The Context...
Project Participants:

- Dean of Libraries
- Facilities & Systems
- Remote Storage
- Public Services Division
- Collection Management Division
- Cataloging & Metadata Services
- Special Libraries Division
- Preservation
- Archives
- Digital Libraries Division
- Digital Projects Unit
- Digital Projects Lab
- Digital Projects Lab
Where we are in the project:

- **DONE**: 53%
- **NOT DONE**: 47%
How the project developed...

- ETDs
  - Digital Library hosting
  - Digital Library record
  - ILS record
Electronic Theses and Dissertations Workflow

Graduate School -> Digital Projects Lab

Digital Projects Lab -> Cataloging & Metadata Services

Cataloging & Metadata Services -> UNT Digital Library

UNT Digital Library -> Sierra
How the project developed...

• Print (Dewey)
  • Archives copy (no catalog record)
  • Circulating copies
• Microfilm (Film number)
• Microfiche (MicF number)
• Bindery and processing
• Storage of print, reel, and fiche
• Remote storage of same
Phase 1
Phase 2
Research Collections Library »
Processing Unit
Preparation for Digitization
Remove Cover and Spine
Preparation Completed
<table>
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<th>Acrylic polymer used for sculptural biomorphic shapes / by Caroline A. Montague.</th>
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Not checked out and DIGI PROJECTS
Acrylic polymer used for sculptural biomorphic shapes

By Caroline A. Montague

Thesis or Dissertation

Publication Info: Denton, Tex: Montague, 1976

Series: North Texas State University dissertation; no. 1086: Art

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From the Library Annex...
Digital Projects Lab
...to the Digital Project Lab.
Crazy People

WRITING OUTSIDE THE LINES

Oranges and Grapefruits

By the time I was born, my grandfather had retired and moved to Florida, and I grew up thinking of him only when the crate of oranges and grapefruits came at Christmas. The grapefruit looked like a split sun in the blue cereal bowl, and I watched...
Cataloging & Metadata Services Department
Batch editing speeds things up
### Global Update Functions

#### Record Type
- **BIBLIOGRAPHIC**
- **AUTHORITY**
- **PATRON**
- **ITEM**
- **ORDER**
- **CHECKIN**
- **COURSE**

#### Title Table
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<td>aA comparative study of certain educational opportunities offered by the North Ward Elementary School and the South W...</td>
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<td>aA comparative study of the boys physical education programs in the senior high schools of Rusk county, Texas, and an...</td>
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<td>6</td>
<td>aA comparison of twins and mutual friends in regard to personality traits.</td>
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<td>7</td>
<td>aA democratic plan for the coordination and administration of student activities of North Dallas High School.</td>
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<td>aA proposed program of intramural sports for men at Baylor University.</td>
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<td>aA study of relationships between sociometric scores and personality self-ratings.</td>
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### Changing a Variable-length Field

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[Image of change variable-length field interface]
Distribution of Assignments

- T&D Digitized Files
- Bib & Metadata Records
- Bib & Metadata Records
- Bib & Metadata Records
- Hotlink added
- Subject Headings
- Subject Headings
PARENTS' DIVORCE AFFECTS UPON CHILDREN - MOTHERS' PERCEPTIONS

THESIS

Presented to the Graduate Council of the University of North Texas in Partial Fulfillment of the Requirements For the Degree of

MASTER OF SCIENCE

By

Jerena C. Groble, B.S.
Denton, Texas
December, 1998

20. RECORD # = b20125914
379 N81 no.7275
Inventions, dreams, imitations [microform] / by Charles Morgan Gatlin, Jr.

21. RECORD # = b20145767
379 N81 no.7291
Martin Scorsese, Quentin Tarantino, and the crime films of the nineteen nineties [microform] / by Matthew Daniel Magnani.

22. RECORD # = b20110777
379 N81 no.7267
Rhythm, melody, and the dance / by John E. O'Connor.
Theses Digitization Workflow

Interdepartmental collaboration for providing access to digitized theses and dissertations


Purpose:
This project is a collaboration of three departments within the UNT Libraries: Preservation, Cataloging and Metadata Services, and Digital Projects. The purpose of this project, begun in 2010, is to provide online access for the earliest UNT theses and dissertations. Another purpose is to perform retrospective conversion for these titles in the Libraries’ online catalog.
**Elements of metadata records**
The PDF file is the source for the information entered, including author, title, names of the major and minor professors, physical description, content description, discipline, and degree information. The Cataloging and Metadata Services staff member will edit and verify the following fields:

- **TITLE**: Make sure *Main Title* is selected in the ‘title’ popup menu. Replace the ‘n.xxxxx’ number with the title of the thesis/dissertation according to the title page of the PDF—the page after the signature page. Keep all initial articles, capitalize all words except articles, prepositions, etc., and do not add a period at the end.

- **CREATOR**: The name of the author, surname first. Verify the name in Sierra, if possible. This is further defined by two elements in popup menus: ‘type’ – *Personal*, ‘role’ – *Author*.

- **CONTRIBUTOR**: This area should include the Major professor, Minor professor, and other committee members if listed. This is the trickiest part of the process, and you should verify the names in Sierra, if at all possible:
  - In the ‘name’ box, transcribe the signature of the Major Professor from the signature page of the PDF. Use the authorized form for the name if it appears in III Sierra. Define using the popup menus: ‘type’ – *Personal*, ‘role’ – *Chair*, ‘info’ – *Major Professor*. 
## Editing for the ILS record

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COMMUNICATION FLOW, INFORMATION EXCHANGE AND THEIR
IMPACT ON HUMAN RIGHTS VIOLATIONS
Georg von, Vordiplom

Approved:

Major Professor

Committee Member

Committee Member

Chair of the Department of Political Science

Dean of the Robert B. Toulouse School of Graduate Studies
Signature research source ...
Signature research source...
Signature research source...
...Institutional Memory
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SUMMARY

• Collaboration
• Communication
• Coordination

Questions?

• Contact information
  • Daniel.Alemneh@unt.edu
  • Jeremy.Berg@unt.edu
  • Kathryn.Loafman@unt.edu