Topic: Collection Development and Management – Collection Maintenance

3.26 Cataloguing and Inventory

Board Motion Number: **24.054**
Date of Original Board Motion Number: **March 10, 2008**
Date of Current Issue: **May 28, 2024**
Date of Next Review: **2028**
Attachments:

Signature of Board Chairperson (and Date):

The North Kawartha Public Library Board will ensure maintenance of an effective cataloguing system to help users determine if a desired item is held by the Library and, if so, the exact location of the item in the Library.

Procedures

1. The Library will follow accepted rules for cataloguing set by the Library of Congress.

2. Bibliographic records for purchased materials are obtained through Insignia ILS and entered into the library database.

3. Library staff must check all new catalogue records for completeness and accuracy.

4. Library staff must check that Information on a fully processed collection item includes a spine label, library ownership stamp, genre sticker, cover and bar code.

5. All bar-coding and processing for the Woodview Branch Library will be undertaken at the Apsley Library.

6. Original materials (eg local history items) will require manual processing and entry of bibliographic records in the catalogue.

7. The inventory will be conducted biennially or annually on a random sampling basis, by the Technical Services & Programming Manager or CEO/Librarian, to ensure that actual holdings match the catalogue and to determine lost or stolen items. As the inventory is conducted, the catalogue will be updated.