



**AMERICAN
UNIVERSITY
OF BEIRUT**

University
Libraries

CATALOGING AND METADATA SERVICES DEPARTMENT (CMS) POLICIES AND PROCEDURES

Version Number: 2.0

Document Category: Departmental Policies and Procedures

Document Owner: Head of Cataloging and Metadata Services Department

Date Last Modified: August 13, 2026

Table of Contents

Scope	4
Policy Statement	4
1. Receiving and Processing of Library Materials	5
<i>A. Receiving Materials</i>	5
<i>B. Resource Types</i>	5
<i>C. Processing Priorities</i>	5
2. Cataloging Workflow	5
<i>A. Cataloging Arabic Resources</i>	6
<i>B. Re-cataloging</i>	6
<i>C. Classification</i>	6
<i>D. Western and Arabic Languages Resources Tools</i>	6
3. Catalog Maintenance and Global Changes	7
4. Linked Data	7
5. Serials and Continuing Resources	7
<i>A. Holdings</i>	8
6. Transfer and Relocation	8
7. Binding and Repair	8
8. Discard and Withdrawal	8
9. Staff Training and Professional Development	8
10. Students Internship and Work Study Program	9
11. Metadata Services	9
<i>A. Metadata Quality Control</i>	9
<i>B. Metadata Tools</i>	10
<i>C. Metadata Standards and Controlled Vocabularies</i>	10
12. AI Assistance	10
Procedures	12
1. Catalog Maintenance and Global Changes	12
<i>A. Creating a Set in Alma</i>	12
<i>B. Applying Global Changes</i>	12
2. Marking, Labeling, and Tattle-Taping	12
<i>A. After Cataloging</i>	12

<i>B. Create Set and Update System</i>	12
<i>C. Marking</i>	13
3. Serials and Continuing Resources	13
4. Transfer and Relocation	13
5. Binding and Restoration	14
<i>A. When the Items are in the Cataloging Department</i>	14
<i>B. Sending Items to the Restoration Department</i>	14
<i>C. When Repaired Items Are Returned</i>	14
6. Discard and Withdrawal	15
<i>A. In the Bibliographic Record (Bib)</i>	15
<i>B. In the Item Record</i>	15
7. Lost Items (Lost-Missing-Books & Lost and Paid)	15
8. Metadata Creation, Transformation, and Quality Control	15
9. Institutional Repository (AUB ScholarWorks) Procedures	16
<i>A. Thesis and Dissertation</i>	16
<i>B. AUB Publications</i>	16
<i>C. Department of Education (EDU218) Children's Books</i>	17
Appendices	18
Appendix A – Locations and Shelf Codes	18
Appendix B – Discard Category Justifications	22
Appendix C – General Dewey Decimal Classification (DDC)	22
Appendix D – Additional Resources	23

Scope

The Cataloging and Metadata Services Department (CMS) supports the University Libraries' physical and digital collections through cataloging, classification, metadata creation, management and transformation, authority control, bibliographic maintenance, and metadata quality assurance. The department applies recognized cataloging and metadata standards, controlled vocabularies, and best practices to ensure the discoverability, accessibility, interoperability, and long-term usability of library resources across multiple systems and platforms.

The department supports cataloging and metadata management of various resource types. It provides metadata services for library systems, digital repositories, discovery platforms, and metadata projects, including metadata mapping, normalization, migration, remediation, linked data readiness, and authority control.

The department works collaboratively with library departments, academic units, and institutional partners to support Metadata consultation, digital collections, repository initiatives, system implementations, and other Metadata-related projects. It also supports the responsible use of emerging technologies, including AI-assisted workflows, in accordance with University Libraries policies, professional standards, and established metadata practices.

Policy Statement

This policy governs the creation, enhancement, maintenance, transformation, quality control, preservation, and management of bibliographic, holding, item, authority, and repository metadata for the University Libraries' physical and digital resources. It applies to all resource types managed by the Cataloging and Metadata Services Department (CMS), including books, e-books, serials, theses and dissertations, maps, audiovisual materials, datasets, faculty publications, digital collections, institutional repository content, and materials from Archives and Special Collections that are cataloged or described by the department.

The policy covers metadata created, imported, transformed, migrated, or maintained in Alma, ScholarWorks, Omeka, and other library-supported systems, repositories, and platforms. It also applies to AI-assisted metadata workflows, all outputs of which are subject to appropriate human review, verification, and validation before acceptance or use.

This policy applies to all CMS personnel, including librarians, staff members, interns, trainees, and student assistants. It also applies to personnel from other University Libraries departments who participate in Metadata creation or editing, or repository Metadata activities under the guidance of CMS.

