

**MARMOT LIBRARY NETWORK**  
**UNION CATALOG POLICY**

**Purpose**

Marmot member libraries are obliged to help maintain a high-quality union catalog. Catalogers are expected to contribute the best possible catalog records based on current bibliographic standards. This policy states general requirements for member libraries, and states that the Union Catalog Committee (UCC) is responsible for the “Marmot Cataloging Standards” posted in the Marmot Helpdesk wiki.

**General Requirements**

<b>Regarding:</b>	<b>Requirement:</b>
MARC21, AACR2, & RDA	Marmot libraries follow MARC21, AACR2 and RDA standards. MARC21 is the international standard for the encoding of bibliographic data. <i>Anglo-American Cataloguing Rules</i> , second edition (AACR2) and its amendments are published by the American Library Association (ALA). RDA (Resource Description and Access) is the new cataloging standard to replace AACR2. Many types of records coexist in the database, and as we move forward, Marmot’s public access catalog will properly display all types of records within the database.
Sources of Catalog Records and Metadata	Marmot prefers bibliographic records from OCLC, and accommodates records from other sources. The use of non-OCLC bibliographic records increases the possibility of duplicate records in the database. Therefore, it is essential for members to notify Marmot whenever new sources of records are to be used. Marmot analyzes new record sources; advises record vendors how records must be made compatible with Marmot standards; and sets up load tables to insure that new records do not degrade the union catalog.
Load Tables	The Millennium ILS hosted by Marmot includes load tables set up and maintained by Marmot to support member library requirements. Members ask Marmot to make changes or additions to load tables, and run their own loads.
Duplicate Bibs	Duplicate bib records in the union catalog are inconvenient for patrons as well as library staff. Marmot works with the ILS vendor to insure Load Tables are optimized to prevent duplicates. Member libraries work with Marmot to prevent duplicates, and help eliminate them when they occur.
Authority Control	Bib records loaded to the Marmot union catalog are automatically validated against the local authority file. Marmot loads quarterly updates to the local authority file. About every 5 years, Marmot sends the database out for fresh authority control. Member libraries follow LC standards for authority control.
Union Catalog Committee	The Union Catalog Committee (UCC) meets quarterly to review the current state of the union catalog with regard to general requirements stated here and detailed requirements in the “Marmot Cataloging Standards.” Members of the UCC provide collegial advice and support to catalogers in all member libraries, and advise Marmot where specific training and database cleanup tasks should be applied for the good of all members.