

BCCLS WORLD LANGUAGE CATALOG SUBMISSION FLOWCHART (4-5-2018)

Libraries search Polaris by both 10 and 13 digit ISBN, UPC, or Keyword (author/title).

Libraries search SkyRiver or WorldCat by both 10 and 13 digit ISBN, UPC, or Keyword (author/title). Then Export SkyRiver records or send OCLC record numbers to cataloging@bccls.org

If there are no records available, submit clear and readable photocopies or digital images. Photocopies and scans must be clear and legible and, for print items, include the TITLE PAGE* and VERSO (or COLOPHON) which generally contain much of the relevant bibliographic information needed for record creation. For other formats, please refer to the Catalog Submissions policy (<http://bccls.knowledgebase.co/article.php?id=40>) in the BCCLS Knowledge Base, where the Information Required to Submit Materials for Cataloging is specified.

***A photocopy of a cover is not a substitute for the title page**

If libraries want to add items that don't meet BCCLS catalog submissions policy, directors' JUSTIFICATIONS* are required for review by BCCLS catalogers and/or Executive Director. If no library staff are familiar with the language, separate photocopies can accompany the form instead of the list being filled out within the form.

***A justification form (<http://bccls.knowledgebase.co/article.php?id=1544>) is available in the BCCLS Knowledge Base**

Please send photocopies or digital images BEFORE processing items, as valuable information can be masked by pockets, labels & barcodes.

For photocopies, please fill in all relevant fields on the BCCLS stamp, including the UPC. When sending digital images, please include the info that would have been listed on the BCCLS stamp. Always indicate if an item has holds or reviews or if entry is time sensitive in any way.

Send to BCCLS Office via delivery or by email to cataloging@bccls.org

Photocopies are searched against multiple databases (OCLC, online bookstores, etc.)

Records are either downloaded and edited or created via original cataloging.

Search the Polaris Client again prior to linking.

*All submissions must meet the criteria stated in the **BCCLS Knowledge Base Policies & Procedures** --> **Collection Development** --> **Catalog Submissions**. Items that do not meet requirements will not be entered into the database.*