

## Lynx Cataloger Required Training

The Lynx consortium is committed to providing our patrons clear and equal access to our joint catalog of items. Therefore, a schedule of required training will be required of all staff who work in our joint catalog. The following comes directly from the Lynx Joint Powers Agreement:

*Cooperative Cataloging. Consistent cataloging and record maintenance shall be a priority for Member Library with an emphasis on providing the best possible experience for the public. Member Libraries shall abide by established standards and practices of Lynx in cataloging as determined by the Member Libraries and comply with the following requirements:*

*1. Member Libraries shall retain a staff member with adequate knowledge and understanding of established standards and practices of Lynx and such staff member shall be assigned to the cataloging committee, if such committee is formed by the Board pursuant to the Bylaws and prioritize attendance at cataloging committee meetings.*

*2. Member Libraries shall be responsible for the entering and maintaining of item records in accordance with established standards and practices of Lynx.*

*3. Member Libraries shall communicate, cooperate, and provide support and assistance to other Member Libraries as needed, to the extent practicable.*

*4. The Administrator shall coordinate ongoing training opportunities relating to cataloging.*

Staff will be required to complete training:

- As soon as possible when initially working in the joint catalog
- It is required that the Lead Cataloger at each library attend designated training
- Consortium will pay for a maximum of 2 staff members trained per library, (no more than 20 overall for initial training)

*Approved by Lynx Directors 10/20/2023*