ADVANCED COPY CATALOGING

Jocelyn R. Lewis

Indiana State Library

EVERGREEN INDIANA ANNUAL CONFERENCE, 2014

THE GOAL OF THIS PRESENTATION IS TO:

1
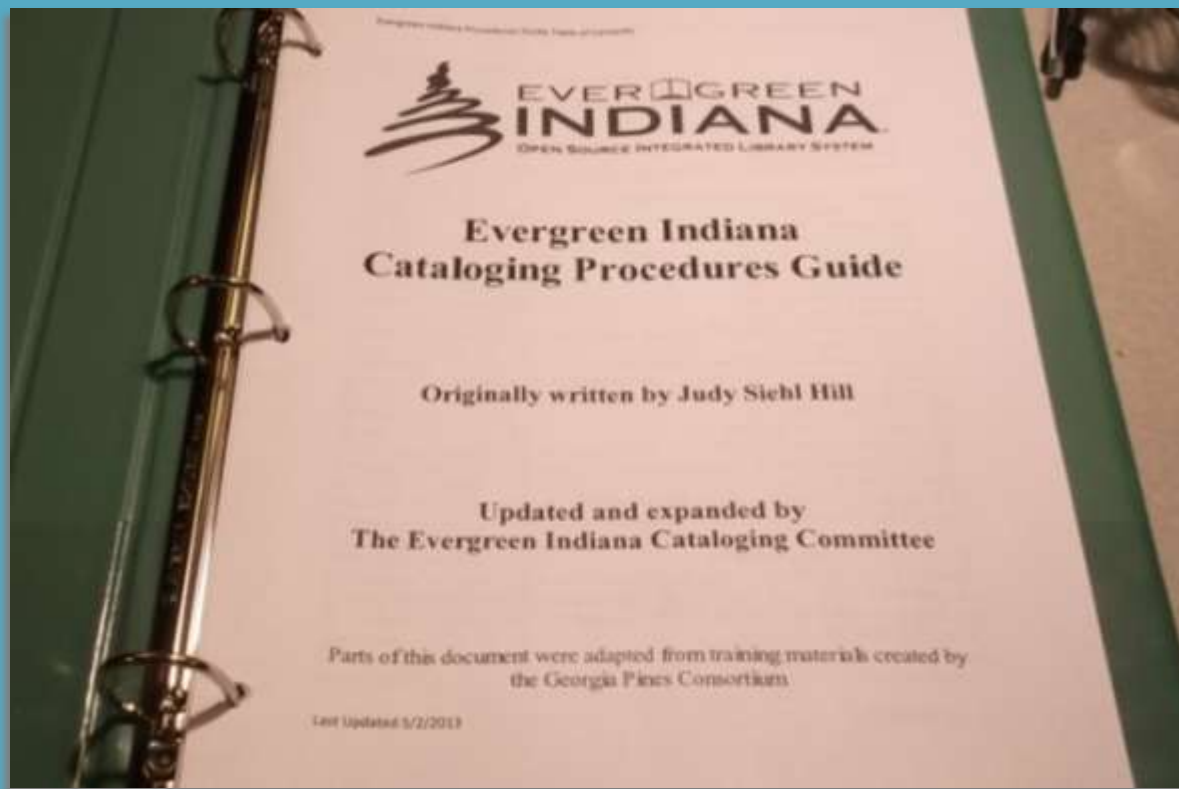- Serve as a reminder as to our policies and procedures.

2
- Highlight some common problems we have noticed in the catalog.

3
- Help ensure that we are all entering and editing records in a common manner.

ALL OF THE RULES AND PROCEDURES IN THIS PRESENTATION CAN BE FOUND IN THE "EVERGREEN INDIANA CATALOGING PROCEDURES GUIDE."

