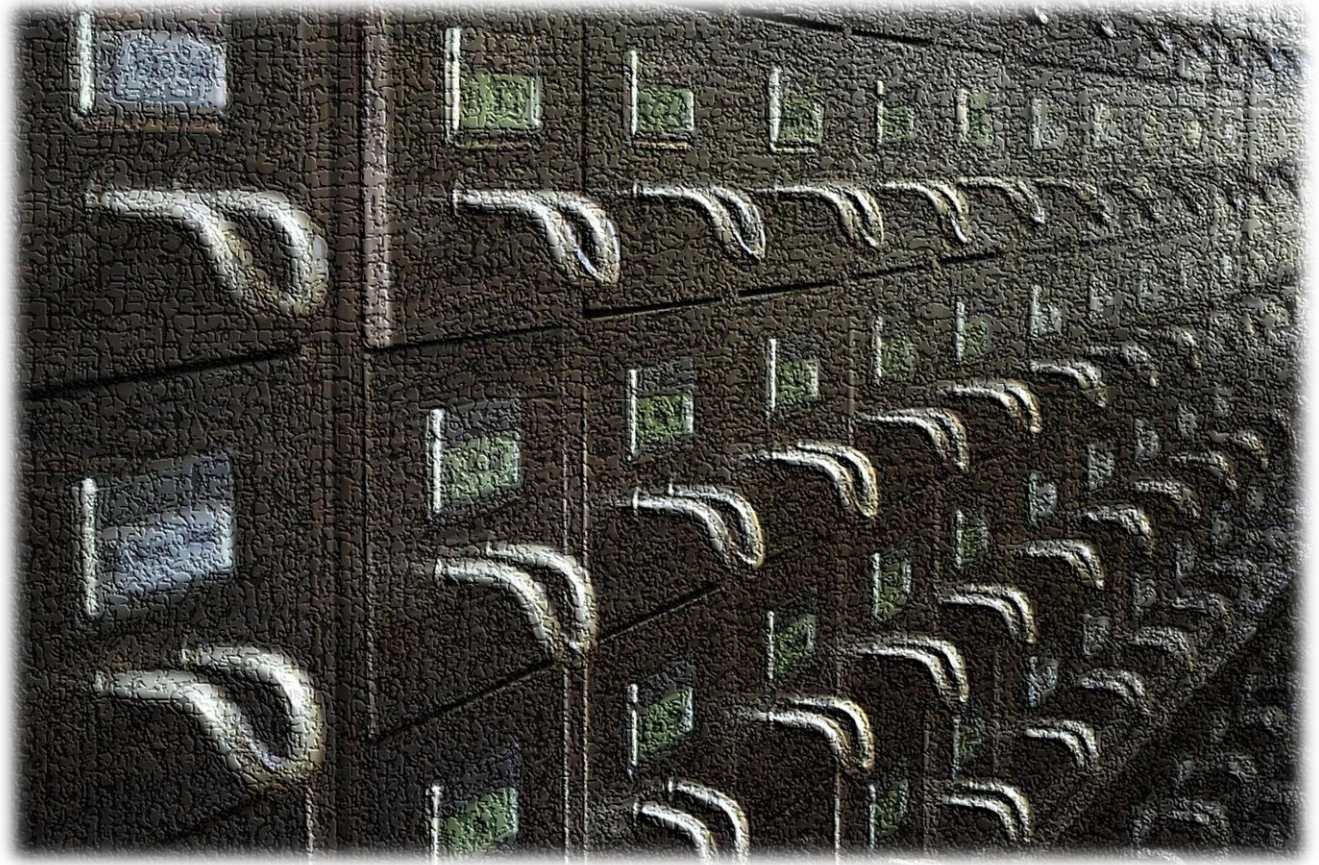


CREATIVE CATALOGING SURVIVAL SKILLS



Oregon Library Association April 16, 2015

WHO WE ARE

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- Washington County Cooperative Library Services – Automation Department,
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- University of Oregon Libraries, Eugene

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WHAT WILL BE COVERED

- What makes a record “good enough”
- Anatomy of a record
- Fixer-uppers / updating records
- Translating common OCLC Connexion validation error messages
- Questions
 - Feel free to ask throughout!



