



SHARE
EMPOWERING
LIBRARIES

SHARE Bibliographic Services

Express Cat, Kit & Kaboodle, and more

Quinn Vana, SHARE Cataloger

Jace Cook, SHARE Cataloger



SHARE

Express Cataloging

What is Express Cataloging?

- Allows libraries to obtain cataloging at a reduced rate without having to send the physical item to a cataloging hub
- Quick turnaround, typically within 48 business hours



What are the requirements?

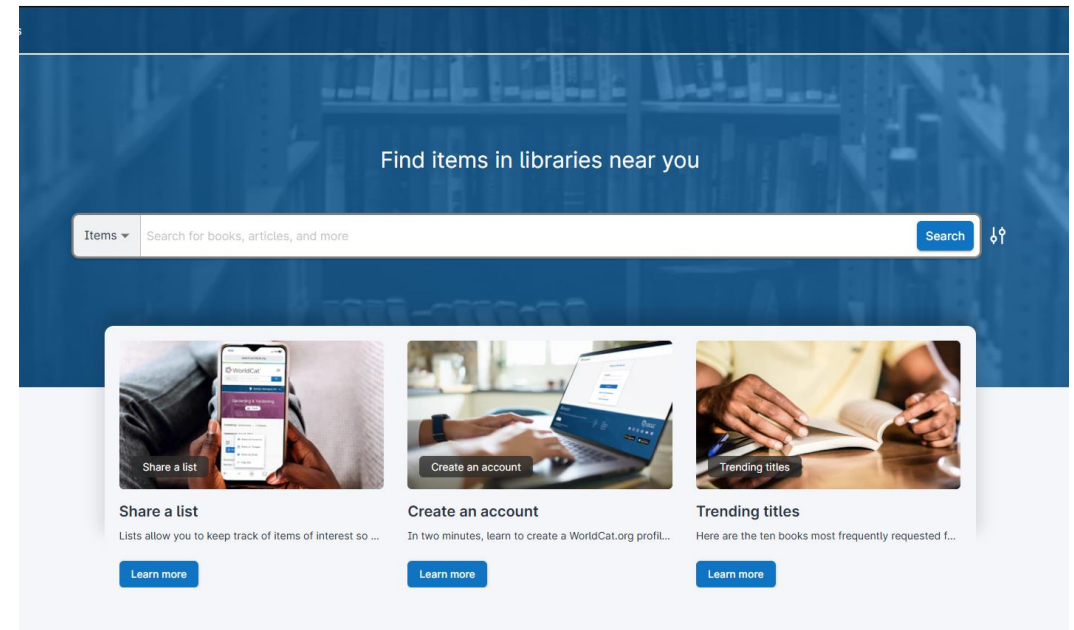
- Your library is responsible for identifying a matching bibliographic record in the OCLC WorldCat database
- Submitting staff must have completed [Barcoding Training](#)
- Only books and audiobooks are accepted including :
 - Regular print
 - Large print
 - “Larger print”
 - Board books
 - CDs
 - MP3 CDs
 - Wonderbooks
 - Vox books

At this time, Playaways, Go readers, Me readers, etc. are not accepted



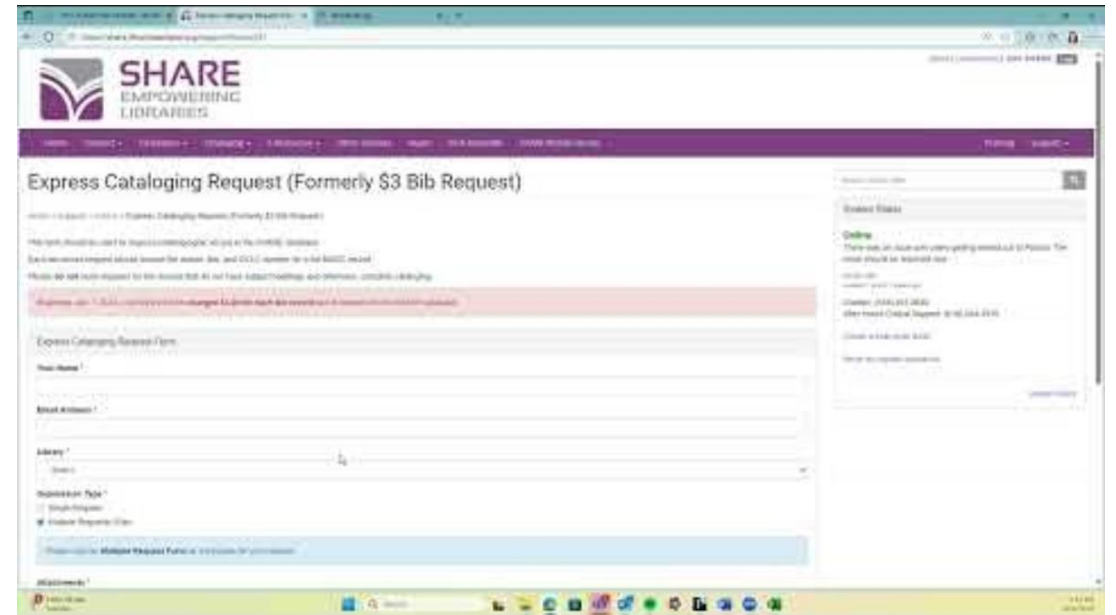
What are the steps?