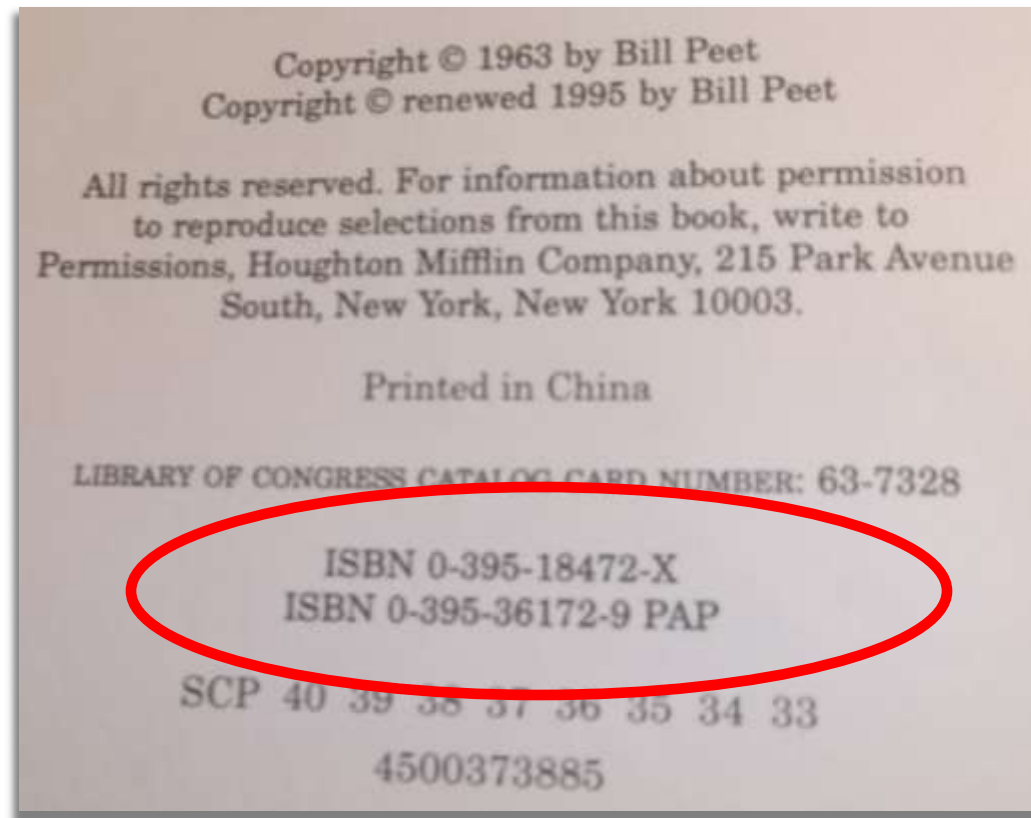Available: http://www.in.gov/library/3386.htm

VARIATION IN ISBN DUE TO A NEW BINDING

It is not uncommon for some items—particularly children's books—to be rebound by a company other than the original publisher. Companies such as Turtleback, BWI and Paw Prints take the paperback edition of titles and rebind them, giving them a new ISBN in the process.

VARIATION IN ISBN DUE TO A NEW BINDING

For matching purposes, you generally should ignore the ISBN on the binding and use the one found in book, usually on the title page verso.

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Printed in China

LIBRARY OF CONGRESS CATALOG CARD NUMBER: 63-7328

ISBN 0-395-18472-X
ISBN 0-395-36172-9 PAP

SCP 40 39 38 37 36 35 34 33

4500373885

VARIATION IN ISBN DUE TO A NEW BINDING

As a courtesy to other catalogers, remember to add your binding ISBN to the record like this:

020 9781932129373 (Paw Prints)

It is entirely possible to have multiple ISBNs for multiple companies:

020 9781932129373 (Paw Prints)

020 9781592990566 (BWI)

Remember: When merging records, please copy these ISBNs in to the merged record when applicable.
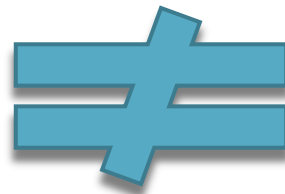
PAPERBACK & HARDCOVER BOOKS ON THE SAME RECORD

According to the Procedures Guide, it is only ever permissible to attach a paperback to a hardcover record (and vice versa) if the ONLY difference is the size of the book.

Publisher, publication date, edition statement and pagination MUST all match.
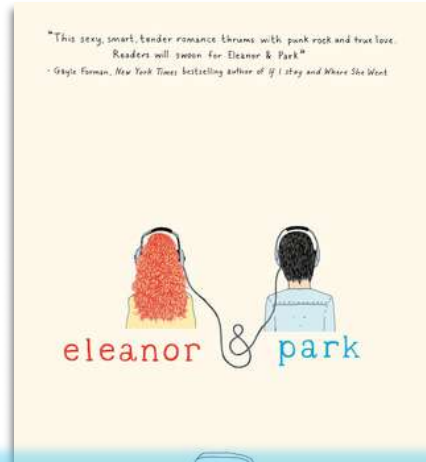
Hardcover release
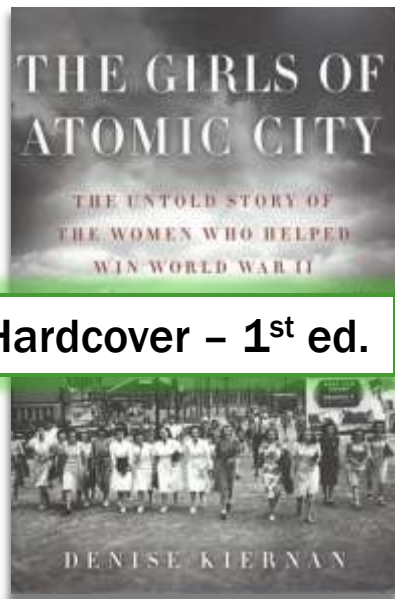1st edition
Publisher: St. Martin's Press
328 pgs.
22 cm.

