

Cataloging: An Overview

by

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Workshop Outline

Welcome and Introductions

Cataloging and Classification Tools

Introduction to Dewey Decimal Classification

An Overview of the MARC Format

- Fixed Fields
- Variable Fields
- Tags
- Indicators
- Subfields
- Description vs. Access Points
- Levels of Description
- Punctuation
- Capitalization
- Abbreviations
- Chief Source of Information
- Prescribed Sources of Information

MARC Format: Cataloging Uses

- Why Buy MARC Records?
- Sources of MARC Records
- Creating MARC Records
- Local Cataloging Practices
- Retrospective Conversion Issues

MARC Format: Beyond Cataloging

- Resource Sharing
- SILO Locator Submission Guidelines
- Automation Options

In Conclusion

- More questions and answers
- Evaluation

Introduction to *Cataloging* *An Overview*

Cataloging exists to provide access to the holdings of a library. Its purpose is to record, describe, and index the materials in a collection. Cataloging is, therefore, the process of preparing bibliographic records that together will comprise a library's catalog. This catalog may be in either paper or electronic form, although electronic form is now considered the norm.

Purpose

This workshop is designed to provide an overview of cataloging issues. The instructor emphasizes the importance of adhering to the standards of machine-readable cataloging (MARC).

Overview

This workshop is divided into five sections:

1. Cataloging and Classification Tools
2. Introduction to Dewey Decimal Classification
3. An Overview of the MARC Format
4. MARC Format: Cataloging Uses
5. MARC Format: Beyond Cataloging

Audience

This workshop is designed for people who are not familiar with the role of the MARC format in cataloging. The instructor assumes no knowledge of machine-readable cataloging.

**Introduction to
Cataloging
*An Overview***

Learning Objectives

By the end of this session, participants will be able to meet the following objectives.

- T** Identify three major tools for cataloging and classification
- T** Understand the structure of the Dewey Decimal Classification scheme
- T** Identify the major elements which make up the MARC format.
- T** Identify sources for obtaining MARC records.
- T** Plan for the retrospective conversion of a library's collection.
- T** Recognize the importance of consistent and appropriate use of the MARC format in building a database for use in an automated library system.
- T** Identify issues that must be considered when implementing an automated system.

Notes:

Section 1: Cataloging and Classification Tools

The organization of materials in a library consists of two major components:

- Cataloging
 - Description
 - Access
 - Authority Control
 - Library of Congress Authorities
 - Sears Subject Headings
 - Medical Subject Headings
- Classification
 - Collection Designations
 - Classification Number
 - Dewey Decimal Classification
 - Library of Congress Classification
 - National Library of Medicine Classification
 - Government Documents
 - Cutters
 - Cutter-Sanborn
 - Library of Congress
 - Author/Title Letters
 - Volume or Copy Designation

Cataloging and Classification Tools

Anglo-American Cataloguing Rules, 2nd. ed., 2002 revision, 2005 update. Chicago : American Library Association, 2005. ISBN: 9780838935552 (ring-bound ed.)

OCLC *Bibliographic Formats and Standards*:
<http://www.oclc.org/bibformats>

C. A. Cutter's Two-Figure Author Table (Swanson-Swift Revision). Littleton, CO : Hargrave House, 1969. ISBN: 0872872084.

C. A. Cutter's Three-Figure Author Table (Swanson-Swift Revision). Littleton, CO : Hargrave House, 1969. ISBN: 0872872092.

Cutter-Sanborn Three-Figure Author Table (Swanson-Swift Revision). Littleton, CO : Hargrave House, 1969. ISBN: 0872872106.

Dewey Decimal Classification and Relative Index. 22nd ed. 2003: <http://www.oclc.org/dewey/versions/ddc22print/>

Fritz, Deborah A. *Cataloging with AACR2 and MARC21 : for Books, Electronic Resources, Sound Recordings, Videorecordings, and Serials*. 2nd ed., 2006 cumulation. Chicago : American Library Association, 2007. ISBN: 9780838909355 (loose-leaf)

Library of Congress Authorities: <http://authorities.loc.gov/>

Taylor, Arlene G. *Wynar's Introduction to Cataloging and Classification*. 9th ed. 2004. ISBN: 159158213X

American Library Association publications are available from: <http://www.ala.org>

Cutter tables are available from:
<Http://www.cuttertables.com/>

Library of Congress publications are available from:
<http://www.loc.gov/cds/>

Many titles are available through interlibrary loan from the State Library of Iowa: <http://catalog.lib.state.ia.us/>

