

**GENERAL GUIDELINES
FOR COPY CATALOGERS
IN PROCESSING RECORDS
WITH
LIBRARY OF CONGRESS COPY
AND MEMBER COPY**

Revised Edition
April 2015

CATALOGING AND METADATA DEPARTMENT
BRIGHAM YOUNG UNIVERSITY LIBRARY

TABLE OF CONTENTS

Introduction

General Information

Routing Guidelines / Cataloging Specialists

Search Procedures

Fixed Fields

Variable Fields

0XX

050

1XX

240

245

246

250

26X

300

490/8XX

5XX

6XX

7XX

856

945

Book Preparation

RDA for Copy Catalogers

INTRODUCTION

The guidelines in this instruction manual are intended to be used as a reference for cataloging records with copy and as a help in answering questions that come up in the course of cataloging. They are not meant to be all-inclusive. Refer to MARC Standards, especially MARC 21 Format for Bibliographic Data, for more comprehensive information. On the other hand, the guidelines may incorporate more information than is needed for most copy. It is hoped that copy catalogers will use this resource in a way that will improve and deepen understanding of the cataloging process.

Acquisitions copy catalogers are encouraged to direct any questions that arise to the persons responsible for training (Carol Barksdale and Marianne Siegmund). Conversely, all other catalogers are asked to funnel their concerns through the trainers rather than to express their concerns to individual copy catalogers.

GENERAL INFORMATION

This procedure presumes that a search has already been made in OCLC for the best possible copy (see section on Search Procedures).

The "050 PROCESSING" guidelines are to be followed for:

DLC 050 00 (coded pcc or not coded pcc)

or

050 with first indicator of blank, 0, or 1; second indicator of 4 and coded pcc

Call numbers from cooperative cataloging done by non-LC PCC participants (Program for Cooperative Cataloging) are usually entered in an 050 field with a first indicator of blank or 1 and a second indicator of "4". Call numbers assigned by LC (050 00) are generally accepted by BYU with no modification. Call numbers assigned by **non-LC PCC** participants (050 #4, 050 04, or 050 14) are generally accepted; BYU practice is to add a lower case x to the last cutter in these cases.

These guidelines DO NOT apply to original BYU input (UPB|cUPB), to non-pcc 050 with second indicator of 4 copy, or to 090 member copy. DO NOT process any copy that has been cataloged by a foreign language agency – i.e., one in which the 040 contains a \$b with any language other than English (eng.). For example, do not catalog an 040 with \$b spa [or \$b fre, \$b ita, etc.].

The following conventions are used in the examples:

\$ = delimiter

= blank or space

\$a at beginning of fields: implied (therefore, omitted)

For clarity, each delimiter with accompanying subfield code is preceded and followed by a space; catalogers are reminded to follow MARC 21 conventions in omitting spaces surrounding delimiters with subfield codes in cataloging records.

+ = found

o = not found

Exercise judgment, but follow a general principle of conservatism in editing a record; do not add to or modify information unless there is a clear need to do so.

COPY CATALOGERS: Process the record only if ALL of the following conditions apply:

Type: a

Bibliographic Level: m

Description: a or i

Encoding Level: full (blank, 1, or I) or core (4)

040: must have \$b eng or no \$b + at least 1 American cataloging agency (no \$b spa, etc.)

042: pcc or lccopycat (for 050 with second indicator of 4)

Valid call no. (050 00, 050 #4, 050 14, or 050 04)

Valid subject heading (at least one to two 6XX #0)

No questions or problems (e.g., issues related to call no., series, name headings, subject headings, etc.)

DO NOT PROCESS: (Refer also to section on Routing Guidelines.)

1. **LANGUAGE AND LITERATURE** (in all languages), including literary criticism - Classification P and P+, e.g., P, PA, PQ, PR, PS, PT – in other words, ALL P's
2. **ART** (in all languages) - Classification N and N+ and TR
3. **ALL MORMON MATERIAL (BX8600's) and ITEMS WITH MORMON CONTENT** (to determine Mormon content, search indexes and table of contents). Send items with Mormon content to Kayla.
4. **SPECIAL COLLECTIONS MATERIALS and ANCIENT STUDIES MATERIALS:** send items to appropriate cataloger.
5. **MATERIALS FOR SATELLITE LIBRARIES** (e.g., Jerusalem Center)
6. **SUBJECT BIBLIOGRAPHY (Classification Z1200+)**
7. **SERIALS:** If the "Bib lvl" in the fixed fields is coded "s," the record is for a serial. Route to the Serials Cataloger.
8. **JUVENILE LITERATURE (PZ3, PZ4, PZ7):** If a literary work was classed in one of these general literature numbers, pass it on to the appropriate Cataloging Specialist.
9. **MUSIC (classed M, MD, ML, etc.) or DANCE (GV).** Place item on Music Library Shelf.
10. **MULTIVOLUME SETS (COMPLETE OR IN PART) AND ADDED COPIES:** Route to appropriate Cataloging Specialist.
11. **SERIES:** Series whose treatment is coded anything other than f/t/s in the series authority record, or a series which appears as a 490 0# on the bibliographic record, or a series which is lacking an authority record. Refer to the section on 4XX/8XX fields for more information.

For example, **“analytics” or classed together as a set:** If the book is part of a classed together series (there is a volume number following the 050 call number) and there is no indication of local classification treatment on the series authority record, pass it on to the appropriate Cataloging Specialist.
12. **ENCODING LEVEL:** Process only those encoded blank, 1, I, or 4. Pass on items with Encoding Levels of 2, 3, 5, 7, K, L, M, E, J, u, or z.

GENERAL INFORMATION (cont.):**DO NOT PROCESS (cont.):**

13. **NON-MATCHES:** If the bib record does not match the book in hand (for example, if the book in hand is a different edition), pass the book on. Refer to Routing Guidelines to determine proper routing.
 - a) Check 245 against the title page. (Title, subtitle, and statement of responsibility **MUST** match.)
 - b) Check 26X against the title page, verso, or colophon. (Place of publication, publisher, and publication date **MUST** match.)
 - c) Check 300 line for correct pagination & size--they **MUST** fall within 5 pages and within 2 centimeters.
 - d) Variations in the ISBN (020), illustration statement (300), bibliography statement (504), and series (490/8XX) may or may not indicate a variant edition. Check guidelines for each tag.
14. **REFERENCE MATERIAL:** Items such as dictionaries, encyclopedias, handbooks, etc. should be passed on to a Cataloging Specialist.
15. **MISCELLANEOUS ITEMS, such as duplicate records, different editions, translations, and books with accompanying materials (e.g., disk, folded map, etc.).** These books should be routed to a Cataloging Specialist or Subject Cataloger.

EDITING GUIDELINES:

1. **FOLLOW** any special cataloging instructions found on flags or print-offs inserted in the book. If instructions are not clear, consult a Cataloging Specialist.
2. **DO CORRECT** typographical errors in the record, in particular, those affecting access points. For RDA records, information is transcribed as found in the source (so do not correct these errors).
3. **DO CORRECT** any fields that are mis-tagged or those whose indicators are incorrectly set. For tags and indicator values, use the MARC 21 Format for Bibliographic Data found in Catalogers Desktop or in the MARC Standards site from the Library of Congress.

