

# Rapid Processing Procedures

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## Background

The criteria for selecting materials with member (NUC) copy that could be processed rapidly have been developed from local studies that examined the quality of member copy and identified problem areas. Based on the studies, it was found that conflicts did not arise for over 95% of the headings (name, series, and subject) on records which met the criteria. The default approach has always been that the copy will have problems. We are changing the default expectation to: copy that meets these criteria will not have problems. The problems that are missed can be caught through conflict and error detection programs at a later date. Although there will likely be a loss in collocation of some headings and a loss of cross references (because authority records will not be brought in routinely), in the short term, the Department Head considers it an acceptable compromise for the greater good of processing a higher volume of materials and making them available to the public more quickly. This decision can be reversed if the problems start to outweigh the benefits.

LAIII and higher-level staff have gained sufficient expertise in their subject areas to be able to identify materials that are likely to be problematic. Using the general criteria developed below, with some modifications for different subject areas, it is expected that the LAs will be able to identify those materials that can be processed more rapidly and those that will require their full attention and expertise. It is expected that most copy catalogers will be able to process a significant percentage of their materials using rapid processing techniques, enabling them to keep up with new materials and gradually work off existing backlogs.

## Goals of Rapid Processing of Member Copy

To allow copy catalogers to keep up with the volume of materials received for cataloging and to reduce existing backlogs by taking advantage of good member (NUC) copy.

To get more books out of Cataloging and into the hands of the users more quickly by:

- developing a process that will enable some portion of books received in Cataloging with non-DLC copy to be cataloged more rapidly without having an adverse impact on access to the materials.
- establishing criteria for selecting member (NUC) copy for a rapid cataloging process.
- determining the amount of checking or verification of data in the records that is essential and to develop acceptable error limits.

## Suggested Criteria for Selection of Member Copy Materials For Rapid Processing

Bib lvl	m
040	<b>not</b> UKM or other national libraries that use different rules (would require extensive authority checking and editing of descriptive elements)
040	<b>not</b> DLC /c DLC (would be cataloged under rapid cataloging guidelines)
090	complete LC style call number (not exceptional call number areas unless verified)
6xx	at least one 6xx, unless belles lettres

### Draft Steps in Procedure for Rapid Processing of Member Copy

- Do not upgrade pre-ISBD or ISBD description to AACR2 description.
- Do not modify punctuation, even if it's technically wrong, unless it affects access.
- Check access fields only for typos, unless otherwise specified below.

### Recommended steps

- Verify that record matches the book.
- Check data in the following fields:

008/place, lang, date, rec type	verify and correct
020	verify and correct but do not add
041, 043	do not verify; do not add
049	change 049 to appropriate \$a code and add other subfields, as needed
090	do online shelisting; check for duplicates only; verify for correct formatting for loading into Voyager; do <b>not</b> check classification
1xx	check OCLC AF
240	verify that indicators are 10 if present; do not add
245	check filing indicator and look for typos; do not add or modify \$c
246	look for typos but do not add or verify in any other way
250	verify

260	verify that it matches but do <b>not</b> edit form of data if it is recognizable; correct typos
300	verify and correct \$a; ignore \$b; edit or input \$c only if over 29 cm.
4xx	Please follow the procedures for checking series as described in the document "Series Authority Checking for Monographs: Copy Cataloging Section."
5xx	do not verify or edit, unless it's a local, copy-specific note that was inappropriately tagged (e.g., should have been 590 but wasn't)
504	do not verify, edit, or add
505	verify, and add information about other volumes in hand
6xx	check OCLC AF; do not add any new ones
700, 710, 711	check OCLC AF; do not add any new ones
730, 740	check OCLC AF; do not add any new ones
8xx	same as for 4xx (see above)
Update on OCLC	
Send books for marking/shelving	

### Suggested Workflow

- Each copy cataloger should sort materials into rapid processing vs. full copy cataloging.
- Process the books designated for rapid processing together. Process the books for regular copy cataloging together.