



PROBLEM RESOLUTION FOR BIBLIOGRAPHICAL SERVICES (Revised 09/2022)

15 hours of continuing education

To maintain SHARE Bibliographic and Cataloging Standards, each cataloger is required to obtain 15 hours of cataloging continuing education each fiscal year (July 1-June 30).

An email will be sent to the cataloger by the SHARE Bibliographic Services Manager or their representative stating the number of hours completed three months into the fiscal year, six months into the fiscal year, 10 months into the fiscal year, and at the end of the fiscal year. At the end of the fiscal year a copy with total completed hours will be sent to the Library Director, Board, Superintendent, or Agency or Corporation administrator of the cataloger as well.

If a member or contract cataloger does not meet the minimum 15 hours of cataloging continuing education requirement each fiscal year, their cataloging permissions will be removed on July 1 until those hours are completed. The requirement for cataloging continuing education is per cataloger, not per institution; therefore, if an institution has other cataloging staff that have maintained their certification, they will still have cataloging permissions.

The cataloger will be informed of the removal of their cataloging permissions via an email with a copy sent to their Library Director, Board, Superintendent, or Agency or Corporation administrator.

After these hours are completed, the cataloger's permissions will be reinstated, and they will be responsible for the current fiscal year requirement of 15 hours of cataloging continuing education.

If the cataloger's permissions are removed, the member library will become a Barcoding B library until the hours in arrears are completed. However, if an institution has other cataloging staff that have maintained their certification, they will still have cataloging permissions.

The member library has the option to become a Barcoding A library with an annual fee of 14% of their materials budget minus periodicals and e-resources, or a Barcoding B library with a fee of \$10.00 per item for items sent to one of the Cataloging Centers. Barcoding B libraries may also utilize the [\\$3 Bib option](#).

Barcoding Training

To maintain SHARE Bibliographic and Cataloging Standards, each barcoder is required to attend and pass both Barcoding I: Searching and Matching and Barcoding II: Item Records to obtain barcoding certification. These courses can be taken in person, online via live training course, or via the Moodle training platform. Barcoding permissions will be assigned after the SHARE Bibliographic Services Manager or their representative receives notification of successful completion of both courses.

Barcoding certification is valid for two years from the date that barcoding permissions are assigned by the SHARE Bibliographic Services Manager or their representative.

Barcoding Refresher Training

To maintain SHARE Bibliographic and Cataloging Standards, each barcoder is required to take the online Barcoding Refresher course available via the Moodle training platform every two years. The renewal date for barcoding certification is two years from the date either barcoding permissions were assigned or the successful completion date of the last refresher training.

Barcoding refresher training cannot be taken more than three months prior to the barcoder's biannual certification renewal date.

Fully certified catalogers are generally exempt from barcoder refresher training. Barcoding refresher training can, however, be assigned by the SHARE Bibliographic Services Manager or their representative if repeated barcoding violations by the cataloger in question are found, as outlined in the section in this document entitled "Cataloger does not meet SHARE standards."

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 SHARE Bibliographic Services Manager or their representative. Violations include, but are not limited to, bringing in duplicate records, performing bad merges, circulating on on-order records, circulating on *on-the-fly records*, and failing to include local policies that affect searching in the bibliographic record.

The SHARE Bibliographic Services Manager or their representative (after four or more reported violations) will provide tutoring and assistance and suggest other training resources that may be available. The SHARE Bibliographic Services Manager or their representative will review the cataloger's work for a 30-day period. At the end of this 30-day period the cataloger will meet with their supervisor and the SHARE Bibliographic Services Manager or their representative. At this session it will be determined if the cataloger will resume their duties or require more tutoring. If it is determined that additional cataloging training is necessary, another 30 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 removed within two weeks of the date of the letter for the offending cataloger. Cataloging permissions will be reinstated when it is determined by the SHARE Bibliographic Services Manager or their representative that the cataloger meets the SHARE Bibliographic and Cataloging Standards.

If the member library decides to no longer be a cataloging library, the library director has the option to become a Barcoding A library with an annual fee of 14% of their materials budget minus periodicals and eResources, or a Barcoding B library with a fee of \$10.00 per item for items sent to one of the Cataloging Centers. Barcoding B libraries may also utilize the \$3 Bib option (see the SHARE website for details).

Barcoding does not meet SHARE standards

Continuous violations of the SHARE Bibliographic and Cataloging Standards, including but not limited to, violations of the *on-order* policy, violations of the *on-*

the-fly policy, attaching to incorrect bibliographic records, etc. by a member or contract barcoder should be reported to the SHARE Bibliographic Services Manager or their representative. The SHARE Bibliographic Services Manager or their representative (after four or more reported violations) will remove the barcoder's permissions and said barcoder must attend Barcoding I and Barcoding II classes again either in-person, live via online course, or through the Moodle training platform.

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