

NEOS General Agreement on Shared Principles for Cataloguing

November 2004

Preamble

NEOS was conceived and developed as a consortium of libraries with the ultimate intent of sharing resources in order to provide the communities of the organizations involved with a single highly accessible information source. The foundation of this is the NEOS Libraries' Catalogue.

Shared Principles

NEOS members which share the Integrated Library System (ILS) agree to adhere to the NEOS Catalogue Standards Committee's Standards Documents and the following principles for the shared creation and use of the NEOS Libraries' Catalogue.

1. Use of a single (master) record to which all members add their holdings, and which is jointly "owned" by all libraries with holdings on the record.
2. Use of common, internationally-recognized standards for bibliographic records, including:
 - Anglo-American Cataloguing Rules (AACR)
 - MARC21 formats
 - LC subject headings (LCSH), Répertoire de vedettes-matière (RVM), and Medical Subject Headings (MeSH).
3. Use of LC bibliographic and authority records when available, edited only to upgrade.
4. Commitment to provide the most useful records possible, by following agreed-upon standards for record editing and recording of local data, and by refraining from deletion of valid information.
5. Provision of consistency in headings and of references by means of authority records and use of system authorities processes.
6. Recognition of the shared, cooperative effort of managing the master bibliographic database, and that changes in this database which affect one library affect all member libraries. Changes to records can only be done according to the rules defined in the Catalogue Standards Document No. 1.
7. Recognition that, although pre-existing records loaded into the shared database should be upgraded whenever possible, there is no expectation that retrospective records meet the same standards as current cataloguing.
8. NEOS member library staff will provide training in ILS functions. Each library must ensure that its staff members who work with the bibliographic database and with item records are trained and knowledgeable with regard to the NEOS cataloguing standards. Member libraries provide mutual support and advice to this end.

The NEOS Catalogue Standards Committee

Each NEOS shared ILS member library must have a representative on the NEOS Catalogue Standards Committee. In the case of libraries with multiple sites, a representative from each site may attend meetings, but the library will have only one vote.