<u>Unscoped Cataloging Application</u> *, 6/12/2007*

The effort to improve and maintain the integrity of the Minerva shared catalog has made it necessary to limit the number of catalogers who have unscoped logins to Millennium Cataloging. Catalogers with unscoped logins have the ability to move and in certain cases amend the item records of libraries throughout the network in order to eliminate duplications and improve the quality of bibliographical records.

A Minerva cataloger who wishes to be given an unscoped cataloging login will be required to submit an application composed of the following elements:

1) a brief description of your library and cataloging experience including familiarity with MARC, your educational background and any recent training, especially in Millennium. What cataloging reference materials do you frequently use?

2) 5 examples of bib records that you have imported from a remote database with the source database noted, including print and nonprint materials

3) 2 or more examples of copy cataloging, done by using an existing record to create a new bib, including both print and nonprint materials

4) 2 or more examples of original cataloging, done by using a template in Millennium, including both print and nonprint materials

5) 5 examples of existing bib records to which you have attached an item

6) a brief statement outlining the reasons why you would need to merge bib records, and explaining what you might do if the records you are working with do not have enough information.

Your application should be sent to econway54@gmail.com, and will be reviewed by Ellen Conway other Maine InfoNet staff as necessary. Thank you for your understanding and your patience with this process.