

CATALOGUING POLICY AND PROCEDURES

Cataloguing Policy

Rationale:

- To ensure equity of use of all resources
- To keep the collection organised and like materials together

Policy Statement:

- To follow National Standards for the cataloguing of books
- To use School Catalogue Information Service (SCIS) to maintain consistency of the collection

Audience:

- Staff and the wider community

Authorship:

- Bendigo Senior Secondary College Library Resource Centre team members

Related Documents:

- *Learning for the Future : Developing Information Services in Schools 2nd Edition*
- *A Manual for Developing Policies and Procedures in Australian School Library Resource Centres, ALIA, 2007*
- *Abridged Dewey decimal classification and Relative Index, 14th Ed.*
- *Anglo-American Cataloguing Rules, 2nd Ed.*
- *Dewey decimal classification and Relative Index, 22nd Ed.*
- www.curriculum.edu.au/scis
- www.curriculum.edu.au/scis/productinfo/subheadsonline.htm

Date of ratification:

- February 2009

Date of review:

- December 2011

Cataloguing Procedures

SCIS search

- Search SCISWEB at www.curriculum.edu.au/scis/index.htm for catalogue records

- Create orders for records found and download these catalogued records
- For resources without an ISBN, search the SCISWEB OPAC and create orders and download these catalogued resources
- Load SCIS records into the library software programme (AMLIB)

Resources not found on SCIS

- If the resource is urgently required it will be necessary to create an original catalogue record for the item
- Resources not found on SCIS can be sent to SCIS Cataloguing Agency
- Resources not found on SCIS can be set aside and checked on the SCISWEB at a later date