Did Cataloging Choose You?
Learn How to Level UP!

Lynn E. Gates

University of Colorado Colorado Springs

UCCS Kraemer Family Library
UNIVERSITY OF COLORADO **COLORADO SPRINGS**

Tuesday, March 23 – Thursday, March 25

Objectives

- A bit of cataloging background & theory

- An overview of a minimal record

- Places to begin enhancing records

- Customizing records for your situation

IUG 2021
DETROIT

About Me

- I've been cataloging since 2004
- I've worked in both public and academic libraries
- I'm the Director of Cataloging & Metadata Services at the University of Colorado Colorado Springs Kraemer Family Library
- Please feel free to contact me if you have any questions or want to talk about cataloging:
    - lgates@uccs.edu

P.S. I have two cats, there may be a few cat memes and pictures in this presentation

The cataloger's role in the library is to enforce rules that nobody understands and to make things as difficult as possible for everyone involved.

Richard Murray

The Beginning

1876: Charles A. Cutter's Objectives

1. To enable a person to find a book of which either

      (A) the author ⎫

      (B) the title ⎬ is known.

      (C) the subject ⎭

2. To show what the library has

      (D) by a given author

      (E) on a given subject

      (F) in a given kind of literature.

3. To assist in the choice of a book

      (G) as to its edition (bibliographically).

      (H) as to its character (literary or topical).
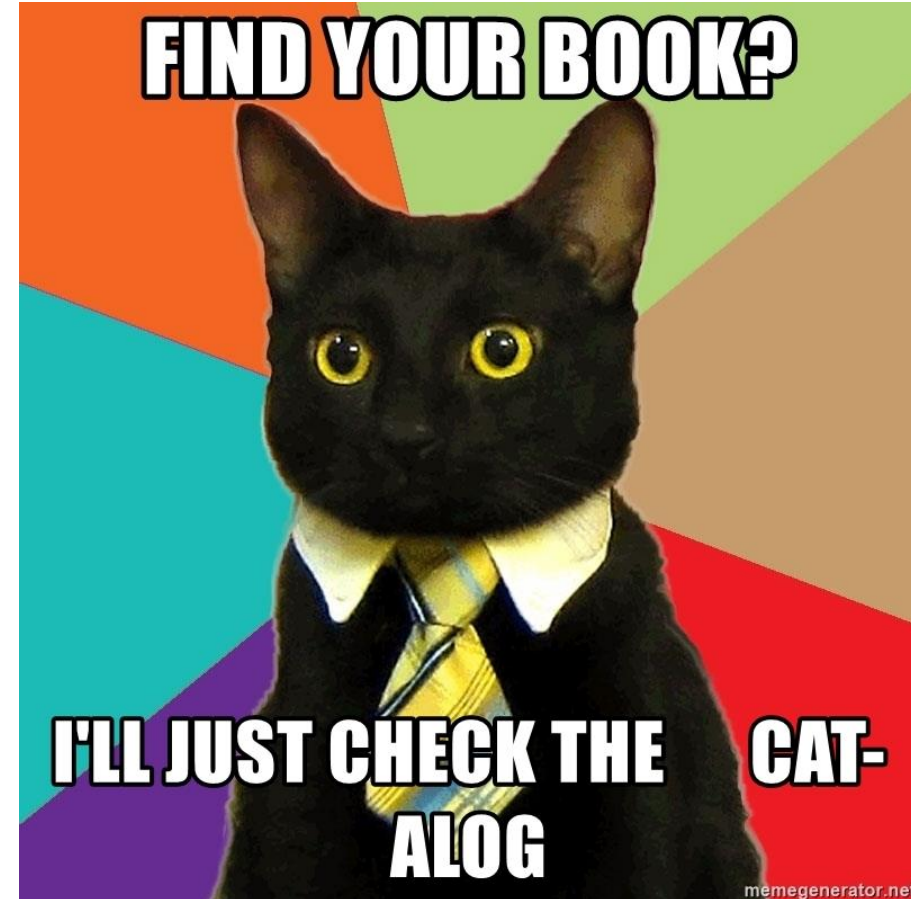
https://hdl.handle.net/2027/miun.aey6826.0001.001

IUG 2021 DETROIT

1931: S. R. Ranganathan's Five Laws

1. Books are for use.

2. Every reader his book.

3. Every book its reader.

4. Save the time of the User.

5. The library is a growing organism

https://hdl.handle.net/2027/uc1.$b99721

2009: IFLA's Statement of International Cataloguing Principles (ICP)

2. **General Principles**

Several principles direct the construction of cataloguing codes. The highest is the convenience of the user.