A QUICK AUDIENCE SURVEY...

- How many of you are from academic libraries?
- Public?
- School?
- Special or corporate?
- Are there any “just curious” non-catalogers?
- How many work in a tech services department of 3 or fewer people?
- How many of you *are* the tech services department at your library?



CHOOSING RECORDS



So many records...



CHOOSING RECORDS



How do you choose the right one?



THE GOOD, THE BAD, AND THE UGLY

- What makes a record “good enough”?
 - We will give you some guidelines and things to watch out for
 - “Good enough” can also depend on many factors unique to your local system
 - Always keep in mind the needs of your patrons



CHOOSING RECORDS



ACTIVITY: SPOT THE DIFFERENCE

- The next slide will show two versions of the same record in Connexion.
- There are several differences between the two versions, can you spot them all?
- Do not worry about determining which record is “better”.



Visual Materials Rec stat c Entered 20090918 Replaced 20110528211005.7

Type g ELvl M Srce d Audn Ctrl Lang eng
BLvl m Form GPub Time 1 0 2 MRec Ctry cau
Desc a TMat v Tech l DtSt t Dates 2010 , 2009

040 TEFMT #c TEFMT #d TEF #d IHI #d OCLCA
028 4 2 1000019003 #b Warner Home Video
245 0 0 Casablanca #h [videorecording] / #c a Hal B. Wallis production ; directed by Michael Curtiz ; screenplay by Julius J. & Philip G. Epstein and Howard Koch.

250 Anniversary edition. ←

260 Burbank, CA : #b Distributed by Warner Home Video, #

300 1 videodisc (122 min.) : #b sd., b&w ; #c 4 3/4 in.

538 Blu-ray disc, Standard (1.33:1); Dolby digital 1.0; 1080p

500 From a play by Murray Burnett and Joan Alison. ←

511 1 Humphrey Bogart, Ingrid Bergman, Paul Henreid, Claude Rains, Conrad Veidt, Sydney Greenstreet, Peter Lorre.

508 Music by Max Steiner ; director of photography, Arthur Edson.

500 Originally released as a motion picture in 1942.

521 8 MPAA rating: PG; mild violence.

650 0 World War, 1939-1945 #x Refugees #v Drama.

650 0 World War, 1939-1945 #x Underground movements #v ←

Visual Materials Rec stat c Entered 20090918 Replaced 20110528211005.7

Type g ELvl l Srce d Audn Ctrl Lang eng
BLvl m Form GPub Time 1 0 2 MRec Ctry cau
Desc a TMat v Tech l DtSt t Dates 2010 , 2009

007 v #b d #d b #e s #f a #g i #h z #i m

040 TEFMT #c TEFMT #d TEF #d IHI #d OCLCA

028 4 2 1000019003 #b Warner Home Video

245 0 0 Casablanca #h [videorecording] / #c a Hal B. Wallis production ; directed by Michael Curtiz ; screenplay by Julius J. & Philip G. Epstein and Howard Koch.

250 [Special ed.]. ←

260 Burbank, CA : #b Distributed by Warner Home Video, #c [2010, c2009]

300 1 videodisc (102 min.) : #b sd., b&w ; #c 4 3/4 in.

538 Blu-ray disc, Standard (1.33:1); Dolby digital 1.0; 1080p High Definition; requires Blu-ray player.

511 1 Humphrey Bogart, Ingrid Bergman, Paul Henreid, Claude Rains, Conrad Veidt, Sydney Greenstreet, Peter Lorre.

508 Music by Max Steiner ; director of photography, Arthur Edson.

500 Originally released as a motion picture in 1942.

521 8 MPAA rating: PG; mild violence.

