

Created by: MOBIUS Catalog Design Advisory Committee (MCDAC)

Adopted: MCDAC, 01/29/2010

Revised: 11/13/2009

Replaces: MOBIUS Subject Cataloging Policy (09/08/2000)

Purpose of the policy: MOBIUS member libraries serve campuses of highly diverse institutions of higher education in the State of Missouri. To satisfy the disparate needs and interests of patrons using the MOBIUS library catalogs, multiple points of retrieval must be made available in catalog records. Whether shared materials are requested by means of traditional interlibrary loan, direct patron borrowing through the MOBIUS union catalog, or via electronic databases, MOBIUS catalog records must be indexed to promote acquisition of needed information and to provide full access options.

Background: [Provide brief historical background information if it exists; otherwise omit this category.]

Content of the policy.

All properly formulated and properly applied subject headings on cataloging records incoming from the national cataloging utilities will be retained by catalogers in MOBIUS member libraries. Subject headings not used by a library shall not be removed. The following 6xx fields will be retained:

- 600 - Personal Name
- 610 - Corporate Name
- 611 - Meeting Name
- 630 - Uniform Title
- 650 - Topical Term
- 651 - Geographic Name
- 653 - Uncontrolled Term
- 654 - Faceted Topical Term
- 655 - Genre/Form
- 656 - Occupation
- 657 - Function
- 658 - Curriculum Objective

For original cataloging purposes, MOBIUS catalogers are instructed to compose entries in 600-630 and 651 MARC fields according to AACR2 and Library of Congress practices. For entries in other 6xx fields, the appropriate thesaurus shall be followed. All first indicators in 6xx fields shall be retained. Second indicators shall be retained for the following subject authorities:

Indicator	Subject Authority
0	Library of Congress
1	LC Subject Headings for Children's Literature
2	National Library of Medicine
3	National Agricultural Library
4	Unspecified Source
5 & 6	National Library of Canada
7	Source specified in subfield -2
8	Sears List of Subject Headings

The above policy statements are based on input standards described in the OCLC *Bibliographic Formats and Standards* 2nd ed.

The MOBIUS Catalog Design Advisory Committee will conduct an annual review of this policy.

Compliance: [State any compliance requirements and non-compliance consequences. Omit this category if compliance is not an issue.]

Forms: [State what forms or other related standardized items, such as labels, book bands, etc., that are included as part of the policy.]

Related documents: