DALNET BIBLIOGRAPHIC AND AUTHORITY
DATABASE STANDARDS

REVISED: 8/26/97

1. All newly cataloged titles input into the NOTIS database will be done using the latest edition of the *Anglo-American Cataloguing Rules* as interpreted by the Library of Congress.

2. All name, series, and subject headings on bibliographic records loaded into NOTIS will be constructed in the form of the latest edition of the *Anglo-American Cataloguing Rules* as interpreted by the Library of Congress.

3. The latest form of any name or series used by the National Authority File will be the form used in NOTIS bibliographic and authority records.

4. The following subject heading systems may be used on NOTIS bibliographic and authority records: Library of Congress (LC), Medical Subject Headings, LC Children's Subject Headings, and local subject heading lists if approved by DALNET before the institution's bibliographic records are loaded.

5. The most current version of the *Library of Congress Subject Headings* available will be used as the authority. Preference will be given to the subject authority records in machine-readable form. For headings not controlled by the *LC Subject Headings* list, DALNET members should be guided by LC's *Subject Cataloging Manual*. The authority for medical subject headings will be the *Medical Subject Headings, Annotated Alphabetic List* issued annually by the National Library of Medicine and available in machine-readable form. The authority for the children's subject headings will be in the machine-readable file of *LC Subject Headings*, and the principles and guidelines set forth in the *LC Subject Headings* introduction. Any institution using local subject headings will be responsible for maintaining the "official" list of such terms.

6. DALNET members will prefer Library of Congress full-MARC records.

7. All full-MARC bibliographic records shall conform to the OCLC Bibliographic Input Standards or the DALNET standard for minimal-level records.

8. All bibliographic and authority records shall be coded using the latest version of the MARC formats as implemented by NOTIS.

9. The NOTIS system allows for a variety of classification and subject heading systems. All call numbers and subject headings assigned shall be properly identified with MARC

tags and indicators. DALNET members will *not* generally delete classification numbers and subject headings from those classification schemes and subject heading systems they do not use.

10. DALNET member libraries shall incorporate verification of the headings they choose to use against the DALNET authority file as part of their regular workflow. The members must also update, upon notification, any subject headings they do not use but which are present on records they transferred.

11. Authority records will be created as part of the regular cataloging workflow for all names and subject headings requiring references and/or notes.

12. Authority records will be created for *all* series giving the choice and form of heading and the series treatment information for each institution. While it is not mandatory that all DALNET member libraries follow the same series treatment, a uniform decision allows for better access to items in the series. DALNET member libraries are urged to follow the LC decision regarding tracing a series. Once a series authority record has been added to the NOTIS database, DALNET members shall follow a consistent practice regarding tracing the series. In case of conflict, consult the procedures established in the "DALNET Database Change and Correction Procedures."

13. NOTIS bibliographic records are stored in separate files for each DALNET processing unit. DALNET files shall contain one bibliographic record for each title a processing unit catalogs. The shared authority file may contain, where appropriate, only one authority record for unique headings represented on any bibliographic record.

14. Libraries are responsible for inputting bibliographic records for all titles they would normally catalog, adding their holdings to OCLC according to their own OCLC agreements. Titles which are not normally cataloged may be handled as minimal-level records in NOTIS. (See the "DALNET Minimal-Level Bibliographic Records Standard.")

15. Holdings information shall be entered according to the "DALNET Standard for Holdings Records on NOTIS."

16. For specific policies regarding the bibliographic and authority databases, please consult the various individual documents established and approved by the DALNET Database Standards Committee and the DALNET Board.

17. This document may be changed or amended by the DALNET Database Standards Committee. All substantive changes must be approved by the DALNET Board.

References:

Anglo-American Cataloguing Rules. Prepared under the direction of the Joint Steering Committee for Revision of AACR...Michael Gorman and Paul W. Winkler, eds. Chicago: American Library Association. Use latest edition.

Library of Congress Rule Interpretations. Washington: Cataloging Distribution Service, Library of Congress. Use latest edition.

Library of Congress. Subject Cataloging Division. *Library of Congress Subject Headings.* Washington: Cataloging Distribution Service, Library of Congress. Use latest edition and weekly updates issued quarterly.

Library of Congress. Subject Cataloging Division. *Subject Cataloging Manual: Subject Headings.* Washington: Cataloing Distribution Service, Library of Congress. Use latest edition.

National Library of Medicine (U.S.). *Medical Subject Headings: Annotated Alphabetic List.* Bethesda, Md.: National Library of Medicine, distributed.by National Technical Information Service. Use latest issue.

Approved,
DALNET Database Standards Committee
8/26/97

/al