Chapter 3
Review of Related Literature
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Review of related literature is very essential for a new research topic. The study of related literature implies locating, reacting and evaluating reports of researches as well as reports of the casual observation and opinion that are related to the individual planned research project. In any worthwhile study in a field of research, the researcher must have an adequate knowledge with the work that has already been done in the area of his research. The researcher must have up to date information about what has been done in the area of his research. In brief this chapter presents an overall review of studies conducted abroad as well as in India in a chronological order related to the research problem. The investigator reviewed only those studies, which were similar to the present study.

Kanungo, (2008)\(^1\) opined that modern tool like computer has replaced traditional methods of storing and retrieving knowledge. Retrospective conversion of manual bibliographical records into online made is to be the first step in the direction of computerization process in the library. The study attempts to analyze the retrospective conversion process undertaken by the Nehru Memorial Museum and Library (NMML), New Delhi, a premier social science research library in India. NMML has rich collection in English language. Besides in English language, the library has a collection of books in some forty odd foreign languages. The NMML has computerized bibliographical records of its holdings books manuscripts and maps by outsourcing the job to two agencies, which started the work in September 2003 and took three years to complete the assignment in December 2006. The study shows that number of documents converted retrospectives area 1,830000 approximately. The same numbers of documents have been reclassified, recataloguing and assigned subject heading. The agencies also put barcode levels on the books and did the processing and shelving work. Methodology used for retrospective conversion were undertaken subject-wise. Subject headings to the books were assigned to Library of Congress subject heading (LCSH) 20\(^{th}\) edition. DDC 21\(^{st}\) edition was used for classification and AACR-II format for cataloguing. The agencies, in consultation with the NMML staff developed a suitable format for inputting the data in UNIMARC version 3 format. The data impart sheets prepared by the project staff was checked by the supervisors for correctness of
data. These sheets were randomly checked by the NMML-staff member. The NMML decided September 2003 as cut off period; books acquired before the period were taken for retrospectives conversion by the library staff. The work was started simultaneously by the outsourcing agencies as well as by the NMML staff. For users perspective, a random survey of the OPAC users of the NMML revealed satisfactory findings. All the respondents were aware that the library has shifted to the online catalogue from the traditional card catalogue. While 67% felt the need for assistance by the library staff in while using the OPAC, 33% did not need any assistance. 86% of the users have not received any training in using OPAC. All the users were in favour of computerized catalogue as compared of traditional catalogue.

Abpem, (2006) explored that the purpose of this article is to demonstrated the application of project management principles to retrospective conversion of a library catalogue and to share the experience with other libraries. Design / methodology / approach present the case of retrospective conversion involving the conversion of card catalogue records and the serials automation at the Faculty of Engineering and Technology Library of the University of Botswana. The result of the study highlight the library management concepts as a means of managing library projects for the optimum benefit of the institution, staff and patrons. Research limitations/implications highlight the project included the conversion of 10,000 manual records and the automation of 250 current journals. Practical implications identifies constraints such as staffing, training and retraining, equipment and access to online resources and conflict of work priorities. Originality/values a case study of project management applications in academic libraries. Both projects involved projects scheduling, staff training, scheduling of duties, and writing of in-house manuals, all based on project management principles.

Matoria and Upadhyay (2005) discussed the experiences gained during the migration of library data from one library management system (Libsys) to another (e-granthalaya). It also describes the step-by-step approach/methodology taken to convert the existing library data to the new software. The peculiarities of the source software from which data were converted and practical approach adopted in solving the problems faced during the conversion. Findings of this study describe during the process of the conversion of the library data from one software to another many lessons have been learned. These lessons and experiences suggested that it is useful for library
professional to import/export the data from other software such as CDS/ISIS, TECHLIB PLUS etc. being used in Indian libraries. Moreover, the switch over from one software to another is also useful for the libraries as the existing data are refined and learned during the conversion process. This certainly enhances the efficiency for both library users and library staff.

Walsh (2004) demonstrated that the project of retroconversion was started February 2002 by the members of Saint Anselm College Geisel Library's Cataloging Unit. The Cataloging Unit of Geisel Technical Services Department is comprised of two full-time catalogers plus one half-time cataloger. The Library's Government Documents Department (Geisel is a selective, 15% depository), where much of these materials are housed, does not have a dedicated cataloging staff. The collection of approximately 950 titles included topographic series maps, topographic/bathymetric maps (367), CIA country study maps (480), remote sensing image maps (20), hanging wall maps (6), globes (3), political ward maps (40), atlases (21), and monographic maps from the late 19th and early 20th centuries (10). This article describes the planning, requirements and challenges faced by a Baccalaureate College Liberal Arts library performing an in-house retrospective cataloging project of cartographic materials.

Adeyoyin, and Arinyonsoye (2004) explained that a project of retrospective conversion in a Nigerian research library where the migration from one software program TINMAN/TINLIB to another the newly acquired CDS/ISIS was carried out. The paper analyze the step-by-step approach taken in carrying out the migration successfully. The reasons for the retroconversion and the method of acquisition of the new softwares are also discussed also. The problems emanating from the peculiarities of the software and the practical approach used in solving such problems are discussed in detail. The treatment given to accession numbers, reference materials, books with multiple authors and gifts and donations to the library is also highlighted. The benefits of the project to the Development Policy Centre (DPC) and other libraries were discussed. The paper concludes with the successful migration project of the DPC library, the conditions are favorable for a wider usage of the software in Nigerian Libraries.
Dabas (2004)\(^6\) revealed that ‘retrospective’ indicates that the process is only for already existing records, and the meaning of the word ‘conversion’ refers to the change form and format of the records changing something from one form to another. Thus, retrospective conversion in library and information center means changing already existing traditional catalogue from to a machine readable form. This study also states the need, objectives and scope of retrospective conversion in libraries and information centers. It discusses the methods of retrospective conversion i.e., In-house conversion, outsourced In-house conversion and outsourced off-site conversion etc. It also discusses steps for conversion with emphasis on planning, important questions in planning framework documentation and pre-conversion issues to ensure consistency and quality standards of the information in the process. Status problems and basic guidelines are few points to key success in retrospective conversion. For the success of the conversion project, citation measures includes contact planning close examination of each method of the conversion, library budget, time and manpower constraints and weeding of titles and copies that have marginal value.

