

## MARC Cataloging Policies

Adopted by the Cooperative Board September 11, 2003

### MC1 General

#### MC1.1 MARC format

Permanent bibliographic records added to the LLC bibliographic database will be in the full Machine-Readable Cataloging (MARC) integrated format. These records will adhere to the current standards for MARC records as defined by Machine-Readable Form of Bibliographic Information (MARBI), the USMARC Advisory Group, and as adopted by the National Information Standards Organization (NISO). Non-MARC records will be permitted under certain circumstances, which would be defined and monitored by MAC5 with the Board being the final governing authority (98-10, 1998-99).

#### MC1.2 Cataloging standards

Permanent bibliographic records will conform to the level 2 standards set forth in the current version of the Anglo-American Cataloging Rules. These records will also conform to any Library of Congress Rule Interpretations that apply to the library field in general and not specifically to the Library of Congress. Cataloging in Publication (CIP) records or level 5 (In Process) records will not be added to the bibliographic database. These records are to be upgraded to full MARC and level 2 cataloging as defined by the current standards stated above.

#### MC1.3 Authority standards

Permanent authority records entered or changed in the database will conform to the authority records available from the Library of Congress and OCLC where such records exist. Local authority records may be added. All of the authority records will conform to nationally accepted standards.

### MC2 Operational

#### MC2.1 Quality assurance

In order to ensure the quality of the records, only sites authorized by the LLC Board will be allowed to enter or change bibliographic and authority records.

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Adoption:  
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Adoption: 11/9/06  
PPS Revision: 08/19/10  
First Reading: 09/23/10  
Adoption: 10/14/10

**MC2.2 Local Holdings**

Local libraries are responsible for adding their local holdings within six months of the permanent bibliographic record being added to the database.

**MC3 Financial/Fiscal****MC3.1 OCLC costs**

LLC will pay the OCLC charges incurred by the authorized MARC Access Centers. Lakeland will bill member libraries for OCLC charges based on holdings added by each library during a twelve-month period. Periodicals are not calculated for the purposes of cost to member libraries. Vendor supplied bibliographic records and the attached items for downloadable materials are not used to calculate the costs to member libraries.

**MC3.2 Authority Control Costs**

LLC will be responsible for maintaining authority control over the shared bibliographic database. Lakeland will bill member libraries for these costs on a per capita basis.

**MC3.3 LLC Cataloging Costs**

LLC will bill member libraries whose cataloging is handled by the Cooperative on a cost recovery basis.

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