

PROBLEM RESOLUTION FOR BIBLIOGRAPHICAL SERVICES

15 hours of continuing education

In order to maintain best practice standards each cataloger is required to obtain 15 (fifteen) hours of cataloging continuing education each fiscal year.

A letter will be sent by the Bibliographic Services manager or his or her representative stating the number of hours completed 6 (six) months into the fiscal year; as well as, 10 (ten) months into the fiscal year to the cataloger with a copy to the Library Director, or Board, or Superintendent, or Agency or Corporation administrator.

If a member or contract cataloger does not meet the minimum 15 hours of cataloging continuing education requirement each fiscal year his or her cataloging permissions will be turned off on July 1st until those hours are completed. The requirement for cataloging continuing education is per cataloger not per institution; therefore, if an institution has 3 (three) catalogers and only 1 (one) cataloger is in arrears the institution still has cataloging privileges for the catalogers that have maintained his or her cataloging requirements but the cataloger in arrears will not have said privileges.

The cataloger and/or Library Director will be informed of the System's intent via a letter to the cataloger with a copy to the Library Director, or Board, or Superintendent, or Agency or Corporation administrator.

After these hours are completed his or her permissions will be restored and he or she will be responsible for the current fiscal year requirement of 15 (Fifteen) hours of cataloging continuing education.

If the cataloger's permissions are disabled the member library will become a Barcoding B library until the hours in arrears are completed. If the member library decides to no longer be a cataloging library, there is the option to become a Barcoding A library with an annual membership fee of 14% of their book budget minus periodicals, or a Barcoding B library with an annual membership fee of

\$100.00 and a \$10.00 per item fee for items sent to one of the Cataloging Centers.

Problems or complaints that arise from these actions shall be handled through the SHARE Executive Council.

Cataloging does not meet SHARE standards

Continuous violations of SHARE Bibliographic and Cataloging Standards by a member or contract cataloger should be reported to the Bibliographic Services Manager or their representative. The Bibliographic Services Manager or his or her representative will provide tutoring and assistance, and suggest other resources that may be available. The Bibliographic Services Manager or his or her representative will review the cataloger's work for a 30 (Thirty) day period. At the end of this 30 (Thirty) day period, the cataloger will meet with his or her supervisor and the Bibliographic Services Manager or his or her representative. At this session it will be determined if the cataloger will resume his or her duties or require more tutoring. If it is determined that additional cataloging training is necessary another 30 (Thirty) days of review will be required. If at that time cataloging is not up to the SHARE Bibliographic and Cataloging Standards, a letter will be sent to the appropriate Board, or Superintendent, or Agency, or Corporation administrator stating that cataloging permissions will be suspended within 2 (two) weeks of the date of the letter for the offending cataloger. Cataloging permissions will be restored when it is determined by the Bibliographic Services Manager or his or her representative that the cataloger meets the minimum standards.

If the cataloger's permissions are disabled the member library will become a Barcoding B library until the hours in arrears are completed. If the member library decides to no longer be a cataloging library, there is the option to become a Barcoding A library with an annual membership fee of 14% of the library's book budget minus periodicals, or a Barcoding B library with an annual membership fee of \$100.00 and a \$10.00 per item fee for items sent to one of the Cataloging Centers.

Problems or complaints that arise from these actions shall be handled through the SHARE Executive Council.