Paths to Advancement in Minerva Cataloging

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The following steps are primarily designed for staff with less than 3 years experience cataloging. The Minerva Cataloging Standards Committee recognizes the value of prior cataloging experience in systems other than Minerva and will adjust final requirements for experienced catalogers to advance to Level 3 permissions on a case-by-case basis.

Level 1 expectations

1. Be trained by staff with Level 2 or 3 cataloging permission
2. Be instructed in item volume field standards and appropriate use: [Item Volume Field](#)
3. Be familiar enough with minimal bib record attributes: [Acceptable Cataloging for Minerva Libraries](#) to alert their Level 2 or 3 cataloger that a record needs attention.

To go from Level 1-2

1. Be able to follow the document: [Acceptable Cataloging for Minerva Libraries](#) for print books and [Minerva RDA Cataloging Standards](#) for other material types.
2. While watching the Welcome to Minerva Cataloging presentation: [Presentation](#), follow along with the presentation's documentation : [Documentation](#)
3. Watch Attaching vs Creating presentation slides and listen to recording:

   [Presentation](#), [Recording](#)

4. Be able to follow requirements outlined in: [Attaching vs Creating document](#)

5. Watch the Authorities presentation: [Presentation](#), [Worksheet](#)
6. Have knowledge of authority records and review how to import them from INN-View: [Importing Authority Records from INN-View](#)
7. Be able to edit/delete periodical Check In cards according to the [Sierra Serials Manual for Minerva](#)
8. Be able to transfer items from one bib to another: [Transfer Items from one bib to another](#)
9. Sign a document where they certify they completed each presentation and are able to follow all standards. [Path to Advancement Certification](#)

To go from Level 2-3

1. Watch all parts of the Original Cataloging presentation: Part I — [Recording](), [Chat]() Part II — [Recording](), [Chat](), [Presentation Slides](), [Guide]()
2. Watch the powerpoint on series cataloging: [Series Training PowerPoint]()
3. Be familiar with and follow the [Series Entry Cheat Sheet]()
4. Watch cataloging DVDs and Blu-rays presentation: [Presentation](), [Resources]()
5. Be familiar with and follow all instructions related to cataloging DVDs and Blu-ray media: [Bootleg DVDs (powerpoint)](), [Prepub and Bootleg DVDs 2019](), [DVD Bonus Discs](), [On Order DVDs](), [Single Format Multi Disc Sets](), [Split DVD/Blu-Ray Discs]()
6. Watch cataloging graphic novels without fear: [Presentation](), [Quick Guide]()
7. Be familiar with and follow graphic novels documents: [Quick Guide](), [Graphic Novels]()
8. Review importing a record from Z39.50 Remote Database on pages 9-11 in [Cataloging Sierra and SkyRiver Manual]().
9. Be familiar with and be able to follow instructions in these documents: [Importing Records from Z39.50](), [Importing Records from SkyRiver]()
10. Agree to complete self-training on any other material type cataloging rules as needed for their job tasks.
11. Sign a document where they certify they completed each presentation and are able to follow all standards: [Path to Advancement Certification]()

After submitting the Path to Advancement Certification for Level 3 the cataloger will follow the steps below. A maximum of six months is the goal to completion.

- Let the MCSC/Cataloging Specialist know what types of materials they will be cataloging (print, audio-enabled books, graphic novels, fiction, non-fiction, children's, e-books, e-audiobooks, DVDs, Blu-ray discs, video games, "library of things", etc.).

- The cataloger will be sent bibliographic record #s for items they have in their library which need updating to Minerva Standards.

- The MCSC/Cataloging Specialist will evaluate their bib edits and give appropriate feedback asking the cataloger to take care of any further edits that are needed.

- The cataloger will then be given a "test" level 3 login for an agreed upon time frame.

- The cataloger will practice importing, editing or creating records at their own pace. The cataloger may request scans of pages from works where there are no bibs in Minerva to practice. The cataloger will suppress their bibs until they are reviewed. The cataloger will send the MCSC and Specialist a list of their bibs to review.

- Once committee members have reviewed the edited records a remote meeting will be set up for the cataloger to "demonstrate live" their cataloging skills with items prepared for them in advance. This requires a workstation with Sierra and a camera; preferably also SkyRiver and a microphone. During the session the cataloger will be sent a PDF document of scans of physical items' information for them to use to create an original bibliographic record and/or import a record. Once the bibs are created and the mock items attached - the bibs will be suppressed and evaluated by the MCSC members after the "live" session.

- Committee members will confer and determine if the cataloger's skills are adequate for Level 3 permissions.

- If another round of practice and another live demonstration is needed, we'll ask them how much more time they'd like to work on their skills and then we'll schedule a second demonstration/observation session.