



Cataloging of Library Materials Procedure



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Check materials against Destiny Library Manager System if already available in the collection. If the title is already available, add a copy in the system. If the title is of different edition, make another record.

Check the materials if CIP is available. If available, copy the CIP.

If the CIP is not available, check if the title is available in the online catalogs of the Library of Congress, OCLC, British Library, La Salle, Ateneo, UP, UST. If available, copy the CIP. If there is none, proceed to the original cataloging and classification using the following tools: DDC latest edition (presently using 23rd edition), Cutter's table (for the author's number), Medical Subject Headings, Sear's List, LC Subject Heading, and RDA Toolkit.

Encode and update database for newly classified materials.

Prepare/paste barcode label and call number of each library material.

Type book cards, provide book pockets, and cover the books with plastic.

Generate list of bibliographic details of newly acquired and classified books through P-slips. P-Slips are then filed.

The librarian checks the materials against the list and files it.

The list is forwarded to the different departments of the College of Medicine.

The librarian prints card catalogs for back-up purposes.