Overview of AACR2

Anglo-American Cataloguing Rules, 2nd ed., is divided into 2 parts:

Part I Description

Part II Headings, Uniform Titles, and References

Chapters 1 through 13 are included in Part I. Part II includes chapters 21 through 26. Four appendices cover the following areas:

A Capitalization

-
- B Abbreviations
 - C Numerals
 - D Glossary

Chapters within Part I:

- General Rules for Description
- Books, Pamphlets, and Printed Sheets
- Cartographic Materials
- Manuscripts (Including Manuscript Collections)
- Music
- Sound Recordings
- Motion Pictures and Videorecordings
- Graphic Materials
- Electronic Resources
- Three-Dimensional Artefacts and Realia
- Microforms
- Continuing resources
- Analysis

When cataloging an item, you will refer to the general rules in Chapter 1 and the specific rules in an additional chapter for the type of material you are cataloging.

Within each chapter, rule numbering is mnemonic. The numbers and letters following the decimal correspond to specific areas of bibliographic description:

- .0 General rules
- .OB1 Chief source of information
- .OB2 Prescribed sources of information
- .1 Title and statement of responsibility
- .2 Edition
- .4 Publication
- .5 Physical description
- .6 Series
- .7 Notes
- .8 Standard number and terms of availability



Quiz 1: Cataloging and Classification Tools

1. Descriptive cataloging means:
 - a. Determining the author's birth date
 - b. Identifying the title, publisher, and size of the item
 - c. Assigning a call number
 - d. All of the above

2. Which of the following is an access point?
 - a. Author
 - b. Color of the book
 - c. Subject
 - d. A and C

3. LC provides authority control records for:
 - a. Personal names
 - b. Corporate names
 - c. Series titles
 - d. Subjects
 - e. All of the above

4. A cutter
 - a. Helps the shelver and the patron locate materials that have the same call number
 - b. Must be 3 characters long
 - c. Must be unique
 - d. All of the above

5. When providing descriptive cataloging for a book, you should refer to which chapter(s) in AACR2?
 - a. Chapters 1 and 2
 - b. Chapters 1 and 10
 - c. Chapter 2

Section 2: Introduction to Dewey Decimal Classification

Melvil Dewey devised the Dewey Decimal Classification (DDC) for library cataloging, and he published *A Classification and Subject Index for Cataloging and Arranging the Books and Pamphlets of a Library* in 1876. DDC is used throughout the world and has been translated into over 30 languages.

Call numbers consist of four parts:

- Collection designation
- Classification number
- Cutter
- Volume or copy designation

The collection designation helps the shelver and the patron locate a specific area of the library. Examples of collection designations include:

- REF
- FIC
- YA
- J
- HOLIDAY
- E
- DVD
- AUDIO CD

DDC is divided into ten main classes:

- 000 Generalities
- 100 Philosophy and Psychology
- 200 Religion
- 300 Social Science
- 400 Language
- 500 Natural Science and Mathematics
- 600 Technology (Applied Sciences)
- 700 Arts
- 800 Literature
- 900 Geography and History

Each class has ten divisions. The divisions are further divided, becoming increasingly specific. For example, to find

butterflies, you would go from general (590) to specific (595.789) Butterflies¹:

500 Natural Science and Mathematics
590 Zoological Sciences
595 Other Invertebrates (worms and insects)
595.7 Insects
595.78 Lepidoptera
595.789 Butterflies

Because Dewey is a decimal system, books are filed number by number, not by whole number. For example:

331
331.01
331.011
331.016
331.02
331.026
331.041
331.04136
331.042
331.1
331.198
331.2

A cutter is added to the call number to make the item easier to shelve and to locate. The cutter can come from one of several sources:

- Cutter Two-Figure Table
- Cutter Three-Figure Table
- Cutter-Sanborn Table
- Author's last name
- First significant word of the title
- Uniform (or collective) title

¹Examples are from Let's Do Dewey website at <http://www.mtsu.edu/~vvesper/dewey2.htm>.