EDITING GUIDELINES (cont.):

4. FOLLOW copy cataloging practice for name and subject authority work – i.e., DO NOT check names in the OCLC or local authority files; DO NOT evaluate subjects in either LC Subject Headings or in OCLC; DO NOT CHECK for correct coding of fields and indicators. DO CHECK the series authority record (whether UNAUTHORIZED appears or not) in the local authority file and in the OCLC authority file to determine BYU's series treatment. **For more detail, check guidelines for each tag.**
5. UPDATE information in fixed fields to correspond to information in variable fields.

Examples:

300: \$b illustrations
Illus (fixed field): a

504: Includes bibliographical references.
Cont (fixed field): b

6. DELETE any of the following fields: 015, 016, 029, 037, 045, 072, 084, 263, 65X #4, 65X #7, 653, 776, 856 with dead link, 938, 948, etc. **EXCEPTION: DO NOT DELETE genre headings coded 655 #7 with \$2 + coding for other thesauri at the end.** Refer to 6XX section on **Genre Headings** for further information on 655 fields.
7. PROOFREAD for accents, misspellings, spacing. Add \$d UPB only for substantial changes.

CIP (Enc_Lvl: 8)

Process CIP records according to CIP procedure, **as long as** the Description is coded **a** or **i**, the record contains a complete 050 00 call number or an 050 + second delimiter of 4 that is coded pcc, there are at least 1-2 valid subject headings, and the series treatment in the series authority record is **f/t/s** and matches the treatment in the bib record (refer to Series Verification in 490/8XX section). If these conditions are not met, pass the book on to a Cataloging Specialist.

Using book in hand, update record:

Change Encoding Level from 8 to 4
Add \$d UPB to 040 field
Delete 362 field
Complete 300 field
Add any 504 and/or 500 fields, if needed
Finish processing item

INSTRUCTIONS FOR ROUTING CURRENT BOOKS

Each book should always be searched in OCLC for latest and best record. Those records that do not meet the criteria for copy catalogers should be routed to the appropriate Cataloging Specialist. In the course of cataloging, unforeseen problems may arise. In this case, items should be passed on to the appropriate Cataloging Specialist, with a note if needed.

1. Criteria for valid copy for copy catalogers (following conditions must be met):

Type: a

Bibliographic Level: m

Description: a or i

Encoding level: full (blank, 1, or I) or core (4)

040: must have \$b eng or no \$b + at least 1 American cataloging agency (no \$b fre, \$b spa, etc.)

042: pcc or lccopycat (for 050 + second indicator of 4)

Valid call no. (complete and viable LC call no. – 050 00, with or without pcc coding; 050 #4, 050 14, or 050 04, with pcc coding)

Valid subject heading – at least 1-2 subject headings (600, 610, 611, 650, or 651, with second indicator of 0)

Series in which the treatment on the authority record is coded f/t/s/ and the treatment on the bibliographic record corresponds to this treatment

No questions or problems (e.g., issues related to call no., series, access points, subject headings, etc.)

2. Records that do not meet the above criteria will go to the appropriate Cataloging Specialist.

CATALOGING SPECIALISTS:

Selma Alexandre	Romance language materials (including social sciences, history, literature, art, photography, etc.)
Carol Barksdale	English language materials except literature and art (including social sciences, history, political science, etc.)
Rick Grapes	Maps and atlases
Doug Jacobson	Music and dance
Carolyn Johnson	Special Collections, Greek and Roman/Latin literature and culture
Jing Jing Lin	Chinese language materials (including literature, social sciences, history, political science, etc.)
Sharolynn Pyeatt	Bibliographic Maintenance Librarian
Peggy Robertson	Juvenile Literature (PZ3, PZ4, PZ7)
Milan Tyler-Pohontsch	Germanic, Slavic, Scandinavian, and Celtic materials (including social sciences, history, literature, art, photography, etc.)
Virginia Watson	Serials
Kurt Winkler	English literature American literature Art Photography

PROCEDURE FOR SEARCHING BIBLIOGRAPHIC RECORDS

1. Search BYU library catalog by title or by author/title to find the appropriate record and to identify any duplicate records.
2. Open record in the Java client (use “Modify Title” wizard) and click on Bibliographic Tab. Make sure that an existing barcode in book matches barcode in record.
3. Search item in OCLC (by title or author/title) to find the best possible record. Make sure that the record matches the book-in-hand. [Please note that records cataloged by a foreign cataloging agency are not used for copy cataloging. Make sure that the 040 contains a \$b eng or no \$b; it should not contain an indication of foreign language agency, e.g., \$b spa].

+ LC copy in OCLC (following conditions must be met):

Type: a

Bibliographic Level: m

Desc.: a or i

Encoding Level: blank or 4

Source: blank

040 ##: DLC\$cDLC or \$dDLC

042: pcc or lccopycat (for 050 with second indicator of 4)

050 00: complete and viable LC call no.

At least 1-2 subject headings (600, 610, 611, 630, 650, or 651, with second indicator of 0)

Series in which the treatment on series authority record is coded f/t/s/ and treatment on bibliographic record corresponds to this treatment

Using SmartPort, transport record from OCLC and overlay the record in the local database. Make any necessary changes to record and finish processing item.

+ LC copy CIP in OCLC:

Encoding Level: 8

Type: a

Bibliographic Level: m

Desc.: a or i

Source: blank

040 ##: DLC\$cDLC

042: pcc or lccopycat (for 050 with second indicator of 4)

050 00: complete and viable LC call no. or 050 + 2nd indicator of 4 and coded pcc

At least 1-2 subject headings (600, 610, 611, 630, 650, 651, with second indicator of 0)

Series in which the treatment on series authority record is coded f/t/s/ and treatment on bibliographic record corresponds with this treatment

PROCEDURE FOR SEARCHING BIBLIOGRAPHIC RECORDS (cont.):

Using SmartPort, transport record from OCLC and overlay the record in the local database. Follow CIP procedure:

- Change EL from 8 to 4
- Add \$d UPB to 040 field
- Delete 362 field
- Complete 300 field
- Add any 504 and/or 500 fields if needed
- Finish processing item.

o LC copy in OCLC: Search for PCC member copy.

+ PCC member copy in OCLC*:

* Criteria for good member copy:

- Type: a
- Bibliographic Level: m
- Desc.: a or i
- Encoding Level: blank, 1, I, or 4
- Source: c
- 040: \$b or no \$b + at least 1 American cataloging agency (no \$b fre, \$b spa, etc.)
- 042: pcc or lccopycat (for 050 with second indicator of 4)
- 050 #4 or 050 14: complete and viable call no.
- At least 1-2 subjects (600, 610, 611, 630, 650, or 651, with second indicator of 0)
- Series in which the treatment on series authority record is coded *f/t/s/* and treatment on bibliographic record corresponds to this treatment

Using SmartPort, transport record from OCLC and overlay the record in the local database. Make any necessary changes to record and finish processing item.

If in doubt about which is best copy, send item to Cataloging Specialist.

Different editions:

If all you find is copy for a different edition, **do not** use that record to catalog your item. Pass item on to Cataloging Specialist. (Theoretically, there should be one record only for each edition of a work; if there is more than one, and if it is not readily clear which record matches your book, send item on to Cataloging Specialist.)

o PCC member copy in OCLC: Follow routing procedure to make sure that item goes to the appropriate place for further cataloging.

FIXED FIELDS (Java client) - reads horizontally. Included are several of the most common codes used. For a complete listing, refer to the MARC 21 Format for Bibliographic Data.

