

These Guidelines were written in March 2011 by the Storage Cataloging, Access and Discovery [Sto-CAD] group. They were approved by the Statewide Storage Task Force in May 2011, by TSPC in June 2011 and by CSUL at their September 2011 meeting.

Cataloging Guidelines for Originating Libraries Transferring Materials to the Statewide University System Shared Collection

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FINAL

This document is intended to provide a brief overview of the quality of the cataloging records provided by Originating Libraries as they prepare and send materials to the Statewide University System Shared Collection (aka the Shared Collection). Shared collection materials held at the high density storage facility will only be discoverable through their catalog records, so it will be necessary to maintain reasonable standards of consistency and quality for the records which will identify the materials. The materials, with their accompanying records, will play a role in a state, region and nation-wide system of last copy repositories.

A broader outline of the responsibilities of Originating Libraries, with more detailed procedures, will be forthcoming.

1. Bibliographic records

All records must include an OCLC number. It will not be necessary to edit catalog records to match the current bibliographic standard, i.e., if a record was created under AACR it will not be necessary to upgrade it to AACR2, and it will not be necessary to change AACR2 records to RDA or vice-versa. However, all access points should be correct and up-to-date. Records should minimally meet the standards set by OCLC for level "k" records and have at least one subject heading where appropriate. Serials records do not have to be CONSER records but should meet the CONSER Standard Record guidelines (see <http://www.loc.gov/catdir/cpsoc/conserdoc.pdf>). Where successive-entry records and latest-entry records exist for the same serial, successive-entry records are preferred.

2. Holdings

For the holdings record, fields 852 |a |b and |c are minimally necessary. If the record has a call number, it should be correctly entered in the |h and |l subfields. Since items will be retrieved by accession number, any type of call number is acceptable. If the record lacks a call number there is no need to add one.

3. Serial Holdings

While the 85x/86x pairing for serial holdings is the preferred format, free text serial holdings statements (866) are acceptable as long as they are complete. Complete means that the holdings must reflect a complete and thorough physical inventory of the serial down to the volume level. If only part of the

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holdings of a serial are sent to the Shared Collection, the holdings must be split to correctly identify what remains at the Originating Library and what was transferred to the facility.

4. Items

All volumes must be barcoded and have an item record with the barcode entered in it. All items must be correctly linked to the appropriate holdings record.

5. Statistics

Originating Libraries will need to retain statistics on items sent to the Shared Collection for accreditation and ARL reporting statistics though this information will not be available to the public. While the item is in the Shared Collection, it can still be counted as owned by the Originating Library. And if a library participating in the Shared Collection withdraws volumes from their collection since they will now have access to them via the facility, they may continue to count those as well. Title and volume count information regarding materials sent to the Shared Collection or withdrawn due to Shared Collection access will be retained by the Originating Library for statistical purposes though it will not display to the public in the Originating Library catalog.

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