- If no matching record in Polaris, search WorldCat for a record
- Use either:
 - Connexion Client
 - WorldCat database web interface
 - Create a free WorldCat account to search the web interface



Searching WorldCat

- Written instructions:
 - [Perform a catalog search - OCLC Support](#)
- OCLC video on search techniques:
 - [WorldCat Discovery: Search techniques in WorldCat Discovery](#)



[Express Cataloging Tutorial](#)



Bibliographic Record Requirements

- **Language:** English (⌘b eng must be present in MARC field 040)
- **Standard Elements:** Title, Responsibility, Place, Publisher, and Date
- **Edition and Series Statement:** If present on the item
- **Physical Description:** Number of pages, illustrations, size, etc.
- **Subject Headings and 520 Field**
- **Audiobook-Specific Details:**
 - **Narrator**
 - **Format-Specific Edition:** e.g., Abridged, Unabridged, [MP3-CD]
 - **Audio Description:** e.g., 1 audio disc (9 hr., 52 min.) : ⌘b MP3, digital ; ⌘c 4 3/4 in.



What are the steps? (Cont.)

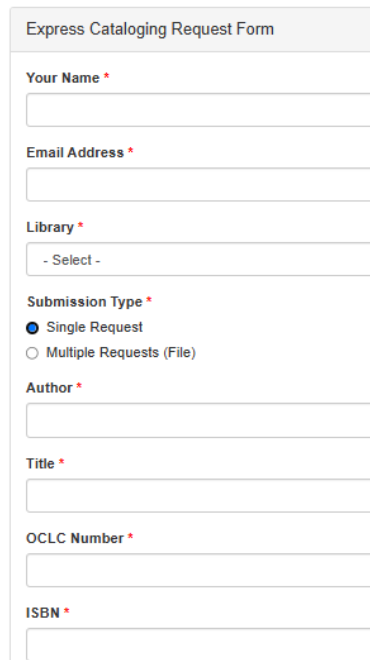
- Set the item aside and search again at a later date
OR
- Send the item to the cataloging center at your hub for cataloging at the full rate (currently \$15)
- If a matching record is found in WorldCat, submit an [Express Cataloging Request Form](#).



Express Cataloging Request Form

Individual Requests:

- 1-5 requests
- Submit one web form per item



Express Cataloging Request Form

Your Name *

Email Address *

Library *

- Select -

Submission Type *

☒ Single Request

☐ Multiple Requests (File)

Author *

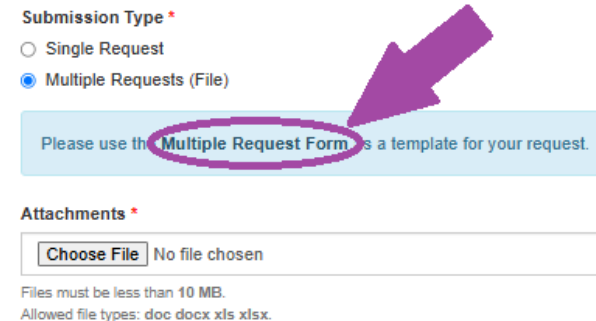
Title *

OCLC Number *

ISBN *

• Multiple Requests:

- 6-25 requests
- Attach an Excel or Word document
- Must include:
 - Author
 - Title
 - OCLC number
 - ISBN
 - A blank field for SHARE use



Submission Type *

☐ Single Request

☒ Multiple Requests (File)

Please use the **Multiple Request Form** as a template for your request.

Attachments *

No file chosen

Files must be less than 10 MB.
Allowed file types: doc docx xls xlsx.