The following numbered policies govern the department's operations.

1. Receiving and Processing of Library Materials

A. Receiving Materials

- The Department receives monographic items through the Acquisitions Department.
- Received items are checked physically against their brief bibliographic records entered by the Acquisitions Department.
- Physical items are sorted and shelved by receiving date and source of acquisition; large donations are shelved by donor, then received date.
- The “Process type” is changed globally from “Technical Services” to “Cataloging Department”.
- For donations of more than 40 books, donation labels are printed and affixed to page 2 of cover; notes are added at the bibliographic and item level.
- The department is responsible for physical processing of library materials before shelving and collaborates with the Preservation and Conservation Department to repair damaged materials.

B. Resource Types

Books and e-books, serials, theses, maps, presentations, faculty publications, datasets, and audiovisual materials are processed within the Cataloging and Metadata Services Department. Archives and Special Collections materials such as manuscripts, postcards, and photographs are cataloged under the guidance of the Department Head.

C. Processing Priorities

Materials are processed according to the following priority order:

- Rush materials for students, faculty, AUB departments, and staff.
- Materials purchased by the Acquisitions Department.
- Additional copies and volumes purchased or donated.
- Reference materials.
- Materials for Archives and Special Collections.
- Materials requiring original cataloging.
- Books in Spanish, French, Kurdish, Persian, German, Ottoman Turkish, and other languages not available in OCLC or LC.

2. Cataloging Workflow

- Applying Resource Description and Access (RDA) as the primary cataloging standard.
- Using MARC 21 Format for Bibliographic, Holdings, and Authority Data.
- Copy cataloging from OCLC WorldCat and the LC Online Catalog (first choice), or any other major American university catalog (second choice). Records are reviewed and enhanced to local standards and practices before saving to Alma.
- Original cataloging is performed when MARC records are not available in OCLC or from publishers for all language materials.

A. Cataloging Arabic Resources

- Transliteration is applied for all MARC21 fields except notes and subject headings, according to ALA-LC Romanization Tables.
- Library of Congress Subject Headings (LCSH) translated into Arabic for subject cataloging of materials in Arabic script (Arabic, Persian, and Ottoman languages), developed in-house using Al-Maknaz al-Muwassa' and al-Mawrid al-Akbar.
- When a subject term is not found in any designated list, a new heading is created using the most-used terminology in academic sources.
- For bilingual resources, Arabic is treated as the primary language.
- Arabic translation of relators and relationships using Muhammad Muawwad RDA MARC Code List and RDA Glossary.

B. Re-cataloging

- Verifying and enhancing bibliographic records assuring conversion from AACR2 to RDA.
- Creating or updating holdings and item records with correct location, call number, and item policy.
- Applying authority control to all access points (names, subjects, preferred titles).
- Establishing bibliographic relationships using MARC21 linking fields and RDA registries.
- Integrating URI's for different entities using designated MARC21 subfields.
- Assigning roles for name entries from MARC List of Relators using designated subfields.
- Authority normalization and enhancement according to LCNAF and LCSH.

C. Classification

- Dewey Decimal Classification (DDC) for all non-archival and non-medical resources.
- National Library of Medicine (NLM) Classification for materials held at Saab Medical Library.
- Cutter-Sanborn Three-Figure Author Table via OCLC's Dewey Cutter Program.
- AUB In-house Numbering System - alphabetical and sequential numbering for non-book materials (microfilms, DVDs, CD-ROMs, Archives & Special Collections).
- Cutter local list developed in-house for Arabic names in Arabic literature.

D. Western and Arabic Languages Resources Tools

- Library of Congress Subject Headings (LCSH) - latest edition, primary vocabulary for all Western-language materials.
- Medical Subject Headings (MeSH) for medical and health sciences materials (Saab Medical Library).
- Library of Congress Genre/Form Terms (LCGFT) applied where appropriate, especially archival materials.
- Library of Congress Name Authority File (LCNAF) for personal, corporate, and jurisdictional names, and preferred titles.
- Al-Maknaz al-Muwassa' thesaurus (Shuman Foundation) for translating LCSH subject headings not found in the in-house list.
- Al-Mawrid al-Akbar dictionary for translation of LCSH not found in the in-house list or Al-Maknaz.
- LCSH translated into Arabic - an in-house list developed by AUB catalogers for Arabic and Islamic topics.

- LCNAF transliterated into Arabic script for Arabic name authority forms.
- ALA-LC Romanization Tables for all non-Latin script languages.
- Virtual International Authority File (VIAF) for international personal names.
- Al-A‘lam of Zirkli for Arabic names not found in LCNAF or VIAF.
- CONSER standards and LC-PCC Policy Statements for serials cataloging.
- RDA Toolkit for cataloging policies, practices, and guidelines.