Arora (2004)\(^7\) highlighted that retrospective conversion is a direct result of developments in library automation. Retrospectives conversion provides individual libraries with the opportunity to amalgamate a number of separate bibliography files into a single integrated system, with the possibility of upgrading and standardizing cataloguing data. Retrospectives conversion projects are seldom straight forward and as the task requires more than simple conversion of the files. Its aim is to produce a machine readable catalogue to facilitate user access and to respond consistently to users needs. Retrospective conversion project is likely to entail a significant amount of editing of the file particularly of access point, to minimize the consistencies that accumulate in a catalogue. Conversion is the sequence of steps needed to acquire, create or modify machine readable records from automated database. Staff participation is very important to the success of any retrospective conversion project. It is important to bring the staff into the planning process from the beginning. The preparation for conversion of any collection involves the inventors, weeding and file identification. Retrospective conversion includes certain steps and methods, i.e., in-house conversion, using existing staff, outsourced in house conversion using outside contract staff and outsourced off site conversion, with an agency doing the conversion.
Raza and Eqbal (2004) explored the importance of retrospective cataloguing in the perspective of National libraries. It describes the major objectives, i.e., to preserve and promote cultural heritage of national libraries, to save space needed for other purposes, to make centers of document delivery and to make collection accessible through library networks etc. It also describes the process from scratch and also includes the major recommendation, i.e., governments should encourage and stimulate the retrospective conversion of their catalogue through cooperation and by other means, it should fund project for retrospective conversion, it should promote cooperation among national libraries and it should maintain control over the national library system in order to preserve and promote its cultural heritage etc. These recommendations need the immediate attention of authorities for successful implementation and harvesting the exclusive reservoir of knowledge.

Attar (2003) explained that the University of London Library undertaken a project to catalogue one of its special collections online, that of Sir Edwin During-Lawrence (1837-1914), a protagonist of the Baconian theory in the controversy over the authorship of the works attributed to Shakespeare. This article places the retrospective cataloguing project in the context of the international drive for retrospectives conversion of antiquarian material and of the library's mission to support research within the Federal University of London. It describes the method used for cataloguing, focusing on the benefits of the project both academically for researchers and administratively. In addition to the commonly acknowledged benefits of multiple access points in online catalogue records and speed and precision of searching from anywhere in the World.

Mitra (2003) discusses the practical approach to design and develop a system for bibliographic data transfer between two similar or different types of databases having almost same database records structures. The primary objectives of this study were to provide a concrete step by step solution of data transfer to the libraries, which have a huge volume of data in CDS/ISIS and are intending to switch over to a commercially available Relational Database Management System (RDBMS) based library management software. The interfaces of the software component on an ISO 2709 file. It also discusses the ISO 2709 file structure and data extracting techniques. Creation of RDBMS database table structures based on CDS/ISIS field definition table
has been discussed with suitable example. Finally, the data transfer mechanism is discussed in details with proper examples.

**Saxena, Lohani and Roy (2003)** explained that Central Drug Research Institute (CDRI) Library, Lucknow to keep pace with the rapid developments in library services and also to handle effects of the increase in and diversification of demands for information, automation of all library functions and processes has become inevitable. To reach such an objectives retrospective conversion of card catalogue, i.e., their conversion into an electronic form or machine readable form. This case study deals with different methods of retroconversion i.e. in-house conversion, downloading from external databases and through outside agency. It also explains planning considerations and outlines the options available. For libraries considering retrospective conversion project Central Drug Research Institute (CDRI) Library, Lucknow, initiated such an effort during the year 2000. The automation process of retroconversion of books, serials, bound volumes of periodicals, and other materials one described briefly in connection with the integrated library software which is being and for all housekeeping activated of the library. The retroconversion process was taken in phases. Phase 1 indeed retroconversion of data on Books (including serials, Reference books, conference proceedings for and Annual Reports). Phase II molded creation of bound volumes database. Phase III included the job of retroconversion was given to an outside agency for data entry operation Phase IV included that library staff carried out quality control and editing work and corrections were carried out in the database with the help of data entry operations.

**Heterick (2002)** discussed that since 1995, JSTOR has been converting the backfiles of important scholarly journals, in a multitude of academic disciplines from their paper origins to a digital archive. As a not-profit organization, JSTOR's mission is to create a shared and trusted archive of important journal literature, regardless of whether that literature is pulp-based or "born digital". He observed that the number of challenges involved in receiving, enabling for display, and archiving content published electronically, It will draw from the extensive experience base we have developed from our seven years of work in creating and maintaining a substantial electronic database. While not all of JSTOR's experience in the retrospective conversion of paper journals is directly applicable to the digital world, it is reasonable to say that what it have learned
to this point can be a useful guide in asking the right questions and challenging certain assumptions.

Hundie (2001)\(^\text{13}\) stated that the National University of Lesotho Library has fully computerized all its housekeeping routines and one of the major achievements with this regard is the automation of its card catalogue. Currently, about 90% of the library’s card catalogue has been converted to machine readable format. The study also reports how the retrospective conversion project was carried out at National University of Lesotho Library from July 1996 until the December 2000. The study describes the conversion methods employed, procedures followed, and pre conversion preparations made by the library to automate its card catalogue and to assign barcode labels to the collection. Finally it concludes by highlighting problems encountered throughout the project and by giving statistical figures relating to screen rates of the project.

Voorbi (2001)^\(^{14}\) stated that the union catalogue of monographs published before 1976 is maintained by the Dutch National Library in card form and contains five to six million records from 95 libraries. The extent to which these records need to be converted into machine readable form depends on several factors, i.e., whether holding library still exists, the holding library participate in the Pica shared cataloguing system and has it converted its own card catalogue, the holding library convert its card catalogue using another library system, the cards in the Union Catalogue still reliable or the holding library discard volumes from its collection without notifying the National Library. A feasibility study showed that the holding data of 59 libraries could be removed without any further processing this amounts of 72.6 percent of the cards. For the remaining 27.4 percent of the cards from 36 libraries. Priorities for the retrospective conversion of their data in the union catalogue were determined.

Kgosiemang (2000)^\(^{15}\) describes the University of Botswana Library (UBL) retrospective conversion project and introduces the UBL automation planning activities, also briefly discusses sources of records used in the creation of UBL database; authority control measures; decisions made regarding the editing of records and the recommended conversion procedures. More attention is placed on the actual UBL conversion project as well as the experiences of other libraries. This part details how the project was carried out at UBL from September 1995 until July 1997 and reports implications in terms of staffing arrangements, success rates and quality
considerations. Lastly, the study describes the methods the library used to convert the collection. It examines the problems encountered throughout the project and gives advice to libraries that might be in the process of embarking on a similar project.

