

## **Policy: Cataloguing and Inventory**

**Board motion/date:** 125:19 Dec. 10, 2019 **Chair's signature:** \_\_\_\_\_

The Bonnechere Union Public Library 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.
2. Bibliographic records for purchased materials may be received from the distributors (e.g., Library Service Centre). If records are not purchased, then staff will perform original cataloguing with the aid of a database for the search and retrieval of MARC records.
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, and bar code.
5. Certain materials (e.g. original materials such as local history items) may require manual processing and entry of bibliographic records in the catalogue.
6. An inventory will be conducted on a random sampling basis, by the CEO or staff, 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.
7. An up-dated catalogue may be sent to SOLS annually.