3. Catalog Maintenance and Global Changes

- Frequently updating the library catalog to align with current RDA practices and guidelines.
- Creating normalization and indication rules used for metadata standardization, cleanup, and batch record maintenance.
- Applying global modifications to bibliographic, holding, and authority records.
- Resolving problems from inventory projects, handling withdrawals and transfers.

4. Linked Data

The department supports metadata practices that facilitate interoperability and future linked data, including:

- Adopting RDA as an entity-based, relationship-focused, and URI-friendly standard.
- Integrating URIs into authority-controlled access points using MARC21 subfield \$\$0 where applicable.
- Using relationship designators and relator terms in subfields \$\$e and \$\$4 to identify roles.
- Recording WEMI relationships using RDA relationship elements and registries.
- Creating and maintaining bibliographic relationships in accordance with the IFLA Library Reference Model (LRM).
- Supporting BIBFRAME readiness and awareness as metadata practices evolve toward linked data environments.

5. Serials and Continuing Resources

- The Department catalogs and manages serials, integrated resources, and continuing resources according to recognized metadata standards, holdings practices, authority control, and continuing resource workflows.
- Barcodes are not assigned to serial issues.
- Separate bibliographic records are created for the same serial issued in a different format or title.
- Arabic serials are classified according to Dewey Decimal Classification; Western serials are classed alphabetically.
- Permanent location is determined by the Acquisitions Department and according to the material's condition, historical importance, date, and rarity.
- General subjects are used for serials with general and multidisciplinary topics; specialized subjects for specialized serials.
- Comics and graphic serials are placed in the Comics Section in Archives and Special Collections.
- Single-issue serials are cataloged as journal issues and shelved in the general stacks. When subsequent issues are received, the record is updated and the location is adjusted accordingly.

- Cataloging practices are guided by CONSER standards, RDA instructions, and LC-PCC Policy Statements.

Managing Holdings

- Record existing volumes and issues in holding record.
- Missing issues are recorded in the bibliographic record note field.
- Journal issues that cannot be shelved in Jafet stacks due to fragile physical condition are housed at Archives and Special Collections.
- Serials measuring more than 30 cm are treated as folios; those more than 40 cm are treated as large folios, and locations are updated accordingly (P:LF, PA:F, PA:LF).

6. Transfer and Relocation

- The department manages both single-item transfers and large-scale transfer projects within the AUB Libraries' locations.
- Physical items must reflect the updated location information recorded in Alma.
- Updated location information is recorded on the top of the title page when applicable.
- Spine labels are corrected or replaced to correspond with the location recorded in Alma.
- Item policies are updated according to the item's permanent location.

7. Binding and Repair

- The Department receives or identifies items in poor physical condition requiring repair or rebinding.
- Materials requiring repair are routed through the Preservation and Restoration workflow.
- Repair materials may be processed individually or in batches before transfer to the Preservation and Restoration Lab.
- Materials returned from the Preservation and Conservation Lab are reviewed and either sent for shelving or further processing.

8. Discard and Withdrawal

- Bibliographic records coded as "deleted" are hidden from public display.
- Lists of deleted titles are retained in Alma for auditing purposes.
- All discard actions are performed as per authorization lists received from the Acquisitions Department.
- Discard actions require a recognized justification category to be selected and recorded (see Appendix B).

9. Staff Training and Professional Development

The department supports ongoing professional development, staff training, workflow assessment, and knowledge sharing to ensure alignment with evolving metadata standards, technologies, and discovery systems. The department encourages responsible exploration of emerging technologies, including AI-assisted workflows.

Activities include:

- Attending and participating in metadata standards and cataloging training programs.

- Keeping current with RDA updates, MARC revisions, and emerging linked data and BIBFRAME developments.
- Exploring and evaluating AI-assisted metadata tools and workflows.
- Participating in cross-departmental knowledge sharing and workflow documentation updates.
- Attending mandatory workshops like system implementation or new scheme introductions.

10. Students Internship and Work Study Program

The Cataloging and Metadata Services Department is committed to supporting the next generation of library and information science professionals. The department regularly hosts:

- Trainees from the Lebanese University's Library Science program, providing hands-on experience in cataloging, metadata creation, classification, and resource management.
- AUB interns through the University Libraries Internship Program, supporting departmental tasks and gaining practical exposure to library and metadata practices.
- In its commitment to the broader AUB community, the department has also welcomed participants from outreach and community programs such as the Next Step Program.
- Student assistants support day-to-day departmental operations through the work-study program at AUB.

