Delaware Library Catalog
The First State’s First Choice

Cataloging Manual
Adopted January 30, 2007
Revised February 28, 2008

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Cataloging in a Shared Database

The Delaware Library Catalog is a shared database created from the bibliographic records of many libraries and special collections throughout Delaware. The catalog is continually expanded and updated through the adding, editing, or enhancing of bibliographic records by participating institutions. Cataloging in our Delaware Library Catalog requires a spirit of sharing and cooperation as well as a common understanding of what is expected of each participant. This cataloging manual has been created to maintain the integrity of the database by providing standards and guidelines for institutions to follow.

It is imperative that the system’s shared bibliographic database reflect standards that promote the most usable system we can offer to our library patrons. In developing these standards, and in recognizing that the bibliographic record is the foundation of the catalog, the committee adopted the philosophy that “good quality records create a richer database”. These guidelines are intended for use by all catalogers working within the Delaware Library Catalog. Their purpose is to provide the greatest benefit to the majority of our catalogers.
Standards in a Shared Database

The standards set forth from this committee are primarily for the benefit of our patrons. Established texts used in the past for current practices relating to MARC and AACR2R may continue to be used. However, the committee may find ways to improve cataloging methods (using acceptable cataloging practices) within the Delaware Library Catalog so that the PATRONS who use iBistro/iLink will find it more user-friendly and easy to navigate. It is important to ALWAYS consult the manual first.

These standards need to be met by ALL catalogers working within the Delaware Library Catalog.

Bibliographic records added to or created in the Delaware Library Catalog should adhere to the following standards:

◊ All records intended to be permanent bibliographic records in the Delaware Library Catalog must be OCLC records in US MARC format.

◊ International Standard Bibliographic Description (ISBD) punctuation must be used for all records in the catalog.

◊ Anglo-American Cataloging Rules and latest revisions (AACR2R), as adapted by the Library of Congress and Library of Congress Rule Interpretations of AACR2R, must be used.

◊ All access points must be in AACR2R form.

◊ Library of Congress subject headings (LCSH) serve as the primary thesaurus for subject heading formation. Genre, LC Annotated Card (Children’s) and National Library of Medicine (MeSH) headings may also be used.

Guidelines in a Shared Database

A guideline that needs to be stressed is the importance of searching the Delaware Library Catalog before downloading any records from OCLC/Cat Express.

◊ If there is any time delay from the time the catalog was first searched and the time of actual cataloging, another search of the catalog must be performed. This is to prevent duplication of records in the event that another cataloger downloaded the record during the time delay.

◊ The Bibload report must be run immediately after downloading from OCLC. This also prevents duplication by ensuring that the bib records will get into the catalog immediately, thus preventing another cataloger from downloading a duplicate record.
Follow the Cataloging workflow guide shown below.

**Cataloging Workflow**

- New Item: Donation, Purchase, etc.
  - Add to Catalog
    - Yes: Search Library Catalog
      - If Full Record Found
        - Add Item: Record Complete
        - Add Holding Information: Record Complete
          - Import Record into Catalog
            - Yes: Search OCLC / CatExpress
              - No Record Found
                - Search OCLC / CatExpress
                  - Record Found
                    - Yes: Contact Original Cataloger
                      - No: Wait a week if Non-rush Item
                        - 1/29/2007
  - No: Weed / Discard
Searching in a Shared Database

When searching the database you should search using three main fields in the following order:

1) ISBN (International Standard Bibliographic Number)
2) Title
3) Author

One of the above fields should retrieve the record you are looking for. **Search all three (3) before going to OCLC/CatExpress.**

When searching, it is important that the search screen be set up first. For an ISBN search, the “Index” should be set to ‘General’, ‘ISBN’, or ISBN-13 and “Type” should be set to ‘Keyword’. For example:

◊ If a match is **not** found, download a record from OCLC/CatExpress. (If you need instructions on this see pages 13-14).

◊ If a match is found, but the bibliographic record does not have an OCLC number, do not add your holding to this record. This is probably a “Bad” record, meaning a record that was added as an acquisition from Sussex County. (Please see page 7 for a more indepth look at this situation.) Look for another record that is “Good”, meaning a record that was downloaded from OCLC. If there is not one, then download one from OCLC.