***Note:** Use the email associated with the library's SHARE help desk account



I've submitted a request; now what?

You will be notified through the SHARE help desk of one of two outcomes:

Record is imported

- Search Polaris for the bibliographic record
- Attach the holding promptly

Record not imported

- Notification will include the reason
 - The library will not be charged
 - Search WorldCat for another matching record and submit a new request
- OR
- Send the item to IHLS for full cataloging

For more information on creating item records, review the [Barcoding Training](#) or contact SHARE staff for assistance





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Questions?



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Kit & Kaboodle

Kit & Kaboodle

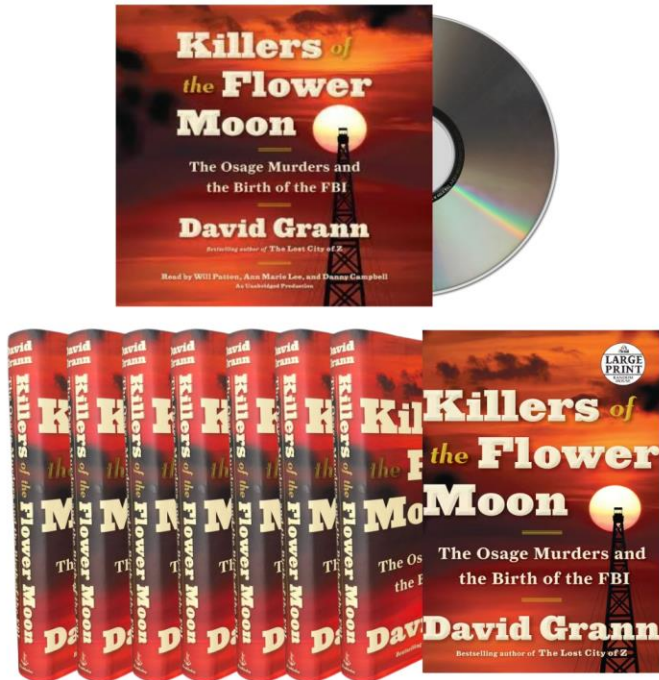
- A program in which members build, store, and share items for better resource sharing
- Cataloging is provided for free!*
- When the kit is in motion, it will be checked in and checked out just like any other item at the library
- Common uses: book club kits, activity kits, board games, puzzle race kits, StoryWalk® Kits

*Must be willing to share freely. If Kit & Kaboodle items are restricted to circulation at only the owning library's location, you will be billed for cataloging services at the normal cataloging rate.



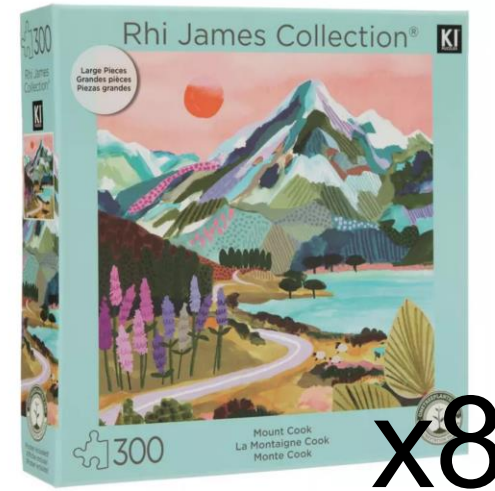
Example Kits

Killers of the Flower Moon



Book Club Leader's Guide (Discussion questions)

Mount Cook: Puzzle Race



x8

Escape from the Grand Hotel



Easter Eggs



Logistics

- Kits are housed by the owning library
 - You keep the bag!
- The check-out period is 6 weeks (42 days) for whole kits
 - Individual items check out for 5 weeks (35 days)
 - Patrons can check out individual books in a book club kit
- If a kit or individual item hasn't been returned by the kit's due date, follow the [Incomplete Material Procedure](#)
 - Missing the contents/instruction sheet or a tag? We can make you a replacement!

[View the FAQ on the SHARE Website](#)



How can I have a kit created?

