

BCCLS DATABASE SUBMISSION FLOWCHART (rev. 4-11-2017)

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

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

Be sure to exhaust all possible searches AND submit a Record Unavailable report if a record cannot be found. Please wait 2 weeks or until SkyRiver responds that they cannot obtain a record AND search Polaris and SkyRiver again BEFORE submitting a photocopy or scanned images.

Photocopies and scans must be clear and legible and, for print items, include the ***TITLE PAGE** and **VERSO**, 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)

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

Please fill in all available/relevant fields on the BCCLS stamp and include 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.

WAIT 3 MONTHS BEFORE RE-SUBMITTING A PHOTOCOPY OR SCANNED IMAGES.
Before re-submitting, check Polaris and SkyRiver again by 10 and 13 digit ISBN, UPC, or Keyword (author/title).

*All submissions must meet the criteria stated in the **BCCLS Knowledge Base Policies & Procedures. Under BCCLS Knowledge Base Policies & Procedures--> Collection Development--> Catalog Submissions.** Items that do not meet requirements, e.g. Nonfiction 5-year rule, will not be entered into the database.*