

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 _ \$aAccelerated Reader\$c4.0.

526 0 _ \$aLexile\$c240L.