11. Metadata Services

The department provides metadata services and support for library projects across all formats and collections. It monitors evolving metadata standards and evaluates their implications for library systems, workflows, interoperability, and discovery practices.

The department collaborates with Archives and Special Collections, Digital Initiatives and Scholarship (DIS), academic departments, and institutional partners on metadata consultation, creation, transformation, digital collections support, and discovery enhancement.

Metadata mapping is performed when preparing records from Alma for ingestion into digital collections platforms, institutional repositories, and external systems. AI-assisted processing workflows are followed by staff review and validation.

A. Metadata Quality Control

- Unification of access points (names, subjects, genre/form), according to LC.
- Metadata-to-object consistency review - verifying that descriptive metadata accurately reflects the associated digital object or digitized physical resource.
- Metadata normalization, cleanup, and transformation workflows are performed using metadata processing tools.
- Correct and update digitized objects and their corresponding records in Alma whenever discrepancies or changes are identified.

B. Metadata Tools

Tool	Purpose / Use
Ex Libris Alma	Bibliographic, holdings, item, and authority record management.
Alma Analytics	Metadata extraction, reporting, and batch metadata workflows.
OpenRefine	Metadata normalization, reconciliation, cleanup, transformation, and mapping workflows.
MARCEdit	MARC editing, validation, batch processing, and metadata transformation.
DSpace / ScholarWorks	Institutional repository and digital collections management.
Microsoft Excel	Metadata review, batch editing, tracking, and quality control workflows.
RDA Toolkit & RDA Registry	Descriptive cataloging standards, relationships, and linked data practices.
Omeka	Content management system for digital collections and exhibits. Metadata ingested using Dublin Core.
AI-assisted tools	Metadata cleanup, normalization, transcription, summarization, transformation, and repetitive metadata workflows with staff review and validation.

C. Metadata Standards and Controlled Vocabularies

- Dublin Core is the primary metadata schema for digital collections and repository metadata.
- Library of Congress Name Authority File (LCNAF) is used for authorized name forms, including transliterated forms.
- Library of Congress Subject Headings (LCSH) are used for Western materials; the translated AUB in-house Arabic subject list is used for Arabic materials.
- Library of Congress Genre/Form Terms (LCGFT) is used where applicable.
- ISO 639-2 language codes are used for recording language information (e.g., eng, ara, fre).
- Dates are recorded using ISO 8601 format (YYYY-MM-DD).
- MARC21 is used for bibliographic, holdings, item, and authority metadata management within Alma.

12. AI Assistance

The department supports the responsible use of AI-assisted tools for metadata cleanup, transformation, normalization, transcription, summarization, and other repetitive or time-consuming workflows.

AI Usage Requirements
AI-assisted workflows must be used responsibly and ethically in accordance with AUB policies, professional cataloging standards, privacy and confidentiality requirements, intellectual property considerations, and the privacy of the University community. AI-generated metadata must be reviewed and validated by staff before use. Metadata standards, cataloging policies, authority control practices,

AI Usage Requirements

and professional cataloging judgment remain authoritative over AI-generated output. AI-assisted workflows are used to enhance efficiency and support metadata operations and do not replace professional review or decision-making.

AI-assisted tools are used to support the following tasks, with all outputs subject to staff review and validation:

- Locating missing issues and identifying publication patterns in serials.
- Assisting with searches and resource identification.
- Image-to-text processing, especially for content, tables of contents, and abstracts in English and Latin languages.
- Recognizing foreign languages and non-Latin scripts.
- Identifying bibliographic and serial relationships.
- Generating preliminary keywords and descriptive metadata.
- Suggesting possible subject headings and access points.
- Locating errors in typed content.
- Assisting with metadata cleanup, normalization, and transformation workflows.
- Accelerating metadata search and bibliographic verification tasks.
- Creating bibliographic records with Metadata Editor (MDE) AI assistant in ALMA.

Procedures

The following numbered procedures describe how staff conduct the policies stated above.

1. Catalog Maintenance and Global Changes

A. Creating a Set in Alma

Two methods are available for creating bibliographic, holding, or authority record sets that require changes:

- Use an existing query through the advanced search function to create a set.
- Create a set of all catalog records and filter using an Indication Rule:
- Create a new Indication Rule in the Metadata Editor (MDE).
- Select the record type: Bibliographic, Authority, or Holding.
- Select the rule language: Form, Drool, or XSL.
- Select access level: Private or Shared (private rules cannot be used in filtering).
- Test the result on one record in the MDE.
- Filter the set by selecting the Indication Rule; the output will be a new set with filtered records only.