586 Academy Award for Best Picture ; Best Director ; Best Writing: Screenplay, 1943 ←

650 0 World War, 1939-1945 #x Refugees #v Drama.

ANATOMY OF A RECORD: HOLDINGS

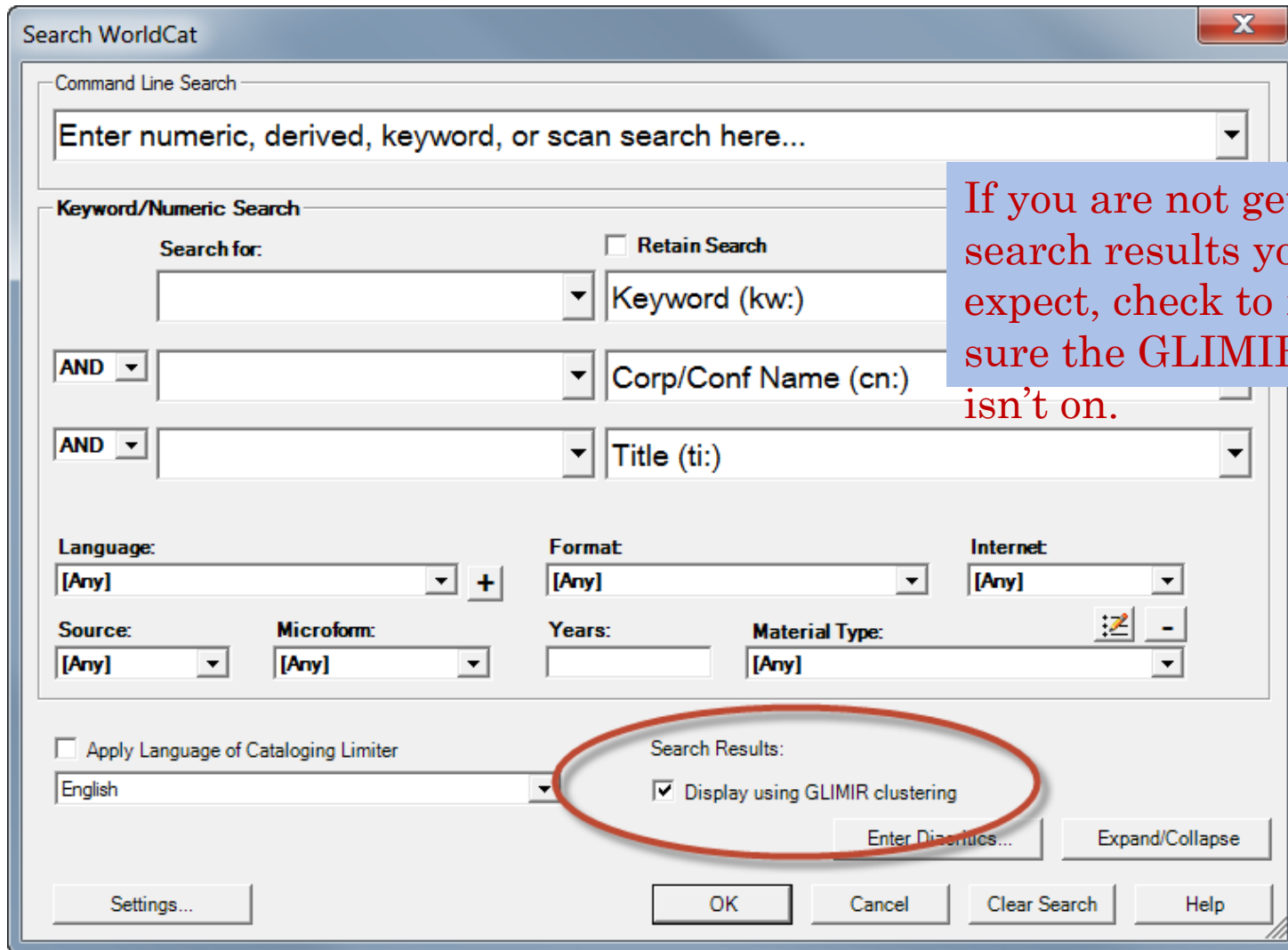
OCLC	17550719	Held by OQX - 29 other holdings; 1 other IR									
Save File	188	1 OQX holding in GLIMIR cluster; 29 other holdings in GLIMIR cluster of 1									
Books	Rec stat	c	Entered	19881214	Replaced	20140909105518.5					
Type	a	ELvl		Srce		Audn		Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	enk
		Cont		GPub		LitF	0	Indx	0		
Desc	a	llls	a	Fest	0	DtSt	s	Dates	1987	,	
040											
UKM #b eng #c UKM #d OCLCF #d OCLCQ #d OQX											