**Freeborn (2000)** discussed that in 1992 Pennsylvania State University (PSU) decided to transfer control of its Education Library from its college and Education to the University libraries located in the Rackley Building on Penn State’s main campus, the education library’s collection contained a wide variety of materials arranged according to Dewey Decimal Classification (DDC) systems. Plans were developed to move this collection into the main pattern Library and integrate its holdings in the Penn State’s local OPAC. Before this could held however, the education library’s collections of 11,800 items needed to be reclassified from DDC to that of the Library of congress classification (LC) scheme utilized throughout the rest of the University libraries. Of these 11,800 items an estimated 2,000 were audiovisual in nature. Examines the Audiovisual portion of the project by comparing it with the seven points put forward by Verna Urbanski in her 1998 work.

**Casciato (2000)** describes the implementation of a methodology followed for the retrospective application of 474 subject headings to already existing bibliographic records. The purpose of this study is to describe the results and some of the ramifications of a project to apply subject terminology retrospectively. A list of Subject Authority Records (SARs) from 1995 in the Central Washington University Library were extracted and printed out. The headings and references were then searched in the online catalog, CATTRAX and suitable records were updated with the terminology, subdivided as appropriate. The number of headings reviewed in this study was 474. No selection criteria were issued to eliminate headings not likely to produce results. The number of changes made to bibliographic records as a result of this process have been significant. Local changes in subject authority records have been noted as well, many of which submitted as proposals via the Subject Authority Cooperative Program through the library of congress.

**Bakker (1999)** explained that this study is the result of (literature) research and expertise acquired by digitisation projects in the Koninklijke Bibliotheek (KB). The project described is part of the DELTA project, a joint project of Dutch university libraries together with Pica, which focuses on integration of existing and new local and
central services into one integrated end-user service. Aim of this (sub) project is to establish a common working procedure within each library and between libraries to improve interoperability, exchange of expertise and to provide the basis for combining dispersed collections in a virtual digital library. During the project selection criteria were developed, five scholarly core journals of international reputation and use were selected, an organization model was developed, costs were estimated, and decided was to work according to a simple hybrid model e.g. microfilming and digitisation of articles: the backfiles will be scanned in 400-600 dpi and made available in PDF, and the tables of contents in HTML. The articles will be catalogued in the central Pica database and are accessible via the Online Contents (OLC) database and PiCarta, an integrated, multimaterial database offering access to online resources and electronic documents. Copyright will be cleared individually with the Dutch publishers. Part of the project is to develop draft license agreements with different kind of publishers. Archiving will be integrated into the DNEP (Deposit of Dutch Electronic Publications) service of the Koninklijke Bibliotheek.

Womble (1999) explored that this study is intended to provide information to the person faced with an uncatalogued map collection. The study discusses various projects to catalog and classify a large existing map collection were completed at the University of Washington Libraries (UW). Project planning, standards, personnel issues and costs will be discussed. Information will be presented about outsourcing map cataloging, utilizing MARCIVE/U.S. Government Printing Office cataloging records and completing a shelflist conversion project. This article deals with the cataloging and classification of print maps and aerial photographs; atlases and electronic mapping products were not included in these projects.

Andrew (1999) stated that although much has been written about the need for, methodologies, costs, and other aspects of retrospective conversion little exists in the literature regarding retrospective conversion of cartographic materials, and map collections specifically. Reference is usually made to the need to survey the collection for conversion, but the author was unable to locate a description of a random sampling technique that explains how it is applied and what the outcome was. This study introduces the use of a random sampling technique with a major university map collection. The University of Georgia's Maps Collection was surveyed to ascertain how much of the existing maps card catalog needed to be converted to an electronic form for
use in the local online public access catalog. In addition, the samples pulled from the survey were searched against the OCLC union catalog to determine the proportions of records that could be found in OCLC and loaded into the Georgia Libraries Information Network (GALIN), the online catalog, with no cataloging intervention versus the degree to which the maps cataloger would have to either adjust existing records available or create original records for the online catalog.

Casciat (1999) describes the methodology used to implement a procedure for retrospective application of subject headings new to the catalog. The focus is on the implementation of a practical procedure for this process and includes a discussion of preliminary result. The author believes that if libraries are committed to fulfilling the objectives of the catalog as related to subject access that is to allow a patron to find what a library holds by subject then a procedure for the retrospective application of subject is required. For the purpose of this study, a list of subject headings proposed in Calendar year 1995 was extracted from the central Washington, University Library (CWU Library), called CATTRAX Proposals one assigned a number with an SP prefix when the heading is keyed into the LC system. The heading, when accepted, has this prefix changed to subject heading. The number assigned however, does not change. The headings from 1995 were selected based on the SH number beginning with a 95. Five hundred fifty nine records were compiled into this list on June 25, 1999. The Appendix contains a list of headings reviewed. The procedure followed produced usable enhancements to many catalog records. The process allows for the application of newer terminology to appropriate items. It secondary ideas to the application of additional headings to provide appropriate access to already catalogued items.

Pritchard (1999) explained that the linking of online journals to the full text of older cited articles would prove to be greatly convenient to scientists reading recent articles. Examines how to make the best choices for counting journals to the full text of older cited articles would prove to be greatly to scientists reading recent articles. Examines how to make the best choices for counting journals retrospectively to digital and online formats. Analyzes the literature of Ecology and of Biochemistry to determine the age of the literature used overtime and the mixed of types of literature of the discipline. Results show that differences exist between the two disciplines in the ages of literature used. Concludes that if 98% or more of the literature is included, retrospective conversion for the discipline of Ecology would be more valuable than
would Biochemistry for the same number of articles. Also discusses possible screening methods before doing an extension. Citation analysis of a discipline journal articles. Ecology articles cite books seven times more than do Biochemistry articles. This may be an additional indicator that Ecology has an odder, more stable body of literatures compared with Biochemistry.

Vijayan, Kamala. D (1999)\textsuperscript{23} emphasized that retrospective conversion is a subject on which much is written during this decade many methods and their prospective are covered by several authors. This problem is more prominent in Indian libraries as many documents are not available in machine readable form from any source and where available cost of accessing and using is prohibitive. At the Reserve Bank of India (RBI) neither prohibitive cost nor multiplicity of languages – nor trained man-power were any problems. It may appear to be a very rosy picture. However, in spite of conducive environment the actual implement is not easy. There are several loose ends to be tied. This process gate some rich experience worth sharing.