- For StoryWalk® Kits: Send all materials to Quinn Vana at IHLS ZCA (qvana@illinoisheartland.org)
- For all other kits: Send all materials to Jace Cook at IHLS ZED (jcook@illinoisheartland.org)
- *Note: if your kit is too large to fit in the provided Kit & Kaboodle bag, your library is responsible for providing a container*



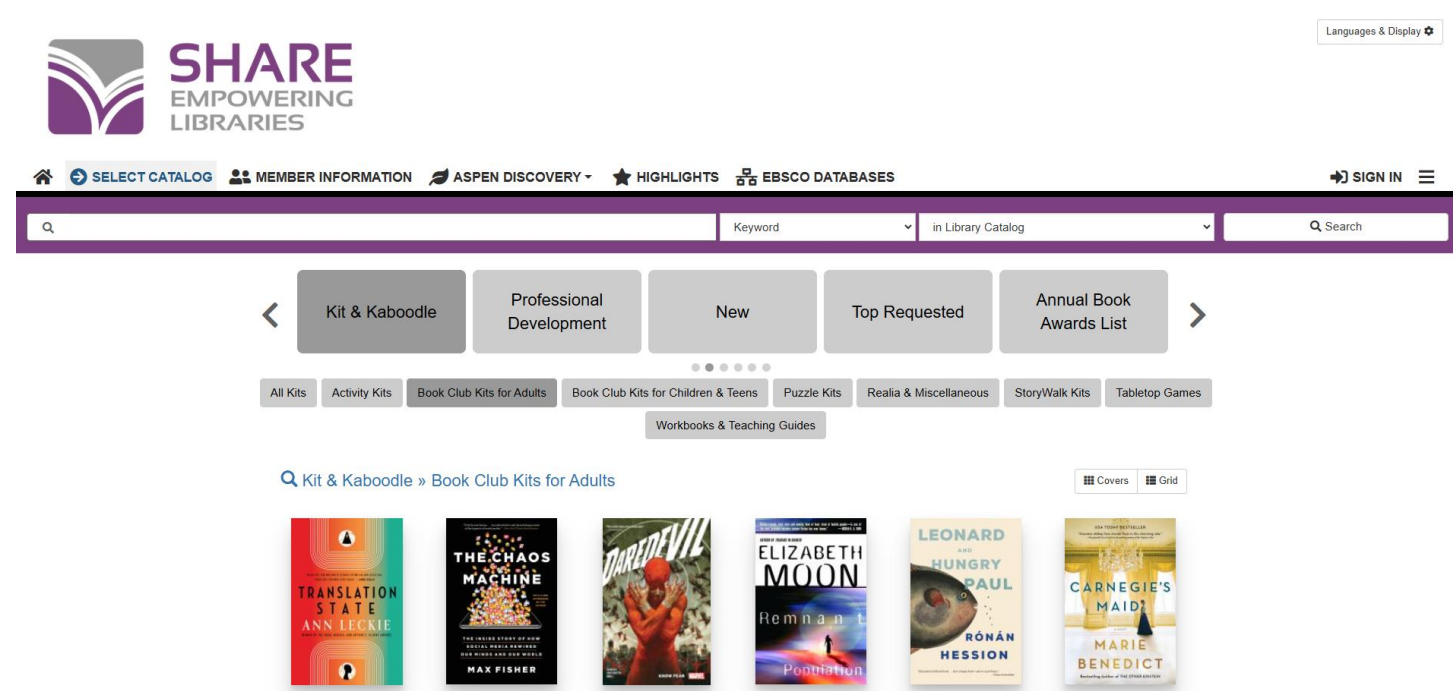
What should I expect?

- SHARE staff assess your items and create a bibliographic record in Polaris
 - Kit & Kaboodle records are not created in OCLC and are not searchable in WorldCat
 - Records have key cataloging information like title, description, subject headings, etc. but are not full level records
- An item record is created for the kit
 - For book club kits, “child item” records are created as well
- Kit is labeled and a contents/instruction sheet is created
- Kit is returned to your library, ready to circulate!



How do I find a kit?

- Search the SHARE catalog!
- Browse the lists
 - Activity kits, book club kits (adults/juvenile), puzzle kits, realia & miscellaneous, StoryWalk Kits, Tabletop Games, and Workbooks & Teaching Guides



[View the lists on the SHARE Catalog](#)





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Questions?



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Other Services

But wait, there's more!

- SHARE Catalogers Training Sessions
 - Recordings on [Moodle](#)
- SHARE Your Cataloging Questions
 - Focused training sections archived on [Moodle](#)
- On-Demand Training
 - [Barcoding Certification](#)
 - [Cataloger Training](#)
 - [Leap](#)
- SHARE Catalogers: We're here! Email us! Call us!
 - In-person training
- [iCAMP](#) and iCAMP Bonfires
- [Cataloging Maintenance Center](#)





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Thank you!

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