Paperback release
(no edition statement)
Publisher: St. Martin's Griffin
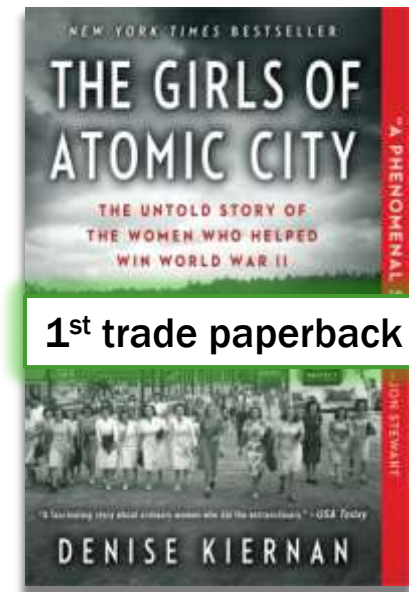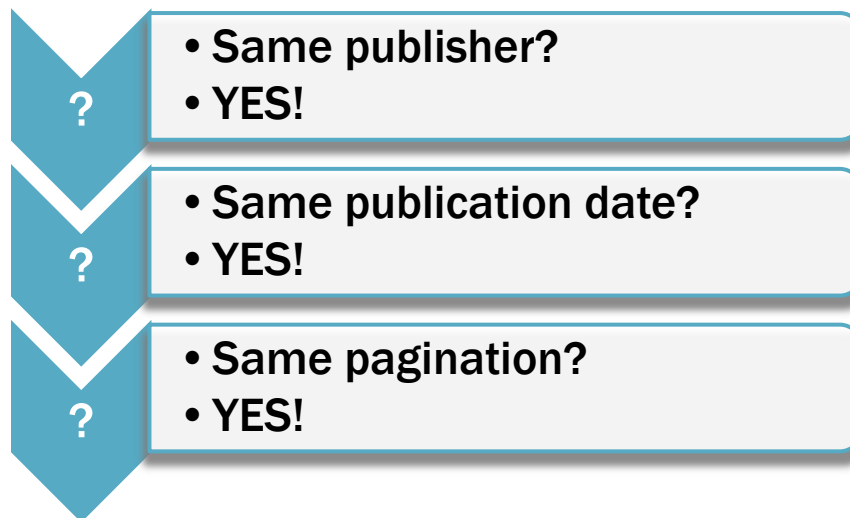332 pgs.
20 cm.

PAPERBACK & HARDCOVER BOOKS ON THE SAME RECORD

However, the Cataloging Committee is aware that there is some confusion surrounding this rule and that some catalogers are taking an alternate approach to matching edition statements.

In this method, if there is no edition statement on one of the items or if the edition statement is merely "First paperback edition" it can be considered a match to the hardcover despite the difference in edition statements.

Hardcover – 1st ed.

1st trade paperback ed.

?
- Same publisher?
- YES!

?
- Same publication date?
- YES!

?
- Same pagination?
- YES!

EBOOK VS. PRINT BOOK RECORDS

When adding a print book, please ensure that you are not adding your holding to a record for an ebook!

There are many indicators in a record that the item is for a an ebook and not the print version:

Fixed field form = o
245 GMD = [electronic resource]
300 = "online resource"
856 40 = item IS an electronic resource

CIP (CATALOGING-IN-PUBLICATION) RECORDS

These are records that are created by the Library of Congress based on galley-proofs sent to them by publishers.

The information in these records is often incomplete and possibly can be incorrect.

- All the Light We Cannot See
- Publisher: Scribners

- Projected Publication Date:
- May 6, 2014
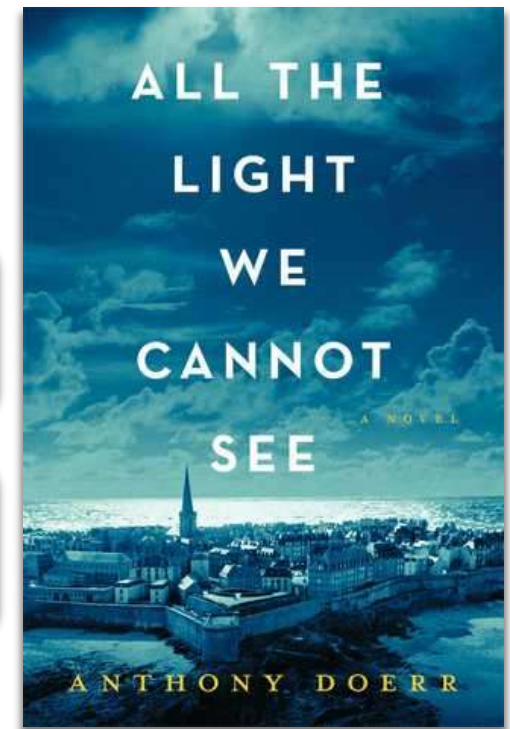
CIP (CATALOGING-IN-PUBLICATION) RECORDS

