**Copy Cataloging tips : Tips on finding “good records” for monographs (books)**

**TIPS**

**XX in MARC documentation means a range, e.g. 2XX means any potential 200-299 fields.**

**CIP (Cataloging in Publication)**

CIP is created during the publishing process often based upon information submitted by the publisher prior to a book's actual printing. These records are acceptable to use with care. Titles may change slightly (typographical errors may be corrected, secondary titles may be added, series, and extent (pagination, etc.) Information about the extent (pagination, etc. is never included in a CIP record)

**Numbering:**

**If your “book” has any numbering on it (or even sometimes graphic elements representing numbering like \*\* on the spine), words indicating FREQUENCY like, annual, quarterly, spring, series, or report, you need to explore it carefully. You may have**

* a serial
* an integrating resource
* a monograph in a series (stands alone but is connected by the publisher as part of series)
* a monograph in a set
* a monograph published as part of an analytic (analyzed monoset)

**Numbering in record:**

* record with numbering in 050 (may indicate an analytic – look for the presence of a 830 or 810; use that information to search for a Series Authority Record)
* record with numbering in the 245 (Some libraries have been creating records for individual volumes in monosets, if you see a record like this, look for a record for the “parent” - you will likely find either a set record or a mono record with a series)

 The series authority record (SAR) can help determine treatment. Absence of a SAR does not necessarily indicate anything.

**Non-English Records**

* In the US, records for English language materials should be in English. For non-English material, the transcription fields: 2xx, 4xx, 8x should reflect the actual pieces. Non transcription fields should be in English. In other words, you should not use a record with a 300 or a 500 in a foreign language.
	+ **040/Language**
	+ Do not use records with language code in $b **i.e. , 040 XXX $b spa $b XXX**

## INFORMATION TO CHECK:

**Leader**

**Type of Record: a**

**Bibliographic Level: m**

**coded as b/l:m**

**m = monographs**

**s= serials**

**(There are other things to check in the LDR, but that is most basic)**

* **Publication Status**
	+ m = multiple dates, e.g., volume set, should have 2 dates: beginning and ending date, Ending date= 9999 means set is open ; = publication and copyright
	+ r = reprint/reissue (2 dates, original publication date + date of reprint)
	+ s= single date (single volume or a multivolume set published in one year)
* **Date 1 & 2 (Dates must match the 260 field /264)**
* **Place of Publication – from list**
* **Language code = e.g., for a MARC list; e.g., eng for english; spa = spanish**

**RDA records will include 040 $e RDA : This is the only indication of what should be a truly RDA record (there are many hybrid/mashup records).**

**A good record must match the following fields:**

### **010** LCCN

Will not always appear on the item, but if it does, it should match)

### **020** ISBN

Will not appear on older material (earlier than 1960s or international material) – should match but not necessary – ISBNs are not always unique. Additionally, print books now often contain ebook records as $z. So care should be taken when searching ISBN.

**029** Other system control number **May delete this field.**

### **040** Inputing library

 Do not use records with language code in $b, i.e. 040 XXX $b spa $b XXX

### **049** Holding library code

### 050 LC Formatted Call numbers

**050/090** Call number

For LC, the decimal point goes with the first cutter number; the $b before the last cutter number.

i.e. 050 QA614.73 $b .G84 1997

090 E99.H45 $b H37 1996

**NOTE**: There should be **one** 050 (preferable) or one 090 on a record. It is OK to have an 050 and an 090 on the same record. However, if you ONLY have 090, create a 050 \_4 (You can use the 090 call number if that is appropriate call number for the resource.

Dates used in call numbers: see guidelines from Subject Cataloging Manual : Shelflisting.

### LC Call numbers to watch out for:

* + **Z1201-8999:** Alternative classification numbers: will appear in the 050 field after a $a as a partial call number following a Class Z call number or an analytic call number. Should be classed into the correct class number.
	+ **G1000-G3000 call numbers (Atlas/Maps)**
	+ **ML134 call numbers**
	+ **Analytic call numbers** with no., pt., or v. in the call number
	+ **PZ 7** – most likely need to reclassed into literature, e.g., PS for American Literature

**Tips for LC call numbers:**

* **Different Editions: Unless analyzed or part of a larger set, different editions should have the same base call number but take the date of publication.** If there are other editions of your title in your collection, you may want to check to see what the other call numbers are and sort out call number discrepancies.
* **Conferences take the date of the conference if there is a 110 field with the conference name established.**
* **Multivolume sets date: Take the date of the first volume.**
* **Browse the call number in your ILS to ensure there are no conflicts (duplicate call numbers) created.**
* **The call number for Dewey and LC usually matches the class for the first subject heading. However, this is not always true - analytics, sets, etc. will sometimes differ.**

