

Revised & submitted 13 May 2016; Approved 12 August 2016

Northern Library Network (NorLN) of West Virginia Cataloging Policy

NorLN Cataloging Committee

The Cataloging Committee is permanent and open to all Northern Library Network (NorLN) libraries' staff members and associated personnel; enrollment on the NorLN cataloging listserv is requisite. The Committee reports to the Executive Board of the Northern Library Network. All matters related to cataloging policies, rules, standards, instruction and consortium-wide cataloging procedures and guidelines will be overseen by the NorLN Cataloging Committee.

The Cataloging Committee will meet periodically and at least once per year. The position of Committee Chair is subject to re-approval by the Cataloging Committee each year. A new Chair requires nomination by a Cataloging Committee member and majority approval.

Discussions and decisions may be conducted through the NorLN cataloging listserv. Decisions/changes to policies, rules and guidelines will require professional input from within NorLN and/or from the West Virginia Library Commission (WVLC) Cataloging Librarian. Matters related to ILS (Integrated Library System) functionality and appearance and cataloging permissions will require consultation with the Systems Administrator (WVLC). A quorum for voting – in person, by proxy, or through absentee (listserv/email) balloting – requires catalogers representing each of the Service Center libraries in NorLN. A minimum requisite of participation in Basic Cataloging training is required to have a vote in the Committee.

Executive Board approval is needed for changes to policy, significant changes to guidelines and procedures, changes that do not conform to prevailing national cataloging rules, changes that require software-vendor intervention, and any changes that have an impact on NorLN Circulation in general and the appearance/functioning of the Online Public Access Catalog (OPAC). *Exception:* Corrections or upgrades to achieve expected (already approved) ILS functioning. Minor revisions or supplements to the guidelines and procedures may only require Cataloging Committee and WVLC Cataloger approval. Local cataloging changes (item-level, library-level) should have the library director's consent and Service Center notification/input (if applicable) and should not be in direct opposition to NorLN rules and guidelines.

Training/Certification

Training for certification and cataloging permissions will be provided by WVLC and/or will consist of alternative training/experience approved by WVLC and NorLN. Training/experience for certification needs to include exposure to the current ILS software. Supplemental and/or refresher training will be required periodically, for special formats/materials and functions, and in the event of substantial changes to prevailing rules, standards and interpretations. NorLN-wide refresher training, approved and documented by WVLC, will take place every three years (or as required by NorLN). Requirements for training and a time-frame for completion will be approved by the NorLN Executive Board. Ongoing and one-on-one instruction will be overseen by experienced advanced catalogers and/or Service Center Libraries. Keeping track of

individuals' required training fulfillment will be the joint responsibility of the WVLC cataloger/trainer, the Cataloging Committee Chair, and the individual/library/service-center. (CE credit subject to WVLC approval.) Documentation of participation in any mandated instruction should be sent to the Cataloging Committee Chair.

Level 1 (Basic) Cataloger: Will receive basic current MARC (Machine Readable Cataloging) format and Resource Description and Access (RDA) instruction, with some referencing to AACR2 (Anglo-American Cataloging Rules, 2nd ed. rev.); how to identify records in the database that match the piece in hand; searching the ILS; and how to create, modify and delete an item record. There will be a period of hands-on training where the new Level 1 will be working with a Level 2/3 cataloger or WVLC cataloger to gain experience. After this training/practice period, the new Level 1 will be certified for that level of cataloging by a Level 2/3 cataloger other than the hands-on trainer (unless an exception to use the hands-on trainer for certifying has been approved by the Cataloging Committee Chair and/or Service Center Library). Level 1 responsibilities include correctly making item records and attaching them to appropriate bibliographic records, deleting their own library's item records, reporting problems and seeking Level 2/3 assistance.

Level 2 (Intermediate) Cataloger: Will receive more in-depth instruction on MARC, RDA and related cataloging topics; instruction on searching remote databases, importing and editing bibliographic records and performing authority work. There will be a period of hands-on training/practice involving copy-cataloging and record improvement (recommended minimum of 6 months) where the new Level 2 will be working with an experienced Level 2/3 cataloger/mentor, or WVLC cataloger, to gain experience. After the hands-on period, the new Level 2 will be evaluated on their work and certified for that level by an approved Level 2/3 cataloger other than the mentor (unless an exception to use the mentor for certifying has been approved by the Cataloging Committee Chair and/or Service Center Library). Level 2 responsibilities include copying/importing the most accurate and complete bibliographic records, avoiding bib record duplication, modifying and overlaying records to meet standards, appropriately deleting bibliographic records with no items attached, basic authority control, reporting problems and seeking more experienced Level 2 and Level 3 assistance. *A Level 2 cataloger has all the duties of a Level 1 cataloger plus Level 2 responsibilities.*

