

Music Cataloging Librarian

Acquiring Scores and Sound Recordings

Firm orders

The Metadata Assistant/Copy Cataloger Team Lead responsible for ordering scores and sound recordings receives firm orders (order slip or catalog via Acquisitions from CD Librarian) and places orders according to normal ordering procedures. Copy Catalogers will receive electronic orders from the CD librarian and order via GOBI.

Approval scores and sound recordings

The Senior Metadata Assistant responsible for scores takes the scores from the designated approval shelf in Acquisitions after they have been on the review shelf for two weeks and places them on a designated shelf in the cataloging area. Bibliographic records from OCLC are downloaded to Sirsi for items with copy. Items with Good member Copy are cataloged by the designated Senior Metadata Assistant. Items with Member Copy or that are lacking OCLC copy have records created in Sirsi and are given to the Music Catalog Librarian.

The Metadata Assistant responsible for sound recordings takes the sound recordings from the designated approval shelf in Acquisitions after they have been on the review shelf for two weeks and places them at his/her desk. Bibliographic records from OCLC are downloaded to Sirsi for items with copy. Those recordings with Good member Copy are then cataloged by the Metadata Assistant responsible for sound recordings. Items with member copy or lacking OCLC copy have records created in Sirsi and are kept at the Metadata Assistant's desk until either copy is found or remain at the desk for 6 months at which time they are turned over to the Music Catalog Librarian for original cataloging.

Cataloging Scores and Sound Recordings

Cataloging firm orders and approvals

When firm order materials are received in Acquisitions, they are delivered directly to the Music Catalog Librarian.

Music Catalogers catalog scores and sound recordings both with and lacking OCLC copy according to the procedures found in the Cataloging Other Formats section of this manual as well as the applicable procedures found in the Section III, Chapters A-D.

The Music Catalog Librarian handles all sets and analytics for materials in score or sound recording formats.

Other cataloging duties

The Music Catalog Librarian may be called on to assist the Senior Copy Catalogers with their duties.