Libraries will make local decisions about some collections, so not every library will have materials classified in the same way. Some examples of collections needing local decisions:

- Biography
 - Assign Dewey number for subject
 - Use Collection designation, B or BIO
 - Cutter by subject
- Children's series fiction
 - Cutter by author or series title
- Children's series video
 - Cutter by title or character
- Workbooks, often used by homeschoolers
 - Assign Dewey number for subject
 - Assign Dewey number for curriculum
- Diseases with medical and social aspects, e.g., diabetes
 - Assign different Dewey numbers
 - Assign one Dewey number to group together



Quiz 2: Dewey Decimal Classification

1. A collection designation typically comes at the end of the call number.
 - a. True
 - b. False

2. Which call number comes first?
 - a. 311.0942
 - b. 311.07
 - c. 311.116
 - d. 311.2
 - e. 311.018
 - f. 311.126

3. Which call number comes first?
 - a. FIC PARKER
 - b. FIC PARETSKY
 - c. FIC PARK
 - d. FIC PARKS

4. All biographies are assigned the Dewey number 920.
 - a. True
 - b. False

Section 3: An Overview of the MARC Format

Machine-readable cataloging (MARC) is “ . . . a set of standards for identifying, storing, and communicating cataloging information.”²

There are MARC formats for three types of material:

- Bibliographic
- Authority Control
- Holdings

Within the *MARC 21 Format for Bibliographic Data*, there are seven formats for different types of material:

- Books
- Continuing resources
- Visual Material
- Music
- Electronic Resources
- Maps
- Mixed Materials

The *MARC 21 Format for Authority Data* describes the standards for creating headings for names, subject headings, and uniform titles.

The Library of Congress Authority File is available at <http://authorities.loc.gov/>. In this database, catalogers at the Library of Congress create records for the authorized form of entry for a person, corporation, subject, or series title. Other fields in the authority record are used as cross references from related entries (e.g., a broader subject heading) or incorrect forms of entry (e.g., Samuel Clemens for Mark Twain).

The *MARC 21 Format for Holdings Data* contains the standards for creating records that describe the portion of a serial owned by a library. Serials include annual publications like *World Almanac* and magazines like *National Geographic*. Since libraries may own just one year or even one issue of a serial, holdings records allow libraries

² *MARC 21 Format for Bibliographic Data*.

to express how much of a serial they own. Holdings records are useful both for the library's patrons and for other libraries borrowing materials through interlibrary loan.

Fixed Fields

A MARC record contains two types of fields: variable and fixed.

Fixed fields are fixed in size. They may contain only a specified number of characters. Each position in a fixed field has significance. Positions are numbered beginning with zero. Examples of fixed fields are the Leader and the 008 field.

Variable Fields

Variable-length fields can be any size. Examples of variable-length fields include the author, title, and summary note. The only limits on the size of variable-length fields are those imposed by the software programmer. Usually, these limits are quite large, for example, 1,000 characters or more.

Tags

Variable fields are further divided into tags, indicators and subfields. The tag is a three-digit number from 000 to 999 which identifies the type of field. Some tags may appear only once in a record, others are repeatable.

An example of a tag that may appear only once is the main entry (tag 100, for example). The main entry is generally the principle author of the work.

On the other hand, you may want to use two or more subject headings to describe the contents of an item. The MARC format places no limits on the number of subject headings (tag 650, for example) you may include in one MARC record.

The MARC tags can be categorized in groups of 100:

0xx Bibliographic control numbers and codes (including call numbers and classification numbers)

- 001 Control number
- 008 Fixed field
- 010 Library of Congress control number
- 020 ISBN
- 049 Local holdings
- 050 LC-assigned LC classification number
- 082 LC-assigned Dewey class number
- 090 Locally-assigned LC call number
- 092 Locally-assigned Dewey call number
- 099 Local call numbers

1xx Main entry headings (not to be used for a title main entry)

- 100 Personal name
- 110 Corporate/geographic name
- 111 Meeting name
- 130 Uniform title

2xx Title and title paragraph

- 240 Uniform title
- 245 Title, subtitle, statement of responsibility
- 246 Varying form of title
- 250 Edition
- 260 Place of publication, publisher, date

3xx Physical description

- 300 Physical description

4xx Series statements

- 440 Series traced
- 490 Series not traced or traced differently

5xx Notes

- 500 General note
- 502 Dissertation note
- 504 Bibliography note
- 505 Formatted contents note
- 520 Summary note
- 533 Reproduction note
- 590 Local note

6xx Subject headings

- 600 Personal name
- 610 Corporate name
- 611 Meeting name
- 630 Uniform title
- 650 Topical
- 651 Geographic
- 655 Genre/Form

7xx Added entries (other than subject) and linking entries

- 700 Personal name
- 710 Corporate name
- 711 Conference name
- 730 Uniform title
- 740 Uncontrolled related/analytical title

8xx Series added entries (traced differently) and variant forms of entry

- 800 Personal name
- 810 Corporate name
- 811 Meeting name
- 830 Uniform title
- 852 Location
- 856 Electronic Locations/Access

9xx Local-use fields

- 949 Local holdings for union catalogs

Indicators

Indicators 1 and 2 say something about the field that can be expressed in a single-digit code. The indicators can be blank (∅) or any number from 0 through 9. An example of an indicator is the non-filing indicator used with almost all title fields. By including an indicator of 4, for example, you indicate to the computer that is storing and retrieving the records that it should skip the <space> when filing *The grapes of wrath*.

