UNION CATALOG - COSER # 572 - 2

The Onondaga-Cortland-Madison School Library System (SLS) provides library coordination and/or services to member school library media centers under a SLS Plan of Service (2001-06) approved by the commissioner of education.

The school libraries in the OCM BOCES School Library System are creating libraries without walls through the cooperative efforts of Union Catalog development. Library Media Specialists, staff and students use the Online Union Resource Sharing (OURS) Catalog in their school’s library and classrooms for instruction and to locate resources in area schools for sharing through school-to-school interlibrary loan. School resources are available through the OURS catalog of over 427,857 titles representing over 1,173,857 school holdings. Last year, the School Library System, through OURS, facilitated the interlibrary loan of approximately 22,000 items.

This service provides database development of new resources purchased by each component school library to produce an updated School Library System Union Catalog in a CD-ROM or Web based version that provides access to each participating school library within the OCM region. The OURS catalog provides a collection development tool and access to review and download MARC records into their local catalog. The web version includes real time updates and a school-to-school interlibrary loan component. Access will be made available through a username and password.

The OURS catalog qualifies as providing electronic access to library collections through New York State Electronic Doorway Library program.

School Library Systems and Library Media Centers collaborate with the educational community to:

- provide a means for students to develop online information literacy skills and strategies that are essential for their success,
- support the Learning Standards and student achievement,
- strengthen instructional practices, and
- engage students in the learning process through the use of these varied resources.
UNION CATALOG DEVELOPMENT

One of the primary charges of School Library Systems is to facilitate resource sharing through the creation and development of a Union Catalog of member district’s school library resources.

I. CATALOG DESCRIPTION

The Onondaga-Cortland-Madison School Library System catalog, O.U.R.S. (Online Union Resource Sharing), includes resources in various formats circulated in member high school, middle school, and elementary library collections.

O.U.R.S. exists to provide a collection development tool and interlibrary loan access to member libraries. It also exists to facilitate resource sharing outside the system. O.U.R.S. is updated daily, Monday through Friday, and is a read-only catalog.
II. DEFINITIONS

- **Shelflist Cards** - A shelflist card is an author-entry card which includes as much of the following information as possible: call number, author, illus., title, publisher, copyright date, pagination, LCCN and ISBN

Example of a Shelflist Card with Minimal Information:

<table>
<thead>
<tr>
<th>FIC</th>
<th>Bradbury, Ray</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISBN</td>
<td>0-385-05060-7</td>
</tr>
<tr>
<td>No LCCN</td>
<td></td>
</tr>
</tbody>
</table>

- **ISBN** – *International Standard Book Number*
  The ISBN usually appears on the verso of the title page in the CIP (Cataloging in Publishing) data. While ISBN’s often include dashes, the dashes are not required.

- **LCCN** – *Library of Congress Catalog Number*
  The LCCN usually appears on the verso of the title page in the CIP data located on the lower right side of the page. The LCCN number consists of two digits and a dash followed by up to six digits (after 2000, LCCN is four digits and a dash and up to six digits).

- **Call Number** – The call number indicates the shelving location for each item, specific to your local library. When submitting records to SLS, your local call number is one of the required pieces of information. It is important that all call numbers be complete with at least a Dewey number and a cutter. Prefixes, printed above the Dewey number, indicate special collections or media types such as Reference (e.g. REF), Professional (e.g. PROF), or Videorecording (e.g. VID)

- **US MARC, or MARC21** - *Machine Readable Cataloging*
  MARC is the standard electronic format for bibliographic records. When ordering records from vendors, be sure to specify “MARC 21 Format/852 (subfield a) Holdings.” Be sure your school holding code is identified in the vendor specification sheet.

  The file name on the data disk for US MARC will be microlif.001.
  For systems requiring an older record format (e.g. old Microlif), the file name on the data disk is ibm.fil (which you want to change to the new US MARC)
III. The School Library System will no longer manually maintain the new additions and deletions of each school’s catalog.

A. Non-Mandarin Schools:
   These schools will extract their catalogs and forward them to SLS by email, the second week of **December** and by **June 30th** of each year. Do not include equipment or items that you do not loan. Your adds and deletes will be as current as your last extraction. You may do additional extractions after heavy weeding or a large order of new books. Instructions necessary for each type of software is available on the SLS web page.

B. Mandarin Schools:
   Any changes, adds, deletes or call number changes in your catalog will be reflected after your daily back up. The SLS office will extract your school’s catalogs remotely if they have access to it.

MARC Records

The SLS has a cataloging service under CoSER 573 (Library Automation) to provide US MARC records when requested by librarians. The fee is $2.00 per MARC record. An adjustment to service contract must be generated from the SLS office or district business office in order to request MARC records and is aidable. Your Automation Specification sheet (spec sheet) on file with the SLS office will be used to customize your MARC records.

To request MARC records a (blue colored) **NEED MARC RECORDS** card (available from the SLS office) must be submitted with the following information provided: school name, school district and the number of titles you are requesting records for. Also provide the following information for each record requested:

| *Title* | *Publisher* |
| *Author* | *School district* |
| *Local call number* | *School name* |
| *Date* | *School code* |
| Pagination | |
| *ISBN and/or* | *LCCN* |

C. Multiple Volume Sets
   The record you send to SLS should indicate the number of volumes (v.1-10, e.g.) that will be reflected in the holdings portion of O.U.R.S.

D. Paperbacks:
   The SLS will handle paperbacks as follows:
   If the paperback is **fully cataloged** (i.e. the publisher-produced shelflist card contains all the bibliographic data about the book including the author, title, publisher, copyright date, ISBN, pagination), the SLS will attempt to locate the matching MARC record. If the paperback publisher cannot be found, the hardcover record will be used. The school can later edit this record in the local catalog to better reflect the holding. If no matching record is available, the record will be returned and the school can later create a local record in the catalog for its own use.

F.Y.I. The Library of Congress does not re-catalog the paperback format of a title, especially if it is
The Library of Congress does not catalog the titles of a number of paperback companies such as Troll, Scholastic, etc.

If, due to a merger or business acquisition, a book is reprinted under the name of a new publishing company, the Library of Congress will not usually re-catalog the book.

If no matching record is available, one needs to be created in MARC format. This is labor intensive and expensive and adds another record to the database over 1.5 million. A balance must be found. Some schools do not care if the paperback is lost, others fully catalog them and shelve them with hardcovers. The SLS can not always tell the difference.

E. MARC Records
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To request MARC records a (blue colored) NEED MARC RECORDS card (available from the SLS office) must be submitted with the following information provided: school name, school district and the number of titles you are requesting records for. Also provide the following information for each record requested:

- Title
- Author
- Publisher
- Copyright or printing date
- LC number
- ISBN number
- Call number (how you want it cataloged, including prefix)

The format can be any of the following but must be stamped with your school name or school code.

(a) Shelflist card (can photocopy, 5 cards will fit on an 8x11 paper, please do not cut apart.
(b) Photocopy of the title and verso page
(c) Printout from First Search (World Cat)

The SLS office will complete all data entry and electronically send the data within 2-3 weeks to be uploaded into the local school library catalog. If trouble uploading the data occurs please contact the SLS office. Please call the SLS office to verify your system/software compatibility.

F. CoSer Mandarin Users
Mandarin users that belong to CoSer 573 are now unique links in the OURS Plus Union Catalog. Because of this they are no longer required to send the SLS office any adds or deletes.