Copy Cataloging Procedures

Copy Cataloging Workflow

1. Search the PINES bibliographic database thoroughly. If a matching record (see section on PINES matching criteria) is found for the item in hand, attach and process holdings.
2. If no matching record is found in PINES, then search OCLC's WorldCat via the Z39.50 gateway or the Connexion Client. If a match is found in WorldCat via the Connexion client, record the OCLC control number. Go back to PINES to bring it in via Z39.50 using the control number.
3. If no matching record is found in either database or World Cat, and the item is not something needed right away, set it aside for a week or two and search again. Chances are someone else will have added a record for the item within that time.
4. If a matching-record is not found, and a new record is needed, a cataloger should create an original record. Training in original cataloging is required for those who have never done original cataloging. Please contact the PINES Cataloging Specialist to arrange for training. Creating new records based on PINES existing records is forbidden in PINES.
5. Creating new records on the local system is limited only to certain cases (see K-record guidelines); all new records should be entered in OCLC if possible.

Copy Cataloging Specifications

Editing In-coming Records from OCLC: DOs and DON'Ts

Types of records to be edited in PINES: we require that incoming OCLC records not be altered or edited in any way that affects matching parameters. Editing should be limited, especially in the descriptive fields 2xxs—5xxs, to correcting typographical errors and/or coding errors or adding obviously missing information. Local notes that only apply to copies at one library system should not be added to bibliographic records. Local notes are restricted to the volume/copy level of the record in PINES.

PINES requires that a member library edit a record in the following cases, particularly if this library is the very first one to import the record:

1. Editing records with obvious typing and/or coding errors

Check all incoming OCLC records carefully: correct obvious coding and spelling errors and supply important bibliographical information and its related MARC fields that may be missing in the record. Supply all mandatory fields (such as 245, 300, 260 fields for printed format) if they are missing. Ask for help if needed.

2. Editing CIP records (Cataloging-in-publication records)

CIP records are created without published pieces in hand; therefore, bibliographic information in descriptive fields of a CIP record may not be accurate or present. There are two types of CIPs: one created by DLC, the Library of Congress, and the other, by UKM, the British Library. Both DLC and UKM CIP records have an "8" in the encoding level in the Fixed Field (FF hereafter) and leave a 263 field (e.g. 263 0712) and an empty 300 field (e. g. 300 p. cm.). UKM allows for the estimation of pagination and dimensions of an item. Such information in UKM CIP records will not be accurate.

PINES asks that the very first member library that imports a CIP record edit it according to the bibliographic information found on the piece; in other words, the information you find on the piece in hand is more authoritative than what you may find in a CIP record.

Preference is given to editing in the OCLC WorldCat database; however, catalogers may edit such records either during the loading process or after they are brought into PINES.

You can edit all fields of a CIP record except for the FF encoding code "8". More specifically, complete 300 and 264 and other missing data as needed; remove field 263 if present. Correct 245 data if it differs from the piece in hand. Verify 505 table-of-content information if applicable.

Note: When you remove an entire field, please remember to position the cursor in the data well of the MARC tag (e.g. 263) then click on the "Remove" button or Ctrl Delete. Remember not to just remove data within the tag without the tag itself.

UKM CIP records: Please always use a DLC CIP record if available. If a DLC record is not available and a UKM record is a match, you may use it.

3. Upgrading OCLC "K-level" records (not PINES "K" records)

Editing OCLC "K-level" records is optional, depending on how comfortable a cataloger feels with editing records in OCLC. For those who are able to do so, please edit them using "Lock" and "Replace" functions in the Connexion Client before records are brought into PINES. If subject headings are missing in a "K" level record, supply at least one subject heading. Please do not upgrade "K" records if you have never cataloged on OCLC. In these instances, you can import such records and edit them in PINES.

4. Use of "K" records created in PINES

If the only matching record found in PINES is a locally created "K-record" (see PINES Guidelines for creating K-records), a cataloger should search OCLC to see if a match can be found to overlay this "K" record before attaching their holdings (Please refer to procedures for overlaying records in PINES). If a PINES K-record is the only record available, a cataloger should create a new record in OCLC (if trained to do so) and overlay the existing PINES "K" level record.

5. Dealing with irrelevant ISBNs/secondary ISBNs in records

Because different items may share the same ISBN numbers, PINES catalogers are encouraged to put a subfield |z in front of irrelevant or secondary ISBNs to avoid matching or linking to the wrong cover art work in the OPAC. Typical irrelevant/secondary ISBNs can be found in the following situations:

- ISBNs for large print editions in records for regular editions
- ISBNs for AV materials in records for printed materials, etc.
- ISBNs added from a paperback ed. to a Hardback ed. record or from Book Club ed. to a regular ed., and vice versa.
- ISBNs linked to wrong art work.
- ISBNs already used in existing records

6. Adding additional ISBNs to matching records

Sometimes additional ISBNs exist on items that are not in the bibliographic record and need to be added. For instance, if you have attached a paperback item to a hardback record or vice versa and the ISBN on your piece in hand is missing from the record, please add the number in subfield z of a different 020 field.

7. Adding/updating 505 fields (optional)

In a full level record, updates of 505 fields are optional unless there are obvious typos in the fields. Updates should be done only by experienced catalogers.