B. Applying Global Changes

Global changes and updates are only possible through Normalization Rules:

- Create a new Normalization Rule in the Metadata Editor (MDE).
- Select the record type: Bibliographic, Authority, or Holding.
- Select the rule language: Form, Drool, or XSL.
- Select access level: Private or Shared.
- Test the result on one record in the MDE.
- Configure the normalization rule to be added to the list of Jobs.
- Run a job using the normalization rule on the created/filtered set.
- Monitor the job to confirm it runs and completes.
- Review the job report to detect errors/exceptions and confirm the number of processed records.

2. Marking, Labeling, and Tattle-Taping

A. After Cataloging

- In the item record, add “Marking Rush” in Internal Note 1.
- In Acquisitions Module → Receiving Department Items, change the item status to “Marking Rush.”

B. Create Set and Update System

- Go to Acquisitions Module → Receiving Department Items.

- Sort items by status: Marking-Rush.
- Select all relevant items and change their status to “Available.”
- Create a physical item set: Physical Items → Internal Note 1 Contains phrase: Marking Rush.
- Verify that the number of physical items matches the number of items in the set.
- Run the job “Change Physical Items Information,” select the created set, and apply: Process Type → Available; Internal Note 1 → blank/empty.
-

C. Marking

- Print call number labels using the internal Spine Label application.
- Stamp the sides of the book: “AUB Library.”
- Place the AUB Library label on page 2 of cover.
- Insert a tattle tape on the book gutter.
- Affix the call number label to the spine. Heat labels to ensure stronger adhesion.
- Send items to Circulation and Closed Area departments for shelving.

3. Serials and Continuing Resources

- Receive titles from Acquisitions Department; create one item for the serial to determine appropriate location.
- Record titles, subtitles, parallel title, key title, and abbreviated title when applicable.
- Record place of publication, frequency, beginning and ending dates, type of serial, regularity, and language in MARC 21 fixed field 008.
- Record publication frequency and sequential designation in fields 310 and 362.
- Record the editor, co-editors, and owner of the serial; create access points for the authorized form of the name.
- Assign roles/relators for name entries.
- Provide linking using MARC21 linking fields when applicable, with reciprocal relationships recorded.
- Record date of serial according to LC-PCC guidelines.
- Record source of description, editors, numbering peculiarities, linking entry complexity, ownership, issuing body changes, languages, reproduction, supplements, summaries, publication irregularities, linking entries, and former titles in note fields (5xx).
- Record name, geographic, and topical subjects using according to LCSH and LCNAF.
- Maintain holdings records, record missing issues, and assign call numbers.
- Record issue enumeration in the “Description” field, e.g., v.38:no.1(1989:Sep.23).
- Send processed serial titles to the Acquisitions Department for item creation.

4. Transfer and Relocation

- Change the Permanent Location field in Alma (Alma will automatically update the associated holdings record).

- Update the shelf mark in the Item Call Number field if applicable (e.g., JW, R) and update the copy number if needed.
- Change the Item Policy if required (e.g., Standard Loan, Building Use Only).
- Add a transfer note in Internal Note 2.
- In the holdings record, correct the shelf mark in \$\$k if present, as it does not update automatically when the location changes.

5. Binding and Restoration

A. When the Items are in the Cataloging Department

- Edit the Inventory Item.
- Change the Process Type to “Cataloging Department.”
- Add the following to Internal Note 1: CAT-BINDING.
- In the Acquisitions Module → Receiving Department Items, change the item status to CAT-BINDING.

B. Sending Items to the Conservation and Preservation Department

- Create a set using: Physical Items → Internal Note 1 contains keyword: CAT-BINDING.
- Verify that the number of physical items matches the number of items in the created set.
- Export the set and email the file to the Restoration staff.
- Run the “Change Physical Items Information” job; select the created set; update Process Type → Repair-Restoration and Internal Note 1 → Blank.
- In Acquisitions Module → Receiving Department Items, change the location to Repair-Restoration Default Department.
- Sort items by “Received Date to Department”; select all items received on the current day; change status to Repair.
- Once completed, change the location back to Cataloging Default Department.

C. When Repaired Items Are Returned

- Open the Excel file sent by the Restoration staff and compare restored items with items still pending restoration.
- In Acquisitions Module → Receiving Department Items, change the location to Repair-Restoration Default Department.
- For each returned item: Select Edit → Status → change status to Available → Save the record.
- For items requiring additional cataloging work: Edit the Inventory Item → Change Process Type to Cataloging Department.
- For items ready for shelving: Edit the Inventory Item → Change Process Type to Available.
- Finalize processing: change the location back to Cataloging Default Department; update item statuses as needed.