Subfields

The subfield delimiter is a character that tells the computer program that the character that follows it is a code and not part of the text. The subfield delimiter is most commonly expressed as a †, but it can also be expressed as a \$, |, ?, @, etc.

The subfield code is one character that immediately follows a subfield delimiter. It defines the text that follows it. The code may be any alphanumeric character.

The subfield data is the text of one portion of a field. The text may be coded information or it may be descriptive information about the item.

An example of a field that is divided into subfields is the title field:

245 10 †a Paper doll : †b a novel / †c by Robert B. Parker.

By dividing fields into smaller units (subfields), you make it easier for the computer to retrieve very specific information for you.

Description vs. Access Points

Descriptive cataloging means transcribing information from the item so that others may determine whether they have the same item or whether your item is the one they are seeking. The descriptive portion of the cataloging record includes the following fields:

245	Title and statement of responsibility
250	Edition
260	Publication
300	Physical description
4xx	Series
5xx	Notes
02x	Standard number and terms of availability

Access points are chosen by the cataloger as significant ways an individual may look for an item. This information is not necessarily transcribed from the item. Many access points are controlled access points, meaning they are entered in a consistent way. For example, all of the works by a particular author are entered under one form of the author's name (excluding pseudonyms) even though the author may not have consistently used a middle name or initial. Catalogers also add birth and death dates to distinguish authors with the same names. Access points in the cataloging record include the following fields:

1xx	Main entry
246	Title variations
4xx	Series (can be both descriptive and access points)
6xx	Subject headings
7xx	Added entries (joint authors, illustrators, etc.)
8xx	Series added entries

Levels of Description

There are three levels of detail you may choose to provide in descriptive cataloging. You should choose a level of detail based on the purpose of your catalog, the expertise of the cataloging staff, and the time you have available to devote to cataloging.

Level I is minimal level cataloging. At Level I, you would minimally include the following descriptive areas:

- Title proper (245 †a)
- First statement of responsibility if different from main entry (245 †c)
- Edition (250 †a)
- First publisher (260 †b)
- Date of publication (260 †c)
- Extent of item (300 †a)
- Notes (5xx)
- Standard number (02x)

Level II is full level cataloging. The Library of Congress catalogs most materials at this level. Level II minimally includes the following descriptive areas:

- Title and title statement (245 †a, †b, †c, †h)
- Edition (250 †a, †b)
- Publication (260 †a, †b, †c)
- Physical description (300 †a, †b, †c)
- Series (4xx †a, †x, †v)
- Notes (5xx)
- Standard number (02x)

Level III is archival level cataloging. You would generally include every possible element that is applicable to the item you are describing. Level III is used infrequently by most libraries and is generally limited to rare materials or special collections.

Punctuation

Punctuation in the MARC record conforms to the International Standard Bibliographic Description (ISBD). ISBD specifies the punctuation to be used within each field. While catalog cards have dashes (-) between fields, this punctuation is not included in the MARC record.

Examples of punctuation:

100	1‡	†a Parker, Robert B., †d 1932-
245	10	†a Spare change : †b a novel / †c Robert B. Parker.
250	‡‡	Large print ed.
260	‡‡	New York : †b Random House, †c 2007, c2006.
300	‡‡	274 p. : †b col. ill. ; †c 23 cm. + †e 1 teacher's guide.
440	‡0	Bur oak book ; †v v.24
505	0‡	Skip to my lou / Gene Autry – On top of Old Smoky / Andy Griffith.
650	‡0	Cats †v Fiction.

Capitalization

Only the first word of the title is capitalized, excluding proper nouns. All proper nouns are to be capitalized.

Abbreviations

Abbreviations were more commonly used when we typed information onto catalog cards, because the cards were so small. You will still use abbreviations in some areas, such as the edition statement (1st ed.) However, when using abbreviations in notes, be sure the meaning is clear to others and that the information is accessible via keyword searching.

