SCLEND'S Cataloging Resource Manual

This manual is an evolving collection of policies and resources intended to help you, the cataloger, navigate cataloging in SCLEND's.

The SCLEND's Cataloging Policy itself (approved August 24, 2011) is in need of updating. However, please note that the “bare bones” policies remain in effect, and the primary tenant of the cataloging policies will always remain the same:

**MARC records should adhere to accepted RDA practice and contain ample access points.**

It is essential to follow the finer points of consortium cataloging, but our mission, as catalogers, is to prepare accurate and detailed MARC records that will enable a library user to locate items in the SCLEND's catalog.

To this end, please comply with the following record policies:

1. Follow the current RDA cataloging standards;
2. Comply with current MARC standards;
3. Employ subject headings from a recognized vocabulary;
4. Adhere to current SCLEND's-recommended minimum MARC tags.

Links to standardized cataloging rules (e.g., Bibliographic Formats and Standards) and other informational resources can be found on the SCLEND's Cataloging LibGuide: [https://guides.statelibrary.sc.gov/sclends-info](https://guides.statelibrary.sc.gov/sclends-info).

You are also encouraged to use the Cataloging Workgroup listserv to communicate and collaborate with catalogers across the state.

New information is constantly added to the LibGuide, and documents are also distributed on the listserv. All of this information constitutes supplements to the cataloging policy and should be used as guidelines.

You may contact Meg Stroup, SCLEND's Cataloging Coordinator, with any questions or concerns at any time.

Thank you for your diligence and dedication to SCLEND's!