



Traverse des Sioux Library System

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Database Quality Policy

In order to assure the quality of data in the TdS shared bibliographic database, the following policies have been established.

1. TdS will provide high quality, complete MARC cataloging for all types of materials. High quality cataloging includes verified name and subject access, uniform series entry, numeric access points, and recommended Dewey call number. It will also include management of linked authority headings.
2. Bibliographic records are shared by all Participating Libraries. Editing and maintaining MARC record fields, including linked authority records, will be the responsibility of TdS Cataloging.
3. Participating Libraries will be trained to correctly match item-in-hand with bibliographic records in the database. Participating Libraries will add local call numbers and items to the shared bibliographic record.
4. If no matching bibliographic record is in the database, the Participating Library will send the item to TdS for complete MARC cataloging. TdS cataloging staff will add a MARC record to the database, including a suggested call number. The item will be returned to the Participating Library with notification that the title has been added to the catalog. The Library must add their item barcode to the title within 30 days.
5. After searching the database for an existing record, brief records may be created by Participating Libraries for temporary or inexpensive material with an expected shelf-life of less than two years; or for short-term immediate demand. When creating a brief record, the following fields must be entered, if the information is available:
 - 020 ISBN
 - 022 ISSN
 - 1XX Author
 - 245 Title
 - 250 Edition
 - 260 Publisher/date
 - 300 Physical description
6. Periodically, the system will generate a report of these brief records and the Participating Library will have the opportunity to upgrade the titles to full MARC cataloging prior to deletion.

7. Brief records that were migrated from the PALS system (CTEs) must be transferred to a full MARC record, sent to TdS for full MARC cataloging, or deleted.