

OCLC Number Option for Cataloging in SHARE

1. Member library staff search World Cat or Connexion (if an OCLC member) for a good bibliographic record that matches item in hand. Standards and “cheat sheets” will be provided for member use.
2. Member library staff scan the title, title verso, and email along with OCLC number, pagination and size to SHARE Bibliographic Services staff. A form will be provided for this purpose.
3. SHARE Bibliographic Services staff reviews the OCLC number, making minor local changes, export from OCLC and then import into Polaris.
4. Member library staff will then be able to attach their item to the bib record after it’s imported.
5. Member libraries will be charged \$3 per item entered in Polaris in this manner.
6. If not enough information is available to guarantee a good match with the OCLC record, the member library staff will be contacted to send the item in question to SHARE Bibliographic Services staff for more traditional cataloging, and a \$10 fee.