

TO: LIBRARY SUPPORT SERVICES

WSD Union Catalogue Update for _____
(month) (year)

Check **one** box in **each** section.

Deletions (Weeding)

None

OR

Please provide the following:

Automated schools:

- Supply a copy of the MARC record.
Deletion printouts must include:
title, author, publisher, publication date, ISBN.
- Do not send diskette(s)!

Reconned but not automated schools:

- Supply shelf-list card for any deletion.

Non-automated schools:

- Supply shelf-list card for any deletion.

NB: **Stamp with school name**
all cards/printouts forwarded
for deletion .

Additions (Cataloguing)

None

OR

Original cataloguing records created in automated schools

IMPORTANT

- **Materials must be catalogued to WSD standard** (see WSD Cataloguing Profile at http://www.wsd1.org/PC_LMS/Handbook/5Central/Technical_Services/profile.htm).
- Attach records on disk.
- Attach proof of public performance rights for videos/DVDs.
- **Non-standard records will be returned to the school.**
- Do not report cataloguing from United Library Services.

Name: _____

Position: _____

School: _____

Date: _____