Submitted by Leslie Engelson, Metadata Librarian Waterfield Library, Murray State University

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Submitted by Anna Appleman, Copy Cataloger John Bulow Campbell Library, Columbia Theological Seminary

TESTIMONY

Creating MARC and MODS 3.5 Records for Burke's Syriac Manuscript Collection

I started working at the Burke Library (Burke) at Union Theological Seminary (one of the Columbia University Libraries) in 2011 as the Collections Assistant. Three months prior I had finished my M.A. in Biblical Studies at the same seminary and was thrilled to continue spending time with materials that had become so dear to me. During my first week of work my supervisor, Matthew Baker, took me on a tour of our rare book storage, the maintenance of which would occupy a large portion of my work. He showed me our Syriac manuscript collection and told me that they were minimally cataloged. The only entry in our online catalog for them was a short collection-level placeholder that had almost no information about the manuscripts either as a whole or individually. This was largely because Syriac is a fairly obscure, ancient language that is now generally only used in liturgical contexts and transliteration is challenging. I briefly mentioned that I had taken Syriac at the seminary and would be interested in working with them if at all possible. Four years later I was able to catalog all 48 manuscripts as part of a capstone project for my library science degree. The project entailed the creation of MARC and MODS 3.5 records for each manuscript, with a focus on exploring and utilizing various software programs and cataloging standards. During various parts of the project I worked extensively with Matthew Haugen, a Rare Book Cataloger at Columbia University Libraries (CUL), and Melanie Wacker, the Metadata Coordinator for CUL. By the time the project started I had completed coursework in cataloging and metadata and was also doing some copy cataloging.

The brief record for these manuscripts was a collection record with the title Syriac Manuscripts Collection, an approximate date range of 11th c.-20th c. and a call number of UTS. Ms. Syr. 1-48. My goal was to create individual MARC records for each manuscript. I used RDA guidelines for the descriptive content and Library of Congress Subject Headings and the Getty Art & Architecture Thesaurus for subject and genre terms. I also wanted to work with metadata transformation since I was submitting the project to Queens College as part of my library science program. I was aware that MODS is quickly becoming a common and useful schema for library cataloging and wanted to use something that would be relevant for CUL sometime in the future. I used CUL's implementation of MODS 3.5 (the most recent version available at the time). In addition, I created transliterated fields for any information in Syriac using the ALA-LC transliteration table.

Workflow

Since this project was beyond the scope of my regular duties, the work was completed on a volunteer basis outside my normal working hours. The director of the Burke Library, Beth Bidlack, and my direct supervisor, Matthew Baker, were instrumental in getting the necessary permissions for me to complete the project. In addition, Matthew Haugen proofread every record for consistency and accuracy to ensure that they met CUL's standards for cataloging. The project totaled 72 hours and yielded 48 MARC records and 48 MODS records.

The workflow started with Matthew Haugen creating an RDA record template in OCLC. It included the 336, 337 and 338 fields for content, media, and carrier and a 524 field to record the preferred citation for each manuscript. I entered all of the information for each manuscript and saved each record in our local save file. This included deciding on a title, searching for authorized name headings, selecting subject headings from the Library of Congress authority file, selecting an appropriate genre from the Getty Art & Architecture Thesaurus and adding any other relevant details. I consulted the file folders that accompany each manuscript for provenance information, along with several published works about the collection (Syriac manuscripts, 1977; Clemons, 1965; Goshen-Gottstein, 1979). In addition, if I