The DLC Cataloging Manual was adopted in 2007 by the DLC Statewide Catalogers Group

This revision of the Cataloging Manual’s *Standards and Guidelines* is based on decisions made by the DLC Cataloging Executive Committee 2007-2012

Reviewed, updated and edited by the Cataloging Manual Subcommittee October 2012

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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

Record Found

No

Search OCLC / CatExpress

No Record Found

Contact Original Cataloger

Wait a week if Non-rush Item

1/29/2007

Weed / Discard

No
SECTION 1: INTRODUCTION

1.1 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 the 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.

1.2 Delaware Library Catalog - Cataloger’s Page

This is part of the Consortium website.
www.consortium.lib.de.us
Section 2: BIBLIOGRAPHIC RECORDS

2.1 Standards in a Shared Database

The standards set forth were created for the benefit of DLC users. 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 users who use the OPAC will find it more user-friendly and easier 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.
  - Bibliographic records from the Baker & Taylor Cataloging Plus Program are acceptable records. These records display the OCLC number in the 035 tag.
- 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.
- RDA: Resource Description and Access is being developed in a collaborative process led by the Joint Steering Committee for the Development of RDA. We will evaluate the use of RDA after more information is available. In the meantime, RDA records are acceptable.
- 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.
- Acquisition records are temporary records and should be replaced when the item is received.
2.2 Guidelines in a Shared Database

2.2.1 Adding Bibliographic Records

It is important to search the Delaware Library Catalog before downloading any records from OCLC/Cat Express.

- Add holdings to an existing record after it has been determined that it meets the correct criteria for a matching record.
- If a match is not found after searching the Staff Client download a record from OCLC/CatExpress
- If a time lapse occurs between the initial search and the cataloging process, another search must be performed. This is to prevent duplication of effort and unnecessary expense.
- The Bibload report should be run immediately after exporting from OCLC. This ensures the timely availability of records in the catalog.

2.2.2 Duplicate Bibliographic Records

Merging items to bibliographic records that are not exact matches reduces the number of records that appear as duplicates in the search results when users search the OPAC. Multiple copies of a title linked to the same bibliographic record ensures that the next available copy/item will be used to fill a hold request.

Duplicates represent the same bibliographic item. The descriptive information in the MARC records may be exact or may vary as to completeness. Examine the entire record before determining whether the record is or is not a duplicate. Non-print and serial publications should be evaluated carefully.

2.2.2A Items can be added/merged using the following guidelines:

- Hardback and trade paperback editions should be added/merged to the bibliographic record for the hardback edition.
- Large print materials should be added/merged to large print bibliographic records.
Sound recordings may be added/merged if the editions are the same (ie unabridged/abridged), the readers/performers are the same, and the number of discs are the same.

Videos may be merged if the only difference is the publisher or distributor.

2.2.2B Separate bibliographic records can be created/imported using the following guidelines:

- Unabridged and abridged sound recordings should be added to separate records identified as either abridged or unabridged edition.

- Different formats should be added to format specific bibliographic records because they may require different equipment for access. The list includes but is not limited to the following:
  - BluRay DVD’s
  - VHS
  - DVD’s
  - MP3’s (Playaways, etc.)
  - CD’s
  - Cassettes
  - Ebooks
  - Widescreen edition
  - Full screen edition
2.2.3 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 SECTION BELOW)
- 250 – An edition tag may be created, added or enhanced to the edition specific bibliographic record in order to describe foreign language material or different formats.
- 300 – If incomplete, the description of the item may be added.
- 520 – Content may be completed or added.
- 600 & 700 – Subject/Name tags may be added and must be in accordance with established Library of Congress authority 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 in a 500) tag of the bibliographic record should be entered in a note in the “extended information” section of the item record. The bibliographic record is shared by all. Item record information is specific to your library.

In the event that series tags need to be added contact a Level Two Helpline member.

2.2.4 Enhancing General Materials Designators (GMDs)

GMD’s are meant to provide users of the online catalog with a description of the physical format of the work being described. Unfortunately, the current list of allowable GMD’s is limited and oftentimes too general. In many instances, a videorecording on DVD is not interchangeable with one on VHS tape. Yet “videorecording” does not indicate the true format of the item.

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.

General Materials Designator’s can be added 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.
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]

GMD’s can be further enhanced by adding the specific format in parenthesis within the brackets.

2.2.4A List of approved Delaware Library Catalog GMDs

The list includes but is not limited to the following:

|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)]
|h [electronic resource (flash device)]
|h [electronic resource (MP3 player)]
2.2.5 Edition Statements

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

An edition statement may be created, added or enhanced in its’ edition specific bibliographic record in order to more explicitly describe the item being cataloged. Please note the following:

❖ This field is NOT repeatable, but additional information may be added by separating with a semicolon.

    Example: 2nd ed.; enlarged and expanded ed.

❖ If the item being cataloged is a foreign language edition, capitalize the first letter of the word and completely spell it out.

    Example: Spanish language ed.

❖ This tag ends with a period.

2.2.5A 250 Edition statement examples:

250 _ _ explicit version.
250 _ _ clean version.
250 _ _ widescreen.
250 _ _ full screen.
250 _ _ abridged.
250 _ _ Turkish language ed.
2.2.6 MARC Fields that display in the OPAC

The Delaware Library Catalog recognizes that the bibliographic record is the foundation of the OPAC. It is imperative that the system’s shared bibliographic database reflect standards that promote the most usable system we can offer to our users.

The following fields display in the OPAC. Please be sure that all 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)

2.2.7 MARC Fields that are Search Indexes in OPAC & Staff Client

These fields are searchable in the OPAC, 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>