

ARROWHEAD LIBRARY SYSTEM SHARED AUTOMATION CATALOGING POLICIES AND PROCEDURES MANUAL

I. Cataloging Policies

POLICY FOR COLLECTION EXPENDITURE MAINTENANCE

The purpose of the Arrowhead Library System Library Collection Expenditure Maintenance Policy is to insure that each member library of the system maintains a budgeted amount for library materials in the library's annual budget. Each library's annual expenditure for library materials will be equal to the average of the last three full years of library materials expenditures. The first year of the agreement, expenditures for materials will be based on the average of the 2004/2005/2006 expenditures in each library. The annual report of the library will be used to determine the three-year average expenditure.

Each library within the ALS shared automation system will develop and update a collection development policy for use by the library.

Adopted by Shared System Committee
November 15, 2006

STAFF AUTHORIZATIONS

The ALS Shared System Administrator will work with supervisors and/or library directors to determine the authorizations that are to be allowed by the library staff for circulation, cataloging, and acquisitions.

The ALS Shared System Administrator will set the authorizations as recommended by the supervisors and/or library directors. The supervisors will be notified of any changes and are responsible for checking to see that the authorizations are set as requested.

Supervisors and/or library directors will notify the ALS Shared System Administrator of any staff changes that require changes in authorization. This may include changes in staff duties, additions of staff, retirement of staff, or staff no longer employed by the library.

LOADING BIBLIOGRAPHIC RECORDS

Only authorized staff will be allowed to load records into the system. Before bibliographic records are loaded, the database must first be searched by Title and Standard Number to see if a matching record already exists. If a matching record already exists, staff should attach items to the bibliographic record. If additions/changes need to be made to the existing bibliographic record, staff must follow the ALS Cataloging Standards policy. The exception is to overlay a non-OCLC/SkyRiver record with an OCLC/SkyRiver record.

If a match is found, but only a brief bib record exists, staff will note the bib number and will use the overlay code in field 949 before downloading the record into the system. Example of the code:

*ov=.b12345678;

The asterisk and semi colon are essential and there should be no spaces in the code.

TRANSFERRING ATTACHED RECORDS

Each library will be responsible for determining who is allowed to transfer attached records. The cataloging supervisors and library directors will notify the ALS Shared System Administrator to establish the appropriate settings for merging records. Staff without the permissions will not be authorized to transfer attached records. Supervisors and Library Directors will be responsible for checking staff permissions to see that they are appropriately assigned.

CATALOGING STANDARDS

Required fields (if available) for Creation of New Bibliographic Records:

- Author (100)
- Title (245)
- Standard Number (020, 024, 028) (ISBN, ISSN, Music Number, Publisher number, UPC)
- Description (3xx) (Sound Recording, Video Recording, etc.)
- Edition (250)
- Call Number
- Publisher (260/264)

Making Changes to Shared Bibliographic Records:

- If there are errors in a bib record, users with access should fix the errors. If users are unsure, contact the Shared System Administrator.
- All spelling errors and typos can be fixed by anyone. (Keep in mind many contents and other notes have odd spellings and characters). If in doubt, report it to the Shared System Administrator.

Adding Records

Before adding a record into the system, staff must search by both Standard Number and Title. If Standard Number does not match, but title, publication information, edition and description match, add the Standard Number in a new 020 field and attach the item record to that bibliographic record. Paperbacks are the exception to this. Paperbacks of the same title may be added to the hardcover edition. This includes both regular and large type paperbacks. All added records need to contain the required fields for new bib records as listed above in the Cataloging Standards.

PLACEMENT OF BARCODES

All barcodes are to be placed on the outside, back cover of materials.

NEW ITEMS (RELEASE DATES)

In order to ensure that ALS libraries continue to receive new, popular items from distributors on a timely basis, we need to ensure that we are following release date restrictions. When items are sent to the libraries by publishers or distributors before their official release date, please observe the following restrictions:

- Items should not be checked out until their official release date.
- Items should not be sent in delivery until their official release date.

