



The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR PROCESSING NEWLY ACQUIRED INFORMATION RESOURCES. CUEA/DVC ACD/LIB/01	UNIVERSITY LIBRARIAN
	NO. OF APPENDICES:
	(NONE)

AUTHORIZATION

This Standard Operating Procedure is issued under the authority of:

TITLE	DVC ACADEMIC
SIGNATURE	
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NOTE:

1. Write amendments on the page provided (Clause 0.2)
2. Controlled copies of this document will be in the DVC Academic and University Librarian's office

0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Contents

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0.2 RECORD OF CHANGES

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0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.


1.0 Purpose:

To ensure that all newly acquired library information resources are processed (catalogued and classified) according to required standards to ensure efficient utilization by the library patrons.

2.0 Scope:

All library information resources that need to be processed and entered into the library online database (OPAC).

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3.0 TERMS AND DEFINITIONS:

The terms contained in the CUEA quality Manual shall apply in addition to the following:

- 3.1 **Original Cataloguing:** This is the procedure of creating a MARC record without relying on a previously catalogued record.
- 3.2 **Classification:** The process through which a unique class number is assigned to library materials according to the Library of Congress Classification Scheme.
- 3.3 **Information resources:** Knowledge collections acquired by the library to support teaching, research, and learning in the university.
- 3.4 **Online database:** External database which can be accessed through the internet.

4.0 References:

- 4.1 **ISO 9000:2005**, Quality Management systems –Fundamentals and vocabulary
- 4.2 **ISO 9001:2008**, Quality Management systems –Requirements
- 4.3 Library work instruction manual
- 4.4 Library Policy Document
- 4.5 CUEA Quality Management Manual


5.0 PRINCIPAL RESPONSIBILITY:

The University Librarian shall ensure efficient implementation of this procedure.

6.0 METHOD:

- 6.1 The Acquisition Librarian shall accession the new information resources and apply ownership marks and security on them and forward them to cataloging librarian.
- 6.2 The Cataloguing Librarian shall evaluate information resources to determine the kind of cataloguing required
 - 6.2.1 If a record of resource is available in existing databases, the Cataloguing Staff performs copy cataloguing.

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6.2.2 If a record of the resource is not available in existing databases, the Cataloguing Librarian shall perform original cataloguing according to work instructions on cataloguing and classification (Ref work Instruction on cataloguing and classification)

6.3 The Cataloguing Attendant shall spine mark the information resource, sticks a book pocket and covers the information resource with polythene paper

6.4 The Cataloguing Staff shall prepare a list of new information resources for display.

6.5 The Cataloguing Librarian shall verify and confirm that the list is accurate and forwards it to the Reference Librarian

6.6 The Reference Librarian shall within 2 days disseminate the list to all library patrons

6.7 The cataloguing librarian shall proceed to display the new resources for perusal by the Library Patrons using the appropriate electronic means.

7.0 APPENDICES

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