



AIATSIS
AUSTRALIAN INSTITUTE OF
ABORIGINAL AND TORRES STRAIT
ISLANDER STUDIES

AIATSIS COLLECTIONS CATALOGUING POLICY

2013-2016

NOVEMBER 2013

CONTENTS

1. Introduction
2. Aboriginal and Torres Strait Islander Resource & Information Network (ATSILRN) protocols
3. Background to cataloguing at AIATSIS
4. Scope
5. Aims of the catalogue
6. Formats
7. Standards
 - 7.1 Cataloguing standards followed**
 - 7.2 Authority standards followed**
 - 7.3 Minimum AIATSIS standard**
8. Record sharing
 - 8.1 Australian National Bibliographic Database (ANBD)**
 - 8.2 Informit – Indigenous Studies Bibliography**
9. Contact
10. Bibliography
11. Websites

1. INTRODUCTION

This policy document is for AIATSIS Collections staff and other information and library professionals. The policy will be monitored and reviewed by AIATSIS Collections staff to ensure that it reflects changes in AIATSIS policy and takes account of developments in international and national standards. Detailed guidelines for cataloguing are available separately.

2. ABORIGINAL AND TORRES STRAIT ISLANDER RESOURCE & INFORMATION NETWORK (ATSILRN) PROTOCOLS

AIATSIS endorses the [ATSILRN protocols](#). To align with the protocol regarding description and classification of materials, AIATSIS Collections pays particular attention to issues of sensitivity as an integral part of our cataloguing practices. AIATSIS Collections have developed, implemented and use an internationally approved thesaurus for describing material with Aboriginal and Torres Strait Islander content.

3. BACKGROUND TO CATALOGUING AT AIATSIS

Historically, AIATSIS used a non-MARC system to document its holdings. Records of material held in state institutions and not held by AIATSIS were originally included as the intention was to create a national bibliography.

From 1997 newly acquired book and pamphlet original records and holdings were added to the National bibliographic database overseen by the National Library of Australia. In March 1998, records from the non-MARC system were loaded into the Sirsi (MARC) system. In February 1999 the [catalogue](#) was made available on the web.

New records for library holdings were created in MARC format and added to Libraries Australia. Retrospective holdings for selected print collections were added to Libraries Australia in February 2008. From 2013 catalogue records from AIATSIS Audiovisual Collections were added for pictorial and sound recordings.

4. SCOPE

One of the goals of AIATSIS Statement of Strategic Intent is: *To Ensure of collections are safe, accessible, valued and growing.*¹ Through strategies which include: *Enhancing access to our collections*

1. *Statement of Strategic Intent, AIATSIS, 2013-2016*

The catalogue records are the key to accessing the AIATSIS collections. To further aid discovery, the catalogue includes analytic records, which provide detailed analysis of journal articles and book chapters. Annotations in bibliographic records enrich the content of the records to maximise resource discovery by clients.

AIATSIS Collections uses headings from Pathways: the [AIATSIS Thesauri](#) – for subjects relating to Australian Indigenous studies, language/people and Australian place names. These are culturally appropriate headings, developed by AIATSIS for use when describing materials with Australian Indigenous content.

In-depth name indexing of material has developed the Aboriginal and Torres Strait Islander biographical index. These records are included in the catalogue.

5. AIMS OF THE CATALOGUE

The catalogue describes material in the AIATSIS Collections. Catalogue records provide access to resources for clients, particularly Aboriginal and Torres Strait Islander clients. For physical items, the catalogue record is used to indicate the location of an item in the collections.

6. FORMATS

The following formats are catalogued by AIATSIS Collections

Books, Pamphlets

Posters

Kits

Electronic documents and websites

CD's, CD-ROMs, DVDs

Microforms

Journals

Annual reports, Newsletters and newspapers

Legislative and Parliamentary publications

Government publications

Court transcripts

Bibliographies

Manuscripts - Diaries, Field notes, Theses, Personal papers, Organisation records and papers

Photographs and pictorial materials

Recorded sound

Moving images

7. STANDARDS

7.1 Cataloguing standards followed

Resource description and access (RDA)

USMARC 21

Dewey Decimal classification edition 21

Library of Congress subject headings (LCSH)

Cutter-Sanborn Table

7.2 Authority standards followed

Library of Congress Name Authorities

Libraries Australia Authorities

Authority work is performed in accordance with the AIATSIS Collections Authority Control guidelines.

7.3 Minimum AIATSIS standard

008 field : Date type and date

Mandatory field : 245 Title / Statement of responsibility

8. RECORD SHARING

Records are contributed to the following external databases/catalogues

8.1 Australian National Bibliographic Database (ANBD)

The Australian National Bibliographic Database (ANBD) is Australia's largest single bibliographic resource and contains:

Bibliographic records representing resources that are part of an Australian library collection, including published resources, unpublished resources such as original pictures, archives and manuscripts, unique items, and resources provided in any media;⁴

Formats included by AIATSIS Collections on the ANBD include: Books, pamphlets, electronic documents, websites, manuscripts, moving image, photographs and sound recordings.

The ANBD is made available by the National Library of Australia (NLA) through Libraries Australia. From Libraries Australia our records are shared to other catalogues such as [Trove](#) an online service developed by the National Library of Australia. As a result of an agreement between National Library of Australia and OCLC our records are also included in [WorldCat](#).

8.2 Informit – Indigenous Studies Bibliography

Informit is an online service offering a wide range of databases and content publication products, the source of Australasian scholarly research to the education, research and business sectors. Informit encompasses RMIT Publishing's online products. RMIT Publishing is a business unit of RMIT Training Pty Ltd, a subsidiary of RMIT University.

[Indigenous Studies Bibliography] This is the premier database that indexes published and unpublished material on Australian Indigenous studies. 4

9. CONTACT

For further information contact library@aiatsis.gov.au

10. BIBLIOGRAPHY

Australian Institute of Aboriginal and Torres Strait Islander Studies. Statement of Strategic Intent 2013-2016, AIATSIS, [Canberra 2013]

Australian Institute of Aboriginal and Torres Strait Islander Studies. [insert program name here Aboriginal and Torres Strait Islander (ABI) indexing Policy 2013-2016, AIATSIS [Canberra 2013]

11. WEBSITES

ATSILRN protocols: <http://www.aiatsis.gov.au/atsilrn/protocols.php>

Libraries Australia website: <http://www.nla.gov.au/librariesaustralia/>

RMIT website: <http://www.informit.com.au/products/indexes.aspx?id=AIATSIS>