IR = “Institution Records” – used primarily by former RLG libraries to store local data such as call numbers

GLIMIR = “Global Library Manifestation Identifier
Watch out for that search filter!



USEFUL TIPS: GLIMR SEARCH FILTER



Search WorldCat

Command Line Search
Enter numeric, derived, keyword, or scan search here...

Keyword/Numeric Search

Retain Search

Search for: Keyword (kw:)

AND Corp/Conf Name (cn:)

AND Title (ti:)

Language: [Any] + Format: [Any] Internet: [Any]

Source: [Any] Microform: [Any] Years: Material Type: [Any]

Apply Language of Cataloging Limiter
English

Search Results:
 Display using GLIMR clustering

Enter Descriptions... Expand/Collapse

Settings... OK Cancel Clear Search Help

If you are not getting the search results you expect, check to make sure the GLIMR filter isn't on.



ANATOMY OF A RECORD: FIXED FIELDS

OCLC 852536472 Held by OQX - 26 other holdings

Save File 57

Visual Materials

Rec stat c Entered 20130711 Replaced 20140821080222.3

Type g ELVI K Srce d Audn Ctrl Lang hin

BLvl m Form GPub Time 1 7 6 MRec Ctry xxu

Desc a TMat v Tech l DtSt p Dates 2013 , 2012

007 v #b d #d c #e v #f a #g i #h z #i q

040 TEFMT #c TEFMT #d TEF #d OCLCO #d OCLCF #d OCLCO

Desc : a = AACR2 , i = ISBD punctuation (used in RDA records)

Information in the fixed fields may be used by ILSs to create material type icons and search filters.

The 007 is not required in records with less than full encoding levels, but it can influence your PAC display.

Only records with Full Encoding Level are required to have all applicable fixed fields filled in.

ANATOMY OF A RECORD: ENCODING LEVEL

[OCLC](#) 852536472 Held by OQX - 26 other holdings

Save File 57

Visual Materials [Rec stat](#) c [Entered](#) 20130711 [Replaced](#) 20140821080222.3

[Type](#) g [ELvl](#) K [Srce](#) d [Audn](#) [Ctrl](#) [Lang](#) hin

[BLvl](#) m [Form](#) [GPub](#) [Time](#) 1 7 6 [MRec](#) [Ctry](#) xxu

[Desc](#) a [TMat](#) v [Tech](#) l [DtSt](#) p [Dates](#) 2013 , 2012

007 v #b d #d c #e v #f a #g i #h z #i q

040 TEFMT #c TEFMT #d TEF #d OCLCO #d OCLCF #d OCLCO

The encoding level gives you information about the completeness of the record, how it was added to OCLC, what kind of institution created it, and whether the cataloger had the item in hand while cataloging



ENCODING LEVEL

- Most common encoding levels:
 - (blank) : Full level created by national or PCC libraries, the “most complete MARC record”
 - I : Full level by OCLC participant
 - 8 : Prepublication level
 - 7 : Minimal level
 - K : Less than full input by OCLC participants
 - M : Less than full added by a batch process
 - 3 : Abbreviated level



LIGHTNING ROUND!



