

1 Cataloguing Policy and Procedure

1.1 Overview

The Library is the custodian of the University of Health and Allied Sciences' literary collections, publications, digital resources and documentary heritage materials. The Library's strategic statement emphasises the intention to provide rapid and easy access to the library's collections and other resources, and to overcome access barriers. One of the cornerstones of the Library's efforts to fulfil this objective is the provision of resource descriptions for items in its collections, which are made available through a wide range of resource discovery mechanisms. The principal method of describing resources shall continue to be the creation of catalogue records that are then made accessible through the Library's catalogue, UHASCat via the University of Ghana Library System (UGCat).

1.2 Purpose

The purpose of this policy is to guide the description of library materials and to provide intellectual access to these materials.

1.3 Cataloguing Software

The Cataloguing module of the Sierra Library Management Software which the Library shares with its consortia partner, the Balme Library of the University of Ghana, Legon, is the basic software used by the Department. The management of the module is the sole responsibility of the Head of Cataloguing, UHAS Library and the Systems Librarian of the Balme Library. Only authorised staff will be permitted to use the system.

1.4 Items to Catalogue

Catalogue records of varying levels of detail will be provided for the majority of printed publications, original materials and electronic resources in the Library's collections. The main materials that are catalogued by the department are:

- Print publications including: monographs, serials, bound newspapers, atlases and sheet maps.
- Electronic resources including physical format electronic publications such as CD-ROMs and DVDs as well as online resources such as static and changing document-type resources, databases and web sites.
- Original materials, which are unpublished materials that relate directly or indirectly to UHAS faculty and students, and include collections of personal papers.

NB: *The Library will not catalogue freely available online resources, except those for which we accept an on-going access responsibility.*

1.5 Standards

The library recognises the importance of adhering to common cataloguing standards in order to promote the international sharing of cataloguing data and the provision of consistent access for library users. The Library is committed to using the latest versions of all the standards that it has adopted and takes an active interest in the development, interpretation and implementation of these standards. Cataloguing standards that will be used by the Library will include but not limited to the Anglo-American Cataloguing Rules (AACR2), Library of

Congress Rule Interpretations (LCRI), Library of Congress Subject Headings (LCSH), Library of Congress Classification Scheme, National Library of Medicine Classification Scheme, Medical Subject Heading (MeSH), Cutter Table and Machine-Readable Catalogue (MARC21). Consistent access for users will also be provided by using Authority Control to establish a single preferred form for personal, corporate and meeting names; uniform and series titles; and subject and geographic headings. In establishing headings, the Department refers to the Library of Congress Subject Authorities, Library of Congress Name Authorities and the MeSH.

1.6 National and International Cooperation

The will Library support cooperative cataloguing within Ghana and international library communities, including exchanging catalogue records with other libraries and library systems. The Library will also contribute its catalogue records and holdings information to the University of Ghana Library System, including pre-publication catalogue records created for forthcoming titles. The Library also contributes its catalogue records and holdings to the OCLC WorldCat database. The Library's commitment to cooperative cataloguing and exchanging catalogue records is rooted in the philosophy that resources should be catalogued and described only once. Once created, the Library exploits the data contained in its catalogue records to enable users to find, access and navigate the library's collection through a range of resource discovery mechanisms. The Library's cataloguing data will accessible not only through the Library's own catalogue but also through the University of Ghana Library System.

1.7 Sources of Bibliographic Data

Most materials will be catalogued in-house. Staff will create original records, or copy existing records and edit the results. Through z39.50 functionality in the Library Management System, catalogues such as the Library of Congress Catalogue, National Library of Medicine Catalogue (Locator plus), and OCLC WorldCat database will be searched routinely for records to use. CiP (Cataloguing in Publication) records created by publishers and other copy records will be used where appropriate and upgraded where necessary. The Library will also utilise data from other sources of descriptive information such as citation lists and indexes in the creation of catalogue records. Information from these sources may be automatically added to catalogue records or used to generate a new catalogue record.

1.8 Cataloguing Treatment

1.8.1 Individual and collection records

It is the library's policy to create individual catalogue records (resource description) for most items in its collections. However, some items may not need individual records. For example, some monographs in series are catalogued at the series level only, in preference to individual records, if the parts have similar titles and content. Cataloguing at the collection level may be used to describe materials that are significant because they belong to a collection and which share unifying aspects such as author or issuing body, subject, language or genre. Collections of archival material and personal papers will be routinely catalogued at the collection level rather than the item level. Collection records will also be used to provide access to groups of material such as ephemera that are too numerous to describe individually, or that have little research value individually. Occasionally, a collection record will be used as an interim level

of control until items can be individually catalogued. Collection records contain a broad description of the collection, appropriate access points and subject access. They usually also contain a short abstract or note about the group of items. For some types of materials including pictures and oral history recordings, collection records may be supplemented with individual catalogue records for some or all items within the collection.

