THE COLLEGE OF WOOSTER

LIBRARIES

Cataloging Workflow

New Titles for Cataloging

PromptCat Titles

DLC Match Records → Follow *"PromptCat Cataloging Procedures"*

Non-DLC Match Records → Follow *"Steps in Cataloging"*

Other Title Sources (other vendors)

→ Follow *"Steps in Cataloging"* Procedures and *"Quick Checklist for Cataloging"*

Standing Orders/Added Volumes

Titles Requiring Cataloging

→ Follow *"Steps in Cataloging"* Procedures And *"Quick Checklist for Cataloging"*

Titles Requiring Item Records

If Contents Notes Are Required - Send to Cataloging for Record Editing and Add Item record

If No Contents Notes Required - Acquisitions will attach Item Record