WHICH ENCODING LEVEL IS HIGHER?

○ M or I

○ I

○ K or 3

○ K

○ Blank or I

○ Blank

○ 7 or 3

○ 7

○ 8 or 7

○ 8

○ M or K

○ K?



ANATOMY OF A RECORD

- 0xx fields: standard numbers, codes, class numbers
- 020: ISBN
 - \$a Valid ISBN
 - \$q Qualifying information – e.g., \$q (pbk.)
 - \$z Cancelled or invalid ISBN
- Watch for confusion among print and ebook ISBNs!
 - The ISBN for the format in the record should be in 020 \$a, with ISBN for the other format in 020 \$z
 - Many ebook records have print ISBN mistakenly in 020 \$a !



040			DLC #b eng #e rda #c DLC #d YDX #d OCLCF #d BTCTA #
016	7		101650331 #2 DNLM
019			890435299 #a 898121189
020			9781433818370
020			143381837X
020			#z 9781433818387 (electronic bk.)
020			#z 1433818388 (electronic bk.)

Print book, with
ebook ISBN in \$z

042	007		c #b r #e n #j a #l a
050	040		DcWaAPA #c UTBLW #d OCLCO #d VLB #d SHH #d OCLCF
	020		#z 9781433818370 (hardcover)
	020		#z 143381837X (hardcover)
	020		1433818388 (electronic bk.)
	020		9781433818387 (electronic bk.)
	050	4	RC489.F67 #b E57 2015eb

Ebook, with
print ISBN in \$z

ANATOMY OF A RECORD

- 040: Cataloging Source:
 - \$a Original cataloging agency
 - \$b Language of cataloging
 - \$d Modifying agency
 - \$e Description conventions
- **040 \$e rda** is the only reliable indicator that a record follows RDA (not a hybrid!)
- **040 \$e pn** is now used for provider-neutral records

040 ORU \$b eng \$e rda \$e pn \$c ORU



Hybrid record: AACR2 with RDA fields added

Desc a

lls

Fest 0

DtSt s

Dates 1987 ,

010		86021036
040		DLC #b eng #c DLC #d BTCTA #d YDXCP #d HALAN #d OCLCQ #d OCLCF #d OCLCQ #d OCLCO
020		0316488801
020		9780316488808
050	0 0	PN6014 #b .L58 1987
082	0 0	808 #2 19
090		#b
049		ORUM
245	0 0	Literature : #b an introduction to fiction, poetry, and drama / #c [compiled by] X.J. Kennedy.
250		4th ed.
260		Boston : #b Little, Brown, #c ©1987.
300		xlii, 1447 pages ; #c 23 cm
336		text #b txt #2 rdacontent
337		unmediated #b n #2 rdamedia
338		volume #b nc #2 rdacarrier

LANGUAGE OF CATALOGING: DANISH

III

040 DKDLA #b dan #c DKDLA

020 9781447219897

020 1447219899

084 83.8 #2 z

090 #b

049 ORUM

100 1 Quick, Matthew. #4 aut

245 1 4 The silver linings playbook.

250 [New edition].

260 London : #b Picador, #c 2012.

300 289 sider.

500 Film med titel: Silver linings playbook.

520 8 Pat Peoples har været indlagt på et psykiatrisk hospital, og da han bliver udskrevet, flytter han hjem til :
Han møder Tiffany, som han indgår en aftale med.

