Cataloging Functions in Multi-Site Library Systems

All cataloging functions carried out in a library system will be coordinated and monitored by the library system director. This includes all cataloging functions, such as editing existing records, bringing records into the PINES database from OCLC, database maintenance functions and other tasks needing Cat1 training.

The decision to allow copy cataloging [Cat2 functions] at a branch or affiliate will be at the discretion and control of the library system director. The PINES Director and Staff reserve the right to revoke any/all cataloging permissions if any work threatens the integrity of the PINES database. The PINES Executive Committee will be consulted and informed of any such decisions.[2013.5]

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