MARC Record

Fixed Fields -- Record type: BKS

Type	a	ELvl	8	Srce	
BLvl	m	Form		Conf	
		Cont	b	GPub	
Desc	i	Ills		Fest	0	DtSt	s	Date1	

```
LDR       05138cam a22004818i 4500
001       17888718
005       20140310154622.0
008       130917s2014      b    001 1 eng
906       ‡b rix  ‡c orignew  ‡d 1  ‡e ecip
925  0    ‡a acquire  ‡b 2 shelf copies  ‡x policy default
955       ‡b xk11 2013-09-17  ‡i xk11 2013-09-17 ONIX to CIP (AutoDewey)  ‡a HAND CARRY -- NEEDF
010       ‡a   2013034107
020       ‡a 9781476746586 (hardback)
020       ‡a 9781476746593 (paperback)
020       ‡z 9781476746609 (ebook)
040       ‡a DLC  ‡b eng  ‡c DLC  ‡e rda
042       ‡a pcc
043       ‡a e-fr---  ‡a e-gx---
050  0 0  ‡a PS3604.O34  ‡b A77 2014
082  0 0  ‡a 813/.6  ‡2 23
084       ‡a FIC000000  ‡a FIC019000  ‡a FIC014000  ‡2 bisacsh
100  1    ‡a Doerr, Anthony,  ‡d 1973-
245  1 0  ‡a All the light we cannot see :  ‡b a novel /
250       ‡a First edition.
264     1 ‡a New York  ‡b Scribner,  ‡c 2014.
263       ‡a 1405
300       ‡a pages cm
336       ‡a text  ‡b txt  ‡2 rdacontent
337       ‡a unmediated  ‡2 rdamedia
338       ‡a volume  ‡2 rdacarrier
          ‡a "From the highly acclaimed
          beautiful novel about a b
          both try to survive the d
          within walking distance of the museum of natural history where he works as the mast
```

Encoding Level is 8. When you have upgraded the record, please replace with "I" to reflect new level of cataloging.

Remove all "junk" fields. These are all locally defined Library of Congress fields and have no relevance to us and our catalog.

Remove all ISBNs except for the one that matches the item in hand. This will help ensure that the record is never accidentally merged with another record during a dedupe.

Always remove the 263 (Projected Publication Date)

ALWAYS fill-in the pagination and dimensions and add any information about illustrations. This will help subsequent catalogers who use this record to accurately match their item.

CIP (CATALOGING-IN-PUBLICATION) RECORDS

Remember to double-check the following!

245
- There may be subtle differences in the title/subtitle. Correct to match the item.
- Check the order of the authors listed in the statement of responsibility.

250
- Add edition statement if one is found on the item.

490
- Add series information if applicable

504
- Check for bibliographic resources and add pagination you can determine it.
- Add information about the presence of an index if one is present in the item.

505
- Go through table of contents and check to make sure they match. These can often change between the printing of the galley and the final publication.

ON ORDER RECORDS

MARC Record

BLvl	m	Form		Conf	0	Biog		MRec		Ctry	nyu
		Cont		GPub		LitF	1	Indx	0		
Desc	i	Ills		Fest	0	DtSt	s	Date1	2014	Date2	

LDR			01139cam a22003378i 4500
001			20155211
003			EG-IN
005			20140221135607.0
008			131101s2014 nyu e 000 1 eng
010			‡a 2013038712
020			‡a 9780374266325 (hardcover)
020			‡a 0374266328 (hardcover)
040			‡a DLC ‡b eng ‡c DLC ‡e rda
042			‡a pcc
050	0	0	‡a PS3553.U484 ‡b S62 2014
082	0	0	‡a 813/.54 ‡2 23
100	1		‡a Cunningham, Michael, ‡d 1952-
245	1	4	‡a The snow queen / ‡c Michael Cunningham.
250			‡a First edition.
264		1	‡a New York : ‡b Farrar, Straus and Giroux, ‡c 2014.
263			‡a 1405
300			‡a pages cm
336			‡a text ‡2 rdacontent
337			‡a unmediated ‡2 rdamedia
338			‡a volume ‡2 rdacarrier
599			‡a ON ORDER RECORD
650		0	‡a Brothers ‡v Fiction.
650		0	‡a Drug addiction ‡v Fiction.
650		0	‡a Cancer ‡x Patients ‡v Fiction.
901			‡a 17926399 ‡b System Local ‡c 20155211 ‡t biblio

If you come across a brief or "on-order" record in the catalog and you are able to match your item with the information provided in the record, it is your responsibility to either overlay or upgrade the record.

