



PrairieCat Union Listing Membership Benefits & Responsibilities

What Is the Benefit to My Library?

- ❖ Your library's holdings (collection) are in PrairieCat
- ❖ Your library will have a web-based library catalog that will allow your patrons to search your holdings online in the library, or anywhere where they have internet access, as well as search all the holdings in PrairieCat
- ❖ A PALS ILL barcode is provided as part of Union List membership
- ❖ You may borrow and lend materials easily for your patrons from any other PrairieCat library via systemwide hold
- ❖ Your library is eligible to borrow materials through SHARE Illinois (restricted to only consortium members)
- ❖ Your library is eligible for two free original cataloging items per year for materials not found in OCLC (cataloged by PALS cataloging staff)
- ❖ You can request basic annual collection reports for your IPLAR or per capita application
- ❖ Union Listing membership is a logical first step towards becoming an online member of PrairieCat
- ❖ Your library and other libraries in your "community" could choose to be a PrairieCat Community Partner Program group
- ❖ Your library will become a full governing member of OCLC
- ❖ If your vendor(s) offers PromptCat, you can order a file of new acquisitions from the vendor containing a complete 949 tag in each record with your library holdings in the proper format for PrairieCat, forward that file to PrairieCat staff, and your holdings will be added to PrairieCat by staff within two working days
- ❖ Your new acquisitions and deletions made directly into PrairieCat, will be updated in OCLC with the quarterly batchloads sent from PrairieCat to OCLC, fulfilling your requirements to OCLC more cost effectively
- ❖ Your library will be able to lend and borrow via OCLC ILL
- ❖ You will have the group support of other libraries in the Union Listing membership, including subscribing to the Union List library email list to ask questions, seek advice
- ❖ Your staff can take advantage of ongoing PrairieCat training opportunities
- ❖ Your library can participate in group purchases of PrairieCat equipment/supplies
- ❖ Your staff has access to PALSGroup technical support for Workflows and the public catalog

What Are My Responsibilities as a Union List Member?

- ❖ You must maintain your library's holdings on PrairieCat by adding new acquisitions and deleting weeded materials
- ❖ As an OCLC member, you are responsible to maintain your holdings in OCLC as well (a virtually automatic process if you maintain your holdings properly in PrairieCat)
- ❖ You must lend your materials to other PrairieCat libraries unless the material is in use or needed by your primary clientele and/or restricted for use in your library

- ❖ You must check your PrairieCat picklist every weekday that your library is open
- ❖ You are responsible for checking your OCLC ILL pending file at least once every 48 hours. You should lend your materials to other OCLC libraries unless the material is in use or needed by your primary clientele, is restricted for use in your library, or there are other conditions that prevent you from loaning
- ❖ Individuals who enter holdings into PrairieCat for your library must comply with Illinois Statewide Cataloging Standards and be certified at the appropriate level(s) based on their job responsibilities. For more on the cataloging standards, visit:
http://www.cyberdriveillinois.com/departments/library/whats_new/pdfs/catalog_standards.pdf
- ❖ You will pay an annual PrairieCat Union List membership fee. The FY2009 fees per member agency (not building) are:
\$520 if your collection contains fewer than 50,000 items
\$730 if your collection contains more than 50,000 items

There may be the need to apply an escalator to this fee in future years due to rising maintenance costs from SirsiDynix and other PALS expenses. The SirsiDynix maintenance escalator is capped at 5% increase per annum.

How Do I Get My Holdings in both PrairieCat and OCLC? There are different choices depending on whether your library has a standalone automated circulation system:

No standalone automated circulation system:

- ❖ Add your holdings into PrairieCat through Workflows
- ❖ Delete your holdings in PrairieCat through Workflows
- ❖ Your holdings will be updated in OCLC with the quarterly batchloads sent from PrairieCat to OCLC
- ❖ If the bibliographic record is not in PrairieCat, you can request a record be added by sending an OCLC # list to PrairieCat staff and then update your library's holdings on that record. You must search Connexion or FirstSearch to build your OCLC # list to send to PrairieCat staff

Standalone automated circulation system; choose to do item maintenance primarily in PrairieCat:

- ❖ Add your holdings into PrairieCat through Workflows
- ❖ Delete your holdings in PrairieCat through Workflows
- ❖ You may use the Z39.50 client to export the bibliographic record from PrairieCat to your system through the special port opened in PrairieCat for that purpose
- ❖ Your holdings will be updated in OCLC with the quarterly batchloads sent from PrairieCat to OCLC.
- ❖ If the bibliographic record is not in PrairieCat, you can request a record be added by sending an OCLC # list to PrairieCat staff and then update your library's holdings on that record. You must search Connexion or FirstSearch to build your OCLC # list to send to PrairieCat staff

Standalone automated circulation system; choose to do item maintenance primarily through OCLC:

- ❖ Use Connexion or PromptCat to create/obtain a file of your new acquisitions
- ❖ If using Connexion, add a complete 949 tag with your library holdings in the proper format for PrairieCat
- ❖ If using PromptCat, work with your vendor to add a complete 949 field with your library holdings in the proper format for PrairieCat
- ❖ The vendor will then send a file of records that you will load to your standalone automated circulation system and you will forward the file to PrairieCat staff to load into PrairieCat
- ❖ Delete your holdings in PrairieCat in Workflows
- ❖ Your holdings will be updated in OCLC with the quarterly batchloads sent from PrairieCat to OCLC

Libraries with standalones can choose to do a combination of item maintenance directly into PrairieCat and/or through OCLC.

What Training Will Help Me Be a Successful Union List Member?

- ❖ SirsiDynix Union List Training (four hours – covers how to use Workflows, the SirsiDynix client; how to add and delete items in PrairieCat; how to place holds using your ILL barcode; basic circulation for borrowing and lending; basic searching in Workflows and the OPAC)
- ❖ Basic PALS delivery procedures for labeling and shipping materials (the Delivery Member Services Guide and videos on delivery procedures are available on the PALS website)
- ❖ OCLC FirstSearch / ILL training to learn how to lend and borrow materials on OCLC

In preparation for passing the barcode level test for Illinois Statewide Cataloging certification (required for staff who enter holdings into PrairieCat), these resources are available:

- ❖ Sample practice barcoding test with definitions (available on the PALS website)
- ❖ Match 'n Cat Class (three hours – covers how to select the right record when adding your holdings in PrairieCat or OCLC – training for the theory portion of the barcode certification test)
- ❖ LibraryU Basic Cataloging Module (self-paced – covers basic cataloging principles)

In preparation for passing the copy cataloging level test for Illinois Statewide Cataloging certification (required for staff who select records in FirstSearch and request that they be added to PrairieCat), this training is available:

- ❖ CopyCat Class (three hours – basic understanding of MARC tags; cataloging description; how to analyze a bibliographic record to determine what is missing – training for the theory part of the copy cataloging certification test)
- ❖ Connexion Training (if you have a standalone automated circulation system and choose to use Connexion - three hours – covers how to use the OCLC Connexion cataloging client – training for the practical part of the copy cataloging certification test)