Standard Operating Procedure (SOP): Cataloguing and Classification of Materials

1. Purpose

This SOP details the process of **cataloguing and classification of materials**, including the systematic identification, description, and organization of library resources. It covers standards for assigning classification numbers, creating bibliographic records, using cataloguing tools, and maintaining accuracy and consistency in the database. The goal is to facilitate easy retrieval, efficient management, and seamless access to materials for users and staff.

2. Scope

This procedure applies to all materials acquired by the library, including but not limited to books, periodicals, multimedia, and digital resources.

3. Responsibilities

- **Cataloguers:** Responsible for accurate and consistent cataloguing and classification of materials.
- **Supervisory Staff:** Review and approve bibliographic records for quality and compliance with standards.
- **IT Staff:** Maintain the Integrated Library System (ILS) and support cataloguing tools.

4. Procedure

1. **Receive Materials**
   Verify and inspect newly acquired materials against purchase orders.
2. **Identify Resource**
   Determine the type, language, edition, and specific details of the material.
3. **Bibliographic Description**
   - Use standard cataloguing codes (e.g., AACR2, RDA).
   - Enter bibliographic details in the ILS (author, title, publisher, publication year, ISBN, etc.).
4. **Assign Classification**
   - Use authorized schedules (e.g., Dewey Decimal Classification, Library of Congress Classification).
   - Assign call numbers and label items accurately.
5. **Subject Analysis & Headings**
   - Assign subject headings using controlled vocabularies (e.g., LCSH, MeSH).
6. **Authority Control**
   - Verify names, subjects, and series against authority files.
7. **Data Entry & Verification**
   - Input all cataloguing data into the library database (ILS), ensuring accuracy and completeness.
   - Double-check entries for consistency and errors.
8. **Review & Quality Control**
   - Supervisory staff reviews completed records for compliance with standards.
9. **Shelving/Processing**
   - Prepare materials for shelving or distribution, ensuring correct labeling and placement according to classification.
10. **Ongoing Maintenance**
    - Regularly review catalog records for needed updates, corrections, or deletions.

5. Standards & Tools

Standard/Tool	Purpose
AACR2 / RDA	Cataloguing guidelines for bibliographic description
Dewey Decimal Classification (DDC)	Classification scheme for assigning numeric call numbers
Library of Congress Classification (LCC)	Classification scheme for assigning alpha-numeric call numbers
Library of Congress Subject Headings (LCSH)	Controlled subject vocabulary

| Integrated Library System (ILS) | Database for cataloguing and managing bibliographic records |

6. Quality Assurance

- Conduct periodic audits of catalog records for accuracy and compliance.
- Provide training and refreshers for cataloguing staff.
- Implement version control and change logs for cataloguing records.

7. Documentation & Recordkeeping

- Maintain all cataloguing and classification procedures in an accessible digital repository.
- Keep records of processed materials and relevant metadata.

8. Review & Revision

This SOP should be reviewed annually or as needed to reflect changes in standards, procedures, or technology.