Evergreen Indiana Cataloging Policy

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. With recommendations from the Evergreen Indiana Catalog Committee, the Evergreen Indiana Executive Committee sets standards for these records. The Evergreen Indiana Cataloging Committee oversees quality assurance and training.

This Cataloging Policy is supplemented by the Evergreen Indiana Cataloging Procedures Guide and the Evergreen Indiana Training Manual.

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

Evergreen Indiana Cataloging Policies

1. Explanation of Functions

In general, consider more information to be better than less information. Always feel free to add relevant information, such as content notes, to descriptive records. Always edit *incorrect* information in controlled headings (MARC fields 1xx, 240, 6xx, 7xx and 8xx).

Copy Catalogers may:

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

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

- Do everything allowed to Copy Catalogers

- Overlay existing records

- Create original bibliographic records

- Add new fields to bibliographic records

- Merge bibliographic records

- Update bibliographic records

- Delete existing bibliographic records

- Delete fields in existing bibliographic records prior to or after import

2. Definitions

Certified Evergreen Indiana Cataloger (Cat1): is a cataloger who has attended Evergreen Indiana catalog training. A Certified Evergreen Indiana Cataloger may enter original catalog records and is responsible for the quality of bibliographic and holdings records entered by staff under their supervision and for the training of copy cataloguers on their staff.

Certified Evergreen Indiana Copy Cataloger (Cat 2): is a cataloger who has been trained by a Certified Evergreen Indiana Cataloger or has attended the Evergreen Indiana cataloging training.

All Evergreen Indiana Certified Catalogers 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 catalog efficiently and accurately
- Use the Z39.50 in Evergreen to search and bring in appropriate records

3. Notice

Any notice required to be given to the Evergreen Indiana Cataloging Committee should be given via the Evergreen Indiana Catalog List Serv.

4. 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 in 2009.

5. 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. The cataloging privileges of a member library will not be revoked prior to consultation with the member library's director and cataloging staff. As a result, training for all catalogers new to Evergreen Indiana 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.

General Permanent Record Policies (Including Overlays)

Permanent records:

- Must follow the bibliographic matching criteria listed in the Evergreen Indiana Procedures Guide
- Must not duplicate the specified core level elements of an existing bib record (below)
- Must use MARC 21 Format for Bibliographic Data
- Must contain core level fields as defined by Library of Congress's Bibco Core Record Standards:
    - Including, where applicable, ISBN or ISSN, title, edition, publisher, and date
    - Also: type of record (leader byte 6): language material, musical sound recording, projected medium, etc.
- Must comply with AACR2R and LCRI rules (the rules in force at the time of record creation)
- Must use standard GMD terminology ("sound recording," "videorecording," "electronic resource")
- Must contain only bibliographic-level data (not "holding specific" information, *i.e*., 590 notes)
- Must be compared with item in hand
- Must use LCSH for subject headings

- Additional optional controlled subject headings may be added to the record (e.g., Bilindex, MeSH, Sears)

Maintenance standards

Member libraries are expected to:

- Keep their holdings current;

- Designate a staff member to monitor the Evergreen Indiana Catalog List Serv; and

- Resolve problems as reported to them by the Evergreen Indiana Cataloging Committee.

Reporting and resolving problems

Problems or complaints regarding record quality or errors should be sent to the Evergreen Indiana Cataloging Committee. The Evergreen Indiana Cataloging Committee is final authority in resolving quality concerns.

Portions of this document originated from the Georgia Pines, Michigan Evergreen Cataloging Specifications and PALNI Cataloging Standards.

Adopted by the Evergreen Indiana Executive Committee on November 14, 2008.