Chief Source of Information

The chief source of information is the "source of bibliographic data to be given preference as the source from which a bibliographic description (or portion thereof) is prepared."³

Before you begin cataloging an item, you must determine its chief source. The following is a list of chief sources for commonly-cataloged material:

Book	Title page
Compact disc	Disc and label
Cassette	Cassette and label
Videorecordings	Item itself (e.g., title frames)
Graphic materials	Container
Electronic resources	Resource itself
Realia	Item itself
	Accompanying textual material
	Container
Serial	Title page

³

Anglo-American Cataloguing Rules, 2nd ed., 2002 Revision.

See AACR2 Rule .0B1 of each chapter for additional information about alternatives for chief sources when the items listed above are not available.

Prescribed Sources of Information

Prescribed sources govern where information may be taken from for each area of the descriptive record. Information that is taken from sources other than the prescribed sources must be enclosed within brackets.

The following is a list of prescribed sources for books. When more than one source is listed, give preference in the order they are listed. The colophon is "a statement at the end of an item giving information about one or more of the following: the title, author(s), publisher, printer, date of publication or printing. It may include other information."

<u>Area</u>	<u>Prescribed Source</u>
Title	Title page
Edition	Title page, other preliminaries, colophon
Publication	Title page, other preliminaries, colophon
Physical description	Entire publication
Series	Series title page, monograph title page, cover, rest of the publication
Notes	Any source
Standard number	Any source

See AACR2 Rule .0B2 of each chapter for information about prescribed sources for other formats of material.



Quiz 3: An Overview of the MARC Format

1. The main reason catalogers use the MARC format is:
 - a. MARC is a communications standard that allows libraries to share cataloging data.
 - b. MARC makes it easier to print catalog cards.
 - c. MARC records are required for circulation systems.

2. Each field in a MARC record is fixed in size.
 - a. True
 - b. False

3. The 600 fields of a MARC record contain:
 - a. The names of authors and illustrators
 - b. Call numbers
 - c. Subject headings

4. Which field would you include in descriptive cataloging?
 - a. Main entry (1xx)
 - b. Physical description (300)
 - c. Subject heading (6xx)

5. Which field would you include when adding an access point?
 - a. Note (5xx)
 - b. Physical description (300)
 - c. Main entry (1xx)

-
6. When you catalog at the minimal level, you do **not** have to include the following information:
 - a. The title of the item
 - b. The size of the item
 - c. The item's ISBN
 7. Which of the following accurately depicts the punctuation in the 300 field?
 - a. 300 p. ; ill., maps. ; 30 cm.
 - b. 811 p. : col. ill., col. maps. ; 28 cm.
 - c. 876 p. : 24 cm.
 8. Which title is capitalized properly for cataloging purposes?
 - a. The subway is going my way : a guide to new york
 - b. The Subway is going my way : a guide to New York
 - c. The subway is going my way : a guide to New York
 9. Which of these is appropriately abbreviated?
 - a. 1st Random House paperback ed.
 - b. The ill. encyclopedia of world art / by Mary Jones.
 - c. DSM, IA : Meredith, c2007.
 10. The chief source of information for a book is:
 - a. The cover
 - b. The title page
 - c. The spine
 11. To catalog an audio CD, you have to listen to it.
 - a. True
 - b. False

-
12. You may only include series information in the cataloging record if the series is listed on the title page.
 - a. True
 - b. False

 13. If the ISBN is included in publisher's catalog, but it does not appear on the book, I should:
 - a. not include the ISBN in the cataloging record
 - b. include the ISBN just as I would have if the ISBN were on the back of the title page
 - c. include the ISBN in brackets

Section 4: MARC Format: Cataloging Uses

Why Buy MARC Records?

When you catalog the materials in your collection, you may choose to purchase MARC records from a vendor or to create MARC records manually within your automation software.

Libraries use MARC records for a number of reasons.

- i** The MARC 21 format is the national standard for computerized cataloging. MARC is an international standard for computerized cataloging throughout the world.
- i** Because the vast majority of libraries use MARC, it is possible for libraries to share their resources with ease. In Iowa, the SILO Locator database contains information about the materials owned by almost all libraries throughout the state. Databases such as OCLC's WorldCat include holdings for libraries throughout the world.
- i** With the development of the MARC format, libraries ceased to create all of their own cataloging records. Most libraries purchase MARC records for the majority of the materials they buy. They supplement these purchased records with original cataloging for those items that have not been cataloged by the Library of Congress or another source.
- i** Computerized cataloging enhances the user's access to information. In a card catalog, you may search only by author, title, or subject. In an online catalog, you may use keyword searching to retrieve information from the notes fields, for example. You may also limit your search to a particular publisher or publication date.