The RBI has totally eight major libraries under its wings. These are situated indifferent parts of the country viz, four in Bombay and one each in Delhi, Madras, Calcutta and Pane. The central library in Bombay which has the largest collection is the apex body for all these libraries.

The retroconversion work has divided scenario wise, i.e. 1992-1994 and 1994-1998. In 1992-1994 scenario The RBI group of libraries had over 1, 75,000 books, while the central library alone had over 1,10,000 books. Naturally the retroconversion activity had to start from the central library. Thus 48,000 titles were identified during this period. The process was completed before beginning of 1994. Records corresponding to nearby 4000 books were made in CDS/ISIS learning this period.

In 1994-1998 scenario retro conversion exercise gathered momentum during the clearly 1994. This was hall marked by the Following three important decisions is Installation LIBSYS as the Software (i) 1 January 1994 to by the cut-off date for data entry. (ii) CD-ROMs of OCLC database are to be used for down loading for retrospective conversion 4000 records were available in machine readable (CDES/ISIS) form from the four important components of the RBI Library’s automation project. The fifth major component was the direct data entry for the documents. All records have to be finally residing in the LIBSYS environment. An outside agency was assigned the
technical task there were many important managerial decisions to be made. At the outset it was decided that the downloading and converting into ISO 2709 format has to be done at the outside agency’s venue.

Belaid (1998) describes a frame work for retrospective document conversion in the library domain. Drawing on the experience and insight gained from projects launched over the present decade by the European commission it outlines the requirements for solving the problem of retroconversion and traces the main phases of associated processing. To highlight the main problems encountered in this area, the paper also outlines studies conducted by the group in the more project for the retroconversion of old catalogues belonging to two different libraries. National French Library and Royal Belgian Library. For the French library the idea was to study the Feasibility of a recognition approach avoiding the use of OCR and basing the strategy mainly on visual features. The challenge was to recognize a logical structure from its physical aspects. The modest results obtained from experiments for this first study led us, in the second study, to base the structural recognition methodology more on the logical aspects by focussing the analysis on the content. Furthermore, for the Belgian references, the aim was to convert reference catalogue into a more conventional UNIMARC format while respecting the industrial constraints. Without manual intervention, 75% rate of correct recognition was obtained on 11 catalogues containing about 4548 references.

Classman and others (1998) stated that a brief introduction to the UNIVERSE project and its major objectives continues the overview of the international standards, softwares and systems which will enable bibliographic starching of multiple distributed library catalogues. Part 2 reviews three further areas: record syntax conversion which will covers UNIMARC, SGML and Dublin Core; result set de duplication, covering International Standard Book Number (ISBN), International Standard Serial Number (ISSN) the Universal Standard Bibliographic Code (USBC), Serial Item and Contribution Identifier (SICI), Digital Object Identifiers (DOI) and Uniform Resource Names (URN); and Multi-Lingual Thesauri.

Lossau (1997) explained that Intent on creating a distributed national digital library, the German Research Foundation has funded Gottingen University Library's establishment of a Centre for Retrospective Digitisation of library materials. The Centre
is engaged in evaluation of tools and techniques for image capture and text conversion, bibliographic description, document management and the provision of remote access. Current projects include the digitisation of important historical collections of Americana and mathematical yearbooks.

Olorunsola (1997) explored that the retroconversion is a major and costly process for a library, and essential in a newly automated system. Setting parameters is an essential part of retroconversion. The parameters have to be set to meet the provisions in the modules in the TINLIB software installed at the University of Ilorin Library. In this article also discussed the essence of retroconversion, the problems and peculiarities identified at the meeting organised to consider parameters for the conversion.

Bavakutty and Salih (1997) explained the experience in retrospective data conversion in CHMK Library, University of Calicut. They describe how the bibliographical information of different collections are converted into machine readable form and added to the main database. The Retroconversion work of CHMK library was started in the middle of 1995 due to the lack of adequate funds to procure competence. The groundwork for the computerization of the library was started in the month of June 1995 and after deciding on configuration etc. the library acquired computers in April 1996 utilising a grant of Rs. 10 lakh provided by the Govt. of Kerala under the state plan fund. The hardware configurations of the system acquired by the library LAN file server Pentium, UNIX server Pentium, Nodes 486 DX4 Dumb terminals, laser printer, Dot matrix etc. The software was used, i.e., CDS/ISIS 3.7. To facilitate the retrospective conversion first it was decided to use workers to note down the bibliographical information of the documents the staff member directly filled the worksheet from the book and sent to the computer section for data entry. This method is found to be cumbersome, laborious, time consuming and uneconomical and so not followed. Later it was decided to collect the information directly from the main card of the classified catalogue. This method has go their certain advantages as well as disadvantages, i.e., Increasing of cards etc. DDC was followed for classification and AACR-II for cataloguing for data entry. In the first phase of data entry, it was decided to feed the bibliographical data of books in English language in the stack room to the computer.
In order to facilitate easy data entry of the collection, the main card to other collection namely, reference collection, text book collection, thesis and books in Malayalam, Hindi, Arabic and Sanskrit languages were removed and kept separately. Data entry is done in the LAN environment using separate directories by each data entry operator. The work of data entry was done by professional staff and students of undergoing MLISc course in Department of Library Information Science, Calicut University. After data entry the work of data editing was done for considering of the data by keeping up the print out daily. This method saves time and it does not incurrence stationary expenses. Editing and corrections of records is done every day. The work of retroconversion was done by using E-option – Data entry services of the ISIS main menu.

The second phase of the data entry, the main cards of the reference and textbook collections are decided to be feed to the computer and in the third phase retrospective data conversion of the thesis and dissertations collection attempted. After that catalogues for books in languages other than English converted to machine-readable form. It has been observed that a library professional is able to enter and make necessary correction of 200 records on an average per day.

Collins(1996) discussed that in late 1994, the National Agricultural Library’s cataloging branch contracted for a five-year retrospective conversion project in which more than 198,000 paper-based catalog records for monographs in the NAL collection would be converted into machine-readable form. Library Systems & Services, Inc. of Germantown, Md., received the multiyear contract. The objective of this contract is to increase the availability of the material reflected on paper-based catalog records by creating machine-readable records that will, in turn, be made available in NAL’s AGRICOLA database and in ISIS, NAL's

Chapman and Kenney (1996) highlighted that digital collections will remain viable over time only if they meet baseline standards of quality and functionality. This study advocates a strategy to select research materials based on their intellectual value; and to define technical requirements for retrospective conversion to digital image from based on their international content. In a rapidly changing world, the original document is the least changeable. Defining conversion requirements according to curatorial judgments of meaningful document attributes may be the surest guarantee of building
digital collections with sufficient richness to be useful for the long access, and preservation reasons to support this approach and present a case study to illustrate then points.