6. Discard and Withdrawal

A. In the Bibliographic Record (Bib)

- Change record status to “d” (deleted) in MARC leader.
- Add “DELETED TITLE” to the resource title.
- Add discard justification in designated local note field 914.
- Add staff initials in designated local note field 918.
- For multi-location cases, two 914 fields may be added.

B. In the Item Record

- In Item Call Number, append the authorization reference (discard-YYMMDD) after the shelf mark.
- Change the Item Policy to none/empty.
- Change the Process Type to Suppress/Discard at the Suppress/Discard Department.
- Move the barcode value to Internal Note 3 (e.g., Barcode: 00025948).
- In Retention Reason, select the appropriate reason from the drop-down menu.
- In Retention Note, add justification, discard list number, staff responsible, and date.
- Set Committed to Retain to “No” in the Retention Information section.
- Change workorder to Suppress/Discard, then change status to “Discard” from the Acquisitions module.
- Stamp the books with “Discard” on the first and last page.
- Deliver the books to the Acquisitions Department.

7. Lost Items (Lost-Missing-Books & Lost and Paid)

- Suppress the bibliographic record from Discovery if the resource has only one item.
- Suppress the holding of the corresponding item record from Discovery.
- Change Process Type to “Suppress / Discard.”
- Change Status to “Suppress” from the Acquisitions module.
- Add Lost note in Internal Note 3, e.g., Lost-Missing-Books (Access Services Department, CC, 2026-01-15) or Lost and Paid (Access Services Department, CC, 2026-01-15).

8. Metadata Creation, Transformation, and Quality Control

- The Department Head assigns metadata and cataloging projects according to the nature, format, scope, and urgency of each project.
- Review project requirements, needs analysis, and resource formats prior to processing.
- Create metadata for resources not represented in Alma, including archival and special collections materials.
- Export metadata from Alma when records already exist, or export using Alma Analytics according to project requirements.

- Perform metadata mapping, normalization, cleanup, transformation, and concatenating using OpenRefine and related tools.
- Customize metadata elements when Dublin Core elements are insufficient to describe the resource.
- Share the list with the assigned staff member in Archives and Special Collections for editing.
- Record collection-level, hierarchical, continuation, and related-resource relationships where applicable.
- Review metadata records for completeness, consistency, authority control compliance, metadata-to-object accuracy, and adherence to local and international standards.
- Follow up with the Digital Initiatives and Scholarship (DIS) Department for any missing digital objects or files.
- Share the list with DIS as this metadata will be published and preserved with the digital file.

9. Institutional Repository (AUB ScholarWorks) Procedures

A. Thesis and Dissertation

An email notification is automatically generated for all types of new submissions.

- Review the submission to ensure all required files are included, the Approval Form is signed, the Release Form is completed and signed by the student, the thesis file is properly formatted, and main fields are free of typing mistakes.
- Approve or reject the submission based on the review. In case of rejection, send the student the reasons and specify required corrections before resubmission.
- If the submission meets all requirements, claim it and begin the editing process (metadata fields, file names and sequence, access condition type, etc.).
- After completing enhancements, approve the submission. Additional missing fields may be completed at this stage (date, release date, institution, etc.).
- After cataloging each thesis in Alma, return to the related ScholarWorks record to convert student-submitted keywords into Library of Congress authorized subject headings, while retaining widely recognized international keywords.
- Track release dates of restricted theses to change their status to “Open Access” on the specified date.

B. AUB Publications

- Review and check the submission to ensure the resource is suitable for inclusion in the collection (resource type, value of the information included, etc.).
- Check whether the file already exists in ScholarWorks or Alma; if so, reject the submission due to duplicate records.
- Approve or reject the submission based on the review; if rejected, inform the submitter of the reasons and specify necessary corrections.
- If the submission meets all requirements, claim it and begin the editing process (metadata fields, file names, etc.).

- After completing enhancements, approve the submission and complete any additional missing fields.
- Convert submitted keywords into Library of Congress authorized subject headings, while retaining widely recognized international keywords.

C. Department of Education (EDU218) Children's Books

- Review and check the submission to ensure the book is properly formatted (cover page, title page, pagination, summary, etc.) and main fields on the title page are free of typing mistakes.
- Approve or reject the submission based on the review.
- If the submission meets all requirements, claim it and begin the editing process.
- After completing enhancements, approve the submission and complete additional missing fields.
- Convert submitted keywords into Library of Congress authorized subject headings, while retaining widely recognized international keywords.

Appendices

Appendix A – Locations and Shelf Codes

The following table lists active AUB Libraries location codes in Alma items & holdings records.