◊ If the search results include a record that has multiple ISBNs, please notify Jane. This is important in order to maintain the integrity of the database and keep it as clean as possible.
Searching in a Shared Database (Continued)

◊ An OCLC record is identified by the “ocm” or “ocn” that precedes the number in the 001 tag of the bibliographic record. The “ocm” number may also exist in the 035 tag.

◊ This example illustrates how to identify if a record is an OCLC record.
Searching in a Shared Database (Continued)

◊ DLC (Library of Congress) is the preferred cataloging source for a bibliographic record in OCLC. Not all materials have been cataloged by the Library of Congress and other cataloging sources are acceptable.

◊ There is one source, however, that should not be used unless it is absolutely necessary. Do not download UKM (United Kingdom MARC) records from OCLC/CatExpress unless no other record is available that matches the item in hand.

A UKM record is identified by the coding “UKM” that appears in the 040 tag in the bibliographic record. For example, see below:

◊ If you find a record in Sirsi with a UKM code, do not add your items to this record unless the item has a United Kingdom publisher and completely matches the item in hand. If you have any questions whatsoever, please contact a Helpline member and they will help determine whether or not the record should be used.
Identifying an OCLC Record vs Acquisition Record

The Acquisition module places a non-OCLC vendor record in the system. When the order arrives, the SCDOL catalogers have to delete the vendor record or override it with a good OCLC record. When another library attaches to the bad record, it complicates the process. Therefore we have printed out examples to show you what to look for to make sure the record you want to attach your holdings to is an OCLC record.

In the figure below, two titles have appeared for the one ISBN search. This should alert you that one of them is a bad record.

The highlighted record is an OCLC record – the one to which you want to attach your holding. You can tell by the ocn in the key field

The OCoLC in the Data Source

The (OCoLC) in the Local System #
Identifying an OCLC Record vs Acquisition Record (Continued)

In the figure below, the bad vendor record is highlighted. You can tell that it is a vendor record, not an OCLC record, by the BK in the key field. You should not attach to this record.

Another sign that the record is an acquisition record, and not an OCLC record, is if the call number information has a list of XX call numbers with no items attached. See example below:

◊ Please remember – if you are unsure, contact a member of the Helpline.
Examples of “Good Records”
The following are examples of good MARC records which represent a variety of formats and editions. These records illustrate which fields are necessary to make a record complete, as well as the proper punctuation needed to make it correct. All are OCLC records that are currently part of the Delaware Library Catalog.

Monograph – Fiction

Paperback edition
Examples of “Good Records” (Continued)

Large print edition

Sound recording (cd)
### Examples of “Good Records” (Continued)

#### Videorecording (dvd) – Full screen ed.

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Biblio</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harry Potter and the goblet of fire (videorecording (dvd)) / Redlich, Daniel, 1969-</td>
<td>Heaty Films production ; producer, David Heyman ; screenplay, Steve Kloves ; directed by Mike Newell.</td>
<td>051221</td>
<td>Full screen ed.</td>
</tr>
<tr>
<td>Harry Potter and the goblet of fire (videorecording (dvd)) / Newell, Mike, 1942-</td>
<td>Heaty Films production ; producer, David Heyman ; screenplay, Steve Kloves ; directed by Mike Newell.</td>
<td>051221</td>
<td>Widescreen ed.</td>
</tr>
</tbody>
</table>

#### Videorecording (dvd) – widescreen ed.

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Biblio</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harry Potter and the goblet of fire (videorecording (dvd)) / Redlich, Daniel, 1969-</td>
<td>Heaty Films production ; producer, David Heyman ; screenplay, Steve Kloves ; directed by Mike Newell.</td>
<td>051221</td>
<td>Widescreen ed.</td>
</tr>
<tr>
<td>Harry Potter and the goblet of fire (videorecording (dvd)) / Newell, Mike, 1942-</td>
<td>Heaty Films production ; producer, David Heyman ; screenplay, Steve Kloves ; directed by Mike Newell.</td>
<td>051221</td>
<td>Widescreen ed.</td>
</tr>
</tbody>
</table>
Template for Loading Bibliographic Records into our Shared Catalog

Each library should implement (install on the computers of those who catalog) the template, and set the properties for “Loading Bib Records”. These template and properties settings MUST BE THE SAME for all libraries within the Delaware Library Catalog and must NOT BE CHANGED. See the example below:

Call Number and Copy Processing contain information specific to an individual library and reflect settings determined at the local level.