2.1. *Convenience of the user.* Decisions taken in the making of descriptions and controlled forms of names for access should be made with the user in mind.

2.2. *Common usage.* Vocabulary used in descriptions and access should be in accord with that of the majority of users.

2.3. *Representation.* Descriptions and controlled forms of names should be based on the way an entity describes itself.

2.4. *Accuracy.* The entity described should be faithfully portrayed.

2.5. *Sufficiency and necessity.* Only those data elements in descriptions and controlled forms of names for access that are required to fulfil user tasks and are essential to uniquely identify an entity should be included.

2.6. *Significance.* Data elements should be bibliographically significant.

2.7. *Economy.* When alternative ways exist to achieve a goal, preference should be given to the way that best furthers overall economy (i.e., the least cost or the simplest approach).

2.8. *Consistency and standardization.* Descriptions and construction of access points should be standardized as far as possible. This enables greater consistency, which in turn increases the ability to share bibliographic and authority data.

IUG 2021
DETROIT

2016: IFLA updates the ICP

2 General Principles

The following principles direct the construction and development of cataloguing codes, the decisions that cataloguers make and policies on access to and exchange of data. Of these, the convenience of the user is the most important, while principles 2.2 through 2.13 are in no particular order. If there is a conflict among principles 2.2-2.13, the principle of interoperability should be rated higher than others.

> 2.1 Convenience of the user. Convenience means that all efforts should be made to keep all data comprehensible and suitable for the users. The word "user" embraces anyone who searches the catalogue and uses the bibliographic and/or authority data. Decisions taken in the making of descriptions and controlled forms of names for access should be made with the user in mind.

IUG 2021
DETROIT

My Takeaway & Philosophy

- Cataloging is as much a public service as circulation or reference
- Our focus is on the user and their needs
- My goal is to ensure that my users can find what they want/need in my collection
- This sometimes means customizing records for my catalog
- Documenting my decisions for consistency is essential

Level 1: The Bare Minimum

PCC BIBCO

- BIBCO is one of four programs run by the Program for Cooperative Cataloging (PCC). Its focus is on bibliographic records for monographs.

- Their stated goal is "to increase the timely availability of high-quality catalog records"

- They developed the BIBCO Standard Record (BSR), members of BIBCO are expected to create records that meet or exceed the BSR

- The BSR is not intended to be the fullest record possible, but a floor or standard that can be enriched to meet a library's needs.

For more information:

PCC: https://www.loc.gov/aba/pcc/

BIBCO: https://www.loc.gov/aba/pcc/bibco/index.html

But I'm not a PCC library…

BIBCO Standard Record (BSR)

- Combines the RDA Core, RDA Core If, PCC Core, and PCC Recommended elements
- Covers "archival materials, audio recordings, cartographic resources, electronic resources (if cataloged in computer file format), graphic materials, moving images, noted music, rare materials, and textual monographs."
- Elements included should support user tasks identified by FRBR: find, identify, select, and obtain)

- Changes may be coming (eventually)! PCC announced that they will not be using the new RDA Toolkit before July 2022. Documentation, LC-PCC Policy Statements, and profiles need to be created and updated before starting to use.

For more information:

BIBCO Standard Record (BSR) Metadata Application Profiles (MAPs): https://www.loc.gov/aba/pcc/bibco/bsr-maps.html

IUG 2021
DETROIT

BSR Minimum Requirements for Textual Monographs

- Identifier (020, 024, 026-028, etc.)
- Call number (05X, 08X, etc)
- Creator with relationship designator (1XX, 7XX)
  - Other agent associated with work (1XX, 7XX)
- Title proper with statement of responsibility (245)
  - Preferred title with elements needed to differentiate versions (130, 240, 7XX)
- Edition statement (250)
- Place of publication, Publisher's name, and Date of Publication (264)
- Extent (300)
- Content type (336)

- Media type (337)
- Carrier type (338)
- Title of series and subseries, Numbering within series and subseries (490)
- Notes: source of title if not taken from title page (500), reproduction (5XX, 76X-78X), thesis/dissertations (502), language and script (fixed fields, 546)
- Subject and/or genre/form (6XX)

- Also: various fixed fields/LDR/007/006/008 elements

IUG 2021
DETROIT

What does this look like?

