

Centralized Cataloging Plan

Timeline

2019 NWLN passed 2020-2023 Strategic Plan

Patron Services Objective 1: Develop a plan and timeline for centralized cataloging. Activity 1.2 Decide what options are available Activity 1.3 Develop a funding plan

2020 Gathered information regarding centralized cataloging at other consortiums

- Aug - Implemented Catalog Request sheet
- Oct - Met with catalogers throughout the state, one of the topics discussed was centralized cataloging

2021 Share information, make a plan

- March - Started dialog with Superior
- March - Exploring cataloging utility
- May - Updates at NWLN meeting
- June- Resource Library Contract MOU in draft form
- June- Exploring with Catalogers
- June 24 - Centralized Cataloging Open Office Hours
- June 28 - Centralized Cataloging Open Office Hours
- July 7 - Centralized Cataloging Open Office Hours
- September - Contract approved by Superior's Board
- September -Contract approved by NWLS Board
- October - Catalogers at Superior begin cataloging print materials and audiobooks for Eagle River. Catalogers receive quick feedback on record quality.
- November - Catalogers at Superior begin cataloging print materials and audiobooks for Mercer and Bayfield as additional test sites. Catalogers receive quick feedback on record quality.
- December - Slack channel created for instant messaging and improved communication.
- December - Biweekly meetings scheduled between NWLS staff and cataloging staff.
- December - additional training to catalog additional material types provided

2022 Looking ahead

- Bib records will be added to Centralized cataloging workflow by Material types
 - January 19 - Audiobooks, large print and graphic novel material types cataloged for all libraries
 - February 16 - Music cds, Game discs, DVDs material types cataloged for all libraries
 - March 16 - All other print materials cataloged for all libraries
- Material types Toy, Puzzle, Puppet, Misc. Equipment, Kits, Games need to be placed on the [cataloging request sheet](#).

Responsibilities:

All Northern Waters Library Network libraries will:

1. Search the local and remote databases for each item to determine if there is a MARC record that matches the item.
2. In the event no bib record is found, NWLN member libraries will provide required bibliographical information by entering that information into the [Cataloging Request spreadsheet](#).
3. If a record is found that matches the item, the library will attach an item to the bib record.
4. Library will assign each item a call number.
5. Each member library will physically process its own items.
6. Notify helpdesk@northernwaters.org when an error or discrepancy in a bibliographic record is found.

Superior Public Library will:

1. SPL will provide complete MARC records for newly created bibliographic records.
2. SPL agrees to catalog according to RDA standards and use Library of Congress adult subject headings.
3. SPL agrees to catalog according to agreed upon local practices as provided by NWLS system staff.
4. SPL will catalog to the standard of 300 records per week and provide completed records within 2 weeks of creation date.

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5. SPL will update ILS Catcode to 'C' to reflect Centralized Cataloging standards once cataloging is complete.

SPL will contact NWLS system staff for assistance if needed.

Northern Waters Library Service (NWLS) will:

1. NWLS will provide training for SPL cataloging staff as needed.
2. NWLS will provide lists of newly created bib records for SPL cataloging staff.
3. NWLS will communicate with SPL cataloging staff at least weekly to check in and provide feedback.
4. NWLS staff will complete database maintenance tasks including headings reports, orphan bibs and authority work.
5. NWLS will coordinate implementation, training and upgrading of a bibliographic utility.
6. NWLS will provide reports on cataloged items to SPL to provide an accounting of activity.
7. NWLS will provide NWLN member library contact information to SPL cataloging staff.