

CATALOGING & INVENTORY

Board motion number: 168:06

Policy

The Bonnechere Union Public Library will ensure maintenance of an effective cataloguing system to help users determine if a desired item is held by the library and, if so, the exact location of the item in the Library.

Procedures

1. The library will follow accepted rules for cataloguing set by the Dewey Decimal System.
2. Bibliographic records for purchased materials will be received from the distributors (eg Library Service Centre or Jack the Bookman) on a diskette which is loaded onto the computer to update the current on-line catalogue.
3. Library staff must check all new catalogue records for completeness and accuracy and check errors against the provincial database (maintained by SOLS).
4. Library staff must check that information on a fully processed collection item includes a spine label, library ownership stamp, genre sticker, cover and bar code.
5. Donated materials, videos, original materials (e.g., local history items) will require manual processing and entry of bibliographic records in the catalogue.
6. An inventory will be conducted on a random sampling basis, by the CEO or staff, to ensure that actual holdings match the catalogue and to determine lost or stolen items. As the inventory is conducted, the catalogue will be updated.
7. An up-dated catalogue must be sent to SOLS annually.