050		4	TD225.S55 ‡b D697 2019
110	2		DOWL HKM (Firm), ‡e author.
245	1	0	Sheridan water system level I study final report / ‡c prepared for Wyoming Water Development Commission ; prepared by DOWL.
264		1	Sheridan, Wyoming : ‡b DOWL, ‡c June 2019.
300			1 volume (various pagings)
336			text ‡b txt ‡2 rdacontent
337			unmediated ‡b n ‡2 rdamedia
338			volume ‡b nc ‡2 rdacarrier
650		0	Water-supply ‡z Wyoming ‡z Sheridan.
650		0	Water resources development ‡z Wyoming ‡z Sheridan.
710	2		Wyoming Water Development Commission, ‡e issuing body.

IUG 2021
DETROIT

Other

- Take information from the preferred source, generally this is the item itself. For the title and statement of responsibility always use the title page.

- If the information you need isn't in or on the item, you can look it up. This is usually the place of publication, if you take information from a non-preferred source enclose it in brackets.

- Be aware of transcribed vs. non-transcribed fields. Non-transcribed fields give you the flexibility to enter information in a way that makes sense.
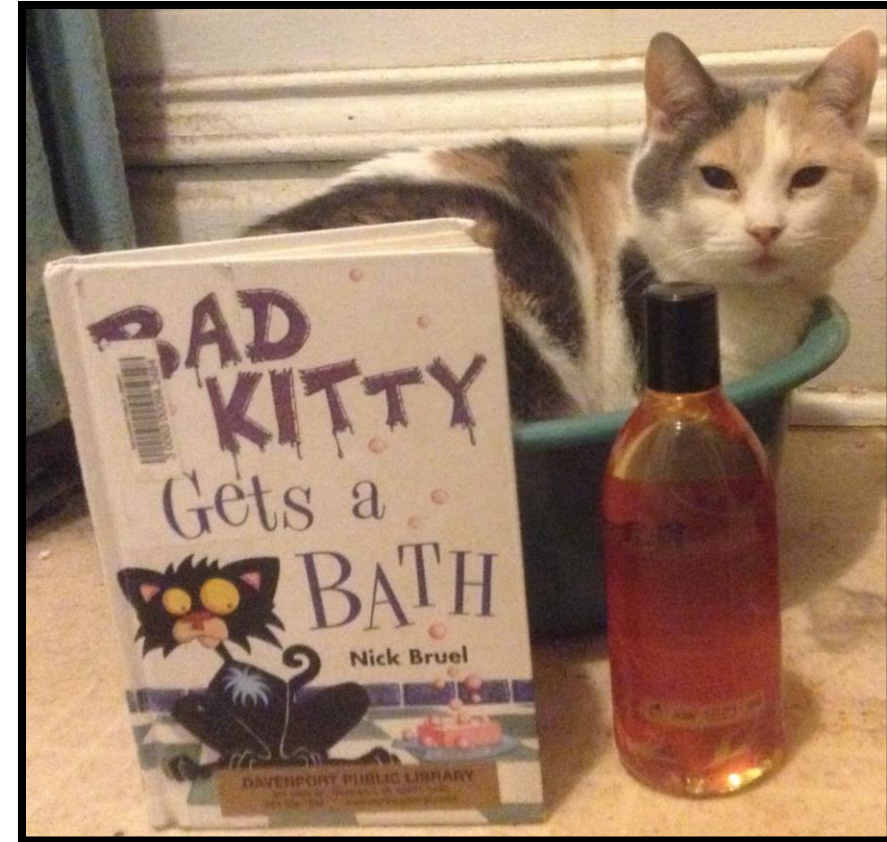
Level 2: Stepping Up Your Game

You Don't Have to Accept the Minimum

Just like Trinity you can have more!

