CATALOGUING POLICY

PURPOSE OF CATALOGUING
1. To offer accountability through maintenance of records
2. To ensure physical and intellectual accessibility by:
   a) providing a consistent and reliable system for listing and shelving all resources
   b) assisting in easy location of resources
   c) helping students become familiar with ways of retrieving information through the provision of a logical and consistent system.

FEATURES OF THE CATALOGUING AND CLASSIFICATION SYSTEM
1. provision of a standardised description of the resource
2. assigning of a classification number and a shelf location
3. assigning of subject headings to enable retrieval by subject
4. assigning of multiple means of access, e.g. notes, series, author

RESPONSIBILITY FOR CATALOGUING
This is a professional task which will be undertaken by staff trained in cataloguing.

CATALOGUING AND CLASSIFICATION STANDARDS
Cataloguing will be done according to the standards in the following bibliographic tools and standards.

4. *SCIS subject authority files* (available online).
6. LC subject headings.
7. RDA conventions.

Cataloguing conventions are in the process of changing (RDA). SACS Library will monitor these changes and change this policy accordingly.