for their digital projects [Music, Archives, Media, DPU].)

Associated URLs

ArtStore - http://digital.library.unt.edu/explore/collections/UNTART/
Texas Laws and Resolutions - http://texashistory.unt.edu/explore/collections/TLRA/
Texas Patents - http://texashistory.unt.edu/explore/collections/TXPT/
Jim Bell Texas Architecture Photos - http://texashistory.unt.edu/explore/collections/JBPC/

CRS Documents

CRS Archive documents have been gathered by the GovDocs unit, and reside on the “P Drive”. These documents lack descriptive metadata in order to have them loaded into the UNT Digital Library where a collection of 14,135 is currently available via this URL. http://digital.library.unt.edu/explore/collections/CRSR/

At the time of this report there are 11,633 CRS Reports without metadata on the GovDocs section of the “P Drive.” GovDocs has one GLA currently working on these records.

Plan: GovDocs will hire two undergraduate student workers to assist with backlog of CRS Documents and Texas Laws & Resolutions.

Special Libraries will allocate student worker and employee resources to assist with ArtStore and the Jim Bell collection.
SUMMARY AND RECOMMENDATIONS
For fiscal year 2014, these are the summations and estimations regarding the hidden and obscured collections described above.

<table>
<thead>
<tr>
<th>COLLECTIONS</th>
<th>Hidden or Obscured</th>
<th>Estimation of Time/Scope</th>
<th>Prioritization by Assistant Dean</th>
<th>Desired Minimal Level of Discoverability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL COLLECTIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>Hidden</td>
<td>As they arrive</td>
<td>High</td>
<td>Item-level in Sierra</td>
</tr>
<tr>
<td>Shelflist Project</td>
<td>Obscured</td>
<td>3-25 years</td>
<td>Medium</td>
<td>Holdings-level in Sierra</td>
</tr>
<tr>
<td>Foreign language materials</td>
<td>Hidden</td>
<td>One year, less if outsourced</td>
<td>Medium</td>
<td>Item-level in Sierra</td>
</tr>
<tr>
<td>Sets Needing Expansion</td>
<td>Obscured</td>
<td>Unknown</td>
<td>Low</td>
<td>Holdings-level in Sierra</td>
</tr>
<tr>
<td>Dead Serials</td>
<td>Obscured</td>
<td>N/A; will handle as they are found</td>
<td>Low</td>
<td>Holdings-level in Sierra</td>
</tr>
<tr>
<td><strong>SPECIAL COLLECTIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Various music special collections</td>
<td>Hidden</td>
<td>Contained in report</td>
<td>High</td>
<td>Collection-level in Archon</td>
</tr>
<tr>
<td>Various music special collections</td>
<td>Obscured</td>
<td>Contained in report</td>
<td>High</td>
<td>Collection-level in Archon</td>
</tr>
<tr>
<td>Music sound recordings</td>
<td>Hidden/Obscured</td>
<td>Varies - will become obscured within 1 year; fully accessible within 5 years</td>
<td>High</td>
<td>Item-level in Sierra</td>
</tr>
<tr>
<td>Slide Collection</td>
<td>Obscured</td>
<td>Dec. 2013</td>
<td>Medium</td>
<td>Holdings-level in Sierra</td>
</tr>
<tr>
<td>Archives incoming collection</td>
<td>Hidden</td>
<td>N/A; will process as they are acquired</td>
<td>High</td>
<td>Collection-level in Archon</td>
</tr>
<tr>
<td>Archives backlog</td>
<td>Hidden</td>
<td>Varies depending on collection</td>
<td>Medium – High</td>
<td>Collection-level in Archon</td>
</tr>
<tr>
<td>Rare Books cataloging backlog</td>
<td>Hidden</td>
<td>August 2014</td>
<td>Medium</td>
<td>Item-level in Sierra</td>
</tr>
<tr>
<td>Rare Books minimal cataloging</td>
<td>Obscured</td>
<td>August 2015</td>
<td>Low</td>
<td>Item-level in Sierra</td>
</tr>
<tr>
<td><strong>GOVDOCS</strong></td>
<td>Obscurred; mostly duplicates</td>
<td>Decision pending based on potential move</td>
<td>Low</td>
<td>Item-level in Sierra</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>------------------------------</td>
<td>----------------------------------------</td>
<td>--------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Ft. Worth Public Library Collection</td>
<td>Obscured</td>
<td>Decision pending based on potential move</td>
<td>Low</td>
<td>Item-level in Sierra</td>
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<td>Uncataloged Items at the Annex</td>
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<td>Low</td>
<td>Will ingest item-level records from other institutions for Sierra</td>
</tr>
<tr>
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<td>Obscured</td>
<td>N/A; Other institutions are working on this</td>
<td>Low</td>
<td>Will ingest item-level records from other institutions for Sierra</td>
</tr>
<tr>
<td>WWII Posters and Uncataloged Maps</td>
<td>Obscured</td>
<td>N/A; Other institutions are working on this</td>
<td>Low</td>
<td>Will ingest item-level records from other institutions for Sierra</td>
</tr>
<tr>
<td>Tarleton and Missouri Collections</td>
<td>Obscured</td>
<td>N/A; mostly duplicates</td>
<td>Low</td>
<td>Item-level in Sierra</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th><strong>DIGITAL LIBRARIES</strong></th>
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<th>Decision pending based on potential move</th>
<th>Low</th>
<th>Item-level in Sierra</th>
</tr>
</thead>
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<td>ArtStore</td>
<td>Hidden</td>
<td>5 years</td>
<td>Medium</td>
<td>Item-level in Digital Library</td>
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<tr>
<td>Texas Laws and Resolutions</td>
<td>Hidden</td>
<td>1/2 year</td>
<td>High</td>
<td>Item-level in Digital Library</td>
</tr>
<tr>
<td>Texas Patents</td>
<td>Hidden</td>
<td>As time permits</td>
<td>Low</td>
<td>Item-level in Digital Library</td>
</tr>
<tr>
<td>Jim Bell Texas Architecture Photos</td>
<td>Hidden</td>
<td>By end of 2015</td>
<td>Low</td>
<td>Item-level in Digital Library</td>
</tr>
<tr>
<td>CRS Documents</td>
<td>Hidden</td>
<td>By end of 2015</td>
<td>Medium</td>
<td>Item-level in Digital Library</td>
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</table>

After completing the task of gathering information about the current hidden and obscured collections of the UNT Libraries, the Assistant Deans for Collection Management, Digital Libraries, Public Services, and Special Collections met to discuss how to most efficiently bring these collections out of hiding, and how to view each within a library-wide framework of value to the library’s reputation, community partnerships, and contributions to the university. Many of the hidden or obscured collections listed in the table above are prioritized as low, and can be set aside for more concentrated work on targeted collections. However, we identified a need to rank the high priority collections system-wide.

We have discerned four immediate needs to ensure that certain collections become discoverable. All of these recommendations are based on an additional allocation of funding. These are arranged below in two ways: by value to the library and university, and by return-on-investments efficiencies.
**Value Ranking**

1. Dedicate funds to hiring one temporary archivist to enhance and transfer paper finding aids to Archon
2. Allocate funding for two undergraduate student workers to eliminate backlog of CRS Documents and Texas Laws and Resolutions
3. Dedicate funding to assist in Music Special Collections processing
4. Continue current levels of funding of Music and Facilities student workers for Music sound recordings project

**Return-on-Investment Ranking**

1. Allocate funding for two undergraduate student workers to eliminate backlog of CRS Documents and Texas Laws and Resolutions
2. Continue current levels of funding of Music and Facilities student workers for Music sound recordings project
3. Dedicate funding to assist Maristella in Music Special Collections processing
4. Dedicate funds to hiring one temporary archivist to enhance and transfer paper finding aids to Archon
APPENDIX

Original Hidden Collections Detailed Holdings Report

Hidden Collections Detailed Holdings Report

Prepared by

Ashley Krone, GLA Collection Development

4/22/2011

Update 6/14/11
Update 7/27/11
Update 8/23/11
Update 3/28/13
Update 6/20/13
INTRODUCTION

The Hidden Collections Detailed Holdings Report was begun in September 2010 and completed April 2011. Face-to-face interviews were conducted initially, interview dates are dispersed throughout this report, and follow up emails were conducted to verify information collected. The basis for this report was the Hidden Collections Subcommittee Report, done by Pat Reese, Donna Arnold, Marie Bloechle, and Cathy Sassen.

The Hidden Collections Subcommittee Report covers hidden collections located in Archives, Rare Books, Government Documents, Digital Projects, Remote Storage, General Collections, Microforms, and the Music Library. Every item, material, or collection mentioned in the Hidden Collections Subcommittee Report was addressed in the face-to-face interviews used to form this report. If any item, material, or collection mentioned in the Hidden Collections Subcommittee Report is not conversely mentioned in this report, it can be assumed that the material or collection became “under bibliographic control” during the gap of time between the two reports.

For this report, interviewees were asked if there were any areas, items, materials, or collections which were not “under bibliographic control” in their departments. “Bibliographic control” for this report, can be defined as being represented/accounted for in the OPAC, departmental webpage linked thru UNT Libraries’ homepage, a card catalog, shelf-list, or “appropriate finding aid”. Each “appropriate finding aid” was directly discussed and deemed adequate for ARL standards.

For each department listed in this report, the first, introductory paragraph lists interviewees, what they were interviewed about, and any notes or assumptions for collections, collection size, material costs, and processing time. The separate document Summary of Hidden Collections contains a chart which lists all collections not under bibliographic control mentioned in this report. If a collection or materials is mentioned in this report, and is not listed in Summary of Hidden Collections, it can be assumed that the collection or materials are under bibliographic control and their mention in this report was for informational purposes. The exception to this is Electronic Resources. All electronic resources should be evaluated, and a plan of action should be formed before further assessment can be conducted. Therefore, Electronic Resources are not included in Summary of Hidden Collections.

In the How to Proceed section, the estimates for processing time and costs are given for each collection or materials not under bibliographic control. Also here is the section Collection Growth Statistics Spreadsheet. In order to discern what collections or materials mentioned in this report have been included in “counts” the Spreadsheet can be consulted for all departments, except Archives. More information concerning “counts” can be found in the Collection Growth Statistics Spreadsheet section for each department.

Finally all calculations for processing time are listed in hours and years. For this, it is assumed that there are 52 weeks in a year, and 40 hours of work will be completed for each week.

