

Copy Cataloging Procedures

1 What is Copy Cataloging?

In Evergreen Indiana (EI), copy cataloging means finding a bibliographic record that matches the item you wish to catalog and attaching your item to that record. Evergreen catalogers refer to the item to be cataloged as “the item in hand” and the process of adding it to the bibliographic record as “attaching your holding”. A bibliographic record is also called a MARC record, a bib record, or simply “the record”.

2 Copy Cataloging Work Flow

1. Search Evergreen Indiana for a record that matches the item in hand, using the matching guidelines below. See Chapter 2 of the EI Cataloging Manual for help in searching the Evergreen database.
2. If a matching record is found, attach your local holding. Refer to Chapter 5 of the EI Cataloging Manual for instructions on adding volumes and items to bibliographic records.
3. If a record is not found, pass the item on to an Evergreen Indiana Certified Cataloger (Cat-1) at your library to import or create a suitable record.

3 Bibliographic Matching Guidelines

When searching for a bibliographic record that matches the item you wish to catalog, carefully compare the record to the item you have. The following fields, if present, must match your item in most situations. If they do not match, do not attach your holdings. If not sure, refer to the additional field information at the end of this section, ask a Certified Cataloger at your library, or consult the Evergreen Indiana Cataloging listserv.

Field	Description
010	LC Control Number
020/022	ISBN/ISSN
024	UPI/UPC code
028	Publisher Number
245	Title Statement
250	Edition Statement
260 b	Publication, Distribution, etc.
300	Physical Description
505	Contents

3.1 Some exceptions and special situations:

3.1.1 Variation in ISBN because of new binding (020):

Sometimes a paperback edition is rebound by another company, such as BWI, Turtleback, or Paw Prints. Although the rebound item is assigned a new ISBN, the content of the book has not changed. If the ISBN from the original publisher matches the ISBN in the record, you may attach the holding. You can find the original ISBN on the inside of the book, usually on the title page verso.

Occasionally books, particularly paperbacks, are re-released with a new cover. If the art work date for a new binding is the only difference, you may attach your holding.

3.1.2 Matching the 028 field (AV material)

If the number in 028 field is the only difference, consider the record a match.

3.1.3 Book club edition vs. regular edition (250)

You can attach a Book Club edition to a record for a regular edition if the edition statement is the only difference. If the ISBN for the Book Club edition is not present on the record, ask a Cat-1 cataloger at your library to add another 020 field.

3.1.4 Variations in publisher name (260 \$b)

Variations in the publisher name may be acceptable when there is a known connection (e.g., Penguin and their children's paperback line, Puffin). Acceptable variations include:

- Penguin & Puffin Books
- Scarecrow Education & Rowman & Littlefield Publishing Group
- HQN & Mira.
- Dafina & Kensington
- T Boureay & Avon
- Simon & Schuster Paperbacks & Fireside
- Free Press, a division of Simon & Schuster, Inc.
- Checkmark and Ferguson, both imprint of Infobase
- EDC Pub. & Usborne\
- Bluesky Press, Cartwheel Press & The Chicken House are all imprints of Scholastic

Note that this list is not comprehensive. It can be useful to check the publisher's website or Wikipedia when all the information in a record is a match except the publishing company.

3.1.5 Advanced Readers' copies

An Advanced Readers' copy of a book should **not** be attached to a record for the final version of the published material. Advanced Readers' copies should be on their own separate record with a 250 field indicating that it is the Advanced Reader copy.

