



Overview

Cataloging & Processing

Brodart's librarians are completely committed to book-in-hand cataloging. Our comprehensive, accurate MARC records give libraries the control to categorize, shelve, and track as they choose — and enable patrons to easily find the materials they want. No other vendor can match our level of accuracy and detail.

Let Brodart become an extension of your staff. We'll ensure your records adhere as closely as you want to your existing standards. That leaves you to do as much — or as little — customization as you choose.



Ensure high-quality data with Brodart's book-in-hand cataloging.

What are Your Goals?

- ✓ *Get books on the shelves faster and more easily*
- ✓ *Improve discoverability: connect patrons with the titles they want*
- ✓ *Eliminate backlog*
- ✓ *Free up time for your librarians to assist patrons*

Benefits for Your Library

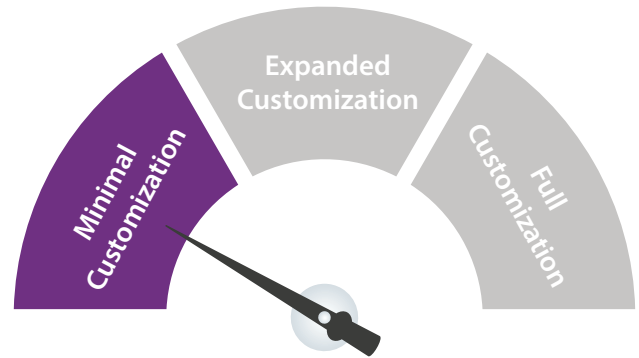
- *Choose your preferred level of customization*
- *Receive shelf-ready materials*
- *Shelve with confidence, knowing your records will properly reflect each title*
- *Increase circulation*
- *Decide where to shelve your materials (depending on service level)*
- *Minimize time from receipt to circulation*

CATALOGING SERVICE LEVELS

STARTER

Brodart's **Starter** service for English and Spanish-language material provides simple customization options for tailoring the MARC record, item record, and local call number to your library's requirements.

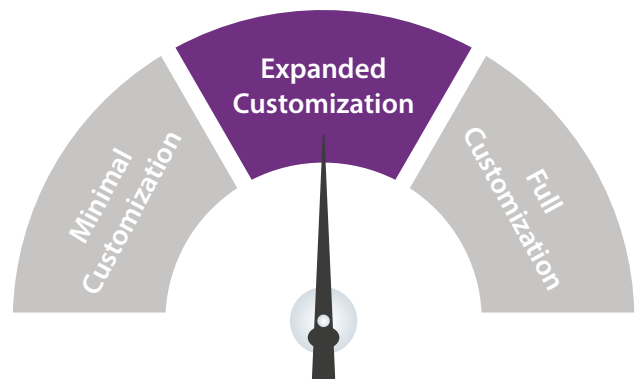
- Full-level MARC records when available
- MARC record modification
- Item records can be mapped to the tag and subfields required by your ILS
- Local call number formatted as required
- Spine label produced with your defined call number
- Update library holdings to OCLC
- Records delivered via email or FTP



FLEX

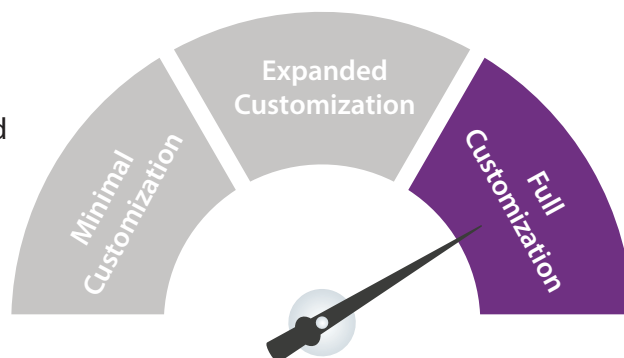
Flex for English and Spanish-language material combines the benefits of book-in-hand cataloging and processing with the simplicity and speed of an automated process. Our proprietary processes allow us to address your local practices and customize bibliographic descriptions of your material. The array of profile choices available through **Flex** results in less work for your library and accelerates your receipt-to-circulation process.

- Guaranteed full-level MARC records for every item your library receives
- MARC record modification
- Call number customized to match library practices
- Local call number formatted as required
- Item records can be mapped to the tag and subfields required by your ILS
- Spine label produced with your defined call number
- Update library holdings to OCLC
- Records delivered via email or FTP



COMPLEAT

Compleat is the most robust book-in-hand cataloging and classification service available from any library services vendor. It provides each library with circulation-ready, customized MARC records and physical processing fully aligned with local practices and specifications.



Compleat offers the assistance of an experienced installation team — including a project manager, cataloging services librarian, and collection development librarian — to profile your local cataloging, classification, processing, and account requirements. This allows us to completely tailor our work to your needs.

