CATALOGING POLICY

The Cataloging Department of the Library is the administrative unit that catalogs and classifies materials, creating metadata for any and all Library holdings. In addition to these primary duties, it performs physical processing, monographic binding and rebinding, in-house repair and mending, bar coding, retrospective conversion, and re-classification duties.

1. Cataloging Standards:

In order to make the cataloging of individual items as inexpensive and expeditious as possible, as well as recognizing that conforming to national standards is essential for any library in a shared cataloging environment, the Cataloging Department follows Library of Congress (LC) practice whenever it can be ascertained. Anglo-American Cataloging Rules, 2nd edition, 2002 revision (AACR2) and the Library of Congress’ Rule Interpretations of AACR2 are followed. However, if the Online Computer Library Center (OCLC) practice conflicts with LC Rule Interpretations, OCLC practice is followed.

AACR2 third level of description is used for all records input into OCLC. The Department attempts to edit local catalog records to reflect full-level AACR2 description. However, the individual Technical Services librarians may determine if such editing is of sufficient value to justify the effort expended. The machine-readable cataloging record (MARC) holdings record is edited to reflect third-level description.

The Cataloging Department recognizes the contractual and ethical obligations of the Library to OCLC, and through OCLC to the national and international library community. Inputting bibliographic data into OCLC at Level 1 is a part of this obligation. The OCLC guideline "When to Input a New Record" is followed. Conservatism is exercised in deciding if a new record is to be input. In transcribing pre-AACR2 copy from the National Union Catalog, AACR2 is applied except for the choice of main entry.

The LC classification schedules and their updates are followed for all current cataloging and re-cataloging. Decisions regarding re-classification of material from one floor to another will be made in consultation between the Public Services and Technical Services librarians. If the actual location is at variance with the classification, a note will be added to the copy holdings screen.

LC authority practice is followed if available. OCLC authority records are imported into the local catalog when available. When not available, local authority records are created. AACR2 and MARC authority formats are followed. The following is a list of the aids utilized by the Cataloging Department:

A. Anglo-American Cataloging Rules, 2nd edition, 2002 revision
B. Library of Congress Rule Interpretations
C. Library of Congress Cataloging Service Bulletin
D. US MARC Bibliographic Format (3 vols.)
2. Location Codes:

The assignment of locations is largely predetermined by the physical format of the item and by the Houston Cole Library Collection Management and Development Policy. The following additional criteria apply when assigning location codes:

**Alabama Collection**

The Alabama Collection consists of those materials about Alabama or of Alabama authorship. Materials about the local region and Jacksonville State University are also collected. When possible, two copies of materials written by Alabama authors, materials about Alabama, or about Alabamians, will be purchased. If a second copy is acquired, it is placed in the open stacks in the appropriate location.

**Juvenile Collection**

The intellectual level in the fixed field as determined by the Library of Congress is given primary consideration; however the Cataloger can decide, based on the needs of the University community and/or with the consultation of the Public Services librarian to change the intellectual level. Items at the senior high school level, titles with extensive critical commentary, and abridgements of adult material can be placed in the general collection.

**Kit**

Items in more than one physical format are designated as "Kit". An EXCEPTION is: an entity consisting of a book accompanied by a computer medium (e.g. CD, DVD), which will be processed into the main collection and shelved accordingly.

**Large/Oversize**

Public Services librarians for floors 2-4 and 6-10 may request that books be moved to the large section of their floor. This is the Oversize section on the 5th floor. A distinction must be made for the 5th floor since the Juvenile books on that floor cover all classification ranges.
Miniature Scores

Miniature scores are incomplete versions of full scores, and are used for study rather than performance. They are shelved at the end of the main score section.

Old and Rare Books

Since this designation removes a book from the circulating collection, this location should be used sparingly and assigned to books that are truly rare. To determine the rarity of an item, anyone who has relevant knowledge may be consulted. Items designated as rare are placed in the Old book collection in the Alabama Gallery.

Periodicals

Materials which are received at least twice a year and which consist mostly of reading matter generally are designated "periodicals." Bibliographies, indices, and abstracts which are issued periodically, are to be designated "Reference." No attempt will be made to reassign a reference location to the many exceptions to the policy. The manner of issuance takes precedence over the physical format. Exceptions to this are periodicals which are part of major microform collections when the entire collection does not consist of periodicals. The department does not follow the Library of Congress practice of creating separate bibliographic records for periodicals which are issued in different physical formats. The format is indicated on the holdings record. Reprints of periodicals are designated "Periodical." Previously cataloged materials that are exceptions to this are re-cataloged.

Reference

The ALA Glossary of Library and Information Science (1981) defines a reference book as a "book designed by the arrangement and treatment of its subject matter to be consulted for definite items of information rather than to be read consecutively." The Public Services librarian will be consulted if there is a question regarding a book's designation as "Reference." When there are problems with shelf space in the Reference Collection, older editions of a title may be rotated to the main collection while the latest edition is placed in the Reference Collection. Titles in this category are designated as Latest Edition in Reference.

Sound Recordings

Sound recordings that are not “musical” are located in the AV Center Record, AV Center Cassette Tapes, or AV Center Sound Compact Disks collection. Sound recordings that are “musical” are located in the Listening Lab (6th floor), Circulating Records - Listening Lab (6th floor), Cassettes - Listening Lab (6th floor), Compact Discs - Listening Lab (6th floor) collections. Foreign language CDs are located in the regular Circulating Collection.

Textbooks
This location is assigned items intended for the use of students in elementary and secondary school education. These books are not purchased, but are gifts from the State of Alabama. Textbooks in more than one medium are designated "Kits."

Textbooks for Adoption

The HCL has been designated as a site for the public review of textbooks. Textbooks that are sent to the Library for display during the review are placed in a special area on the 5th floor and are not eligible for circulation. A catalog record is entered into the Library Catalog showing the location as 5th Floor--Textbooks for Adoption Area. At the end of the adoption review period the location for these items is changed to Textbook and the items are processed for relocation to the Textbook Collection from which they will circulate.

4. Cataloging Policy for Electronic Resources

The following electronic resources are routinely cataloged:

- Paid resources in any electronic format, whether acquired by an individual library or cooperative purchase
- Online access included free with paid print subscription
- Selected free Internet resources: indexes & databases, journals, monographs
- Electronic resources, whether paid or free, that replace print resources
- Web sites that are essentially related to other items being cataloged

5. Cataloging Policy for Departmental Materials

Departmental materials are integrated into the Library Catalog. These items are assigned a location indicating that they are shelved in the department.

6. In-Process Materials

Materials that have the status "In Process" can be located and made ready for circulation at the request of a patron. Patrons should discuss these requests with the Public Services librarian to ascertain if the item is unique. The Public Services librarian can contact the Cataloging Department on behalf of the patron to determine the processing status of the item. Those items in the last stages of processing may be rushed on demand. Requested material will be available for pick up by 10:00 a.m. on the weekday following the request. It will be held for the patron at the Circulation Desk in the lobby for up to 7 days.