CATALOGING CORRECTIONS PROCEDURE

One of the duties of the LMN staff is to e-mail member catalogers about corrections needed on MARC records entered into LMN's database. This is important so that all of the catalogers adhere to the LMN Cataloging Procedural Manual, which has been approved by both the Bibliographic Users Group and the LMN Board of Directors. By e-mailing member catalogers about their errors and asking them to make corrections, catalogers are made aware of what areas need focus. Asking the catalogers to correct their own records helps keep the channels of communication open, aids as a training tool, gives an opportunity for clarification on cataloging policies and procedures, and ensures the quality and consistency of the LMN database.

This is the procedure to be followed:

1) The LMN Coordinator will email corrections to the member cataloger who entered the MARC record. LMN cataloging documents may be cited and examples given. 3 working days will be allowed for corrections to be made by the cataloger.

2) If corrections are not made after the first email, a second e-mail is sent to the member cataloger and their director, allowing an additional 3 working days for corrections.

3) If corrections are still not made after the second e-mail, an on-site visit and training will be required to the LMN office at the member's expense. The LMN Coordinator will train the Cataloger individually to resolve cataloging issues. The Cataloger will have to pass another cataloging test proctored by a LMN member.

4) Then the Cataloger's work will be monitored closely for 30 days. If corrections are not made or cataloging has not improved after the on-site visit and training, the LMN Coordinator will send documentation detailing the issues to the LMN President and the Director.

5) If there is no resolution after steps 1-4 have been completed, the LMN Board of Directors will be notified and will take action.

The above procedure was approved by the LMN Board of Directors in 2015.