Mission Statement

The purpose of the Cataloging Department at the University of Wisconsin-River Falls is to support the teaching and research programs of the University by providing and maintaining access to all formats of scholarly information. The department provides searchable access to this information and maintains the integrity of the library’s collections.

Basic Standards and Rules

- All formats of scholarly information includes:
  - Books and Textbooks
  - Serials (all formats – Microforms, Print, Electronic)
  - Visual Materials (VHS, DVDs)
  - CDs and CD-ROMs
  - Musical Scores
  - Sound Recordings (includes musical and non-musical recordings and audio books on CDs or cassettes)
  - Maps and other Cartographic Materials
  - Government Documents (State of Wisconsin and Federal Documents)
  - Licensed Databases
  - Web Sites
  - Digital Collections/Digital Libraries (MINDS@UW and other ContentDM sites)

- All items to be cataloged in the main collection must first be approved by the Collection Development Librarian to be added to the collection. Serials Titles and government documents are added at the direction of the Head of Technical Services/Government Information Specialist, Reference materials at the direction of the Head of Reference, and materials for the University Archives and Area Research Center by the Head of University Archives and Area Research Center.

- All items ordered by the Collection Development Department will have either a partial OCLC record downloaded into the catalog or a brief bibliographic record added to the catalog designating the title (following OCLC/AACR capitalization rules), author in inverted order, date of publication and ISBN if known. These records will be added to the library’s catalog by the Acquisitions Department.

- All items will come from the Acquisitions Department/Serials Department and will be placed on the appropriate shelf in the Cataloging Department. These shelves indicate an item’s placement in a particular collection.
• Electronic items such as web pages and licensed databases may come to the Cataloging Librarian from the Collection Development Librarian or other appropriate librarian. These items will not have a brief bibliographic record added to the catalog. Instead, these items will be cataloged per normal cataloging department procedures.

• All items received by the Cataloging Department will have a full bibliographic record, either through copy cataloging or original cataloging, added to the library’s catalog. These records will be edited according to North American cataloging standards. For more information, consult the Cataloging Department’s Procedures Manual for details on how each item is to be processed. English will be used as the primary language for cataloging materials.

• The Cataloging Department is responsible for ongoing maintenance and clean-up of the online public access catalog (Ex Libris Voyager). This maintenance includes (but is not limited to): correcting misspelled words, resolving barcode problems, resolving item and holding record conflicts, creating new call numbers, deleting records for lost or withdrawn items, closing ceased titles for serials, adding records for new serial titles, updating records for existing serials, and correcting/updating pre-AACR2 records.

• The Cataloging Department is responsible for adding and correcting authority records for all personal or corporation names, all series titles, and all subject headings.

• North American cataloging standards and formats will be followed for all cataloging records. These include (but are not limited to):
  o Anglo-American Cataloging Rules (newest version – planned for release in 2011 is called Resource Description and Access (RDA))
  o OCLC Bibliographic Formats and Standards
  o MARC 21 Formats and Code Lists
  o GPO Cataloging Guidelines
  o Wisconsin Document Depository Program Guidelines
  o Library of Congress Rule Interpretations
  o Subject Cataloging Manual
  o Library of Congress Subject Headings (LCSH)
  o CONSER Cataloging Manual and Editing Guide
  o ANSI/NISO Z39.71-1999
  o Dublin Core Metadata Initiative Standards (DCMI)

• The department will use the Library of Congress Classification System and Cutter Tables to classify all non-governmental materials. For classifying Federal documents, the department will use the latest List of Classes of United States Government Publications or the Catalog of Government Publications (MoCat) for SuDoc numbers. The Guide to Wisconsin State Agencies and their Call Numbers (widocs) will be used for Wisconsin documents. Periodicals/Journals are an exception to this rule as they are arranged alphabetically, and items such as Web Sites or Databases will not require classification numbers as they do not have individual items attached to the record.
- Items to be withdrawn from the collection will be determined by the Collection Development Librarian or other appropriate librarian. The Cataloging Department will follow the guidelines outlined in the policy “Procedures for Handling Materials Lost by Patrons, Lost and Paid for by Patrons, Missing or Damaged” for removing items from the library’s catalog.

- Moreover, items in need of major repair will be examined by the Collection Development Librarian to determine if the item should be repaired, withdrawn, reordered or bound.

**Cataloging Priorities**

All items will be completely processed in a timely manner by the Cataloging Department with the exception of Reserve and Rush materials (1-2 days) and items lacking proper OCLC records*. Materials will be processed with the following priorities in mind:

1. **Rush materials**
2. **Reserve materials**
3. **Reference**
4. **New Materials** – Formats in this category include: Books, Government Documents, materials for the Archives, materials for the CMC Collection, videos, DVDs, CDs, CD-ROMs, maps and other cartographic materials, standing orders that are shelved in the main stacks, and Web Sites. These items will be processed in date order (oldest will be processed first) with additional preference given to items ordered by University faculty over those items ordered by library staff. Alternating between the various formats will be left to each individual cataloger’s discretion, keeping in mind that all materials should be processed in a timely manner.
5. **New Serials** – including Licensed Journals/Databases
6. **Replacements**
7. **Gift Materials**
8. **Special Projects** – Special projects include working with materials from Government Documents, Archives, the LP record collection, or other areas where the items are physically in the library but have not yet been properly cataloged or require updates to the records.

*Items lacking proper OCLC records will be placed on a designated shelf in the department’s area. If a record has not been created in OCLC within one month since the item was received by the Cataloging Department, an original record will be created for the item in OCLC. **Exception:** If the item is a government document, the department will wait until a GPO authorized electronic record has been added to OCLC. If no electronic record has been created, the item will sit on the designated shelf in the department’s area. After one year, cataloging staff will create a provisional record as dictated in the Cataloging Department Procedures Manual and the Cataloging Librarian will periodically review the provisional records for full GPO records.
Statistics
All members of the Cataloging Department will retain statistics on the number and type of materials added to and removed from the library’s catalog in a given month. These statistics will be compiled yearly from July 1 to June 30.

Processing Area
The Cataloging Department oversees the student workers who process all library materials. In addition, the department handles all repairs for the library. For more information, consult the Student Cataloging Manual for details on how each item is to be processed or repaired.

Faculty Liaison Notification
All faculty liaisons will receive an e-mail notifying them that the item(s) they requested have been processed by the Cataloging Department and are available for use.