Sweeney, Russell (1996)\(^{31}\) stated that this study is based on a survey as a part of this study. The full report of the study was submitted to Follet Implementation Group on IT (FIGIT), University of Bath in 1995. The survey was confined to the 266 institutions of higher education in the UK. These included 92 universities, 45 colleges of higher education, 110 colleagues of the Universities of Cambridge, London and Oxford and 19 other institution of higher education. A questionnaire was designed and distributed in libraries representing a cross section of the various categories of institution. Most of the questions were related to costs. 266 questionnaires dispatched, 226 were completed and networks representing a response rate of 45 percent. On the basis of analysis of data it founded that all universities (100 percent) and all except one HEFC College, (97 percent) have machine readable bibliographic records. Estimate of costs for creating /obtaining adding records for to database is calculated as $3.00 per record. Removed of the data given at the extremes of the range by 31 libraries reduces to $2.31 per record. A whole study including a qualitative study examining the justification for national funding for retrospective conversion and establishment of quantitative data relating to retrospective conversion in the UK higher education sector.

Glorgé (1996)\(^{32}\) discussed that the retroconversion programme of municipal libraries catalogues, apart of the project of the prospective bibliotheque national de France, is entered in its last phase. The catalogues of thirty more libraries started in February 1996. Modernizing the catalogues of these stock leads professionals to reach a radically different approach of their access. It gives these collections and therefore the libraries holding them a new and worldwide radiance.

Chapman (1996)\(^{33}\) opined that retrospective conversion of catalogues is currently being undertaking by increasing numbers of libraries. In the UK the Follet Implementation Group on Information Technology (FIGIT) recently commissioned a study to assess the justification for a national program in the higher educational sector. An outline of the study and the main recommendations of the report submitted to FIGIT are given. A literature survey which was part of the study has been expanded to a discussion looks first at the literature in general and notes a lack of material on the
situation in particular countries, including the UK. National and International aspects are considered and the benefits summarized. The usefulness of quoted costs of completed or in hand projects is compared with a cost model for estimating costs of completed or in hand projects is compared with a cost model for estimating cost in advance, and priorities for the allocation of funds are examined. While only printed materials were considered in the study the need for retroconversion to be extended to non-book material is noted. There are also wider implications for record standards and their applications and the ownership of records from the extended access to record and collections.

Harrison and Summers, (1995)\(^{34}\) stated that Lancaster University began a programme of retrospective catalogue conversion in 1990, initially using data from BNB on CD-ROM, and more recently Library of Congress CD MARC Bibliographic. Records are downloaded in custom format (rather than MARC), and In-House programs convert the data to the Lancaster catalogue format, and update the catalogue and related indexes. The proportion of library stock in full machine-readable form has increased from 30% in December 1990 to 72% in July 1994. This article reports on technical details of the procedure, and implications in terms of staffing arrangements, work patterns, success rates, costs, and quality considerations.

Oritiz-Repise and Rios (1994)\(^{35}\) explored that in this study the authors present a study of automated cataloguing and retrospective conversion, which is based on data obtained from two questionnaires that were sent to all the university libraries in Spain. The first questionnaire was designed to obtain data regarding the different aspects of automated cataloguing including automated book collection cataloguing rules, authority lists and automated cataloguing formats (MARC formats, library cooperation, the number of daily hours spent on cataloguing, professional qualification, payment of cataloguing staff, and user access to online catalogue. The second Questionnaire was desired to obtain data concerning the retrospective conversion process of manual catalogues. Retrospective conversion, which is integration of the manual catalogues into the new system and the conversion of existing manual bibliographic records to machine readable records, is discussed.

McMillan (1992)\(^{36}\) discusses that the implementing the MARC holding format through machine conversion and through hands-on coding and data entry.
presents two actual and one potential means of retrospective conversion that has taken place or is being tested at University Librarians Virginia Polytechnic Institute and State University. One conversion project from nonstandard holdings in an online catalog converted through holdings information but supplied many default codes value. The manual conversion project prescribed specific values for all applicable codes and included details holding. A proposed conversion method from online union list information would generate MARC holding record for current or future online catalogs.

Rockman (1990) discussed an exploratory study of 83 U.S. academic reference and public service librarians in an effort to ascertain the extent to which they were aware of, involved in, or affected by retrospective conversion projects in their libraries. Data were also gathered concerning the attitudes of these librarians toward the amount of local information they received about their campus retrospective conversion projects. It appears from the findings that reference and public service librarians have limited influence in the decision making for retrospective conversion. Despite this, they are aware of which materials have been and will be converted. Less than 50% are consulted by their technical service colleagues on record indexing screen display, and how patron use the catalog. These facts reveal a mixed message. As shown in the narrative responses reference librarians do want to be involved in retrospective conversion decision making. However, their decisions are often under titled perhaps due to their limited knowledge of the machine readable cataloguing (MARC) record and national cataloging practices. A retrospective conversion projects instead of excluding them, can help them to gain necessary knowledge and skills to move from a reactive to practice role in influencing cataloguing decisions at the local level.

Law (1990) this study examines retrospective catalog conversion in the context of sharing data between libraries, and giving libraries and their users look-up access to the data. The advent of open systems interconnections standards and the prospect of linking combinations of computer systems is studied. Options for making data sharing less complex, including retrospective conversion undertaken within national boundaries and the use of growing telecommunications networks to allow look-up access across boundaries, are also examined.

Avram (1990) indicates that this study examines efforts at achieving a national coordinated effort for retrospective conversion, including efforts such as the
Retrospective Conversion Pilot Project, and the Cooperative MARC Project (COMARC). The offering of retrospective conversion projects by the growing utilities is also reviewed. The CLR report on retrospective conversion is studied, and related issues such as coordination of systematic conversion, making newly converted records available, promoting participation in the programs, and coordinating program projects are also reviewed.

Sule (1990) proposes a minimum standard bibliographic description for retrospective catalog conversion in title and statement of responsibility area, edition, publication and distribution area, physical description area, series area, and note area be studied. The UNIMARC mandatory fields and a selection of those optional fields which are necessary to achieve a given level of description as proposed by the Retrospective Conversion Project are also surveyed.