Often these are CIP records so treat them as you would any other CIP record.

Do NOT import another record. This creates more unnecessary duplicates in the catalog which will need to be merged.

STREET DATES

Please observe street dates!

If you get items from vendors such as Baker & Taylor or Ingram remember that they often ship items to libraries before the official release date. This is a courtesy that gives libraries time to catalog and process the books and have them shelf-ready on the release date. It does not mean that libraries are allowed to circulate materials as soon as they get them!

Fun fact! Making items available prior to their official release date is known as "breaking street."

STREET DATES

If you aren't sure about a release date for an item, double-check on Amazon. If Amazon still has a status of "Pre-Order", then the item is not officially released yet.

STREET DATES

Remember that everyone including patrons can see the status of your materials. If you are circulating the new James Patterson a week before it officially should be released, it leads to awkward conversations between library staff and their patrons at other institutions.

But that other library is letting people have it! Why won't you let me check it out right now?! Why are you being so mean?! Waaaaahhhhh!!!

Best practice: Catalog items as you receive them but leave the status as "In-Process" until the official release date.

AS A COURTESY TO YOUR FELLOW CATALOGERS AND TO HELP KEEP YOU IN LINE WITH PUBLISHING AND DISTRIBUTION RULES,

PLEASE OBSERVE STREET DATES!

STREET DATES

SERIOUSLY.

OBSERVE THOSE STREET DATES.

DUPLICATE ISBNS AND UPCS ($Z)

It is possible for two records to have matching ISBNs or UPCs while not actually being duplicate records. In order to avoid the two being merged during an automated deduplication process, it is strongly recommended that catalogers replace the $a with a $z.

Record A: 020 __ |a 9780553349498
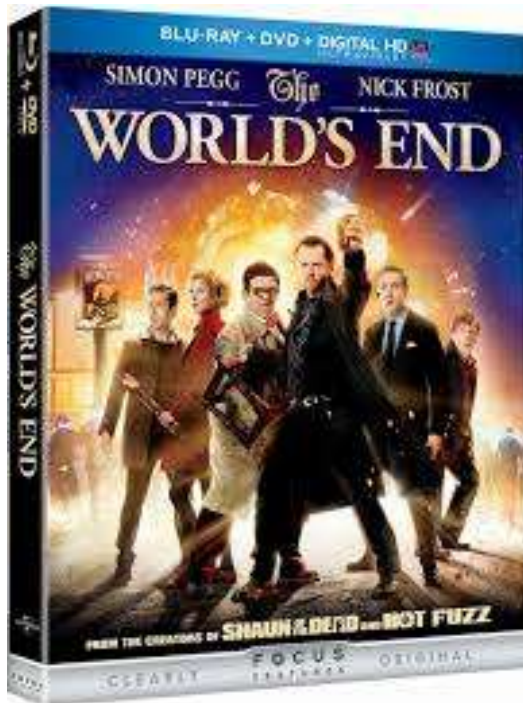Record B: 020 __ |z 9780553349498

Record C: 024 1_ |a 883929242221
Record D: 024 1_ |z 883929242221

Our deduplication script is programmed to ignore records B and D due to the presence of the $z and they will not be merged to records A or C.

While merging records by hand, be on the lookout for the $z.

