MSP-1
SUNY Libraries Consortium Metadata Policies
Policy: Bibliographic utility

Policy justification: The presence of OCLC WorldCat record numbers in bibliographic records makes it possible to match records in a shared LSP when materials are owned by multiple SUNY libraries. The WorldCat record number provides a match point that simplifies record loading, record maintenance, and other technical operations. Requiring use of a common bibliographic utility ensures that the records of SUNY libraries can be merged and maintained with greater ease in a shared LSP.

- Members must use OCLC as their primary bibliographic utility
- Members must use the OCLC WorldCat record number as their primary match point when importing records into the shared LSP, except in cases where an SUNY policy has been established to use a different match point
- The following types of bibliographic records are not required to contain OCLC numbers or to have holdings set in WorldCat:
  - records created for ordering purposes
  - personal-copy course reserves
  - titles borrowed on ILL from outside the SUNY system
  - inventory control of equipment
  - records representing titles in a knowledge base
  - Marcive shipping list records
  - host bibliographic records for bound-withs
  - suppressed bibliographic records
  - record sets provided by vendors other than OCLC, including leased book sets

Any further exceptions must be approved by the Metadata Policies and Standards Working Group.