

Parlez-vous français?



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Finding and Training Subject
Specialists to Catalog 18th century
French Pamphlets



Jennifer Thom & Eric Nygren
Newberry Library

22,000 Pamphlets



Project Plan

- 22,000 Item-Level MARC Records
- 3 Years
- .75 Cataloger*
- 3.5 FTE Cataloging Assistants*
- 5% Project Management*

Why Item-Level MARC Records?

- Hidden Print Collections: published materials
- Other institutions will own individual items
- Other institutions may have already added records to OCLC/Parallel Records
- Other institutions could benefit from the new records we create

FORCE
à la Loi.

LIBERTÉ



De Quartier Général
De Charbourg le
Vendredi 2^e Janvier
de la République Française,
une et indivisible.

ÉGALITÉ



GENDARMERIE NATIONALE,
TRENTE-TROISIEME DIVISION.
ÉTAT-MAJOR.

Le chef de bataillon de Nombres a l'honneur
de vous adresser ci-joint une attestation à tout
appartenance qui se trouve sur Charles Robert
qui a servi de la première compagnie est venu servir
sur le côté de Charbourg depuis le 1^{er} septembre 1793. (R. F.) L'unité
a fait la compagnie de la destruction des brigands
et de la police. Et l'unité est resté à son poste jusqu'à ce jour
sans avoir eu d'ennemis. Le présent pour l'usage de
votre bureau de raison.

Charbourg le 2^e Janvier 1793. 3^e année République

Le chef de bataillon

Robert Clément

Paul
Sicart

Carrière Brigade

1142
ÉGALITÉ.



LIBERTÉ.

DÉPARTEMENT DE LA HAUTE-LOIRE.

CONDUITE ADMINISTRATIVE
PENDANT LA GUERRE.

*Paris, le 27 Pluviôse, an 7 de la République
française, une et indivisible.*

LE MINISTRE de l'Intérieur,

*Aux Administrations centrales de départe-
ment,*

*Et aux Commissaires du Directoire exécutive
près de ces Administrations.*

CITOYENS, depuis plusieurs mois vous vous occupez sans relâche de l'exécution des lois des 19 et 23 fructidor an 6, et 3 vendémiaire an 7, relatives au départ des réquisitionnaires et des conscrits de la première classe. Si les mesures que vous avez prises, si votre zèle et votre activité n'ont pas encore obtenu tout le succès que vous en attendiez, si quelques hommes faibles ont été sourds à la voix de la patrie et de l'honneur, redoublez d'efforts; employez tour à tour la persuasion et l'autorité; faites que nos armées soient aussi redoutables par le nombre que par le courage et l'intrépidité des héros qui les composent.

DÉPARTEMENT
DE PARIS.

CONVOCAATION
DES ÉLECTEURS DU DÉPARTEMENT.

LE Procureur-Général-Syndic convoque les Electeurs du Département de Paris au Bourg de l'Egalité, dans l'Eglise Paroissiale, pour le 11 du présent mois de Novembre, dix heures du matin, à l'effet de procéder, aux termes de l'article IX du Décret du 19 Octobre 1792, relatif au renouvellement des Corps administratifs & judiciaires, à l'Élection des Président, Accusateur public & Greffier du Tribunal criminel du Département de Paris.

A Paris le 7 Novembre 1792 l'an premier de la République Française.

BERTHELOT.

aisible de reconnoître que vers le haut et du côté de la tempe un espace qui eût conservé quelque transparence, et qui pût permettre d'appercevoir une portion saine d'iris et d'uvée assez isolée au-delà de tout ce qui avoit été détruit ou confondu dans les parties précédemment abscedées.

Je conclus que l'opération imaginée par le cit. Demours, est nouvelle, en ce qu'elle consiste à procurer une pupille artificielle dans un état de maladie très-complicqué et dans un point de l'iris très-voisin de la sclérotique, où l'on n'avoit jamais songé à l'obtenir.

Signé ROUSSILLE-CHAMSERU.

A. Petite cicatrice à la cornée tout auprès de la sclérotique, occasionnée par le bistouri qui a été introduit de haut en bas.

C. La cornée devenue blanche dans les quatre cinquièmes de son étendue, parsemée de vaisseaux variqueux et confondue avec les quatre cinquièmes de l'étendue de l'iris.

D. Pupille formée par l'opération.

De l'Imprimerie de la SOCIÉTÉ DE MÉDECINE,
rue d'Argenteuil, n°. 211.



