

Cataloging Policy for UPRLC Libraries Using the SirsiDynix Symphony Client

Purpose: To ensure that cataloging standards are followed to the best of each cataloger's ability and to provide consistency within the database by adhering to the RDA core elements of a bibliographic record.

Cataloging Committee: A cataloging committee shall be formed representing those cataloging at institutions within UPRLC. This committee will meet to discuss issues related to this policy and other issues as presented by the members of UPRLC concerning the cataloging of materials.

Cataloging Standards: Cataloging records will be created based on *RDA: Resource Description and Access*, which are available online at <http://www.rdatoolkit.org>. Each record will adhere to the requirements of the Core Elements listed below. Each element is necessary to record where applicable for users to find, identify, select, and obtain the desired resource. These rules will decide what information is part of a bibliographic record.

Encoding Schema: MARC 21 will be used as the encoding schema for the bibliographic records. MARC 21 allows us to encode the metadata so that our automated library system can read and retrieve vital information for patrons to find, identify, select, and obtain a desired resource. A listing and description of each of the codes is available at on the Library of Congress website at <http://www.loc.gov/marc/bibliographic/ecbdlist.html>.

Adding Holdings to an Existing Bibliographic Record: Catalogers are expected to first search the Workflows catalog for a bibliographic record that matches the item that is in hand. If a bibliographic record is found in the catalog, the cataloger is expected to match the core elements of the item to the bibliographic record. If a match occurs, the cataloger is then expected to add holdings to that record. If no match occurs, proceed to copy cataloging standards.

Copy Cataloging Standards: Copy cataloging is an important component of cataloging. It allows for cataloging items that already have bibliographic records that are available elsewhere. Our primary vendor for cataloging records is OCLC, based in Ohio. These records can be downloaded from the Z39.50 connection in Workflows or by using the Connexion Client. The core elements need to be in the MARC 21 records that are coming from other vendors, including OCLC. Once records are brought into the system, catalogers are expected to add holdings in a timely fashion. If a match is not found, the cataloger can decide to wait and check the vendor again to see if a record was created, send the item to the Superiorland Library Cooperative for cataloging, or proceed to the original cataloging standards.

Original Cataloging Standards: Original cataloging is necessary when there is no record for an item in any of the databases that UPRLC contracts with for bibliographical records services. Original cataloging will follow the standards presented above and must adhere to containing the RDA core elements as presented in this document. The encoding schema used to record the metadata will be MARC 21 as presented above. Once a bibliographic record is created, catalogers are expected to immediately add holdings.