



Cataloging Procedures Guide

Introduction to Evergreen Cataloging

Sources for Cataloging Standards

Evergreen Indiana is committed to coordinating a database of high-quality bibliographic records for collective use by member libraries. These bibliographic records are the shared property of the consortium regardless of the number of holdings attached. It does not matter which library “created” the record, who transferred it into the database, or who has edited it since. Maintaining the quality and integrity of each bibliographic record is an interest and a responsibility we all share. The Evergreen Indiana Cataloging Committee sets standards for these records and oversees quality assurance.

This Evergreen Indiana Cataloging Procedures Guide is intended to serve as a supplement to the Evergreen Indiana Cataloging Policy and to the Evergreen Indiana Cataloging Training Manual.

List of Reference Materials

It is recommended that libraries participating in Evergreen Indiana have the following cataloging resources available to the cataloging staff:

Bibliographic Formats and Standards, 2008 edition, c2008 OCLC - Online
Computer Library Center, Inc.
ISBN-13: 9781556534041
ISBN-10: 1556534043
Available online at <http://www.oclc.org/bibformats/default.htm>

The original Anglo-American Cataloging Rules, 2nd edition plus all of the revisions or the edition of the Anglo-American Cataloging Rules 2nd edition which contains all of the revisions. All of the editions and revisions are listed below.

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Anglo-American Cataloging Rules, 2nd edition, 2002 revision plus amendments
Jointly published by: The American Library Association (ALA), The Canadian
Library Association (CLA), and The Chartered Institute of Library and
Information Professionals (CILIP).

Available for purchase at:

<http://www.alastore.ala.org> or <http://www.amazon.com/>

Anglo-American Cataloging Rules, 2nd Edition, 2002 Revision, 2005 Update
(Kit)

Complete text with annual updates from 2003 through 2005, plus tabs

ISBN-13: 9780838935552

ISBN-10: 0838935559

Anglo-American Cataloging Rules, 2nd Edition, 2002 Revision: 2005 Update
(Update Pages Only)

Binder ready loose-leaf pages

ISBN-13: 9780838935576

ISBN-10: 0838935575

Anglo-American Cataloging Rules, 2nd Edition, 2002 Revision: 2005 Text
Block (Complete Text Including Update Pages)

Complete text with annual updates from 2003 through 2005 (no
companion binder or tabs)

ISBN-13: 9780838935552

ISBN-10: 0838935559

For those libraries that use the Dewey Decimal classification system, any of the following
Dewey resources:

Dewey Decimal Classification and Relative Index, Edition 23, 2011 Forest Press
(A Division of OCLC)

All editions and formats available at <https://www3.oclc.org/dewey/>

4-volume hardback set, Unabridged

ISBN-13: 9781910608814

ISBN-10: 1910608815

Abridged Dewey decimal classification and relative index 14th edition (1 volume)

ISBN-13: 9780910608732

ISBN-10: 0910608733

WebDewey and *Abridged WebDewey*

WebDewey is a web-based version of DDC 23. *Abridged WebDewey* is a web-
based version of the Abridged 14.

The standards contained in the cataloging sources listed above should be consulted and
followed when entering new records into Evergreen Indiana and when modifying existing
records in the Evergreen Indiana bibliographic database.

Portions of Records and Their “Ownership”

Records in the Evergreen Indiana cataloging file consist of two portions. The first portion is a **bibliographic title record**, containing cataloging information at title level (e.g., author, title, edition, publishing information, physical description, etc.). The next portion of a cataloging record is the **holdings record**, containing local holdings' information such as Call Number and copy information. Since only one bibliographic record for each unique entity should be entered into the database, the title record is “owned” by all participating libraries. Local information of a library's holdings belongs to the entering library. While adding, deleting, or editing a bibliographic record at the title level should be undertaken in accordance with Evergreen Indiana Copy Cataloging Specifications below, local library systems make their own decisions on local processing policies and procedures for handling their item information.

Libraries participating in Evergreen Indiana should *only* make changes to their own Holdings Records. Consequently, only the “owning” library has the right—or the knowledge—to make changes. If someone working with a record notices what appears to be an error in either a holdings and/or an item record, or if a holding appears to be attached to an incorrect bibliographic record, a request to check on the matter should be sent to the cataloging contact person at the library in question. If many libraries need to be contacted, a message can be sent to the Evergreen Indiana Cataloging listserv. The address is the following:

evergreen_indiana-catalog@lists.in.gov

In such cases it is very helpful to list in the subject line the systems that need to do the checking. If there are too many to list, a more general notification may be sent.

If your system is notified that there seems to be a problem with one or more of your item records, you have an obligation to check on the matter and to try to resolve any problems that you find. If resolution of a problem is not possible with the authorization level available within a library, it may need to be referred to the Evergreen Indiana Cataloging Committee. Any notice required to be given to the Evergreen Indiana Cataloging Committee should be given via the Evergreen Indiana Catalog List Serv.