Rec_type

a language material

Bib_Lvl

m monograph

Enc_Lvl

full

4 core

Desc

a AACR2

i RDA

Dat_Tp

s single

m multiple (beginning and end dates)

r reprint (date of reprint and date of original)

t publication date and copyright date

Date1

[year] Example: 2008

Date2

[year] Example: 2005

Example: 9999

Ctry

[country code] Examples: U.S. places - utu = Utah

Canadian provinces - abc = Alberta

Others - mx = Mexico

Illus

none

a illustrations

b maps

f plates

Cont

none

b bibliographical references

c catalogs

d dictionaries

e encyclopedias

f handbooks

GovPub

not governmental

f federal

s state

l local

FIXED FIELDS (Java client) (cont.)

ConfPub

- 0 not conference publication
- 1 conference publication

Fiction

- 0 not fiction
- 1 fiction
- f novel
- j short stories
- d drama
- p poetry

Biog

- # not biographical
- a autobiography
- b biography
- c collective biography
- d contains biographical information

Lang

[language code] Examples: eng = English; spa = Spanish; por = Portuguese; fre = French; ita = Italian;
ger = German

Source

- # LC
- c pcc
- d not LC

For complete codes and for fixed fields in OCLC, refer to the section on 008 for Books found in the MARC 21 Format for Bibliographic Data.

010 Library of Congress Control Number (lcn)**020 International Standard Book Number (ISBN)****Examples:**

020 ## 0491001304

020 ## 0835200019 \$q (paperback)

040 Cataloging Source - MARC code for or the name of the organization(s) that created the original bibliographic record or modified an existing MARC record**Examples:**

DLC \$b eng \$c DLC

UBY \$c UBY \$d INU

DLC \$b eng \$e rda \$c DLC

DO NOT catalog a record in which the 040 contains evidence that the record was cataloged by a foreign language agency (e.g., \$b spa, \$b ita). Catalog only those records which contain either \$b eng or which are lacking a \$b.

041 Language Code (see MARC 21 Standards for a list of codes)**042 Authentication Code**

1. An 042 field coded "lccopycat" indicates that LC has used another institution's record as the basis for its cataloging. Do not delete 042 field.
2. An 042 field coded "pcc" or "lcncp" (now obsolete) indicates that the record was authenticated under the auspices of the Program for Cooperative Cataloging. Do not delete 042 field.

043 Geographic Area Code (see MARC 21 Standards for a list of countries)

050 LIBRARY OF CONGRESS CALL NUMBER**General guidelines:**

1. DO NOT make any changes in the call number if it is coded 050 00. If there is a discrepancy between the publication date in the book and the date on the bibliographic record, consider this a non-match and pass it on to a Cataloging Specialist.

Please note that if the main entry is a **conference** (111 or 110 with \$t [Meeting, etc.]), the date in the call number is determined by the conference date, not by the date in the 26X field.

2. DO NOT add a lower case **x** to the cutter for an 050 00 call number (040 contains DLC).

Example:

050 00 PR201 \$b .R63 1998
UPB call no.: PR 201 .R63 1998

3. DO NOT add a lower case **x** to the cutter for a call number based on an 050 00 call number (e.g., when an earlier edition or an original edition for a translation has already been assigned an 050 00 call number).
4. DO add a lower case **x** to the last cutter for an 050 #4 call number, unless the last cutter is assigned from a biography table or a literary table – for example, A3 (general autobiography), A4 (general biography), Z46 (literary biography), Z48 (literary correspondence), A6 (selections), A4 (exhibitions). In this case, do not add an **x**.

Example of adding an x:

050 #4 PR201 \$b .R65 1995
UPB call no. PR 201 .R65x 1995

Example of omitting an x:

050 #4 F1234.V63 \$b A4 2006
UPB call no. F 1234 .V63 A4 2006

5. DO NOT delete an alternate 050 call number in a second \$a.

Example:

050 00 Z8830.8 \$b .M33 1975 \$a PR2363

6. 050 call numbers ending in volume numbers (analyzed, classed together as set) represent books whose series should be checked in the local authority file prior to cataloging. For further details, check guidelines under the 4XX/8XX tags.

Example:

050 00 DC611 .N841 \$b A75 no. 5

4/15/15

p. 2

050 LIBRARY OF CONGRESS CALL NUMBER (cont.)**General guidelines (cont.):**

7. DO NOT attempt to catalog a record with more than 1 valid call number. Pass these on to a Cataloging Specialist.

Call number parsing:

Standard call numbers consist of one to three letters followed by the class number (which may include a decimal), a single or double Cutter number, with the first cutter always preceded by a decimal, followed (normally) by a date.

Example: KPS 14.53 .I5 I67 2009

KPS
14.53
.I5
I67
2009

[See section on Book Preparation at end of training materials for further guidelines on call numbers in BYU's local system.]

1XX ACCESS POINT

1. Remember that 1XX's may include a 100, 110 (with or without subfields), 111 (with or without subfields), or a 130.
2. DO follow copy cataloging practice for authority work:

As a general rule, DO NOT check 1XX's in the OCLC authority file or the local authority file for verification of access points.

If you encounter any problems with common names or with foreign names, or if there is doubt about whether the heading on your bib record is the same as the one found in the OCLC authority files, pass book on to a Cataloging Specialist.

3. DO NOT attempt to re-evaluate the appropriateness of a conference added entry (711) as opposed to a conference main entry (111). Accept the conference as a 111 or 711, as provided on the 050 copy.
4. ACCEPT relator terms following a name heading; DO ADD these relator terms in RDA records if they are not already present and you can readily determine what they should be. Examples of common relator terms include:

\$e author.

\$e composer.

\$e artist.

\$e compiler.

240 UNIFORM TITLE (OR PREFERRED TITLE)

1. DO NOT add a uniform title, including one for a translation, if it is missing from the bibliographic record. Pass the book on to a Cataloging Specialist if the uniform title is readily available in the book but is missing from the bibliographic record.
2. If the record contains a 240, be sure the first indicator is set to one.
3. DO delete any initial articles and set the second indicator (non-filing) to zero.

245 TITLE AND STATEMENT OF RESPONSIBILITY**1. INDICATORS****a) First Indicator:**

Check to make sure that the indicator is coded correctly. Make corrections as needed.

- i) The coding of the first indicator as "1" provides a tracing for the title when the title itself is not the main entry. CHANGE the first indicator of the 245 field to "1" if there is a 1XX main entry.
- ii) Any record with a title as the main entry (i.e., there is no 1XX field in the record) should have the first indicator of the 245 field set to "0". CHANGE the first indicator to "0" if the title is the main entry.

b) Second Indicator:

- i) If the first word of the title is a definite or indefinite article (refer to Appendix F of MARC 21 Format for Bibliographic Data for a list), check that the second indicator is set to disregard the article. Any diacritical mark, space or mark of punctuation associated with the article and any space or mark of punctuation preceding the first filing character after the article is included in the count of nonfiling characters. Any diacritic, however, associated with the first filing character is not included in the count of nonfiling characters.

Examples:

245 14 The life of the mind
245 12 L'opera completa di Watteau
245 15 "Die Antworten waren da"
245 16 --the world we live in
245 12 L'été ...
245 14 Los últimos ...
245 04 Der öffentliche Dienst ...
245 15 The "winter mind"...

245 TITLE AND STATEMENT OF RESPONSIBILITY (cont.)**1. INDICATORS (cont.):**

- c) If there is no initial article in the title, the second indicator should be "0". In the absence of an article, diacritics and punctuation at the beginning of a title are not accounted for in the second indicator.

