

Copy Cataloging Outside OCLC CatExpress -- the process

of copying quality bibliographic records from trusted sources (e.g. ODIN shared bibliographic databases, OCLC WorldCat or the Library of Congress) into Aleph. A streamlined process designed to increase an ODIN small library librarians' efficiency by eliminating unnecessary efforts such as copying & sending information to another source for cataloging.

Librarians who are approved to copy catalog must take the Minnesota WebJunction Course Cataloging for Non-Catalogers (<https://learn.webjunction.org/>) which is an interactive, self-paced PowerPoint. The course takes about an hour to complete, and the only requirement to take the class is to create an account on the WebJunction website. After being trained by ODIN staff, detailed instructions are given to the librarian.

Copy cataloging takes many of the decisions out of the hands of the librarian. For libraries that cannot afford OCLC and are under 50,000 records, the procedures require that librarians are able to determine that an item matches the cataloging record they wish to use, that the record is coming from a trusted source and they are able to assign a call number.

All copy cataloging records will be checked for quality by ODIN staff. Library staff must maintain records with high quality – bibs, holdings and items. Failure to meet a reasonable quality threshold in a timely manner will result in the inability to continue copy cataloging. Records that are copy cataloged within Aleph will not be added to OCLC WorldCat. Since small libraries rarely lend their items to non-North Dakota libraries, the records not being in OCLC is not an issue.

Record deletions are sent to the ODIN office for processing. A listing of barcodes to delete in any format (e.g. Word, Notepad, Excel) is acceptable. Original cataloging of items process is yet to be determined for these small libraries.

COPY CATALOGING statistics as of September 15, 2019:

1489 Bowman Regional Public Library
348 Carrington City Library
277 ND School for the Deaf Library
1889 Carnegie Regional Library-Grafton
481 Lakota City Library
315 McVile Community Library
3019 Harvey Public Library