

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

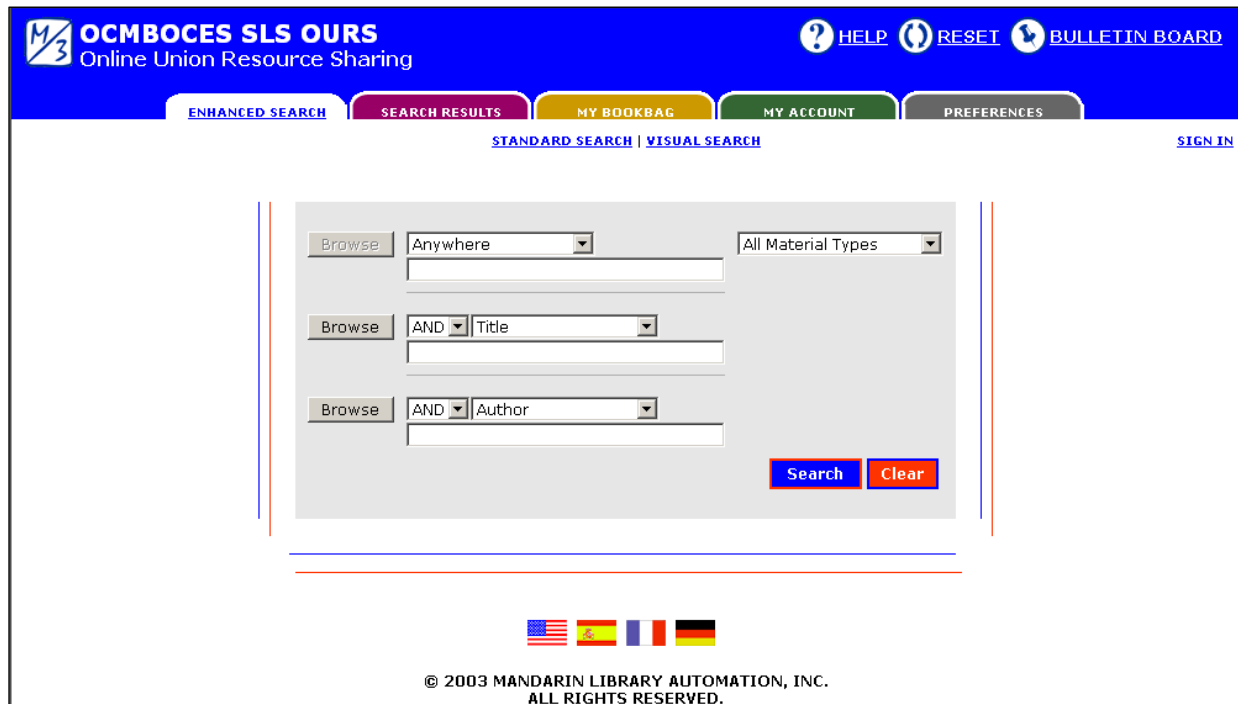
PRIMARY OBJECTIVE

School Library Systems are charged with facilitating 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), is a read-only catalog that 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.



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:

FIC	
BRA	Bradbury, Ray
	The Martian chronicles. Garden City, N.Y.,
	Doubleday, 1958.
	222 p.
	ISBN 0-385-05060-7
	No LCCN

- **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:
 - a. specify “**MARC 21 Format/852 (subfield a) Holdings**”
 - b. make 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)

Sample MARC Record - book:

001 0000034038
005 20020117154824.0
005 20020816115404.0
008 020117|||||||||||||||||||||||u
010 a 95023729
020 a 0791036626
020 a 0791036871 (pbk.)
040 a DLC
c DLC
d DLC
042 a lcac
050 00 a PS3537.A426
b C329 1996
082 00 a 813/.54
035 a 0000034926
245 00 a J.D. Salinger's The catcher in the rye /
c edited and with an introduction by Harold Bloom.
246 30 a Catcher in the rye
260 a New York :
b Chelsea House,
c c1996.
300 a 69 p. ;
c 24 cm.
440 0 a Bloom's notes
500 a "A contemporary literary views book."
504 a Includes bibliographical references (p. 62-66) and index.
520 a Includes a brief biography of the author, thematic and structural analysis of the work, critical views, and an index of themes and ideas.
600 10 a Salinger, J. D.
q (Jerome David),
d 1919-
t Catcher in the rye.
600 11 a Salinger, J. D.
q (Jerome David),
d 1919-
t Catcher in the rye.
650 0 a Caulfield, Holden (Fictitious character)
650 0 a Runaway teenagers in literature.
650 0 a Teenage boys in literature.
650 1 a American literature
x History and criticism.
700 1 a Bloom, Harold.
852 a MNhs
h 813
i JDS
939 a core

III. ADDITIONS AND DELETIONS

Adds and Deletes of school catalogs will no longer be maintained manually by the SLS. Instead please note the following procedures below:

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**. *Don't include 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. **CoSer 573 Mandarin Users**

Mandarin users belonging to the CoSer now have unique links to their catalogs in the OURS Union Catalog. You no longer send into the SLS office adds or deletes.

IV. MARC RECORDS

SLS cataloging service under CoSer 573 (*Library Automation*) provides 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:

1. Submit a [NEED MARC RECORDS form](#) (*available on SLS website*) with the following information:
 - a. School Name, District, and Number of Titles you're requesting records for.
2. Provide the following information for **each record requested**.

Title, Author AND Publisher

Copyright OR Printing Date

LC number AND ISBN number

Call Number (*how you want it cataloged, including prefix*)

Format of the above information can be any of the following but it **must be stamped with your school name or school code:**

- a. Shelflist card (*can photocopy, 5 cards will fit on an 8x11 paper, 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 so you can upload it into your local school library catalog. If you have trouble uploading the data, contact the SLS office. Please call the SLS office to verify your system/software compatibility.

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.

Paperbacks - SLS will handle paperbacks as follows:

- If 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), SLS will attempt to locate the matching MARC record.
- If 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. **(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 published by the paperback division of the original hardcover publisher.

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 cannot always tell the difference.