Cataloger's Certification Retreat
MORE January 2018

Introductions – Names, your library, how much experience you have cataloging.

Why?

Prevents duplicate records – Improve database quality – goal is high quality records, and we can't do it alone

Consistency – things are cleaner and easier to find if they are all entered the same way

Help other libraries in cataloging; a better job can be done if standards are dependable

Patron service/accessibility – you can't find it if it's not there

Expectations for Certification

For those editing and adding bibliographic records to the MORE database

Attend group training

Will do individual/small group training where needed

Follow the rules!

We'll be checking records and notifying you where improvements are needed

Each person will have a personal visit

You can ask us to look at a record at any time

You are all on the morecat email list – pay attention to the messages

To maintain certification, attend cataloging refresher training once a year

Discussion – What does cataloging mean to you?

Exercise #1 – which of the 3 bibliographic records do you consider the best and why?

Search for a matching record

ISBN – if you find a match, check carefully to make sure you have the same item

020, 024, 100, 245, 300, 520

Title search – a must; other printings of the same thing may exist

Add your ISBN with qualifiers if content is the same

If you find multiple bibs that match send in a helpdesk ticket with .b numbers

If the catcode is u you don't need edit the record; CABS will take care of it.

Not there? Go to Remote search (when bringing in an OCLC record or what looks like one, do not change the catcode to x)

Choose databases (z39.50, Arrowhead, Library of Congress, Milwaukee Co., Northern Waters, OCLC, OhioLink, Owlsnet, St. Paul, Wisconsin Valley)

ISBN search most efficient; choose title or author next, whichever may be more unique

In search results, ignore the first "media" column; this is almost always incorrect

Look at all the possibilities and choose the most complete record

Not there? Use one of the bib templates to create an original record. If you don't know where to start with the item, send it to the IFLS office; Attn: Kathy & Bridget

What is in a complete record?

Bibliographic Records

    Everything we are talking about is on the MORE training page under Cataloging ⟹ Templates.

    First question = What is this thing??

    Fixed Fields

        Bib Loc

        Format – must be present and correct

        Country

        Cat code – once you are done editing, change to k

    Books

    MARC leader

        Rec type (a for language material) must be correct; it changes the fields in the 007 and 008 according what the record type is

        Cat Form must be i for RDA cataloging

    008 – fields here must be present and correct so we can someday use them for searching

        Dat type = t for publication date and copyright date

        Date One is publication date (matches 264_1 |c)

        Date Two is copyright date (matches 264_4 |c)

        Country – must match the fixed field country code and 264_1 |a

        Illustr1 – a for illlustrations (maps, plates, be sure to include in the 300 field)

        Audience = e for adult, j for juvenile, d for adolescent (YA)

        Lit Form – 1 for fiction, 0 for not fiction

        Non-fictions items – make sure to include bibliographic and index fields

    020 – ISBN numbers must have qualifers

        |q(hardcover)

        |q(paperback) for mass market and trade paperbacks

        |q(softcover) for those larger than trade

    For those items requiring more than one qualifier, separate them with a space, semi-colon, |q within one set of parentheses

        |q(paperback ;|qBantam Books) add publisher if different from the 264_1

    Matching 10 and 13 digit numbers must have the exact same qualifiers

    040 – include|beng|erda

    100 – author name must be followed by |eauthor.

    245 – title as printed on the title page; |c is transcribed from the title page

    264_1 is publisher; |c publication date is in [ ] if assumed (meaning you are guessing it was published in this year from the copyright date; if it doesn't say "printed in 2017" use the brackets)

    264_4 is copyright date and must be included; copyright symbol is found in the mapping table or you can put it in a macro; these dates must match those in the 008

    300 - make sure to fill this in; page numbers, illustrations, spine length in cm

(See the example of what this looks like with correct punctuation. Describe illustrations as color, (chiefly color), some page numbers are roman numbers, use last listed page number from book (don't count beyond), pages of plates goes with page numbers, but also listed as illustrations, be sure to include in 008. If there is a series statement, then put a period after cm, if no series statement then no period. Example: 354 pages :|bcharts, maps ;|c26 cm or 1 volume (unpaged) :|bcolor illustrations ;|c22 cm

RDA fields – 336, 337, 338 – use the macros found on the training page, Topics A-Z – Macros
    Picture books and graphic novels have an added 336 for still image

Series (if any questions or issues arise please send a help desk ticket)
490_0 is not indexed, only found by keyword search; use sparingly
490_1 is preferred, indexed in title and series indexes; there is a corresponding 800 or 830
    If adding a series statement, please check the other formats of the item and add to those also. Fantastic fiction or novelist are helpful sites to find series numbering. Find more info on the MORE training page on series and numbering If this is part of a series this must be added. If you find a mess with a particular series let us know via the helpdesk the name of the series and we will clean it up

Notes
500 – general note; "Originally published in Norway in 2016." (if including a note about index, be sure to add in 008) (500 _ Includes index.)
505 – contents note generally used for chapter titles in non-fiction books
520 – summary statement; must be included. It can be copied from the back of the book, Amazon, Novelist or the publisher's website as long as it is in quotes and the source is identified. For example: "This is copied directly from the website." –Amazon.com Or simply –back cover.
504 Bibliographical references and index. (be sure to add in 008)
595 – release date notes (used in order records)
    For books and audio "Expected publication date January 16, 2018"
    For DVDs "Expected release date January 16, 2018"
Be sure to delete these if it is past the date.

