

# Main Library Alliance: Four Categories of Technical Services

## Introduction

Main Library Alliance's four categories of technical services define the permissions and functions of the technical services departments of each Main Library Alliance member library.

### Item Linking

- Essential, foundational level of technical services

### On-Order Linking\*

- Intermediate level

### Bibliographic Record Editing\*

- Intermediate level

### Full Cataloging

- Most advanced level

\* = Please note that libraries may possess one or both intermediate level permissions.

## Item Linking

- Link library items to bibliographic records entered into the database.
- Submit cataloging requests to Main Library Alliance central cataloging.
- Submit bibliographic record update, correction, and duplicate merge requests to Main Library Alliance central cataloging.

## On-Order Linking

- Link library items to bibliographic records entered into the database.
- Submit On-order cataloging requests to Main Library Alliance central cataloging. On order requests are for pre-publication titles, for which the library does not have item in hand. Requests may be submitted as a marc file, a spreadsheet, or through the cataloging form.
- Submit regular cataloging requests to Main Library Alliance central cataloging.

- Submit bibliographic record update, correction, and duplicate merge requests to Main Library Alliance central cataloging.
- May also, but not necessarily, have Bibliographic Record Editing permissions.

## **Bibliographic Record Editing**

- Link library items to bibliographic records entered into the database.
- Submit regular cataloging requests to Main Library Alliance central cataloging.
- Submit bibliographic record updates, corrections, and duplicate merge requests to Main Library Alliance central cataloging.
- Select staff members have permission to make minor edits to existing bibliographic records, according to criteria established by Main Library Alliance central cataloging and the ILS Committee.
  - Select staff may not import or create new bibliographic records.
  - Select staff members must be under the supervision of an MLS-degreed librarian with cataloging experience.
- May also, but not necessarily, have On-Order Linking permissions.

## **Full Cataloging**

- MLS-degreed librarian, with cataloging experience, on staff.
- Must conform to Main Library Alliance cataloging policies and practices.
- Full cataloging privileges in Polaris.
  - May create, import, batch import, edit, delete, and merge bibliographic records.
  - May also edit, delete item records across all libraries in Main Library Alliance.
- Responsible for cataloging their own titles, including creating, updating, merging, and deleting.
- May update, edit, and merge bibliographic records belonging to other Main Library Alliance libraries.
- Link library items to bibliographic records entered into the database.

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