

On-the-Fly Cataloging

Best Practice Recommendations

Introduction

On-the-Fly Cataloging is a functionality typically used by fulfillment staff; it allows staff at the circulation desk to catalog items for circulation, allowing patrons to use these items, and automatically send these items to staff working in technical services to be fully cataloged once they are returned.

Below we have highlighted some best practice recommendations based on workflows utilized by many other libraries utilizing the Alma system.

Best Practice Recommendations

Use Existing Records When Available

Frequently on-the-fly cataloging may be for items that have titles cataloged already. These may include circulating newspapers and magazines. In these instances, existing records should always be used

When Cataloging New Records, Do Not Publish to OCLC

When cataloging on-the-fly, there is an option to publish to OCLC. In general, this option should not be used. This is for three main reasons:

- Some on-the-fly cataloging work is for equipment, and should not be part of the WorldCat catalog.
- New records for unique items should be fully reviewed before being published to OCLC.
- Publishing to OCLC typically requires an OCLC number, which is a data point not often available at circulation.

Choose the Item's Permanent Location When Possible

When selecting a location during on-the-fly cataloging, utilize the permanent location whenever possible to streamline processing after technical services work is completed.