



## **MAIN Four Categories of Technical Services**

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MAIN's four categories of technical services define the permissions and functions of the technical services departments of each MAIN member library.

- Item Linking
  - Essential, foundational level of technical services.
  
- On-Order Linking\*
  - Intermediate level
  
- Bibliographic Record Editing\*
  - Intermediate level
  
- Full Cataloging
  - Most advanced level

\* = Please note that libraries may possess one or both intermediate level permissions.



### **Item Linking**

- Link library items to bibliographic records entered into the database.
- Submit cataloging requests to MAIN central cataloging.
- Submit bibliographic record update, correction, and duplicate merge requests to MAIN central cataloging.

### **On-Order Linking**

- Link library items to bibliographic records entered into the database.
- Submit On-order cataloging requests to MAIN central cataloging. On order requests are for pre-publication titles, for which the library does not have item in hand. Requests may be submitted as a marc file, a spreadsheet, or through the cataloging form.
- Submit regular cataloging requests to MAIN central cataloging.
- Submit bibliographic record update, correction, and duplicate merge requests to MAIN central cataloging.
- May also, but not necessarily, have Bibliographic Record Editing permissions.

### **Bibliographic Record Editing**

- Link library items to bibliographic records entered into the database.
- Submit regular cataloging requests to MAIN central cataloging.
- Submit bibliographic record updates, corrections, and duplicate merge requests to MAIN central cataloging.
- Select staff members have permission to make minor edits to existing bibliographic records, according to criteria established by MAIN central cataloging and the ILS Committee.
  - Select staff may not import or create new bibliographic records.
  - Select staff members must be under the supervision of, an MLS-degreed librarian with cataloging experience.
- May also, but not necessarily, have On-Order Linking permissions.

### **Full Cataloging**

- MLS-degreed librarian, with cataloging experience, on staff.
- Must conform to MAIN cataloging policies and practices.
- Full cataloging privileges in Polaris.
  - May create, import, batch import, edit, delete, and merge bibliographic records.
  - May also edit, delete item records across all libraries in MAIN.
- Responsible for cataloging their own titles, including creating, updating, merging, and deleting.
- May update, edit, and merge bibliographic records belonging to other MAIN libraries.
- Link library items to bibliographic records entered into the database.