SWKLS CATALOGING
Published February 4, 2022

I. Philosophy

Together, we have created our system philosophy, synchronized workflow ideas, written best practices, and chosen standards for bibliographic records. We perform organized, quality cataloging to enable access by patrons and staff alike. When the need arises, we will ask for help. With these healthy habits in place, we support the SWKLS Unity Project–SWKLS U.P.!

II. Best Practices

A. Brief/zzz bibliographic "bib" records: We will use this type of record for ILL and bulk loans. A brief bib should not remain in SWiftnet longer than the time the item needs to circulate.
1. We aim to check our brief bibs by running a report quarterly.
2. When ILL and bulk loan records are no longer in circulation, these records will be deleted, including the SWKLS Rotating Collection.
   a) To help stay organized, write "ILL" in the title of the brief bib before the item's title.
3. If requested, Kelly can perform a record overlay to keep the circ history of the brief bib and make the record complete.
4. If requested, Kelly can come to your library and help check your brief bibs.
5. The appropriate amounts of brief bibs, depending on the size of the library are:
   a) ≤ 10,000 items: 100 or fewer

b) ≤ 20,000 items: 200 or fewer
c) 20,000+ items: 300 or fewer

B. Magazines: We will no longer use brief bibs to catalog magazines/periodicals, because these are not items that "briefly" exist. At the very least, we will use "minimalist" records.
   1. If requested, Kelly can write "minimalist" records for you.
   2. Option for large periodical collections: Each subscription will have a record, and each item will have a barcode.
   3. Option for small collections: We can use a "statistics only" material type. That is, VERSO will only count the number of check-outs. Due dates and fines will not apply.
      a) Or, circulation can be tracked by hand in a paper format and counted at the end of the year. We may consider moving to a digital counting method.
      b) If requested, Kelly can customize any tracking system you wish to create.

C. New permanent titles: We will endeavor to fully catalog an item prior to circulation. Only in times of great need will we use brief bibs for an in-demand title to enable faster patron access.
   1. Optional: New titles can be pre-cataloged at the time of purchase to allow for a waitlist to develop in VERSO. Then, when the item arrives, the record can be checked and edited quickly to enable faster patron access.
   2. Optional: An Excel spreadsheet can be created to track patron holds.
   3. Optional: Processing and cataloging checklists are available on the Wiki. We can use these documents to track the item's progress after it is received.
   4. We will copy from good or excellent quality records. Never will we copy from brief records. We will do our best to always add cover art to our holdings. If this is not done by VERSO automatically, we will perform this step ourselves or ask for help, if needed.
   5. Healthy copy-cataloging habits:
      a) First, we will check VERSO for a good quality record. We have the ability to copy from any resource, even if it is outside of SWiftnet. Our objective is to always incorporate quality records into our union catalog for the benefit of all.
      b) If we cannot find a quality record in VERSO, we will check our library's CatExpress unit allotment. If possible, we will use CatExpress to copy-catalog good quality records and import them

into VERSO. Each library is responsible for keeping track of its usage in order to avoid overage charges of $3 each.

   c) If the library has used all of its unit allotment, or if we cannot find a quality record in CatExpress, we will send the item to Kelly after completing the online original cataloging request form found here: https://forms.swkls.org/cat_select/library.php

   d) Kelly promises a quick turnaround and will write the best quality records possible. Additionally, she will add the cover art for us.

III. Workflow

A. We will collaborate with our directors to create a special space for cataloging and processing.

B. We will collaborate with our directors to schedule time for these tasks. If possible, this work will occur in a quiet space that is separate from patron activity. <u>Focus, routine, and organization are crucial.</u>

C. CYC Facilitators have provided us with documents, resources, and ideas. This information is available on the SWKLS Wiki: wiki.swkls.org

IV. Standards for Bibliographic Records

A. We recognize that older MARC21 records will look slightly different than updated RDA records.

B. A good quality or basic record will include:
   1. 100/110: Creator (if applicable)
   2. 245: Title statement (240 is OK but outdated)
   3. 250: Edition/large print statement (if applicable)
   4. 264: Publication statement (260 is OK but outdated)
   5. 300: Physical description
   6. 336-338: RDA codes
   7. 490: Series (if applicable, might be absent for #1 in a series)
   8. 504/505: Table of contents, bibliographical references = crucial for for non-fiction
   9. 520: Summary (especially for fiction)
   10. 600s: Subject string
       a) If the 600s are absent, the record will be invisible while performing subject searches.

C. An excellent quality record contains all of the above <u>in addition to</u>:
   1. 010: Library of Congress Number
   2. 020/024: ISBN, ISSN, or UPC
   3. 082: Dewey Decimal Number
   4. 700: Additional contributors
   5. 521: Target age/audience (kids' materials)

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