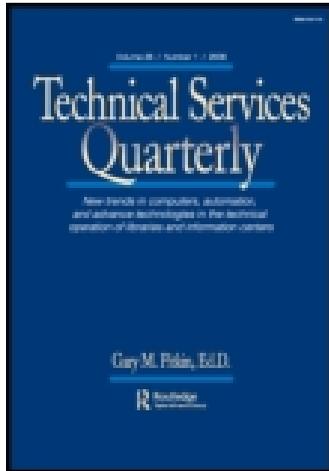


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Cataloguing Cheat Sheets <http://www.special-cataloguing.com/cheats>

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name and location of their institution. This allows technical services librarians to contact one another for additional information.

Answers to this form are uploaded to the database within three business days. The data can be found in two places on the site: collectively under the category “Pages and Files,” and also individually by topic on the website’s sidebar. Also included on the sidebar are a list of members and recent changes to the site.

Overall, the website is extremely clear and usable. It is still in its early stages but has great potential for development. The data that has been collected so far is a helpful service to technical services librarians, allowing them to reach out to one another for guidance and advice. For example, a technical services librarian whose institution is considering outsourcing authority control may reference the “Cataloging Practices” site to see if other institutions have also outsourced their authority control. The librarian could then contact one of these institutions for assistance.

More information, enhanced data, and a larger participant base would improve the database. Because the site is a wiki, it would be easy to encourage participants to upload more than just statistical information, to add local policies and best practices surrounding each of the topics. The wiki is a great start for information sharing. It will be interesting to see how it develops in coming months.

Rating: 4 out of 5

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### **CATALOGUING CHEAT SHEETS** **<http://www.special-cataloguing.com/cheats>**

Catalogers are always looking for ways to avoid recreating procedures if there is already good documentation out there to consult and use. Cataloging Cheat Sheets, developed by Special Libraries Cataloguing (SLC) in Metchosis, British Columbia, is an example of a website that shares its procedural documentation for about 40 different cataloging procedures. The cheat sheets are mostly short documents on formats descriptive cataloging, assigning call numbers and subject headings, and editing cataloging records. This site includes some RDA directions in preparation for its implementation in March 2013.

As SLC is a cataloging service, some of the cheat sheets are very specific to the cataloging and editing it does for its clients but other cheat sheets are written in a way that they can be used immediately by a cataloger in any library. An example of one such procedure is for Blu-ray disc cataloguing. It

begins with the default coding of the leader codes, the 007 field, and the fixed fields. It moves then to the variable fields and includes RDA information (for those libraries already using RDA). At the end of the document is a reference and link to Online Audiovisual Cataloger's (OLAC's) "Guide to Cataloging DVD and Blu-ray Discs . . ."

Another helpful cheat sheet involved cataloging for pamphlets, clip-pings, etc. SLC suggests pulling these materials into some type of collection and then cataloging only the collection. While the suggestion to not inventory the contents may startle some catalogers, this is a suggested procedure, not a suggested standard.

One of my favorite cheat sheets is the United States Code Table. This table has all 50 states listed, as well as Washington, DC, and includes columns with the codes or class numbers for United States postal abbreviations, Anglo-American Cataloging Rules, 2nd Edition (AACR2) abbreviations, MARC country code, MARC geographic area code (043), and LC class numbers for history (F), atlases and maps (G). I have already bookmarked this cheat sheet and I know I will use it a great deal in the future.

Finally, this website is designed well for using the cheat sheets. You do not have to return to the main menu or table of contents to see another cheat sheet. There is a complete list of the cheat sheets in a left navigation column. Additionally each cheat sheet has a printer-friendly version.

I was late in learning about this website but once I saw it I knew I could use it for training and linking out from some of our procedures to this site. Why spend time documenting processes that are already well written? Use this site to save time and then use that saved time for writing more complex local procedures.

Rating: 4 out of 5

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**DMPTOOL: DATA MANAGEMENT PLANNING TOOL**  
**<https://dmp.cdlib.org/>**

Research libraries are facing many new opportunities and challenges as they define their role in the emerging e-science arena. A number of U.S. funding agencies, such as the National Science Foundation (NSF) and the National Institutes of Health (NIH) require researchers to supply detailed, cost-effective plans for managing their data. As a result, libraries are beginning to develop services to support researchers in establishing data management plans.

DMPTool can help researchers meet the data requirements from funding agencies by providing step-by-step instruction and guidance for developing