Definitions

Certified Evergreen Indiana Cataloger (Cat-1): is a cataloger who has attended Evergreen Indiana basic and advanced catalog training and who has the highest cataloging authorization to work with bibliographic records at each Evergreen Indiana library system. A Certified Evergreen Indiana Cataloger is responsible for the quality of bibliographic and holdings records entered by staff under their supervision and for the training of copy catalogers on their staff. Training for any new Evergreen Indiana Cataloger is mandatory. Every library in the Evergreen Indiana consortium should have at least one Certified Evergreen Indiana Cataloger (Cat-1) who has received the training and is subscribed to the Evergreen Indiana Cataloging listserv.

Certified Evergreen Indiana Copy Cataloger (Cat-2): is a cataloger who has been trained by Evergreen Indiana Certified Cataloger (Cat-1) or has attended Evergreen Indiana catalog training and has the ability to do copy cataloging.

Explanation of Functions

Copy Catalogers (Cat-2) may:

- Attach holdings to existing bibliographic records
- Delete holdings.
- Edit volume and copy level data
- Import new records via Z39.50 or batch
- Update (or edit) bibliographic records
- Create new stub records

Evergreen Indiana Certified Catalogers (Cat-1) may (if trained in that area):

- Do everything allowed to Copy Catalogers
- Overlay records
- Create original bibliographic records
- Merge bibliographic records
- Delete existing bibliographic records
- All Evergreen Indiana Certified Catalogers (Cat-1) should stay on Evergreen Indiana cataloging list: please subscribe at:

http://lists.in.gov/mailman/listinfo/evergreen_indiana-catalog

All Evergreen Indiana Certified Catalogers (both Cat-1s and Cat-2s) should be able to:

- Understand/interpret MARC records
- Have knowledge of and follow established matching criteria for all relevant formats (such as books, sound recordings, and video materials) in order to determine whether a record is a match for an item in hand
- Search the Evergreen Indiana group catalog efficiently and accurately
- Use the Z39.50 in Evergreen to search and bring in appropriate records

Processing Standards

Because the goal of the Evergreen Indiana consortium is to share library materials, libraries should mark their materials in more than one place for transit so that the owning library of the item is very obvious. Use either a sticker somewhere in or on the item and/or a property stamp on the edges of the item.

Street Date Materials

It is the policy of the Evergreen Indiana Consortium that materials may not be released to our patrons before the publisher's release date. This is the date materials are released for sales at bookstores and on-line purchasing websites, such as Amazon.com. Release dates are also known as Street Dates.

This policy is based on legal restrictions placed on popular materials by publishers as well as book vendors. Most of the vendors will include the street date information on the invoices for their books, DVDs and other materials. Street date information may also be found on vendors' websites, authors' websites and on on-line purchasing websites.

While we do encourage catalogers to import and edit MARC records for street date materials in the Evergreen Indiana database and to attach holdings to the records, all item records should have the status set to "IN PROCESS" or "ON ORDER" until the release date. Items may be released on or after the release date and be made available to patrons and for capturing holds.

Materials with release dates should NOT be made available to the public or checked out before the street date, and they should NOT have any status which indicates they are available, such as "Available," "Reshelving," or "Checked out." It is NOT acceptable to simply make the materials physically unavailable.

If the system indicates the items are available for circulation, this causes customer service issues, since the library catalog is shared by the whole consortium. Patrons will question why some Evergreen libraries make these materials available when others do not.

Advance Reader's Copies

The official policy of the Evergreen Indiana Consortium for Advance Reader's Copies of materials is the following: The Advance Reader's Copies of books are not the final version of the book. They are copies which have been released to reviewers and are subject to more editing and updating before the final version is published. Many times the information in these copies may be inaccurate and/or not valid. However, we do know that many libraries use Advance Reader's Copies to augment their collections.

For cataloging purposes, Advance Reader's Copies must be cataloged on separate MARC records, not just added to the MARC record for the officially published version of the title which is usually available later. In NO case should the MARC records for the book in its published final version be edited to reflect that a library has the Advance Reader's Copy. **New records must be added to Evergreen Indiana for Advance Reader's Copies of books.** Please refer to Chapters 2 (for information on matching records) and 3 (for information on original cataloging) to see how to catalog these materials.

Review Structure

Bibliographic records will be subject to review as holdings records are attached. Notice of bibliographic records found to be substandard may be sent to the cataloger with a request that the record be revised. A formal review process will be developed and implemented by the Evergreen Indiana Cataloging Committee if needed.

Revocation of Privileges

Evergreen Indiana reserves the right to revoke the cataloging privileges of any member library if its work repeatedly fails to meet with the established standards. As a result, training for all new catalogers is mandatory, and it is the library's responsibility to notify the Evergreen Indiana Cataloging Committee of any changes in staffing as soon as possible.

Non-adherence to Established Evergreen Indiana Cataloging Policies can result in member libraries being declared non-compliant

The following situations could cause an Evergreen Indiana library to be declared non-compliant:

Not reading messages posted on the Evergreen Indiana Cataloging Listserv and/or not following the instructions/requests stated therein

Not following Evergreen Indiana policies and procedures

Allowing Cat1-level work to be done by a person who has not been adequately trained

Chapter 1 -- Introduction

Failing to send a staff member to receive Evergreen Indiana cataloging training.