Subject and Genre headings
    Remember: subject is what it is about, genre is what it is.
Subjects
600_0 – personal name
650_0 – topic
651 _0 – place
690 _0 – local subjects (see list of approved headings on the training page)

Genre – we use lcgft and local headings. We no longer use gsafd.
    Most fiction should have at least 1 genre heading; more is better.
655_7 Detective and mystery fiction.|2lcgft
655_7 Detective and mystery fiction, Cozy.|2local

Don't use 650_1 headings; these are LC children's headings and not used in MORE. Check the validity of the heading, then change it to 650_0 and add |vJuvenile fiction or |vJuvenile literature as appropriate. For example, Juvenile heading – Babies, correct heading - Infants

Delete fast headings (these are in OCLC records), migfig, and anything else other than bidex (these are Spanish language headings and we keep them).

Be aware of headings used for specific audiences (655_0 Young adult fiction.) or format (655_0 Board books, or 655_7 Beginning readers.|2local)

700 – second author and/or illustrator with |e as appropriate

800 – series entry for single author: 800 1_ Evanovich, Janet.|tStephanie Plum novel ;|v20. You can verify series numbering, using fantastic fiction or novelist websites, see training page on series. If any questions or issues arise please send a help desk ticket.

830 – series entry for title (series has multiple authors): 830_0 Dear America.

945 – Marcive statement, added when records come back from our authority control vendor. If you make significant changes to a record that already has this statement, delete it so we can send it again. If you see "Sent to Marcive 1/12/18" DO NOT change anything in that record as it is currently at the vendor and when it is returned the record will be overlaid and any changes will be lost. (MORE sends out an alert before sending to MARCIVE)

Look at the remote record possibilities. Which is the most complete?
Choose the best one and save it. Fields in blue will disappear. Edit the record according to the above standards. See the templates on the training page for more detailed information on any field.

Verify headings – this compares the author, subject and genre headings against our authority records to see if they are correct. You can verify the whole record by clicking the icon in the upper right, or verify a single heading by going to Tools – Verify heading, or Ctrl-G. Every heading will have a code in front of it. You can see the list by going to Tools – Explain verification codes.

Authority records show us the official way an indexed heading is entered. If they are not entered exactly right they won't come up in a search for that heading. Example is an author with dates after their name; if you enter the name without the dates in the bib record, when a search is done on that name it won't be grouped with all the other records that do have the dates. A patron searching is not likely to look at it, instead going to the list with the greater number of entries.

Audiobooks
These are the fields that are different for audiobooks that need special attention:

Format – 9 for audiobook/CD

Leader – rec type is i for nonmusical sound recording; this changes what is in the 007 and 008.

007 gives specifications for the technical aspects of the item and must be present. You can put the most common elements in to a macro and pop them in if the 007 is missing. If there is an 007, check the elements for accuracy.

008 – check the audience code. Here the lit form is LitText1 and f is for fiction. If you have a non-fiction work, expand the field and choose what fits best; if none do, use z for other.

020 – add qualifiers to ISBN, including publisher: |q(audiobook ;|qBlackstone Audio)

028_02 publisher number, usually found on the back or spine of the case or on the discs. Be sure to include |b with the publisher name

250 – edition statement, must have abridged or unabridged.

264_4 – phonogram date; must be included if present. See mapping table for symbol or use a macro.

300 – must include number of discs, and time in hours and minutes. *Please count the discs to be sure you have the correct number. Example: 6 audio discs (7.5 hr.) : |bdigital, CD audio ;|c4 ¾ in.

RDA fields – along with the 33x fields, add the 34x fields (see macros on training page)

511 – this is for the reader and must be present; use whatever is on the item: read by, narrated by, performed by. If read by the author, say that (and add |enarrator after |eauthor in the 100 field).

700 1_Name,|enarrator.

For MP3 discs, use 3 in the format field, add note that an MP3 enabled player is required. The 347 has MP3 in |b.

DVDs/Blu-ray
MORE staff will fully catalog these; **leave the catcode at s!**
To help us identify the item, please check and correct the following. If we need to see it to complete cataloging we will request it; the request will come from IFLS cataloging.

Format – d for DVD, 2 for Blu-ray, f for Blu-ray/DVD Combo

020 – if there is an ISBN, include it.

024_1 is the UPC number; this must be present

028 42– is the publisher number. Will be located on the container or on the discs themselves. Must have |b to indicate the name of the publisher.

245 - title – in the |c include the producer, director and screenwriter. If it is a TV series, include the season as it is on the container (the complete first season or Season one)
250 – edition statement. If this is a Blu-ray, must say Blu-ray. If combo pack say that. Rental edition is necessary if that it what this is. Also include things like Director's cut and 2-disc special edition.

264_1 – publisher and date
264_2 – for distributor
264_4 – copyright date

300 – number of discs and time; if it is a multi-disc set, time is total time for all discs in hours and minutes.

511 1_ for actors – list primary ones usually found on the front of the case. Also listed in 700_1.

508_ this is for the creation/production credits- which need 700_1 if they are present. Ex. 508 Music, Hans Zimmer ; editor, Tom Jones.

521 8_ rating; include reasons if present (Rated PG13 for violence, harsh language)

500 – list special features here as they appear on the container.

Questions on these or any other format

Exercise #2 – Did you have an easier time identifying the best record?

Tips
Try to find a quiet time and space with as little interruptions as possible
Circulate things in original containers
TV series must go out as one item. Complete series may be split up into individual seasons.
Combo packs must go out as combo packs (don't split them up; that causes issues with bib records and holds)
Use flags for items with release dates so they don't go out early
There are templates for small labels for number of discs
Remember to change the catcode to k when you are done editing.
If you are deleting the last item on a bib record with catcode x, you will be prevented from deleting it. Delete your item, then send a helpdesk ticket with the bib record number and we will take it from there.

Tips from the audience

Itype expansion explanation

Problem items to catalog