Haddad (1990) highlighted that this study examines increases in retrospective conversion that have resulted from developments in automation in Australian libraries. The factors which have combined to make retrospective conversion easier for Australian libraries are reviewed. A wide variety of methods for undertaking retrospective conversions are studied, including in-house conversion, making use of the bibliographic utility, using the services of a commercial bureau, and a combination of these methods.

Snyder (1990) explains that this study examines the eighteenth century short title catalogue, a machine-readable catalog containing bibliographical descriptions of hundreds of thousands of items. A status report of the catalog is presented, as are recent changes, including the decision to convert the headings to AACR2 format to make the machine-readable version of the file more useful to American libraries. Plans for a union catalog covering the English press prior to 1800, which will greatly enhance the Eighteenth Century Short Title Catalog, are also presented.

Igumnova (1990) explored that the IFLA section on bibliography identified the conversion of large library catalogues, current and retrospective, and of thematic bibliographies into machine-readable form as among the main priorities of its activities. The socialist countries pay much attention both to the problem of the sharing of current bibliographic records and that of retrospective conversion. The special Working Group on Library Technology, including the most qualified specialists, has been formed under
the auspices of the Ministries of Culture of the socialist countries. The aims of the Working Group specifically mention examination of the problem of computerization in the research libraries. Other professional groups, e.g., experts on bibliography, cataloguing, etc., also focus on the problem of conversion of the national bibliography. At the eighth meeting of experts of the socialist countries on the problems of national bibliography (Leipzig, 1987), experts from Bulgaria, DDR, Hungary, Poland, and the USSR discussed the results of the formation of automated databases. This survey of the present state in the field of the formation of machine-readable bibliographic indexes and retrospective conversion of catalogues in the socialist countries is made on the basis of information received from the national libraries of Bulgaria, DDR, Poland and Czechoslovakia.

**Cabral (1990)** examines the background and present status of a project of retrospective conversion at the Biblioteca National of Portugal. The development of the National Programme on Retrospective Conversion involving the main Portuguese institutions, with the support of Portuguese departments, is also reviewed. Enhancing existing information and the transfer of the experience and model of the conversion are also discussed.

**Dexews (1990)** examines the status of the computerized conversion of the catalogs and services of Spanish libraries. In general, it has been decided to postpone conversion projects until the commencement of national cooperative programs which will allow a reduction in the time and staff costs of the projects. Cooperative programs, the Spanish Bibliographical Heritage Union Catalogue, and other topics are also reviewed.

**Sicco (1990)** studies the National Census of Italian 16th Century Editions which intends to catalog all the existing 16th Century Italian collections owned by all Italian libraries. The various stages of the Census are examined: the simple recording of the bibliographic information, the elaboration of the collected data in order to produce finding lists of editions, the circulation of these lists, and the completion of the catalog and its printing in separate books.

**Kahwasser (1990)** explored that this study examines various methods and efforts in the preservation and cataloging of historical holdings. Retrospective cataloging (recataloging of old books by inspection of such books in hand), and retrospective catalog
conversion (conversion of conventional catalogs to a machine-readable format) are studied. The outlook for future programs is reviewed.

Knutson (1990) explained that many libraries have not yet completed retrospective conversion of their catalogs. Users must therefore search both manual and online files to access an entire collection; thus the relative accuracy of these files is an important issue. In this study, a new online catalog and an existing card catalog were compared to detect levels and types of errors, and to determine if the online catalog needed extensive upgrading. Results indicated that the online catalog was more accurate, and that the card catalog was apt to present progressively more problems for users.

Hubbard and Remer (1990) opined that this study reports on a retrospective conversion process at Jacksonville State University. The faster method of conversion that was developed to complete the project while maintaining quality control is reviewed. The OCLC Microcon was found to be three times faster than other retrospective conversions. Further analysis is called for in order to study the quality control question.

Winter (1989) explored that in November 1984, the University of Saskatchewan Library signed an agreement with Geac Computers Ltd. to implement the Geac Library Information System. This resulted in the need to become involved in a major retrospective conversion project in which the principal challenge was that the bibliographic database was not in MARC format, even though almost 100% of the library's 586,000 titles were in machine-readable form, with only a few nonroman alphabet shelflist cards remaining to be transliterated and converted. Steps required to complete the conversion project are explained.

OCLC Online Computer Library Center Inc (1989) highlighted that this reports on the decision of Stanford University Library in Stanford, California to award a contract to OCLC for the conversion of some 593,000 bibliographic records to machine-readable form. The Retrospective Conversion Service will process 297,000 records; an additional 296,000 will be converted through the OCLC MICROCON Service. Through the OCLC Retrospective Conversion Service, libraries ship their shelf lists to OCLC for conversion. OCLC Retrospective Conversion staff enter and edit
local information, enter new records, and add the institution's three-character OCLC symbol to the Online Union Catalog.

**Tucker (1989)** stated that this study focuses on the retrospective conversion of printed music scores. An overview of music recon projects undertaken at Berkeley is provided. The methodology of these projects is described.

**Stachacz (1989)** explained that the retrospective conversion project at Dickson College Library is discussed. This paper traces the history of the project, highlighting the cooperative efforts of several departments in its planning and implementation. Of primary focus is the development of a Serials Cataloging Manual detailing rules utilized in editing OCLC/MARC records. Examples of edited MARC records are included.

**Hanson, and Pronevitz (1989)** stated that retrospective conversion service and its impact on an online public access catalog in a long University research library i.e., The Ohio State University Libraries (OSUL). Two random simply were selected of candidates record for conversion the simulation included analysis of results of LCCN, author / title, and title searches, and hit rates based on an analysis of OCLC and locally generated reports. Detailed analysis of the use of the LCCN search key and its probable impact on a OPAC is presented. The hit rate for the LCCN search key was 63.22% of then records, 95% users fully accurate matches and 4.83% of nominal matches were for variant editions or printings of the same title.

