Guidelines for Reporting Bibliographic Records

Effective January 1, 2012

Please review and familiarize yourself with the approved guidelines for the PALS Plus Bibliographic Records Policy as posted on the staff wiki. It includes the Minimum Standard for Bibliographic Records, a timeline for meeting these standards and staff responsibilities.

Please note that bibliographic records created before January 1, 2012 will only be upgraded to meet the minimum standard as new items are linked to them.

When to report a record:

The PALS Plus Minimum Standard for an Incomplete Bibliographic Records allows incomplete records to remain in the system for three months.

Your item record's Date Created is the data you will use to determine whether or not to report a record.

Brief records, less than three months old:

Please only report an item record with a Date Created less than three months old if there is an error that affects searchability in the OPAC.

Brief records, more than three months old:

Report an incomplete bibliographic record only if your linked item's Date Created is more than three months old.

Duplicate records:

Staff is also responsible for resolving or reporting duplicate bibliographic records.

All duplicate records should be resolved by transferring your item to the fuller record. If other library's items remain on the duplicate, you must report the duplicate to PALS Plus so it can be resolved.

Please make every effort to notify PALS Plus of any duplicates you are not able to resolve.

How to report a bibliographic record:

All cataloging issues should be reported via Track-It! In the subject line of your Track-It! please note the type of issue you have, i.e. Record Upgrade, Duplicate etc….

Please be sure to include the title and standard number(s) of the records you would like to have combined.

PALS Plus reviews Track-It!s on a daily basis. There is no need to email PALS Plus staff separately.