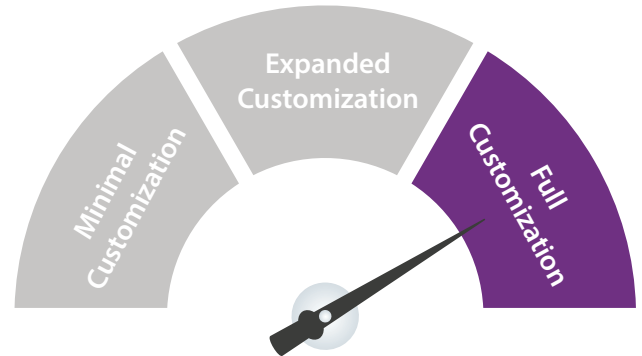


COMPLEAT®

Cataloging & Processing

Compleat® is the most robust book-in-hand cataloging and customization 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.

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*
- ✓ *Address staffing gaps*
- ✓ *Reduce your costs for cataloging and processing*

Benefits for Your Library

- Accommodate local practices
- Streamline your acquisitions process
- Receive shelf-ready material: Eliminate the need to make changes to call numbers or MARC records upon receipt of material
- Shelf with confidence, knowing that accurate cataloging data results in:
 - Easy searching
 - Improved discoverability for patrons
 - Increased circulation
- You decide where to shelve materials, not your vendor
- Minimize time from receipt of materials to circulation
- Manage cataloging and processing backlog
- Augment cataloging and processing resources during periods of staff overload

Service Specifics

Compleat® entails the following steps, performed on your behalf:

- Dedicated, professional support team
 - Leads the discovery and documentation of library requirements
 - Collaborates on day-to-day discussions with the library
- Perform book-in-hand analysis to verify and customize cataloging and classification
- Indicate your preferred source for new MARC records
 - Customer records for added copies
 - Brodart resource records for new titles
 - Other sources such as OCLC
- Instruct your Brodart cataloger by sending a collection code with your order
- 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
 - Font options
 - Formatting and data stacking options
 - Eight lines with up to nine characters per line
- Update library holdings to OCLC
- Records delivered via email or FTP

Processing:

- Library material will arrive processed according to your specifications with options for:
 - Spine label
 - Genre label
 - Bar code label
 - Jacket and/or label protector
 - Property stamping
 - RFID
 - Other labels
 - *And more*