- You can add more information to a record
- You can make changes to a record
- You can make a record work for your users

- The BSR only requires the minimum in some fields.
    - Only the first author
    - Only the extent in the 300 field
    - Only a few note fields

- Taking time to fill in a record can help your user find their book
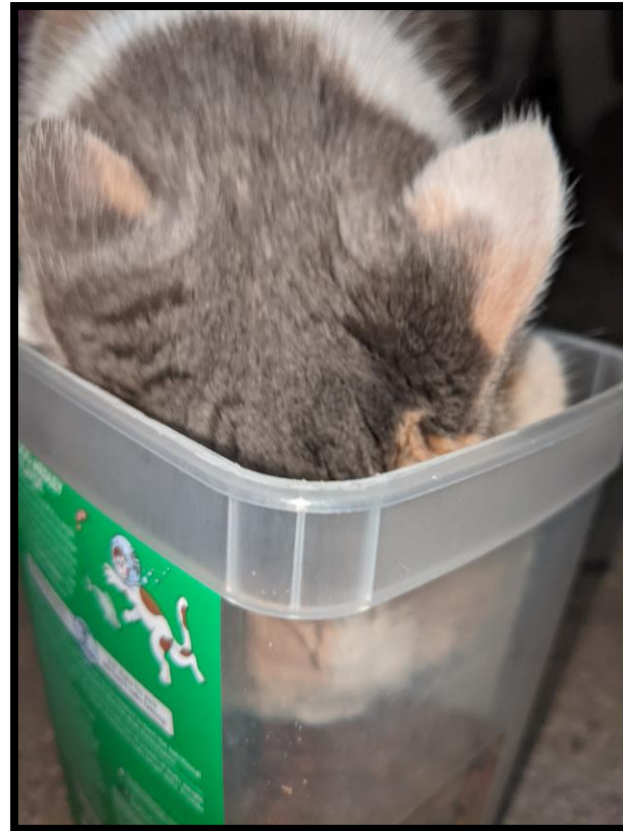
More or Different Access Points

- Title variations
  - Variations in spelling
  - Spine or cover titles if different
- Creators/actors
  - Only the first is required with the BSR add the rest
  - Generally backed with a note field
  - Local connections that might be important
- Appropriate subject headings
  - Lots of different thesaurus available
  - Local subject headings for local needs
- Call number (not just the cutter)
  - Use a call number that fits your collection

Notes, Notes, Notes

- Add 505's (Table of Contents) and 520's (Summary)
  - Adds additional keywords for searching
  - Provides information to your user
- Other common notes:
  - 504 (Bibliography)
  - 521 (Target Audience)
  - 546 (Language)
  - 586 (Awards Note)
- The magic 500 note
  - Great for pretty much any information that doesn't have a specific note
- 590 (Local notes)
 - You can also create your own local notes if needed

WRITE NOTES PLEASE...
OR I WILL CRY
memegenerato

IUG 2021
DETROIT
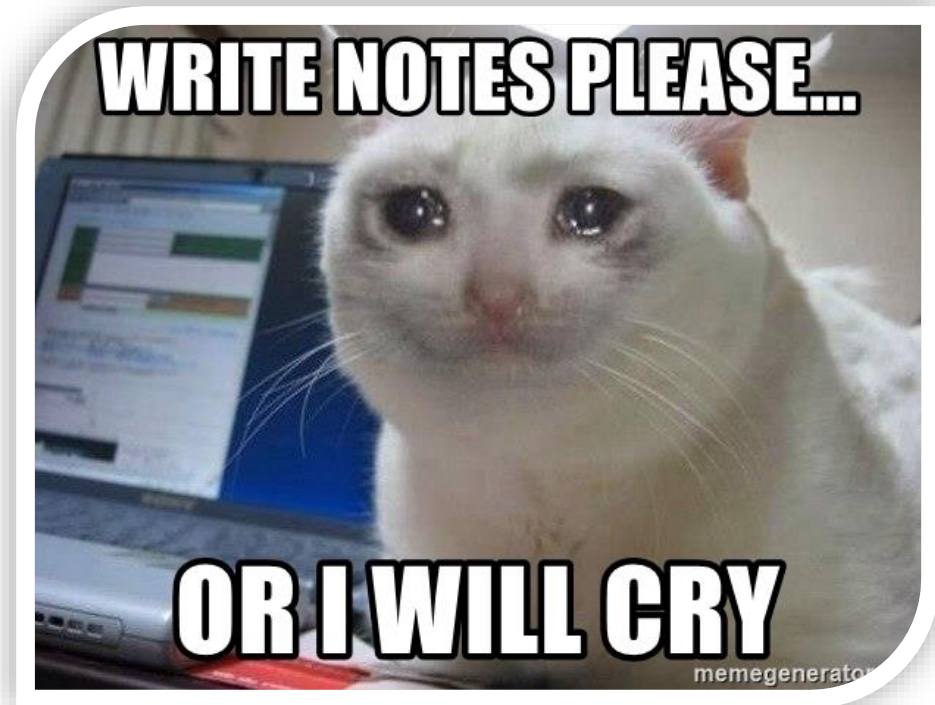
Level 3: Take Control of Your Catalog

