NICE Project: Cataloging

Cataloging Targeted Workgroup Recommendations

The Cataloging Targeted Workgroup is recommending the following bibliographic cataloging processes.

When adding bibliographic records into the system library staff will:
- First, search the local database with at least two searches (for example, ISBN and title) for each item to determine if there is a MARC record that matches the item.
- Second, search the remote database for each item using a standard number (ISBN or UPC) to determine if there is a MARC record that matches the item and complies with the standards to be determined by NWLS and WVLS system staff.
  - Library staff may add additional information to the record before it is marked by NWLS staff, WVLS staff, NWLN Centralized Catalogers as reviewed.
- Request a record by entering information into a Cataloging Request spreadsheet* if a matching record meeting the standards is not found in the remote database.
  - A bibliographic record is created overnight by an automated process. The automated process will send an email to the library staff that requested the record with a message that the record is ready for an item to be added.
  - Optional practice: Library staff requesting a pre-publication record on the Cataloging Request sheet, may attach an item record with an on order status. The number of months a title can be added before its anticipated publication date will need to be determined.
  - NWLS and WVLS staff will update the bibliographic records that are automatically generated to full records.
- When using the acquisitions module, a brief bibliographic record is added with an order record.

Editing of bibliographic records
- NWLN Centralized Catalogers and NWLS staff will review, edit, and verify every bibliographic record with an NWLN library item attached.
- WVLS staff will run reports and spot checks to review Bibliographic records with only V-Cat library items attached.
- Once a record is marked as reviewed, library staff may notify NWLS/WVLS staff of errors or duplicate records for correction.
- NWLS/WVLS staff, WVLS cataloging partners, or NWLS Centralized Catalogers will correct errors as needed.

In addition, the workgroup recommends:
- All library staff working with bibliographic records be trained on the recommended cataloging processes.
- Guidelines for member library staff, cataloging staff, and system staff be developed during implementation.
- Cataloging standards be developed using the pathway outlined in the Collaborative Decision-making Recommendation during the first year of the new ILS.

*The cataloging request sheet is a process currently used by NWLN that allows member library staff to request creation of bibliographic records. A sample of the spreadsheet is available [here.](#) This would replace the current V-Cat MARC Alert process.

Background

Northern Waters Library Service (NWLS) and Wisconsin Valley Library Service (WVLS) are collaborating to engage in a comprehensive joint ILS consortium exploration project. Last year, system and member library staff formed the NICE team to determine the value and feasibility of an ILS merger between the two systems and respective ILS consortia. Based on that information, the team determined that an ILS merger was feasible. LSTA funds are being used to facilitate this second phase of work in which targeted workgroups are being formed around critical decision points. The workgroups are made up of system and member library staff who have insights, expertise, or perspectives that will help craft recommendations.

Each workgroup uses the NICE Project's [Decision Making Principles and rubric](#). During the feasibility process of the project, the team created a core set of values to apply to future ILS decisions to ensure those shared decisions conform, as much as reasonably possible, to core values. These core values reflect what the NICE project team heard from stakeholders throughout the initial stage of work. Those values were translated into the rubric that is used to guide decision-making.

The Cataloging Workgroup met in the spring of 2024 to review the current cataloging processes of both consortia. In addition, the group reviewed a comparison of the records added in 2023 by both systems. In addition, the group discussed the creation of a cataloging agreement for member libraries and system staff.

Next Steps

This recommendation and all others from the project will be included in a final report, which the NICE team, the respective ILS consortia, and ultimately, the system boards will carefully consider in their decision-making.

Can I Offer Feedback?

Yes! Feedback is welcomed, encouraged, and necessary. Submit your questions or comments using this form, which goes to the NICE Leadership Team. Please indicate that your feedback is related to the ILS selection workgroup recommendation.