



Direct Order & Donation Cataloging Policy

CCLS defines a “direct order” as an item a member library purchases from a vendor not associated with the System. This includes library materials purchased by the library directly from a vendor, such as a local or online bookstore or a sales representative.

CCLS defines “donation” as an item given to the library by patrons or others.

CCLS will provide cataloging for as many items as possible. Exceptions are:

- Nonfiction materials published more than 10 years ago.
- Titles for which no cataloging information can be located.

First priority will be given to items purchased through CCLS. This includes materials purchased through approved vendors to include: Baker & Taylor, Brodart, Midwest Tapes, Thorndike/Cengage/Gale, and Centerpoint. CCLS encourages members to purchase items through approved vendors to ensure proper cataloging.

Second priority will be given to direct orders and donations. Processing those items will be part of the regular routine of the technical services staff as time allows.

CCLS staff are not always able to find cataloging information that exactly matches a given title. Cataloging may be adapted from another similar title, if one is available. CCLS staff may not be able to catalog a title at all if no suitable information is found for it.

CCLS reserves the right to refuse to catalog a particular item based on its age, condition or subject treatment if in the opinion of the CCLS it is an unacceptable addition to a library collection. Materials dealing with finance, health and medicine, law, taxes, technology, and travel have a shorter lifespan than many other subject areas.

Titles of local historical interest may be cataloged even if they exceed 10 years of age.

If a member library director/manager has questions or needs further clarification, questions should be directed to the technical services librarian.