Cooperative Cataloging Guidelines for I-Share Databases

In this document, CARLI identifies the guidelines and obligations that each I-Share member institution shall uphold in maintaining its local catalog, as these practices provide benefits to all members through the union catalog and the shared library management system.

The I-Share catalog includes a shared Universal Catalog of I-Share participating libraries. Bibliographic records added, edited, suppressed and deleted in local databases are automatically exported to the Universal Catalog. As such, it is important that the staff from I-Share participating libraries who create and maintain the records in the local databases agree to the following standards.

1. The I-Share catalog must not be used in a way that interferes with vendor contracts or circumvents legitimate payments for use of bibliographic records. When records are copied from the Universal Catalog or another library's catalog, users must take appropriate steps to assure that these conditions are met.

2. Catalogers are encouraged to choose bibliographic records containing OCLC control numbers over those that do not. The presence of an OCLC control number provides the best method for performing duplicate detection in the Universal Catalog, and thus facilitates resource sharing both in I-Share and the larger library community.

3. CARLI expects that libraries will contribute bibliographic data for their permanent physical and electronic collections, using catalog records based on current national standards. These standards include the latest editions of RDA (*Resource Description and Access*), *Library of Congress-Program for Cooperative Cataloging Policy Statements* (LC-PCC PS), *Anglo-American Cataloging Rules* (AACR), *Library of Congress Rule Interpretation*s (LCRI), and Library of Congress or other applicable authority files. CARLI permits exceptions on the application of standards for records that libraries should withhold from the I-Share union catalog. Records in this group may include those that represent personal reserve materials, certain types of special materials or ephemera, temporary collections, equipment, and interlibrary loan. Further details of standards may be found in the [Standards for Bibliographic Records in I-Share](#). CARLI expects catalogers to adhere to current MARC format standards and to consult other standards as appropriate. Also, libraries shall prevent information that personally identifies patrons from appearing in catalog records.

4. To determine whether to create a new record or import an existing one, catalogers should consult OCLC's [When to Input a New Record.](#)

5. Original cataloging must be done through OCLC, not in Voyager. Names and subjects should be chosen from the Library of Congress authority files or other nationally recognized thesauri.

6. Database maintenance is an expected function of each local library. Database maintenance includes performing authority control on names, titles, and subject

headings, keeping local holdings current and accurate, and correcting errors in bibliographic description and MARC tagging as needed.

7. Catalogers must not make changes to a full bibliographic record that will cause the record to represent a work different from that originally described by the record.

8. Catalogers are expected to familiarize themselves with the duplicate detection and quality hierarchy for the Universal Catalog and to understand the implications for the Universal Catalog of their actions in the local catalog.

   Duplicate Detection and Quality Hierarchy for the I-Share Universal Catalog:

   Practicing Safe Cataloging for the Universal Catalog:

   Safe Bibliographic Replacement Routines

   Universal Catalog Discarded Records Scenarios

9. Catalogers must make no changes to bibliographic records that will remove access points or diminish the description of the item. Libraries are encouraged to enhance access and description when appropriate. Record enhancements made in Voyager should also be made in WorldCat as well to save the time of the next cataloger. See Standards for Bibliographic Records in I-Share, Section 6, for more information.

10. Suggested projects or policy issues not addressed in these standards should be referred to the Technical Services Committee for consideration, prioritizing, and strategizing.

History of this document

- Updated December 2014 by the Technical Services Committee to incorporate RDA and other new protocols, awaiting CARLI Board of Directors approval.
- Updated August 2010 by the I-Share Cataloging and Authority Control team to incorporate recommendations from the Cataloging Electronic Resources/Electronic Resources Display in the OPAC Task Force (2009).
- Updated October 2006 by the I-Share Cataloging and Authority Control Team to incorporate consortial and system name changes.
- Approved by the ILCSO Board of Directors April 12, 2004.
- Approved by the ILCSO Users' Advisory Group (IUAG) March 12, 2004.
- Prepared by the IUAG Consortial Cataloging and Authority Control Committee February 2004.