



SWIFT CONSORTIA

Cataloguing Standards –
setting the ground rules.



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- Eastern Regional Libraries
- Casey Cardinia
- Greater Dandenong
- Yarra Libraries
- Melton Library service
- Wimmera
- Goulburn Valley
- Mildura
- High country
- West Gippsland
- LaTrobe
 - 2008 implementation Central Highlands, Gannawarra & Campaspe



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■ SWIFT CONSORTIA PRINCIPALS

- One database for all libraries
- One catalogue record for each book with items attached.
- Minimise tasks in libraries
- Decrease time taken for adding catalogue records
- Work towards collaborative purchasing, cataloguing and technical services
- Improve access for the public to items across the consortia
- Development of policies and procedures under one Operations Guide
- Allow for individual library requirements with a view to uniform principals in the future



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- Membership imposes certain responsibilities
 - It is expected that all members of the Consortium will follow the contents of the Operations Guide as approved by the User group and Management committee.
 - Members need to be aware of the needs of other members.
 - The challenge is to get all staff involved at all levels to follow the principals and policies and understand the overall principals of SWIFT.



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- SWIFT member libraries agree to:
 - Develop collections that directly serve their local communities with materials that meets their demand for particular subjects, titles, authors, and formats in a timely manner.
 - Make available their materials to other Swift members according to the agreed schedule.
 - Include all their holdings in the Swift database.
 - Allow all holds to be filled within their own library service before allowing an item to be available for inter-library loan to other libraries.
 - Allow patrons of Swift member libraries to place interlibrary loan requests online.
 - Increase standardization of policies, procedures, and practices, reducing the need for patrons and library staff to learn and remember variations.



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■ The Process

- SWIFT User Group undertook a survey of the participating libraries to determine the current Standards used.
- Some issues for various members were school libraries, joint libraries, special collections.
- Determined the types of tools used for cataloguing and also analysed any problems that may occur.
- In house standards were determined by each library.



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- Anomalies that we recognized:
 - One record used for all editions of material eg h/bk, p/bk
 - Different formats put onto one catalogue record eg fic, lp, dvd, video
 - Local tags used for call numbers
 - Material types included in title field eg (MP3)
 - Separate records for new editions
 - New records for UK and USA editions with different titles
 - ISBN's to be included on all records
 - How do we handle foreign language material
 - Limited call numbers after decimal point
 - Records need to be scoped to only show what is required at each library.
 - Minimum Level of catalogue needs to be determined eg Level 1, Level 2
 - 13 digit ISBN's must be available



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- Minimum standards decided.
 - One catalogue record for same format records
 - New records for different formats eg DVD, Audio Book.
 - Level 1 cataloguing standard – Minimum for original catalogue records
 - SCIS records downloaded for Schools
 - Libraries Australian records to be downloaded with minimal editing.
 - New catalogue records will be added for publications with different titles eg UK/American publications where titles change.



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- Minimum standards decided.
 - 10 and 13 digit ISBNs must be supported
 - Templates will be developed for any original cataloguing done by participating member.
 - Anglo-American Cataloguing Rules, latest editions
 - Dewey Decimal Classification latest edition and Relative Index and WebDewey
 - Library of Congress Subject Headings latest edition
 - USMARC21 Format for bibliographic data
 - SCIS Subject Headings for Schools latest edition



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- Minimum standards decided
 - Level 1 & Level 2 cataloguing standards will be used for any in house cataloguing undertaken by SWIFT members.
 - Local Call numbers can be supported for each library service.
 - One Authority file will be used – still being organised probably Libraries Australia.
 - All members to use Serials Module for magazines with one record for each library due to size.



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- Cataloguing Working Group
 - A Cataloguing working group has been set up to determine the various standards and principals to be implemented.
 - QA needs to be determined in relation to Authority files and catalogue records. – still to be done.
 - Future developments of standards, principals and procedures is part of the Cataloguing working group agenda so that SWIFT consortium members are always working towards uniformity.



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■ Challenges for the future

- Making sure there is agreement across the participants.
- Conversion of new libraries material coming into the consortia.
- On going revision and changes where applicable and meeting the needs of each library service within the guidelines and principals of SWIFT.