**Watts, and Valuakas, (1989)** discussed that over the past decades, libraries have been retrospectively converting a variety of files from manual storage to computer based database management system (DBMS) for machine readable form on a range of computers from personal to mainframe. Retrospective conversion is the conversion of manual files into the personal computers. At the time of original conversion many of these libraries i.e. small and medium sized libraries find that their systems are dangerously dated. Libraries using dated hardware and software face the task of evaluating their dependency on old database management systems and the usefulness of older computing hardware. Many libraries will face the challenge of prospective conversion over the next decades in light of technological change and demands from end users. Retrospective conversion demanded a great deal of planning, based on expensive familiarity with the original manual files and the format of the computerized
database. These conversions were extremely labor intensive, particularly if efforts were made to convert full records, ensuring transportability to future systems and databases. This paper addresses the problem of migrating a library's data from obsolete personal computers to newer models that feature radically different operating systems, providing three case studies that illustrate possible scenarios. These case studies are based on events in two special libraries constituted library apple corporate Library Apple Computer, Inc., Cupertino, Calif. Case study 2: Library, mechanics Institute, San Francisco, Calif and case study 3: Library: Apple corporate Library, Apple Computer, Inc., Cupertino, Calif. As a result of these case studies it is observed that a data transfer project should be examined as a three-step process to minimize problems. It involves (i) placing the original data in a standard data files format (ii) physically transferring the files to its new hardware and (iii) placing the original data into its new database and checking for transmission errors.

Cheng (1988) briefly discussed one of the heaviest workloads in library automation operation: the building of retrospective bibliographic files. This article shows how the Tamkang University Library acquired external resources to help its retrospective conversion in Western language materials during the process of automation.

Co (1988) discusses in a report that this study compares the cost effectiveness of using a CD-ROM (compact disk read-only memory) system known as Bibliofile and the currently used OCLC (Online Computer Library Center)-based method to convert a university library's shelflist into a machine-readable database in the MARC (Machine-Readable Cataloging) format. The cost of each method of retrospective conversion was determined from a random sample of bibliographic records. The two systems were then compared in three areas to determine which method would be more cost effective: costs, the total time expended for editing a set of cards, and the total hit rate. The results obtained from the comparisons showed that: (1) the CD-ROM would be less expensive than OCLC in overall cost for a 5-year period; (2) there was no significant difference between the amounts of time used by each system to edit a record; and (3) OCLC had a higher hit rate. To compensate for the lower hit rate of the CD-ROM, a compensation cost was added to the CD-ROM cost; however, even with the cost adjustment, the total cost of CD-ROM was still lower than OCLC by 44%.
Law (1988) discussed that this study was commissioned in March 1987 by the Centre of Catalogue Research (Now Center for Bibliographic Management) at the University of Bath, for presentation to the LIBER working group on Library Automation. It discusses the background to retroconversion, the advantages and disadvantages of the various methods of tackling the work project costs and the problems to be faced. There is a discussion of future trends and desirable areas of both nationally and interjectionally.

Beaumont (1986) discusses how micros can be used in terms of the various approaches that can be taken to RECON. It deals with how micros are being used to create the single machine-readable record which will be utilized by an automated library system. The following questions are addressed: Should the records conform to the MARC standard or some subset thereof? What will be the extent of recataloging? Will AACR2 or a combination of standards be used? What is the approach to authority control? If a bibliographic utility is the source of records, who owns them and what are the library's rights? Three options are discussed: in-house conversion, part in-house, part service bureau, and service bureau only.

Valentine and McDonald (1986) explored that this study examines the factors that determine the cost of retrospective conversion, reports the results of a cost study at the University of Michigan Library, and introduces an alternative strategy. Several strategies for reducing the costs associated with retrospective conversion are also suggested. This strategy takes into consideration the question of what elements are needed in a record to ensure full and accurate retrieval by users and staff.

Drabenstott (1986) stated that automation planners need to view retrospective conversion from an informed and balanced perspective. They must consider: the technical dimensions of retrospective conversion, the appropriate standards to employ, the proper relationship of conversion activities to the entire automation project, and options available for converting a bibliographic database into machine-readable format. Six prominent consultants provide important advice on this topic.

Watkins (1985) described that the conversion of card catalog records at William Jasper Kerr Library, Oregon State University, to an online system. Discussion covers the use of OCLC and student assistants, procedures and specifications, and
problems associated with massive retrospective conversion needs and uncertain budget allocations. Eight sources are recommended.

**McQueen and Boss (1985)** highlighted that this study reviews the development of various systems for library catalogs, each providing distinctive services and different marketing strategies. The author describes how such systems have become marketable commodities like any other. The authors explore the current options and describe the available services and pricing policies of the vendors.

**Ramage (1985)** stated that this manual provides a brief description of the procedures employed by the University of South Alabama in converting their library records from print to computerized cataloging. A description of the procedure is followed by detailed instructions and examples. Rules for NOTIS-LCCN Conversion Records, OCLC-Telex Transfer, and Conversion of Telex-Transferred Records are briefly presented. Sample forms for maintaining statistics, a key to color-coding signals in the shelf list, and examples of procedures for several different potential situations are outlined.

**Harrison (1985)** discussed that an overview of the OPTIRAM/LIBPAC computerized system for the intelligent optical scanning of catalogue cards, or any other form of printed or good hand-written material, into a full MARC format is given. The article provides information on the sophisticated scanning technology employed, using standard Group 3 facsimile transmission devices to read catalogue card entries and produce an internally coded data string, used to drive format recognition programs developed by LIBPAC, each tailored to suit a particular application. Sections deal with the varied aspects of this individual approach and the benefits that can arise from taking advantage of user-specific software to enhance and standardise the resulting machine-readable catalogue. The article includes examples which show the full capabilities of the optical scanner and examples of catalogue cards that have been converted into the MARC format.

**Ralls (1985)** indicates that Edinburgh University Library is a classic example of distributed data, distributed processing, and distributed service, until 1982 all in manual form. It is dispersed, with the University, over several square miles in the centre and south of the city. The Main Library in George Square houses the central administration, the Arts and Social Sciences collections, the main Undergraduate
Reading Room, the Special Collections, the Map collection, the main Reference and Statistical Reference collection, other archives, collections, and special processing and service units such as the Bindery and the Photographic Department. There are also major collections in New College Theological Library, the Medical Libraries, the Science Libraries on the Kings Buildings campus, the Law and Centre for European Government libraries, the Music library and the Veterinary libraries. All of these are professionally staffed, and professional library work (selection, acquisition, cataloguing and classification, reader services etc) is carried out there. Greater co-ordination is being achieved since ‘the cuts and automation’ is seen as an instrument for further beneficial rationalization and co-operation in improved services. There are also numerous class and departmental libraries of varying size, some of which the University Library controls and supports, some of which it merely advises and helps as best it can. Altogether the stock is thought to comprise between one and a half million and two million items, but this includes approximately half a million un-catalogued items in Special Collections and New College.

