



<b>SUBJECT:</b>  Cataloging (Library)	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  01-2-002
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1 Of 2</b>
	<b>Responsible Authority:</b>	

**I. Purpose and statement of operational policy underlying the procedure.**

Use guidelines established by the Anglo American Cataloging Rules (AACR2) according to the Library of Congress using Machine readable Cataloging (MARC) to create bibliographic records for all resources.

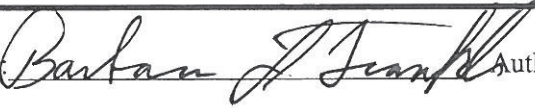
**II. Applicability/Scope**

All library users

### III. Process for Implementing Procedure

Responsibility	Action	Timeline
Cataloger	Create original catalog records for items not cataloged by Library of Congress or OCLC.	On-going
Cataloger	Import and link catalog records in the Online Public Access Catalog (OPAC)	On-going
Cataloger	Edit, update and maintain the catalog database.	On-going

### IV. Related policies/References for more information

Authorizing Official: 	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	