
Copy Cataloging Team

About us

Mission

The primary mission of the Copy Cataloging Team is to provide the best possible access for our patrons to Yale University Library collections by searching the OCLC database for the best bibliographic records available for all Western languages and formats and choosing the most appropriate record for each item, verifying, and adding them to the Orbis Database. Our primary mission also includes contributing new bibliographic records to Orbis and the OCLC database for all belletristic materials.

We accomplish this mission by working closely with other departments and teams to optimize the flow of new materials from when they arrive in Acquisitions to when they come to the Copy Cataloging Team for cataloging or distribution to other teams and final delivery to Preparations for labeling and Access Services for shelving and patron delivery. Our responsibilities include managing the cyclical searching of these materials and special projects for older unique collections in our backlog to provide access to our under cataloged collections. We train and manage a team of student workers who make an important contribution to our work. Our daily work includes accommodating all special rush requests from patrons as well as responding to the best of our ability to special cataloging requests from individuals representing other departments and curatorial units and faculty.

Contact

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[Staff Directory](#) [2]

For Staff

see [Sharepoint site](#) [3] for workflow and policy documentation.

Source URL: <https://web.library.yale.edu/cataloging/teams/cms-copy>

Links

[1] [https://web.library.yale.edu/cataloging/teams/cms-copy](#)
[2] <http://resources.library.yale.edu/staffdirectory/results.aspx?qm=dept&q=Catalog+and+Metadata+Services>
[3] <https://collaborate.library.yale.edu/cataloging/catdept/copy/default.aspx>