

Addition of Bibliographic Records to the SJVLS Shared Catalog

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SJVLS maintains a library automation system with a single bibliographic database, ValleyCat, shared by the entire system. The System strives to maintain the quality of the records in ValleyCat by supporting cataloging according to prevailing US standards. To promote this goal, the SJVLS has designated selected libraries to act as Cataloging Centers. The members are reimbursed from a cooperative cataloging budget for the work of adding quality bibliographic records to the system. All libraries are responsible for their own call numbers, item labeling and linking.

1. Goals of the SJVLS Bibliographic Database

The SJVLS database is created to provide a flexible, timely, comprehensible and cost-effective tool to support the operations of SJVLS and its member libraries. In order to accomplish this task, it must allow users from both the libraries and the general public to perform the following activities:

1. Locate specific works of which characteristics such as the title, author, IS number (ISBN, LCCN, Barcode, etc.) or subject is known. Users should be able to use additional characteristics such as treatment and format to further describe the desired item.
2. Create lists of materials which have specific characteristics in common (e.g. author, title, subject, format), while minimizing differences in terminology.
3. Determine relationships (both similarities and differences) among materials according to a variety of characteristics.
4. Explore subject fields, entering at various levels of analysis, from general to specific, with references provided to broader, narrower, and related topics.

5. Enter the request through vocabulary common to substantial numbers of users, either specialized or lay.
6. Find a formal description including listing of authorship, title(s), physical description, subject content, and other relevant details on any bibliographic unit listed in the most precise, specific, and consistent terms possible.
7. Select from among all items in a category according to a variety of criteria (such as most thorough, most recent, least complex, etc.).
8. Utilize a variety of complex searching strategies, such as multiple aspect (Boolean) searching, query by example, citation tracking, in addition to single aspect searching and browsing.

2. SJVLS Cataloging Committee

The role of the Cataloging Committee is to oversee the quality of the database, identify prevailing standards and provide guidance in applying those standards, establish best practices, and encourage current awareness of emerging standards and technologies for cataloging of library materials. The Committee accomplishes these goals through regular meetings, drafting of policies and guidelines, organization of training opportunities, and division of labor for large tasks such as review of new authorities and updating of authority records. The Committee has voting members and contact-only members, based on a jurisdiction's ability to attend meetings and participate in oversight of the catalog. Committee decisions on cataloging practice are recorded in the Cataloging Procedures Manual.

3. Standards for Bibliographic Records

Bibliographic records loaded or created in ValleyCat should adhere to the prevailing US standards at the time of entry as identified by the Cataloging Committee. When a variation from these rules is in the best interest of serving our customers, it is approved by the Cataloging Committee and recorded in the SJVLS Cataloging Procedures Manual. Approved variations have included local GMDs (general material designators) and using existing records when a new one is technically required in defined situations. When cataloging rules (AACR2) conflict with Library of Congress Rule Interpretations, the Committee decides which practice SJVLS will follow. It is the responsibility of the library importing the record to ensure that it meets system standards.

a. Fast Adds, Order records, CIP and other "temporary" MARC records

Fast Adds are minimal records added at the time of need, usually by circulation staff to allow an item to circulate. The automated system has rules for treatment of Fast Add items and bibliographic records. In general those rules should never allow a circulation-added Fast Add to remain in the system "as is". It should either flag the item for full cataloging or delete the item and bibliographic record.

Bibliographic records for acquisitions are likely to be created or imported as brief MARC records or CIP records. It is expected that these incomplete records will be overlaid or merged with more complete/correct records upon receipt of item. It is the responsibility of the ordering library to ensure that brief records are replaced with complete bibliographic records using standard system cataloging channels.

Full MARC records imported from vendor order sites during the order process must be edited to meet system standards for bibliographic records. It is the responsibility of the importing library to check these records and make appropriate changes, or request assistance from a cataloging center.

CIP records should only be used for published items when a more complete record is unavailable. CIP records for works of fiction should be corrected to proper form for title, edition and collation as set forth in the Cataloging manual. CIP records for works of non-fiction should be re-searched and overlaid with a complete record when one becomes available or sent to a cataloger for correction/enhancement.

b. Preprocessing records from vendors

Member libraries may import MARC records from library materials vendors as part of a preprocessing contract where the vendor is expected to provide the item and MARC records "shelf-ready".

MARC records provided as part of a preprocessing contract are expected to meet SJVLS standards for Cataloging records. Adherence to those standards should be clearly stated in the member's contract with the vendor. Whenever a vendor is preprocessing items to be added to an existing bibliographic record, they should use the System's existing record obtained via Z39.50 to prevent overlay of records already customize to meet local practices. Special import configurations may be required. Vendor-supplied cataloging should be periodically checked for quality by the member library. Because of the high potential for importing duplicate bibliographic records, vendor-supplied records are not eligible for reimbursement from the cooperative cataloging budget.

Libraries should always check with the system office when importing records from a new source. The library automation system should always be configured to strip out extraneous tags as part of the import process.

4. Non-Cataloging Center Library responsibilities

Staff responsible for linking newly acquired items shall be familiar with Cataloging Committee approved guidelines defining when it is appropriate to link to an existing record and when a new record is needed. At least one person in the jurisdiction will be familiar with basic MARC tags and cataloging rules sufficient to create a brief bibliographic record with ISBN, Author, Title, GMD, and publisher. When a new bibliographic record is required, this brief record will be entered in ValleyCat, and a copy will be printed and forwarded to a Cataloging Center accompanied by photocopies of information required to create a complete and accurate bibliographic record. At a minimum this shall include:

Books: cover, title page, verso if it contains Cataloging in publication or other descriptive information about the work, and a note of the pagination, e.g. xvii, 459.

