

## **Sage Library System Cataloging Policy**

### **I. Introduction**

The Sage Library System consortium is committed to developing and coordinating a database of high-quality bibliographic records for collective use by member libraries, our library patrons and colleagues. Maintaining the quality and integrity of each bibliographic record is an interest and a responsibility shared by all member libraries. Bibliographic records added to the Sage database become the shared property of the consortium.

Sage Library System emphasizes voluntary and cooperative efforts to maintain database quality, accurate bibliographic information and elimination of duplicate records. For the integrity of the database, Sage catalogers must comply with standards for full bibliographic records and perform functions only according to one's permission level.

Sage Library System will make reasonable efforts to facilitate training opportunities and resources for all members. The Sage Cataloging Committee is responsible for monitoring quality assurance, and (along with its Mentor group) is also responsible for coordinating regular training and recommending measures for policy enforcement to the Sage User Council. Core guidance documents for catalogers are available for use on the Sage website; this includes the Cataloging Policy and the Sage Cataloging Manual.

Only authorized Sage catalogers may perform cataloging functions in the Sage Library System. In extreme cases, Sage Library System reserves the right to restrict cataloging privileges of any member library if the requirements of this policy are not met, including revocation of cataloging permissions.

### **II. Cataloging Standards**

#### **A. Requirements**

1. All libraries must have a staff member with at least "Basic" level (CAT3) permissions in order to add items to the Sage Library System. It is advisable to have someone trained at the "Mid-level" (CAT2) so that a library is able to at least bring in *some* of their needed records or they must make arrangements with another library (with staff that has the appropriate level of training [CAT2 or CAT1]) to do this for them.
2. New Sage member libraries must present cataloging qualifications to the Sage Administrator and the regional mentor. Cataloging permissions at the CAT3 "Basic" level of cataloging or higher should be established within the first three (3) months of migration.
3. Any new cataloger (whether CAT3, CAT2, or CAT1) is automatically put on the Sage-Cat-group email list.
4. Catalogers must catalog on a monthly basis to maintain current cataloging permission level. If catalogers have not cataloged in over 6 months they will be provided with refresher training and a review of Sage Specific Cataloging Practices.

#### **B. Permission Levels – CAT3, CAT2, CAT1**

Catalogers will be authorized at one of three skill levels according to proficiency. To progress to the next Cataloging level, catalogers must coordinate with their mentor and pass the appropriate proficiency test.

**1. CAT3 “Basic” level cataloger [barcoder]**

**a) Training requirements**

- (1) Elementary understanding of Evergreen & cataloging practices
- (2) Fundamental understanding of MARC bibliographic records and familiarity with AACR2/RDA cataloging rules
- (3) Ability to search Sage Evergreen catalog efficiently and accurately
- (4) Compliance with established matching criteria for any item types to be attached

**b) Functional abilities**

- (1) "Match & attach" - attach holdings to existing bib records
- (2) Edit volume & copy level data (holdings/items)
- (3) Does NOT import or edit bibliographic records

**2. CAT2 “Middle” level cataloger (copy cataloger = item in hand changes)**

**a) Training requirements**

- (1) Must have same basic level training as CAT3
- (2) Complete an advanced MARC21 and RDA training provided by Sage, or provide documentation of equivalent training/experience

**b) Functional abilities**

- (1) Do everything allowed by “basic” level (CAT3) catalogers
- (2) Update bibliographic records to RDA standards
- (3) Import records via batch loading
- (4) Add new fields to bibliographic records
- (5) Delete fields in existing bibliographic records prior to or after import
- (6) Import records via Z39.50
- (7) Update CIP records
- (8) Create “stub” (placeholders) or “temp” bibliographic records

**3. CAT1 “Advanced” cataloger (full level cataloger = system wide changes)**

**a) Training requirements**

- (1) Must have achieved CAT3 and CAT2 proficiency
- (2) Able to document advanced cataloging training, either from college level courses or through a recognized professional training service, as approved by the Sage Cataloging Committee

**b) Functional abilities**

- (1) Do everything allowed by CAT2 “mid-level” “copy catalogers”
- (2) Overlay existing “stub”/“temp” bibliographic records
- (3) Overlay existing bibliographic records
- (4) Create original bibliographic records

- (5) Merge bibliographic records
- (6) Delete existing bibliographic records
- (7) Be available for questions related to cataloging

### **III. Cataloging Support - Regional Cataloging Mentors**

Sage Library System has volunteer regional cataloging mentors who serve as “go-to” people for cataloging questions/issues in each area. The mentors will coordinate cataloging training and quality in their regions as time permits.

### **IV. Permanent Record Standards**

Sage Library System is committed to maintaining a database of high quality bibliographic records for collective use by member libraries.

- A.** All bibliographic records contributed to the Sage catalog must contain specific mandatory elements and meet a minimum level of completeness.
- B.** Bibliographic records must:
  - 1. Use MARC21 Format for Bibliographic Data.
  - 2. Use RDA elements (including “core” and “core if”) in accordance with current RDA standards.
  - 3. Not be imported unless 1) there is no existing matching record as defined in the Procedures Guide or 2) the existing matched record is being overlaid.
  - 4. Contain only bibliographic-level data, not holding specific information
  - 5. Contain at least one subject heading from an authorized source (such as LCSH).
  - 6. Be compared with the item in hand.
- C.** Temporary brief records will not be subject to the same standards as full records, including content, style, and authority work.

### **V. Maintenance standards**

Member libraries are expected to:

- A.** Keep holdings current
- B.** Resolve problems as reported to them by the Sage Cataloging Committee and mentors
- C.** Respond to staffing surveys conducted by the Sage Cataloging Committee

- D.** Maintain awareness of current Sage cataloging policy and procedures

## **VI. Communications**

- A.** The Sage Cataloging Committee will meet regularly. Committee meetings are open to the participation of all Sage members. The schedule and agenda of meetings shall be accessible to Sage member libraries.
- B.** All notices coming from the Sage Cataloging Committee will be given via the Sage-Cat-Group email list.-
- C.** It is strongly encouraged to have at least one member from every Sage library attend Sage Cataloging Committee meetings.

## **VII. Reporting and resolving problems**

If a SAGE cataloger's work repeatedly fails to meet established standards set by the consortium they will go through the Review of Continued Privileges (VIII). Problems should be reported to the Catalog Committee Chair, who will follow up with the mentor responsible for that library.

- A.** Problems to report to Catalog Committee Chair may include:
  - 1.** Inadequacies in Bib records
  - 2.** Incomplete Bib records
  - 3.** Substandard or Incorrect cataloging practices
  - 4.** Incorrect parts management
  - 5.** Creation of duplicate Bib records

## **VIII. Review of Continued Privileges**

- A.** Repeated problems (outlined in section VII.A.) will result in the individual cataloger being contacted by their mentor and training options will be set up to address the issue(s). If problems persist for longer than 3 months, then proceed to VIII.B.
- B.** After 3 months without improvement, the Library Director will be contacted by the cataloger's mentor and the Catalog Committee chair. Issues will be brought to the Director's attention and further corrective measures put in place. If problems persist then proceed to VIII.C.
- C.** If involving the Cataloger's Library Director doesn't fix the problem, then the issue

will be brought to the Sage Administrator and presented to the Sage User Council for regression of Cataloger's cataloging permissions.

- D.** Libraries may appeal for restoration of permissions through the following steps:
- 1.** By contacting the mentor of the cataloger
  - 2.** By contacting the Catalog Committee chair
  - 3.** By contacting the Sage Administrator
  - 4.** Request a hearing at any regular or special meeting of the Sage User Council