Cataloging Guidelines for Bookmobile Libraries

1- **Workflow for cataloging in Symphony**

a. First search all libraries on Symphony to see if your title is already in the system, if the title is in Symphony add a call# level and item. Matching criteria is important, check that the ISBN, publisher, page # and ISBN on the record is the same for the title in hand.

For more information see "Essential cataloging elements" below.

b. If the title is not in Symphony, check SmartPort – When the title is saved a call# level is automatically added. You will need to add an item and verify the call#, item type, location, and add an item ID

c. If the title is not found in Symphony or SmartPort retrieve the item through CatExpress (http://connexion.oclc.org) for authorization and password contact Linda at the State Library.

2- **Essential cataloging record elements** – When comparing records use these elements as a guideline. All records should have these essential fields.

a. Standard numbers (ISBN, LCCN, OCLC#)

b. Author (first author is in 100 MARC tag – Last name, First name order)

c. Title

d. Publisher information (Place of publication, Publisher name, Date of publication/copyright)

e. Physical description (page # for book, amount of items for audio visual)

f. Series note if applicable

g. Notes – depending on format (for example a note for reader/narrator if applicable

h. Subject headings (At least one)

i. Additional authors listed in 700 MARC field (include narrator or reader in a 700 entry)

3**- Brief titles** should only be entered for short term use. For example the title cannot be found through SmartPort and CatExpress and it has a hold. Cataloger is on vacation and an item has a hold. A monthly list will be produced of Fast Add items created by using the "Add Brief Title" wizard – these items will need to be cataloged in full.

4- **Original cataloging**

If you cannot find the item through Symphony, SmartPort and CatExpress contact Linda and she will either walk you through adding a new title or create the title for you.

5- **Batch deleting**

The Delete Title wizard in Symphony should only be used to delete mistakes. If you want to delete items from your library please checkout the items with your assigned discard user. In essence, you are checking out your items to discard which will shadow the items from displaying in your online catalog and change the current location to Discard. Linda will then batch delete these items at the end of the month.