**Tips for DDC call numbers**

* **Dewey often follows local decisions.**
* **Dewey is more dynamic and shifts subjects around more dramatically.**
* **“Agnostic” Dewey (no local decisions in play):**
	+ **Truncates at specific subject points in the notation, NOT a designated number of positions. While some libraries like to truncate at a specific number of positions (3 past the decimal point) this may result in a “broken” Dewey number in terms of its hierarchical position.**
	+ **Does not cutter.**
	+ **Follows class for the subject + facets to extend notation (sometimes based upon the subdivisions in the primary/first subject heading).**
	+ **Includes ONE decimal only.**
	+ **Typically, the DDC in the 086 of a MARC record in OCLC is the class number for a subject and not a full analysis with extended notation for facets.**

**Tips for both**

* **If you have access to Classweb, you can use the correlations to see what call numbers are used most frequently for specific subjects.**
* **Classify can be a great tool, classify.oclc.org**

### 245 Title/Author

* Title is from item at hand - in RDA, for print textual materials this is transcribed as it appears on the piece. Under AACR2, catalogers had much leniency and titles were sometimes shortened. If the title is taken from elsewhere besides the title page, a note is often included to explain the difference.
	+ For media, the title is at it appears on the title screen of the media. If the title is taken from a container, it should have a 500 note explaining that.
* However there are exceptions because of RDA options (and your local practices may impact as well)
* If no title page, there is a hierarchy of alternates. Title may also be cataloger supplied from other resources; practice is to add a note citing source, e.g., title from book jacket.
* **Exceptions:**
	+ 245 $b (remainder of the title) is not RDA Core (mandatory) so it \*may\* be missing from RDA records (most libraries would add this)
	+ extremely long titles with flowery prose may be edited
	+ Introductory phrase (Welcome to...) may be omitted
* Collections, items with a variant title, changes in title, should have another 2xx field designating a uniform title or variant title - applies to all records but this expands under RDA 240, 243, 246, 247 (see bibliographic standards for more information)

http://www.oclc.org/bibformats/en/2xx.html

### Statement of responsibility - $c in 245

* In AACR1 and earlier, the 245 will not include the authors although there will be a 100 field for an author.
* In AACR2 authors are included in the $c of the 245 (statement of responsibility), and will include abbreviated list of authors if more than 3 [et al] .
* RDA records will include in the statement of responsibility $c
	+ If more than 3 authors:
		- The entire list of authors with access points for the first author (100 1\_) and then 700 1\_ fields for each,
		- The first author with [and \_\_ others], e.g., [and 12 others] with only an access point for the first author (100 field) OR with some combination of a 100 and 700 fields (some authors may be listed)
	+ Author will be transcribed as is, including titles like Dr. or Jr. However, for flowery prose or extraneous info related to author, e.g., the esteemed author of, may be omitted.
	+ RDA expands the meaning of authorship to be more equivalent to content creator and now includes – so you may see illustrators or even families (if content creators) included.
	+ Authorized access points for authorship/creators
		- The 1XX is the authorized form of the name. It should match an authority record. Record it as it appears in the authority record, adding a $e for relator code.
			* 100 / 700 Personal Names
			* 110 / 710 Corporate Body (Any group)
			* 111 / 711 Conference /Event

### 250 Edition (if on book or evidence of edition)

* AACR2 and earlier, edition statement must appear on piece. Cataloging practice has been to abbreviate following standard abbreviation, e.g., Second edition = 2nded.
* RDA: Transcription field as appears on the piece; may be cataloger supplied from other sources Second edition = Second edition

### 260 0r 264

**AACR2 or earlier: 260 field**

Place of publication was chosen by the cataloger's home location, not what was listed first on the item (e.g., in your title page said London New York Boston and your home location was Boston, you would use Boston as the publication place.

**RDA: Record the place of publication as it appears in order.** So, the first place of publication is listed. In the example above, London [UK] would be the choice. You could just use London but knowing there are other Londons in the world, you may add a country to disambiguate.,

**RDA: 260 OR 264s – A record should not have both fields – 264 replaces 260**

### 264

* **Repeating field – so there may be more than 1; if any part of the 264 is incomplete, there should be another one**
* Place listed is the first place that appears in the list of publication related information
* RDA expands the publication information and MARC separates out the different roles (publication,manfacturer, distribution)
* This is a hierarchy related relationship – if the cataloger has enough information to complete all 3 subfields (place, name, date) the first 264, they do not need to add additional ones. Different libraries may differ in practice and the 264 field(s) are high in error rate.
* See http://www.oclc.org/bibformats/en/2xx/264.html
* http://www.library.yale.edu/cataloging/music/MARC264.htm

