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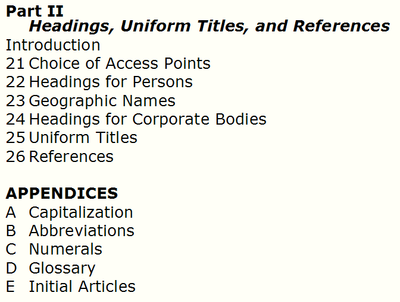
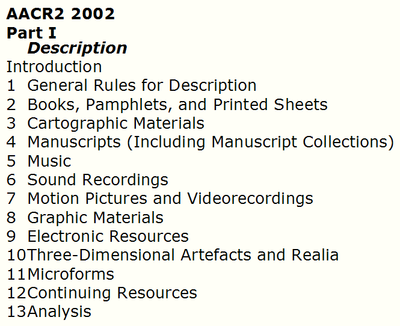
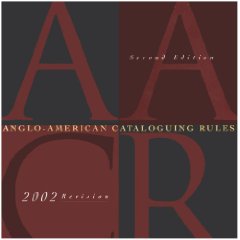
1.  Policy Statement

The Anytown School Library Media Center staff are dedicated to providing the students and staff with superior catalog records.  In order to achieve this goal, whether using original cataloging, copy cataloging, or catalog records purchased from vendors, the staff ensure that the records are as current as possible using the most recent available tools and resources at their disposal and in doing so following the formats and standards of cataloging.

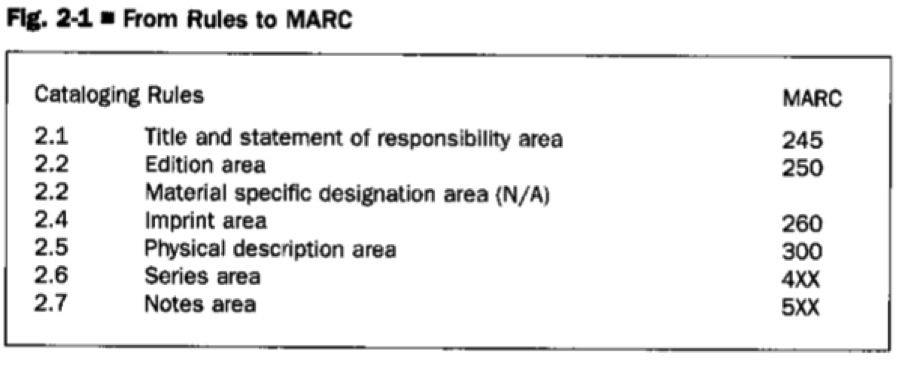
2.  Procedures

Within the library, the users are the main priority and serving their informational, educational, and recreational needs.  When materials are brought into the library they must be organized.  It is a great responsibility of the library staff to "organize all resources for effective and efficient use, through such measures as cataloging, classifying, and arranging all elements of the collection (AALS 87)." According to Weihs, “the ultimate goal is to make any title owned anywhere in the world available to a person with a need for that material” (Weihs 1).  It is evident that in order to retrieve information it must initially be organized following a given set of formats and standards (Taylor 2).  

* Cataloging Items:
  + Every received item within the library that is being added to the collection must be cataloged in order to be retrieved from the collection for use.
  + Cataloging items occurs throughout the school year as needed.
  + Access to information for users is the main priority, therefore records must be:
    - Consistent
    - Detailed
    - Accurate
* Formats and Standards are to be followed for all items added to the collection:
  + AACR2
    - The standard cataloging rules in which all libraries within the United States, Great Britain, Canada, Australia, and other English-speaking countries follow.
    - “The how”--The rules in which help one to determine how the library materials are described in order to provide the content of the MARC records.
  + MARC 21
    - The MARC format is a standard for the representation and exchange of bibliographic data (following AACR2 rules) in machine-readable form.
    - MARC format allows users to share and communicate library records electronically by creating computer records and they represent descriptions of items in online catalogs.
* Level of Description:
  + Level 1--Basic: Simple, least detailed
  + **Level 2--Middle: More detailed**
    - Items must be cataloged at this level--if not beyond--to ensure sufficient information is provided for each item for the users of the library.  Information required:
      * Author
      * Title
      * Subtitles and other title information
      * Statements of responsibility
      * Publication information
      * Number of pages
      * Presence of illustrations
      * Dimensions of the item
      * Series statements
    - The more information included within a catalog record, the better.
  + Level 3--Top: Most detailed
* List of Cataloged Materials
  + All materials will be cataloged that are being added to the collection for use--Print and Non-Print
    - Artifact
    - Book
    - Computer File
    - Electronic Book
    - Equipment
    - Kit
    - Manuscript Language Material
    - Maps, Globes and Atlases
    - Mixed Materials
    - Music
    - Picture, Study Print, Photograph, Chart
    - Serial
    - Sound Recording
    - Video