524 #a Originaludgivet: 2008

PARALLEL RECORDS

- Parallel records are bib records with a “Language of Cataloging” other than English
 - 040 subfield \$b
- Do not use, attach holdings to, and/or replace records with a Language of Cataloging other than English
- *See: Bib Formats and Standards, 3.10: Parallel Records for Language of Cataloging*



Tip: avoid such records by applying the Language of Cataloging Limiter

The image shows a screenshot of the 'Search WorldCat' dialog box. The window title is 'Search WorldCat' and it has a standard Windows-style title bar with a close button (X) in the top right corner. The dialog is divided into several sections:

- Command Line Search:** A large text input field containing the placeholder text 'Enter numeric, derived, keyword, or scan search here...'. A dropdown arrow is visible on the right side of the field.
- Keyword/Numeric Search:** This section contains a 'Search for:' label, a 'Retain Search' checkbox (which is unchecked), and three search criteria rows. Each row consists of a dropdown menu, a search field, and another dropdown menu. The first row has 'Title (ti:)', the second has 'Personal Name (pn:)', and the third has 'ISBN (bn:)'.
- Language, Format, and Internet:** Three dropdown menus labeled 'Language:', 'Format:', and 'Internet:', each with '[Any]' selected and a '+' button to its right.
- Source, Microform, Years, and Material Type:** Four dropdown menus labeled 'Source:', 'Microform:', 'Years:', and 'Material Type:'. 'Source:', 'Microform:', and 'Material Type:' have '[Any]' selected. 'Years:' is an empty text field. There is a '+' button to the right of the 'Material Type:' dropdown.
- Apply Language of Cataloging Limiter:** A checkbox that is checked, followed by a dropdown menu currently set to 'English'. This entire section is circled in red.
- Search Results:** A checkbox labeled 'Display using GLIMIR clustering' which is unchecked.
- Buttons:** At the bottom, there are buttons for 'Settings...', 'OK', 'Cancel', 'Clear Search', and 'Help'. There are also two buttons above 'OK': 'Enter Diacritics...' and 'Expand/Collapse'.

Rec...	Description ▲	
2	Light-matter interaction / John Weiner, P.-T. Ho. Hoboken, N.J. : Wiley, 2003- bd. : ill. CatL:dan OCLC: 488815618, Holdings: 0	
1	Weiner, John 1943- Fundamentals and applications John Weiner; P.-T. Ho Hoboken, NJ Wiley 2003 X, 244 S. graph. Darst. CatL:ger OCLC: 248877881, Holdings: 8	
5	Weiner, John Light-matter interaction John Weiner ; P.-T. Ho Hoboken, NJ Wiley-Interscience CatL:ger OCLC: 265857544, Holdings: 0	
9	Weiner, John, 1943- author. Light-matter interaction : physics and engineering at the nanoscale / John Weiner, IFSC-CePOF-INOF, Universidade de São Paulo, São Paulo, São Carlos, Brazil, Frederico Nunes, Universidade Federal de Pernambuco, Recife and IFSC-CePOF-INOF, Universidade de São Paulo, São Paulo, São Carlos, Brazil. First edition. Oxford : Oxford University Press, 2013. xiii, 261 pages : illustratio...	
4	Weiner, John, 1943- Light-matter interaction / John Weiner, P.-T. Ho. Hoboken, N.J. : John Wiley & Sons, [2003-]. v. : il. ; 24 cm. CatL:spa OCLC: 318255690, Holdings: 1	
11	Weiner, John, 1943- Light-matter interaction : physics and engineering at the nanoscale / by John Weiner, Frederico Nunes. Oxford : Oxford University Press, 2012. 280 p. : ill. ; 25 cm. CatL:eng OCLC: 806491417, Holdings: 18	
10	Weiner, John, 1943- Light-matter interaction : physics and engineering at the nanoscale / John Weiner, Frederico Nunes. Oxford : Oxford University Press, 2013. 280 p. : ill. ; 25 cm. OCLC: 824601929, Holdings: 2	
3	Weiner, John, 1943-.... (FrPBN)14644787 Light-matter interaction / John Weiner, P.-T. Ho. Hoboken : N.J. : Wiley, cop. 2003. 1 vol. (X-244 p.) : ill. ; 25 cm. CatL:fre OCLC: 470197513, Holdings: 3	
8	Weiner, John. (DE-588)154424218 Light-matter interaction : physics and engineering at the nanoscale / John Weiner ; Frederico Nunes. Oxford : Oxford Univ. Press, 2013. XIII, 261 S. : Ill., graph. Darst. CatL:ger OCLC: 828792274, Holdings: 2	
7	Weiner, John. Light-matter interaction : fundamentals and applications / John Weiner, Ping-Tong Ho. New York ; Chichester : Wiley, 2003. 245 p. UKM OCLC: 51482464, Holdings: 2	
6	Weiner, John. Light-matter interaction/ John Weiner; P.-T. Ho. 1, Fundamentals and applications. Hoboken, New Jersey : Wiley, 2003. X, 244 S. : graph. Darst. CatL:ger OCLC: 314251352, Holdings: 19	

