

HOW TO ACCESS FREE CATALOGING



Contact Us

to discuss your needs and determine if your items or project qualify



Send Your Materials

after packing for transit via IHLS/RAILS Delivery to the CMC



CMC Catalogers

do their magic; they expertly catalog your bibliographic records



Items Are Returned

to your library following the creation of the bibliographic records



CATALOGING
MAINTENANCE CENTER

618.467.8649
www.cmcillinois.org

The Cataloging Maintenance Center (CMC) is funded by a grant from the Illinois State Library, a Department of the Office of Secretary of State, using funds provided by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act.

The CMC is operated and supported in part by Illinois Heartland Library System.



CATALOGING
MAINTENANCE CENTER

STATEWIDE CATALOGING SUPPORT

SERVICES PROVIDED JULY 2022-JUNE 2023

BIB 23,671
CREATED OR EDITED



57
KITS

24
World
Languages



21,153
Books & E-Books



ENHANCED
RECORDS
310

19.7K
Database
Cleanup Records



1,940 OTHER SPECIAL
COLLECTION ITEMS

VIDEOS • MUSICAL RECORDINGS • SERIAL ITEMS • ATLASES
COMPUTER FILES • MICROFORM • REALIA • MIXED MEDIA
SPOKEN WORD RECORDINGS • ARCHIVAL COLLECTIONS

Original
Records
981

943
TRAINING
PARTICIPANTS

1,037
Merged
Records

Since 2001, the Cataloging Maintenance Center (CMC) has made cataloging services easier for Illinois libraries and consortia like yours through original and copy cataloging services, database cleanup, metadata and general consultation, and cataloging training. Ultimately, we improve the quality of public access catalogs and make library materials more discoverable and accessible to patrons—**for free**.

ORIGINAL & COPY CATALOGING

FOR QUALIFYING SPECIAL COLLECTIONS

We can help fill gaps in your cataloging staff hours by cataloging some of your most unique and time-consuming items:

- special collections
- local authors
- local histories

DO YOU HAVE ITEMS LIKE THESE?

LOCAL AUTHORS

Brave Tails, book by Illinois authors
Cataloged for Illinois Early Intervention
Clearinghouse



LOCAL HISTORY & GENEALOGY

Ropiequet Family genealogy CD
Cataloged for Belleville Public Library



REALIA

Stereoview card
Cataloged for Dixon Public Library



WORLD LANGUAGES

Amanda's Dream, Arabic- and
English-language book
Cataloged for Danville Public Library



KITS

Magic Kids Kit
Cataloged for Marshall Public Library



Most modern languages and braille can be accommodated.

WHAT IS A SPECIAL COLLECTION?

That depends on your library's policies. In general, it's any subcollection, circulating or otherwise, to which your library dedicates special attention or resources. This may include sheet music, cookbooks, world languages, archival and government docs, realia, large print, and more!

CATALOGING TRAINING

ONLINE WITH THE CMC WEBINARS

special topics in cataloging explained in 20 minutes

Learn the nuances of cataloging and collection discoverability at these brief presentations led by CMC cataloging and metadata experts. We cover a new special topic each month, such as accessibility or how to use some of the less-common MARC fields. A Q&A follows each presentation.

ASYNCHRONOUS CATALOGING COURSES

in-depth cataloging courses for beginners through experts

Advanced and beginning catalogers alike can access free two- to six-week courses on basic cataloging; deriving records; subject analysis; cataloging serials, CDs, DVDs, and world languages; and more!

All courses are asynchronous; students study each week's materials at their own pace.

See the Full Schedule at www.CMCIllinois.org

DATABASE CLEANUP

Does your public access catalog need help? We merge duplicates and upgrade records to modern MARC and EDIA standards.

ADDITIONAL SERVICES

CATALOGING QUESTIONS

METADATA CONSULTATION

TRANSCRIPTIONS

OTHER CATALOGING PROJECTS