Alma Code / Location Label	Shelf / Location Name
Archives and Special Collections (ASC)	
Jafet/ASC	ASC Stacks
Jafet/ASC:ANBM	ASC Accompanying Non-Book Material
Jafet/ASC:CA	Closed Area Book
Jafet/ASC:CA:AUB	Closed Area AUB Publications
Jafet/ASC:CA:F	Closed Area Folio
Jafet/ASC:CA:F:AUB	Closed Area Folio AUB Publications
Jafet/ASC:CA:LF	Closed Area Large Folio
Jafet/ASC:CA:LF:AUB	Closed Area Large Folio AUB Publications
Jafet/ASC:CA:LFF	Closed Area Large Folio Flat (>65 cm)
Jafet/ASC:CA:P	Serials Closed Area (J)
Jafet/ASC:CA:P:AUB	Serials Closed Area AUB Publications (J)
Jafet/ASC:CA:P:F	Serials Closed Area Folio (J)
Jafet/ASC:CA:P:LF	Serials Closed Area Large Folio (J)
Jafet/ASC:CA:PA	Serials Closed Area Arabic (J)
Jafet/ASC:CA:PA:AUB	Serials Closed Area Arabic AUB Publications (J)
Jafet/ASC:CA:PA:AUB:F	Serials Closed Area Arabic AUB Publ. Folio (J)
Jafet/ASC:CA:PA:F	Serials Closed Area Arabic Folio (J)
Jafet/ASC:CA:PA:LF	Serials Closed Area Arabic Large Folio (J)
Jafet/ASC:CA:R	Closed Area Reference Book
Jafet/ASC:CA:R:AUB	Closed Area Reference Book AUB Publications
Jafet/ASC:CA:RA	Serials Closed Area Reference Archives
Jafet/ASC:COMICS	Comics
Jafet/ASC:Mp	Map
Jafet/ASC:MpF	Map Folded
Jafet/ASC:MS	Manuscript
Jafet/ASC:NBM	Non-Book Materials (ASC)

Alma Code / Location Label	Shelf / Location Name
Jafet/CH:Toubia and Letitia Hachem	Hachem Collection
Jafet Library - Audio-Visuals Section (AV)	
Jafet/AV:ABM	Accompanying Book Material (J)
Jafet/AV:ANBM	Accompanying Non-Book Material (J)
Jafet/AV:CD-ROM:P	Serials on CD-ROM Western (A/V J)
Jafet/AV:Master-Cold Room	Master Cold Room (Restricted)
Jafet/AV:Mic-N	Serials Newspapers on Microfilm Western
Jafet/AV:Mic-NA	Serials Newspapers on Microfilm Arabic
Jafet/AV:Mic-P	Serials on Microfilm Western
Jafet/AV:NBM	Non-Book Material (A/V Sec)
Jafet/AV:NBM:A	Non-Book Material Arabic (A/V Sec)
Jafet/AV:NBM:D	Non-Book Material DVD (A/V Sec)
Jafet/AV:NBM:PJ	Non-Book Material Projected (A/V Sec)
Jafet/AV:NBM:T	Non-Book Material Thesis (A/V Sec)
Jafet Library - Main Stacks	
Jafet:BIB:P	Jafet Bibliography Periodicals
Jafet:BIB:R	Jafet Bibliography Reference
Jafet:Course Reserve	Jafet Course Reserve
Jafet:Display Shelf	Jafet Display Shelf
Jafet:F	Folio (>30 cm)
Jafet:J	Jafet Stacks
Jafet:MON:SER	Monographic Serials (J)
Jafet:PA	Serials Current Stacks Arabic (J)
Jafet:PA:F	Serials Arabic Folio (J)
Jafet:PA:LF	Serials Arabic Large Folio (J)
Jafet:PC:ST	Serials Current Stacks Western (J)
Jafet:P.D.	Jafet Periodicals Display
Jafet:P:LF	Serials Large Folio (J)
Jafet:SER-CE	Serials Ceased Stacks Arabic (J)
Jafet:Wannous	Wannous Collection
Jafet/MC:NBM	Media Center NBM (Restricted)