Rec...	Description
1	Weiner, John. Light-matter interaction : fundamentals and applications / John Weiner, Ping-Tong Ho. New York ; Chichester : Wiley, 2003. 245 p. UKM OCLC: 51482464, Holdings: 2
2	Weiner, John, 1943- author. Light-matter interaction : physics and engineering at the nanoscale / John Weiner, IFSC-CePOF-INOF, Universidade de São Paulo, São Paulo, São Carlos, Brazil, Frederico Nunes, Universidade Federal de Pernambuco, Recife and IFSC-CePOF-INOF, Universidade de São Paulo, São Paulo, São Carlos, Brazil. First edition. Oxford : Oxford University Press, 2013. xiii, 261 pages : illustratio...
3	Weiner, John, 1943- Light-matter interaction : physics and engineering at the nanoscale / John Weiner, Frederico Nunes. Oxford : Oxford University Press, 2013. 280 p. : ill. ; 25 cm. OCLC: 824601929, Holdings: 2
4	Weiner, John, 1943- Light-matter interaction : physics and engineering at the nanoscale / by John Weiner, Frederico Nunes. Oxford : Oxford University Press, 2012. 280 p. : ill. ; 25 cm. CatL:eng OCLC: 806491417, Holdings: 18



ANATOMY OF A RECORD

- 1XX: Name or uniform title main entries
 - 100, 110, 111, 130
- Use authorized access points; search the OCLC Authority File to verify forms of entry
- Used for “creators” in RDA cataloging
- Choices:
 - Relationship designators: PCC practice is to use them for creators. Add if missing?
 - 1XX vs. 7XX: is it worth reconsidering?



ANATOMY OF A RECORD

- 2XX: Title fields
- 245: Title statement
 - One of the most important match points
 - Transcribed field; should match your item
 - Be aware of potential differences from CIP
 - Titles and/or subtitles can change between creation of CIP record and publication – not always caught right away
- If you're unsure: AskQC@oclc.org is a great place to ask



050 00 |a PS3613.A13 |b A613 2014

082 00 |a 813/.6 |2 23

CIP record, title: The A word

100 1_ |a Ma, Kathryn.

245 14 |a The A word / |c Kathryn Ma.

250 __ |a first edition.

263 __ |a 1406

264 _1 |a New York : |b

300 __ |a pages cm

336 __ |a text |2 rdacon

337 __ |a unmediated |2

338 __ |a volume |2 rda

520 __ |a After a disaster
of the Kong women

650 _0 |a Orphans |z C

100 1 [Ma, Kathryn](#), #e author.

245 1 4 The year she left us : #b a novel / #c Kathryn Ma.

246 1 #i Pre-publication title: #a A word

250 First edition.

264 1 New York, NY : #b Harper, #c [2014]

300 326 pages ; #c 24 cm

336 text #2 rdacontent

337 unmediated #2 rdamedia

338 volume #2 rdacarrier

520 "The Kong women are in crisis. A disastrous trip to visit her home orphanage in self-destructive spiral. Her adoptive mother, Charlie, a lawyer with a great heart, Meanwhile, Charlie must endure the prickly scrutiny of her beautiful, Bryn Mawr cultured Chinese doctor, came to America to survive Mao's Revolution and her ruling over everyone's lives"--Publisher's website.