DVD/BLU-RAY COMBO PACKS

You have a couple of options as to how you may handle these…
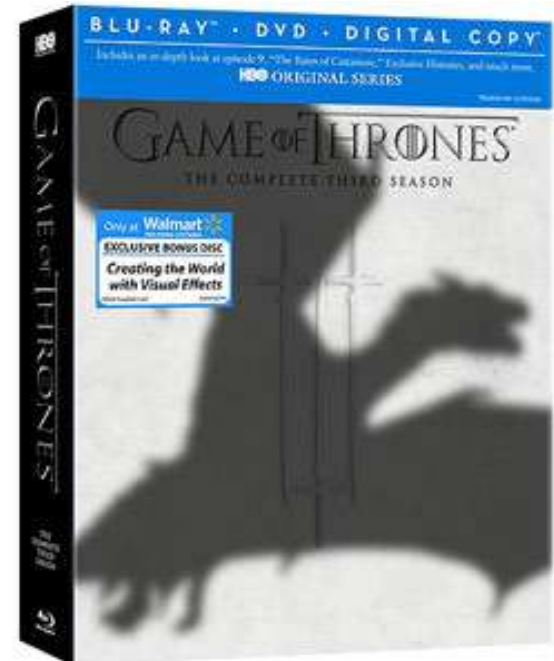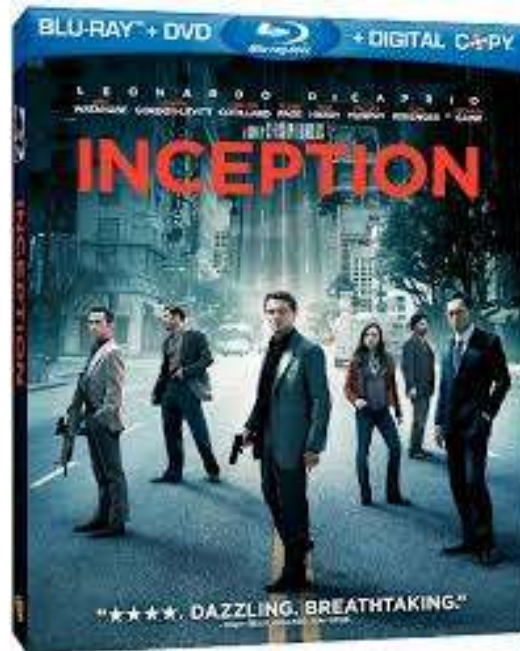
DVD/BLU-RAY COMBO PACKS

Option 1: Circulate everything together as a set.

If you do this, make sure your record has a 007 for each format!

eg. 007 vdcsaizq (for Blu Ray)

007 vdcvaizq (for DVD)

Tip!

Discard any Digital Copy discs! These usually require a code which is only available for a limited time. Delete any reference to these discs in the bib record.

DVD/BLU-RAY COMBO PACKS

Option 2: Catalog as a set but circulate the Blu-Ray and DVD discs separately using the parts feature.

Projected medium

Available copies
- 4 copies at Evergreen Indiana.

Current holds
5 current holds with 8 total copies.

LOCATION	CALL NUMBER / COPY NOTES	PART	BARCODE	SHELVING LOCATION
Batesville Memorial Public Library - Batesville	BLU ADULT-F WOLF 4049 (Text)		34706001413725	DVD Fiction
Indiana State Library - Indianapolis	VID BR THOR (Text)	Blu-Ray	987941612562	Data Center DVD
Indiana State Library - Indianapolis	VID DVD THOR (Text)	DVD	874132132148	Data Center DVD
Lebanon Public Library - Lebanon	BLU-RAY F WOL 6490 (Text)		34330512770588	AV Department
Milford Public Library - Milford	BR Wol (Text)		72433000129151	Adult DVDs
North Webster Community Public Library - North Webster	*RDVD-BLU* WOL Adult (Text)		72436000089589	DVDs
Princeton Public Library	Blu Ray Movie Wolf (Text)		30890000517804	Upper level,

DVD/BLU-RAY COMBO PACKS

Option 3: Physically separate the items and catalog them on two different records.

Things to remember when splitting-up combo packs:

You may add your DVD to the record for the regular DVD release IF the content of the discs match. The same is true for the Blu-Ray version.

If you can't add your copy to the regular record, you will need to create a new one. (Hint! Use the flat text editor to "clone" the regular version record!)

Use $z in the 020 and 028 when appropriate to keep your record from merging with a record for the complete set during a dedupe.

DVD/BLU-RAY COMBO PACKS

Double-check the special features, especially on the DVD discs. Often (but not always), the special features and language options for the DVD in the combo pack will be different than those found on the regular DVD release. When this happens, you will need to create a new record.

The content on the DVD in the this case is not always the same as that on the DVD in this one!

Blu-Rays also tend to have much more content on them than the DVDs so avoid cloning a Blu-Ray record and altering it to make it a DVD record.

AUDIOBOOKS: LIBRARY & REGULAR (TRADE) EDITIONS

The discs and content of library edition audiobooks are usually identical to the regular—or trade—versions. Often the only difference is the ISBN, edition statement and packaging.

The discs in this library edition are the same as the discs in this trade version

Since the items are essentially the same thing, it is permissible to put them on the same record.

Add the publisher number (028) and ISBN (020) to the record for whichever version you have in hand.

SERIES

Series information is extremely helpful to both patrons and staff!

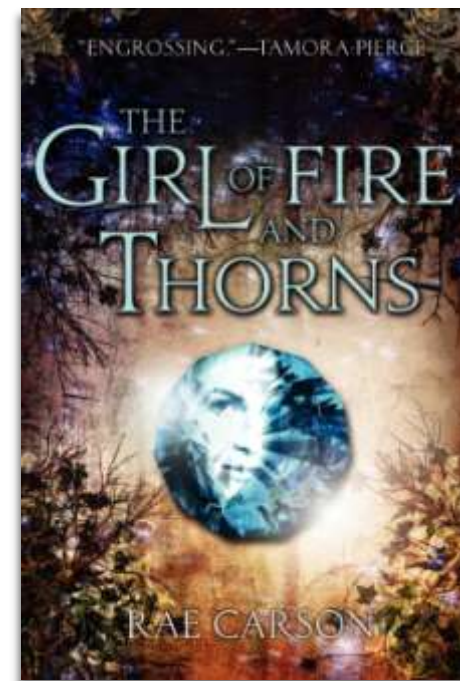Catalogers are encouraged to add series information when applicable.