Examples:

245 10 Eileen Ford's A more beautiful you in 21 days
 245 10 "Fly it away!"
 245 10 --and members of the club

2. TITLE (\$a) and Remainder of title (\$b):

- a) Check the information in the \$a and \$b portions of the 245 against the title page. It should match exactly. Transcribe an inaccuracy or misspelled word in AACR2 records; follow such an inaccuracy either by *[sic]* or by *i.e.* and the correction within square brackets. In RDA records, transcribe inaccuracies or misspelled words as found in the book.
- b) DELETE ellipsis (...) at the beginning of a 245 title (put there under older cataloging rules to indicate the position of the title on the title page). A title explicitly beginning with ellipsis is recorded in the 245 with a double dash (--).

Examples:

245 16 --the world we live in
 245 10 --and members of the club

- c) If the first five filing words of the title contain an abbreviation or a number (other than a date), refer to 246 field procedure to determine whether a 246 variant title should be added to the record. (LC-PCC Policy Statement for RDA 2.3.6.3. contains complete information on title added entries.)
- d) Older records may contain bracketed information in the 245 spelling out a numeral. DELETE the bracketed information and make a 246 varying form of title entry.

Example:

245 10 3 [i.e. Trois] petits chiens

Change to:

245 10 3 petits chiens
 246 3# Trois petits chiens.

3. Subfield \$c: Statement of responsibility:

In AACR2 records, an author's title of nobility, address, honor, and other such titles will NOT be transcribed. RDA records may or may not appear with these titles. Accept what is on your record.

245 TITLE AND STATEMENT OF RESPONSIBILITY (cont.)

- c) Long statements of responsibility are sometimes recorded in a 500 note (e.g. "Proceedings of a symposium held..."). Leave these statements as they are coded -- that is, DO NOT move them to the 245 field.
- d) DO add a statement of responsibility if it is lacking on the bibliographic record and it appears in the book in hand (title page for AACR2 records; anywhere in the source for RDA records).
- e) DO observe the rules in AACR2 and in RDA for multiple authors. AACR2 rules called for limiting the number of authors transcribed to no more than 3; if more than 3 were listed in the book, the rules called for listing the first author, followed by ... [*et al.*]. RDA practice provides the option of either listing all authors, or else listing the first author, followed by the phrase [*and ____ others*].

Example:

Statement of authorship in book: ... by Susan Brown, Melanie Carlson, Stephen Lindell, Kevin Ott, and Janet Wilson

AACR2

245 \$a ... /\$c by Susan Brown ... [et al.].

RDA

245 \$a ... /\$c by Susan Brown, Melanie Carlson, Stephen Lindell, Kevin Ott, and Janet Wilson.

OR

245 \$a ... /\$c by Susan Brown [and four others].

246 VARYING FORM OF TITLE:

The 246 field is used for varying forms of the title. Under previous rules, title added entries were entered in a 740 field; most of these will now be entered in a 246 field. [The 740 field will continue to be used for analytical and related work added entries.]

1. **DO NOT** update old coding on existing fields to the new coding (i.e., DO NOT change 740s to 246s).
2. **DO** follow the new coding guidelines if adding new fields.
3. **DO** follow new coding guidelines if updating an existing 246 field.

INDICATORS:**FIRST INDICATOR VALUES:**

- | | |
|---|--|
| 0 | Note, no title added entry (i.e., title does not index) |
| 1 | Note, title added entry (i.e., title indexes) |
| 2 | No note, no title added entry (i.e., title does not index) |
| 3 | No note, title added entry (i.e., title indexes) |

Generally use first indicator 3 or 1 when adding a 246 for monographs (see examples below).

SECOND INDICATOR VALUES:

- | | | |
|---|-------------------------|--|
| | No information provided | Beginning of note (if 1st indicator is 0 or 1) |
| 0 | Portion of title | "Portion of title:" |
| 1 | Parallel title | "Parallel title:" |
| 2 | Distinctive title | "Distinctive title:" |
| 3 | Other title | "Other title:" |
| 4 | Cover title | "Cover title:" |
| 5 | Added title page title | "Added title page title:" |
| 6 | Caption title | "Caption title:" |
| 7 | Running title | "Running title:" |
| 8 | Spine title | "Spine title:" |

INPUTTING CONVENTIONS:

1. Field 246 does not end with a mark of final punctuation.
2. Do not record an initial article.

EXAMPLES OF A 246:

A 246 varying form of title field may be used to spell out abbreviations or numbers in the first five words of the 245 or of a 740 analytic or related entry if it is felt that the patron would look for the spelled-out form. (Complete information concerning title added entries is contained in LC-PCC Policy Statement for RDA 2.3.6.3.) A 246 field is also used to spell out the ampersand (&) in the language of the title, to record the spine title, cover title, or subtitle if it is thought that the patron might look under that variant.

246 VARYING FORM OF TITLE (cont.):**EXAMPLES OF A 246 (cont.):****Examples:**

245 10 Mr. Roosevelt.
246 3# Mister Roosevelt

245 10 17th century Dutch painting
246 3# Seventeenth century Dutch painting

245 13 Le rouge & le noir
246 3# Rouge et le noir

245 10 3 petits chiens
246 3# Trois petits chiens

(Portion of title; title added entry but no note)

245 10 Laca majifijica : \$b la transformación de la tierra
246 30 Transformación de la tierra

(Note with i "Display text")

245 10 Sturmfluten des Herbstes
246 3# \$i Half title: \$a Ernest Hemingway wiederentdeckt

(The variant title: "Escrito en Cuba" appears on the cover)

245 10 Donde estoy no hay luz y está enrejado
246 14 Escrito en Cuba

(The title: "Tintagel" appears on the spine)

245 10 English heritage book of Tintagel
246 18 Tintagel

(740 analytical title added entry contains an abbreviation)

245 14 The Victoria and Albert Museum collection.
246 3# V and A quickguide to the collection
246 3# Victoria and Albert quickguide to the collection
500 ## Accompanied by: The V & A quickguide to the collection.
740 02 V & A quickguide to the collection.

250 EDITION STATEMENT

1. DO NOT delete an edition statement if it is on the bib record in square brackets, but is not in the book and everything else matches.
2. DO NOT add a first edition statement if it is on your piece, but is not on the record and everything else matches. Check with a Cataloging Specialist to determine if you have a non-match.
3. AACR2 rules call for abbreviations for edition statements.

Examples:

Book: First edition
Bib record: 1st ed.

Book: Primera edición
Bib record: 1. ed.

Book: 1a. edición
Bib record: 1a. ed.

Book: 1a edición
Bib record: 1a ed.

4. RDA guidelines do not allow abbreviations (unless the edition statement appears in abbreviated form in the book).

Examples:

Book: First edition
Bib record: First édition.

Book: Primera edición
Bib record: Primera edición.

Book: 1a. edición
Bib record: 1a. edición.

Book: 1a edición
Bib record: 1a edición.

26X (260 or 264) PLACE OF PUBLICATION, PUBLISHER, DATE OF PUBLICATION

[Note that AACR2 as well as early records in RDA utilized a 260 ## field for publication information. Currently all RDA records should be coded as 264, first indicator as blank, with second indicator of 1, 2, 3, or 4. Refer to MARC 21 Format for Bibliographical Data for complete information on the 264 field.]