Alma Code / Location Label	Shelf / Location Name
Jafet/MC:NBM:A	Media Center NBM Arabic (Restricted)
Jafet/MC:NBM:D	Media Center NBM DVD (Restricted)
Jafet/MC:NBM:PJ	Media Center NBM Projected (Restricted)
Jafet/MC:NBM:PM	Media Center NBM PM
Jafet/MC:NBM:T	Media Center NBM Thesis (Restricted)
Jafet Library - Reference	
Jafet/REF:DAAD	Jafet Reference DAAD
Jafet/REF:R	Reference Book
Jafet/REF:RD	Reference Desk (J)
Jafet/REF:RF	Reference Folio (J)
Jafet/REF:RLEB	Reference Lebanon Collection (J)
Jafet/REF:RP	Serials Reference Western (J)
Jafet/REF:RPA	Serials Reference Arabic (J)
Jafet/REF:RPCE	Serials Ceased Reference (J)
R/REF:ARCH	Reference Archival (J)
Jafet Library - Store / Service	
Jafet/Store:J	Jafet Store - Books
Jafet/Store:SER	Jafet Store - Serials
Jafet/SRV:NBM	Jafet Service NBM
Jafet/SRV:NBM:P	Jafet Service NBM Periodicals
Jafet Engineering & Architecture Library	
Eng/Arch:ABM	Accompanying Book Material (E)
Eng/Arch:ANBM	Accompanying Non-Book Material (E)
Eng/Arch:Course Reserve	Engineering Course Reserve
Eng/Arch:E	Engineering Book & E-Stacks
Eng/Arch:E:CD-ROM:P	Serials on CD-ROM Western (E)
Eng/Arch:E:PA	Serials Current Stacks Arabic (E)
Eng/Arch:E:PC:R	Serials Current Reference (E)
Eng/Arch:E:PC:RR	Serials Current Reading Room (E)
Eng/Arch:E:PC:ST	Serials Ceased Stacks (E)
Eng/Arch:ED	Engineering Desk

Alma Code / Location Label	Shelf / Location Name
Eng/Arch:EF	Engineering Folio Book
Eng/Arch:ELF	Engineering Large Folio
Eng/Arch:ER	Engineering Reference Book
Eng/Arch:ERP	Serials Reference (E)
Eng/Arch:NBM	Non-Book Material (E)
Eng/Arch:NBM:A	Non-Book Material Arabic (E)
Jafet Science & Agriculture Library	
Sci/Agr:S	Science Book
Sci/Agr:ABM	Accompanying Book Material (S)
Sci/Agr:ANBM	Accompanying Non-Book Material (S)
Sci/Agr:Course Reserve	Science Course Reserve
Sci/Agr:NBM	Non-Book Material (S)
Sci/Agr:S:CD-ROM:P	Serials on CD-ROM Western (S)
Sci/Agr:S:DVD:P	Serials on DVD (S)
Sci/Agr:S:PA	Serials Current Stacks Arabic (S)
Sci/Agr:S:PC:RR	Serials Current Reading Room (S)
Sci/Agr:S:PC:ST	Serials Ceased Stacks (S)
Sci/Agr:SD	Science Desk
Sci/Agr:SF	Science Folio Book
Sci/Agr:SR	Science Reference Book
Sci/Agr:SRD	Science Reference Desk
Sci/Agr:SRP	Serials Reference (S)
Saab Medical Library (SML)	
SML-BU	SML Building Use
SML-Course Reserve	SML Course Reserve
SML-Desk	SML Desk
SML-Historical Value	SML Historical Value
SML-J	SML Stacks
SML-LEB	SML Lebanon Collection
SML Main	SML Main Stacks
SML-S	SML Science

Alma Code / Location Label	Shelf / Location Name
SML-STACKS	SML Stacks (General)
SML-www	World Wide Web (SML items)

Appendix B – Discard Category Justifications

Category	Justification / Description
Duplicate	Additional copies discarded through weeding.
Old Edition	Superseded by a newer edition.
Outdated	Obsolete or irrelevant items, usually from weeding lists.
Torn	Poor physical condition, unrepairable.
Wrong Data	Records created from old shelf lists.

Appendix C – General Dewey Decimal Classification (DDC)

DDC Class	Subject Area
000	Computer science, information, and general works
100	Philosophy and psychology
200	Religion
300	Social sciences
400	Language
500	Science
600	Technology
700	Arts and recreation
800	Literature
900	History and geography

Appendix D – Additional Resources

- Arabic Cataloging Manual: <https://mela.us/conc/cataloging-manuals/arabic/>
- ALA-LC Romanization Tables: <https://www.loc.gov/catdir/cpsd/romansource.html>
- DCMI Metadata Terms: <https://www.dublincore.org/specifications/dublin-core/dcmi-terms/>
- LCNAF and URIs: <https://id.loc.gov/authorities/names.html>
- Library of Congress Authorities: <https://authorities.loc.gov/>
- MARC Code List for Relators: <https://www.loc.gov/marc/relators/relaterm.html>
- MARC 21 Format for Bibliographic Data: <https://www.loc.gov/marc/bibliographic/>
- RDA Registry: <http://www.rdaregistry.info/>
- RDA Toolkit: <https://www.rdatoolkit.org/>
- Library of Congress Linked Data Service: <https://id.loc.gov/>
- Virtual International Authority File (VIAF): <https://www.viaf.org/en>