

## SEO Cataloging Policy

### Background Information:

1. The SEO Library cataloging staff is responsible for quality assurance of the SEO database and will administer Authority control.
2. New libraries joining the SEO Consortium with MARC records obtained from OCLC that have the OCLC number displayed properly in the correct field may have the option to migrate their data. The MARC records will be reviewed by the SEO Catalog Librarian. All libraries without the proper match point will link their holdings to existing SEO MARC records.
3. The SLO and SEO are committed to resource sharing in its broadest sense. Thus original cataloging done for the SEO database will also be contributed to OCLC when appropriate.

Any library joining SEO that has a Cataloging department may have staff with additional MARC editing privileges based on SEO determination and mandatory training by the SEO Library cataloging staff.

Therefore, any library joining SEO may contribute original cataloging to the database under the following conditions:

1. A cataloger with an MLS from an ALA accredited library school will do the original cataloging.
2. The library doing the original cataloging will be full members of OCLC and contribute those records to that database as well.
3. Libraries will do original cataloging for their system only and not for other SEO libraries.

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