### 300 Extent (Pagination, etc.)

**CIP (Cataloging in publication) – fill in pagination**

* Page differs – review carefully for differences

### Is this a different edition?

* + Look in the preface, foreword, on the cover, book jacket, for edition statements or words indicating an edition (revised, corrected, new, latest, edition number, translated, abridged, Now with … , etc.)
	+ Is there a table of contents? Does it match the record?
	+ Publisher's web site – any information about editions
	+ Series – presence of a series when the original version does not have one generally equals a new edition in most libraries
	+ If any evidence of a new / different edition, you will need to look for a record for that edition
	+ Error – is it possible numbers weretransposed in the 300 by the cataloger? If so, edit (investigate first!)
	+ Irrelevant pages - are “extra” pages advertising related (other books by the same publisher, etc.?) If so, those can be omitted in the pagination, unless they are numbered.
	+ Did someone add additional pages, inserting content, e.g., it was not published that way? If so, you do not need to edit the 300 field, but if you can add a note in a copy, item, or holding record stating that something has been added in (reviews tipped in, etc.). If you can only add to the bibliographic portion of a record, use a 590 to record this information.
	+ Missing pages - is your copy physically lacking pages? If so, you do not need to edit the 300 field, but if you can add a note in a copy, item, or holding record stating which pages are missing. If you can only add to the bibliographic portion of a record, use a 590 to record this information.

### Measuring $c

* + For print or 3d dimensional resources, measure in centimeters and round up. For media (LPs, DVDs, cassettes,etc.), you will measure in inches.
	+ Measurements are abbreviated in RDA. Use in = inches; cm for centimeter.

**336-338 is a triplet – a RDA record MUST have at least 1 of each; but can have multiples of any ; $b is optional**

$a controlled vocabulary term $b code for vocabulary $c vocabulary source

**336 Content Type (think: content type)**

* For print books
	+ Text

**337 Media Type (think: device to access)**

* For print books
	+ Unmediated

**338 Carrier Type (think: access)**

* For print books
	+ Volume

336-338 examples

‡b is a LC controlled list and is optional. You may use what is in the examples.

Print book (or serial)

336 \_\_ text ‡b txt ‡2 rdacontent

337 \_\_ unmediated ‡b n ‡2 rdamedia

338 \_\_ volume ‡b nc ‡2 carrier

Heavily illustrated or accompanying illustrations

336 \_\_ text ‡b txt ‡2 rdacontent

336 \_\_ still image ‡b txt ‡2 rdacontent

337 \_\_ unmediated ‡b n ‡2 rdamedia

338 \_\_ volume ‡b nc ‡2 carrier

ook and accompanying recording:

336 \_\_ text ‡2 rdacontent

337 \_\_ unmediated ‡2 rdamedia

338 \_\_ volume ‡2 carrier

336 \_\_ performed music ‡2 rdacontent

337 \_\_ audio ‡2 rdamedia

338 \_\_ audio disc ‡2 carrier

### **SERIES (440 – now obsolete - use 490 1/830)** if it appears on the book or record

**Be aware of notes (5xx fields)**, **printing information, as well as the format.**

### MARC CHEATSHEET FOR MONOS

**xx equals range**

**1xx** (main entry) Established form of name.

**245** (title, subtitle, and statement of responsibility) MUST match information on title page (or other source with a note).

**250** (edition statement)

**264** (publication information) OR 260 – not both

**300** (physical description)

**490** (series) Verify using Series Authority Record (SAR)

**All series should be recorded as 490 1 (as it appears on piece) and 830 0 (established form, i.e, matches the authority record creating an authorized access point aka tracing), which of course, may create two MARC fields with the same value. If you do not trace series (no 830), you will use 490 0.**

**The 440 is obsolete.**

**500 General notes about your item.**

**505 Content notes:** Table of contents.

Verify for incomplete monographic sets. If you are adding a new volume to a record that does not reflect your volume, update the 505.

**520 Summary note or Abstract**

**6XX Remember subject headings correlate with the call number.** If the piece in hand is a different edition (i.e., other editions are located in your collection), check the other records to see which subject headings are used. Make sure that call numbers and subject headings for editions stay consistent (this facilitates better searching for the user).

**653** (Indexed term-Uncontrolled) Optional ; may delete this field.

**830** (series) Verify using Series Authority Record (SAR)

**856** (electronic location and access) See LC’s Bibliographic Enrichment Project.

**9XX fields are local – use depends upon your library**