ARCHIVES

Michelle Mears, University Archivist, and Perri Hamilton, were interviewed 1/28/11 regarding the report ‘Unprocessed Collections in the Archives’ (non-university archival collections). These collections are housed at Willis Library and in Remote Storage. Richard Himmel was consulted 1/31/11 on unprocessed/cataloged university records located in Remote Storage. Archives estimates that it takes an estimated 24.5 hours to process one linear foot of archival material. Note: one linear foot equals one box of material. Michelle estimates that the supplies needed to preserve and process one linear foot of archival material costs $110.84

Non-university archival collections

There is approximately 5,960 linear feet of unprocessed non-university archival collections housed at Willis Library and in Remote Storage.

University records material
Richard reports that there is 3,639 linear feet of uncataloged university records material in Remote Storage. This does not include university artifacts or theses and dissertations. 1,416 feet has been processed but is not cataloged. Richard is currently processing the material as a volunteer.

**How to Proceed**

Excel spreadsheets which are searchable on the library webpage will be created for most materials. This is an immediate fix, cataloging is a future, long-term solution. Note: Michelle states that making a catalog record or an Excel sheet entry for any given material would take about the same time, given the information gathered during processing. Also, Michelle would like to note that all processing estimates do not allot time for digitization if necessary.

**Non-university archival collections**

Total time to process all non-university collections: 146,020 hours, 70.20 years. Total cost of supplies for the backlog: $660,606.40

To complete this project Michelle would employ a full-time staff member with previous archiving experience, who would be completely devoted to processing the backlog. Michelle would pay them $19.23/hour ($40,000/year). Currently, Michelle spends 2 hours a week processing. Perri spends about 8 hours a week processing unless she has to stop to work on special projects. This amounts to 10 hours a week, or 40 hours a month.

- Time to process backlog with just Michelle and Perri: 304 years (40 hrs of processing completed/month).
- Time to process backlog with Michelle, Perri, and a full-time staff member: 61 years (200 hrs/month)

- Cost of staff time for one linear foot: 24.5 hours x $19.23/hr = $471.14
- Cost of supplies for one linear foot: $110.84
  **Cost to process one linear foot:** $581.98
- Total cost to process backlog: $3,468,600.80

**University records material**

- Total time to process/catalog university records: 89,156 hours, 42.86 years
- Cost of supplies for university records (2,223 ln ft): $246,397.32
- Total cost to process university records: $246,397.32

If Richard could no longer volunteer:

- Cost of staff time for one linear foot: 24.5 hours x $19.23/hr = $471.14
- Total cost to process university records: $246,397.32 + 89,156*$19.32= $1,968,891.24

**Collection Growth Statistics Spreadsheet**

Michelle states that all Archives materials, whether processed or unprocessed, are counted upon receipt. Archives reports counts to Susan Paz. These counts are not included on the CGS spreadsheet.

**RARE BOOKS**

Jennifer Sheehan, Curator of Rare Books, was interviewed 2/11/11 concerning all uncataloged/processed Rare Book items. All collections mentioned consist primarily of books. Note: one linear foot equals one box of material. There are approximately 20 books in each box. Note: Jennifer estimates that it takes 2-5 hours to catalog one book. The following estimates use 2 hours to catalog one book. Jennifer would use a classified staff member, not a student assistant, to complete these projects and would pay them 15$/hour.
Miscellaneous

There is 125 linear feet of miscellaneous items in the “uncataloged aisle” at Willis that need evaluation and cataloging. Jennifer estimates that 75-100 ln ft of the total 125 ln ft will be evaluated and cataloged.

Backlog at Willis

There is a backlog of material at Willis, 68 boxes, which needs to be cataloged. There are approximately 20 books in each box. Jennifer estimates that 2/3 of these books will actually be kept; 816 books need to be cataloged from the backlog. Books not kept by Jennifer will then need to be evaluated for the circulating collection.

Remote Storage

There is 420 ln ft in Remote Storage; with Jennifer’s fifty percent estimate, 4,200 items will need to be cataloged. Books not kept by Jennifer will need to be evaluated for the circulating collection and will go into Beth Avery’s backlog.

How to Proceed

Rare Books will catalog their own material.

Miscellaneous

These collections are currently being processed; there are no estimates available for processing time or costs.

Backlog at Willis and Remote Storage

-Total time to catalog backlog/Remote Storage (4,880 items): 9,760 hours, 4.68 years
-Total cost to catalog backlog/Remote Storage (4,880 items): 9,760*$15/hr= $146,400
-Cost to process one item: 1 item= 2hrs to process= 2*$15= $30

Collection Growth Statistics Spreadsheet

Rare Books collects their counts after reviewing the material received. The backlogs at Willis and Remote Storage have not been gone through or touched, therefore all Rare Books materials have not been included in counts on the spreadsheet.

GOVERNMENT DOCUMENTS

Starr Hoffman, Head of Government Documents, and Betty Monterroso, Retrospective Cataloger for Government Documents, were interviewed 11/10/10 and 2/16/11 concerning all Government Documents materials. Estimates for collections under bibliographic control were given in either “hundreds” or “thousands”. Estimates are not more specific because Government Documents as a department cannot be more specific. Note: Government Documents’ holdings have never been included in OCLC Analysis; doing so would increase counts there dramatically.

The following collections are considered to be under bibliographic control because they should be represented in either the card catalog, shelf list, or map card catalog.

There is an ongoing project to catalog and digitize “Pre-1960” government documents, also called the “A-Z” project. This project is still currently in the “A’s” and it is difficult to estimate when this project will be finished. Most of these items should be represented in the card catalog.
Government Documents from 1960-1994 in the “A-Z” collection should be represented in the card catalog. Government Documents started online cataloging in 1994; all items after 1994 should be represented in the online catalog.

There are hundreds of uncataloged maps, WWII posters, News maps (240 have been digitized, but there are more), and “Dewey Numbered” maps (F Maps). Many of these are included in ongoing digitization projects. All items should be represented in the map card catalog.

The red binders and the blue binder behind 3rd floor service desk serve as finding aids for uncataloged items now in Remote Storage, approximately thousands of items. The binders were created before online cataloging and include the title and SuDoc number for each item in each box in Remote. All items listed in the binders should be represented in the shelf list.

There are hundreds of OAS Documents, which are uncataloged, were received as gifts and include paper and microfiche formats. All items should be represented in the shelf list.

The collections above are all considered to be under bibliographic control. The only way to ensure that each collection is under control would be to go through each collection item-by-item and check that it is represented in a card catalog or the shelf list. Projects to go through the card catalog and the shelf list, item-by-item, have started in the past. Physical holdings on the shelves were not checked in these projects; each title was assumed to be owned and a record was then put into the online catalog. Currently, a student assistant is going through the card catalog, and other staff members are going through the shelf list; these projects will take many years to complete. Currently, the map card catalog is checked for each map that is to be cataloged; the only way to guarantee that all maps and posters are under control would be to check each map against the map card catalog.

**How to Proceed**

The only collections within Government Documents not under bibliographic control are ongoing projects and the EFiche collection.

**Ongoing Projects: Fort Worth, Tarleton, Missouri, and Needs and Offers**

Ongoing projects include the “Fort Worth” collection, the “Tarleton” collection, “Missouri” collection, and “needs and offers”. All materials in the Fort Worth collection have been received and are being processed; final numbers for the collection are still being tabulated and this collection will take “years” to process. The Tarleton collection concerns 200 boxes in Remote Storage which are currently being cataloged by a practicum student. No estimates can be given for the completion of this project since the project began early February. “Needs and offers” concern collections not as large as the “Fort Worth” collection, but with similar items, and are unpredictable. For example, Government Documents received 10 boxes from Texas A&M Commerce.

**EFiche**

There are 200,000 (330 ln ft) microfiche, referred to as “EFiche”, which are uncataloged and produced by the Department of Energy. There is an OSTI database for these items, but the database does not show UNT holdings, it is only a way to look at publications. Betty estimates that a part-time student assistant could be used to complete this project and 25 microfiche could be processed per hour. Betty would also like to note that it would take considerable regular staff time to train and monitor the student assistant.

- Total time to process EFiche: 200,000/25 = 8,000 hours, 7.69 years
- Total cost to process: 8,000 hours*10$/hr student assistant = $80,000

**Retro-conversion Items**

Government Documents also has 999 maps and 100 posters which are a part of the retrospective conversion project. There is no processing estimate available for these materials.

**Collection Growth Statistics Spreadsheet:** All Government Documents materials have been included in the counts on the spreadsheet because Government Documents collects their counts at the point of receipt.
Excel spreadsheets which are searchable on the library webpage will be created for most materials. This is an immediate fix, cataloging is a future, long-term solution.

DIGITAL PROJECTS

Mark Phillips, Assistant Dean for Digital Libraries, was interviewed 10/20/10 concerning any items relating to Digital Projects not in the catalog. Mark reports that all Digital Projects are underway and have different due dates, meaning that there are no uncataloged materials at any time in his department, unless they are part of a project which is under way. There are approximately 10,000 records in the queue that are part of projects in progress as of October 2010. This department continues to seek out collections and cooperative projects. Therefore, a large, unpredictable amount of items come in regularly.

GIFTS IN REMOTE STORAGE

Kathryn Loafman provided Beth Avery with a review done in April 21, 2010. Materials have been discarded or moved to shelves in the Technical Services workroom for cataloging and for examination by Preservation.

There are around 30,000 volumes of Gifts in Remote Storage. The following describes the volumes: pre-policy sociology, counseling department, history-deemed “undergraduate”, foreign language books, Conover rejects, Dixon items waiting to be cataloged. Many books are waiting to be evaluated by Preservation or to be checked against the catalog, after which books will be added if we don’t have a copy or if the copy we have is in bad shape.

How to Proceed

All materials will be in the process of being added to the collection as of November 2010.

Collection Growth Statistics Spreadsheet

Gifts are included in counts at the point of cataloging; therefore all Gifts materials have not been included in counts on the spreadsheet.

MICROFORMS

Lisa Brown, Microforms Department Manager, and Marilyn Patton, Microforms Copy Cataloger, were interviewed 10/10/10 regarding microform holdings. Note: Many “microfilm series” have been cataloged title-by-title. For example, the title Texas as Province and Republic has 1,672 records in the OPAC representing each individual title on each reel which is a part of the series. This process of cataloging title-by-title could be implemented for other microfilm series. The estimated count, concerning all microfilm call numbers, is that there are 485 microfilm series which represent 13,272 reels of microfilm. (The estimate was crudely derived by Ashley by examining series with two or more reels. If anything there are probably more series than what has been accounted for.) These microfilm series could be cataloged title-by-title.