3.2 Matching details for each field:

- | | |
|---------|--|
| 010 | LC Control Number if present in the record. |
| 020/022 | ISBN or ISSN if present in the record and on the material. |
| 024 | UPI number if present in the record and on the material. |
| 028 | Publisher number if present in the record and on the material. |
| 245 \$a | Must match, especially for books. For AV materials, check 500 notes on sources of title information if titles in 245 fields don't quite match your item in hand. |
| 245 \$b | May match; matching information could be in a note. |
| 245 \$c | May match; matching information could be in a note. |
| 250 \$a | Must match, except for following cases. If there is a 1 st edition statement in the record but not in the book or vice versa, the item may still be considered a match. A book club edition statement may be ignored (see 3.1.3). A library edition statement on audiobooks may be ignored. (See 4.5) |
| 260 \$a | Should match in most cases, but allow for variations within the same country between printings of the same edition as well as variation in items with more than one place of publication. If more than one place of publication is involved, the first place on your piece should match the first place in the record. |
| 260 \$b | Should match in most cases, but variations may occur if you are matching a multipart item or an item with more than one publisher. If the publisher on your item is part of the same organization as the publisher on the record, consider it a match. (See item #4 of the section above.) |
| 260 \$c | Must match unless the date is in brackets or with question marks. |
| 300 \$a | Must match, but allow for varying styles of entry. |
| 300 \$b | Must match, but there may be slightly varying styles of entry. |
| 300 \$c | Must match for AV materials. For books, if the dimension varies by a few centimeters, and that is the only difference, consider it a match. |
| 490/8xx | Must match if present, but tracing can differ. Be aware of non-standard series statements. |
| 500 | For DVDs, Blu-rays, and VHS all special/bonus features listed in the record must be included in your item. The list in the record does not need to be comprehensive. |
| 501 | "With note." Must match. |
| 511 | Performers, narrators, presenters, etc. must be same for AV materials. This information could also be in a 500 note. |
| 505 | Contents must be same; but be aware of partial or incomplete contents by examining the first indicator of this formatted note field. |
| 533 | Reproduction note: Must match if present. |
| 538 | For Audiovisual materials, formats must be the same: CD is not cassette; DVD is not videocassette or Blu-ray. For electronic resources, system requirements should match. |
| 546/041 | Language note/code must be the same. |

For detailed field-by-field matching, see OCLC's manual Section 4 "When to input a new record" in Bibliographic Formats and Standards at:

<http://www.oclc.org/bibformats/en/input/default.shtm>

4 Special considerations

4.1 Paperback and hardcover books on the same record

You may attach a paperback item to a record for a hardback and vice versa even if the dimensions (centimeters given in 300 \$c) are different IF this is the only variation. The publisher and publication date, edition statements and pagination must all match. Trade paperbacks are often able to share records with hardcover books. However, mass-market paperbacks seldom can be attached to a record for a hardcover copy.

Ask a Certified Cataloger to add the ISBN for your item to the record if it is not already present.

4.2 Keeping different media formats on separate records

Although the content may be the same, media on different formats belong on separate records. By following the matching guidelines outlined at the beginning of this chapter, you will not accidentally combine media formats on the same record.

Playaways, MP3-CD audiobooks, CD audiobooks, and audios on cassette should all be on separate records. Likewise, videocassettes and DVDs should never be attached to the same record. Since Blu-Ray discs require a special player and are formatted differently than a DVD, these formats also must be cataloged separately.

4.3 Resources with multiple volumes or parts

A single bibliographic record should be used for resources containing multiple volumes or parts. Examples would be a set of encyclopedias, a television show on DVD processed in multiple packages, or a very long audiobook packaged in two cases, each with its own separate barcode.

Your library's Cat-1 cataloger should use the Monographic Parts function to apply Parts to these items.

4.4 Books packaged with a CD and other resource type combinations

If your item in hand has two components, such as a book with a CD in back or an audiobook with a bonus DVD, decide which component is the primary material and then select a record that is based on that item. If the resource contains a book and some sort of media which seems to be of equal importance, consider the media as the primary material.

For example, a book with a CD pocketed in the back will be cataloged as a book. A book and sound recording packaged together in a 'hang-up bag' may be of equal importance, but in Evergreen it is cataloged as a sound recording.

4.5 Audiobooks: library and regular (trade) editions

Library edition audiobooks are usually identical to the trade edition except for the ISBN and possibly the publisher number and packaging. In some cases they may have also library edition statement. The edition statement can be ignored, if the extent and contents of the items are the same--including number of discs, time, and narrator.

There is usually a more favorable replacement policy for library edition audiobooks, so it is recommended that copy notes be used if you need to denote which edition your library owns.