3.  Samples  
  
AACR2:  
Record following AACR2 without MARC 21:

|  |  |  |  |
| --- | --- | --- | --- |
| **RECORD 1** | **Field(s)** | **Ind.** | **Subfield(s) + Text** |
| Area 1 |  |  | Ann and Ann / by Lee Davis ; illustrations by Margaret Harrison. |
| Area 2 |  |  | 1st ed. |
| Area 3 |  |  |  |
| Area 4 |  |  | New York : Orchard Press, 1959. |
| Area 5 |  |  | [28] p. : b&w ill. ; 22 cm. |
| Area 6 |  |  |  |
| Area 7 |  |  | Intended audience: Elementary grades.  Summary: Ann and her doll, Ann, always did everything together until they were accidentally separated for the rest of the summer.  LCCN 59-3201.  Winner of 1960 Oldbury Award. |
| Area 8 |  |  | $4.95 |

AACR2 to MARC 21:   
  
  
  
Record following AACR2 with MARC 21.

|  |  |  |  |
| --- | --- | --- | --- |
| **RECORD 1** | **Field(s)** | **Ind.** | **Subfield(s) + Text** |
| Area 1 | 245 | 10 | $a Ann and Ann / $c by Lee Davis ; illustrations by Margaret Harrison. |
| Area 2 | 250 | ## | $a 1st ed. |
| Area 3 |  |  | This item does not use Area 3. |
| Area 4 | 260 | ## | $a New York : $b Orchard Press, $c 1959. |
| Area 5 | 300 | ## | $a [28] p. : $b b&w ill. ; $c 22 cm. |
| Area 6 |  |  | This item does not use Area 6. |
| Area 7 | 010  520  521  586 | ##  ##  2#  8# | $a LCCN 59-3201.  $a Summary: Ann and her doll, Ann, always did  everything together until they were   accidentally separated for the rest of the  summer.  $a Intended audience: Elementary grades.  $a Oldbury Award, 1960 |
| Area 8 | 020 | ## | $c $4.95 |

4.  Cataloging Tools

* 1. ***Anglo-American Cataloguing Rules***. 2nd ed., 2002 rev. Chicago: American

Library Association, 2005.

Cataloging rules developed cooperatively by library associations and the national libraries of the United States, United Kingdom, Canada, and Australia. AACR2 is an internationally accepted standard for descriptive cataloging. It contains rules for describing and providing access to all types of library materials including books, serials, electronic resources (formerly called computer files), maps, music, motion pictures, etc. through library catalogs.

* 1. Dewey, Melvil. ***Abridged Dewey Decimal Classification and Relative Index***. 14th

ed. Ed. Joan S. Mitchell, et al. Albany, NY: Forest, 2004.

This is the most recent abridged version of the DDC to date.  The DDC is the most widely used method for organizing and classifying books in the world.

* 1. Furrie, Betty. ***Understanding MARC Bibliographic: Machine –Readable***

***Cataloging***. 7th ed. Washington, DC: Library of Congress; McHenry, IL: Follett Software, 2003.  Also available online <http://lcweb.loc.gov/marc/umb/>

This book explains what a MARC record is and provides the basic

information needed to understand and evaluate a MARC record.