Microfilm

Marilyn has been in the process of inventorying the microfilm holdings for quite some time. If a Film call number has been inventoried then all of that film title is in the catalog. The only Film call numbers which have not been inventoried at this point are J1000-J1127, K, and M. Ashley assisted Marilyn in an expedited shelf-read of these call
numbers for titles not represented in the online catalog. Only seven titles from the call numbers J1000-J1127 and M were found to not be in the online catalog.

There were also two boxes of microfilm found in Remote Storage which Marilyn is now processing. The boxes contained about 40 reels.

**Microfiche**
Marilyn has also inventoried the microfiche holdings. There are 39 Microfiche call numbers on the “Microfiche not in the catalog” list, as well as a few, less than 20, call numbers which are “special cases” which Marilyn is still processing.

**Microopaque/Microcard**
The microopaque and microcard holdings have not been inventoried, though all are believed to be cataloged.

**Microform Reference Materials (Finding Aids)**
There are 100-150 microform reference materials which are not in the catalog which Marilyn is in the process of cataloging.

**How to proceed**
Microfilm, microfiche and microform reference materials will all be under bibliographic control once ongoing projects are completed by Marilyn.

**Collection Growth Statistics Spreadsheet**
Microforms are included in counts at the point of cataloging; therefore all Microform materials have not been included in counts on the spreadsheet.

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**MUSIC LIBRARY**

Mark McKnight, Associate Head Music Librarian, was interviewed 10/25/10 and 2/11/11 regarding the Music Library’s Special Collections. Andrew Justice, Music Librarian for Audio and Digital Services, was interviewed 10/25/10 regarding items not in the Music Library’s Special Collections. The Special Collections of the Music Library are all listed on the Music Library’s webpage; there are no other Special Collections.

**Ongoing Projects**
- Lambda Rising: 7 boxes of CDs: 50,000 items, 2,000 of which have been cataloged. 48,000 left to be cataloged.
- Ben A. Brown Collection: this collection contains approximately 20,000 scores. Originally the collection was thought to be 30-50,000 scores, but the collection belonged to a music store, so there are many duplicate titles. The project to catalog this collection is 40-60% complete, and will probably be finished in 6-12 months.

**Uncataloged Items in Music Library not in a Special Collection**
- LP Collection: 335,104 LPs (4,928 ln ft) in Remote Storage and 178,296 LPs (2,622 ln ft) in Discovery Park 
- 78 Collection: 411,264 78s (6,048 ln ft) in Remote Storage and 152,524 78s (2,243 ln ft) in Discovery Park

**Uncataloged Special Collections Items**
- Floy Case Collection (6 ln ft) - fewer than 10 boxes of photographs, journals, newspaper articles, and original music.
- Leon Breeden (54 ln ft) - 26 scrapbooks, 365 LPs by North Texas alumni, 538 recordings of North Texas jazz lab, and 200 instructional books, scores, and recordings.

**How to Proceed**
Excel spreadsheets which are searchable on the library webpage will be created for most materials. This is an immediate fix, cataloging is a future, long-term solution.

**Uncataloged Items in Music Library not in a Special Collection**

- Total number of LPs and 78s to be processed: 1,077,188 (15,841 ln ft) There are 68 records per linear foot.
- Music estimates that 4 records can be cataloged in one hour. Total number of hours to process all 78s and LPs: 269,297 hours, 129.46 years.
- Music would use student assistants to complete this project, they would receive 10$/hr pay. Total cost to catalog all 78s and LPs: $2,692,970.00 **Cost per item: $2.50**
- All estimates above are done for “full-cataloging” of the LPs/78s, importing records from OCLC or making new ones. Any other alternative method would take less time/effort than what is considered above. There are no material costs, for storage or preservation, associated with cataloging the LPs/78s. They are currently housed on shelves, with no extra materials, and Music states that they will remain this way after cataloging.

**Uncataloged Special Collections Items**

- Floy Case Collection (6 ln ft): Donna Arnold is currently creating a finding aid for this collection, after this addition the collection will be completely processed/cataloged.
- Leon Breeden (54 ln ft): This collection is only starting to be processed. Music will use a part-time student assistant, which they will pay $10/hour, to complete this project. Music estimates that this project will be completed in about a year. Andrew estimates that there will be $2,000 in costs for processing materials for this collection. Total cost: $10,400 (1,040 hours/year) for student assistant + $2,000 for materials= $12,400.

**Retro-conversion Items**

Music also has 564 “LC/DDC” collection scores and 20,000 audio center items which are a part of the retrospective conversion project. Given the ‘4 records per hour’ estimate explained above these projects would take 141 hours and 5,000 hours respectively.

**Collection Growth Statistics Spreadsheet**

Music collects their counts at the point of cataloging, therefore all Music materials have not been included in counts on the spreadsheet.

**ELECTRONIC RESOURCES**

Todd Enoch, Head Serials/ER Unit, was interviewed 2/25/11 regarding electronic resources which can have their items “cataloged separately”, title-by-title. One example is Ethnographic Video Online (EVO), whose vendor is Alexander Street Press. EVO has 591 videos available through the resource, but only 230 video records have been added to the catalog and are searchable title-by-title in the OPAC.

Todd explains that most vendors offer full records for their resources and most do not charge any additional fees for these records. However, inputting the full records has not been a top priority for some time. Also, the quality of these records varies greatly and requires evaluation and adaptation before they can be loaded.

Todd states that generally, catalogers deal with the “full records”, while a student assistant could be trained to create minimal records, which would include the title and ‘url’. Minimal records of certain titles in electronic resources can count for ARL. The majority of eligible electronic resources do not have full records in the OPAC for their resources, which makes these resources a hidden collection.

**How to Proceed**

All electronic resources need to be evaluated concerning which have this type of cataloging and which do not.
GENERAL COLLECTIONS

Trammell Crow Art Sales Catalogs

Rebecca Barham was interviewed 10/13/10 in regards to the Art Sales Catalogs donated by Trammell Crow. Rebecca says that after evaluating the relevance of the materials, about one sixth of the catalogs were retained for the collection and are accessible through the library catalog.

Retro-conversion Project

Melody Baker, Lead Copy Cataloger and lead on the Retro-conversion Project, was interviewed 10/9/10 in regards to the number of items which yet to have had an MARC record added to Millennium. She has provided a "Retrospective Conversion Project Report" with data. Kathryn Loafman was also interviewed 2/28/11 regarding this project. This project has been going on for over twenty years. In theory, the titles are in the card catalog but not in ILS. Materials concerning Rare Books, Music, and Government Documents have been removed from the table and accounted for in their own departments because these departments are in charge of their own cataloging.

'class Serials', under “Serials”, include series that could be cataloged individually. One record could become ten or a thousand records. For World Cat Analysis counts, volume count would not increase however, title count would increase. 'Periodicals', under “Serials”, have a minimal record done in AACR1. If done under AACR2, these titles average 3 records.

Retrospective Conversion Project Report

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<th>Retro-converted in September 2010</th>
<th>Current Balance</th>
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</thead>
<tbody>
<tr>
<td>Books</td>
<td></td>
<td></td>
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<tr>
<td>LC Collection</td>
<td>23,180</td>
<td>80</td>
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<tr>
<td>DDC Collection</td>
<td>34,119</td>
<td>136</td>
<td>33,983</td>
</tr>
<tr>
<td>NT Theses- Typescripts (^1)</td>
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<tr>
<td>Lab School Collection (^2)</td>
<td>10,410</td>
<td>33</td>
<td>10,377</td>
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<tr>
<td>LS Special Collections (^2)</td>
<td>1,359</td>
<td>0</td>
<td>1,359</td>
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<tr>
<td>Microforms</td>
<td>11,117</td>
<td>12</td>
<td>11,105</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>96,528</strong></td>
<td><strong>313</strong></td>
<td><strong>96,215</strong></td>
</tr>
</tbody>
</table>

\(^1\) These materials are part of a digital project which is in progress.
\(^2\) These materials need to be evaluated before records can be added to account for duplicate and triplicate records.
There is a shelf list for the Lab School Collections, which could be digitized and would serve as an excellent finding/research aid. The shelf lists date roughly from 1941-1960.

How to Proceed

All materials left that are to be retro-converted are "the most difficult" materials, which will require a great amount of time and effort, even for experienced catalogers. Kathryn has provided the following retro-conversion estimates: Books- 6 titles per hour, Microforms- 4 titles per hour, and Serials- 3 titles per hour.

-Time to complete retro-conversion project:
Books (LC and DDC): 57,083 titles, 9,513 hours, 4.57 years
Microforms: 11,105 titles, 2,776 hours, 1.33 years
Serials: 11,893 titles, 3,964 hours, 1.90 years
Total: 80,081 titles, 16,253 hrs, 7.81 years

1 Statistics updated 2/28/11
Given September 2010 statistics, current staff are able to complete 57 hours of retro-conversion alongside their other duties, including new acquisitions and gifts; the amount of gifts has increased dramatically since September 2010.

- 57 total hours = 216 Books/ 6 titles/hr = 36 hrs, 12 Microforms/ 4 titles/hr = 3 hrs, and 54 Serials/ 3 titles/hr = 18 hrs.

36+3+18=57

At the rate of 57 hours per month, it will take current staff 285 months or 24 years to complete the retro-conversion project. If a qualified, full-time staff member was hired to work solely on retro-conversion, the project would be completed in 96 months or 8 years. With current staff and the additional full-time staff the project would be complete in 75 months or 6.25 years.

Collection Growth Statistics Spreadsheet

All Retro-conversion materials have been included in counts on the spreadsheet; however, the information for collection analysis thru OCLC is still not available.

END OF ORIGINAL REPORT
June 14, 2011 Update

Martin Halbert, Cathy Hartman, Sue Parks, Suzanne Sears, and Sian Brannon met to discuss how to take action on this report. The main decision was to attack smaller collections first, and meet again in the fall for discussion about Music and Archives.

- It was noted that Rare Books would be gaining cataloging assistance and their hidden collections should be eliminated soon.
- Technical Services will proceed with a change in priorities to finish the Microforms hidden collections by the end of the calendar year.
- Music will continue progress on the music scores and Leon Breen Collection in hopes of finishing by the end of the calendar year.
- Retroconversion will continue as current.
- Gifts are progressing at a fast rate and will give an update in the fall.
- Government Documents is close to finishing their database for bibliographic control and is expected to make significant progress by the end of summer. There is no need to work on the Retro-conversion of maps and posters because they are already in the Digital Library.

