Manitowoc Calumet Library System

Cataloging Policy

**MISSION:** The Manitowoc Calumet Library System (referred to as LARS from this point forward) consists of Brillion, Chilton, Kiel, Lester, Manitowoc, and New Holstein Public Libraries. LARS is committed to developing, maintaining and coordinating a patron friendly database of high-quality and accurate bibliographic records.

**PURPOSE:** Maintaining the quality and integrity of all records is a responsibility to be shared by all member libraries. Bibliographic records added to the on-line card catalog are considered shared property of the consortium.

1. Cataloging committee
   1. One member representing each library
   2. Meet bi-annually (2x/year) in conjunction with the circulation committee; or as needed
2. Cataloging standards
   1. All libraries will import on order records at time of purchase
   2. Copy cataloging standards
      1. Using OCLC, retrieve most complete & accurate record
      2. ISBN/UPC specific (except for DVD records)
         1. Can add a trade copy to a hardcover record. Up to library if it wants to add that ISBN to the record.
      3. Use the legacy author in the 100 field and add other author in the 700 field. Call number is determined by each library.
      4. Records exported will follow MARC21 Standards
      5. Supply subfield h in a bracketed format when necessary
      6. Series note will be added and must be consistent within the series
      7. Any added subject headings must be set by Library of Congress
      8. Must own circulating copy before circulating LuckyDay copy
      9. LuckyDay copy must be on same record as regular copy
      10. Materials will be processed per LARS established procedures when necessary
   3. Original cataloging standards
      1. Material requiring original cataloging to MARC21 Standards will be directed to the cataloger at Manitowoc Public Library
      2. Short bibliographic records for local collections may be created by each library
3. Maintenance standards
   1. Keep local holdings current and accurate
   2. Purge discarded items annually after statutory annual report deadline
4. Training
   1. Manitowoc will serve as a resource for training and continued support for all LARS employees
   2. As the resource library, Manitowoc will provide training workshops annually; or as needed
5. Communication
   1. Committee will make recommendations to the LARS group for approval
   2. All libraries will report any errors to the owning library
   3. If it cannot be determined where the error occurred, it will be reported to cataloger at Manitowoc Public Library

Approved May 2019

Approved May 2022

Approved February 2023