

## **Strategies for a Quality Bibliographic Database**

### **Definition of a Quality Database:**

- Bibliographic records and current cataloging practices are maintained to national standards.
- Records adhere to national MARC 21 Format for Bibliographic Data standards.
- Few duplicate records for the same manifestation.

### **Guidelines for Improving Bibliographic Records already in PINES Database:**

- Fully trained cataloging staff that adhere to national standards.
- Deduplication of the database to remove multiple records for the same manifestation.
- Upgrading legacy records that do not adhere to PINES and national standards.
- Importing and overlaying bibliographic records from OCLC's WorldCat.

### **Guidelines for Improving Bibliographic Records Coming into PINES Database:**

- Weed and inventory collection.
- Deduplication of local database.
- Remove local cataloging practices that do not meet national standards (for example, local collection information in 245).
- Upgrade incomplete records to meet MARC and national standards for cataloging. Incomplete records may be excluded in a dataload for migration to PINES. A report of such items will be provided to the library by PINES staff.

GPLS/PINES Staff will evaluate all collections on a case-by-case basis for recommendations to the incoming library to assist them in meeting PINES cataloging standards.