

# **Our Lady of the Valley Catholic School**



## **Library Media Center Cataloging Policy and Procedures 2016-2020**

# Cataloging Policy and Procedures

## I. Introduction

This cataloging policy manual is intended for use in the Our Lady of the Valley Catholic School Library Media Center in the Diocese of Birmingham in Alabama.

## Mission Statements

### **Our Lady of the Valley Catholic School Mission Statement**

Our Lady of the Valley Catholic School is a Christ-centered learning community that fosters academic excellence, positive moral development, and community service. We encourage students to reach their full potential in a creative and nurturing environment that promotes Gospel values.

### **Our Lady of the Valley Library Media Center Mission Statement**

The mission of the Our Lady of the Valley Catholic School Library Media Center is to provide students with the opportunity to become lifelong users and creators of information. The library will support the curriculum by collaborating with teachers, developing a collection that is representative of the community, and implementing literacy instruction for students.

### **American Association of School Librarians Mission Statement**

The mission of the school library media program is to ensure that students and staff are effective users of ideas and information. The school library media specialist empowers students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information by:

- collaborating with educators and students to design and teach engaging learning experiences that meet individual needs.
- instructing students and assisting educators in using, evaluating, and producing information and ideas through active use of a broad range of appropriate tools, resources, and information technologies.
- providing access to materials in all formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading.
- providing students and staff with instruction and resources that reflect current information needs and anticipate changes in technology and education.
- providing leadership in the total education program and advocating for strong school library media programs as essential to meeting local, state, and national education goals. (AASL, 2009, p.8)

## **Rationale**

The purpose this policy and procedures manual is to achieve overall ease of accessibility to materials by cataloging them in a way that is consistent and accurate. The manual will serve as a framework for cataloging materials in the library in order to achieve maximum efficiency and access for all patrons. As a result, current and future library staff members will have a seamless transition of leadership and organization without jeopardizing the maximum benefit of materials being accessed with ease by patrons.

## **Description/Overview**

Our Lady of the Valley Catholic School is small enough to offer a nurturing community of faith and learning, yet large enough to provide expansive facilities and resources for the many educational opportunities awaiting the 330 students currently enrolled in preschool-grade 8 (295 in K-8). The school environment is conducive to learning with a 10:1 pupil to teacher ratio (K-8) and an average class size of 16 students (K-8). There are two homerooms in each grade. There are 40 faculty members including administration, teachers, and teaching aides.

The Our Lady of the Valley Catholic School Library Media Center is located within the main school building and has approximately 13,500 books, 10 periodicals, and 520 audiovisual items.. The nonfiction works are arranged using the Dewey Decimal Classification system(DDC); fiction is arranged separately by author. The library is currently automated through the Follett Destiny system.

The OLV library is on a fixed/flexible schedule. Students in grades PreK-5 attend library class once a week for 30 minutes. Students in grades 6-8 attend class once a week for 45 minutes. The library is always available for scheduling on an as-need basis and open to all students and faculty at any time of the day. The facility consists of a PC lab of 12 computers, a color copier, a color scanner, a story time area, 2 collaboration/classroom areas, and a professional resource area. It also contains a laminator that may be used by any staff member. The collection contains fiction, nonfiction, reference, biography, professional resources, and DVD/VHS/Audio resources. The school library also circulates equipment and technology items to all staff members including 2 ipad carts, 3 MacBook carts, and 1 Dell laptop cart.

## **II. Descriptive Cataloging Policies**

### **Rules and Standards of Cataloging**

- RDA (Resource Description and Access) Rules will be used as a cataloging standard.
- RDA Core Elements will be required for all bibliographic records and MARC records.
- The Library of Congress Authority Files will be used to create descriptive access points for bibliographic records.
- All materials should receive full level cataloging.
- The Sears List of Subject Headings will be used for authority control of subject headings.

### **Sources of Cataloging**

- MARC records and/or full cataloging should be ordered through vendors when available.
- Follett's Alliance Plus may be used to locate MARC records when copy cataloging.

### **Copy Cataloging**

- Refer to the Follett Destiny manual or the Destiny e-learning modules for instructions on importing MARC records from Follett's Alliance Plus.
- If Follett's Alliance Plus has inadequate MARC records, search the Library of Congress catalog for MARC records to copy.
- Check the copied records for accuracy, comparing the record with the item. Particularly note that the ISBN, title, copyright/publication, and physical description match.
- Use the "Steps to Copy Cataloging" checklist to ensure accurate records.

### **Original Cataloging**

- Original cataloging will follow RDA standards and rules.
- Access Points/Subject Headings: Library of Congress and SEARS
- Sears List of Subject Headings will be the resource referred to for finding subject headings.
  - When vendor provided cataloging is done, the assigned subject headings will be used. When original cataloging is required each item will be reviewed and the number of subject headings that seems appropriate will be assigned.

