METADATA SERVICES

Metadata Surrogates

Sometimes, rather than work with fragile, rare, valuable, oversized, or high-use items, it's easier to create a simple copy from which to generate or edit a bibliographic record. At Backstage, we call this "cataloging from surrogates" and it's an excellent solution to send requisite information to vendors without the material ever needing to leave your library doors.

What We Need From You

Think like a cataloger: what information from your materials would you need to faithfully catalog the item? And how would you need that information arranged for intuitive use?

File Naming

Create a unique, sequential identifier, such as Maryland-Collection_Book-01_01" so that all photos pertaining to a book remain together. You can combine images into a PDF if you prefer.

If you've already created the surrogates, rather than change filenaming, just make sure that individual items can be clearly identified.
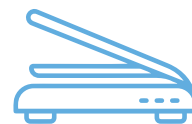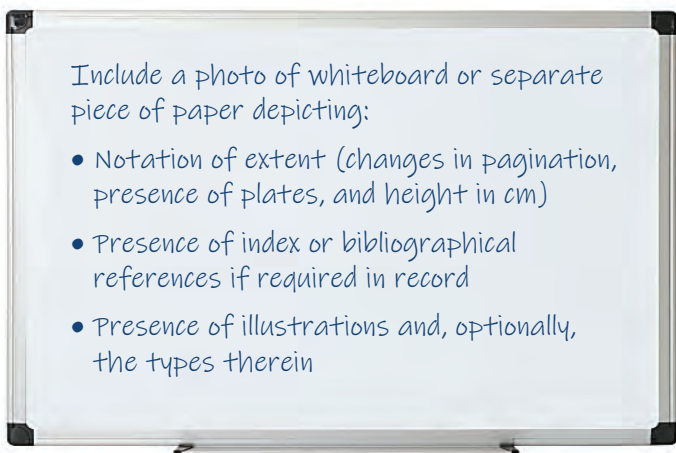
Photocopying

Clip pages together with numbering on the bottom of the scan (i.e. all scans for title #1 clipped together and labeled #1, scans for #2 clipped together and labeled, etc.).

Tip: There are free apps for your phone, like Genius Scan, that can collect all photos and bundle them into a PDF. Free, simple, and easily e-mailed to yourself!

Contact Us: info@bslw.com | 1.800.288.1265

Backstage
LIBRARY WORKS

Include a photo of whiteboard or separate piece of paper depicting:

- Notation of extent (changes in pagination, presence of plates, and height in cm)
- Presence of index or bibliographical references if required in record
- Presence of illustrations and, optionally, the types therein

Need help understanding how a cataloger records extent? Ask for the guide!

Monographs

- Cover, spine
- Title page
- Title page verso and/or colophon
- Series title page, if applicable
- Table of contents
- Introduction or a portion of first chapter
- Other pertinent pages (author bio, pages with other languages present)

Serials & Multivolume Sets

- Include all content described in "monographs" for the first volume or issue only.
- For subsequent volumes or issues, include a title page and some record of the volume and/or issue numbering.

Sound Recordings

- Include all content described in "monographs" for the first volume or issue only.
- For subsequent volumes or issues, include a title page and some record of the volume and/or issue numbering.

Moving Image Recordings

- Case front
- Case back
- Case insert, if present
- Disc front
- Screen shots of opening credits

Holdings can be generated from information provided in a spreadsheet, text file, or included in surrogates. We'd need the following depending on how your holdings are defined:

- Call number, if already determined
- Location/collection (if these are grouped together and marked clearly, it's not necessary to label each page)
- Copy information: capture one title page and record the number of copies

- Volumes, part numbers, or issue years
- Prices
- Barcode numbers
- Accession numbers, acquisition dates
- Vendors
- Funding sources

If you've already collected metadata that you would like to have included in the records or used as a source, please send that to us as well. We can integrate unique information from any sources as long as the rules for its inclusion are clearly defined.

If you have any questions through the surrogacy process, feel free to reach out to your assigned project manager at the start of the project or message your account representative. We're happy to help walk you through it!

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