8. Adding 520 (abstract) to records for juvenile or AV records is optional.

If you add a directly quoted 520 from the piece or another source, enclose the note in quotation marks and give attribution. For example: 520 "This book provides the context and tools to create successful science projects"—Cover.

If you create your own abstract for the piece in hand, try to be neutral and avoid value statements.

9. Remove all 9xxs fields and 029 fields (except 994)

Currently Evergreen is set up to automatically delete 029, 938, 948, 952, and 263 fields from bibliographic records on import.

10. Dealing with Pre-AACR2 records

Occasionally you will find pre-AACR2 records in OCLC and in PINES. In such a case, take a close look at the code in the fixed field for "Desc". If it is not code "a", upgrading the description of pre-AACR2 records

to RDA standards is optional.

11. Dealing with records missing or with incorrect 4xx/8xx fields

Editing 490 fields and 8xx fields is optional. Adding missing series statements is optional but encouraged, since it increases patron access to materials in the series.

12. Local subject headings and other local practices

No information of a strictly local nature should be added to any bibliographic record. Such data includes gift or donor information, information about the physical condition, location about an item, access restrictions, etc. Such local information can be put at copy level via the "Copy Note" function on the copy editor screen. If any such information is discovered in a bibliographic record, it should be removed since it would not be possible to determine to which copy/ies it might apply. If the person who makes the discovery does not possess an authorization level that allows for such deletion, it should be reported to the system's CAT1.

An exception: you can add a 690 local subject heading of "Georgia authors" to in-coming OCLC records for records falling into this category.

13. Adding and editing LSCH subject headings

Bibliographic records imported into the PINES database should have at least one subject heading, two are preferable. If the only matching record in OCLC's WorldCat does not have subject headings, PINES catalogers must add LSCH headings to the bibliographic record. Search the subject authority file in PINES and in OCLC for authorized headings. Preference is to add the headings in the WorldCat record and then import it into the PINES database.

Verify that any subject headings on records are correct for the title and correct any that are not. For example, if the title being cataloged is about baseball but the subject headings are for football, correct the headings. Preference is to correct the headings in the WorldCat record and then import it into the PINES database.

14. Adding regular LC subject headings (LCSH) to juvenile records that have only children's headings

For easier access to juvenile materials in our OPAC, PINES catalogers with original cataloging experience are encouraged to add regular LCSH to juvenile records that have ONLY children's (annotated card) headings. Remember that juvenile headings can differ from LCSH, so do not automatically edit the indicator and add |v Juvenile fiction, etc. to the heading. Check the authority file for the authorized forms. The authority records for annotated card or juvenile headings have a 010 field that begins with "sj." (e.g. 010 sj 96006230)

Examples:

If a record has only LC's children's subject headings (e.g. 650_1 Dogs |v Fiction), a regular LCSH can be added to this record as follows:

650 _1 Dogs |v Fiction (existing LC children's heading). 650 _0 Dogs |v Juvenile fiction (LCSH added).

650 _1 Pigs |v Fiction. (existing LC children's heading). 650 _0 Swine |v Juvenile fiction (LCSH added)

650 _1 Dogs (existing LC children's heading). 650 _0 Dogs | Juvenile literature (LCSH added).

15. Dealing with records not properly edited as required

We encourage our catalogers to edit or replace old PINES records according to the above guidelines when they encounter them. Over laying records with current OCLC records, especially PINES records lacking the OCLC CN, is encouraged.

For recent imports not properly edited or not edited at all, catalogers can either edit those records or contact the first importing library to finish its work if that library can be easily determined. Such a case should also be reported to PINES Cataloging Specialist for follow-up work with the library in question.

16. Upgrade BTCTA Level 3 records in OCLC and in PINES

BTCTA level 3 records are acquisition records that are machine generated from metadata. For cataloging purposes, they are incomplete and can be missing critical information as well as being coded incorrectly.

An example of Baker & Taylor Level 3 records:

```
040 BTCTA |c BTCTA |d BAKER\\
020 9781597261227\\
092 |b\\
245 04 The Endangered Species Act at Thirty.\\
260 |b Island Pr |c 2007.\\
720 Goble, Dale D.\\
720 Scott, J. Michael\\
720 Davis, Frank W.\\
938 Baker and Taylor |b BTCP |n BK0006969462\\
938 Baker & Taylor |b BKTY |c 60.00 |d 60.00 |i 159726122X |n 0006969462 |s
active
```

If the only record that is found in OCLC is a BCTA level 3 record, don't import it as it is. A typical BTCTA Level 3 (fixed field ELvl) has just ISBN, author, title, some incomplete imprint information, and it typically puts some unauthorized personal names in 720 fields. Since such brief records are not useful for cataloging purposes as found, catalogers need to update them to include full 245—300 information, correct name headings and add at least one subject headings to the record. The fixed field should also be checked and edited for inaccuracies.

Those who have original cataloging experience, please update such a record to I or K level in OCLC before importing it. Those who cannot do original cataloging and must use such a record, please inform the PINES Cataloging Specialist of the record. In order for the Specialist to correct the record and import it into PINES, provide her/him with the OCLC title control (accession) number of the record and also fax copies of the title page, title page verso, table of content, summary, etc. and 300 field information (illustrations and dimension), 504 information and other pertinent information.

If your system uses vendors for original cataloging, your vendors should do the same. Anyone who spots an unedited BCTA level 3 record in PINES should report it to PINES Cataloging Specialist.