

**SUBJECT: Access Services: Cataloging/Classifying**

**MANUAL: Health Sciences Library Policy & Procedure**

**POLICY: Cataloging/Classification**

**RESPONSIBLE PERSONS: Library Acquisition Specialist and Librarians**

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**POLICY**

1. The MCHS HSL provides bibliographic control of monographs and other library materials.
2. All materials are cataloged according to the Ohio Private Academic Libraries (OPAL) Guidelines and the most recent Anglo-American Cataloging Rules and Resource Description and Access (RDA).
3. Medical Subject Headings (MESH) of the National Library of Medicine and the Library of Congress Subject Headings will be used.
4. All monographs are classified according to the classification schemes of the National Library of Medicine (NLM) and the Library of Congress (LC).
5. The classification/call number assigned to each monograph is used to locate and identify each item by subject and placed on the shelf in the order of the number.
6. MCHS HSL catalogs other materials, such as technology equipment (i.e. laptops, iPads, etc.) based on OPAL Guidelines.

**DEVELOPED BY: Library Staff**

**REVISED BY: Library Staff**

**REVIEWED BY: Stevo Rokсандic, Director**

**APPROVAL FOR IMPLEMENTATION BY:**

**DATE: 7/1/14**

**DATE: 1997**

**06/27/14**

**06/27/14**

*Ann Eschule*