July 21st, 2011 Update

With a decision to reconsider our commitment to pursuing ARL membership, the Assistant Deans of Special Collections, Public Services, and Collection Management met to discuss how this might affect our process and priorities with regards to the Hidden Collections. Results of this discussion include:

- Information in the report is inaccurate in places;
- There is a need for more digitization of in-house items;
- We will always be lacking in bibliographic control, and don’t foresee being caught up during our careers; and
- There will not be a uniform minimal standard for cataloging.

**Archives**: The removal of the pressures of ARL membership will not affect the processing of Archives material, but does allow for a reprioritization of collections processing and other duties in the department. A project that had been pushed aside which will now move up in priority is the need for a better electronic finding aid for Archives materials.

**Government Documents**: When staff reviewed the Hidden Collections report, they found inconsistencies in the quantities reported for various collections. It was discovered that there are approximately 10,000 maps which have not been digitized or cataloged. There are call number inconsistencies on posters. The Documents staff will try to incorporate 1 or 2 maps/posters a week into their current workflow. An effort will be made to find practicum students that can assist with the preparation of these collections for cataloging.

The removal of ARL consideration does not greatly affect the priorities for cataloging in the Government Documents Department. The goal of obtaining a complete federal documents collection under bibliographic control was set prior to the decision to move toward ARL status and remains in effect. Priority is on cataloging the new receipts from the Government Printing Office and items acquired through the Needs and Offers program.

**Microforms**: Microforms retro-conversion and cataloging will proceed as planned.

**Music**: Without ARL on the table, Music is able to be more selective in the items it adds, and will no longer spend staff time adding multiple copies of music scores. They will also be able to turn staff attention towards processing and cataloging LPs and 78s instead of concentrating on music scores, as within ARL statistics, LPs did not count toward volume counts.

**Rare Books**: The cataloging backlog will be eliminated with the addition of a cataloger in the department. Removal of ARL consideration allows Rare Books to be more selective in their acquisitions, resulting in a more specialized department.
Retro-conversion: The Technical Services department’s retro-conversion project will proceed as planned.

Sian will make corrections to the document.

August 19, 2011 Hidden Collections follow-up

Without ARL consideration

Sian, Suzanne, and Sue

With a decision to reconsider our commitment to pursuing ARL membership, the Assistant Deans of Special Collections, Public Services, and Collection Management met to discuss how this might affect our process and priorities with regards to the Hidden Collections. Results of this discussion include:

- Information in the report is inaccurate in places and will be updated in the coming year;
- There is a need for more digitization of in-house items to make them more accessible;
- We may always be lacking in full bibliographic control for some collections; and
- There will not be a uniform minimal standard for cataloging because of the variability of types of materials.

Although we are currently operating with a backlog of collections, we cannot change the priorities made in the past. We can now prioritize and move forward with processing certain collections. We will work on hiring staff, such as a Head of Archives, dedicating different amounts of space, and contributing funding to the processing of these collections.

We realize that bibliographic control does not equate to representation in the online catalog. Although this would be preferable, collections can have their own finding aids to have adequate bibliographic control.

It is assumed that if certain collections are continuously falling to the bottom of priority lists that consideration will be given as to the reasons why this is happening, and perhaps the options for that particular collection’s disposal.

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**Rare Books:** The cataloging backlog will be eliminated with the addition of a cataloger in the department. Removal of ARL consideration allows Rare Books to be more selective in their acquisitions, resulting in a more specialized department.

**Retro-conversion:** The Technical Services department’s retro-conversion project will proceed as planned.

**Next steps:** The immediate goal is to work through current issues, such as the inaccuracies in the Hidden Collections Report, to set priorities, and hire people to appropriate positions. When moving into the new RCL, it’s anticipated that we’ll discover collections and be able to prioritize. In summer of 2012, this report will be updated to include priorities, strategies, and minimum levels of acceptable bibliographic control and processing. This will also feed how we handle future acquisitions.

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**March 28, 2013 Hidden Collections follow-up meeting**

Sian, Suzanne, Mark, and Sue

In the past year, we have had a number of staffing changes, including hiring a Head of Archives, Head of Government Documents, and a Music Special Collections Librarian. The cataloger for Microforms retired. ARchivees/ Rare Books has vacancies now …

The opening of the RCL and restacking of annex – found new collxns.

We have acquired multiple special collections, including a donation from Junebug Clark, the Resource Center of Dallas, and …

**Archives/Rare Books**

CLEAR grant to process 10 smallish collns

96 finding aids in

Unknown # of uncataloged rare books

**Music**

LPs Facilities doing LC

Removing dups before going to RCL. slowly progressing (Andrew’s group)

Special collections

**Microforms**
Serials have single records—need individ titles
Need inventory of M’s.
J’s need done

**Digital Projects**

There is content loaded in DIGLIB but no metadata. Mostly GOvDocs (est. 12000).

CRS records with no metadata (tens of 1000s.) not visible
CRS records needing enhancements (abstracts) that are visible.
We do have access to CRS for our community through ProQuest.

Patents (no metadata)
Texas Laws and Resolutions (no metadata)
Art images waiting on CVAD to do metadata
(patents, texas laws, art images – about 28000 records)
Theses and dissertations

**Government Documents**

See Jesse’s report

**General Collections/Electronic Resources/Serials**

Microforms?
LGBT

Shelflist/card catalog enhancements
Theses and dissertations – minimal records in catalog; enhancing and adding digital library records.

**Next Steps**

Hire temporary project archivist…

HIDDEN AND OBSCURE COLLECTIONS – New information due June 6, 2013.

<table>
<thead>
<tr>
<th>What has NO bibliographic control?</th>
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<tbody>
<tr>
<td>What’s the plan to handle?</td>
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<td>Est. quantity</td>
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<tr>
<td>What has MINIMAL, BUT NEEDS MORE bibliographic control?</td>
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<tr>
<td>What’s the plan to handle?</td>
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<td>Est. quantity</td>
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<td>Est. time</td>
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<tr>
<td>Who is involved?</td>
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</table>

Prioritize.

Deadlines?

Which involve multiple divisions?
Hidden Collections Redux – Summer 2013

Spring 2013 Plan for Resolving Government Documents’ Hidden Collections

The UNT Government Documents Collection has several “hidden” collections. “Hidden” is not necessarily the best way to describe these collections as almost all of these collections have finding aids, are indexed by outside databases, or have other means of access. These collections are more “obscured” and the government documents staff know where and how to provide access. This plan provides a high-level pathway to bringing these collections into the public light so anyone can discover them with or without the expertise provided by the government documents department. The individual collection plans are ordered from highest priority to lowest.

Ft. Worth Public Library Collection

What is it: Ft. Worth Public Library (FWPL) relinquished their depository status a few years ago and UNT acquired much of the paper collection, including many historic documents from before UNT was a depository library. Suzanne Sears and Starr Hoffman worked with FWPL to create a bare bones inventory of the collection. The inventory is currently in excel spreadsheets, difficult to search, and not accessible by the public. The collection is housed at Discovery Park in approximately 5000 boxes and includes an estimated 120,000 items. Because this collection represents a creative partnership with the FWPL, processing this collection is the highest priority.

Plan:

Current situation: LibTaco has begun developing a searchable database using the spreadsheets FWPL provided UNT. The Government Documents Department reviewed the database and has requested some (hopefully minor!) functionality changes. LibTaco is currently evaluating the requests to see if the changes can be made. If the changes can proceed, the database is very close to being ready for production.

Next steps: Currently only the first 400 of the nearly 5000 boxes are in any kind of numeric order. Pending Library priorities, Lib Facilities could reorder the boxes and a system of item control and retrieval should be developed. A catalog record for the FWPL collection could be created with a link to the database and instructions for making a request or instructions to visit the Gov Docs Reference desk to request the item. This would also provide the infrastructure to proceed with one of the following 2 options.

Option 1: This collection should be prioritized for complete digitization. Government Documents and Digital Libraries are currently developing a benchmark to digitize the Texas State Documents and this benchmark can be applied to developing a timetable to digitize the FWPL collection. Unfortunately, current library staffing would not be able to accomplish this. Cost is estimated to be 60-70k/yr for staffing and students to digitize and create metadata for the collection.

Option 2: Catalog the FWPL collection. Current staffing in Gov Docs would not allow for this at this point in time and would require hiring additional library staff and student assistants to catalog the collection (1 library support staff and 1-2 students minimum). Since government document catalog records prior to 1976 can be difficult to locate, library staff may have to do some original cataloging.

Uncataloged Items at the Annex

What is it: Many years ago, government documents were boxed and sent to the Annex to be stored. This collection includes many legislative publications, UN documents, etc. Prior to being sent, inventories were
created and maintained in a series of binders at the gov docs reference desk. There are approximately 250 boxes and an estimated 11,000 titles in total.

Plan:

Option 1: Digitize the pages within the binders in house. This is the simplest approach. After digitization, this basic inventory can be added to the same database as the FWPL for access and the collection could be rolled into one of the options developed for the FWPL collection.

Option 2: Catalog the documents within the boxes. An initial estimate is it would take approximately 1-1.25 years to catalog the documents contained within the boxes (1 FTE working full time on this project and processing on average 4 boxes per week). This could be accomplished by hiring a temporary cataloging position in Government Documents for 1-1.25 years.

Energy Microfiche

What is it: Microfiche issued by the Department of Energy. This collection contains many technical and scientific reports produced by the Department of Energy. The Office of Science and Technology Information (OSTI) within the Department of Energy provides a database to find these microfiche.

Plan:

Option 1: OSTI Records. OSTI provides free MARC records for the microfiche, which include links to digital equivalents where available (many of these are post 1994). Upon initial investigation by government documents staff, the records do not have the SuDoc numbers we have been using; instead the records use a generic SuDoc stem followed by the report number. These records also do not use LC subject headings. Gov Docs can work with Technical Services to further evaluate the records available and add only those records with links. This would ensure that some of the collection is accessible at any time, while the rest of the collection can be searched and retrieved via the OSTI database. We can also add a generic record in the catalog for the microfiche linking to the OSTI database.

Option 2: TRAIL (Technical Report Archive and Image Library) is joint effort lead by the University of Arizona in collaboration with CRL and other interested agencies to identify, digitize, archive, and provide access to federal technical reports. Currently, TRAIL has been focused on paper reports but according to Mark Phillips, TRAIL will be developing a plan to work with microfiche in the next few years. As a member of TRAIL we can contribute to these digitization efforts for the microfiche. Cost estimates cannot be determined at this time.

Option 3: Digitize the microfiche. Based on a simplistic estimate of the titles and fiche sheets in the collection, Mark Phillips estimates it would cost around two million dollars to outsource the digitization of the collection, including outsourcing the metadata work. The cost difference compared to doing the digitization ourselves is minimal (in house microfiche digitization would require purchasing a quality microfiche scanner (approx one time cost of 100k), hire staff and students to run the machine (approx 75k/yr), and hire additional staff/students (approx 60k/year) to work on metadata creation).

