Appendix B

Cornwall Public Library

Cataloging Procedures

- Property and date stamp item
- Affix barcode label
- Search title in Workflows
- Find the correct record*
- Link the item to the correct record in the RCLS catalog
- Edit record to our local specifications (Using our call number and location codes
- print call number label for the spine, if not already done, affix the label to the spine
- add special collection labels, new book month/year, if necessary

*If there is not a record in Workflows, make an All Caps record per ILS procedure manual from RCLS (but check the title in ALL CAPS first to be sure there isn't one to link to yet).