

## COLLECTION MANAGEMENT

# Metadata Cataloging

Backstage Library Works catalogers create original MARC records that meet accepted standards and are adapted to fit your specifications. We can build as simple or as rich a collection of metadata as you'd like, working from original materials or from digital surrogates of title pages and other key descriptive elements.



### Acquisition

We catalog a wealth of languages and formats and we can work from physical materials or digital surrogates. We handle everything from backlogs to fragile special collections.



### Profiling

Are you more focused on updating your existing collections to full-level RDA or just making your unseen collections discoverable? We'll catalog to the depth and with the local practices that you need.



### Review

A preproduction sample will be cataloged and delivered giving you the opportunity to adjust the project and ensure optimal results.



### Communication

Once the project begins, you'll receive weekly updates detailing its progress and production schedule.



### Production

Extensive experience with copy and original cataloging allows our catalogers to work accurately and efficiently; we also offer physical processing solutions for an all-in-one delivery.



### Quality

Records undergo quality assurance at the cataloger, team leader, and project management level, safeguarding against batch errors and guaranteeing best access for patrons.



### Delivery

You'll receive a file of records in the format that best fits your library's ingest protocols. If you have questions at the conclusion, don't worry – the project isn't finished until you're happy with the results.