

# Current Cataloging Priorities for Rare Print Materials (LTS Procedure #60)

**Scope:** *This document describes the priorities that Cataloging & Metadata Services staff use when determining which printed items to catalog first.*

**Contact:** [Margaret Nichols](#)

**Unit:** Cataloging & Metadata Services in RMC

**Date last updated:** 31 Mar 2023

**Date of next review:** January 2024

---

**General principle:** We do not add to the backlog. If a large acquisition temporarily creates a mini-backlog, we eliminate it as quickly as possible.

## Priorities

1. New acquisitions
2. Transfers (any that are not handled by LTS Database Quality staff)
3. The pandemic backlog
4. Any mini-backlogs generated by large purchases or gifts, retrospective conversion, etc.
5. Long-term backlog: Priorities across all unprocessed collections whose contents are to be cataloged individually are set in consultation with the Head of Technical Services in RMC. Cataloging priorities within a collection or subject area are set in consultation with the appropriate curator. In the absence of other instructions, follow these priorities:
  - a. Unprocessed acquisitions
  - b. Items with no online catalog record, or with a minimal or preliminary record only