A trade edition for an audiobook may be attached to a record for a library edition if everything else on the record matches the item in hand. A library edition audiobook may likewise be attached to a record for a trade edition.

If all other criteria match and you attach your audiobook, check to make sure the ISBN and publisher number (028 field) for your item appear on the record. If necessary, ask a Certified (Cat 1) Cataloger to add this information.

4.6 Monographs cataloged as serials

Monographs may be cataloged as serials if appropriate. For example, Fodor's travel guides and several reference books come out on a yearly basis. Individual circulating items on a serials record should be assigned a Monograph Part by the Cat-1 cataloger at your library so they are holdable by patrons at the volume level.

4.7 Adding magazine issues

Magazines are added to serial records because they are a continuing resource. (Serial records have "9999" in the Date2 fixed field) Do not attach your holding to a bibliographic record that is just for one magazine issue. All your library's issues of a particular magazine should be added to the same serial record. Follow the same workflow as for other types of materials.

You may discover duplicate serial records in Evergreen. For some titles this is necessary to accommodate the large number of issues held by the consortium. Select one record, either the one with the fewest holdings or one with holdings from nearby libraries, and continue to use that record for all of your library's issues.

Create a new volume for each new issue and attach the holding. You may wish to construct a call number that incorporates the date or volume/number so that it can be easily distinguished from other issues.

Find step-by-step instructions for adding magazine issues in Chapter 23 of the Evergreen Indiana Cataloging Manual.

4.8 Monthly Comics in Evergreen Indiana

Comic books that are published monthly should be cataloged like other monthly periodicals. A record for each new title should not be added to the catalog, and holdings for individual issues should be attached to the title record.

For information on how to add each issue as a volume, see Chapter 23 in the Evergreen Indiana Training Manual for Adding Magazine Issues.

If you want to enable patrons to place holds on individual issues, create and assign a Monograph

Part to each issue as it is cataloged. See Chapter 25 of the Evergreen Cataloging Manual for instructions on how to do this.

4.9 Adding Remote Access Records (Downloadable Audiobooks, Ebooks, Etc.)

It is each library's decision as to whether or not they will add records to Evergreen for these types of items. If records are added, the library has a choice as to whether or not to actually add holdings to the records. The recommended method for cataloging the items is not to add a holding.

These records should be examined by a Cat-1 cataloger to make sure the remote access record is correct.

4.10 Digital copy discs for DVDs and books on CD

If an item such as a DVD or an audiobook comes with a **one-time only** downloadable digital disc, please pull that disc from the packaging. If the disc is listed in the MARC record, it should be deleted by a Cat-1 cataloger. If the contents can be downloaded multiple times, keep the disc with the packaging and record its existence in the MARC record.

4.11 4.11 Using Monographic Parts for Magazine Issues

Adding monographic parts to magazines in order to allow patrons to place their own holds on magazine issues is optional. If you do opt to use parts for magazine issues at your library, part names must follow the following formatting rules:

- The year the issue was published should always be the first part of the part name, including quarterly and special issues
- Dates should be entered numerically in the order of Year, Month, Day for chronological sorting
- Abbreviated month names should be included in parentheses after the month number to aid patrons. Abbreviations are first three letters, first letter capitalized, no period.
- Include only the first date for weekly magazines that give a date range
- Quarterly magazine issue names should follow the description of that magazine
- Special issues can be named as deemed appropriate.
- Format the part names according to the following examples:

Monthly magazine, January issue: **2015 01 (Jan)**

Bimonthly magazine, January/February issue: **2015 01/02 (Jan/Feb)**

Weekly magazine, January 27 issue: **2015 01 (Jan) 27**

Quarterly magazine, Spring issue: **2015 Spring**

Quarterly magazine, January/February/March issue:

2015 01/02/03 (Jan/Feb/Mar)

Special issue, July issue is listed as Special Dining Issue!

2015 07 (Jul) Dining Issue

Special issue, Special Dining Issue is a bonus 13th issue of a monthly

2015 Dining Issue

Note that these rules affect Part names only, since parts are shared by all libraries. Call numbers continue to be a local decision.