

Sending items for original cataloging

Please follow these steps before sending items to SEO for original cataloging:

- Search for a matching record on Horizon. (See the cataloging procedures section titled Finding matching record).
- If there is no match on Horizon, search for a matching record on CatExpress.
- If there is no matching record on CatExpress, check again periodically for up to 4 weeks.
- If there is no matching record on either Horizon or CatExpress within 4 weeks, send the item to SEO via Cargo to the attention of Sherry Douglass, Catalog Librarian.

Materials sent to SEO for original cataloging require the following:

- Library identification on each item.
- Information about the item content (when available).
- Notation whether the item is a new acquisition or already part of your collection.

Effective July 1, 2007, there is a \$7.50 per item fee for cataloging of items that are already part of your collection. Charges for this service will be included in your library's quarterly billing statement. There is no fee for original cataloging of newly acquired items.

For any items that are needed back quickly (e.g. author presentation), please indicate "rush" and the date needed returned by with the item when submitted.