Sources of MARC Records

The Library of Congress creates the majority of MARC records for books published in the United States. Many vendors purchase MARC records from the Library of Congress and sell them, along with cataloging software, to libraries. The cataloging software allows libraries to edit the

MARC record to include the library's call number and barcode and to print spine and pocket labels. Some vendors also hire catalogers to create MARC records to supplement those available from the Library of Congress.

OCLC (Online Computer Library Center) is a bibliographic utility that organizes the sharing of MARC records among participating libraries. In addition to records from the Library of Congress, participants create and share original cataloging for the items they own. The Library of Congress records make up only a small percentage of the entire OCLC WorldCat database.

Libraries purchase MARC records because:

- The records are more comprehensive than ones you create yourself.
- It is cost-effective to purchase MARC records and spend staff time on other projects.

The following are examples of sources of MARC records:

Book jobbers such as:

Baker & Taylor	Sells MARC records for approximately \$25 per title. Http://www.btol.com
Brodart	Http://www.brodart.com
Follett	Http://www.follett.com
Ingram	Http://www.ingrambook.com

Cataloging/automation software vendors such as:

Follett	Alliance Plus includes Library of Congress cataloging as well as the cataloging of other school and public libraries. Http://www.fsc.follett.com
Library Corporation	ITS MARC includes Library of Congress cataloging as well as subsets from other sources. Http://www.tlcdelivers.com
MARC Wizard	AccessMARC K-12 focused online MARC database. Http://www.mitinet.com/Default.aspx

Bibliographic utilities such as:

OCLC

CatExpress service allows libraries to purchase MARC records individually for titles not available through other sources. [Http://www.oclc.org](http://www.oclc.org)

Creating MARC Records

While buying MARC records is optimal, you will not always be able to purchase a MARC record for every item you own. Obvious examples are locally-created materials such as family histories and recipe books.

When you create original records, you must adhere to minimal-level standards for cataloging. Your MARC records should include **at least** the following:

010 field:	Library of Congress control number, if one exists, can usually be found on the back of the title page of a book
020 field:	ISBN, if one exists, for books, audio, video, etc.
022 field:	ISSN, if one exists, for magazines, annuals, and other serials.
024 field:	UPC, if one exists, for videos, etc.
028 field:	Publisher number (subfield a), for sound recordings, videos, printed music, etc.
100 field	Personal name, for books and audio where there is an author
245 field:	Title
260 field:	Publisher and date of publication
300 field:	Physical description

Minimal-level MARC records are really not sufficient for an online catalog. An online catalog should include authors, subject headings, and series as well as the information listed above. Other information, such as contents notes for compact discs, is also desirable.

Local Cataloging Practices

Each library will make local decisions interpreting the cataloging rules for their community. These decisions should be written down. See the following pages for an example of a local cataloging practices document.

Sample Local Cataloging Policy

020 Remove ‡c (price)

092 Add call number, for example:

F ‡b STEVENS	Adult Fiction
364.1 ‡b STE	Adult Nonfiction
B ‡b SHAKESP	Adult Biography
LP F ‡b PARKER	Large Print Fiction
LP 643.5 ‡b CHI	Large Print Nonfiction
AUDIO CD F ‡b SMITH	Audio CD Fiction
AUDIO CD 364.1 ‡b SMI	Audio CD Nonfiction
DVD F ‡b CLOSER	DVD Fiction
DVD 973 ‡b HEN	DVD Nonfiction
J F ‡b CLEARY	Children's Fiction
J 398.2 ‡b GRI	Children's Nonfiction
J B ‡b SHAKESP	Children's Biography
E ‡b SEUSS	Children's Easy
HOLIDAY F ‡b JONES	Children's Holiday

130 Delete uniform title main entries. If the entry is for the original language of the work, add a 500 note, Translation of: [original language of title].

240 Delete uniform title added entries. If the entry is for the original language of the work, add a 500 note, Translation of: [original language of title].

245 Add a general material designation (gmd) for the following types of material:

‡h [large print]	
‡h [DVD]	(change from videorecording)
‡h [audio CD]	(change from sound recording)

250 For DVDs, add an edition statement for widescreen vs. full screen:

250	Widescreen ed.
250	Full screen ed.

300 For large print, add (large print) after pagination:

300 456 p. (large print) ; ‡c 26 cm.

