

# What Does It Really Take to Do Copy Cataloging?

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# Myths of Copy Cataloging

- \* Myth #1: Copy cataloging is a pass-through of another library's cataloging record
- \* Myth #2: It's all about descriptive cataloging; no subject expertise required
- \* Truth: Copy cataloging requires people who question and engage actively in what they are doing



# Meeting the Needs of Unique User Groups

- \* Researchers using the Library's collections
- \* Users interested in veterans and the war experience
- \* Libraries utilizing the cataloging data



# Metrics of Work Plan



✓ Time spent per day

✓ Duration of project



✓ Type of material worked on



✓ Minimum amount of work to be completed



# Documentation

**Descriptive Cataloging Manual**

**B13. Copy Cataloging Manual**



LC-PCC PS

**Subject Headings Manual**



**Classification and Shelflisting Manual**

**Library of Congress Subject Headings**

# Training

- \* Everything starts with proper and adequate training
- \* Classroom-led RDA Copy Cataloging Training
- \* Trainer-led discussion on the work plan
- \* Ongoing weekly individual consultation sessions
- \* Detailed notes and comments on the records reviewed



# Descriptive Copy Cataloging

- \* End stage CIP verification experience
- \* Shelflisting experience with assigning cutter numbers
- \* Initial bibliographic control (IBC) experience

# Adopting RDA Standards

- \* Work/compilation + appropriate NARs/relationship designators
- \* Revised editions
- \* Application of linking entry fields



"An early version of "Baptism by Fire" was published in the anthology Proud to Be: Writing by American Warriors, Volume 2, edited by Susan Swartwout, published by Southeast Missouri State Press, 2013"--  
*Title page verso.*

775 0 8 \$i Revision of : \$t Proud to be : writing by  
American Warriors / edited by Susan  
Swartwout \$d Southeast Missouri State  
University Press, 2013-<2014>\$h <3  
volumes>, ill. ; 23 cm \$w (DLC) 2013376012

# Subject Copy Cataloging

- \* General –
  - \* Does the imported record have at least one LC subject heading?
  - \* Is the subject heading appropriate to the work?
  - \* Is the subject heading and its components covered by an authority record or a free-floating subdivision?

# Errors on Copy Cat Record

042			‡a lccopycat
043			‡a n-us-pa
050	0	0	‡a F159.S54 ‡b L38 2016
082	0	0	‡a 974.817
100	1		‡a La Voie, Anne Chaikowsky, ‡e author.
245	1	0	‡a Shenandoah / ‡c Anne Chaikowsky La Voie ; foreword by Darryl Ponicsan.
264		1	‡a Charleston, South Carolina : ‡b Arcadia Publishing, ‡c [2016]
300			‡a 127 pages : ‡b illustrations ; ‡c 24 cm.
336			‡a text ‡b txt ‡2 rdacontent
337			‡a unmediated ‡b n ‡2 rdamedia
338			‡a volume ‡b nc ‡2 rdacarrier
490	1		‡a Images of America
651		0	‡a Shenandoah (Pa.) ‡x History ‡v Pictorial works.
651		0	‡a Shenandoah (Pa.) ‡v Biography ‡v Pictorial works.
651		0	‡a Shenandoah (Pa.) ‡x Social life and customs ‡v Pictorial works.
830		0	‡a Images of America.

DAN DALY

# WHITE WATER

## RED HOT LEAD

NEW EDITION



On Board U.S. Navy Swift Boats in Vietnam

## Tweaking Needed

### BEFORE

650 #0 \$a Vietnam War,  
1961-1975 \$x Naval  
Operations \$x Anecdotes.

### AFTER

650 #0 \$a Vietnam War,  
1961-1975 \$x Naval  
operations, American.

# Subject Copy Cataloging

- \* Order of subject headings
- \* Order of subdivisions
- \* Search and validation
- \* Distinguish between a “main subject heading” and any “subject subdivisions”
- \* Determine the validity of each subject heading; this involves several separate actions



650 #0 \$a Children \$x Folklore \$z England. *Before*

650 #0 \$a Children \$z England \$x Folklore. *After*

650 #0 \$a Museums \$z Toledo (Ohio) *before*

650 #0 \$a Museums \$z Ohio \$z Toledo. *After*

# Tweaking the Workflow and Ongoing Quality Control

- \* Books requiring NAR work (new NARs or modified NARs)
- \* Copy cataloging record lacking 050 class number
- \* Problematic class number (including obsolete class number)
- \* Informal consultation after the formal review stage
- \* Pass-through review at the NAR creation stage by catalogers
- \* Discussions of erroneous examples or misleading subject headings

***“Develop efficiency”***



# Identifying Issues – an Ongoing Task



- \* “Scrutinizing” copy cataloging records
- \* Empowering copy catalogers, “Could I, as a member of the general public, find this?”
- \* Tackling unfamiliar subject areas
- \* Material likely would require new subjects or classification numbers
- \* Keep up to date on local and national guidelines, e.g., OCLC FAST headings
- \* Continuing education by providing mini-training sessions to address frequently occurring problems or for preemptive purposes



# Rewards

- \* Learning LCSH, LCC
- \* Strengthening RDA knowledge
- \* NAR work associated with copy cataloging
- \* Staff morale improved
- \* More dialog and interactions among staff

*Thank you. Questions are welcome!*

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