

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 photocopies or scanned 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 do not meet BCCLS catalog submissions policy, directors' **JUSTIFICATIONS*** are required. Justifications will be reviewed by the catalogers and/or Executive Director.

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

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

For photocopies, please fill in all available/relevant fields on the BCCLS stamp, including the UPC. When sending scanned images, please include the info that would have otherwise 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.*