Media: front and back of packaging, any inserts/booklets that describe the content/special features, number of discs/tapes.

Non-cataloging center libraries are responsible for upgrading of order records as noted in section 3.

5. Cataloging Center Library Responsibilities

The mission and scope of responsibilities for the Cataloging Centers were defined as follows:

The Cataloging Centers are being created to support the activities of SJVLS and its members. Principal goals of the centers are:

- 1. To improve the quality of the SJVLS Bibliographic Database and reduce duplicate effort among the members by providing centralized, cooperative database production and maintenance.*
- 2. To retain local control of item-level records to accommodate local differences among individual members.*
- 3. To reduce costs by decreasing member reliance on bibliographic utilities.*
- 4. to maintain appropriate files to facilitate sharing of SJVLS member resources with non-SJVLS institutions.*

Cataloging centers will:

1. *Acquire or produce bibliographic records meeting System defined standards and priorities for the SJVLS database as needed by members.*
2. *Records will be provided for all formats of material (books, serials, government documents, pamphlets, cartographic materials, music, sound recordings, motion pictures, videorecordings, graphic materials, computer software) whether new acquisitions or retrospective conversion.*
3. *Provide ongoing maintenance of the database, including deleting unnecessary records, detecting and merging duplicate records, and updating bibliographic information as necessary.*
4. *Establish authority records for names, subjects, and titles (uniform titles and series titles) and provide references.*
5. *Maintain authority control as needed by adding, deleting, or modifying headings, and/or references.*
6. *Maintain appropriate files to facilitate sharing of SJVLS member resources with non-SJVLS institutions.*

Cataloging centers will not:

1. *Provide local item records (Call#,location, etc.)*
2. *Provide processing services (spine/pocket labels, covers, etc.).*
3. *Provide catalog cards.*

Cataloging Centers are responsible for inputting and maintaining quality bibliographic records in ValleyCat for their own titles and for titles submitted by non-Cataloging Center member libraries. Only Cataloging Centers are permitted to add permanent bibliographic records, merge records, or add/merge authorities. They are reimbursed for OCLC costs and staff time associated with contributing records to ValleyCat.

Cataloging Center staff search MARC record sources for the best and most complete match to the item being cataloged. Records from OCLC or other sources should be altered by Cataloging Center staff to meet SJVLS guidelines for bibliographic records. This includes changing GMDs to system approved language and checking fixed field coding.

When a complete record cannot be created by a copy cataloger using standard MARC record sources, the owning library may chose between three courses of action to be taken by the Cataloging Center:

- 1) Allow the Cataloging Center to continue to check for the item until a complete record is found (when a full record is likely to become available) and continue to circulate the item on the original minimal records created by the owning library; or
- 2) Send the physical item to a Cataloging Center for basic cataloging, to consist of descriptive cataloging and limited subject analysis, but not extensive cataloging or authority work; or
- 3) Pay a Cataloging Center to do full cataloging. (Payment may be arranged as a transfer of funds between Technology Reserve accounts).

The basic cataloging option is only available for English language materials. Non-English materials and some special formats require significant time from a professional cataloger. In such cases, the cataloging costs are to be negotiated between the Cataloging Center and the member library. Options 1 and 2 are included in cost sharing through the SJVLS cooperative cataloging budget. Option 3 is an optional service paid in full by the owning library.

6. Criteria to be Certified as a Cataloging Center

In order to be certified as a Cataloging Center a library must meet the following criteria:

1. Employ a librarian familiar with current cataloging practice to perform any original cataloging work or extensive record changes, and to directly supervise staff who are copy cataloging
2. Support staff performing copy cataloging must work a minimum of 8 hours per week at cataloging tasks.
3. Maintain a cataloging account with OCLC
4. Be trained on use of the OCLC cataloging interface prior to initial Cataloging Center work. At a minimum this would include doing the online tutorials provided by OCLC.
5. Attend Cataloging Committee meetings (usually attendance is by the principal cataloger with copy cataloger as alternate)
6. Submit to peer review of cataloging work by another Cataloging Center at entry as a Cataloging Center and occasionally thereafter
7. Participate in on-going training including training provided by SJVLS, applicable OCLC cataloging workshops when held within the system area, or online training when available
8. Maintain accurate counts of items received from other libraries for cataloging
9. Treat materials from other libraries equal to one's own items both in quality of copy cataloging and prioritization of work.

Certification is recommended by the Cataloging Committee and affirmed by the Administrative Council. Changes in staffing at Cataloging Centers must be reported to the Cataloging Committee so that Cataloging Center status can be reassessed.

7. Cataloging Center Reimbursement

Cataloging Centers are reimbursed for OCLC charges and staff time relating to cataloging work. The OCLC bills of Cataloging Centers are submitted to SJVLS for reimbursement of the actual charges attributable to cataloging activity.

Copy Cataloging staff time is a set amount per record based on the following:

- average time to search, correct/enhance, and download a record
- cost of a Fresno Senior Library Assistant at step 5 (adjusted yearly)

Original Cataloging work, basic level, staff time is based on:

- average time to create a basic record
- average cost per minute of librarian catalogers (calculated every 3 years)

Original Cataloging work, full level, is not reimbursed as Cataloging Center work. Rather it is the responsibility of the owning library.

8. Failure to adhere to System standard practices

Failure to follow policies on bibliographic records will result in removal of the jurisdiction's ability to add or edit MARC records. After the first incident the library will be warned. On the second incident the jurisdiction will lose the ability to add or edit MARC records.

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