

The mission of the  
Cataloging  
Maintenance Center is  
to provide cataloging  
support in the  
following areas:

- Database cleanup
- Free original or copy cataloging of eligible collections
- Cataloging training
- Assistance with general cataloging questions, including questions on RDA (Resource Description and Access)
- Consultation on metadata creation for Illinois libraries

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Illinois Heartland Library System  
IMAGINING TOMORROW - DELIVERING POSSIBILITIES TODAY

Contact Information

Edwardsville Office (ILDS Code ZED)

For Cataloging & Inquiries:

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phone: 618-656-3216 ext.430

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Champaign Office (ILDS Code ZCH)

For Cataloging:

Ian Anderson  
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For Metadata Consultation & Training:

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<http://illinoisheartland.org>

click on the CMC tab



CMC

CATALOGING  
Maintenance Center

Database Cleanup

Original or Copy Cataloging

Metadata Consultation

Training & Assistance



Illinois Heartland Library System

# CATALOGING Maintenance Center

Supported by a grant from the Illinois State Library, the Cataloging Maintenance Center is operated by the Illinois Heartland Library System with staff in two locations, Champaign and Edwardsville.

Since 2001, the CMC has been upgrading bibliographic records for Local Library System Automation Programs (LLSAPs) throughout the state. While continuing to do that, the CMC is also a source for other cataloging assistance.

## *The Cataloging Maintenance Center is a* **SOURCE** *of cataloging* **SUPPORT** *for* **ILLINOIS LIBRARIES**

### Eligibility & Guidelines

- The CMC will provide original and copy cataloging of eligible special collections owned by Illinois libraries that are System members.
- Eligible collections will be cataloged free of charge. At the present time, eligible collections include genealogy, local history, and special collections (i.e., local authors, community cookbooks, government documents, etc.).
- Eligible collections of material in most modern European languages can be accommodated. Since resource sharing is always the highest priority, availability of the collection (if tangible) via circulation or interlibrary loan is important. Uniqueness of material is also important.
- **Before sending your items in for cataloging, please contact Vince Andrzejewski at the Edwardsville office to determine eligibility.**
- The CMC will create an original bibliographic record in OCLC or will supply an existing OCLC record. Records are then exported to the local database according to the LLSAP's procedures. In some cases this means OCLC MARC records will be sent electronically to your LLSAP support staff for loading. The CMC will not create item/holding records in LLSAPs for individual copies.
- Items may be directed to either location through System delivery (within IHLS) or ILDS (libraries in the RAILS service area) using the current ILDS routing label. **Please provide contact information and make sure a return label is included.**
- Items will be cataloged in the order they are received with turnaround time varying depending on the scope of the project and other factors.
- CMC staff may travel to your library to complete the cataloging on a limited basis, depending on several factors (i.e. accommodations, availability, distance, collection size, condition of collection, etc.).
- The CMC is available for consultation and help with metadata for Illinois libraries.