

NEOS Policy on Shared Principles for Cataloguing

November 2021

Preamble

NEOS is a consortium of libraries that share resources to increase access for their users. This sharing is facilitated by the NEOS catalogue.

Shared Principles

NEOS members agree to adhere to the NEOS Technical Services Committee's Standards Document ([Doc 1](#)) and the following principles for the shared creation and use data within the NEOS catalogue.

1. Use of a single resource description to which all members add their holdings, and which is jointly maintained as open data by all libraries with associated holdings.
2. Use of common, internationally-recognized standards for resource description practice, through adherence to Program for Cooperative Cataloguing standards and best practices, including:
 - Resource description created according to Resource Description and Access (RDA) as implemented in LC-PCC Policy Statements and Metadata Application Profiles; resource description according to Anglo-American Cataloguing Rules, 2nd edition, is acceptable when performing copy cataloguing and existing resource description is available.
 - Resource description encoded in MARC21 and/or BIBFRAME
 - Access points from the NACO Authority File LC subject headings from Library of Congress Subject Headings (LCSH), Canadian Subject Headings (CSH) Répertoire de vedettes-matière (RVM), and Medical Subject Headings (MeSH), and classification from any valid scheme.
 - Program for Cooperative Cataloguing standards and best practice documentation
3. Recognition of the shared, cooperative effort of managing data in the NEOS catalogue, and that changes in this database which affect one library affect all member libraries. Further, recognition that as NEOS data is utilized in other shared databases the maintenance of resource descriptions is impactful beyond NEOS member libraries.
4. Recognition that, although pre-existing resource description loaded into the shared database should be upgraded whenever possible, there is no expectation that these retrospective records meet the same standards as current cataloguing.
5. NEOS member library staff will provide training in ILS functions. Each library must ensure that its staff members who work with catalogue data are trained and knowledgeable with regard to the NEOS cataloguing standards. Member libraries provide mutual support and advice to this end.

The NEOS Technical Services Committee

Each NEOS member library must have a representative on the NEOS Technical Services Committee.