1. Place/Publisher:

- a) Check the information in the 26X field--check the title page, verso, or colophon for publication or copyright date.
- b) If the place of publication differs from the book in hand, you probably have a non-match. If the publisher differs from the book-in-hand, you probably have a non-match. Non-matches may indicate a different edition and should be routed to a Cataloging Specialist. (Do not attempt to catalog a record based on a different edition.)
- c) Accept the place of publication information as recorded. DO NOT add or change place qualifiers.
- d) DO NOT alter the publisher statement if it is essentially the same as that on the piece.
- e) Bracket a distributor statement not found in the book in hand. Remove any 500 note citing source from label if the label is not found in your book.

2. Date:

- a) If the date of publication differs from the book in hand, you probably have a non-match. Non-matches may indicate a different edition and should be routed to a Cataloging Specialist. (Do not attempt to catalog a record based on a different edition.)
- b) If everything else on the record matches, but the 26X date differs slightly from the date in the book (e.g., 2000 vs 2001), then DO CHANGE the 26X date. DO NOT CHANGE the date used in an 050 00 field; use the 050 call number as a basis for the locally assigned call number, making sure that the date matches the \$c of the 26X field. You will also need to change the date in the fixed fields ("Date 1") to match the date used in the \$c of the 26X field.

2. Date (cont.):

- b) DO NOT delete square brackets around a date.
- c) DO NOT add a "c" merely to show that the date given is the copyright date. DO NOT change a record to add a copyright date after the date of publication.
- d) The presence of angle brackets (< >) in the date may indicate that you have a multivolume set. Pass these on to a Cataloging Specialist.
- e) Accept the date of publication given in the book even if it's for the following year (books received toward the end of the year).

3. Dates in AACR2 and RDA

There are 5 possible types of dates associated with a manifestation: date of production, date of publication, date of distribution, date of manufacture, and copyright date. Make sure that coding for the date in the fixed field corresponds to the type of date recorded in the 26X field.

Example of date of publication (AACR2):

260 ## \$c 2012.
Date type s
Date 1 2012
Date 2 #####

Example of date of publication (RDA)

264 #1 \$c 2012.
Date type s
Date 1 2012
Date 2 #####

Example of copyright date (AACR2)

260 ## \$c c2013.
Date type s
Date 1 2013
Date 2 #####

Example of copyright date (RDA)

264 #1 \$c [2013]
264 #4 \$c ©2013
Date type t
Date 1 2013
Date 2 2013

Example of publication date and copyright date (AACR2)

260 ## \$c 2010, c2009
Date type t
Date 1 2010
Date 2 2009

Example of publication date and copyright date (RDA)

264 #1 \$c 2010
264 #4 \$c ©2009
Date type t
Date 1 2010
Date 2 2009

3. Dates in AACR2 and RDA (cont.):

Detailed dates are used if the date in the 26X field includes a year and month or a year, month, and day. This may occur when there is a detailed date associated with an edition statement. Information in Date 1 is coded in the format *yyyy*; information in Date 2 is coded in the format *mmdd*.

Examples:

On book	First edition: June 15, 1983.
250	First edition.
264 #1	Washington, D.C. :\$b Department of Commerce, \$c June 15, 1983.
Date type	e
Date 1	1983
Date 2	0615

On book	First edition: Nov. 1976.
250	First edition.
264 #1	Los Angeles :\$b Triangle Film Corp., \$c Nov. 1976.
Date type	e
Date 1	1976
Date 2	11uu

On book	Primera edición: enero de 2013.
250	Primera edición.
264 #1	México, D.F. :\$b Ediciones Eón, \$c enero de 2013.
Date type	e
Date 1	2013
Date 2	01uu

300 PHYSICAL DESCRIPTION**1. Pagination:**

- a) Check the 300 field and compare it with the book in hand. Are all the pages (preliminary and text) indicated? Only numbered pages are recorded.
 - i) DO add preliminary paging if it constitutes another sequence and is lacking from the record.
 - ii) Accept the preliminary paging if there is only a slight difference.
 - iii) Accept the paging if the difference is plus or minus five pages. If the variation in paging is greater than 5 or less than 5, this is a non-match. Pass non-matches to a Cataloging Specialist.
- b) The presence of angle brackets (< >) in the 300 field may indicate that you have a multivolume set. Pass these on to a Cataloging Specialist.
- c) DO edit the field to reflect ISBD punctuation and spacing (e.g., change 24p. to 24 p.).
- d) DO NOT condense pagination statements that are long and very specific (e.g. 3 p., 1 l., 9-238 p., 1 l). (These are sometimes found in pre-AACR2 copy.)

2. Illustration Statement:

- a) DO NOT add an illustration statement if one is lacking and there are only minor illustrations in the book.
- b) DO NOT alter the illustration statement if it is generally accurate and not misleading.
- c) DO NOT condense the illustration statement if it happens to be long and very specific.

3. Dimensions:

- a) DO add the size (\$c) if it is missing. If the size of the book falls between two given centimeters, round the number up to the next centimeter.
- b) If the size on the bib record is recorded in ½ centimeter designation (e.g., 21 ½ cm), round the size up to the next centimeter (22 cm).

300 PHYSICAL DESCRIPTION (cont.)**3. Dimensions (cont.):**

- c) DO NOT change the size unless there is an obvious typographical error, there is more than a two centimeter difference, or the folio or oversize statement would be affected if the size were not changed.
 - d) For **Oversize and agate** dimensions, refer to chart in Book Preparation section at the end of training materials.
4. “Cm” (centimeters) is considered a symbol, not an abbreviation; therefore “cm” is not spelled out according to RDA rules. It is also not followed by a period under RDA rules, unless there is a 490 in the bibliographic record. Under AACR2 rules, “cm.” is always followed by a period. Examples of 300 field in AACR2 and RDA:

AACR2

256 p. :\$b ill. (some col.) ;\$c 21 cm.

[with or without 4XX on record]

RDA

256 pages :\$b illustrations (some color) ;\$c 21 cm

[with no 490 on bib record]

325 pages :\$b illustrations ;\$c 23 cm.

[with a 490 on bib record]

490, 8XX: SERIES**1. General Series Guidelines:**

- a) The 490 field reflects the series as it is found in the prescribed source for series information (series title page, monograph title page, cover, rest of publication). CIP data, however, is not considered a prescribed source. The 8XX field reflects the established form of the series (the form may be the same or different than what is recorded in the 490 field).

Example of same form:

490 1# Colección Bibliografía
830 #0 Colección Bibliografía.

Example of different form:

490 1# Literature & philosophy
830 #0 Literature and philosophy.

Example of different form:

490 1# Garland reference library of the humanities ; \$v vol. 960. \$a Casebooks on modern dramatists ; \$v vol. 7
830 #0 Garland reference library of the humanities ; \$v vol. 960.
830 #0 Garland reference library of the humanities. \$p Casebooks on modern dramatists ; \$v vol. 7.

- b) If the book in hand has a series but it is missing from the bibliographic record (or vice versa), check the bib record carefully for other indications that this is a "non-match." Route non-matches or items with questionable series to appropriate Cataloging Specialist.
- c) DO check carefully for typos in the series tracings and correct the errors. DO update coding and punctuation according to ISBD rules.
- d) DO NOT ADD OR DELETE a series statement based on information appearing only in CIP data printed in the book or based on information appearing only on the dust jacket.