SERIES TITLES
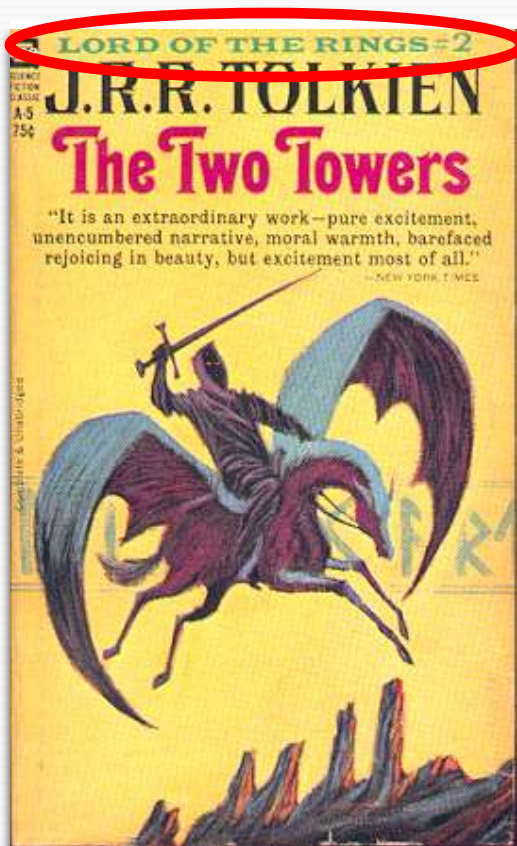
Sometimes it is easy to tell that a book is part of a series. Transcribe the series as it appears on the item in the 490 field.

Other books might not explicitly state they are part of a series but you may know that they are. (This is often true for books that are volume 1 in a series!)

In this case look for an established series name or create one based on information from the author's website or a program such as NoveList. Put this series name in brackets in the 490.

SERIES TRACING

In addition to finding a series title, you can use resources such as NoveList, Goodreads, Amazon or FantasticFiction to find the series number.

As with series titles, if the number is not on the book it goes into a bracketed 490 $v.

Home > Search

FANTASTICFICTION

Search for Book ▼ hero and the crown Find

New Authors   New Books   Coming Soon   Most Popular   Top Authors

5 books found Sorted by Most popular ▼

1. The Hero and the Crown (Damar, book 2)
Novel by Robin McKinley
1984

2. Demon Sea (I, Hero: Blood Crown Quest)
Novel by Steve Barlow and Steve Skidmore
2013

3. Sands of Blood (I, Hero: Blood Crown Quest)
Novel by Steve Barlow and Steve Skidmore

100	1		‡a McKinley, Robin.
245	1	4	‡a The hero and the crown / ‡c Robin McKinley.
250			‡a 1st ed.
260			‡a New York : ‡b Greenwillow, ‡c c1984.
300			‡a 246 p. ; ‡c 23 cm.
490	1		‡a [Damar ; ‡v 1]
500			‡a Series information from FantasticFiction.
520			‡a Aerin, with the guidance of the wizard Luthe and her as the daughter of the Damarian king and a w.
586			‡a Newbery Medal winner, 1985.
650		1	‡a Fantasy.
650		7	‡a Fantasy fiction. ‡2 sears
650		7	‡a Newbery Medal books. ‡2 sears
800	1		‡a McKinley, Robin. ‡t Damar ‡v 01.
90			‡a 1D399329D18F11D684F400E018312359 ‡b Unknown ‡c

Remember! If you get series information from someplace other than the book, please note where the information came from in the 500 field.

SERIES TRACING

The point of tracing a series is to ensure uniformity in how a series is called within the catalog.