WWII Posters and Uncatalogued Maps
What is it: The Government Documents Department has several thousand maps and WWII era posters housed in office which are uncatalogued in Millennium. A card catalog provides access. Some of the posters have been digitized and are available via the digital library.

Plan: Because there are much fewer of these items (approx 2000-3000 items) compared with the rest of the hidden collections, Gov Docs could work on developing a more complete inventory of the collection and eventually cataloging them. Pending work priorities in the department and the Library, this would take 2-4 years to complete with current staffing levels. Additional temporary staff would speed up the process. The posters are a unique collection and would be prioritized over the maps.

Tarleton and Missouri Collections

The last two hidden collections, upon initial inspection and discussions with Library staff, appear to duplicate what we already have. Since they are duplicates, this plan addresses how to handle them as if they were a single collection.

Tarleton Collection

What is it: Several years ago, Tarleton State University gave UNT several hundred documents, many from the Department of Agriculture. Many of these documents appear to duplicate what UNT has, and what we suspect is in the FWPL collection.

Missouri Collection

What is it: Mark Phillips went to the University of Missouri and picked up many duplicate documents they had. Many of these documents are long runs of serials and large monographic sets which duplicate what UNT already has.

Plan for Both Collections:

Since a great many documents in these collections duplicate UNT holdings, we can destructively digitize all duplicates. These are the lowest priority because they are duplicates of materials we have already cataloged or have another means of access.

Spring 2013 Special Collections

Archives

- 96 finding aids on-line
- Applied for CLIR grant for $162,000 for detailed processing and description of 10 collections, 450 ft.
- Perri working on adding university, faculty and alumni collections to finding aids database. Has completed finding aids for eight Presidents, nine faculty, URCM and other departments
- Currently hiring project archivist to oversee minimal description and transfer of archival materials from annex
  - Project archivist goal will be to create DACS compliant single-level minimal descriptions in Archon for annex collections
Emily was moved off of this project to work on Clark Collection, so we haven’t made a lot of progress since the last report.
- Currently hiring Principle Archivist position which will oversee backlog and incoming processing

**Rare Books**
- An unknown number of gift books are at the annex pending selection. These are also uncataloged.
- We plan to create some selection criteria which can be used to eliminate some of the backlog and make selection easier

**Microfilm**
- 120 new items were added to Film K
- Film in D-K was completely checked and updated
- Marilyn completed minimal descriptions in OPAC for all microfilm with the exception of Film J and Film M. A survey is needed to determine what, if any, microfilm in those draws remains uncataloged
- Microfiche has been cataloged at the Series level, but many individual titles are not cataloged. Marilyn was working on this before she left.

**Music:**
Latest list of published finding aids (Maristella):
[http://findingaids.library.unt.edu/?p=collections/classifications&id=10](http://findingaids.library.unt.edu/?p=collections/classifications&id=10)

Update regarding the LP Catalog Comparison project (Andrew):
Progress has been slower than initially anticipated, due to a few factors:
- The student assistants hired for the project have been averaging about 25-30 hours per week (as opposed to the 40 budgeted), mainly due to normal schedule adjustments over the course of semesters, i.e. they always end up working less than they say they will when hired.
- The cataloged LPs (from which they pull duplicates when found in the OPAC) are located in several different areas/sequences at the Annex, so actually finding them can sometimes be time-consuming and difficult.
- I may have been overly-optimistic in my initial assessment of how many LPs could be done in an hour, using my own catalog-searching skills as a metric.

As it stands, we’re currently in Atlantic and estimate that around 25,000 LPs have been done thus far. However, I have just hired another person to spend 20 hours per week at the Annex, and I plan to hire more assistants this summer (as the budget allows) to throw as many people at this project as I can. At this point, I’m hoping we’ll be through 1/3 or 1/2 the collection by the end of the fiscal year.

In any event, with Facilities readying to start moving the 78s from the Annex to RCL this summer, my hope is that we can continue to work on this project into 13-14, assuming it’s financially possible – going through in this manner will save Facilities some work and also space at RCL, making the overall process better in the end. Assuming it takes them several months to move and work with the 78s, I think we should then move the special collections to RCL in early 2014, saving the LPs for last and giving us the opportunity to go through all of them. Of course, that can be discussed/amended as we actually go through the process.
Music Special Collections: Contents and Priorities

Updated March 26, 2013.

About this document: Compiled with the help of extensive consultation with Morris Martin, Mark McKnight, Andrew Justice, Arturo Ortega, and Noel Wallace, the following list is a current snapshot of the state of Special Collections and donated materials within the UNT Music Library. Further revisions will continue to occur as new collections are acquired and existing ones are processed.

Priorities are determined according to the historical significance of a collection, its potential or history of scholarly interest, its connection to UNT or to local or regional history, its relative size, and available resources.

Maristella Feustle, Music Special Collections Librarian

Activities from March 2012-March 2013:

The twelve-month period from March 2012 through March 2013 has been divided between the processing and importation into Archon of high-profile, high-priority collections, and smaller collections which could be processed and set aside fairly quickly, in order to clear the workflow (as well as physical space) for larger and longer-term projects. Accordingly, most of the collections already processed and listed below are either small (under 10 boxes), or particularly large.

The highest priorities for the next twelve months are the Leon Breeden, Willis Conover, and Duke Ellington collections. It is hoped that greater operational effectiveness in the processing, description, and publicity for the Music Special Collections will lead to enhanced visibility for the UNT Libraries, more opportunities for grant funding and the acquisition of new collections, and furthering UNT’s Four Bold Goals by contributing to educational and research experiences which cannot be found elsewhere.

Summary:

Total collections described in this document: 103

Collections already processed and published in Archon:

Edward Baird, Nancy Bogen, Ben A. Brown (musicals and ephemera), Blue Amberol Cylinders, Simon Bucharoff, Eugene Conley, Hedley Cooper, Osborn Duke, Maynard Ferguson, General Audio Cylinder Collection, Don Gillis, Glass Radio Transcription Discs, David Earl Holt, Don Jacoby, Stuart Louchheim, Adam Makowicz, Marian Mapes-Bouck, Robert Miller, John K. Neill, Ruth Negri, Piano Rolls, Jack Roberts; Jerry Samuels (later accrual in process), Arnold Schoenberg-Hans Nachod, Silvio and Isabel Scionti, Christopher Small, Julia Smith, Jon and Sondra Steele, Tater (later accrual in process), Phil Trumbly and Sally Hoffecker, Dennis Wakeling, Larry Walz, WNCN, Chris Xeros

Collections which have had some prior processing, but are in the process of being transferred to Archon from pre-existing finding aids:

George Bragg, Richard Duffalo, Merrill Beis, Stan Kenton

Collections which have had some prior processing, but need to be revisited as time permits:
Bragg, Kenton, Gillis, Smith

Collections which have had some prior processing, but had no finding aid (One will be created in Archon):

Source Magazine, Gerard Souzay, Oppel/Lost Composers and Theorists, Heyer, Mailman

Special Collections described in online locations other than Archon:

Jazz Lecture Series, Lully, Virtual Music Library, Hile, Hibberd/Sandborn, WFAA/WBAP, Gilliland, Golding, Wackwitz, Wright

Other acquisitions whose materials are being added to the general circulating collection:

Dudley Buck, E.J. Wackwitz, Stanton Golding

Collections in progress:

Breeden, Ellington, Herndon, Hewitt, Case

Student workers currently processing: Harp, Heyer, Hogan

Collections prioritized for processing in the near future (through late 2013/early 2014):

Collins, Conover, Haerle, Harp, Haynie, Hibberd, Hogan, Kuss, Latham, Mackowicz, Rutherford, Sorabji, Slater

Collections which will require assistance from Digital Projects Unit:

Leon Breeden, Floy Case, Brittle-Not-Cataloged, UNT Clippings

Other unprocessed collections to be processed as time and resources permit:

JCC Dallas, R. Klein, Majestic Theater, Martin, McDade, McKinley, Needham, Negri, Ozier, Park, Paul, Robin, Roessler, Schimmel, Scott, Shelby, Smolian/Gerber, Turner, Waters, Watson, Weener, Weissman, WOR, Whitehead, Wright

Collections by relative size:

Small (under 10 boxes or equivalent):


Medium: (about 10-15 boxes):


Large: (about 15-45 boxes):
Bogen, Brittle, Bucharoff, Collins, Dexter, Ellis, Golding, Haynie, Heyer, Hibberd, Hile, Jazz Lecture Series, Latham, Lost Composers and Theorists, Majestic, McDade, Park, Paul, Programs, Shelby, Weissman, Wright

Very large (over 45 boxes):

Bragg, Breeden, Conover, Gillis, Ferguson, Kenton, R. Klein, Ozier, Smith, Smolian, Source, Tater, WFAA/WBAP, WOR

Highest-Priority Collections:

1. Leon Breeden – Director of the 1:00 Lab Band at UNT, 1959-1982, under whom the group and the UNT jazz studies program achieved international prominence. The collection is wide-ranging, and consists of personal materials as well as those related to the history of the jazz studies program, including extensive correspondence and papers (already arranged chronologically by Breeden), cassettes, reels, videotapes (reels, VHS, Beta), books, awards, and memorabilia.

2. Duke Ellington (Dennis Askey and Rhodes Baker): The Ellington collection consists of two separate donations. The donation from Dennis Askey consists of books, LP records, with audio and some video reels also related to Askey’s position as a foreign service officer with the United States Information Agency, which were transferred to the Media Library. The donation from Rhodes Baker consists of over 80 audio reels and numerous sound discs of live Ellington recordings and commercial 78 RPM records, and a loosely organized set of documentation. The reels in particular apparently hold considerable unreleased material, according to our best assessment from the existing documentation, available sources (Timner’s Ellingtonia as well as the Tom Lord discography and others), not only from Duke Ellington, but of Count Basie. The Music Library is in the process of pursuing a grant with which to fund the transfer of the contents of the reels.

3. Willis Conover: Willis Conover was the producer and announcer of the Voice of America Jazz Hour. Virtually unknown in the United States due to broadcast restrictions codified in the Smith-Mundt act, Conover’s broadcasts had a far-reaching cultural and political impact during the Cold War era, particularly in Eastern Europe and the former Soviet Union. The collection consists of scores of boxes of Conover’s papers, correspondence, recordings, Voice of America broadcast materials, awards, drawings, and personal effects.