2. Coding:

- a) Current practice requires two fields for describing series – a 490 1# and an 8XX #0 field. The 490 reflects the series as found in the prescribed source; the 8XX field reflects the established form used in the series authorities record.

Example:

490 1# The practical approach series ;\$v131
830 #0 Practical approach series ;\$v131.

490, 8XX: SERIES (cont.)**2. Coding (cont.):**

- b) Previous practice allowed for use of a 440 when the form found in the prescribed source and the established form of the series were the same. Current rules call for changing the 440 to a 490 1# and adding an 8XX.

Example:

440 #0 Lecture notes in chemistry ;\$v23

Change to:

490 1# Lecture notes in chemistry ;\$v23
830 #0 Lecture notes in chemistry ;\$v23.

- c) Many Library of Congress records will contain a 490 0# (because LC is no longer doing authority work for series). Check series authority record for verification of established form of series and for treatment decision (see Series Verification section). Change the 490 0# to 490 1# and add an 8XX.

Example:

490 0# Lengua de gato

Change to:

490 1# Lengua de gato
830 #0 Lengua de gato.

- d) REMOVE angle brackets (<>) from the \$v of the 4XX field. Non-consecutive series numbers or partial holdings are traced in an 8XX field(s). DELETE "etc." from the \$v of an 8XX and trace explicitly each number of a series that BYU owns by adding 8XXs as needed. The \$v area of the 490 records all numbers that have been published and received by LC; BYU records all known (published) series volumes, owned or not, in the 490. BYU practice is to trace in an 8XX each number held by BYU.

Example:

490 1# Studies and texts ; \$v 94-<95, 99, 104 >
830 #0 Studies and texts (Pontifical Institute of Mediaeval Studies) ; \$v 94, etc.

Change to:

490 1# Studies and texts ; \$v 94-95, 99, 104
830 #0 Studies and texts (Pontifical Institute of Mediaeval Studies) ; \$v 94-95.
830 #0 Studies and texts (Pontifical Institute of Mediaeval Studies) ; \$v 99.
830 #0 Studies and texts (Pontifical Institute of Mediaeval Studies) ; \$v 104.

490, 8XX SERIES AREA (cont.):**2. Coding (cont.):**

- e) An initial article (see list in Appendix F of MARC 21 Format for Bibliographic Data) should be dropped when the series is recorded in an 8XX. The second indicator is always 0 (zero).

Example:

490 1# The history of philosophy series ;\$v26
830 #0 History of philosophy series ;\$v26.

- f) The indicators for a 490 series are not affected by the presence of an initial article.
- g) DO follow the correct numbering designators for the authorized series heading – i.e., the \$v on the bib record should match the designator used in the 642 field of the series authority record. If the designator used in the book differs from the designator used in the 642 field, the bib record should have a 490 1# and an 8XX field to indicate the difference. In case of doubt, pass the book on to the appropriate Cataloging Specialist.

3. Series Verification:

- a) All series headings appearing on a 490 or an 8XX field should be searched in the local authority file and, if needed, in the OCLC name authority file. You need to know BYU's treatment of the series before you can proceed. This is determined from the coding in the following fields:

644 analysis practice (f = analyzed in full)
645 tracing practice (t = traced as a series access point)
646 classification practice (s = classified separately)

Local authority file:

- + Local authority file (with **f/t/s** in the 644/645/646 fields - fully analyzed / traced / classified separately): Proceed with cataloging the item, using the call number on the bibliographic record.
- + Local authority file (with any codes **other than f/t/s** in the 644/645/646 fields): Route the item to the appropriate Cataloging Specialist.
- o Local authority file: Search the series in the OCLC authority file.

490, 8XX SERIES AREA (cont.):**3. Series Verification (cont.):****OCLC authority file:**

- + OCLC authority file (with **f/t/s** in the 644/645/646 fields = fully analyzed / traced / classified separately): Proceed with cataloging the item, using the call number from the bibliographic record.
- + OCLC authority file (with any codes **other than f/t/s** in the 644/645/646 fields): Route the item to the appropriate Cataloging Specialist.
- o OCLC authority file: Route the item to the appropriate Cataloging Specialist.

[Please note that current practice requires series authority records to have a \$5 UPB in any field in which BYU series treatment practice differs from the established treatment practice of f/t/s. If \$5 UPB is missing, route book to appropriate Cataloging Specialist.]

- b) Problems encountered: If, in the course of cataloging, you encounter problems outside the scope of this policy or which cannot be reconciled by following guidelines outlined in this policy, route item to appropriate Cataloging Specialist.

5XX NOTES

DO NOT rearrange the order of the 5XX notes on the record, except to make sure that the 583 is the last of all the 5xx fields.

1. 500 Notes

- a) If the information in a 500 note generally is accurate, then accept the note. If the information in the note is totally inaccurate, update the note or delete it.
- b) DO NOT add a 500 note with the phrase "Errata slip inserted." (See 590 below.)
- c) If a 500 note on the bib record indicates "Errata slip inserted," but no errata slip is included in the book, DELETE the note from the bib record.
- d) DELETE a note reflecting a label on t.p. if no label is present in the book-in-hand. Bracket distributor statement in 26X that was based on a label that is lacking from book in hand.
- e) DELETE copy-specific notes having a \$5 XXX.

Example:

500 ## Source: Gift of Paul Avrich, Mar. 4, 1991. \$5 DLC

- f) DO add or modify an index note, if needed. [Please note that an index is an alphabetized list of names, places, or subjects in a work, giving the page or pages on which each item is mentioned; an index is not a table of contents or a non-alphabetized list.]
- g) DELETE notes in foreign language unless the information in the note is directly quoted from the source.
- h) A 500 note is not needed to justify an added entry.

2. 504 Note:

- a) Accept any bibliography note as written, unless obviously wrong (e.g., bib record shows bibliography, but the book does not have one).
- b) DO NOT alter the note merely to conform to LC's current format for bibliography notes.
- c) DO add a bibliography note if one is lacking.

3. 505 Contents Note:

- a) If no contents note is present, DO NOT add one to the record. If your book is a multivolume set, pass these on to a Cataloging Specialist. If there is a need to update a contents note, follow the coding guidelines (basic or enhanced) already present on the record.

5XX NOTES (cont.)**3. 505 Contents Note (cont.):**

- b) Check the information in the 505 contents note of a multivolume set. If the contents note is incomplete, DO NOT update the record to include the volume(s) you have in hand; pass the book on to a Cataloging Specialist.
- c) DO NOT proof for typographical errors in long contents notes.
- d) DO NOT delete lengthy contents.

4. 590 Local Note:

- a) DO add a 590 note with the phrase "Errata slip inserted" when the book in hand comes with an errata slip. DO have the errata slip tipped into the book if it is loose. (See "Book Preparation.")
- b) If the 590 note on the bib record indicates "Errata slip inserted," but no errata slip is included in the book, DELETE the note from the bib record.