ITEM LOCATIONS

If changes are needed to the item locations for your library, please notify the ALS System Administrator. Location codes can be deleted, renamed, and new locations can be created if necessary.

MATERIAL TYPE GUIDELINES

The following guidelines should be used when assigning these material types.

- Multi-Media – use for AV materials that do not have their own material type.
- Kit – use for items with multiple parts (games, toys, books, cds, etc.)
- 3-D Object – use for toys and games

LAST RECORD DELETIONS CONTACTS

If a library will be deleting the last copy of an item and holds exist, cancel the hold(s) and queue a hold cancelation notice to be sent. If there are questions about the holds or if a particular library has several patrons with holds, contact the home library to see if they want to purchase a copy.

Last Record Deletion Contacts:

Beloit – Roger Dutcher, 608-364-2897 or rdutcher@beloitlibrary.org

Clinton – Mary Bieber, 608-676-5569 or bieber.mary@als.lib.wi.us

Edgerton – Sherry Machones, 608-884-4511 or machones.sherry@als.lib.wi.us

Eager Free – Megan Kloeckner, 608-882-2260 or kloeckner.megan@als.lib.wi.us

Hedberg – Rebecca Diedrick, 608-758-5816 or rdiedrick@hedbergpubliclibrary.org

Milton – Stacey Schultz, 608-868-7462 or schultz.stacey@als.lib.wi.us

Orfordville – Sarah Strunz, 608-879-9229 or strunz.sarah@als.lib.wi.us

PATRON RECOMMENDATION/REQUESTS CONTACTS

Beloit – Roger Dutcher, 608-364-2897 or rdutcher@beloitlibrary.org

Clinton – Mary Bieber, 608-676-5569 or bieber.mary@als.lib.wi.us

Edgerton – Sherry Machones, 608-884-4511 or machones.sherry@als.lib.wi.us

Eager Free – Megan Kloeckner, 608-882-2260 or kloeckner.megan@als.lib.wi.us

Hedberg – Rebecca Diedrick, 608-758-5816 or rdiedrick@hedbergpubliclibrary.org

Milton – Lisa Brooks, 608-868-7462 or brooks.lisa@als.lib.wi.us

Orfordville – Sarah Strunz, 608-879-9229 or strunz.sarah@als.lib.wi.us

II. Cataloging Procedures

REFERENCE ITEMS PROCEDURES

To distinguish the circulating copies from the reference copy assign a status "o" to the reference copy. This will display "REFERENCE" which is a clear indicator to the patron that it is non-circulating.

TRANSFERRING ATTACHED RECORDS

Locate the bibliographic records. If there are tags or information that needs to be retained and moved from the source bibliographic record to the destination, the information must be manually transferred.

1. Once any bibliographic tags have been added click the Edit button of the source bibliographic record.
2. Click on Edit in the Menu bar and select Transfer Attached.
3. You will be prompted to locate a destination bibliographic record.
4. Search and select the destination bibliographic record.
5. Once you have transferred the attached records you will be asked if you want to delete the source bibliographic record.

The following fields must be retained in the destination bibliographic record. If any one of these fields exists only in the source record, they must be manually put in the destination record:

020, 024, 028, 040, 049, 100, 245, 246, 250, 260, 264, any 300, 440, 490, any 500, any 600, any 700.

DELETING ITEMS

There are two different procedures for deleting items that are not checked out. Note: an item with holds can not be deleted. You must first cancel the hold(s) to delete the item.

1. *Batch Deletion:* Change the status of an item record to **d** for discard.
 - a. This will generate a popup notification on check in that the status is discard. It will also prevent these items from appearing on the paging lists.
 - b. A list can later be run of all of your items with this status and then from that review file, they can be batch deleted.
2. *Individual Deletion:* In the Summary View of an item, click on the item to be deleted and click the delete button.
 - a. This will remove the item completely from the system.

CATALOGING DVD TELEVISION SERIES

When cataloging television series the title should be the name of the TV show followed by the season, spelled out, in subfield "n". Example: 245|The Addams Family. |n Season one

If the title is modified, the original title needs to be added as a 246 field. If a bib is downloaded with other added titles, they do not need to be removed.