

LAC CATALOGUING PRIORITIES
 (excluding music sound recordings and music videorecordings)
 [effective January 1st, 2006]

PRIORITY	CATEGORY	CATALOGUING LEVEL	TIME TARGET
1	CIP preliminary All Reference collections Rare Books On demand rush requests	Full Full Full (as defined for Rare) Variable	48 hours
2	CIP updates DSP Unesco	Full Variable Abbreviated	90% within 10 working days from receipt in LAC
3	Special Emphasis – Current: current year minus 5, (i.e., 2006, 2005, 2004, 2003, 2002, 2001) Special Collections (Juv) regardless of date	Full Core (Printed music) Full	60% within 3 months
4	Outside Special Emphasis – Current: current year minus 1, (i.e., 2006, 2005)	Minimal Core (Federal Government publications)	60% within 3 months
OBSOLETE 5	Special Emphasis – Aging: current year minus 3-5	Minimal	no specific target
6	Special Emphasis – Old: current year minus 6 or earlier, (i.e., 2000 and earlier)	Abbreviated	no specific target
7	Outside Special Emphasis – Old: current year minus 2 or earlier, (i.e., 2004 and earlier) Other Minor Publications regardless of date	Abbreviated	no specific target

Materials excluded:

Theses -- catalogued in a separate workflow; the time target for theses is equivalent to priority 3 or higher.

Music sound recordings and music videorecordings -- covered under a separate set of priorities.

Harlequins -- while falling into the Literature area of special emphasis, catalogued at priority 7.