

SUBJECT: Access Services: Cataloging/Classifying

MANUAL: Health Sciences Library Policy & Procedure

POLICY: Cataloging/Classification

RESPONSIBLE PERSONS: Library Acquisition Specialist and Librarians

POLICY

1. The Library provides bibliographic control of monographs and audiovisual materials in the Library's and various hospital department collections.
2. All materials are cataloged according to the Ohio Private Academic Libraries (OPAL) Guidelines and the most recent Anglo-American Cataloging Rules.
3. Medical Subject Headings (MESH) of the National Library of Medicine and the Library of Congress Subject Headings will be used.
4. Leisure Collection items are arranged by the first three letters of the last name of the author for books and audio books, first three letters of the title for DVDs, and Library of Congress classification for non-fiction items.
5. All monographs and audiovisual materials etc. are classified according to the classification schemes of the National Library of Medicine (NLM) and the Library of Congress (LC).
6. The classification/call number assigned to each monograph or audiovisual is used to locate and identify each item by subject and placed on the shelf in the order of the number.
7. The HSL also supports cataloging and processing materials for the Community Health Information Center (CHIC) and Chaplaincy.

DEVELOPED BY: Library Staff

REVISED BY: Library Staff

REVIEWED BY: Stevo Rokсандic, Director

APPROVAL FOR IMPLEMENTATION BY:

DATE: 8/7/07

DATE: 1997

7/16/07

7/16/07

Ann Echelle