◊ Under this section, the “Default Holding Code” must contain the code specific to your library – Do Not Leave this as Default!! Contact the Cataloging Helpline for assistance.

The Title Control Number matching rule must also be the same for every library within the Delaware Library Catalog. It must be set as B, which is Rule 2 (as seen both above and below). It must also never be changed once it is set.
Downloading from OCLC using Bibload

◊ Download records from OCLC, remembering where you saved them (desktop works best).

◊ In Workflows, click on the Utility tab at the top of the screen (last tab on the right).

◊ Under Common Tasks (on the left), click on the MARC IMPORT wizard. (If the Default screen appears, defaults should be: Catalog Format = MARC, Authority format = TOPICAL. Click OK to accept the defaults.)

◊ Fill in information (File type – Marc should be toggled, Source = Location of data file (desktop or Floppy A), Destination= Library name and date (ex. Rehoboth31606.). *You’ll need to remember the new name you assign the file for when you run reports.

◊ Click IMPORT.

◊ A screen pops up asking if the diskette is ready. Click Yes even if your files are not located on a diskette. A verification message appears asking, “Are there more files to upload?” Answer No if no, or yes if yes. (To keep things simple, do one at a time. You can have as many records from OCLC as you want in 1 file, so it just seems easier to load one big file at a time.)

◊ To make sure your file has loaded, you can click on the BIB FILES TO LOAD tab, and see the list of files.

◊ Load records into catalog via reports.
Downloading from OCLC using Bibload (Continued)

LOADING MARC RECORDS USING REPORTS
◊ Click on REPORTS tab located at the top of the screen.

◊ Click on SCHEDULE NEW REPORTS wizard located in Common Tasks.

◊ Click OK to exit Default.

◊ Your saved template should show up on the screen. Click on SETUP & SCHEDULE.
  *(Note: If your template does not show up, please contact a Helpline member to set it up for you.)*

◊ Click the LOAD tab (top of page) to display the following window:

◊ Fill in Information: File to load – click on drop-down menu to select your file.
  o The rest of the information should already be set up for you and saved as a template. If it is not correct, please contact a Helpline member to set it up for you.

◊ Click RUN NOW to run the report.

◊ Click DISPLAY FINISHED REPORTS to make sure it ran through. If nothing comes up, you can click on the refresh icon (rabbit in the hat) at the top of the screen.

◊ Once your finished record appears, click on VIEW to make sure everything processed smoothly. Then you can attach your holdings just as would if the item was already in Workflows.
How to Add a Call Number and Holdings to an Existing Record

If a good bibliographic record already exists in the system, follow these instructions. If these instructions are followed, you will NOT overwrite other libraries current holdings or their barcode numbers. This is critical in keeping the database clean and correct.

Select the button at the bottom called “ADD CALL NUMBER”. Once selected, the following screen pops up. If your defaults are set correctly, the coding should reflect YOUR LIBRARY name. Select OK.

Once selected, the system will generate an item record with default settings that are specific to your library, as exampled below.
How to Add a Call Number and Holdings to an Existing Record (Continued)

It is at this point that you can begin entering your holding’s information. Fill in the information on the right side of the screen:

- **Item ID** = Barcode
- Copy Number = automatically generated
- **Type** = choose from list (item type)
- Item library = your library, automatically generated from set default
- **Home Location** = choose from list; Fiction, Reference, etc.
- Current Location = automatically generated
- **Item category1** = choose from list (Horror, Romance, etc.)
- **Item category2** = choose from list (Adult, Juvenile, etc.)
- Media desk = Leave blank
- Number of pieces = type in number, default is 1.
- Total charges = No. of times item has circulated – auto generated
- **Price** = Type in price

When you have finished, select the SAVE button at the bottom.

If you need to change the Call Number for your library, highlight the Call Number section (under the title and above the barcode number). Make any needed changes and select SAVE again.
How to Add Items/Copies to an Existing Record

When adding items/copies of a title that already exists on a good bibliographic record in the system, and already exists in your library, select the “Add Item” button at the bottom of the screen. DO NOT SELECT ADD CALL NUMBER because you are adding copies to a title that is already in your collection. Enter your information (don’t forget the barcode #). When you have finished, select the SAVE button at the bottom.

