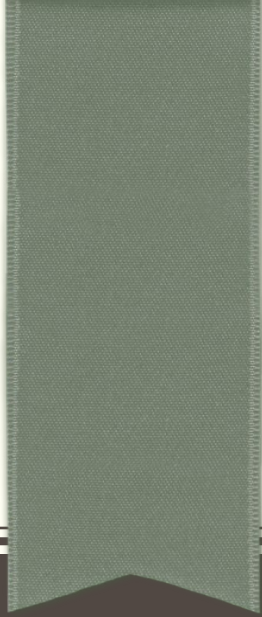# MLP CONSORTIUM

Cataloging Best Practices

Topics today:

- Authorities

- Basics: searching the cataloging, adding an item, etc.

- Overlaying a record in the system

- What to do when you cannot find a record in Sirsi or in OCLC

- Editing a record

- Materials found on the website and contacting us

AUTHORITY WORK

The Names in Blue, what do they do?

What Fields Generally have Authorities?

- Personal Names: 100, 700

- Corporate Names: 110, 710

- Series Names: 800, 810, 811, 830

- Subject headings have special authorities

Why Are Authorities Important?

- According to the Library of Congress, "MARC authority records contained the standardized forms of names, for people, corporate bodies… meetings, titles, and subjects." (Library of Congress, 2014)

- This means every time someone wants a book by Mark Twain, the name is displayed each time for records linked to his authority record.

- This allows for easier access and searching for patrons and catalogers alike.

- If a record needs an authority for names, corporate names or series contact Bob Wolverton.

- For subject heading authorities, choose different subject headings.

BASIC CATALOGING PROCEDURES

ABC, 123

Searching for a Record:

Search by:

- Title

- Author

- Under general keyword ISBN

- OCLC number under title control number (o12345678)

Why not just by ISBN?

- Not all records have an ISBN

- Records may have an ISBN but only the 10 digit one

- Searching thoroughly means less duplicates in the system

- ISBNS can be reused for different titles.

Brief Records: Do not add items onto them

Brief record for an ILL

ILL--KALEIDOSCOPE

| Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with |

☑ Shadow title

Rec_Status	c	Rec_Type	a	Bib_Lvl	m	TypeCtrl	
Enc_Lvl		Desc		Entrd	120315	Dat_Tp	n
Date1		Date2		Ctry		Illus	
Audience		Repr		Cont		GovtPub	
ConfPub	0	Festschr	0	Indx	0	Fiction	0
Biog		Lang	eng	Mod_Rec		Source	u

	Tag	Ind.	Contents
	245	00	ILL--KALEIDOSCOPE.
	336		text|btxt|2rdacontent
	337		unmediated|bn|2rdamedia
	338		volume|bnc|2rdacarrier
	596		FRL-HORN
	999		702.8 S5883K SIMANAITIS|wAUTO|c1|i33221013301174|d4/2/2012|e3/17/2012|lILL|mFRL-HORN|n1|rY|sN|tILL-BOOK|u3/15/2012
	945		RDA ENRICHED
	945		MARS

Order Records

Why Are They In the System?

- These are brief records that are added to the system when some order books

- Used as placeholder records

- These records are eventually deleted or overlayed (replaced)

- Do NOT add items or holdings to these records

What To Do Instead?

- Find a record in the system that is not a brief order record and add items to that

- If there is not such a record in the system, import one from OCLC.

Brief Record Example: Order Record

DOCUMENTING THE WORLD : FILM, PHOTOGRAPHY, AND THE SCIENTIFIC RECORD

Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with

☐ Shadow title

Rec_Status	n	Rec_Type	a	Bib_Lvl	m	TypeCtrl	
Enc_Lvl	z	Desc		Entrd	170120	Dat_Tp	n
Date1		Date2		Ctry	xx	Illus		
Audience		Repr		Cont		GovtPub	u
ConfPub			Festschr			Indx			Fiction		
Biog			Lang	und	Mod_Rec		Source	u

▲▼

	Tag	Ind.	Contents
▾	003		OCoLC
▾	020		022612911X
▾	049		MFMM
▾	245		DOCUMENTING THE WORLD : FILM, PHOTOGRAPHY, AND THE SCIENTIFIC RECORD
▾	260		CHICAGO|bUNIV OF CHICAGO PRESS|c2016
▾	946		|b99970339854
▾	960		|o1|s35.00|tM-ORDER|uM-AS-HIS|x99970339854
▾	999		|hMORDER
▾	596		MSU-MAIN

Call Numbers and Spaces

- Make sure all call numbers have the correct number of spaces.
  - No spaces between numbers and letters.
    - Correct: BS416 .L26 1999
    - Not Correct: BS 416 .L26 1999

  - If only one cutter there should be one space between the number and the cutter
    - Correct: BS425 .S84 1996
    - Not Correct: BS425   .S84 1996

  - If two cutters there should be only one space between the first cutter and the number
    - Correct: PS3557.R5355 S7184 1998
    - Not Correct: PS3557 .R5355   S7184 1998

  - Compare multi-volume call numbers. Make sure they all line up and have one space where needed.