Drake and Smith (1984) explained that this article describes the experience of the Johns Hopkins Univ. Library in using REMARC for the retrospective conversion of five hundred thousand monographic records. The REMARC system and the procedure involved in its use are described. Logs and statistics developed for the project include permanent disk log, box log, supervisor's log, Apple problem log, error sheet, monthly statistics and others as described. Because the work is not yet complete the success or failure of the REMARC project is not evaluated.

Miller (1984) this study describes Blackwell North America's authority control system used in the retrospective conversion process. The system updates library headings in the MARC format to LC's most recent practices, standardizes the forms of headings, corrects MARC tags, and provides deblinded cross-references for use in COM catalog production. Error correction and other edits are also described.

Peters and Butler (1984) opined that this study provides detailed model to be used to select most effective method for accomplishing library catalog retrospective conversion. The random sample, gathering information, and steps in project to be costed (searching, verification and editing, coding and input of non-hits, and obtaining final records) are discussed.
Lisowski and Sessions (1984) discussed that Contracting with a vendor to provide retrospective conversion services is an often considered alternative to an in-house project. George Washington University's Gelman Library has used several vendors to augment its retrospective conversion project, depending upon the requirements of the project at a particular time. It is from this experience that this paper will seek to answer such questions as: when should a library consider using a conversion vendor; what methodologies are available from them; and what factors should be considered before selecting the vendor?

Bayne (1984) highlighted that this manual describes procedures followed by the University of Tennessee, Knoxville library cataloging Department in its music retrospective conversion project. The goal of the project, running from October 1, 1983 to December 31, 1984, is full conversion of bibliography records for scores, recording, and music monographs to machine readable format. The manual is divided into two sections. In the first, these procedures that form the general workflow are briefly described, with designations of staff responsible for each stop. The second section provides step-by-step instructions for individual phases of the project: searching, questionable match resolutions authority work coding and input, music analytics and editing, A-16- item bibliography is provided. Forms used in the project are appended as samples to be freely adopted or modified by other libraries. Book published by University of Tennessee United States, 1984.

Ryans and Soule (1983) reported findings of a nationwide survey to determine how select number of libraries (38 respondents) have conducted projects to convert retrospective holdings to machine-readable form. Analysis of the data in areas of planning, budget, effects on user services and cataloging/output, staff, training, and evaluation is discussed.

Skurman (1983) stated that retrospective conversion of bibliographic information from catalog cards to a machine-readable data base is inevitably a protracted, expensive, and occasionally tedious process. It is labor-intensive and time-consuming, and attention to standards for the sake of quality and consistency compounds the exercise. When hundreds of thousands of records must be converted, the dream of a panacea becomes powerfully vivid and enticing. Speedy painless creation of a data base containing detailed bibliographic information, immaculate and
consistent with both professional principles and local needs is a worthy and understandable goal. However, even a circumspect approach to retrospective conversion may well leave the seeker no closer to his ideal than Dudley Moore's character was at the end of the movie '10': acutely aware that fantasies and perfection can be very different. When the DuPage Library System entered into library automation on a system wide level, it was done with a desire to help the full participants with their retrospective conversion and with a goal of serving the system's full constituency through generally improved bibliographic resources, access, and capabilities for resource sharing. In the summer of 1979, DLS contracted with CLSI for a circulation system and on-line bibliographic system, thereby forming a cluster in which libraries share a central processing unit housed at the system center in Geneva. The welcome availability of LSCA Title I funds through the State Library's Automated Circulation Control and Resource Sharing Project allowed DLS to capitalize the farming out of some retrospective conversion or one or more outside vendors.

Albright and Conrad (1983) explained that Lincoln Trail Libraries System is one of 18 state-funded library cooperatives in Illinois. While governed by a representative board of trustees from public libraries, its total library affiliation is 101 public, academic, special, and school district libraries serving nine counties of east central Illinois. Services are free to affiliated libraries and are designed to supplement services offered by its membership. Resource-sharing is the system's highest priority, and all services offered by the system encourage strong local commitment and support for libraries. Lincoln Trail's commitment to automation began on March 20, 1978, when the board of directors voted to purchase a turnkey computer system to automate its circulation activities. They also agreed to purchase enough storage to accommodate the creation of an on-line catalog of the holdings of its member libraries. From the beginning, Lincoln Trail intended that the computer would facilitate system wide resource-sharing and collection development. In July 1978, Lincoln Trail purchased the LIBS 100 marketed by CL Systems, Inc., and immediately began to convert LTL's records to machine-readable form. System and member library staff formed a committee to advise Lincoln Trail on record format and desired searchable fields for the on-line catalog. When the system was purchased, only a short entry of three fields with a maximum length of thirty characters per field could be entered into the data base.
De and Grace (1983)\textsuperscript{75} discusses a case study on automation and art libraries. In the summer of 1981, a Title II-C grant was awarded jointly to the Research Libraries of the New York (RLIN) Public Library, Columbia University, and New York University for the specific purposes of cataloging and preserving materials belonging to the three institutions in the areas of art, architecture, and archaeology. All three institutions are members of the Research Libraries Group (RLG), and so share RLIN, the bibliographic data base of RLG, although the grant was submitted as a joint proposal with implications of cooperation, each institution worked more or less independently. As originally conceived, Archon was to convert into machine readable form seven thousand bibliographic records in the areas of ancient art and archaeology belonging to the graduate Institute of Fine Arts at NYU. The project also had a unique preservation component whereby coded preservation information about the paper and binding condition of each title was put into the bibliographic record in a retrievable form.

Lisowski (1983)\textsuperscript{76} stated that in May 1982, the Gelman Library of George Washington University initiated circulation services on a Data Phase A LIS-II automated library system. This article discusses the conversion of records to machine-readable format and the linking of physical items requisite to installing the system. Two vendors were selected to support two components of the conversion project, which are described.

Johnson (1982)\textsuperscript{77} reported on the retrospective conversion via OCLC of cataloging for three library collections at the University of South Carolina the main, rare book, and historical collections. Backgrounds of the collections, conversion procedures, determinants of conversion rates, and cost factors are discussed.

Willers (1981)\textsuperscript{78} reports that a survey undertaken of libraries with operational machine readable catalogues, to examine treatment of existing manual catalogues and their retrospective conversion. For this purpose 98 libraries contacted in which 72 replied (74%), 58% returning usable replies, 49 (86%) had completed, were in the process of, or were planning retrospective conversion; 53% with the use of a bibliographic data-base.
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