Notes Section in Item Record

The lower right quadrant of the item record contains a box marked “Extended information.” This is the area used to put information that is specific to your item and library.

◊ Circnote: displays in the Workflows circulation module. It can be used as a double-check for multiple items – for example: Includes CD-ROM
◊ Public: displays in iBistro for all the public to view (be careful of wording) – for example: Maps not included or Donated by…
◊ Staff: Most commonly used for vendor information, purchase price, catalogers initials, etc.
MARC Tags that can be Completed or Added

When bringing in a NEW bib record, the following tags may be updated to further enhance the information which describes the item in hand.

Do not overwrite any information already in the OCLC bibliographic record – if in doubt, call a Helpline member.

◊ 245 |h – information may be added to further describe an item (see page 19).
◊ 250 – may be created, added or enhanced to describe foreign language material or different formats (see page 20).
◊ 300 – may be filled in (only if incomplete). This is the only field that can be modified even if you were not the one to bring in the original record.
◊ 520 – content may be completed or added.
◊ 600 & 700 tags – these tags may be added as long as they are built correctly according to established Library of Congress headings. Check the Library of Congress website http://authorities.loc.gov or contact a member of the Helpline if in doubt.

Please keep in mind that LOCAL information formerly located in a 590 (or incorrectly 500) tag of the bib record must now be put in a note in the “extended information” section of the item record. The bib record is shared by all. Item record information is specific to your library.

If you need to add series tags or have questions concerning them, contact a Level Two Helpline member.
How to use General Materials Designators (GMDs)

GMD’s are meant to provide users of an online catalog with an immediate indication of the physical form of the work being described. Unfortunately, the current list of allowable GMD’s are limited. For our shared database, the list is too general. For many purposes, a videorecording on DVD is not interchangeable with one on VHS tape. Yet “videorecording” gives no clue as to which physical format is involved. Whether an electronic resource consists of text, graphics, program files or a website, is usually worth knowing. Adding compact but specific designations in a 245|h GMD speeds up navigation to the record for the user’s preferred medium within the browse screen and gives prominence to medium at the beginning of the full bibliographic display.

As stated above, GMD’s identify the medium, or format, of a specific item. These descriptors live in the subfield h of the 245 MARC tag. GMD’s should be enclosed in square brackets and entered in lower case. The GMD should immediately follow the title proper. It precedes a subtitle (if any exists) and the statement of responsibility in subfield c.

This is a list of approved Delaware Library Catalog GMDs (General Materials Designators) and how they should look in the record:

|h [sound recording (cassette)]
|h [sound recording (cd)]
|h [text (board book)]
|h [text (large print)]
|h [videorecording (dvd)]
|h [videorecording (blu-ray dvd)]
|h [videorecording (vhs)]

From OCLC Bibliographic Formats and Standards [OCLC]

‡h [art original] ‡h [microform]
‡h [art reproduction] ‡h [microscope slides]
‡h [chart] ‡h [model]
‡h [diorama] ‡h [motion picture]
‡h [electronic resource] ‡h [picture]
‡h [filmstrip] ‡h [realia]
‡h [flash card] ‡h [slide]
‡h [game] ‡h [technical drawing]
‡h [graphic] ‡h [toy]
‡h [kit] ‡h [transparency]
Edition Statements:

Field 250 contains information relating to the edition of a work. The edition statement is generally identified through such words as edition, issue, or version, and any associated words such as revised and enlarged.

◊ This field is NOT repeatable, but additional information may be added by separating with a semicolon.
  For example: 2nd ed. ; Doubleday large print home library ed.

◊ If the item being cataloged is a foreign language edition, capitalize the first letter of the word and completely spell it out.
  For example: Spanish language ed.

◊ This tag ends with a period.

250 Edition statement examples:

250 __ explicit version.

250 __ clean version.

250 __ widescreen.

250 __ full screen.

250 __ abridged.
MARC Fields that display in iBistro:

As discussed in the first section of this manual, it is imperative that the system’s shared bibliographic database reflect standards that promote the most usable system we can offer to our library patrons. You can see your hard work (cataloging) pay off when you look at (and your patrons search) iBistro.