There Are No Cataloging Police

Max the Cat might judge you if you don't pet him, but I won't for making changes that benefit your user (unless you don't document your decisions).

- Your records are directly related to your user's ability to access your collection
- I highly recommend taking time to familiarize yourself with how your records display to your users.
  - Look at what and how the results lists displays
  - Look at what and how a detailed record displays
  - Become familiar with the search options/filters that your patrons might use and what information in a record they use
  - Work with your systems people or vendor to customize your display and indexing if necessary
- Always, always, always document your decisions and changes
- Be consistent

IUG 2021
DETROIT
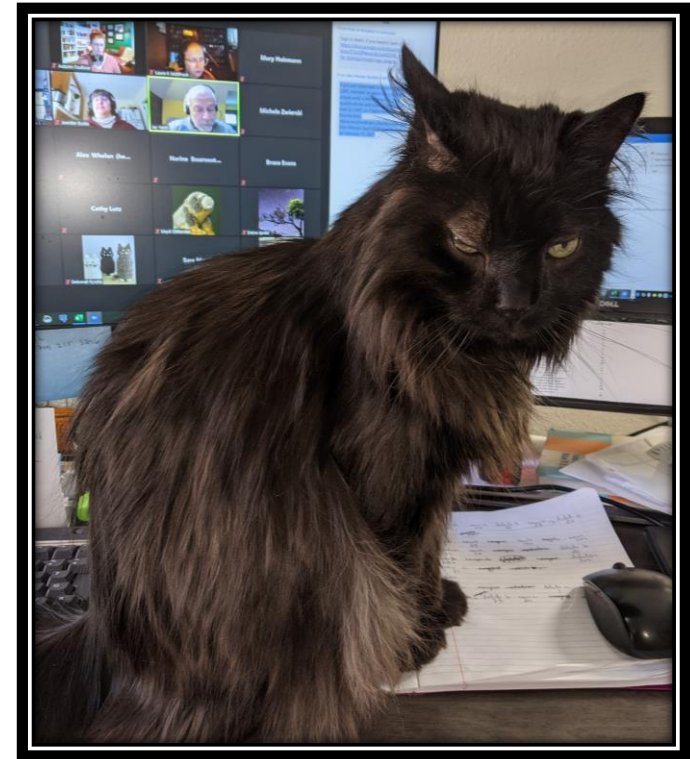
Some Ideas

- Target Audience as a search option

  - Most records downloaded from OCLC only use j for juvenile materials and rarely code for anything else, but target audience was hardcoded into the search options. We choose to use more exact codes when easy to figure out, as well as code for YA and Adult.

- Using custom Edition statements for DVD/Blu-ray

  - We frequently had at least three records for new movies. DVD, Blu-ray and the DVD/Blu-ray combo.

  - While we had a custom Blu-ray icon and made sure to code for it. There was no DVD/Blu-ray combo icon.

  - At the time the edition statement displayed in the results list, so we created additional statements to make it clear which version a patron was placing a hold on.

Some More Ideas

- Consistently using the 245 $ap for videos, despite the franchise instructions in RDA that have you record the whole title in the 245 $a.
    - Consistent across franchise/non-franchise
    - No need to track what is a franchise and what isn't
    - Better display for users
- Local subject heading for local authors/university faculty
    - Using either a local 69X field (make sure to have it added to your index) or a regular 6XX field
- Licensing note with the expiration date
    - We recently added the note to the public catalog display to help faculty (and liaison librarians) know how long a video is available

- Do you have any customizations or any ideas??

