

NCLC Cataloging Plan

After the conversion to the new library automation system, the individual libraries in the **Northern Cache Library Consortium** (NCLC) plan to follow the steps outlined herein as each library adds new records , **enhances**, or cleans up and corrects old records in their catalogs.

Each library agrees to use the most complete and **accurate** Marc record from either **Destiny's** Alliance Plus or **Cat Express** OCLC. The best record will make it a patron friendly search and also a quick and easy search for library staff. **We would like to use the following steps for determining the best records:** We will look for the record with the most correct coding, field or formatting, especially in the audio and visual records. Page number, series, and summary statement will also be a priority criteria, if other fields are correct. We will create a group-approved *cheat sheet* to use when cataloging or when training catalog helpers.

We will be using the 8 million+ Marc records in Destiny's Alliance Plus to retrieve cataloging for each new title entry. When a title is unavailable through Alliance Plus we plan to use USL's OCLC service (Cat Express) through Smithfield Library's current account. Smithfield's cataloger will keep track of each individual library's requests and each library will reimburse Smithfield for the records they used. **This first year will be a trial run for the use of Cat Express by the group. If we feel the numbers justify it, each library will do their own contract with USL for Cat Express.**

Clean up **or enhancement** will be done by whichever cataloger in the consortium finds the problem. **The creation of our cheat sheet will also help us keep consistency in this process.** Linda Roholt, USL cataloger, will be our source of confirmation for correction when needed. **We will also continue catalog training when opportunities are made available.**

We, the consortium library directors, are in mutual agreement with the above stated. Because the new automation system is not yet in affect, we are aware that there will be issues to address later and we are willing to work together to make adjustments when needed.

Richmond Public Library - Juliene Parrish
Smithfield Public Library – Marilyn Benavides
Lewiston Public Library – Chris Martinez
Newton Town Public Library – Sarah Rigby