

Cataloging Procedures for White Pine Library Cooperative

Library will:

1. Photocopy title page, verso and table of contents of resource
2. Provide on photocopy
 - a. Pagination
 - b. Illustrated or not
 - i. Portraits, maps, etc.?
 - c. Size
 - d. Index or not?
 - e. Bibliography or not?
 - f. Table of contents, if required in bibliographic record
 - g. Any required local information, including subjects
 - h. Any other information deemed relevant
3. Provide library name, address, contact person and phone number
4. Send to Susan Pritts
 - a. US Mail (address below)
 - b. E-mail as a JPG file
5. Alternatively, send physical resource to Susan

Susan will:

1. Create full bibliographic record, including
 - a. Local base Dewey number
 - b. At least one subject
2. Check the access points in the OCLC authority file
3. Validate record
4. Produce the record on OCLC, which creates a control number.
5. E- mail White Pine that record(s) are available, with the control number
6. If cataloging against the actual resource, mail physical resource back
7. Invoice library for mailing cost.
- 8. FEE: \$12.00 if item is not on OCLC and \$8.00 if item is on OCLC.**
9. Invoice will be sent directly to the library from the Bradley Group.

White Pine will:

1. Retrieve record from OCLC using Catexpress.
2. Process and download record to local system.

Susan's address:

Susan Pritts
3030 Lexington Dr.
Ann Arbor, MI 48105

Phone: 734-741-1312
E-mail: spritts@pritts.com

Created: November 2011

Updated January 2020