4. Michael Collins: Late professor emeritus of musicology at UNT. The collection consists of papers and materials related to research for Collins’ many publications.

5. George Bragg: Founder of the Texas Boys Choir, which was founded as the Denton Civic Boy Choir and later rose to international prominence. The collection consists of numerous reel-to-reel audio tapes, cassettes, books, costumes, photos, and memorabilia. The collection is largely organized and preserved, continues to expand with donations from two original choir members, Tom and Jerry Haughton, as well as through materials from other boys’ choirs.

6. Maynard Ferguson: A well-known jazz trumpet player with many connections to UNT through the personnel in his various bands over the years. The collection consists of hundreds of original and published arrangements, and also includes scores reconstructed by Edward Etkins. It is one of the
most popular collections for outside inquiries and visiting scholars. This collection is processed, pending a few revisions in its organization scheme to conform with Archon and DACS archival standards.

7. Lost Composers and Theorists: materials related to the project by the same name of the UNT College of Music’s Center for Schenkerian studies, including materials from Paul Kletzki, Reinhard Oppel, Saul Nowak, Josef Knettel, and Dieter Maass (grandson of Knettel). Status: The collection is largely processed, but is in need of an online finding aid.

8. Gene Hall: Founding director of the UNT Jazz Studies program. The collection is small (three boxes at most) but consists of valuable material including correspondence, and materials from Original Dixieland Jazz Band clarinetist Nick LaRocca. These materials are being processed in conjunction with the Music Library’s plans to mark Hall’s centennial in June, 2013.

9. William P. Latham: UNT faculty member from 1965-1984, composer, professor of theory and composition. The collection consists of Latham’s compositions, and many works by Latham are also present in the circulating collection. This collection will be processed in late 2013.

Other collections, in alphabetical order:

Edward Baird: UNT voice faculty, 1962-2000. The collection consists of reels and cassettes of performances, and binders with copies of Jewish liturgical settings. This collection has been processed.

Nancy Bogen: Collection donated by the wife of Arnold Greissle-Schönberg, the eldest grandchild of composer Arnold Schoenberg. According to the Libraries’ website, the collection includes “a broad array of documents related to the Schönberg, Greissle, and Bogen families, including scores, photographs, letters, and passports among other items. Also contained in the collection are many of author Nancy Bogen’s professional and personal documents: manuscripts, published novels, essays, poems, letters, and professional research.”

Ben A. Brown: copies of primarily piano-conductor scores of roughly 75 different musicals. Due to copyright issues, these are not published in an online finding aid; they are organized, inventoried, and stored at the Annex. A small amount of ephemera including photos and records from the Music Exchange music store are currently housed in the Music Library.

Blue Amberol cylinders: rare, fragile Edison cylinder recordings. This collection has been processed.

Brittle, not cataloged: items identified as brittle that have not yet been cataloged. These items need to be assessed for relevance, value, rarity, and condition.

Simon Bucharoff: Composer, arranger, educator and concert pianist. Worked at Warner Bros. as an orchestrator from 1937 to 1955, and under composers including Erich Korngold. Collection consists of scores of his works, many of which are autograph scores, along with libretti, prose works, extensive correspondence and clippings. This collection has been processed.

Dudley Buck: Donated by Stanley Meacham of California. The collection consists of a large collection of published versions of Buck’s compositions, which have been sent to cataloging, and Meacham’s records and correspondence related to his efforts toward a master catalog of Buck’s works. The published works have been sent to be cataloged. The small amount of papers and correspondence are awaiting preservation in 2013.
Floy Case: Pioneering female journalist in country music. Collection consists of memorabilia, scrapbooks, photos, compositions, and newsletters. This collection is in the process of being inventoried, and the scrapbooks are slated to be digitized by the Digital Projects Unit, and added to the Digital Library where copyright permits. The scrapbooks will then be re-formatted in preservation-grade containers.

Eugene Conley: Primarily audio reels related to the former Metropolitan Opera tenor and UNT Music faculty member’s performances and those of his students, as well as recordings of students and colleagues. This collection has been processed.

CoM Programs and Recordings: Digitized programs from College of Music performances -- a work in progress.

Hedley Cooper: Violinist, composer, professor at Trinity University when it was in Waxahachie. Concertmaster of the Dallas Symphony under Paul Van Katwijk (1920s-'30s). Collection consists of original manuscripts of compositions, photocopies of compositions, and photocopies of old news clippings related to Cooper’s career. This collection has been processed.

Gerry Dexter: Record collector. Sound recordings related to Stan Kenton and his bands. This collection is still accruing materials.


Osborn Duke: Writer, musician, professor, state official. Began his college career at UNT before an overseas deployment in WWII. Best known for his novel *Sideman*, but also wrote film scripts for General Dynamics, including the obscure promotional film for the B-28 bomber, *Champion of Champions*, starring Jimmy Stewart. Collection consists of Duke’s writings, materials related to his teaching career and later, diaries and several photo albums from the Second World War, and materials related to CoC and other films, including a film reel and script signed by Stewart. This collection has been processed.

Matt Edwards / WNCN: Matt Edwards was the morning announcer at WNCN 104.3, a classical music station (now WAXQ) in New York City. The collection consists of memorabilia from the station, including a baseball autographed by station staff, a visor, a poster, and a photo of Paul McCartney being interviewed. This collection has been processed.

Merrill Ellis: Compositions, correspondence, sound recordings, and other materials from the composer and founder of UNT’s electronic music program.

General Audio Cylinder Collection: A small collection of standard audio cylinders from multiple manufacturers. This collection has been processed.

Leslie Gerber: A large number of sound recordings, currently housed at the Annex. See also: Steven Smolian.

John Gilliland: Radio personality, primarily in Ft. Worth, Pasadena, and San Francisco. Creator of the *Pop Chronicles* series, while in Pasadena. The collection includes broadcast shows, raw audio of *Pop Chronicles* interviews, reels, RDAT tapes, and transfers to CD, as well as *Pop Chronicles* shows in the UNT Digital Library.

Don Gillis: Composer, producer, educator, and UNT alumnus. The collection consists of reels and other recordings, correspondence, manuscripts, photos, clippings, videotape, and printed scores of
compositions, and was an integral part of celebrations of Gillis’ centennial, on which the Music Library and the UNT College of Music collaborated, including a web page, display cases, and a Wind Ensemble concert on September 27, 2012. This collection has been processed.

Glass Radio Transcription Discs: The collection consists of ten boxes of sixteen-inch, lacquer-on-glass broadcast transcription records acquired through the KERA radio station. They appear to have originated at the University of Oklahoma, and consist of recordings of news reports from 1941-1950, and performances by the New York Philharmonic, the NBC Symphony, the Metropolitan Opera, and the Oklahoma Symphony. This collection has been processed.

Stanton Golding: Collector of music books in the San Francisco area. Pending assessment, the collection consists largely of literature on music, with some scores; some items are said to be rare and potentially of considerable value. These items are being cataloged and added to the general collection.

Dan Haerle: Retired professor of jazz studies and major figure in jazz education. Collection consists of reels from Haerle’s office. These items will be processed concurrently with the Breeden collection.

Harp Music: A collection of harp music from a donor in New Mexico, coordinated by UNT harp professor Jaymee Haefner. This collection is currently being processed.

John Haynie: Former UNT faculty member, and major figure in trumpet pedagogy. The collection includes films and x-rays related to his research. This collection will be processed in 2013 or 2014.

Boothon Herndon: Correspondence, publishing proofs, reels, and typed transcripts of interviews related to Herndon’s biography of Guy Lombardo. Andrews University has non-music material from Herndon.

Helen Hewitt: Musicologist and organist, Professor of Music at UNT from 1969. The collection consists of manuscripts, correspondence, and other materials related to Hewitt’s research and publications, including editions of the Odhecaton and Canti B. The library also holds a significant collection of microfilms of Renaissance music manuscripts, and photos of Helen Hewitt reside in the UNT Archives. This collection was put on hold due to the possibility of another accrual, but will soon be entered into Archon “as-is.”

Anna Harriet Heyer: Founding librarian of the UNT Music Library, selected by Wilfred Bain in 1940, pioneering figure in music librarianship. Widely known for groundbreaking Historical Sets, Collected Editions, and Monuments of Music. Collection and consists of papers related to Miss Heyer’s career. The collection has been preserved, but is in need of a finding aid.

Lloyd Hibberd: Professor of musicology at North Texas, 1945-1965. The collection consists of a substantial donation of rare music books, including the Lully Collection (see below), and musicology-related papers. Hibberd’s books are prominently featured in the Edna Mae Sandborn Room of the Music Library. A small collection of unprocessed papers remains.

Bert Hile: Former Dallas disc jockey. Collection consists of over 2500 disco records.

Richard Hogan: Writer for Circus magazine, interviewer. Collection consists of extensive publicity materials (“press books”) for numerous popular artists (Woody Shaw, The Scorpions), and cassette tapes of interviews (including Pete Best), as well as transfers to CD done by Hogan. This collection is currently being processed.
David Earl Holt: Trombonist, head of Austin Public Library system. Collection consists primarily of Holt’s compositions and arrangements, but also includes many photos of prominent big bands, autographed photos of celebrities at the time, and one photo of Mel Tormé.

Jazz Lecture Series: Reels and CD transfers from the ongoing Jazz Lecture Series of the College of Music’s Jazz Studies Division. This collection has been processed, with new additions after each spring semester.

Don Jacoby: Best known for his contributions to trumpet pedagogy, Jacoby’s collection is gradually growing as UNT Jazz Studies Division faculty member Jay Sanders acquires more materials from the family. At present, the collection consists primarily of sheet music, some of which may be added to the circulating collection of the Music Library, some sound recordings, and manuscript scores of original arrangements by Jacoby and others. This collection has been processed insofar as materials have been received, and is awaiting additions.

Jewish Community Center of Dallas: Collection consists of LP records, cassettes, religious and instructional recordings and popular music, some inventory material, and a booklet on the Dallas Holocaust Museum.

Stan Kenton: the library of arrangements and compositions made for Kenton’s bands, photographs, tape recordings, commercial recordings, and the Robert Graettinger Research Collection of correspondence and other documents. The collection includes donations of sound recordings from Gerry Dexter, Lou Robin, Kent Shelby, and Don Mitchell, and is one of the most popular for outside inquiries. This collection has been processed, but is in need of additional quality assurance.

Rhoda Klein: Resident of Poughkeepsie, NY. Collection consists of several boxes of sheet music, numbered, and stamped with the name of Jacob Mallott.