To trace a series, use the following steps:

1. Check Library of Congress for an authorized series name.

2. If not in LoC, look to see if there is a locally established name.

3. If none is found, establish a name as it appears in the item OR use the series name from a program such as NoveList.

SERIES TRACING

MARC Record

035			‡a (OCoLC)ocn228682579
040			‡a KKM ‡c KKM ‡d LEO ‡d BAKER ‡d ABG ‡d NDI ‡d RZ5
020			‡a 9780143113492 (pbk.)
020			‡a 0143113496 (pbk.)
035			‡a (OCoLC)228682579
050	1	4	‡a PR6106.R457 ‡b I52 2008
082			‡a 823/.92
049			‡a RZ5A
100	1		‡a French, Tana.
245	1	0	‡a In the woods / ‡c Tana French.
260			‡a New York : ‡b Penguin Books, ‡c 2008, c2007.
300			‡a 429, 22 p. ; ‡c 22 cm.
490	1		‡a [Dublin Murder squad ; ‡v bk. 1]
500			‡a Series numeration from goodreads.com.
500			‡a Includes excerpt from The likeness.
520			‡a Detective Rob Ryan and his partner, Cassie Maddox, investigate the murder of a 12-year-old girl near a Dublin suburb. The case resonates with similarities to a murder committed twenty years before that involved two children and the young Ryan.
650		0	‡a Ryan, Rob (Fictitious character) ‡v Fiction.
650		0	‡a Maddox, Cassie (Fictitious character) ‡v Fiction.
650		0	‡a Detectives ‡z Ireland ‡z Dublin ‡v Fiction.
650		0	‡a Women detectives ‡z Ireland ‡z Dublin ‡v Fiction.
650		0	‡a Murder ‡x Investigation ‡v Fiction.
650		0	‡a Children ‡x Crimes against ‡v Fiction.
655		7	‡a Mystery fiction. ‡2 gsafd
655		0	‡a Psychological fiction.
800	1		‡a French, Tana. ‡t Dublin Murder squad ; ‡v 01.
856	4	2	‡3 Contributor biographical information ‡u http://www.loc.gov/catdir/enhancements/fy0731/2006033498-b.html
994			‡a C0 ‡b RZ5
901			‡a ocn228682579 ‡b OCoLC ‡c 18039787 ‡t biblio

In the 800 field, start single digit volume numbers with "0" to ensure proper numerical indexing.

LEXILE

Lexile measurements provide information about the difficulty of a text and are assigned to a title and its association ISBN.

The Lexile measurements may be obtained via their website:

http://www.lexile.com/about-lexile/How-to-get-lexile-measures/

Reading program information should NOT be included in the record. This includes values for Reading Counts and Accelerated Reader.

GMD
AKA 245 |H

When cataloging with RDA, remove the GMD entirely. They are no longer used and the Evergreen system does not draw any data from them anyway. It is far more important to have the fixed fields and 007 coded as they give much more information about the physical characteristics of the item than the GMD does.

Remember! Many libraries outside of our consortium continue to add the GMD to records as their respective library systems actually need that subfield to help differentiate formats. As you import records into Evergreen, please remove the GMD from any that are coded for RDA or that are coded with terms that are not on the list provided by the Library of Congress Rule Interpretations.

The complete list available at:
http://www.oclc.org/bibformats/en/onlinecataloging.html#BCGFECEG)

LOCAL SUBJECT HEADINGS

While locally-defined information is not allowed in Evergreen records, catalogers are encouraged to add subject headings indicating that the material has a connection to the state of Indiana or to their own community.
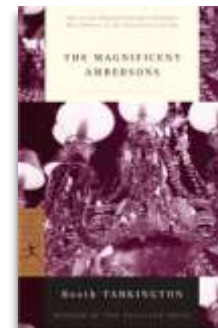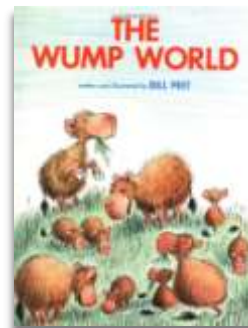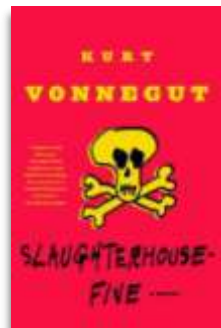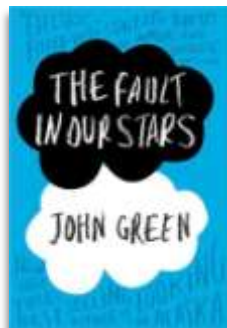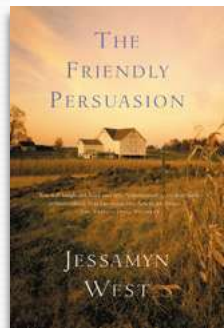
Examples:

650 _0 |a Authors |z Indiana.

650 _0 |a Musicians |z Indiana.

650 _0 |a Authors |z Indiana |z Thorntown.

Catalogers should delete other kinds of local information (often found in a 590 or 690 field).

2.3 million

=

# of bib records in the Evergreen catalog

THANK YOU FOR ALL YOUR HARD-WORK, SUPPORT AND COOPERATION IN MAINTAINING OUR SHARED CATALOG!

Questions?

Jocelyn R. Lewis

Indiana State Library

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