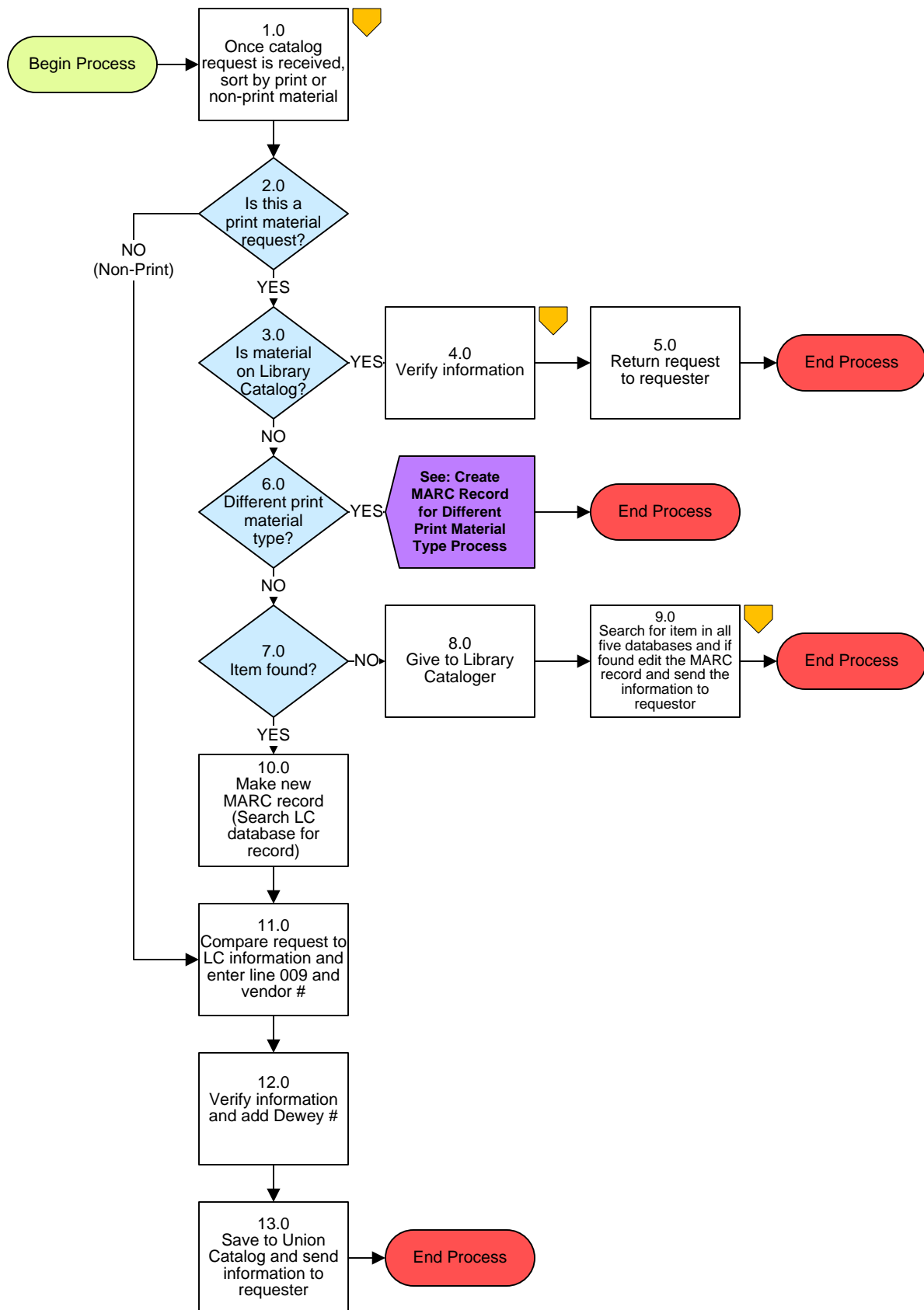


Media Processing - Library Materials Catalog Process



Media Processing - Library Materials Catalog Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Once catalog request is received, sort by print or non-print material

Once the request is received, sort the requests by either print or non-print material.

Step 2.0: Is this a print material request?

If yes, proceed to Step 3.0. If no, skip to Step 11.0.

Step 3.0: Is material on Library Catalog?

If yes, continue to Step 4.0. If no, skip to Step 6.0.

Step 4.0: Verify information

Check to see if numbers are accurate.

Step 5.0: Return request to requester

Once numbers are verified you may return request to requester. This ends the process.

Step 6.0: Different print material type?

(Hardback, Paper, or Pre-Bind) If yes, see Create MARC Record for Different Type Process. This ends this process.

Step 7.0: Item found?

If no, proceed to Step 8.0. If yes, skip to Step 10.0.

Step 8.0: Give to Library Cataloger

Step 9.0: Search for item in all five databases and if found edit the found MARC record and send the information to requestor

This ends the process.

Step 10.0: Make new MARC record (Search LC database for record)

Make the new record and add the new information.



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Return to Key Process

Step 11.0: Compare request to LC information, enter line 009 and add vendor number

Compare request to Library of Congress (LC) information. Enter line 009 information as follows and add vendor number.


020: Line - ISBN and PRICE	600-651: Subject Tracings
100: Line - Author	Adds 903: Approval Source
245: Title	Adds 905: Grade
260: Publisher/Copyright	Adds 925: Current date
300: Number of Pages	
440: Series	(for FMS extract)
500: Statement line	
520: Summary of material	

Step 12.0: Verify information and add Dewey number

Step 13.0: Save to Union Catalog and send information to requester

Save information to MCPS Union Catalog (if 925 line will extract to FMS). Then send information back to original requester. This ends the process.

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