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## Fondren Library Cataloging and Metadata Services Department

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We are currently transferring our paper-based manual to a wiki format. Many pages in the wiki are still in the process of being updated and may be out of date. (current [Fondren website Cataloging and Metadata Services webpage](#))

[Technical Services: Contact Information](#)

[Cataloging and Metadata Services Department Overview](#)

## Personnel

- [Head of Cataloging and Metadata Services](#)
- [Original Monograph/Special Formats Cataloging Librarian](#)
- [Metadata Coordinator](#)
- [Music Cataloging Librarian](#)
- [Serials Catalog Librarian](#)
- [Senior Metadata Assistants](#)
- [Copy Catalogers](#)
- [Language Skills List](#)

## Policies & Procedures

- [Cataloging Manual](#)
- [Rush Processing Policies](#)
- [Database and Metadata Management](#)
- [Authority Records](#)

## Tools

- [Sirsi and Connexion Guide](#)
- [Connexion Settings](#)
- Metadata Standards
  - Dublin Core
  - Encoded Archival Description
  - MARC
  - MODS
- [LSC Processing Tools \(Fondren website\)](#)