  - In all cases make sure of only ONE space. Never have more than one space.

Call Numbers and Spaces

What is Correct

- BS425 .S84 1996

- PS3557.R5355 S718 2019

- F592.4 1973|ZV.1

- BS 1245.5 .C66|ZV.1

- GVZ6121 .E38|Z25TH 1992

- LB1025.2 .M4 1974 GUIDE

What is Not Correct

- BS 425 .S84 1996

- PS3557.R5355   S718 2019

- F592.4   1973|ZV.1

- BS 1245.5 .C66 |ZV.1

- GV Z6121   .E38 |Z25TH   1992

- LB1025.2 .M4 1974   GUIDE

MERGING A RECORD IN THE SYSTEM

We can rebuild it; we have the technology!

Merging/ Replacing a Record in the System: Do's and Don'ts

Do's

- Make sure the title control number matches the OCLC number of the record you want to bring in.

- Make sure all the information matches and is correct: title, publisher, page count, etc.

- Questions about merging records contact us.

- Make sure the date is set to "never" under the Control tab--- after the merge make sure the date says "today"

Don'ts

- Merge/Replace a record that has another institutions holdings

- Merge/Replace a record with items on it to "fit" your current item

CAN'T FIND A RECORD?

Where is it?

Bringing in a Record from OCLC – Blue Cloud Style

- Search for the record completely. Use title, author, etc. Make sure one is not already in the system.

- Click on the title you wish to import

- Click the "import" button.

- Make the edits (next section)

- Click create.

- Make sure to add the new item for the appropriate branch under manage holdings

Make Sure to Double Check!

- Does the Item Cat 3 and Home location match the item?

- Does the Call library match the branch where the item is going?

- Do the GMDs match the consortia list?

- Has the record been properly edited?
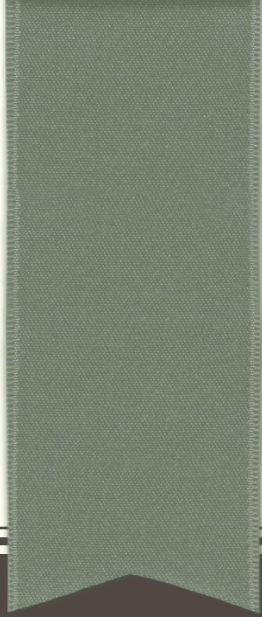
EDITING A RECORD

A little of this and a little of that.

Editing a Record: Fields to Add or Change

- Make sure there are no excess spaces in call numbers and no spaces between pipe and subfield letters.

- Spell out all abbreviations, example: Pages instead of pg or pag

- 039 – add cataloger's initials

- 049- Library's symbol. Make sure to change for a particular branch.

- 245-Proper GMD field for records other than monographs (will cover later)

- 260- change to 264_1

- 3xx- Make sure they are present and correct

- 440- change to a 490

- 590- Local notes (MSU – copy is signed by author)

Editing a Record: Fields to Delete

- 015
- 016
- 029
- 060
- 070
- 084
- 263
- 510
- 850

- 891
- 938
- 951
- 952
- 960
- 990

- 007 for print materials, non-print keep this field
- 6xx with the 2nd indicator of 2-9
- All fast headings ($2fast)
- 856- URLS that do not lead to complete text information
  - (example: table of contents)

- DO NOT DELETE 655_7

Why Should We Edit/Delete the Fields?

- We want the most complete a simplified records as possible.

- These fields are not needed and can cause display problems.

- Do not take much time to edit or remove.

- Can be confusing for patrons and searchers when looking at the records.

- Keep records up to the current and best standards for cataloging.

MATERIALS FOUND ON THE MLP WEBSITE

Forms, Lists and More!

Mississippi Library Partnership: Member Resources:

https://www.library.msstate.edu/mlp/resources

Cataloging

- MLP Cataloging Guidelines

- MLP Cataloging Manual : Guide to Common terms, MARC fields and resources

- Authority Request Forms: Names and Series

- RDA info for Sirsi: information on resource type, 33x fields, GMDs and Item cat 3

- RDA Resources and Training Guide: General information on RDA

Circulation Resources

- Circulation Best Practices

- MLP Hold Chart

WHO TO CONTACT?

Help I need somebody!

Contact Information:

- Karen Davidson: Cataloging questions
  - KDavidson@library.msstate.edu

- Joy DuBose: Cataloging questions
  - jdubose@library.msstate.edu

- Anita Winger: Sirsi problems and concerns
  - AWinger@library.msstate.edu

- Bob Wolverton: Authority
  - BWolverton@library.msstate.edu