

SECTION ONE

Barcoder Certification

Statewide Cataloging Standards require that any person working with bibliographic records and item records successfully complete Barcoder Certification. All library patrons benefit from correct and consistent records. When items are attached to the incorrect bibliographic record, patrons cannot rely on retrieving the item they need.

The Database Standards Committee developed training materials which can be located on the Rolling Prairie website at <http://www.rpls.ws/BCcert/index.htm>

All cataloging staff (including staff who choose records and apply barcode labels) should now be certified or plan to become certified within three months of hiring by an LLSAP Library. Certification is a two-step process: a two-day class and the performance evaluation “test.” The Barcode Certification Performance Evaluation is offered approximately four times per year. There are two parts to the evaluation, both of which must be passed at the same sitting of the Evaluation. The first part is made up of matching, multiple choice and short answer questions on general terminology, basic MARC and searching.

Detailed explanation, and helpful background documents are available at <http://www.rpls.ws/BCcert/index.htm>; additional Prep Class materials and worksheets are at <http://www.rpls.ws/BCcert/Class/class.htm>

Dates for the classes and the Performance Evaluation are posted in the Prairie News <http://www.rpls.ws/news.htm> and in the L2 Library Learning Calendar <http://www.librarylearning.info/?LibSys=RPLS>

Libraries must maintain at least one certified barcoder on staff or their cataloging privileges will be suspended.

It is also the responsibility of LLSAP member libraries to inform Database Standards of any changes to cataloging staff. New staff members should be certified within three months of hire or assuming cataloging duties.