Level 3 (Advanced) Cataloger: Will receive instruction on advanced cataloging topics with a focus on original cataloging and authority work. Extensive self-instruction through approved cataloging resources, and extensive practical training from WVLC and WVLC-approved Level 3 mentor(s) will follow (recommended minimum of one (1) year). After this training/practice period, the new level 3 will be evaluated on their work and certified for that level by WVLC or another experienced/approved Level 3 cataloger. Level 3 responsibilities include creating original bibliographic records, authority control, headings reports and templates, understanding and performing advanced cataloging functions as appropriate, assisting Level 1/2 catalogers. *A Level 3 cataloger has all the duties of a Level 1 and Level 2 cataloger plus Level 3 responsibilities.*

Bibliographic Standards & Policies

NorLN will follow, in general and as soon as feasible, the prevailing established national standards, rules and interpretations, and protocols (which may/will be subject to revisions and new developments), with minimal local exceptions and rules. (NorLN local rules, contrary to established standards, require Cataloging

Committee and Executive Committee approval.)

Bibliographic Description

Only one (1) bibliographic record will be obtained for a given bibliographic item, when an item is held by multiple libraries within the consortium. Differing formats/material types, as specified by NorLN, will require separate bibliographic records.

Original bibliographic records for materials may be put into the database by trained Level 3 catalogers. Libraries without a Level 3 cataloger will have one made available to them as necessary. Original records created by NorLN catalogers will follow current RDA rules.

Records created or imported into the database pre-RDA (before 2013), and legacy records migrated circa 2005, should have major errors corrected to follow AACR2 and/or current RDA standards and MARC requirements. Satisfactory AACR2 records and hybrid records (AACR2 with RDA elements) for older materials may be left as is.

Most new bibliographic records come from cataloging sources outside the consortium. NorLN catalogers will review and modify records to ensure that they reflect current RDA (and related) standards and MARC practice, as well as NorLN's local standards and guidelines.

Name/Subject Headings

NorLN will follow the latest Library of Congress Authorities for headings. Headings and subject terms will be from the Library of Congress Subject Headings (LCSH), Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc. (GSAFD), and Library of Congress Genre-Form Terms for Library and Archival Materials (LCGFT). Any exceptions need to follow NorLN guidelines and/or have Cataloging Committee approval.

Classification Scheme

NorLN bibliographic records will use the Dewey Decimal Classification system, Library of Congress Classification system and Superintendent of Documents (SUDOC) Classification system. Local call numbers should be placed in the item record.

Local Information

All library-specific (or item-specific) information will be placed in the item record. Each library controls what goes into their own item records unless fields are being misused and/or used in a way that negatively affects ILS/NorLN functioning.

Continuing Resources and Rare/Special Materials

Continuing resources should be added to the ILS through the Serials Module, if one is part of the ILS (Serials Module training required). Appropriate copy-cataloging and serials handled as monographs do not require the use of the Serials Module (some exceptions may apply). Additional materials-specific training to create and modify records for serials and rare/special formats/materials may be required.

Database Maintenance

Maintaining and upgrading/improving catalog records is the responsibility of all NorLN catalogers.

Catalogers that are unable to make corrections themselves should report the problem to a higher level cataloger. Higher level catalogers are expected to make the appropriate corrections following NorLN cataloging guidelines. Reporting errors should include the record's bib ID number.

Questions

All cataloging questions of general interest or that cannot be resolved locally or through the Service Center Libraries should go through NorLN's cataloging listserv: norln_cat@listserv.wvlc.lib.wv.us.

Initials

Level 2 and Level 3 catalogers are required to record their library's two-letter library code plus their initials (all lowercase letters) in a 952 field for any non-item records they add or modify in NorLN's database. Catalogers still in training should include a capital T at the end of their initials (Level 1 will follow mentor's instructions).

Non-compliance with policy

Individuals failing to comply with the NorLN cataloging policy and guidelines should be contacted by the colleague (or colleague's supervisor) noticing the problem or pattern of problems (more than an isolated error or oversight). The contact should be by email and help in correcting the problem(s) should be offered. Issues of broader concern should be copied to the Chair of the Cataloging Committee.

If the problem persists the Cataloging Committee Chair should be notified to determine the next step towards correcting the problem. If the individual still does not comply, at the request of the Cataloging Committee, the Executive Board will send written notification to the individual cataloger, Library Director, and/or Service Center Director. The written notification will discuss the nature of the problem and necessary steps for resolution.

When all means have been exhausted and the problem persists, the individual cataloger will have a Cataloging Level demotion, at the request of the Cataloging Committee and with Executive Board approval. The Executive Board will send written notification of the demotion to the individual cataloger, Library Director, Service Center Director (if applicable), Library Board of Trustees (if warranted), and the West Virginia Library Commission (State Library Services). The notification will explain the rationale for the Cataloging Level demotion and outline steps the Library/individual may take to have the Cataloging Level reinstated.

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May 2016 Revision, based on 2006 Policy and 2013 addendum