

## Cataloging Procedures for White Pine Library Cooperative

### **Library will:**

1. Photocopy title page, verso and table of contents of resource
2. Provide on photocopy
  - a. Pagination
  - b. Illustrated or not
    - i. Portraits, maps, etc.?
  - c. Size
  - d. Index or not?
  - e. Bibliography or not?
  - f. Table of contents, if required in bibliographic record
  - g. Any required local information, including subjects
  - h. Any other information deemed relevant
3. Provide library name, address, contact person and phone number
4. Send to Susan
  - a. US Mail (address below)
  - b. E-mail as a JPG file
5. Alternatively, send physical resource to Susan

### **Susan will:**

1. Create full bibliographic record, including
  - a. Local base Dewey number
  - b. At least one subject
2. Check the access points in the OCLC authority file
3. Validate record
4. Save in OCLC online save file
5. E- mail White Pine that record(s) are available
6. If cataloging against the actual resource, mail physical resource back
7. Invoice library for mailing cost.
- 8. FEE: \$12.00 if item is not on OCLC and \$8.00 if item is on OCLC.**
9. Invoice will be sent directly to the library from the Bradley Group.

### **White Pine will:**

1. Retrieve record from OCLC online save file
  - a. 14 day limit
2. Process and download record to local system

### **Susan's address:**

Susan Pritts  
3030 Lexington Dr.  
Ann Arbor, MI 48105

Phone: 734-741-1312  
E-mail: spritts@pritts.com

White Pine  
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