- 440 Check series to see if there are other items in the catalog in the series. If there are, use 440/490 1/800/830, as appropriate. If not, use 490 0.
- 505 Add a contents note for all music CDs and songbooks:
- 505 0 Whenever you come around - You better think twice - Real lady's man - What the cowgirls do - When love finds you.
- 505 0 You raise me up / Josh Groban - Shower the people / James Taylor - The dance / Garth Brooks.
- 520 Add a summary note for all children's books and for all videos. Use the summary from the back of the book/video or copy the summary from a web site such as Amazon.com.
- 538 Add system details note for all DVDs:
- 538 DVD.
- 538 DVD, surround sound.
- 538 VHS.
- 546 For DVDs, add a language note for subtitles and dubbed languages:
- 546 In English, with French or Spanish subtitles.
- 546 Originally filmed in Spanish; dubbed into English.
- 586 Add an awards note for Newbery and Caldecott Medal winners (books) and Academy Award winners (videos):
- 586 Caldecott Medal, 2006.
- 586 Academy Award for Best Picture, 2005.
- 590 Add a local note for books signed by the author and for gifts and memorials:
- 590 Donated in memory of Gladys Stevens.
- 590 Library's copy signed by the author.
- 650 Remove United States from subject headings when it is not the first or last element:
- 650 0 Cats-United States - Fiction .
becomes
- 650 0 Cats - Fiction.

Remove city and state from fiction subject headings. Add separate subject heading for the city/state:

650 0 Detectives - Massachusetts - Boston - Fiction.

becomes

650 0 Detectives - Fiction.

651 0 Boston (Mass.) - Fiction.

700 Remove †t from added author entries:

700 1 Lambert, Janet. †t Star-spangled summer.

becomes

700 1 Lambert, Janet.

800 Numbered series should be filed under the author (800) when one author is responsible for the entire series:

800 10 Lambert, Janet. †t Parrishes ; †v 16.

830 Numbered series should be filed under the title (830) when more than one author contributes to the series:

830 0 Gobsmackers ; †v no. 2.

Retrospective Conversion Issues

Since most libraries came into existence before the MARC format, most libraries have items on their shelves for which they do not have MARC records. In preparation for automation or participation in a resource sharing project such as SILO Locator, you obtain MARC records for items you have already cataloged. This process is called retrospective conversion.

Many vendors will supply MARC records that include your call number as well as other local information (such as price paid). You send your shelflist to a vendor, and the vendor returns the shelflist along with a compact disc of MARC records (or an FTP site where you can retrieve the records yourself). Most libraries have their collection converted as they prepare for the automation of the catalog and circulation functions.

Some libraries choose to perform the retrospective conversion in-house, using a cataloging database such as those described above. You may be able to use volunteers to complete the project at a lower cost than hiring a vendor. Or, you may opt to use staff to complete the project more slowly as part of their daily workload.

When beginning a retrospective conversion project, consider the following points:

1. Weed the collection first, so that you are not wasting time and money creating MARC records for items that you should discard.
2. Inventory the collection, so that, again, you do not waste time and money creating MARC records for items you no longer own.
3. Evaluate the quality of your shelflist cards. If you do not have ISBNs and LCCNs on the cards, write them down as you inventory the collection. Supply pagination if your shelflist cards do not include page numbers. If you do not have enough information on the shelflist cards to find a single match against a cataloging database of millions of records, you may

end up with records that describe items you do not own.

4. Discuss with the vendor the source of the MARC records. The vendor's records should come from the Library of Congress. Ask about how the vendor supplements the database for items not cataloged by LC. Does the vendor hire professional catalogers? Ask for samples of MARC records.
5. Determine what information from the shelflist card you will add to the MARC record. In most cases, the call number is sufficient. Some libraries also add information about the purchase date and price. Evaluate the usefulness of this information against the time it will take to enter it. Iowa libraries will also want to include their Locator code in the 049 field of the MARC record. This field is used by the State Library staff to display holdings information in the SILO Locator.



