

2.00 Policies & Procedures-- Cataloging

Mission Statement

revised: November 1, 2011

The mission of the Cataloging Department is to provide current, complete, and accurate information regarding materials which are either in the library's collections or are accessible to library users through the online catalog or other Web-based information resources. Cataloging staff strive to meet and anticipate library users' queries and to be responsive to their specific needs.

2.1 Cataloging Standards

Catalogers maintain a current knowledge of national cataloging standards:

- Descriptive cataloging is performed according to the *Anglo-American Cataloguing Rules*, 2nd ed., 2002 revision.

Records in our local database cataloged before January 1981 reflect the cataloging rules in effect at the time. The Cataloging Department does not update these earlier bibliographic descriptions unless recataloging the entire record for some other reason.

- Subject headings are assigned according to Library of Congress Subject Headings (LCSH).
- Titles are classified by the Dewey Decimal Classification (DDC).

2.2 Database Maintenance

Database maintenance is done routinely. Corrections and updates may be initiated by either Cataloging Department staff or public service staff (whether at Main or a branch library). Catalog maintenance helps to ensure consistency and reliability in catalog search results.

2.3 Material That Will Not Be Cataloged

For most collections, it is our policy not to catalog parts of single items: e.g., chapters of books, articles from journals (either photocopies or offprints), issues of a serial that do not have their own distinctive titles, or articles clipped from newspapers.

The Department may raise questions with library selectors about unusual material formats, such as spiral-bound items, workbooks, books with accompanying toys or sticker sets, coloring books, etc.

2.4 Weeding Procedure

Cataloging weeds from the collection by request of the collection selector in accordance with CREW standards. Weeded items in good condition are given to the bookstore for sale.

STANDARD LIBRARY WEEDING POLICY

TO: All Staff

FROM: Michael Fisher, Assistant Director for Support Services; Kate Horan, Library Director

SOP: Main and Branch Library Weeding Policy

REVISED DATE: 2/14/2013

City Commissioners approved this policy on 2/25/2013

General Guidelines:

In order to provide a collection with value, quality, currency and usefulness to the community of McAllen, the library shall continuously and regularly examine the collection for material needing to be withdrawn.

Overall authority for weeding the collection shall lie with the library director, who mediates the process and serves as final arbiter and consultant in case of dispute or question. The director shall designate qualified personnel for both selection and weeding of material.

Materials weeded from the collection shall be disposed of in an appropriate manner deemed most beneficial to the library system and community. After withdrawal, weeded items may be given to the Library Advocates bookstore for sale to the public, given to the recycling department for recycling or disposed of as garbage, if recycling is not possible.

Weeding Criteria:

Weeding shall be done in accordance with *CREW* (Continuous Review Evaluation and Weeding) methodology and guidelines, as published and updated by the Texas State Library and Archives Commission.

McAllen Public Library has an annual weeding goal of 5% of the total collection, in accordance with *CREW* standards and recommendations.

The following material is subject to weeding: Materials in poor or unusable condition (If in demand, the library will seek to replace), unused copies, items in obsolete formats, material with dated or misleading information, and material that does not meet sufficient user interest (Interlibrary Loan may be used to satisfy infrequent demand in this case).

Weeding Procedure and Timeline (General Guidelines):

Weeding shall be a continuously-undertaken process, involving the following steps:

ACTIVITY: Selectors choose items to weed, and fill out weeding slips indicating reason for weeding, and recommended replacement (same title or newer title or edition).

TIMELINE: One-half-day to two days.

ACTIVITY: The director shall spot-check carts to make sure items for weeding conform to *CREW* standards and library policy. S/he makes sure items needing immediate replacement are targeted as a priority (e.g., current bestsellers) and corrects other problems.

TIMELINE: One-half hour per cart (but carts may wait for one or two days for workload considerations if the director is otherwise busy).

ACTIVITY: Weeded materials are added to a withdrawal list with the following information: Date added to the collection, date weeded, barcode, author, title, call number, price, reason for withdrawal and disposition.

TIMELINE: One to two days by hand.

NOTE: This shall be a hand-generated report until TLC can design a report that includes the information required. This will reduce the time needed and serve as a backup to the locally-generated list.

ACTIVITY: Item information is deleted from the collection database.

TIMELINE: Two to four hours.

ACTIVITY: Technical Services clerks remove all physical identifying information

TIMELINE: One-half day to one day per cart (Items designated for resale will take longer).

NOTES ON MEDIA (BELOW): Media shall follow the same activity and timeline as above, after carts are brought to Technical Services

ACTIVITY: The director shall review and sign off on media carts brought in for repair or replacement of missing disks. S/he shall spot-check carts to make sure items for weeding conform to CREW standards and library policy. S/he makes sure items needing immediate replacement are targeted as a priority (e.g., current DVD's). The Circulation Supervisor shall have previously included a form indicating the number of attempts made to collect unreturned disks. This form shall be attached to the item.

TIMELINE: One-half hour per cart (but carts may wait for one or two days for workload considerations if the director is otherwise busy).

ACTIVITY: Weeded media are added to a withdrawal list with the following information: Date added to the collection, date weeded, barcode, author, title, call number, price, reason for withdrawal and disposition.

TIMELINE: One to two days by hand.

NOTE: This shall be a hand-generated report until TLC can design a report with the required information. This will reduce time needed and serve as a backup to the locally-generated list.

ACTIVITY: Item information is deleted from the collection database.

TIMELINE: Two to four hours.

ACTIVITY: Technical Services clerks remove all physical identifying information from items.

TIMELINE: One-half day to one day per cart (Items designated for resale will take longer).

NOTES ON TIMELINES FOR BOTH PRINT AND NON-PRINT MEDIA: The above timelines are best-case. Material may take up to two to three weeks, depending on incoming material.

NOTES ON PRICING: It is customary library practice to use list price for the value of material. List price is a more accurate indicator of actual replacement cost than the discount price at the time of purchase. Discounts are temporary, especially for bestsellers. If an item is lost or damaged at a later date, discounts often will not apply.

The Fixed Assets Supervisor in Finance applies an average discount to library items that factors in outsourced processing costs. We recommend 27 ½%.

Weeding lists shall be synchronized with the City's fiscal year and submitted to the Finance Department monthly, quarterly or as the Finance Department may otherwise request for processing and posting.