If you can't find it, you don't own it.
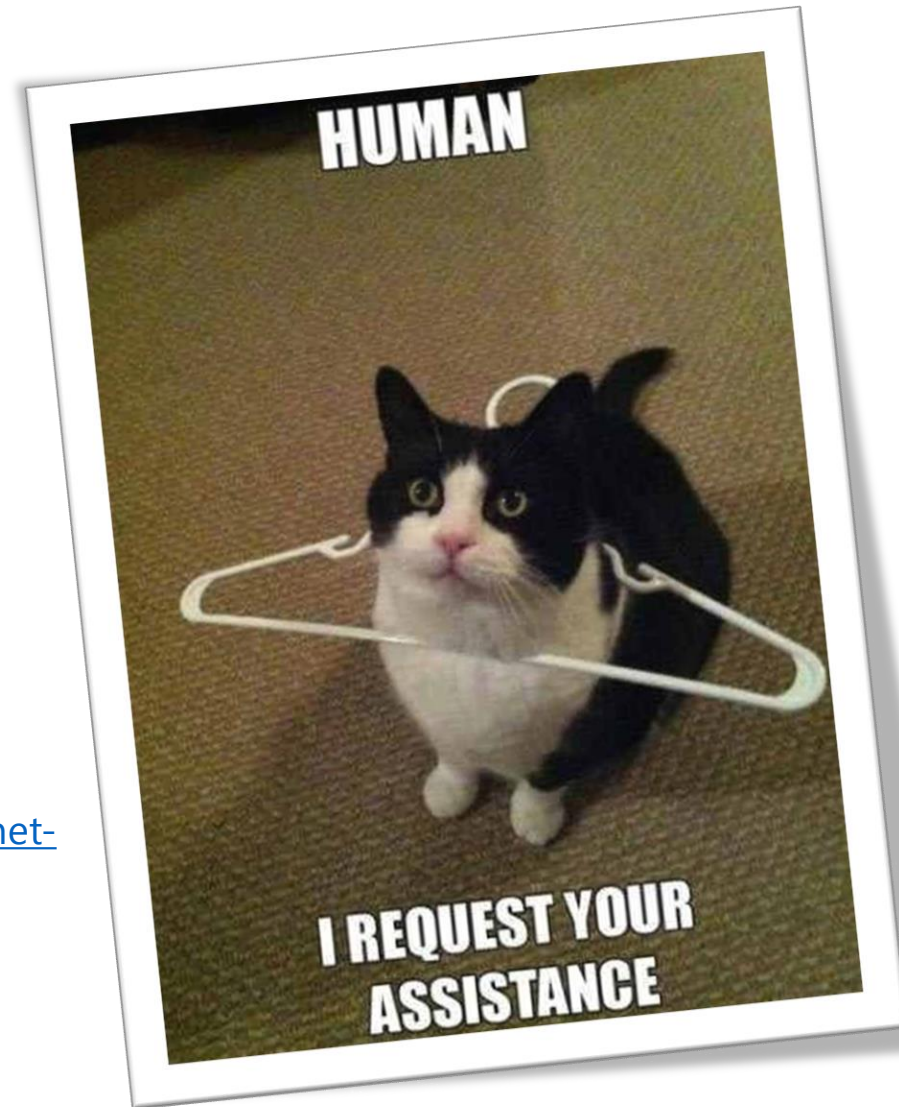
Krista Kaulbach, email signature

Game Cheats

Where I Go for Help

- Library of Congress Cataloging Resources
  - https://www.loc.gov/aba/cataloging/tools/
- Library of Congress MARC Format
  - https://www.loc.gov/marc/bibliographic/
- OLAC Cataloging Guides
  - https://www.olacinc.org/training-publications
- OCLC's Bibliographic Formats and Standards
  - https://www.oclc.org/bibformats/en.html
- Useful listserv's:
  - AUTOCAT
    - https://listserv.syr.edu/scripts/wa.exe?A0=AUTOCAT
  - OCLC-CAT
    - https://www.oclc.org/content/forms/worldwide/en/internet-subscription.html
  - OLAC
    - https://www.olacinc.org/olac-l
  - RDA
    - https://connect.ala.org/communities/community-home?CommunityKey=1557c8d6-d568-4ba5-b72b-e9b99c7777f2

#IUG2021

THANK YOU

Questions?

IUG 2021
DETROIT