

Northern Lights Library System Procedures for Submitting Items for Cataloguing

These procedures apply to any materials for the library's collection that were donated, or purchased/ acquired through a source other than Northern Lights Library System's Acquisitions department.

A few key points to bear in mind when submitting materials for cataloguing:

1. Apply collection development guidelines before sending materials for cataloguing. Do not send outdated materials; advanced reading copies, proofs, photocopies/facsimiles or other unpublished forms of published materials; ripped, torn or disfigured books or other materials which qualify for weeding. NLLS will not catalogue items which do not meet with collection development and weeding guidelines (as detailed in the Public Services section of the Library Managers Procedure Manual).

With this in mind, we strongly encourage you to have your own policies and criteria in place for accepting donations, etc. Public Services can provide consultation and examples policies to assist in the development of these and other important library policies. **Please contact Public Services if you have questions regarding the suitability of a given item, weeding criteria, or other questions relating to collection development, material selection, donations, weeding, etc.**

Also, please note that no new cataloguing records will be created for outdated AV formats such as audio cassettes and videocassettes (as per a TRAC-wide decision implemented on Sept. 1, 2007).

2. Check to see if the item you have has already been catalogued by looking up the ISBN in Polaris, and add the item to the Bibliographic Record for that ISBN if one is already available. Please note that for some items (such as DVDs and some paperback books), the scan code on the back of the book may not be the ISBN. If the code on the back starts with 978, then it can be scanned into an ISBN search on Polaris; otherwise, it is most likely a UPC, not an ISBN, and you may have to manually type the 10-digit ISBN into the Find Tool on Polaris. **The full, step-by-step procedure for searching for an appropriate bibliographic record is available www.nlls.ab.ca.**

As of July 1, 2009, NLLS will only be entering and processing materials submitted on cataloguing sheets that require original, bibliographic level cataloguing (adds must be done at the library).

3. When applying property stickers, barcodes and other labels to materials prior to sending them to NLLS for cataloguing, please keep the following in mind:

- **Do not cover information that will be required for cataloguing.** This includes ISBN/UPC codes, production and special features information (for DVDs and other A/V materials).
- **When submitting A/V materials such as DVDs, CDs, and audio books, please include all of the original packaging.** Even if you intend to repackage the items for circulation, we require the original packaging in order to create a proper bibliographic record for an item. Essentially, trying to catalogue an A/V item without the original packaging is a lot like trying to catalogue a book that has had the cover and title page ripped off.

NLLS will not be able to create records for items for which we do not receive or cannot read the necessary cataloguing information from the item.

Also please note that under current TRAC circulation guidelines, DVD television seasons are catalogued on a single Bibliographic Record and are circulated as a single Item Record with a single barcode (for example, if you have a television season on DVD that consists of 5 discs, all 5 discs circulate together as a single item). [TRAC 2010]

4. For materials written in a language other than English, please include a translation of the title page information (author, title, place of publication, publisher, and date of publication and/or date of copyright) and a brief note defining the subject or content of the item so that we can assign suitable subject headings and call numbers. This is particularly important for materials using non-Roman characters, such as those written in Russian or Ukrainian.

Please submit other language materials on a separate cataloguing sheet (i.e. do not mix with English materials). This allows us to direct these materials to those cataloguers who work with other language cataloguing without splitting/delaying the cataloguing sheet.

5. With the exception of reference materials, items sent to NLLS for cataloguing must be available for inter-library loan to all of TRAC.