5. 583 Action Note:

- a) As the last of all 5XX notes, add a 583 field with the following information:

\$a the action taken (e.g., cat)
\$b d (for derived)
\$c the date cataloged (yyyymmdd)
\$k your initials
\$5 UPB

Examples:

583 ## cat \$b d \$c 20011029 \$k jbw \$5 UPB
583 ## cat \$b d por \$c 20150325 \$k ms \$5 UPB

- b) To indicate damage in a book, add the following information in a 583 note:

\$c the date cataloged (yyyymmdd)
\$k your initials
\$l Damaged: description of damage (vol./copy if applicable)
\$5 UPB

Example:

583 ## \$c 20020102 \$k cjk \$l Damaged: pen markings (vol. 3) \$5 UPB

6XX SUBJECT HEADINGS AND GENRE HEADINGS

1. All non-literature records must have at least one subject heading (with second indicator 0). If subjects are missing, route book to the appropriate Cataloging Specialist .
2. DO NOT DELETE 6XX fields with a second indicator of 0.
3. DELETE 653 fields and 6XX subject fields with a second indicator of 2, 3, 5, or 6, and 7 (note exception for genre headings in no. 10 below), as long as there are at least 1-2 valid subject headings in the bib record.
4. DELETE 690 fields and 6XX subject fields with a second indicator of 4, unless they deal with Mormon material; these books should be sent to the Mormon cataloger.
5. DO NOT DELETE 6XX fields with a second indicator of 1. These are LC subject headings for children's literature; books should be sent to the Cataloging Specialist for children's literature.
6. DO NOT add 6XX subject fields.
7. DO NOT rearrange the order of the 6XX fields.
8. DO NOT update tagging and subfield coding if it is incorrect. It will be corrected by the Authorities Unit.
7. 6XX subject fields may include the following categories of headings:
(See no. 10 below for description of genre headings.)
 - 600 (personal name)
 - 610 (corporate name)
 - 611 (conference or meeting name)
 - 630 (title)
 - 650 (topical term)
 - 651 (geographic name)
9. Question misspellings, but be mindful that the LC subject heading may be a variant spelling of a term.

6XX SUBJECT HEADINGS AND GENRE HEADINGS (cont.)

10. **Genre headings** are headings (coded 655) which are used to indicate what the book IS as opposed to what it is ABOUT. DO NOT delete genre headings (655). [Note that headings followed by \$2 *fast* will be stripped off automatically from our local system.]

Types of genre headings that should NOT be deleted:

LCSH (Library of Congress Subject Headings)	655 #0 ...
AAT (Art and Architecture Thesaurus)	655 #7 ... \$2 aat
RBMS thesauri	
GSAFD	655 #7 ... \$2 gsafd
LCGFT	655 #7 ... \$2 lcgft

Example of genre heading that should NOT be deleted:

655 #0 Short stories.

Example of genre heading that will be automatically deleted:

655 #7 Fiction. \$2 fast

7XX AUTHOR AND AUTHOR/TITLE ADDED ENTRIES

1. 7XX's may include a 700, 710 (with or without subfields), 711 (with or without subfields), 730, or a 740.
2. DO follow copy cataloging practice for authority work as outlined below.

As a general rule, DO NOT check 7XX's in the OCLC authority file or the local authority file for verification of access points.

If you encounter any problems with common names or with foreign names, or if there is doubt about whether the heading on your bib record is the same as the one found in the OCLC authority files, pass book on to a Cataloging Specialist.

3. Generally DO NOT add additional 7XX fields. BYU faculty and staff authors associated with a book in hand, however, should always receive an added entry. DO check with Cataloging Specialist before making any additions.
4. DELETE copy-specific entries having a \$5 XXX.

Example:

710 2# Paul Avrich Collection (Library of Congress) \$5 DLC

5. ACCEPT relator terms that follow a name heading. DO ADD these terms in RDA records if they are not already present and you can readily determine what they should be. Examples of relator terms include:

Se author.
Se illustrator.
Se editor.
Se translator.

6. DO NOT attempt to re-evaluate the appropriateness of a conference added entry (711) as opposed to a conference main entry (111). Accept the conference as a 111 or 711, as provided on the 050 copy.
7. DO modify a 7XX followed by a \$t to delete an initial article when present.

Example on record:

Manfredi, Valerio. \$t The ides of March.

Change to:

Manfredi, Valerio. \$t Ides of March.

856 ELECTRONIC LOCATION AND ACCESS

If a record has an 856 field, delete it unless the link leads to information that could be useful, such as a contents note.

945 FIELD – GIFTS

This field is used for recording information from a gift label. Type the name in the 945 as it appears on the gift label – i.e., First M. Last. Gifts from the BYU Alumni Association should be typed as “BYU Alumni Association” (without the quotes). Any other information on the gift label should be included in the 945 field, except for the print constants supplied by the computer.

The print constants are as follows:

\$a = Gift of
\$b = In memory of
\$c = In honor of
\$d = Date cataloged (mmddyyyy)
\$e = Collection/Copy (e.g., stacks copy)

There is no space before the semicolon, and there is a period at the end of the field.

Examples of “gift” note:

945 ## Ruth S. Beal; \$d 03/25/2001.
945 ## BYU Alumni Association; \$d 02/22/2002.
945 ## Alex F. Dunn & Carol H. Dunn; \$d 04/12/2001.
945 ## Earle & Florence Vought; \$d 09/24/2000.

Examples of “gift in memory of” note:

945 ## Ruth S. Beal; \$b Richard Smith Beal; \$d 06/20/2002.
945 ## S. R. Shapiro & Anita Robinson; \$b Dr. Victor Robinson & Dr. William Josephus Robinson; \$d 05/10/2001.

BOOK PREPARATION**Flags:**

1. The practice of inserting a temp or lettering slip into each book has been discontinued. It is, however, still optional to include a temp with the call number and your initials written on it before taking the book to the Lettering Room. Locations other than Lee stacks should be indicated above the call number (be sure to check the latest version of the Matrix on the Catalog Dept. web page for correct Library / Location / Item type combinations). Oversize (Quarto or Folio) should also be indicated above the call number. It is no longer necessary to indicate copy or to write the call number on the title page.

Examples:

Z	BR	HUM-REF	QUARTO	FOLIO	PT
987	1610	PF	ND	Z	2603
.U33x	.N48	3625	615	238	.R397
1982	1983	.W2	.M55	.G88	1988
	vol.2	2000	1998	1988	Bd.5

2. If there is a sheet (e.g., errata slip) that should be tipped into the book, paper clip the sheet to the Book Repair flag, fill out flag (marking the Errata box), and insert the flag in the book in the place where the sheet should be tipped in. (If the errata slip applies to a single page, it will be tipped in at that page; otherwise, an errata slip is tipped in at the front of the book.) Place book on appropriate truck in Lettering Room.
3. If the book otherwise needs attention from Book Repair, fill out and insert the Book Repair flag, indicating the problem, and place the book on appropriate truck in Lettering Room. Examples might include:
 - a) if the book is damaged (e.g., loose spine or pages)
 - b) if a pocket needs to be created in the book (e.g., for a map)
 - c) if the pages of the book need to be cut
 - d) if it is a pamphlet and requires a pamphlet bind
4. Only items that require a box will go to Book Repair prior to Cataloging. Pass these on to a Cataloging Specialist.

Control Tab:

1. Make sure that the title control number matches the identification number on the tpf (if you have a tpf). If there is no tpf, make sure that the barcode on book matches barcode on record after record has been imported.
2. Change NEVER to TODAY in the Date Cataloged box.

BOOK PREPARATION (cont.):**Call Number/Item Tab:**

1. Copy and paste call number from 050 field on bib record into the Call Number box on Call Number/Item Tab. There should be a space between each of the elements in the call number. Add a lower case x to last cutter if the number is not 050 00.

Examples:

050 00: BF 175.5 .A35 F74 1996
050 #4: PT 2605 .E48x 1990

Important: Check the call number in the Call Number index to make sure that it has not already been used in the local file. If you find a duplicate call number, pass the item on to a Cataloging Specialist.

