



VALE/NJLA-CUS/ACRL-NJ CONFERENCE  
JANUARY 5, 2018

# ARCHIVES AND SPECIAL COLLECTIONS MATERIALS CATALOGING SURVEY RESULTS

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## INTRODUCTION

The Archives and Special Collections Committee, founded less than three years ago, has successfully brought together NJ archivists and special collections librarians to discuss various aspects of their collections and to learn from each other and from outside presenters.

Questions about how to best catalog and process materials emerged as a concern shared by many committee members. A survey was administered in May 2017 to collect data on how archives and special collections materials are cataloged and organized in New Jersey academic institutions. The information gleaned, which this poster highlights, will be used to identify issues in cataloging, to recognize best practices, and to foster cooperative efforts in resource-sharing. The archivists and librarians can also use the information to cultivate innovative ways to meet - and anticipate - their users' needs, as well as to preserve their institutions' legacy for tomorrow.

## RESPONSE RATE

The survey was distributed to 53 New Jersey academic libraries, and we received 12 responses, which is a 23% return. Although this response rate seems to be a bit low, the average response rate for external surveys is 10-15%.

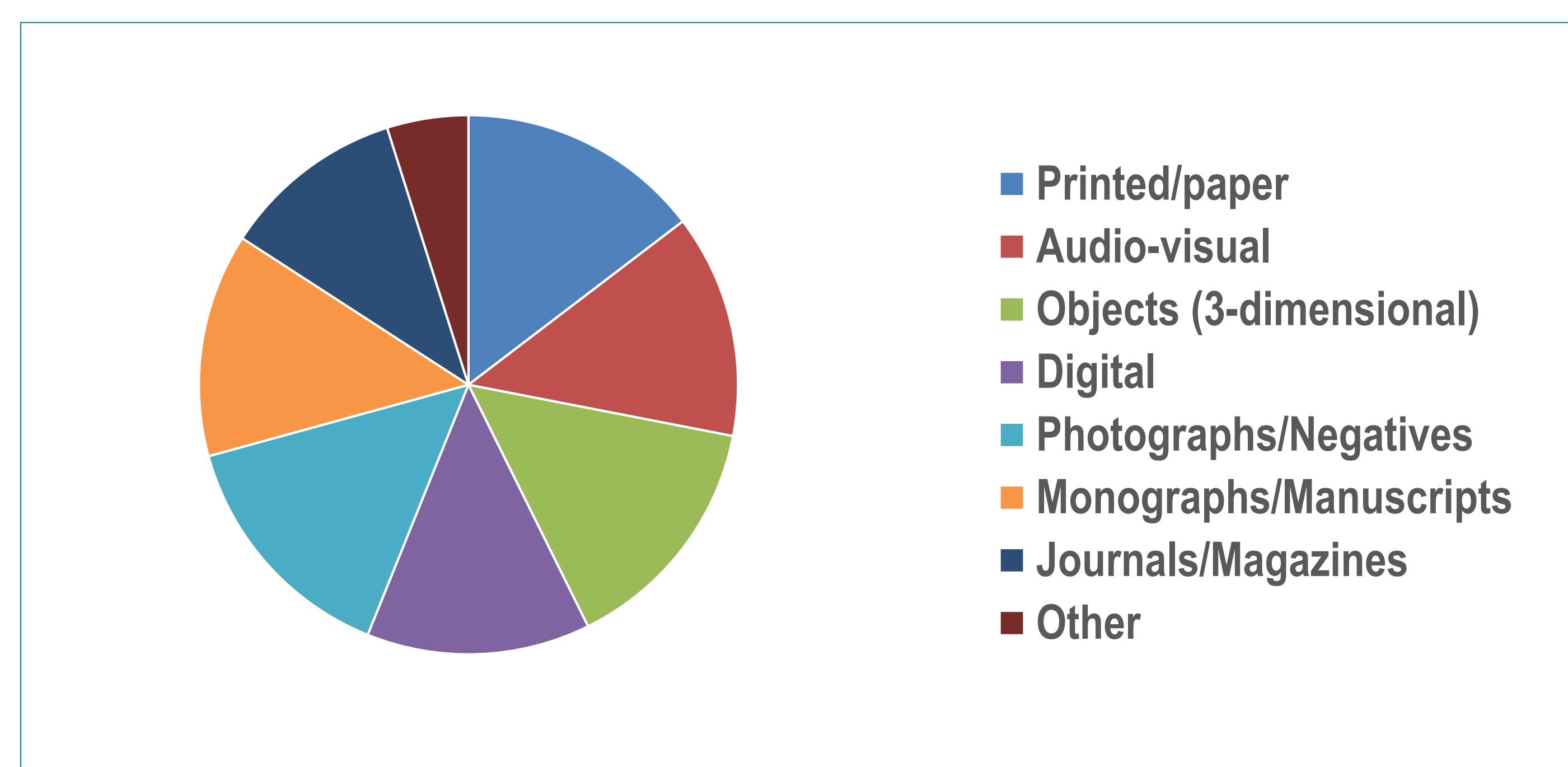
### Chart Legend, "Standards Used in Cataloging"