*ACT. 1796. et
non l'année 1797.*

Helpful

- Common features allow for use of cataloging templates, constant data, macros
- Common topics/themes and names/organizations allow Cataloging Assistants to develop expertise with subject headings, authorized name forms
- Existing, sequential call numbering
- Transparent titles

Challenging

- Pseudonyms
- Need to distinguish between similar material
- Is that an S?

Why Item-Level MARC Records?

- **Jansenist Collection:** In the 1970s, the Newberry acquired a Jansenist collection from seminary libraries of the Old Catholic Church of the Netherlands.
- **French Laws on Censorship:** The John M. Wing Collection contains a collection of French laws concerning regulation of the press from 1513-1829 (around 1,200 items separately listed in the online catalog).
- **Early French Political Pamphlets:** The Newberry has about 3,000 French political pamphlets published from 1560 to 1653. Nearly all of these pamphlets are individually cataloged in the Newberry's online catalog.
- **French Revolution Collection:** 11,000 anonymously authored pamphlets.
- Thousands of British and American Pamphlets.

Looked at University Models using Subject Specialists/Students

- The Newberry is not part of a University
- Research Centers
- Strong history of outreach and service to scholars

Center for Renaissance Studies

Representative Council members (about 60 people, representing 50 different universities)

Database of scholars who either teach at or study at French departments at the 50 Renaissance Center consortium institutions (mostly U.S., but a few in Canada and the U.K.)

Faculty Connection

- Email announcement to 4 local professors from the Center
- 1 professor of French literature at University of Chicago gave the posting to her students

Job Description

TITLE: Project Cataloging Assistant

DEPARTMENT: Collection Services

SUMMARY:

The Project Cataloging Assistants will edit and create item-level MARC records for 22,000 French pamphlets, the bulk of which were published in France between 1780 and 1810. These positions are part of a Council on Library and Information Resources (CLIR) Cataloging Hidden Special Collections and Archives grant. With generous funding from The Andrew W. Mellon Foundation, CLIR administers this national program to identify and catalog hidden special collections and archives.

Reporting to the Cataloging Projects Manager, the Project Catalog Assistants will work closely with a professional Cataloging Librarian to produce records that meet local and national library cataloging standards. Full-time Project Cataloging Assistants will be expected to produce approximately 145 records per month.

The Newberry Library is an independent research library concentrating in the humanities, with an active cultural and educational presence in Chicago. Free and open to the public, the Newberry is home to a world-class collection of books, manuscripts, maps, music, and other printed materials related to the history and culture of Western Europe and the Americas. The collections span many centuries and feature items such as illuminated medieval manuscripts, rare early maps, rich genealogical resources, and the personal papers of Midwest authors.

RESPONSIBILITIES:

- Perform complex copy cataloging and some original cataloging for French pamphlets.
- Search OCLC Connexion and the Newberry catalog (Voyager) for bibliographic and authority records.
- Verify and edit records in OCLC Connexion and the Newberry catalog (Voyager) applying current cataloging and description resources to meet local practices, consortium requirements and national standards (AACR2, LC Classification, LC Subject headings, LC Authorities, MARC21)
- Participate in department and grant team meetings.
- Pay close attention to quality and quantity of cataloging output.
- Effectively manage time.

QUALIFICATIONS:

Required:

French language fluency (reading comprehension skills will be tested.)

Experience using library catalogs.

Computer proficiency in Internet searching and in the Microsoft Windows environment, including, but not limited to, Microsoft Word, Microsoft Excel and electronic mail.

Ability to work independently with close attention to detail, accuracy and production expectations.

Ability to follow instructions and organize time and work on multiple projects.

Ability to maintain and establish effective work relationships.

Ability to communicate effectively in oral and written form.

Preferred:

Graduate M.A. or Ph.D. candidate; knowledge of French history or literature.

Course work in a Library Science program and/or library technical services department experience using OCLC and a cataloging module of an integrated library system.

Knowledge of AACR2, LC Classification, LC Subject headings, LC Authorities, MARC21.

Interviews

- French Language Skill Test
- Committee Interview
- Review/Discussion of a MARC Record for the Test Pamphlet
- Collection Tour

[Fréron]
Fle 2. 13933

A D R E S S E

AUX AMIS DE LA LIBERTÉ;

*Au sujet des vexations exercées contre le
sieur Martel, l'Orateur du peuple.*

Par Stanislas Fréron, l'un des représentans
de la commune.

