



Berks County Public Library System Cataloging Policy

1. Purpose

The purpose of this policy is to ensure consistent, accurate, and equitable access to library materials through standardized cataloging and classification practices.

2. Scope

This policy applies to:

- Berks County Public Libraries' Bibliographic Services Department staff
- All physical materials acquired by member libraries
- Original and copy cataloging

3. Policy Statement

The Bibliographic Services Department of the Berks County Public Library System is committed to maintaining an efficient catalog that supports discoverability and community access to information. For the integrity of the database, System catalogers must comply with Spark consortia cataloging rules for full bibliographic records. Staff perform functions only according to one's authorized permissions and certification level.

All cataloging and bibliographic record management for the library system shall be conducted through the Bibliographic Services Department. The department staff consist of the following roles:

- Bibliographic Services Manager
- Acquisitions and Cataloging Librarian
- Assistant Cataloging Librarian (2)
- Bibliographic Services Clerk

Individual library locations shall not independently create or modify bibliographic records in the Evergreen integrated library system (ILS). Only those staff members who have completed the appropriate training via the Spark Cataloging Training website may modify bibliographic records.

Core guidance documents for Library System catalogers include this Cataloging Policy, the Spark Cataloging Rules, and the BCPL Cataloging Standards.

Core guidance documents for member libraries can be found on the HQ (the BCPL intranet) under the Cataloging and Processing link.

4. Standards and Practices

The Bibliographic Services Department shall follow current professional standards, including:

- **Descriptive Standards**



- Resource Description and Access (RDA), or its successor standard
- MARC 21 bibliographic format
- **Classification System**
 - Dewey Decimal Classification (DDC) for nonfiction materials
- **Subject Heading and Authority Control**
 - Library of Congress Subject Headings (LCSH)
 - Authority control best practices

5. Copy Cataloging

All bibliographic records added to the Evergreen catalog must contain specific mandatory elements and meet a minimum level of completeness, based on the Spark Cataloging Rules and the BCPL Cataloging Standards.

- Catalogers will:
 - Search the Evergreen Z39.50 databases for high-quality bibliographic records
 - Only import full-level MARC records which include RDA data
 - Upgrade minimal-level records where necessary
 - Add appropriate subject headings
 - Add appropriate classification
 - Add pagination and item summary

6. Original Cataloging

Original cataloging will be performed only by the Bibliographic Services Manager when suitable records are unavailable from the bibliographic databases. A record will be created from scratch utilizing bibliographic templates within the Evergreen ILS.

- All original records must:
 - Use MARC format and include RDA data
 - Include appropriate subject headings
 - Include appropriate classification

7. Local Cataloging Practices

To enhance user access, the Bibliographic Services Department may utilize local practices where appropriate, based on the BCPL Cataloging Standards.

- Catalogers may:
 - Apply spine labels to clearly distinguish collections (Young Adult, Juvenile)
 - Apply genre labels to identify special collections (Spanish language, Holidays)
 - Use prefixes to identify special collections (e.g., Professional, Reference)

8. Maintenance and Quality Control

The Bibliographic Services Department will regularly maintain the catalog by:



- Merging duplicate bibliographic records when appropriate
- Add cover images to bibliographic records
- Utilize the Monograph Parts procedure when adding new or editing existing serial records

9. Copyright and Materials Created with Artificial Intelligence (AI)

In accordance with the Bibliographic Services Department's local policies and the PAILS statement on Copyright and Artificial Intelligence considerations, catalogers will not add advance readers' copies (ARCs), uncorrected galley proofs, or any other types of pre-publication books, or bootleg DVDs, Blu-Ray, 4K, audio discs, or any other formats to the shared catalog.

The Bibliographic Services Department will ensure that bibliographic records for materials acquired by libraries that are created by or with the use of Artificial Intelligence are appropriately identified and not misrepresented as human-generated content.

10. Policy Review

This policy shall be reviewed annually by the Bibliographic Services Manager and the System Administrator. It will be updated as necessary to reflect changes in standards, technology, or operational needs.