2. Make sure that the Class Scheme box indicates LC.
3. Make sure that the Item Type, the Home Location, and the Current Location are correct for the item in hand. Please DO CHECK the Matrix for correct combinations for Item Type, Home Location, and Current Location. Follow the guidelines below for determining whether the item is oversize or agate.
4. If the book has no barcode, scan barcode and double-check book against record to make sure that the barcodes match.
5. Verify daily work. Using Item Search and Display Wizard, type your initials and date (yyyymmdd\$) – e.g., cjk 20150415\$.

Note: If there is any question or problem during the cataloging process, DO NOT CATALOG item. Leave date as NEVER and current location as IN-PROCESS. Pass the book on to a Cataloging Specialist.

BOOK PREPARATION (cont.)**Call Number/Item Tab (cont.)****6. BARCODES****General rules for standardization:**

- a) Barcodes should be placed $\frac{1}{2}$ **inch** from the top (or bottom) edge and **1 to 1 $\frac{1}{2}$ inches** from the gutter (spine).
- b) Barcode should not cover text, if at all possible. If that is the only option, check with the appropriate Cataloging Specialist.
- c) Barcode is NEVER placed in upper right corner of page opposite inside back cover.

Hardcover books with dust jacket and paperback books with dust jacket:

Place barcode in lower right corner of the page that is opposite inside back cover.

Hardcover books without dust jacket and paperback books without dust jacket:

Place barcode in upper left corner of inside back cover.

Paperback books with flaps (without dust jacket):

Short flaps: Place barcode in upper left corner of inside back cover if there is room. Otherwise, place barcode in lower right corner of the page that is opposite inside back cover.

Long flaps: Place barcode directly on back flap as long as it does not cover text. If it covers text, check with the appropriate Cataloging Specialist.

Paperback books with flaps AND dust jacket:

Place barcode in lower right corner of the page that is opposite inside back cover.

Pamphlets (small booklets with staples in spine) - Fill out a Book Repair flag, checking the *Pamphlet Bind* option and writing *Lettering* in the After Repair Route to box, and insert in book. After cataloging, place book on Lettering supervisor's desk in Lettering Room.

Place barcode on bottom right corner of outside back cover.

After mounting the barcode into the book, scan the number into the box labeled Item ID. Make sure that the complete number has transferred successfully.

BOOK PREPARATION (cont.):

Oversize and agate dimensions: Please keep in mind that these measurements represent the **actual** size of the item, not the rounded-up dimensions used in the 300 field of the bibliographic record.

a) **Quarto:** 30-41 cm. high or 23-32 cm. wide

Exceptions:	N-NX, TR	32-52 cm. high 28-38 cm. wide
	ML-MT	29-40 cm. high 26-32 cm. wide
	CC	32-46 cm. high 26-32 cm. wide
	Children's books	32-46 cm. high 30-32 cm. wide
	Special Collections	30-45 cm. high 25-40 cm. wide
	Reference books	Do not designate as Quarto.
	Periodicals	Do not designate as Quarto
	Map Collection	30-41 cm. high 30-41 cm. wide
	Music scores (M class number)	38-45 cm. high 27-35 cm. wide

b) **Folio:** over 41 cm. high or over 32 cm. wide

Exceptions:	N-NX, TR	over 52 cm. high over 38 cm. wide
	Map Collection and Special Collections	over 41 cm. wide over 45 cm. high over 40 cm. wide
	Reference books	Do not designate as Folio.
	Periodicals	Do not designate as Folio unless requested by subject librarian.
	Music scores	over 45 cm. high Over 35 cm. wide

c) **Agate:** 8-12 cm. high
Class in Locked Case unless acquired for Special Collections.
Do not use Agate for Americana.

d) **Miniature scores:**
less than 24 cm. high
less than 17 cm. wide

FINAL CHECK AND RECORDING OF CATALOGING STATISTICS

1. Make a quick check to be sure that the call number and the location are the same on the Call Number/Item Tab, the temp, and the lettering slip in the book. Check to make sure that barcode on book matches the barcode on your record.
2. Make sure that all necessary modifications have been made to the record.
3. Make sure the book(s) have all appropriate temps or lettering slips inserted in them.
4. Remove miscellaneous papers from the books (printoffs, advertising material, etc.). DO, however, leave the Fast Cat and Book Repair flags in the book (if applicable).
5. Make sure that you have followed the appropriate procedures for the Control Tab and the Call Number/Item Tab.
6. Make sure that your call number does not result in a duplicate in our shelflist.
7. Record the number of titles processed on the appropriate cataloging statistics sheet.
8. Place books on the appropriate book truck or shelves in the Lettering Room.

1. General Information:

- * Inaccuracies transcribed as found.
- * No abbreviations used unless they appear on the source.
- * When brackets are required, they are repeated in each element of a field. Bracketed information is information that is taken from outside the book. [This rule applies to both AACR2 and RDA records.]

Example:

264 #1 [Washington, D.C.] :\$b [G.P.O?], \$c [2009]

2. Coding:

Desc. (in fixed field): i

040: \$b eng \$e rda

1XX and 7XX: use of relator terms

Examples:

\$e author

\$e composer

\$e illustrator

245: Statement of responsibility transcribed as found in source. AACR2 rules limited the number of authors that were transcribed to no more than 3. RDA guidelines call for either transcribing all of the authors as found or omitting all but the first one as in example below.

AACR2 example of multiple authors:

/ \$c Sean Markey ... [et al.].

RDA examples of multiple authors:

/ \$c Sean Markey, John T. Pierce, Kelly Vodden, and Mark Roseland.

or

/ \$c Sean Markey [and three others].

250: Edition statement transcribed as found (use only abbreviations found in the source)

264: Publication information transcribed as found; use copyright symbol (©) if appropriate.

Dates:

264 #1	Date of publication
265 #2	Date of distribution
264 #3	Date of manufacture
264 #4	Copyright date

2. Coding (cont.):

300: Physical description – No abbreviations (use “approximately,” not “ca.”; use “that is,” not “i.e.”), no bracketing for unnumbered pages. No recording both bibliographic and physical volumes (use “5 volumes,” not “8 v. in 5”).

“Cm” (centimeters) is considered a symbol, not an abbreviation; therefore it is not spelled out. [Note: Because “cm” is considered a symbol, it is not followed by a period unless the period is needed for ISBD punctuation; this occurs only when there is a 490 field in the record.]

3XX fields new to RDA; used to further describe item (with or without the \$b):

336 ## text \$b txt \$2 rdacontent		336 ## text \$2 rdacontent
336 ## still image \$b sti \$2 rdacontent	OR	336 ## still image \$2 rdacontent
337 ## unmediated \$b n \$2 rdamedia		337 ## unmediated \$2 rdamedia
338 ## volume \$b nc \$2 rdacarrier		338 ## volume \$2 rdacarrier

490: Series transcription – transcribed as it appears in book, no abbreviations, no more rule to substitute Arabic numerals for Roman.

830: Series authorized form – established form of series title and numbering pattern as instructed in the series authority record.

3. AACR2 vs RDA Guidelines:

* DO NOT generally upgrade AACR2 records to RDA.

* If a record is a hybrid record (i.e., has elements that are both AACR2 and RDA), do not upgrade record to RDA; accept the coding as is.

* If a record is coded RDA, do not downgrade to AACR2.