

Cataloging

Preparation

- Select document in Incoming folder on Global drive
- Open PDF
- Preliminary analysis
 - Does the document open at the first page?*
 - What language is it in?*
 - Is the document complete?
 - Are the pages oriented with the top of the page corresponding to the top of the screen?*

Assign the following fields

- Title***
 - Check the Cover and title page for following:
 - Space around words
 - Include lines that are close to title
 - Except authors
 - Include as much information to uniquely identify the document
 - Words listed before authors
 - Bigger font than rest of words
 - For Memorandums use "Subject:" line as Title. If Memorandum is a cover letter then do not use "Subject:" line as Title
- Personal Author***
 - Check Cover and Title page for the words "By," "Written By," or "Author"
 - Do not look for "Mission Director," "Project Manager" or "Project Director"
 - Do not include prefixes "Mr." "Ms." "Dr." "Mrs."
 - Do not include suffixes "MD," "Ph.D" "PhD" "Esq."
- Bibliographic Type (Code)* (Class)*** **Bibliographic Code**
- Geographic Descriptor****
- Geo Code (Funding)****
- Contract number* (Concept)**
- Project number (9 digits)* (Concept)**
 - Proj7
 - Concatenated
 - ProjSub
- Publication date* (Concept)** **Publication date fixed form**
- Primary subject* (Class)***
- Institutional Name* (Concept?)*** **Institutional Sponsor**
- Institutional Role**** **Institutional Author**
 - Concatenate for both Sponsor and Author
- Series Title* (Repeatable) (Concept)***
- Translated title (if not in English)***
- Number of pages***
- Language of text****
- ISBN* (Concept)**
- Edition (if necessary)***
- Availability*** **Restricted? Y/N** Release Date
 - If Y then include
- Ancillary data (Adata)**
 - Project Name
 - Conference Name
- Special** **Source if captured from the Web**
- Number of frames for PDF**
- File Size**
- Format**

Post-cataloging

- Add Date Cataloged ***
- Add Initials to Cataloger field ***
- Click Save**
- Close record window (in BASIS or Presto)**
- Close PDF**
- Cut the PDF from Incoming**
- Paste 1st copy of PDF into Ready folder** **PDF is uploaded to PDF docs server in separate step**
- Create Folder in Ready file with DocID as name but with no hyphens**
- Paste 2nd copy of PDF into Doc Archives**

Items with *italics* have predefined lists.

Items with asterisks (*) are candidates for semantic analysis.

Items with (Concept) are candidates for concept extraction

Items with (Class) are candidates for automated Classification