# Record Management

Maintaining the quality and integrity of our shared catalog is of interest and responsibility of all member libraries. SWAN encourages voluntary and cooperative efforts to maintain quality assurance and consistency in our shared catalog. Likewise, Bibliographic Services will make reasonable efforts to coordinate training opportunities and resources.

We would like to approach record auditing as an ongoing Record Management process, viewing the SWAN database as one – a holistic and continuous approach to the record life cycle – because there is more to record quality than detecting and correcting inconsistencies.

## Record Life Cycle

1. Pre-Cat 🡪 required pre-cat fields
2. Full record 🡪 cataloging libraries and SWAN
3. Upgrading 🡪 MARC record enrichment

The definition of “quality cataloging” may differ from cataloger to cataloger. How much is too much to require when creating and enhancing bibliographic records? What to expect?

# Pre-cat inconsistencies

* Lack of indicators in the 245 field
* Incorrect 590 tag, for example, the default \*\*FORMAT\*\*
* Incorrect fiction/non-fiction value
* Consistent omission of pre-cat required tags

Pre-cat errors will be brought up at the Cataloging Users meetings.

## Daily

SWAN reviews pre-cats created the previous day via the SWS New Pre-cats report.

Cataloging libraries report inconsistencies detected while performing their daily operations.

# Full record inconsistencies

## Daily

SWAN reviews items cataloged the previous day via the List Titles – Cataloged Yesterday report.

Cataloging libraries report inconsistencies detected while performing their daily operations.

* SWAN commits to examine 25% of cataloged records every day.
* SWAN will record inconsistencies internally on a spreadsheet– this spreadsheet will be confidential and for internal use to track follow-up
* Libraries will be contacted immediately about severe inconsistencies
* Reports will be sent out bi-monthly with inconsistencies (moderate & light)

## Monthly

If we identify recurring issues, we may run monthly reports targeting specific areas of concern. For example, taking a close look at series statements in response to ongoing inconsistencies.

# Cataloging Library Reporting Recommendations

“Rule of three:” if you notice inconsistencies from the same source three times, report it.

* Incorrect fixed field data
* Unauthorized access points
* Lack of series statement and/or series statements not maintained consistently
* Lack of subject headings

**Wrong overlays should be reported immediately**.

# Communication

Request for corrections should be submitted via the ticket system with the subject heading “**Record Maintenance**”. This will help us streamline training and identify inconsistencies.

When reporting, emphasis should be given on issues that impact retrieval and indexing, and enhancements that benefit patrons and improve keyword searching, for example summary and subject headings.

## Do not report things that MARCIVE handles

* BISAC, Sears and FAST subject headings
* GSAFD genre terms

## Expectations

Inquiries or problems with broader implications will be reported directly to the libraries that contributed to the records, for example, omissions that impact retrieval.

SWAN will compile everything that has been reported and present findings at the Cataloging Advisory meeting in May.