Purpose
To be able to update the catalogue, with confidence in our cataloguing decisions.

Principles
We think about why we catalogue and the core elements of decision-making.

Ethics
We consider our values as cataloguers and the impact of our decisions on library users’ experience.

WEMI
We understand the IFLA Library Reference Model, how our practices relate to it, and how to keep up with changes.

RDA in MARC
We know the standard used in our system (AACR2 / RDA), can recognise hybrid data, and know when and how to edit it.

Name Authority
We know why consistent headings matter, the resources available and how to apply them.

Local Studies
Uncatalogued materials are often significant locally. We realise we may be the sole public repository for them and know how to document them.

Format
Privately printed and unpublished materials are not uncommon. We know their challenges and how to approach them.

Teamwork
We don’t work in isolation, and know where to look for help – within our service, nationally and internationally.

Autonomy
We know which decisions we can make and when to refer to others. We have confidence in our choices.

WHEN THE LOCAL MATTERS GLOBALLY
Anne Welsh, Beginning Cataloguing