**PALS QUALITY CONTROL STANDARDS**

In order to create and maintain a comprehensive national regional database, PALS libraries will enter all bibliographic records into OCLC for downloading into the PALS database.

In order to create and maintain a consistent national and regional database, PALS libraries will subscribe to the Code of Responsible Use for OCLC libraries when entering new records or editing existing ones.

In order to maintain a current national and regional database, PALS libraries will edit bibliographic records already in the PALS database either through OCLC, or directly in PALS When such editing would effect the master record in the OCLC Online Union Catalog, it must be done through OCLC.

In order to create and maintain as complete a national and regional database as possible, PALS libraries are encouraged to enter all types of materials into the database so that as much of their collections as possible will be available.

(This statement was adopted by the PALS Deans/Directors Group at their fall 1989 meeting.)

**CATALOGING GUIDELINES**
(Developed by the Cataloging User Group Task Force, summer 1989)

Retain the bibliographic identity of a record through proper editing. That is, don't change the bibliographic description in a record to the extent the record is no longer representative of the original item. For example, don't change one publisher to another or change one edition to another. When in doubt about whether to edit an existing record on OCLC or to create a new one, see the appendix of OCLC's *Bibliographic Input Standard*, pp. 117-128.

Use only fields specifically defined for local information when inputting library-specific or copy-specific information

Retain all valid fields and subfields, especially access point

Upgrade record (ie., adding fields, subfields, etc) only in accordance with national standards.

Maintain the integrity of a record by using only current standard when changing bibliographic record and/or forms of entry. Do not downgrade records by using old subject headings or forms of entry

It is not necessary, however, to upgrade old subject headings or forms of entry on existing copy Technical Training: Handout #3 (p. 2)
It is to the benefit of all PALS users that all libraries enter their materials into the system. Entering materials into PALS will continue to be done through OCLC. Some PALS member libraries feel uncomfortable inputting original cataloging into OCLC at level I and therefore have materials that are not being entered into PALS. Recognizing this as a detriment to the system and to our users, we would encourage inputting of K level cataloging for those who feel their alternative is not entering the material at all. Level K records represent the minimum amount of information needed to accurately identify an item. Once a K level record is entered into OCLC, it can be upgraded to level I by any library which has the capability to do so. (See pp. 20-21 of OCLC's *Bibliographic Input Standards*.)

OCLC also allows for entry of "collection" type entries under "Bib lvl" in the fixed field. This type of entry can be used for collections of items, for example, collections of pictures as grouped together by a library, or a collection of items held in a pamphlet file. We would encourage use of this type of entry for libraries who have materials that fit the definition and have felt constrained in the past because they weren't aware of this option on OCLC. (For a definition of "collection" see p. FF:2 of OCLC's *Books Format Manual*.)

**CODE OF RESPONSIBLE USE FOR OCLC PARTICIPATING LIBRARIES**
(As stated by OCLC)

OCLC is a cooperative library service. Participants accept a responsibility to use efficiently the OCLC systems as well as a responsibility to share resources and services. Use of the system should benefit the membership as a whole and support the mission and goals of each institution.

All participants will:

1. Provide basic and continuing training and education for staff to enable them to use the system effectively and responsibly.
2. Avoid creating duplicate records.
3. Improve the quality of the Online Union Catalog by reporting errors promptly.
4. Input current cataloging promptly to promote resource sharing and collection development.
5. Input original cataloging according to current national standards and practices as promulgated in OCLC *Bibliographic Input Standards*.
6. Enter current cataloging into the OCLC Online Union Catalog using the appropriate MARC formats.
7. Limit use of OCLC Online Union Catalog subsystems to OCLC-authorized institutions.
8. Use the information from the Online Union Catalog only for purposes which do not violate cooperative use of the OCLC systems among participants.

**ADDITIONAL REFERENCE:**

OCLC's *Bibliographic Input Standards*, 5th ed, chapter 4 "When to Input a New Record"