Introduction
Cataloging and metadata creation are two separate processes and from two different departments of the library. The original cataloging and processing unit involved traditional Library of Congress Subject Headings assignment, RDA, MARC standards, OCLC, and Alma. The metadata creation for the institutional repository (IR) required transforming information from Excel spreadsheet in a schematic format and ingesting it to the IR. While these two workflows provided some guidance they are also very disjointed.

Background
- Migration cleanups (Innovative Sierra to Alma) – print and ETD identified problems:
  - Cataloging is three years behind.
  - Retro-titles were missing URLs or linking to the legacy system.
  - No clear procedures of how to process thesis/dissertation for the IR System.
  - Changing staff and responsibilities left a gap between Cataloging and Metadata units.
  - Some embargo statements were missing.

Objectives
- Connect the two units workflow
- Repurpose the metadata used for ScholarWorks to assist with original cataloging process
- Provide original cataloging in OCLC and import it to Alma

Methods
ETD analysis:
- Created an Excel list that included all theses/dissertations in Alma
- Evaluated URIs for legacy’s URLs
- Compiled a set of inquiries
- Created a chart to help identify possible issues of the backlog and find possible solutions.

ScholarWorks (IR)
- Create or import ETD data from ProQuest.
- Correct any errors as data were created by graduate students in the Excel spreadsheet.
- Metadata ingestion to the IR

Excel spreadsheet
- Prepare for MARC conversion
- MARC fields to be included: 100, 245, 260, 264, 300, 500s, 650, 655, 700s, 856
- Subject analysis and assigning takes the most time on completing
- Add the URI from the IR to the spreadsheet
- align all necessary value for MARC

Original Cataloging
MarcEdit (critical process)
- Convert to MARC, using MarcEdit
- Map to MARC fields and subfields
- Fix and add all necessary fields and indicators
  - Apply Constant Data, including MARC fields 006, 008, 040
  - Check MARC LEADER elements
  - RDA fields

OCLC Connexion
- Import MARC file
- Validate MARC fields
- Publish to OCLC
- Export to Alma

Alma, ILS
- Add Portfolio using the URI from the 856
- Select the E-collection named Fresno State Theses and Dissertations.

Conclusion
Completed a new workflow of batch cataloging process and helped resolve backlog original cataloging and ETD cataloging and processing.