

## **Coburn Free Library Cataloguing Procedures**

*As a member-library of the Finger Lakes Library System, we use the integrated library system Polaris, owned by Innovative Interfaces.*

An integrated library system (ILS) is a dual-facing system that allows: A) library personnel to maintain an inventory database and B) library patrons to access the inventoried materials. The accuracy of the ILS is extremely important. If items are misclassified or simply not entered into the system, patrons will not be able to find the items and there will be no way to track usage or gather statistics.

The Polaris ILS includes a networked cataloging portal with special functions for system staff. There is also an online library catalog for system patrons that describes the books, videotapes, periodicals, etc. carried by each Finger Lakes Library System member-library.

Coburn Free Library cataloging procedures follow the guidelines set up by the Finger Lakes Library System. Please refer to the following attachments, all supplied and updated by the Finger Lakes Library System Staff:

- 1) Item Maintenance Best Practices
- 2) Item Maintenance Guide
- 3) Collection Development Reports Guidelines