



Original Cataloging Procedures for White Pine Library Cooperative

If a suitable record has not been made available in WorldCat within **45 days** of the item's publication, you may request original cataloging of the material through

Library will:

1. Photocopy title page (or cover, if no title page exists), title verso and table of contents.
2. Provide on photocopy
 - a. For Monographs
 - i. Pagination (unnumbered; xxii, 178)
 - ii. Whether illustrations or not (are there portraits, maps, etc.?)
 - iii. Size (in cm)
 - iv. Index or not?
 - v. Bibliography or not?
 - vi. Table of contents, if required in bibliographic record
 - vii. Any required local information, including subjects
 - viii. Any other information deemed relevant
 - b. For discs **
 - i. Front and back cover of case
 - ii. First Disc
3. Provide the record format required for importing to their ILS if different from WPLC's default (MARC 21 with MARC-8)
4. Email a PDF of the scans to ablattner@wplc.org.

Per cataloging rules, any measurements, pictures, etc. should be taken by the requester from the item they have in hand and **not from a vendor or online description of the item.**

**** Note:** A clear photo taken with a mobile device is acceptable for discs that do not have a matte finish and would not copy well via scanner.

Alison will:

1. Create an original bibliographic record meeting OCLC and VLC standards. Depending on the volume of requests received, records will be delivered within two weeks of receiving.
 2. Deliver the record via
 - a. Upload to Horizon
- OR
- b. Emailing the .dat file to your library.
 3. Notify the requesting library that the requested records are now available.
 4. Provide corrections or additions to the record as needed.