Catamount Cataloging Policies

Accepted September 22, 2015 by the CLN Board.

The Catamount Library Network (CLN) is built upon each member's commitment to maintain a robust catalog. Our members pride ourselves on the quality of our bibliographic records. It is the shared responsibility of every member library as they enter records to maintain the integrity of the CLN catalog. CLN catalogers are trained to maintain the quality of our catalog.

Cataloging in the consortium is an ongoing, cooperative process, built upon regular training and the sharing of knowledge. Through collaboration and instruction, Supercatalogers at each library will have the tools they need to maintain the quality of the bibliographic records. Instances of substandard cataloging will be addressed through an educational approach. Increasing the knowledge base and cataloging capacity within the CLN is a fundamental goal of the Catamount Cataloging Group. Mistakes are part of the learning process.

As a member-driven organization, the CLN seeks to increase the cataloging expertise of member libraries through training and offers consultation as requested. Catamount Cataloging Group members may assist in the training of catalogers. Such training may take the form of a combination of in-person classes, webinars, email, or phone consultations. Each member library will have access to the Catamount Cataloging Handbook **[URL will be hyperlinked when handbook is complete]**.

The Catamount Cataloging Group creates and updates cataloging policy for the CLN, subject to approval by the CLN Board. The Catamount Cataloging Group is open to anyone who has received cataloging training and who performs cataloging at a CLN member library. The Catamount Cataloging Group conducts training and disseminates information about cataloging to the member libraries.

Cataloging policies:

1. **Responsibilities of Member Libraries and Catalogers**

Each CLN library will designate one Supercataloger who will keep up with communications from the Catamount Cataloging Group and serve as point person for cataloging for their library. This Supercataloger will be the main contact for cataloging issues at each library, and will be responsible for all records added by their library to the CLN catalog.

Catalogers in the CLN system must have a desire to expand their cataloging skills. Through instruction, consultation, and reference materials, the Catamount Cataloging Group will provide tools for every cataloger to produce high-quality bibliographic records for a variety of materials. It is the responsibility of member libraries to give the necessary latitude to their cataloger(s) to attend instructional sessions.

It is the responsibility of catalogers to understand their own level of expertise, and to consult with the Catamount Cataloging Group for cataloging questions. This is especially true for those who are doing update or original cataloging.

2. **Training**

As each new library in the CLN system approaches their "go live" date, an in-person training session will be conducted. Training includes CLN cataloging policies and procedures in the Koha and OCLC CatExpress and Connexion environments. The training session is held at the cataloger's home library or in a designated group setting. Training will cover strategies for matching records in the CLN catalog, adding holdings to those records, good practices for matching records through Z39.50 retrieval, importing records, and original cataloging practices.

Once catalogers receive this training, they may add holdings to records in the CLN catalog, add new records to the catalog by importing them through Z39.50 protocol, delete records, overlay records, batchload records, upgrade records, merge records, and perform original cataloging. Brief overviews of these processes are below, and detailed instructions for each process are available in the Catamount Cataloging Handbook **[will hyperlink to URL here when the handbook is complete]**. Every CLN library must have at least one trained cataloger, known as the Supercataloger, who is required to be a member of the Catamount Cataloging Group. Others from member libraries will be welcome to attend cataloging group meetings.

3. Record quality

All bibliographic records contributed to the CLN catalog by member libraries should be full level records. Full records are considered those that fulfill the requirements listed in AACR2, rule 1.0D2, or RDA rule 1.3. In addition to those requirements, all catalog records should:

- Be in MARC Format and conform to AACR2 or RDA rules.
- Be the highest quality available under RDA or AACR2 rules.
  ◊ When available, RDA records are preferred.
  ◊ A good AACR2 record remains preferable to an incomplete RDA record.
- Use RDA carrier types, found in MARC fields 336, 337, and 338, or use standard General Material Designation terminology, as defined under AACR2, rule 1.1C.
- Import into the CLN catalog only if no matching record can be found in the catalog, or if the record is to overlay an existing record in the CLN catalog.
- Contain at least one Library of Congress Subject Heading (LCSH), if available.
- Be compared and matched with the item in hand.

4. Copy Cataloging

All catalogers who have received training in the CLN system can attach holdings to an existing bibliographic record.

If a record cannot be found in the CLN catalog, catalogers should locate the highest quality record that matches the item in hand, and import it to the CLN catalog through the Z39.50 protocol in Koha. When importing records into the CLN catalog, RDA records are preferred over AACR2 records if they are both of comparable completeness and quality. Supercatalogers are responsible for all records their library adds to the CLN catalog.

5. **Update and original cataloging**

A record should be updated if the only available record for an item is a brief record. Supercatalogers will perform cataloging updates to records as needed, to ensure the best quality record. Updates may be performed either before or after import into the CLN catalog, depending on the access to necessary software. These procedures are covered in detail in the Catamount Cataloging Handbook.

If no records appear for the item in hand, Supercatalogers should perform original cataloging. Original catalog records should be created according to RDA rules.

The VTLIB Collections and Digital Initiatives Librarian will be available for consultation to help Supercatalogers complete update cataloging and to create original cataloging records.

Instructions for original cataloging appear in the Catamount Cataloging Handbook **[hyperlink forthcoming]**.

6. **Questions and issues**

Any issues that cannot be resolved at the home library should be addressed to the Catamount Cataloging Group, either individual members or the group as a whole.