1.8.2 Language and script of cataloguing

The language of cataloguing shall be English.

1.8.3 Data enrichment

The Library will actively pursue viable strategies to enrich catalogue records and enhance user access to information. For instance, links will be provided in the catalogue to items that are known to also be in the collections of another institution and have been digitised by them. Links will also be provided to websites that are known to interpret items from the Library's collections, such as online exhibitions. Information will be provided, where possible, about conditions and restrictions on the availability and use of resources in the Library's collections.

1.9 Levels of Cataloguing

Three levels of cataloguing: high, medium and brief will be used by the Library. The cataloguing level determines the amount of detail and description provided in the catalogue record. The level of cataloguing to be applied will be determined by a combination of factors such as the type or nature of the resource, and the Library's collecting priorities as set out in the Collection Development Policy. The provision of sufficient description and access points to allow users to find, identify, select and obtain the resource they need will also be considered when selecting a level of cataloguing apply. The levels of cataloguing specified in this document apply to both original and copy cataloguing activities. Original catalogue records will be created to the appropriate level if a suitable existing or copy record is not found. For copy cataloguing, all copy records that are of a higher level than required will be accepted without adjustment. If copy records are at a lower level than required, they are upgraded to the level specified.

1.9.1 First level cataloguing

First level catalogue records contain a brief description and one or two access points such as ISBN and author name. No subject headings are assigned. A shortened classification number may be included. First level cataloguing is provided for publications of a transitory or consumable nature such as cut-out books and scrapbooks.

1.9.2 Second level cataloguing

Second level catalogue records contain the set of descriptive cataloguing data defined for AACR2 second level of description. They also contain one or two subject headings and limited notes and coded data. Classification numbers are usually included. Second level cataloguing is provided to resources that, due to their nature, require less detailed description and fewer access points to enable users to find and access them, such as novels and recreational publications.

1.9.3 Third level cataloguing

Third level catalogue records include full descriptive data, and all descriptive and subject access points and notes deemed necessary to identify the item, to differentiate it from other items, and to cover all the characteristics of the item that might be useful for resource discovery purposes. The Medical Subject Headings (MeSH) and the Library of Congress Subject Headings are assigned based on an analysis of the work being catalogued and in accordance with the principles set out in the MeSH and the Library of Congress' *Subject Headings Manual*. Full classification numbers and data in coded form are usually included. The Library provides third level cataloguing to most Health Learning Materials and other monographs.

1.10 Classification

The National Library of Medicine (NLM) Classification scheme which covers the field of medicine and related sciences, utilising schedules QS-QZ and W-WZ, are the primary classification schemes used for putting order in the library's collections. However, the various schedules of the Library of Congress Classification (LCC) supplement the NLM Classification for subjects not covered by the NLM. The call number for materials are derived from a combination of the class number and the corresponding Cutter number.

1.11 Human Resource

Management of the Department requires personnel who are proficient in resource description, and endowed with knowledge in various standards and codes. As such, personnel in the Department are encouraged and supported to keep themselves abreast of current practices in the field. Training in the use of the Sierra Library Management Software is a priority of the Department. This will be achieved through active participation in international, national and local workshops and training. Again, in-house guidelines to assist staff in the practical application of this policy will be carried out by the Head of the Department from time to time.

1.12 Cataloguing Procedure

1. Library collections come to the department from the Acquisitions Department.
2. The received materials should be checked against the accompanying list.
3. Each material shall be catalogued by recording the bibliographic details in a Machine-Readable Catalogue form by using the Cataloguing Module of the Sierra Library Management System.
4. During the cataloguing stage, items should be described to provide access points like the author, title, subject, and series title using the various cataloguing tools.
5. The materials shall be classified according to their subject with the use of either the National Library of Medicine (NLM) Classification Scheme or the Library of Congress (LC) Classification Scheme.
6. The call numbers (a combination of a class number and the Cutter number) of each material is then generated, printed and pasted on the spine of the material.
7. The materials should then be transferred to the Client Services Department for shelving, circulation and use.