



# SHARE

SHARING HEARTLAND'S AVAILABLE  
RESOURCES EQUALLY

## SHARE Bibliographic Services Training Contract

Library: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Member to Undergo Training: \_\_\_\_\_

**Barcoding Certification** – Has the knowledge/training to search the local database to identify a matching record. If a matching record is found, attaches item record. If a matching record is not found, item is given/sent to a cataloger or SHARE for full cataloging. This level may not edit bibliographic records.

**Cataloging Certification** – Has the knowledge/training to perform copy or original cataloging in addition to searching for a matching record and attaching an item record. This level may bring records into the local database from OCLC and may edit bibliographic records in the local database in accordance with SHARE cataloging policies. This level may also edit OCLC master records to include upgrading less than full-level records with the OCLC Expert Community functionality.

**Serials Certification** – Has the knowledge/training to create serial subscription and holdings records for magazines and newspapers.

I, \_\_\_\_\_ (Director/Assistant Director/Authorizing Agent)

and/or \_\_\_\_\_ (if applicable, Staff Member) am/are seeking barcoding

or cataloging training for myself and/or my staff member, and have read, understood, and agree to the

Certification Requirements for New Barcoders and Catalogers document and the Problem Resolution for

Bibliographic Services document provided by the SHARE Bibliographic Services Manager or their

representative.

\_\_\_\_\_  
**Staff Member Seeking Training Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Authorized Signature/Title**

\_\_\_\_\_  
**Date**

Please return this cataloging contract to Jennifer Baugh, [jbaugh@illinoisheartland.org](mailto:jbaugh@illinoisheartland.org) or by mail at Illinois Heartland Library System, 6725 Goshen Road, Edwardsville, IL 62025.