The following fields display in iBistro. Please be sure that your cataloging is as clean and correct as possible:

◊ 100 – Author
◊ 245 – Title
◊ 250 – Edition
◊ 300 – Physical Description
◊ 700 – Additional Author (if field 100 is empty)

MARC Fields that are Search Indexes in iBistro & Workflows:

These fields are searchable in iBistro, but not necessarily displayed:

<table>
<thead>
<tr>
<th>Index</th>
<th>Synonym</th>
<th>MARC fields Searched</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>AU</td>
<td>100, 110, 111, 700, 710, 711, 720, AUTH, CORP</td>
</tr>
<tr>
<td>None</td>
<td>IMP</td>
<td>260</td>
</tr>
<tr>
<td>Periodical Title</td>
<td>PER</td>
<td>245, 246, 780, 785</td>
</tr>
<tr>
<td>Series</td>
<td>SER</td>
<td>400, 410, 411, 440, 490, 800, 810, 811, 830, 840</td>
</tr>
<tr>
<td>Subject</td>
<td>SU</td>
<td>600, 610, 611, 630, 650, 651, 655, 690, 691, DESC, IDEN</td>
</tr>
<tr>
<td>Title</td>
<td>TI</td>
<td>130, 245, 246, 440, 500, 505, 730, 740, TITL, CTTL</td>
</tr>
</tbody>
</table>
Deleting Items in Unicorn

There are several ways to delete items in Unicorn. You should use the method that is easiest for you. Do not manually change the Home Location of any item to missing or discard.

If your items have also been added to OCLC CatExpress, delete them out of CatExpress. (See procedures for deleting from CatExpress)

I. Delete Items using the Common Tasks Toolbar
Click on the ‘Call Number and Item Maintenance’ wizard. Search for the specific item that you want to delete.

1. Click on the ‘Call Number and Item Maintenance’ wizard.  Search for the specific item that you want to delete.

2. Click on the ‘Call Number/Item’ Tab.  Then click the ‘Modify’ button and highlight the Item (Bar Code) that you want to delete.

Click on the ‘Call Number/Item’ Tab.  Then click the ‘Modify’ button and highlight the Item (Bar Code) that you want to delete.
Deleting Items in Unicorn (Continued)
Delete Items using the Common Tasks Toolbar (Continued)

Click ‘Delete’ button

Click on ‘Yes’ and the item is deleted.
Deleting Items in Unicorn (Continued)

II. Delete Items using the Titles Toolbar.
Click on the “Titles” Toolbar and then click on the ‘Delete Title, Call Number, or Items’ wizard.

Search for the specific item that you want to delete. Click on the ‘Call Number/Item’ Tab.
Deleting Items in Unicorn (Continued)
Delete Items using the Titles Toolbar (Continued)

To delete a specific Item number (bar code), click in the box beside that Item.

Then click the ‘Delete’ button.

This method will not delete items with bills, charges, or holds.
If you have holdings in OCLC for this title, then you should log into OCLC CatExpress and delete your library holdings from this title.
Deleting Items in Unicorn (Continued)

III. Delete Items using the ‘Discard User’ method
Log into Circulation and checkout item to username ‘Discard’. Each library should have a “Discard” user or “Discarded” user related to their library.

Check the item out to your “Discard” User.

Additional information about ‘Discarding’ items.
◊ Every six months, the System Administrator will run a report to remove the items in ‘Discard’. For example, in January 2008, they ran the Report to remove the items discarded on or before June 2007. This way the discarded items remain in Discard for a minimum of six months.
◊ If you want the file of “Discarded Items” for your library, contact sirsi.support@lib.de.us and they will send it to you.
Marking an Item as Missing

To mark an item as missing, you must be logged into Workflows using the Circulation Module. Once in Circulation, under Item Information and Maintenance Toolbar, select the Mark Item Missing wizard.

Select correct item and click on “Mark Item Missing” button at bottom of screen.
## Marking an Item as Missing (Continued)

Highlight item bar code to be marked missing. Click on “Mark Item Missing” button.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item ID</td>
<td>Current Location</td>
</tr>
</tbody>
</table>

Receive confirmation that Item is ‘Missing.’ The Current Location is changed to ‘Missing’.
The Cataloging Executive Committee has established a helpline to aid all Delaware catalogers. The helpline is comprised of 11 catalogers in public, administrative and academic libraries who are all ready and willing to assist you. You may use this helpline to report any problem records, or ask for assistance or advice with your cataloging needs. If you report something that the helpline feels would be beneficial to all the catalogers, your post may be broadcast, but will be done so anonymously unless you specifically request that your name/library be attached.

