Recording reading program information in bibliographic records

*Best practice: this proposed SHARE cataloging standard is pending final vote by the SHARE membership. It is considered a best practice to be followed until the approval process is complete.*

Reading program information may be added to bibliographic records, using the following guidelines:

- Reading program information may be added to master records in OCLC
- It is optional to record reading program information in records in Polaris. If adding, use the guidelines below:
  - Record information in MARC tag 526 (Study program information note), using the following standard format:
    - First indicator: 0; Second indicator: Blank
    - Subfield a: Name of the reading program, spelled out
    - Subfield c: Reading level
    - Ending punctuation is a period
  - Do not add point values, since these are subject to change
- If reading program information is already in a record, it may be retained, with the following edits:
  - Change to MARC tag 526 if needed
  - Change to standard format as above
  - Delete point values
  - **Note:** This is a local edit only. Do not change reading program information in OCLC master records
- Barcoding libraries may request reading program information be added to records in Polaris by submitting a Help Desk ticket
  - Reading program information will be added only if requested. SHARE staff will not research reading program titles or reading levels
  - Provide title, reading program name, and reading level
    - Multiple titles may be included on one ticket

Example MARC tag 526:

```
526 0 _ $a Accelerated Reader $c 4.0.
526 0 _ $a Lexile $c 240L.
```