Malena Kuss: Professor emerita of music at UNT, specializing in Latin American music. Collection consists of numerous books from Kuss’ collection, scores, some cassettes, and other papers. Many of the books have been added to the circulating collection; the remaining materials include items related to the scholar Nicholas Slonimsky, and musicologist Charles Seeger.

Stuart Louchheim: Songwriter, perhaps best known for “Mixed Emotions,” which was recorded by Ella Fitzgerald, among others. The collection consists of small boxes of 78s, possibly homemade. This collection has been processed.

Jean-Baptiste Lully: First- and second-edition operas by Lully, donated by Dr. Lloyd Hibberd, scanned and in UNT’s Digital Library, complete with opera synopses, and bibliography, and discography. This collection has been processed, and is accessible via the UNT Digital Library.

Majestic Theater: sheet music from the Majestic Theater in Dallas, possibly connected with the WFAA collection (see below. The sheet music appears to follow its own numbering system.

Martin Mailman: Former College of Music faculty member, renowned composer and educator. Collection consists mainly of reel-to-reel recordings of Mailman’s compositions, with some other composers.

Adam Makowicz: Classical and jazz pianist, heavily influenced by Willis Conover’s Voice of America broadcasts. Collection consists of scores, documents, audio cassettes, reels, videocassettes, and CDs. This collection has been processed.
Marian Mapes-Bouck: Former classical music radio personality (including WRR), composer. Collection consists of compositions, arrangements, and clippings. This collection has been processed.

Morris Martin: Papers and correspondence from the Head Music Librarian, currently awaiting assessment.

John McDade: Trombonist and jazz trombone record collector. Collection consists of sound recordings (including reels), periodicals, and discographies.

Frank McKinley: Member of UNT music faculty from 1947-1980, longtime director of UNT choral program. The collection consists of reels, likely of the A Cappella Choirs or Grand Chorus.

Dr. William McMurtry: UNT alumnus (PhD, musicology, 1967), whose dissertation adviser was Helen Hewitt. The McMurtry Microfilm Collection consists of microfilms of music manuscripts in European libraries, and of significant early editions, books, and dissertations.

Metal music box records: The collection, provenance unknown, consists of about 12 boxes of large (approximately 16 inches) metal discs designed to be played by a Regina Music Box, and are stamped to play elaborate arrangements of popular songs from the late 1800s.

Robert Miller: UNT alumnus. The collection is focused on organ music, and includes reels, LPs, books, and periodicals. This collection has been processed.

Thurman Morrison: Former head of the Music History and Literature Department at Hardin-Simmons University, where most of his collection resides. UNT’s holdings include large amounts of sheet music in the circulating collection, and miscellaneous publications.

Perry Needham / Mason Chevailler: Opera recordings recorded from radio broadcasts, primarily the Metropolitan Opera (“The Met”). Pending further investigation, the collection is said to include recordings not found in the Met’s own archives.

Ruth Negri: Negri was the former second harpist with the New York Philharmonic. The collection consists of over 200 orchestral and opera harp parts, as well as study books donated by Negri. This collection has been processed.

John K. Neill: Organist and former chief arranger for the Lawrence Welk Orchestra, partly responsible for the theme song “Bubbles in the Wine.” Collection consists mostly of arrangements for vocal ensembles and piano-organ duets performed with his wife.

Whit Ozier: From the UNT Libraries’ web site: “This collection contains 130,000 78 RPM recordings, principally of jazz and popular music, dating from the earliest days of recorded music through the 1950s; thousands of radio station transcription discs; and more than 100 cylinder recordings. Operating models of older types of playback equipment, such as an Edison cylinder player and an old Victrola, are also included in this collection … Originally a gift from Whit Ozier, the collection has been supplemented by additional gifts.” The Ozier Archive includes the Music Library’s holdings in uncataloged LP, 78, and 45rpm sound recordings.

Bill Park: Collection consists of correspondence, reels, LP records, copies of The Golden Comet fan magazine (rare).

Charles and Pamela Mia Paul: Charles Paul was an organist and composer best known for his work as an accompanist on soap operas, including As the World Turns. His daughter, Pamela Mia Paul, is the
widow of Richard Dufallo (see above). The collection consists of soap opera music, scores, miscellaneous papers, cassettes, and additional materials from Dufallo.

Piano rolls: A small collection shelved in two areas of the Annex (currently Music Library Annex shelves 6-8-6 and 20-4-5). This collection has been processed.

Programs: A work-in-progress of various local and regional performance programs found in various boxes, including those from Dallas Summer Musicals, and Casa Mañana in Ft. Worth. Additional boxes of programs are currently located in Row 20, Columns 6 and 7 of the Annex.

Jack Roberts: UNT music faculty member on piano, 1957-1999, former student of Silvio and Isabel Scionti (see below). The collection consists of photographs, reels, and cassettes. This collection has been processed.

Lou Robin: Manager for Johnny Cash for over 30 years. The collection consists of a variety of sound recordings, many of which may be unreleased material.

Georgia Roessler: Little is known about this donor. Collection consists of cassettes. This collection has not yet been processed.

Paris Rutherford: Former professor of arranging and vocal jazz ensemble director at UNT. The collection consists of LP records of jingles and music intended for radio advertising, much of it released through TM Productions in Dallas.

Jerry Samuels – Late jazz pianist, UNT alum (1969). The collection currently consists of a few binders, but is expected to grow as Samuels’ widow brings more papers. This collection has been processed insofar as the Music Library has acquired the materials.

David Schimmel: Composer and conductor. Collection consists of Schimmel’s scores, papers, instructional material, and possibly material from colleagues.

Arnold Schoenberg / Hans Nachod: From the UNT Libraries’ web site: “This collection contains items that once belonged to Schoenberg’s cousin Hans Nachod, an operatic tenor for whom the role of Waldemar in Gurre-Lieder was created. It includes many letters from Schoenberg to Nachod, a few from Nachod to Schoenberg, as well as a number of music manuscripts in Schoenberg’s hand, among which are early songs and arrangements.” This collection has been processed.

Silvio and Isabel Scionti: Critically acclaimed pianists and RCA Victor recording artists, who performed internationally and at Carnegie Hall; Silvio Scionti taught piano at North Texas beginning in 1942, while Isabel maintained a large private studio. The collection consists of many printed music scores autographed by the authors to the Sciontis, a few manuscripts, along with other items which may be added to the circulating collection.

Zuleika C. Scott: Former Dallas resident and apparent donor of 1950’s-era political materials, according to a cover letter she wrote to the Dallas Public Library. Collection is situated in the middle of Willis Conover holdings at the Annex; any connection is unclear. The materials in question include filmstrips and accompanying audio discs, and a script about alleged communist infiltration of the United States. These materials have been transferred to the Media Library.

Kent Shelby – Holdings consist of jazz and pop cassettes. Many recordings from Shelby have also been added to the circulating collection or absorbed into the Stan Kenton Collection.
Singing Eagles – recordings from UNT alumnae and past UNT students who went on to have prominent careers in pop music, including Roy Orbison, Pat Boone, Meatloaf, and Don Henley. This collection occasionally accrues new items.

Neil Slater: Two boxes of music manuscripts, possibly of original compositions from the successor to Leon Breeden and director of the One O’Clock Lab Band from 1981-2008. These items will be processed concurrently with the Breeden collection.

Christopher Small: cultural musicologist. Items located (initially mislabeled “Christopher Smart”) include incomplete run of spiral-bound notebooks containing photocopies of manuscript commentaries and summaries of literature.

Julia Smith: the works, recordings, and correspondence related to the composer and alumna of UNT and Juilliard. The collection includes reels, sheet music, manuscripts, correspondence, and cassettes. This collection has been processed.

Steven Smolian: Collector and producer of sound recordings, specializing in transfers of obsolete formats. Collection consists of numerous sound recordings procured by Smolian and Head Music Librarian Morris Martin, which are currently housed almost entirely at the Library Annex.

Kaikhosru Shapurji Sorabji: Compositions from a British composer of Indian background. Largely cataloged with call numbers and mostly spiral-bound, these items are candidates to be bound and made non-circulating on the Music Library’s oversize shelves.

Source Magazine: The complete run of a periodical dedicated to new music, founded by former UNT music faculty member Larry Austin. The collection includes additional, unpublished material.

Gerard Souzay: French baritone. The collection is a gift from the estate of Manuel Morris, and includes his discography, 140 LP records, 21 78rpm records, and 4 compact discs.

Jon and Sondra Steele: Duo best known for the hit “My Happiness.” Collection consists of arrangements, many of which are manuscripts, and sheet music. This collection has been processed.

Bruce Tater: Jazz radio personality at KERA (Dallas) and KETR (Commerce). The collection consists primarily of a large number of jazz records, with some promotional photos and other materials sent by various artists. Processing of sound recordings is ongoing.

Phil Trumbly: Donation given in memory of his wife, Sally Hoffecker. In addition to numerous items in the circulating collection, the Music Library’s holdings include one box of cassette tapes, including relatively rare recordings of lectures at music education meetings. This collection has been processed.

William M. “Bill” Turner: Possibly the former dean of the College of Fine Arts at Stephen F. Austin State University and Graham Society member. Collection consists of two instrument cases of band arrangements, primarily jazz and Dixieland standards, many of which are stock arrangements.

UNT Clippings: Collection of news articles from UNT / NTSU / NTSC from years past. They appear to be substantially organized already, but are in need of digital preservation.

WFAA/WBAP – Extensive collection of sheet music from the former orchestral libraries from two large Dallas-area radio and television stations.
WOR: An AM radio station in New York City, now featuring talk radio, but played music for decades. Collection consists of a very large amount of sheet music, both popular and classical, including a significant segment of choral and sacred works.

E.J. Wackwitz: Jazz collector in Van Alstyne, TX, who willed his collection to UNT. The collection includes reels, cassettes, CDs, and books, primarily in the areas of early jazz, Texas music, blues, and discography.

Dennis Wakeling – UNT faculty member, past director of UNT Opera. Collection consists of copies of opera scores annotated with translations, correspondence with Simon Sargon (SMU) about staging performances, including Saul, King of Israel with drafts. This collection has been processed.

Larry Walz: Primarily reel-to-reel tape recordings of performances by the former UNT Music faculty member. This collection has been processed.

Greg Waters: UNT alumnus and clarinetist. The collection includes compositions, cassettes, reels, and videos.

Watson: Donor unidentified. Collection consists of reel-to-reel tapes, possibly of live performances (but possibly of released material), in jazz and popular music.

Sumner S. Weener: Several boxes of reels from a retired radio producer with NBC News in New York. See also: Steve Smolian.