Quiz 4: MARC Format: Cataloging Uses

1. I should buy MARC records when possible because:
 - a. It will save staff time
 - b. The records will be more complete
 - c. I will be able to get materials to the patrons faster
 - d. All of the above

2. The single biggest creator of MARC records is:
 - a. OCLC
 - b. The Library Corporation
 - c. The Library of Congress

3. When I create a minimal-level MARC record, I must include:
 - a. The pagination
 - b. The series title and volume number
 - c. The subtitle

4. There is only one correct call number for each title.
 - a. True
 - b. False

5. The order of events in a retrospective conversion project is:
 - a. Convert, weed, inventory
 - b. Inventory, convert, weed
 - c. Weed, inventory, convert

Section 5: MARC Format: Beyond Cataloging

Resource Sharing

Using national and international standards for cataloging benefits all libraries. With the cost of materials increasing and library budgets stagnating, it becomes increasingly important for libraries to pool their resources. No one library can meet the needs of all of its patrons using only its own collection. Services such as interlibrary loan link libraries together so that the users get what they want without having to travel to several places.

Before the MARC record, libraries shared holdings information in printed union catalogs. This information was out-of-date even before it was printed. Now, libraries share holdings information through computerized catalogs such as SILO Locator and OCLC WorldCat.

Online catalogs, like the SILO Locator, which exist for resource sharing purposes often allow libraries to attach holdings information without submitting MARC records. If a library is not planning to automate within three to five years, a function such as SILO's add/delete capability is a worthwhile option for participating in resource sharing.

SILO Locator Submission Guidelines

Iowa libraries may add MARC records to the Iowa Locator in one of three ways:

- Marc file upload through SILO ILL
- Online add and delete
- OCLC MARC subscription service

In order for a record to be added to the Iowa Locator, it must contain the following fields when they are available.

Leader

- 010 Library of Congress control number
- 020 ISBN (International standard book number)
- 022 ISSN (International standard serial number)
- 024 Other standard identifier (e.g., UPC barcode)

028	Publisher number
035	OCLC control number
1xx	Main entry
245	Title
250	Edition
260	Publication
300	Physical description (≠ a only)

Automation Issues

Library automation refers to the computerizing of the library's card catalog and circulation functions. Some libraries also use other features of an automated system, such as:

- Electronic ordering of materials and bookkeeping (acquisitions)
- Checking in issues of magazines and claiming missing issues (serials control)
- Booking audiovisual materials and equipment
- Course reserves in academic libraries

An automated system consists, at minimum of three types of records:

- A bibliographic record for each title in the MARC format
- An item record for each volume including the barcode, price paid, copy number, volume number, etc.
- A patron record for each registered borrower

Some automated systems also include authority records for names, uniform titles, and subjects; order records for acquisitions, check-in records for serials, etc.

Automated systems range in price from under \$10,000 to more than \$100,000. A small library may start with a circulation module on one computer for approximately \$5,000 (including the computer). If a library wants to have both a circulation module and an online catalog, the library will need to invest in hardware for a local area network.

Automation vendors include:

EOS International	www.eosintl.com
Follett Software Company	www.fsc.follett.com
Innovative Interfaces	www.iii.com
Polaris Library Systems	www.polarislibrary.com
SirsiDynix	www.sirsidynix.com
TLC (The Library Corporation)	www.TLCdelivers.com

Realistically, price is one of the most significant factors when choosing an automated system. However, within each price range, libraries have several systems from which to choose. Other factors you should consider when selecting a system include:

- i** Does the vendor provide an adequate level of technical support and training? Assess how the vendor has behaved during the sales process. Have your phone calls been returned promptly? Do you understand the answers the sales person gives to your questions? Virtually everyone who implements an automated system will need assistance during the process. Will your vendor be there to provide this assistance when you need it?
- i** Does the system employ current technologies? Purchasing outdated technology will only hasten the inevitable replacement of this software.
- i** Are the staff screens and public screens easy to read? Try checking out a book. Does the process make sense? Try several searches in the catalog? Were items easy to retrieve?

There is no perfect automation software. You will choose the vendor in your price range that provides an adequate level of support and a product you like. After you install the system, you will be pleased by many features, and you will be disappointed in a few features. If you had chosen a different system, the results would be the same.



Quiz 5: MARC Format: Beyond Cataloging

1. If I do not buy MARC records, I cannot participate in resource sharing.
 - a. True
 - b. False

2. Which of the following is not a way to send MARC records to SILO?
 - a. MARC File Upload via SILO ILL
 - b. Add/Delete function of SILO ILL
 - c. Copy the records to disc and mail them to the State Library

3. In a small library, I can have automation software on only one computer.
 - a. True
 - b. False

4. If the automation software I choose doesn't do everything I expected it to do:
 - a. I purchased the wrong software.
 - b. That's normal.