We do ask that if you are reporting a problem, to please be very specific, and if at all possible to please include a screenshot, so that we may have a visual of the problem. Every library’s drop-down lists (as far as holding information) are library specific, so what you see for your library is not necessarily able to be viewed by another library.

We feel that this helpline will be a benefit for catalogers throughout the state and look forward to working with you to improve our library catalog!

Help is on the Way!

For help in fixing cataloging mistakes...
To report duplicate, incomplete or bad records....
For advice on cataloging a certain item....
Please contact:

CATALOGINGHELPLINE@LISTSERV.LIB.DE.US
Glossary of Terms
Abbreviations:

AACR2R – Anglo American Cataloging Rules Second Ed, Revised.

Bibliographic record – A catalog entry in card or MARC form which contains cataloging information for a given item.

Cat Express - CatExpress is a fast and easy copy cataloging solution for obtaining full MARC records and printing labels. It is a service provided by OCLC.

GMD - General Materials Designator. Term given in the catalog record to indicate the class of materials to which an item belongs.

ISBD - International Standard Bibliographic Description. International standard for the representation of descriptive information in bibliographic records.


LCRI - Library of Congress Rule Interpretations. Provides all valid LC rule interpretations issued since the AACR2 1988 revision to which all cited rule numbers are referenced.

LCSH - Library of Congress Subject Headings. Published by Library of Congress annually. An alphabetical list of all subject headings, cross-references and subdivisions in verified status in the LC subject authority file.

MARC - MAchine-Readable Cataloging. It provides the mechanism by which computers exchange, use, and interprets bibliographic information, and its data elements make up the foundation of most library catalogs used today.

OCLC - Online Computer Library Center. Nonprofit, membership, computer library service and research organization.

UKM – United Kingdom MARC. Machine readable cataloging developed by the British National Bibliography.

Unicorn - Sirsi/Dynix Library Management System.

Workflows – Staff client for the Unicorn System.
Common Marc 21 Tags:
Variable Fields:
◊ 100 – Author
◊ 245 – Title
◊ 250 – Edition
◊ 260 – Publication Information
◊ 300 – Physical Description
◊ 440 – Series
◊ 520 – Summary
◊ 650 – Subject
◊ 700 – Additional Author

Marc 21 – Multiple Author Entries
If additional authors exist remember the following:
◊ Only the person chiefly responsible for the work in hand can be used as the main entry in the 100 field. The 1xx fields are NOT REPEATABLE.
◊ If additional authors need to be added, use the 7xx field. These fields ARE REPEATABLE.

Audio Books and Main Entries
Some audio book records have incorrect author information in them. For example, the ‘Performer’ is listed as the ‘Author’. This is incorrect and should be fixed. If you come across one of these records please contact a Helpline member. Provide them with the appropriate information and they will correct the problem.
Adding a Brief Title in Circulation

A brief title allows a library to circulate a book that is not fully cataloged. The brief title wizard creates a brief record to allow the circulation of the item. When the item is checked back in it can be routed to cataloging in order to replace the brief record with a full MARC record. To create a brief record, you must be in the Circulation Module. Open up the “Item Information” section.

◊ “Set Properties” first before creating a Brief Title. Right click on “Add brief title” and select “Properties” to make sure that your settings are correct.
◊ The information which displays under the Behavior tab allows the staff member to choose to either let the system Auto-generate an item id number (barcode) or not. (If this option is deselected you will need to barcode the item being checked out.)

Data displayed under the Defaults tab allows you to customize the brief record to reflect information specific to your library. Under Format, “MARC” should always be selected as well as “Selected entries”. This allows you to choose which tags you want to include in the brief record. Also check “Shadow title” and “Circulate.” (Shadowing the title will prevent it from being seen in iBistro/iLink.) Information displaying under “Type” and “Library” are specific to your library and the item in hand. Home location should always be “Cataloging.” Click OK. Once the properties are set, a brief record can be created.
Quick and Dirty Cataloging Saying:
“Don’t waste time on long, involved cataloging, if the material doesn’t warrant it’

Cataloging Complexity Saying:
“If the call number doesn’t fit on a spine label easily, or make sense to the patron….
Think Twice!”