### **Nonprint Items**

#### **Videos and Digital E-books**

- These nonprint items will be cataloged the same way that print materials are cataloged, using the same form of classification.

#### **Technology and Equipment**

- These nonprint items will be cataloged using an accession number and barcode.

## **III. Subject Headings Policies**

- Sears List of Subject Headings will be the authority for creating and finding subject headings in the record.
- When vendor provided cataloging is done, the assigned subject headings will be used. The cataloger will review the provided records to validate subject headings.
- When original cataloging is required, each item will be reviewed and the number of subject headings that seems appropriate will be assigned using Sears guidelines.

- If Library of Congress Subject Headings for Children (LCSHC) are provided in copy cataloging MARC records, the headings will be compared and adapted to the appropriate headings from the Sears List.
- MARC records will be checked and edited to contain Curriculum Enhancement Notes (particularly in MARC fields 520, 521, and 526) in order to enhance patron searches. These notes will adhere to RDA standards.

#### IV. Classification

- The Abridged Dewey Decimal System will be used to classify nonfiction (with the exception of biographies) and reference materials.
- Catalog records and spine labels will have the full call number.
- Cutter #: This will be the 1st 3 letters of the author's last name.
- Paperback and hardback materials of all genres will be classified alike and interfiled.
- Call Numbers will include letter symbols to represent the particular collection to which the item belongs, followed by the Cutter #. These books will be filed alphabetically by Cutter # which appears after the call numbers below:
  - Easy Fiction (**E + Cutter #**)
  - Fiction (**FIC + Cutter #**)
  - **Juvenile Nonfiction (J + DDC # + Cutter #)**
  - Non-fiction (**DDC #**)
  - Audio Books (**AB + DDC/Cutter #**)
  - DVDs/VHS – Fiction (**VT + Cutter #**)
  - DVDs/VHS - Non-fiction (**VT + DDC #**)
  - Audio (CDs) – (**CD**)
  - Professional Development – (**PROF + DDC # + Cutter #**)
  - Reference – (**REF + DDC # + Cutter #**)
  - On-line and e-books (**EB + DDC/Cutter #**)
  - Graphic Novels – (**741.5 + Cutter #**) – **Shelved in genre-specific area.**
  - Periodicals (**MAG + Month Abbreviation**) (i.e. MAG OCT)
  - Kits (**KT+ Accession Number**)
  - Biography (**B + first 3 letters of person's last name**)
  - Technology and Equipment (**E-Accession Number**)

#### V. Acquisition Procedures

Items will be acquired based the Selection and Collection Development Policies of the Our Lady of the Valley Catholic School Library Media Center.

##### Book Fairs

The library media center will hold two Scholastic Book Fairs during the academic year (Fall and Spring). Items acquired through Book Fairs will be cataloged using copy cataloging procedures.

##### Donations and Gifts

Parents, organizations, and friends of the school may wish to contribute funds, gifts, or memorials to the library. Our Lady of the Valley Catholic School welcomes such involvement; however, the gifts and memorials must meet the established selection criteria. Items acquired in this manner will be cataloged using copy cataloging procedures.

## **Vendors**

The following list contains some vendors (but not limited to) that are used to acquire items, full cataloging and MARC records:

- 2<sup>nd</sup> and Charles Bookstore
- ABDO Publishing
- Amazon.com
- Books-a-Million Bookstore
- Barnes and Noble Bookstore
- Bound-to-Stay-Bound
- Burrow Library Services
- EBSCO
- Gareth Stevens Publishing
- Junior Library Guild
- Librarian's Choice
- Lookout Books
- Perma-Bound
- Scholastic

## **VI. Procedures for Processing Items**

### **A. Copy and Original Cataloging Procedures**

- Standards: RDA will be the standards control system.
  - All bibliographic records will be produced in MARC format.
  - Full level cataloging will be used.
- Subject Headings will come from the Sears Subject Heading List.
- Follett's Destiny will be automation system used for cataloging all items .
- MARC records will be matched, copied, or created using Follett's Alliance Plus. The Library of Congress Catalog will be used if this resource is unable to be found in Follett. If original cataloging must be performed, the cataloger will use RDA standards, LoC Authority files, and Sears Subject Headings to create original MARC records.
- MARC Records should include (or have verified) the following information/tags:
  - ISBN (020)
  - Dewey Number (082)
  - Statement of Responsibility (1xx's or 7xx's)
  - Title (245)
  - Edition (250)
  - Publication (260)
  - Physical Description (3xx's)
  - Series (4xx's)
  - Notes

- Summary (520)
- Target Audience Note (521)
- Study Program Information Note (526)
- System Requirements (if necessary) 538
- Awards Note (586) (if applicable)
- Subject Headings (65x) \*\*See information in Section VII
- Academic Content Standards (658) (if applicable)

## B. Pre-processed Materials

Items that arrive with pre-processing should be:

1. Verified with the packing slip.
2. Checked for technical quality.
3. Imported in the online catalog. See the Follett Destiny manual for importing pre-processed MARC records.
4. Broken in (See Brodart's Instructions).
5. Processed using the checklist below.