Weissman: Unknown origin. Part of the collection was brought over from Discovery Park; labeling indicates some uncertainty on some boxes’ connection to Weissman. The collection consists of reel-to-reel recordings of performances of works by major composers; the nature of the recordings (live, radio, commercial) is still to be determined.

Copeland Whitehead: Professor at Western Illinois University, a disc jockey in his spare time. Donation of jazz records facilitated by Dr. John Murphy.

Richard Wright, Sr.: Former professor at Bowling Green State University in Ohio. Collection was donated by Rick Wright, Jr., and consists of 17 boxes of records.

Chris Xeros: Former director of the Richardson Symphony Orchestra. Collection consists of two boxes of cassette tapes. This collection has been processed.
Spring 2013 Collection Management Hidden Collections

Minimally Hidden: Needs deeper bibliographic control

1. Sets needing expansion
   a. Microform and print materials that are listed in catalog as one record; they need to be separated out so full holdings are known. We will not bother doing those sets that are fully expanded in electronic form.
      i. Quantity unknown
      ii. Prioritization on hold
   b. Microforms with vinegar syndrome: what will be withdrawn? What will be kept? We do not want to do the ones that will be put back.
      i. Quantity unknown
      ii. Prioritization on hold
   c. Question to consider: What is the future of microforms? Will there still be machinery to view them? Will the microform readers be maintained? What location will they be in? Without knowing this, it's hard to make these sets a priority.

2. TexTreasures
   a. These items are fully accessible in the Digital Library with metadata, but are not represented in the online catalog. Including both the catalog and the Digital Library in Summon would allow for discovery. But, for now, they are accessible as they are in the Digital Libraries.
      i. Approximately 300 titles
      ii. Prioritization unknown

3. Dead Serials
   a. There are a number of serials and periodicals moved from TWU that only have one barcode. Complete holdings are not known.
      i. Unknown quantity
      ii. Low priority

4. Electronic Resources
   a. Electronic content such as video databases are listed in the catalog as a set. Title-by-title entries are needed.
      i. Unknown quantity
      ii. Unknown priority

Hidden Collections

1. Gifts
   a. Have over 5000 LGBT books left to evaluate. High priority.
   b. Have ~500 foreign language items. May look into OCLC contract pricing for cataloging. Low priority.
Spring 2013 Hidden Collections - Digital Collections

Background
These numbers were gathered from the UNT Libraries Metadata Editing System at http://edit.digital.library.unt.edu and by browsing the shared network drive referred to as the “P drive” which is used by many departments and units for their digital projects (Music, Archives, Media, DPU).

Existing UNT Digital Collections
There are four collections containing a total of 27,317 hidden items that are in the UNT Libraries Digital Collections. These four collections can easily be described as hidden.

<table>
<thead>
<tr>
<th>Collection Name</th>
<th>Total Items</th>
<th>Available Items</th>
<th>Hidden Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>ArtStore</td>
<td>16,076</td>
<td>2,952</td>
<td>13,124</td>
</tr>
<tr>
<td>Texas Laws and Resolutions</td>
<td>8,360</td>
<td>2,648</td>
<td>5,712</td>
</tr>
<tr>
<td>Texas Patents</td>
<td>6,036</td>
<td>512</td>
<td>5,524</td>
</tr>
<tr>
<td>Jim Bell Texas Architecture Photos</td>
<td>3,515</td>
<td>558</td>
<td>2,957</td>
</tr>
</tbody>
</table>

Associated URLs
ArtStore - http://digital.library.unt.edu/explore/collections/UNTART/
Texas Laws and Resolutions - http://texashistory.unt.edu/explore/collections/TLRA/
Texas Patents - http://texashistory.unt.edu/explore/collections/TXPT/
Jim Bell Texas Architecture Photos - http://texashistory.unt.edu/explore/collections/JBPC/

CRS Documents
A final collection that can be classified as hidden is the CRS Archive documents that have been gathered by the GovDocs unit and which reside on the “P Drive”. These documents lack descriptive metadata in order to have them loaded into the UNT Digital Library where a collection of 14,135 is currently available via this URL. http://digital.library.unt.edu/explore/collections/CRSR/

At the time of this report there are 11,633 CRS Reports without metadata on the GovDocs section of the “P Drive”
June 20, 2013 Special Collections New Information
Archives and Rare Books

What has NO bibliographic control?

Recent incoming collections (approx. 500 linear ft.) and backlog collections (approx. 5,000 linear ft).

- What’s the plan to handle?

CLIR proposal address 600 linear ft. of backlog and would provide detailed processing. Project archivist position will provide minimal collection description for remaining backlog. Processing teams are addressing incoming collections as they arrive. Both the RCD and Clark collections are in their final stages and will be completed soon.

Rare Books cataloging backlog – less than 1,000 items in Weaver, Dixon and other miscellaneous collections are un-cataloged

- Est. quantity

5500 linear ft.

~1,000 items

- Est. time

Detailed processing for CLIR grant will take 2 years (if funded.) Otherwise, minimal descriptions (collection level finding aid records in Archon with corresponding MARC records) will be completed within 12 months when the project archivist starts this summer.

Marta does new cataloging

- Who is involved?

Morgan, principal archivist, temporary archivist, Marta

What has MINIMAL, BUT NEEDS MORE bibliographic control?

- What’s the plan to handle?

Rare books cataloging is spotty and inconsistent. Collection level records (approx. 500 collections of varying size) will be candidates for detailed processing at a later date.

- Est. quantity

Rare books – 10,000 items

Archives – 5,000 linear ft.

- Est. time

For archives, there are no further plans to advance past collection level records for the large unprocessed backlog, with the expectation of the collections included in the CLIR grant
Rare books – Cataloged books are being re-processed, item records are being created for those volumes that never had item records, descriptions are being enhanced (and barcodes are being added for transfer to the RCL)

- Who is involved?

Summer practicum student is working on the rare books re-processing project. Possibility that we will assign a student to this for fall.

MEDIA

What has MINIMAL, BUT NEEDS MORE bibliographic control?

Media Library slide collection

- What’s the plan to handle? At this time we are reviewing each item in the slide collection to improve bibliographic control and assess the physical state of individual items in the collection.

- Est. quantity 1063 bibliographic records; approximately 27,000 individual slides

- Est. time January 2013 – December 2013

- Who is involved? Diane Robson

MUSIC

I. What has no bibliographic control?


* Some materials are described/represented elsewhere, including the general Music Library Collection, the UNT Digital Library, or University Archives, but a finding aid does not yet exist for potential special collections materials.

** Related in some way to the Smolian materials, which are still incoming.

A. Plan:

a. In progress: Ellis, Harp, Hewitt, Hogan, Latham, Tater

b. Collections consisting primarily of audio materials: Dexter, Ellington, Gerber, McKinley, Needham-Chevaillier, Ozier, Robin, Roessler, Shelby, Smolian, Watson, Weener, Weissman, Whitehead

c. Materials described or likely to be described in the general catalog or the WFAA/WBAP/Song collections: R. Klein, Majestic Theater, Turner, Misc. sheet music
Hidden Collections Redux – Summer 2013

d. Materials to be processed concurrently with Breeden collection: Rutherford, Haerle, Slater
e. Seeking grant funding: Ellington (Rhodes Baker and Dennis Askey)

B. Estimated quantity:
   a. Small collections (10 or fewer boxes per collection): Buck, Haerle, Herndon, JCC Dallas, McKinley, Paul, Roessler, Rutherford, Slater, Turner
   c. Large collections (15 to 45 boxes): Brittle Not Cataloged, Dexter, Ellis, Haynie, Jazz Studies, Majestic, McDade, Programs, Robin, Shelby, Weissman, Wright
   d. Very large collections: (45 or more boxes): Klein, Park, Smolian

C. Estimated time frame:
   a. Prioritized through June, 2014: Ellington, Ellis, Harp, Herndon, Gilliland, Hewitt, Hogan, Latham, Martin, Rutherford, Slater, Tater
   b. June-December 2014: Brittle Not Cataloged, Haynie, McDade, Jazz Studies, JCC Dallas, Park
   c. To be determined: Dexter, Kuss, Majestic, McKinley, Misc. Sheet Music, R. Klein, Needham-Chevailler, Programs, Roessler, Shelby, Smolian/Weener/Gerber, Turner, Weissman, Watson, Wright

D. Who is involved:
   a. Maristella Feustle, Music Special Collections Librarian
   b. Andrew Justice, Music Librarian for Audio and Digital Services (Ellington, Dexter, McKinley, Needham-Chevailler, Smolian/etc., Turner, Weissman, Watson)
   c. Student assistants (Hogan, Harp)

II. What has minimal, but needs more bibliographic control?

Bragg, Case, Collins, Conover, Dufallo, Lost Composers and Theorists, Paul, Schimmel, Singing Eagles, Mailman, Source, Waters, WOR, Souzay, UNT Clippings

A. Plan:
   a. Adapt, edit, and import finding aids that exist on paper or were on the prior web site (Bragg, Dufallo, Singing Eagles, Source, Souzay, Waters)
   b. Create finding aids for processed collections (Mailman, Lost Composers and Theorists)
   c. Process unprocessed collections and improve current, basic finding aids to folder-level description (Case, Collins, Conover, Paul, Schimmel, UNT Clippings, WOR)

B. Estimated quantity:
   a. Small collections (10 or fewer boxes per collection): Case, Schimmel, Mailman, Paul, Souzay, UNT Clippings
   b. Medium collections (10 to 15 boxes): Singing Eagles, Waters
   c. Large collections (15 to 45 boxes): Collins, Dufallo
   d. Very large collections (45 or more boxes): Bragg, Conover, Source, WOR

C. Estimated time frame:
   a. Prioritized through end of 2013: Mailman, Waters, Dufallo, Singing Eagles, Souzay
b. By June 2014: Collins, Source, Schimmel, Paul

c. By August 2014: Conover, Case, Bragg

d. By August 2015 (tentative): WOR

d. To be determined: UNT Clippings

D. Who is involved:

a. Maristella Feustle, Music Special Collections Librarian
b. Digital Projects (potentially): UNT Clippings, Roy Case
c. Potentially others (e.g., possibly student workers) to be determined.
d. Donna Arnold (Roy Case)

We left off at Columbia in the labels and estimate around 50,000 LPs have been done (so, approaching 1/3 of the collection), with around 1600 duplicates identified. I have gone through the majority of the latter and kept the best copies of each title, sending around 700 LPs to Surplus. (The general lack of duplication between non-cataloged and cataloged LPs is something of a pleasant surprise to me.)

I’ve given our Annex assistants the goal of processing everything that’s waiting by the end of the summer, in addition to preparing 78s for the RCL move.