- Dedicated, professional support team
- Perform book-in-hand analysis to verify and customize cataloging and classification
- Indicate your preferred source for new MARC records
- Instruct your Brodart cataloger by sending a collection code with your order
- Guaranteed full-level MARC record for every item your library receives
- MARC record and call number modification to meet your local practices
- Item record and local call number formatted as required
- Spine label produced with your defined call number
- Update library holdings to OCLC
- Records delivered via email or FTP



CATALOGING SERVICE LEVEL COMPARISONS

Cataloging Standards

	STARTER	FLEX	COMPLEAT
Full-level MARC Record observing industry standards outlined below	X	X	X
Resource Description and Access (RDA) for original cataloging when copy cataloging records established as RDA	X	X	X
Anglo-American Cataloging Rules, 2nd edition revised (AACR2r) when copy cataloging records established as AACR2r	X	X	X
Library of Congress Rule Interpretations (LCRI)	X	X	X
Library of Congress – Program for Cooperative Cataloging Policy Statement (LC-PCC PSs)	X	X	X
Authority control adhering to Library of Congress rules	X	X	X
Dewey Decimal Classification, 23rd edition	X	X	X
Library of Congress Classification	X	X	X

Subject Heading Standards

	STARTER	FLEX	COMPLEAT
Library of Congress Subject Headings, Adult	X	X	X
Library of Congress Subject Headings for Children’s literature	X	X	X
Library of Congress Genre/Form terms, as available	X	X	X
Sears Subject Headings	X	X	X
Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc. (GSAFD), 2nd edition, as available	X	X	X
Bilindex Subject Headings	X	X	X
BISAC Subject Headings, as available	X	X	X

Cataloging Resources

	STARTER	FLEX	COMPLEAT
Brodart	X	X	X
Customer records			X
Library of Congress	X	X	X
OCLC			X

Cataloging Methodology

	STARTER	FLEX	COMPLEAT
Book-in-hand cataloging according to industry standards	X	X	X
Automated customization to accommodate local practices		X	
Book-in-hand customization to accommodate local practices			X
Item/holding data built programmatically	X	X	

Enriched Content

	STARTER	FLEX	COMPLEAT
Brodart interest age/grade levels		X	X
Content notes for short stories and play collections	X	X	X
Annotations available for all Juvenile and Young Adult material	X	X	X
Use of customer-supplied call numbers	X	X	X
OCLC Control Number included when available		X	X
Reading program content included in records: Accelerated Reader, Lexile, and Reading Counts		X	X
Diacritic output options for MARC record: UTF-8 and MARC-8	X	X	X
Addition of juvenile subdivisions for Library of Congress adult subject headings		X	X

Customization

	STARTER	FLEX	COMPLEAT
Local number mapping options	X	X	X
Basic configuration of item/holdings data	X	X	X
Extensive configuration of item/holdings data, including customer- and ILS-defined values		X	X
Customer control of audience, classification, and genre assignment via collection codes submitted with orders		X	X
Library collection codes assigned based on Brodart data		X	X

Record Delivery

	STARTER	FLEX	COMPLEAT
Cataloging performed live in the customer's ILS			X
On-order records available at time of order	X	X	X
100% cataloging for every title received		X	X
MARC record file available prior to receipt of material	X	X	X
Full-level cataloging records delivered via batch file for library staff to load	X	X	X
Holdings updated to OCLC	X	X	X



BOOK-IN-HAND

Why is book-in-hand cataloging essential for your patrons? One word: *access*.

The process of creating full-level, accurate records is equal parts art and science. It all comes down to ensuring high quality-data.

When Brodart's cataloging experts pick up a book to create a cataloging record, they address the following questions:

What is the specific subject of this book?

What are applicable subject headings?

What is the appropriate classification?

What chapters or topics outside of the main subject would be of potential interest to someone searching?

What are the important access points to help people find and evaluate this title?

The end result is **enhanced discoverability** and **better access for your patrons**.

No other vendor is as committed to true book-in-hand cataloging as Brodart.

PHYSICAL PROCESSING

Brodart offers a comprehensive array of physical processing options.

Spine Labels

Brodart's spine labels support content up to nine characters across for eight rows.



Genre and Classification Labels

An extensive listing of genre and classification labels is available for selection.

Bar Code Labels

Choose from several label styles and let Brodart apply and link your bar codes.

Branch/Property Labels and Stamping

Apply custom name and address information to a specified location.

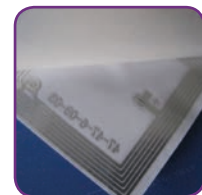


Title/Pocket Labels

A label containing bibliographic details can be affixed to a designated location.

RFID and Theft Detection

Protect your material with a broad range of security options.



Jacketing/Label Protectors

Jackets and label protectors guard against wear and tear, increasing the circulation life of your books.

Paperback Reinforcement Services

Improve durability and longevity with paperback laminate reinforcement and paperback conversion to hardcover binding.



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