

## Cataloging Policy

Effective as of:

American University of Armenia

Policy for Publication

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The library cataloger works to make the library resources readily accessible to all its patrons by cataloging and classifying new materials and by performing the following activities:

A. The creation of catalog records in Library Integrated System EOS. Web, including accurate bibliographic descriptions of the items, the provision of searchable access points (subject headings, name, title and series entries) according to the Anglo American Cataloging Rules<sup>2</sup>, and classification, according to the international standards. Making Export of cataloged materials and Authorities from OCLC and making Import of cataloged items and Authorities into our library system EOS.WEB. All library materials are classified according to the Dewey decimal classification system. The machine-readable cataloging record (MARC) holdings reflect full-level description. The following reference sources are utilized by the Cataloger:

- Anglo-American Cataloging Rules, 2nd edition, 2002 revision
- RDA(Resource Description and Access), 2014 March
- Library of Congress Subject Headings
- Library of Congress Classification Schedules
- Web access to the Dewey Decimal Classification (DDC) System, 22<sup>nd</sup> ed., 23<sup>rd</sup> ed.
- US MARC Holdings Format

B. The maintenance of electronic records of all AUA libraries' collections. Departmental materials are integrated into the Library online-catalog. These materials are assigned a location indicating that they are shelved in the department.

C. The physical preparation (bar-coding, call number labeling, safe protection and in-house repair) of items for use by the public

D. The assignment of locations is predetermined by the physical format of the item:

- **Serials** – materials which are received at least twice a year are designated “Serials”. Each one set is bound up into a book and cataloged as one item.
- **Reference** – If the item is designated as “Reference” the older edition of a title may be rotated to the main collection while the latest edition is placed in the Reference Collection.
- **Electronic Media** – includes Cassettes, AV tapes, CDs and floppy disks, Microfilms, Kindle eBooks.
- **Online** – includes Websites, articles, newspapers, PDF files, etc.
- **Textbooks** – items intended for the use of students and faculty relating to a particular course are located in the Textbook Storage.
- **Kit** – items in more than one physical format are designated as “Kit”. Two exceptions are: if a book is a handbook to the software, the entity is designated “Software”; if a book accompanied by a computer medium (CD, DVD) the entity is designated “Main Collection” and shelved accordingly.
- **Old and Rare Books** – items designated as old and rare are placed in the locked shelves .