MARC Cataloging Policies
Adopted by the Integrated Library System Council November 13, 2014

MC1 General

MC1.1 MARC format
Permanent bibliographic records added to the LLC Shared ILS bibliographic database will be in the full Machine-Readable Cataloging (MARC) integrated format. These records will adhere to the current standards for MARC records as defined by Machine-Readable Form of Bibliographic Information (MARBI), the USMARC Advisory Group, and as adopted by the National Information Standards Organization (NISO). Non-MARC records will be permitted under certain circumstances, which would be defined and monitored by MAC (MARC Access Centers) with the Lakeland Library Cooperative Integrated Library System Council being the final governing authority.

MC1.2 Cataloging standards
Permanent bibliographic records will conform to the level 2 standards set forth in the current version of the Anglo-American Cataloging Rules. These records will also conform to any Library of Congress Rule Interpretations that apply to the library field in general and not specifically to the Library of Congress. Cataloging in Publication (CIP) records or level 5 (In Process) records will not be added to the bibliographic database. These records are to be upgraded to full MARC and level 2 cataloging as defined by the current standards stated above.

MC1.3 Authority standards
Permanent authority records entered or changed in the database will conform to the authority records available from the Library of Congress and bibliographic utility vendor where such records exist. Local authority records may be added. All of the authority records will conform to nationally accepted standards.

MC2 Operational

MC2.1 Quality assurance
In order to ensure the quality of the records, only sites authorized by the Lakeland Library Cooperative Integrated Library System Council will be allowed to enter or change bibliographic and authority records.

MC2.2 Local Holdings
Local libraries are responsible for adding their local holdings within six months of the permanent bibliographic record being added to the database.
MC3 Financial/Fiscal

MC3.1 Costs
Lakeland Library Cooperative will pay the bibliographic utility vendor charges incurred by the authorized MARC Access Centers. Lakeland Library Cooperative will bill member libraries for charges based on holdings added by each library during a twelve-month period. The twelve-month period will be calendar year. Periodicals are not calculated for the purposes of cost to member libraries. Vendor supplied bibliographic records and the attached items for downloadable materials are not used to calculate the costs to member libraries.

MC3.2 Authority Control Costs
Lakeland Library Cooperative will be responsible for maintaining authority control over the shared bibliographic database. Lakeland Library Cooperative will bill member libraries for these costs on a per capita basis.

MC3.3 Lakeland Library Cooperative Cataloging Costs
Lakeland Library Cooperative will bill member libraries whose cataloging is handled by the Lakeland Library Cooperative on a cost recovery basis.