*Si la liberté de la presse pouvoit exister
dans un pays où le despotisme le plus
absolu réunit dans une seule main tous
les pouvoirs, elle suffiroit seule pour
faire contrepoids. (Auteur Anglais.)*

N'êtes-vous pas profondément indignés, généreux
soutiens d'une liberté, prix de votre sang et de votre
courage, des vexations scandaleuses que des membres
du tribunal de police, de connivence avec le châtelet,
dirigé par la cour, se permettoit d'exercer contre les
écrivains patriotes? Si vous n'opposez pas enfin aux pro-
grès du despotisme une mâle résistance, tous ceux qui
ont servi et qui servent de leur plume la cause na-
tionale, sont enveloppés dans une même proscription,
et chargés de chaînes par l'aristocratie municipale et
robinocente! Oui, c'en est fait; nous retombons d'une
chûte rapide dans toutes les horreurs de l'ancien ré-

▲

THE NEWBERRY
LIBRARY

The Staff

- 1 FTE entry-level librarian with no prior cataloging experience
- 1 FTE graduate with BA
- .5 FTE French Literature PhD. Student
- .5 FTE MILS student
- 1 Full-time Cataloger (Eric)
- 7 hours from experienced Project Cataloger

90-Day Evaluation

While the average productivity expectations (145 per-month/full-time and 83 per-month/part-time) will not be attained in the review period, at the end of 90 days Project Cataloging Assistants will be expected to produce complete MARC records and demonstrate progress toward production goals and improved accuracy.

Project Catalog Assistants will demonstrate knowledge and ability of the following:

Search, Match and Select Records

- Search pamphlets in Connexion using a variety of strategies
- Determine if a record is an appropriate match for the pamphlet or if new record should be created
- Choose a “best match” when multiple matching records are available
- Recognize when the Newberry already has holdings attached to a record in Connexion
- Recognize non-English language records; derive parallel records

90-Day Evaluation

Create, Edit and Derive MARC Records

- Recognize various sources of information within a pamphlet; select the best source of information
- Demonstrate understanding of fixed fields, codes most often used in these fields, and recognize when a less common code is needed
- Use appropriate indicators, subfields, punctuation, and capitalization
- Demonstrate understanding of the key concepts *Main Entry* and *Added Entry*; determine if an individual/organization has an authorship role
- Identify and include appropriate forms of frequently encountered names/organizations/subjects in 1xx /7xx fields and 6xx fields
- Identify names/organization/subjects that are not frequently encountered and work with Catalog Librarian to add 1xx/7xx and 6xx fields for them
- Construct clear and concise notes as needed
- Add Martin & Walter citations
- Derive parallel records
- Save, search and retrieve records to a Save File
- Use constant data
- Use Text Strings set up in Connexion
- Validate headings

90-Day Evaluation

French Language Competency

- Review French pamphlets to determine key names, organizations and topics
- Convert French Republican Calendar dates to standard dates

Time Management/Teamwork Skills

- Communicate effectively with Project Cataloger and other Project Cataloging Assistants
- Participate in CLIR project training and wiki
- Efficiently complete above tasks

Training

1. Identify What is Important

What does “rapid cataloging” mean for our institution and for this collection?

Bibliographic Description

Subject Analysis

Training

2. Tailor your training to the strengths and experience of the Cataloging Assistants.

Different backgrounds:

French Language

French History/Literature

Library Science

Training

3. Identify/Gather Training Tools

Calendar converters

Bibliographies – printers, biographical information, encyclopedias

Cataloging training tools put together by other libraries

Training

4. Team Training

Wiki

Project Team Meetings

Peer Review

One-on-one with professional staff

Wiki Q& A

Q: I have run across a few pamphlets where the session dates in the subtitle have a blank space where the date should be, e.g. "séance du prairial an 7." Sometimes Martin & Walter supplies a session date in its listing of the title, sometimes not. If M&W has supplied a date, should we put it in brackets in the 245? And if they haven't, should we denote the blank space somehow in the 245?

A: For the 245 you can enter séance du [blank] prairial an 7. Then enter a 500 note formulated something like-- "M&W date"--Session date from M&W.(Alan)

Wiki Q&A

Q: I have a pamphlet about the salaries paid to clergy in Belgium, but covers only the portion of Belgium was under the control of the French government (départemens de la ci-devant Belgique). When entering subject headings, should I subdivide them geographically as Belgium or France?

A: Subject cataloging policy is to assign the latest name of a political jurisdiction, so Belgium. (Alan)



L. Ponceau del. 1772.

JULIET, dans l'Amour filial, ou la Jambe de bœuf.
A Paris, chez Moitte, rue d'Anvers vis-à-vis les Jacobins, N^o 70.

L'A

Chez
d'El
Jaco
Et che