* 1. Intner, Sheila, Joanna F. Fountain, and Jean Weihs, eds. ***Cataloging* *Correctly for***

***Kids: An Introduction to the Tools***. 5th ed. Chicago: American Library Association, 2011.

This book offers a complete overview of the best methods for cataloging that will enable children to find the information they want and need.

* 1. Miller, Joseph, ed. ***Sears List of Subject Headings***. 20th ed. New York: Wilson,

2010.

The list is used to create standardized subject headings, which provide subject access to catalog records. Most school librarians use Sears List of Subject Headings.  Subject headings are assigned to catalog records so that school library patrons are able to find fiction and nonfiction materials about a particular topic.

Also available online - [Sears List of Subject Headings](http://vnweb.hwwilsonweb.com/hww/login.jhtml)

* Username: BBS25
* Password: SEARS2011

* 1. Piepenburg, Scott. ***Easy MARC***. 5th ed. San Jose, CA: F&W Associates, 2007.

This book is “a starting point, a training tool, and most importantly, a framework to help build you knowledge” about understanding and correctly using MARC records (vi).

     g.  Taylor, Arlene G.  *Wynar’s Introduction to Cataloging and Classification*. 9th ed.

Englewood, CO: Libraries Unlimited, 2000. (pp. 449-72)

This book relates management issues to all aspects of cataloging.

      h.   Weihs, Jean, and Sheila Intner.  ***Beginning Cataloging.*** Santa Barbara: Libraries

Unlimited, 2009.

This informative book teaches readers “how to apply standard descriptive cataloging rules, assign subject headings and classification numbers, and create electronic records” (Back Cover).

\*\* Annotated bibliographies adapted from LSC 5521 course documents.

5.  Additional Sources For Cataloging Information  
  
The Cataloger’s Reference Shelf

<http://www.itsmarc.com/crs/CRS0000.htm#Other_Reference_Manuals>

Provides helpful resources to many cataloging topics.

Cataloging and Classification Quarterly Home Page.

<http://catalogingandclassificationquarterly.com/>.

Home Page and table of contents to the most respected journal for catalogers.

[Internet Library for Librarians - Email lists and Newsgroups](http://www.itcompany.com/inforetriever/emailcat.htm).

Here is a list of Discussion groups about general cataloging issues as well as lists for specific areas of cataloging such as subject headings, cataloging videos, etc.

Internet Library for Librarians - Cataloging Journals.

<http://www.itcompany.com/inforetriever/ej_cat.htm>.

Here are links to many journals specific to Cataloging and Classification issues and topics.

Joint Steering Committee for Development of RDA. [*Resource Description and Access:*](http://www.rda-jsc.org/docs/rdabrochure-eng.pdf)

[*Cataloging Standard for the 21st Century*](http://www.rda-jsc.org/docs/rdabrochure-eng.pdf)*.*Chicago: American Library Association, 2007.

Kaplan, Allison G. "[Standardized Cataloging Rules: An Informal Exploration for the](https://mansfield.desire2learn.com/d2l/lms/content/viewer/main_frame.d2l?ou=390933&tId=3943278)

[Beginner or Faint of Heart.](https://mansfield.desire2learn.com/d2l/lms/content/viewer/main_frame.d2l?ou=390933&tId=3943278)"  *Book Report* Jan./Feb. 2000: 38-43.

This article introduces AACR2r and its implications for the school library environment.

Library of Congress Cataloging Department <http://www.loc.gov/catdir/>

Useful references include the extensive FAQ, the listing of the LOC Programs and Services, and the gateway to the Online LC Catalog which is searchable.

OCLC Cataloging Internet Resources.

<http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/default.htm>.

This is a manual and practical guide to cataloging Internet sites that will prove most useful for including online resources in your OPAC.

Princeton University Library’s Cataloging Documentation

<http://library.princeton.edu/departments/tsd/katmandu/catman.html>

A very useful university library cataloging division Web site, especially the Descriptive Cataloging pages with the AACR2r outline and MARC Documentation.