Cataloguing Sheet Procedures – How to Fill out the Cat. Sheet

INSTRUCTIONS

1. Send the item(s) to be catalogued and processed to NLLS along with a hard copy of the “Cataloguing Changes and Additions” sheet. **Each item should be stamped with the library’s property stamp and should have an NLLS item barcode.**
2. Fill out the Cataloguing form on your computer before printing and signing it. When submitting items that you do not want NLLS to label (see the no labeling option below) or rush items, please check off the appropriate box at the top of the sheet. See #4 and #5 (below) for specifics on RUSH or DO NOT LABEL submissions.
3. **Fill out the table on the second page of the form with the title, barcode, collection (use the Polaris collections for filling out this field; the available collections being used by your library are listed on your library’s cataloguing profile), and (if desired) cost of the item.** Cost is optional, as NLLS will take the price from the item itself or (if no price is available) use the default values as established by TRAC (included at the bottom of this document for reference purposes).
4. **Rush Items:** Up to six items can be listed on a separate sheet and checked off for “Rush”. NLLS will give these items priority to have them catalogued, processed and returned to the library as quickly as possible. **Please use your discretion and limit rushes to periodicals, seasonal or holiday materials, book club or special programming items, etc. Do not combine non-rush items on the same sheet as “Rush” items.**
5. **No Labeling Option:** If you are using an internal labeling program that is not covered by NLLS (for example, accession numbers for DVDs) or for some other reasons do not want an item labeled, please check off “**DO NOT LABEL**” on the Cataloguing Sheet. NLLS will catalogue the item and add the item’s barcode to the library’s holdings, *but will not print or attach labels* (the materials will still receive any other relevant processing, however). It is the responsibility of the library to attach its own labels and to input call number information into the Item Record on Polaris. **Items for which you have chosen the no labeling option should be listed on a separate sheet from those requiring full processing.**
6. **Fill out the lower portion of the sheet with the name of your library/library code, the date, and name and of the individual authorizing the items to be sent to NLLS for cataloguing (typically this authority rests with the library manager).** Print off a copy of the sheet, sign it and send it along with the materials. It is a good idea to either print off a second copy for your own records or save a copy of the form to your computer (simply select “Save As” and give it a name you will remember, such as “Items sent to NLLS on Feb 15th”).

Outside Purchases Allotment

Member libraries may buy materials for the library collection through outside sources and receive reimbursement for those purchases and/or have Northern Lights pay the invoice for those items. Such materials include books, magazine subscriptions or audio visual materials. **Up to 35% of the library's book allotment fund** may go to these outside purchases. Items which do not form part of the library's collection, such as furniture or computers, can NOT be purchased from the outside purchases account.

For example, Library A receives \$10,000 per fiscal year for its book allotment funds. If the library chooses to set up an outside purchases account, up to \$3,500 could be used to buy magazine subscriptions or to purchase books from a local bookstore or at a conference.

Bibliographic Services will set up an outside purchase account for a library that requests one. Libraries that want to have an outside purchases account should arrange to have it set up at the beginning of the year.

Northern Lights Library System 35% Outside Purchase Expense Claims

Libraries must submit a "35% Outside Purchase Expense Claim Form" (or yellow sheet) with the original invoice or receipt for payment or reimbursement from the library's Outside Purchase Account. If the outside purchase is being sent to NLLS for cataloguing, the pink sheet and the outside purchase expense claim can be sent at the same time. However, you do not have to wait until the pink sheet is ready to submit an expense claim; they can also be submitted separately.

The procedures for filling out the 35% Outside Purchase Expense Claim Form are as follows:

1. Fill in the name of the person submitting the claim and the library.
2. Fill out the Expense Description, costs, shipping, GST and Total columns for the items being claimed. **If you have other types of claims (example, mileage claims, etc.) that are not covered by the 35% Outside Purchase fund, please submit them separately on a regular expense claim form.**
3. Indicate to whom the cheque should be made payable to (for example, cheque to the library manager or to the library, or payment to vendor)
4. The claimant must sign the bottom of the expense claim form.
5. Attach the relevant invoice(s) and/or receipt(s) for the items being claimed. **This must be the original, complete invoice (including cost, shipping and GST information).**

Note: When submitting a receipt or invoice, it is preferable that the invoice/receipt is **only** for materials being paid from the 35% Outside Purchases Account. It should not include any other purchases. If this is not possible, please indicate **clearly** on the form which items you want reimbursed from the 35% Outside Purchases Account.

Default Replacement Fee Settings On Polaris

1	Book	25.44
2	Book - Downloadable audio	n/a
3	Book - Large Print	30.44
4	Book - DAISY	35.44
5	Book - Paperback	12.44
6	Book on cassette	35.44
7	Book on CD	40.44
8	Book on MP3	35.44
9	Braille	80.44
10	Electronic resource	n/a
11	Equipment	150.44
12	Game/Toy	35.44
13	Kit	25.44
14	Magazine	5.44
15	Map	10.44
16	Microform	50.44
17	Music Cassette	10.44
18	Music CD	25.44
19	Music MP3	25.44
20	Music Score	25.44
21	Object	25.44
22	Software	25.44
23	Video - Blu Ray	25.44
24	Video - DVD	25.44
25	Video - VHS	25.44
26	Interlibrary Loan	50.44