

Serials Cataloging Librarian

1. DUTIES

The principal duty of the Serials Catalog Librarian is to process new continuing resources titles and to coordinate various continuing resources activities with cataloging.

- The Serials Catalog Librarian uses LC or member copy found on OCLC and does original cataloging if no copy is found.
- The bibliographic record is edited and a call number is established according to the LC schedules.
- Special processing notes are entered in the holdings record (and sometimes the serials control and/or order records) for the benefit of Serials Receiving.
- Holdings are recorded if the serial is bound; binding instructions are included for Preservation Services if the serial is unbound. Holdings records are not created for remote access electronic resources.
- The continuing resource is returned to Serials Receiving with instructions for check-in and shelving; binding instructions are usually sent directly to Preservation Services by email.

2. CHANGES

The Serials Catalog Librarian processes continuing resource changes, including:

- title changes
- publisher changes
- frequency changes
- cancellations
- cessations
- withdrawals
- mergers
- splits
- retention changes
- URL changes

3. PROJECTS

The Serials Catalog Librarian participates in continuing resource projects, including:

- Government Publications holdings projects
- Business Information Center projects
- Trade Shelf publications project
- LSC projects
- Special Collections continuing resource cataloging projects
- Metadata projects
- WEST archiving project