

Core Sage Cataloging Competencies

(Addendum #1 to Sage Library System Cataloging Policy)

Every staff member involved in the cataloging process should possess a core set of skills. These skills differ based on the level of cataloging the person is doing, as described in this chart:

Competency	CAT3	CAT2	CAT1
	(Barcoder)	(Copy Cataloger)	(Full Level Cataloger)
Understand the basics of cataloging terminology/vocabulary.	X	X	X
Know where to look on the resource for cataloging information, (i.e. preferred sources of information)	X	X	X
Know how to read a MARC record.	X	X	X
Know how to search the Sage catalog efficiently and accurately.	X	X	X
Know how to choose the correct bibliographic record that matches a resource, using the Standards for Matching Database Records document.	X	X	X
Know how to add call numbers and items.	X	X	X
Know how to add parts information to items for catalog consistency on appropriate items.	X	X	X
Know how to distinguish between properly attaching to monograph or serial records	X	X	X
Be able to identify problems with the catalog or a record that should be reported to a Sage Cataloging Mentor or Sage System Administrator.	X	X	X
Know how to accurately classify materials using appropriate schemes, i.e. Dewey Decimal Classification or Library of Congress Classification	X	X	X
Know the core elements of RDA and their corresponding MARC fields.		X	X
Know how to search and differentiate records through the Z39.50 portal.		X	X
Know how to edit serial versus monograph records		X	X
Know how to search through Connexion or CatExpress IF that's what the staff's library uses.		X	X
Know how to properly find/verify access points and subject headings in an authorized authority.		X	X
Know why authority control is necessary and how authority records impact the local catalog.		X	X
Know how to add and delete MARC fields and subfields.		X	X
Know how the ILS indexes and displays MARC fields		X	X
Know which MARC fields are extraneous or redundant and should be deleted from records.		X	X
Know where to find cataloging information (e.g. RDA, MARC21) from authorized sources		X	X
Know the differences between AACR2 and RDA and how to update records to RDA		X	X
Know the proper procedure for creating temporary records		X	X
Know how to accurately create original MARC records			X
Know how to merge duplicate records			X
Know how to mark records for overlay and overlay records			X
Know how to batch edit			X
Know how to delete bibliographic records			X