### Checklist for Processing a book into the Library

1. \_\_\_\_\_ Determine if we need to cover the book. If so the labeling must be done before the plastic cover is placed on the book.
2. \_\_\_\_\_ Stamp with OLV Library stamp. Put stamp inside the front cover and back cover, on the title page and somewhere inside the book, approximately in the middle.
3. \_\_\_\_\_ Add the spine labels and cover it with clear label protector if necessary. Use Capital and Lower case letters on the label as

Fic	501	B	E	shown:
Pat	Pat	Pat	Pat	

4. \_\_\_\_\_ Add barcode according to the assignment made by the publisher or if no assignment use new barcodes that are printed through Follett's Destiny.
5. \_\_\_\_\_ Add stickers to spine to label to designate for awards, middle school or juvenile non-fiction.
6. \_\_\_\_\_ Add transparent book cover if necessary. If no cover is necessary, cover spine labels with protective transparent label.
7. \_\_\_\_\_ Make labels to put on back inside cover with call number, author, title of book and barcode. Ex:

BC# 001234	
Fic	Ellsworth, Loretta
Ell	In a heartbeat

8. \_\_\_\_\_ Display new item on the "Just Arrived" shelf in the library.

## C. Unprocessed Materials

Items that arrive without processing should be:

1. Verified with the packing slip.
2. Checked for technical quality.
3. Add the title to the Destiny Online Catalog. Use MARC records found in Alliance Plus or the LoC catalog. If no records are found, create an original record.
4. Use the checklist below to copy catalog in Destiny:
  - a) \_\_\_ Under catalog tab click *Add Title* in the side bar.
  - b) \_\_\_ Choose to search by ISBN number for the title of the book. If not found choose book title or then author to find title information or MARC record.
  - c) \_\_\_ when title is located click on it. Save.
  - d) \_\_\_ edit title if needed for series, award, or extra subjects and save.
  - e) \_\_\_ Click add a copy and enter the information in the fields of barcode, call number, price, vendor, sub location. Save.
  - f) \_\_\_ Check to see if title was accurately entered scan barcode and be sure the record appears.
5. Use the processing checklist on the previous page to accession the item into the library.

## VII. Sharing Items Policy

This cataloging policy and procedures manual is designed for the use of the Our Lady of the Valley Catholic School Media Center. Other libraries within the Diocese of Birmingham in Alabama use different automation systems, therefore interlibrary loan is not a service provided at this time.

24/7 access is provided to the online catalog and all members of the community may use it at any time. Several digital e-books may be directly opened from the online catalog and are multiple, simultaneous use. Patrons have the option to create lists and request items for checkout at any time through the online catalog.

The cataloging policy and procedures will be shared with all stakeholders including the school advisory board, administration, parents, teachers, and parents. The manual will be posted on the library website ([www.olvschoollibrary.weebly.com](http://www.olvschoollibrary.weebly.com)) for all stakeholders to access at any time.

## VIII. Responses to changes in cataloging rules or standards.

In regards to changes in subject headings, the Library Media Specialist will check the new edition of the Sears List of Canceled and Replacement Headings. The Library Media Specialist will then have the automated system perform a "global update" to check for these updated subject headings. For changes regarding MARC format, the Library Media Specialist is to consult the Library of Congress: MARC Standards website. Library Media Specialists will update records as the need arises (i.e., during check-in and check-out of items and inventory).



## **IX. Review of Policy**

- The following parties will be involved in the review and adoption of the cataloging policy and procedures: Library Media Specialists, administrators, and community professionals in the library field. The cataloging policy will be brought up for review every five years or when members of the cataloging policy committee deem necessary.
- The principal and the school librarian will review the Cataloging Policy and Procedures every five years or whenever there is a change in personnel (Library Media Specialist). Revisions will be made at that time if required.
- There will be an annual review of this policy by the Library Staff with ultimate approval of the Library Director at the end of each school year (during the last two weeks of school in June). This will allow for revisions and updates as necessary.
- This policy manual will be reviewed and evaluated at the end of every 5<sup>th</sup> school year or whenever is necessary, or when there is a personnel change. Changes to the policy manual will be addressed at meetings with the current Library Media Specialist, clerical staff, and administration representatives.

## **X. Bibliography**

American Association of School Librarians. (2009). *Empowering learners: Guidelines for school library programs*. Chicago: American Library Association.