North Texas Library Consortium Cataloging Policy

   North Texas Library Consortium is committed to coordinating a database of high-quality bibliographic records for collective use by member libraries. These bibliographic records are the shared property of the consortium regardless of the number of holdings attached. It does not matter which library "created" the record, who transferred it into the database, or who has edited it since. Maintaining the quality and integrity of each bibliographic record is an interest and a responsibility we all share. With recommendations from the North Texas Library Consortium Catalog Committee, the North Texas Library Consortium Policy Committee sets standards for these records. The North Texas Library Consortium Cataloging Committee oversees quality assurance and training.

   This Cataloging Policy is supplemented by the North Texas Library Consortium Cataloging Procedures Guide and the North Texas Library Consortium Training Manual.

   The North Texas Library Consortium reserves the right to revoke cataloging privileges of any member library if its work repeatedly fails to meet with the established standards. As a result, training for all catalogers new to North Texas Library Consortium is mandatory, and it is the member library's responsibility to notify the North Texas Library Consortium Cataloging Committee of any changes in staffing as soon as possible.

North Texas Library Consortium Cataloging Policies

1. Explanation of Functions

In general, consider more information to be better than less information. Always feel free to add relevant information, such as content notes, to descriptive records. Always edit *incorrect* information in controlled headings (MARC fields 1xx, 240, 6xx, 7xx and 8xx).

   A. North Texas Library Consortium Lead Catalogers may:
- Do everything allowed to Senior Catalogers
- Overlay
- Merge
- Permanently delete existing records
- Assigned tasks by the Cataloging Committee

   B. Senior Catalogers (Cat1) may (if trained in that area):
- Do everything allowed to Copy Catalogers
- Create original bibliographic records
- Add new fields to bibliographic records
- Update bibliographic records
- Weed items
- Delete fields in existing bibliographic records prior to or after import such as 9xx or 035**.**

   C. Copy Catalogers may:
- Attach holdings to existing bibliographic records
- Edit volume and copy level data
- Import new records via Z39.50 or batch

2. Definitions

A. North Texas Library Consortium Lead Cataloger: Is appointed by the North Texas Library Consortium Cataloging Committee and may take on all the functions of the Senior Cataloger and perform other tasks assigned by the North Texas Library Consortium Cataloging Committee and the North Texas Library Consortium.

B. North Texas Library Consortium Senior Cataloger: may enter original catalog records, and is responsible for the quality of bibliographic and holdings records entered by staff under their supervision and for the training of copy catalogers on their staff. They are required to attend North Texas Library Consortium catalog training before taking on this role.

C. North Texas Library Consortium Copy Cataloger: may not enter original catalog records and should be under the supervision of a Senior Cataloger, either within the library or through the Consortium. They must be trained by a North Texas Library Consortium Senior Cataloger or attend the North Texas Library Consortium cataloging training before taking on this role."

All North Texas Library Consortiums Lead and Senior Catalogers should be able to:
a. Understand/interpret MARC records
b. Have knowledge of and follow established matching criteria for all relevant formats (such as books, sound recordings and video materials) in order to determine whether a record is a match for an item in hand
c. Search the North Texas Library Consortium catalog efficiently and accurately
d. To bring in appropriate records using programs such as Z39.50, CatExpress from OCLC and add records into North Texas Library Consortium catalog, and attach holdings.

3. General Permanent Record Policies (Including Overlays)

Permanent records:
a. Must follow the bibliographic matching criteria listed in the North Texas Library Consortium Procedures Guide and meet OCLC minimum standards
b. Must not duplicate the specified core level elements of an existing bib record
c. Must use current MARC Format for Bibliographic Data or LOC standard format
d. Must comply with current LOC cataloging standards and/or OCLC cataloging rules AACR2R and LCRI rules (the rules in force at the time of record creation)
e. Must contain core level fields as defined by Library of Congress's Bibco Core Record Standards:
    a. Including, where applicable, ISBN or ISSN, title, edition, publisher, and date
    b. Also: type of record (leader byte 6): language material, musical sound recording, projected medium, etc.
f. Must use standard GMD terminology ("sound recording," "videorecording," "electronic resource")
g. Must contain only bibliographic-level data (not "holding specific" information, *i.e.*, 590 notes)
h. Must be compared with item in hand
i. Must use LCSH for subject headings
j. Additional optional controlled subject headings may be added to the record (e.g., Bilindex, MeSH, Sears) according to North Texas Library Consortium Cataloging guides.

4. Maintenance standards

Member libraries are expected to:

 a. Keep their holdings current

 b. Designate a staff member to monitor the North Texas Library Consortium List Serve for North Texas Library Consortium Cataloging Committee communications

 c. Resolve problems as reported to them by the North Texas Library Consortium Cataloging Committee.

5. Review Structure

Bibliographic records will be subject to review as holdings records are attached. Notice of bibliographic records found to be substandard may be sent to the cataloger with a request that the record be revised. A formal review process will be developed and implemented by the North Texas Library Consortium Cataloging Committee in 2010.

6. Reporting and resolving problems

Problems or complaints regarding record quality or errors should be sent to the North Texas Library Consortium Cataloging Committee. Disputes will be resolved following the procedure detailed in the NTLC Governance Policy Section VI.

7. Revocation of Privileges

North Texas Library Consortium reserves the right to revoke the cataloging privileges of any member library if its work repeatedly fails to meet with the established standards and to assess fees to the offending library for the work involved in repairing these records. The cataloging privileges of a member library will not be revoked or fees assessed prior to consultation with the member library's director and cataloging staff. As a result, training for all catalogers new to North Texas Library Consortium is mandatory, and it is the library's responsibility to notify the North Texas Library Consortium Cataloging Committee of any changes in staffing as soon as possible.

Portions of this document originated from the Georgia Pines, Michigan Evergreen Cataloging Specifications and PALNI Cataloging Standards.
Adopted by the North Texas Library Consortium Executive Committee on _____.