DACS: Describing Archives: A Content Standard  
EAD: Encoded Archival Description  
RDA: Description and Access  
DCRM: Descriptive Cataloging of Rare Materials

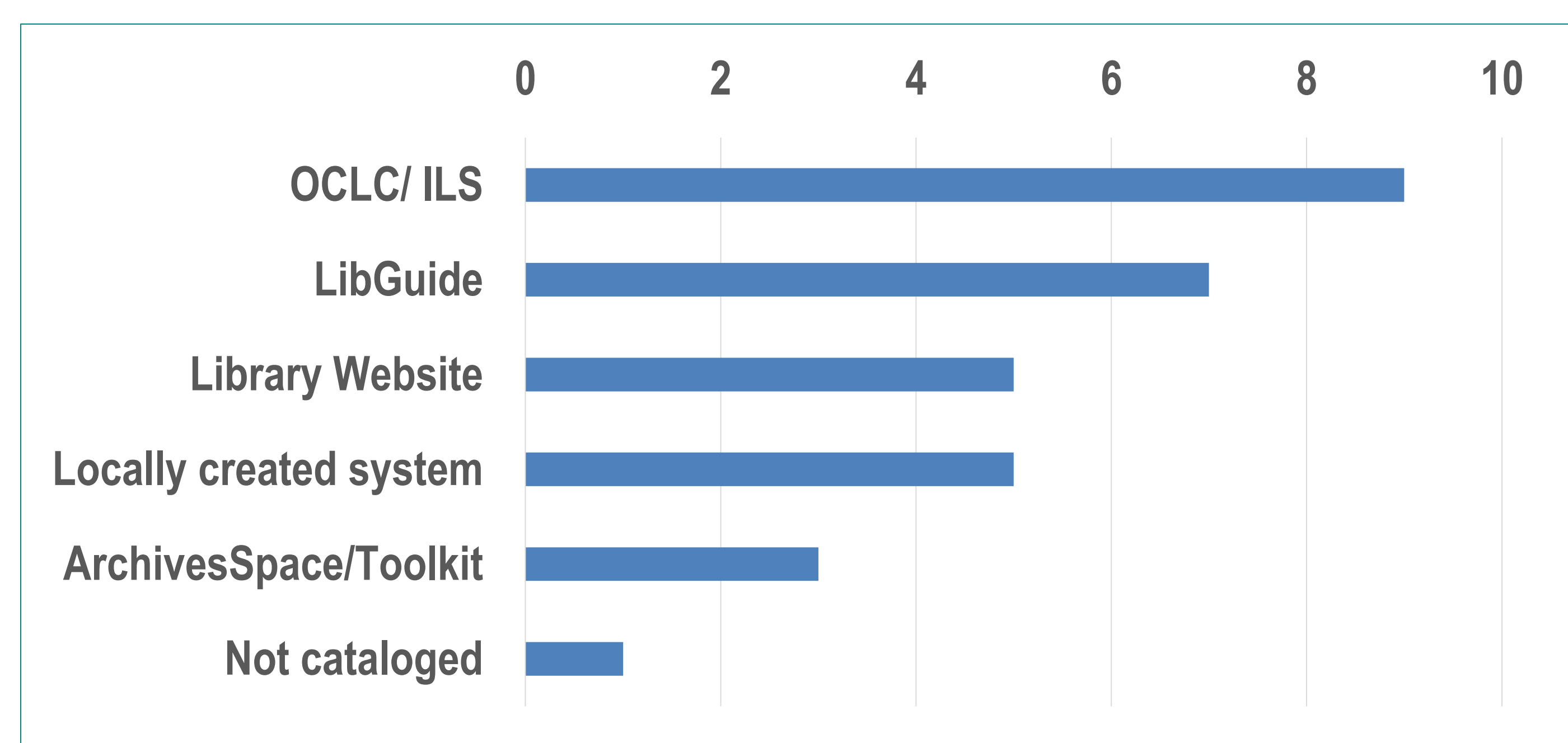
### Acknowledgment:

This survey was conducted by the Archives and Special Collections Committee

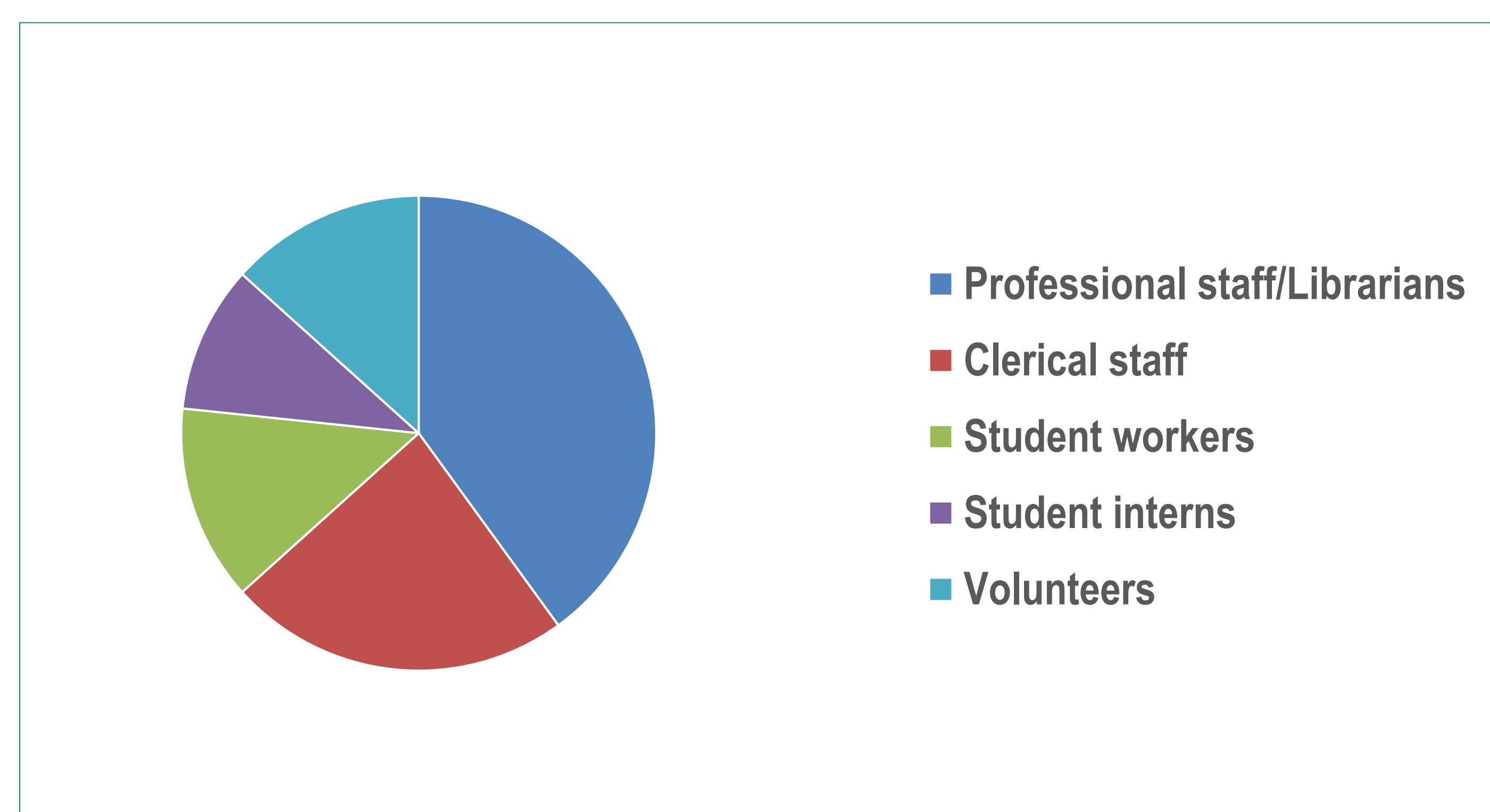
## COLLECTION FORMAT



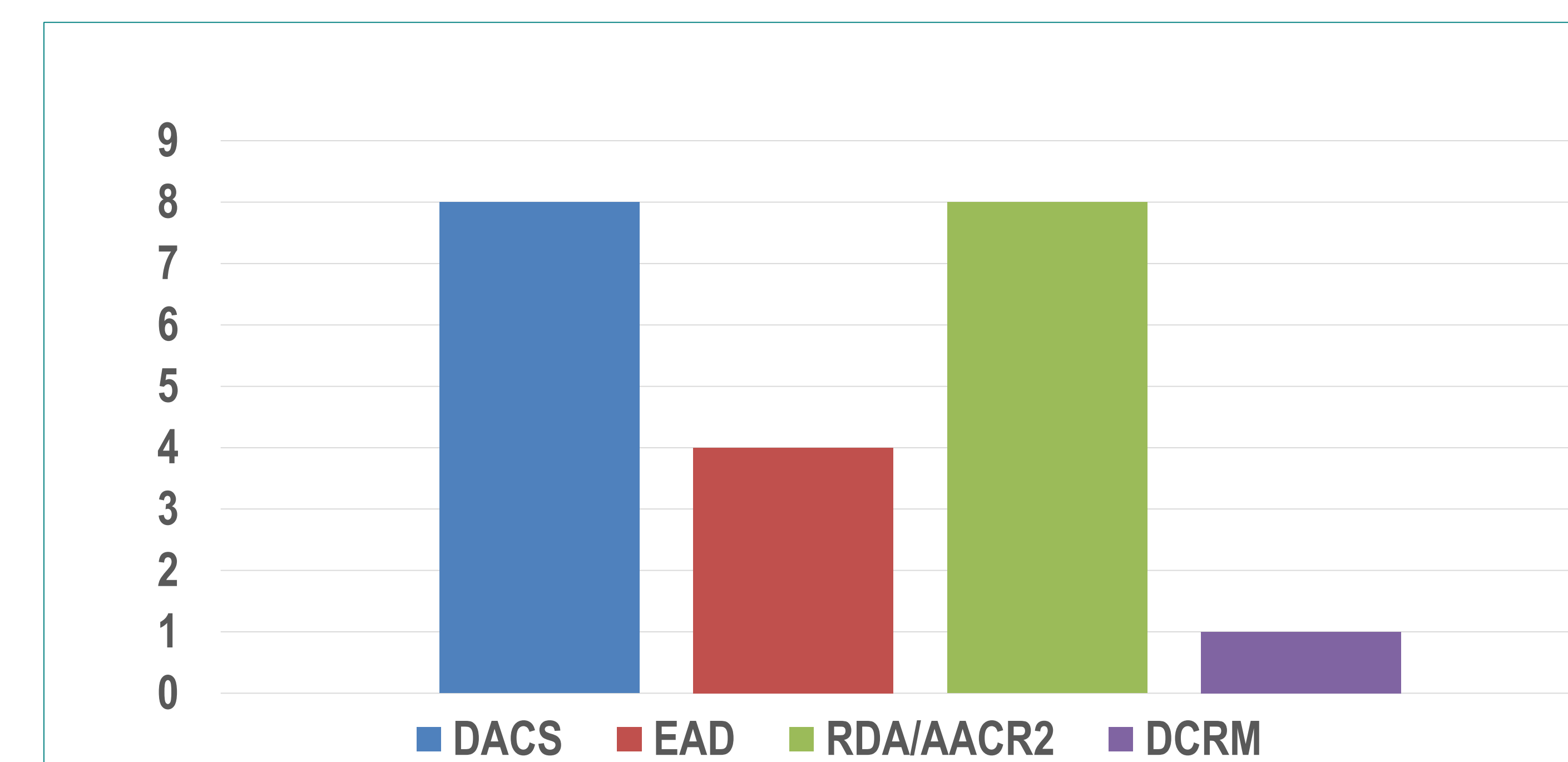
## APPLICATIONS USED FOR CATALOGING



## STAFF SIZE



## STANDARDS USED IN CATALOGING



## PERCENTAGE OF BACKLOG

Answer Choices	Responses
Less than 30%	3
40-50%	3
60-70%	4
80-90%	2
100%	0

## BIGGEST ISSUE / CHALLENGE

