

Main Library Alliance: Three Categories of Technical Services

Last updated January 14, 2026

Introduction

Main Library Alliance's three categories of technical services define the permissions and functions of the technical services departments of each Main Library Alliance member library.

Item Record Creation and Editing

- Essential, foundational level of technical services

Bibliographic Record Editing*

- Intermediate level

Full Cataloging

- Most advanced level

Item Creation and Editing

- Link library item to bibliographic records entered into the database.
- Submit cataloging requests to Main Library Alliance central cataloging.
- Submit bibliographic record update, correction, and duplicate merge requests to Main Library Alliance central cataloging.

Bibliographic Record Editing

- Link library items to bibliographic records entered into the database.
- Submit regular cataloging requests to Main Library Alliance central cataloging.
- Submit bibliographic record updates, corrections, and duplicate merge requests to Main Library Alliance central cataloging.
- Select staff members have permission to make minor edits to existing bibliographic records, according to criteria established by Main Library Alliance central cataloging and the ILS Committee.
 - Select staff may not import or create new bibliographic records.
 - Select staff members must be under the supervision of an MLS-degreed librarian with cataloging experience.

Full Cataloging

- MLS-degreed librarian, with cataloging experience, on staff.
- Must conform to Main Library Alliance cataloging policies and practices.
- Full cataloging privileges in Koha.
 - May create, import, batch import, edit, delete, and merge bibliographic records.
 - May also edit, delete item records across all libraries in Main Library Alliance.
- Responsible for cataloging their own titles, including creating, updating, merging, and deleting.
- May update, edit, and merge bibliographic records belonging to other Main Library Alliance libraries.
- Link library items to bibliographic records entered into the database.