

## **SCP Phased Cataloging Strategies**

### **Scope and application:**

SCP will employ one of either of the following cataloging strategies for newly acquired packages, or to existing packages as deemed appropriate. SCP will consult with the SCP Advisory Committee when SCP wishes to apply an alternative strategy not call for using the default practice for each strategy. As new packages are acquired, or when applied to a previously acquired package, SCP will notify the SCP Advisory Committee as to strategy employed.

### **Default Practice:**

Strategy 1: used only for monograph, and when 20% or less of the titles are found to be duplicated in other packages. A random sample of titles will be used to determine the percentage of duplication.

Strategy 2: used for serials.

### **Strategy 1: Brief to full records approach:**

Cataloging will occur in two phases. In phase 1, SCP will start by creating local brief records from vendor or other source materials for all the titles in a package. Minimally, these records will contain the following items:

1. Dummy control number
2. ISSN/ISBN (if available)
3. Title
4. 793 with \$p SCP brief record
5. 856 \$3, \$u, and \$z

SCP will add other data only if bibliographically significant, readily available, easily mapped to a MARC field, and retainable during future overlays.

Phase 1 will end after SCP distributes the full complement of these brief records for titles know from a package's initial release. Any new title additions coming after the initial release will be treated normally, that is, new title additions will be fully cataloged from the beginning; brief records will not be created.

At the end of phase 1, phase 2 will commence. Catalogers will begin the systematic review each brief record, replacing it with a full level record. That will mean that sometimes the campuses will get a totally new record that replaces the corresponding brief record. Other times campuses will get an updated SCP record, redistributed as a replacement for the corresponding brief record. In both cases they will also get the corresponding brief record sent as a delete.

### **Strategy 2: Tri-Level to full record approach:**

This is a two phase process as well. In phase 1, catalogers will compare the initial package title list to current SCP cataloging and then catalog based on what they find. If already cataloged by SCP, the cataloger will add the relevant data for titles to existing records and distribute as updated records without further cataloging review (Level 1 record). If a cataloger does not find existing SCP records, the cataloger will search OCLC for copy. If the cataloger finds OCLC copy, they will process the record for SCP and distribute without cataloging review of the copy (Level 2 record). If the cataloger finds no OCLC copy, they will create a K level record, process for SCP and distribute (Level 3 record). Level 2 and Level 3 records will be distributed as new records.

Once catalogers have finished phase 1, catalogers will catalog new additions normally. Also at this point, phase 2 will begin. Catalogers will systematically go through the initial title release list and review each title cataloged. If catalogers used an existing SCP record or OCLC copy in phase 1, they will review, correct, and enhance records in OCLC and for SCP as necessary. If a cataloger created a K level record, it will be upgrade it to full level.