

Language Divisions and Policy for Treatment of Out-of-Scope Languages

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Collection Development and acquisition functions for the Widener collection are divided by geography, whereas cataloging functions are primarily divided by language. This circumstance has always made for an odd twist in workflows where materials received in one language division are transferred to another language division for cataloging when they fall in the language scope of the second division. This has been the case even if language skills in the initial division exist (e.g. English language materials received in any division besides the English Division).

After some discussion, the HCLTS Managers group has agreed that most materials received within a language division *with copy* should be copy cataloged by that division *if the language skills exist to do so*. This approach will have several advantages:

- More efficient use of staff time
- More timely processing for patrons, especially if copy cataloging on receipt is an option
- Easier tracking for patron requests if an item is in the workflow of the division that received it

Items *without copy* and in “out-of-scope” languages that are sent to the Cat Stacks may be sent there on the truck used by the receiving division. The tracking system in place for backlog materials is not dependent on language groupings.

For large groups of materials, such as full shipments of out-of-scope languages (e.g., French Canadian materials received by the English Division) the practice of transferring such materials after receipt to a language division which has a greater capacity to deal with them efficiently may continue.

Materials from the Cataloging Stacks generally will be distributed for cataloging by language, regardless of the division in which they were received. The exception to this rule is African & Asian, which will continue to catalog materials they receive in French and English, in addition to the languages of Africa and South Asia.