

# Important Information for Cataloger Contacts

Every SEO member library must designate a Cataloger Contact. A library may also have back-up cataloger contacts.

## Responsibilities of a Cataloger Contact and Back-ups:

1. **Subscribe to the seocat list**

The seocat list is how we share information about how-to's, glitches, and things to look out for when cataloging in the SEO database.

Get instructions for subscribing from the SEO Catalog Librarian.

2. **Read the SEO wiki, and be familiar with its contents.**

The SEO wiki gives instructions and explanations for many common situations we encounter while cataloging. Make sure all your coworkers who catalog also know this website.

3. **Inform the Catalog Librarian of errors and problems you notice in the database.**

Examples of what to report: misspellings, discrepancies between the bib record and the item in hand; records that don't show up as expected when searched, etc.

You may also post messages to seocat when a situation affects many libraries: for example, when you notice that two records got mixed up, and many libraries need to move their holdings

4. **Download records from CatExpress for your library's materials, and edit the GMD.**  
GMD instructions are on the SEO website.

5. **Send items that don't have records on Horizon or CatExpress to the SEO Catalog Librarian for original cataloging.**

## Responsibilities of your SEO catalog librarian

1. **To be a resource person for SEO catalogers.**

I'm here to answer questions, give explanations and training about cataloging matters. Please don't hesitate to ask.

2. **To do original cataloging for SEO member libraries.**

3. **To keep the database in good shape, and correct errors in records.**

I look forward to hearing from you!

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