Fully cataloged, title:
The year she left us

ANATOMY OF A RECORD

○ 260 & 264

- Both are valid
- 264 required in RDA, *preferred* in all new records
- 264 has indicators and is repeatable
 - 2nd indicator tells you whether the information in the field relates to
 - 0) production (used with realia, art, unpublished works)
 - 1) publication (most frequently used, analogous to 260)
 - 2) distribution (sometimes used with media)
 - 3) manufacture (including printing)
 - 4) copyright (subfield Ꞥc only, use ©)



ANATOMY OF A RECORD

○ 300

- Words spelled out in RDA
 - Example: 300 pages, illustrations, 23 cm

○ 33X

- Found in both RDA and hybrid records
 - Examples:
 - 336 ‡a text ‡b txt ‡2 rdacontent
 - 337 ‡a unmediated ‡2 rdamedia

○ 490

- 2nd indicator 1 means there should be 8XX



ANATOMY OF A RECORD

- 500/505/520 Notes

- Can provide access for characters and topics that don't have subject headings yet

520 All aboard for epic stories of friendships on the rails: learn how Thomas met his best friend Percy for the first time and how Edward helped save Trevor the Tractor Engine from being scrapped. Join the Really Useful Engines and see when Toby showed how being helpful is the most fun, and when the unlikely duo of Emily and Whiff coupled up and became firm friends! Journey along with Thomas and the rest of the Steam Team to experience the adventures that led to fast friendships.

520 Klein argues that adult success is often established in the developmental preschool years. She shares advice for parents on how to promote such success-driving positive attributes as resilience, self-regulation, and empathy.



○ 505

- First indicator : 0 = full contents

```
505 0 Happy / (Pharrell Williams) -- My love (feat. Jess Glynne) / (Route 94) -- I'm a freak  
(feat. Pitbull) / (Enrique Iglesias) -- Hey brother / (Avicii) -- Dark horse (feat. Juicy J)  
/ (Katy Perry) -- Money on my mind / (Sam Smith) -- Word up! / (Little Mix) -- She
```

- Second indicator:

- Blank = Basic : -- between entries, no subfields
- 0 = Enhanced : subfields coded ‡t, ‡r, ‡g
- ‡t and ‡r can be indexed for title, author searches

```
505 0 0 ‡t Bang bang ‡r (Jessie J., Ariana Grande, Nicki Minaj) -- ‡t All about that bass ‡r (Meghan  
Trainor) -- ‡t Bailando ‡r (Enrique Iglesias feat. Sean Paul, Descemer Bueno & Gente de Zona)  
-- ‡t Anaconda ‡r (Nicki Minaj) -- ‡t Black widow ‡r (Iggy Azalea w/Rita Ora) -- ‡t This is how we  
do ‡r (Katy Perry) -- ‡t Rather be ‡r (Clean Bandit w/Jess Glynne) -- ‡t Break free ‡r (Ariana
```

- ‡g is other information (used for track run times for CDs)

```
505 0 0 ‡t Locked Out Of Heaven ‡g (3:51) -- ‡t Suit & Tie ‡g (4:28) -- ‡t The Way ‡g (3:44) -- ‡t  
Feel This Moment ‡g (3:47) -- ‡t Troublemaker ‡g (3:03) -- ‡t I Knew You Were Trouble  
‡g (3:38) -- ‡t Just Give Me A Reason ‡g (4:02) -- ‡t My Songs Know What You Did In  
The Dark (Light Em Up) (Album Version) ‡g (3:06) -- ‡t Little Talks ‡g (4:12) -- ‡t Carry
```



ANATOMY OF A RECORD

○ 500/ 505 / 520

- Watch out for “Machine generated”

505

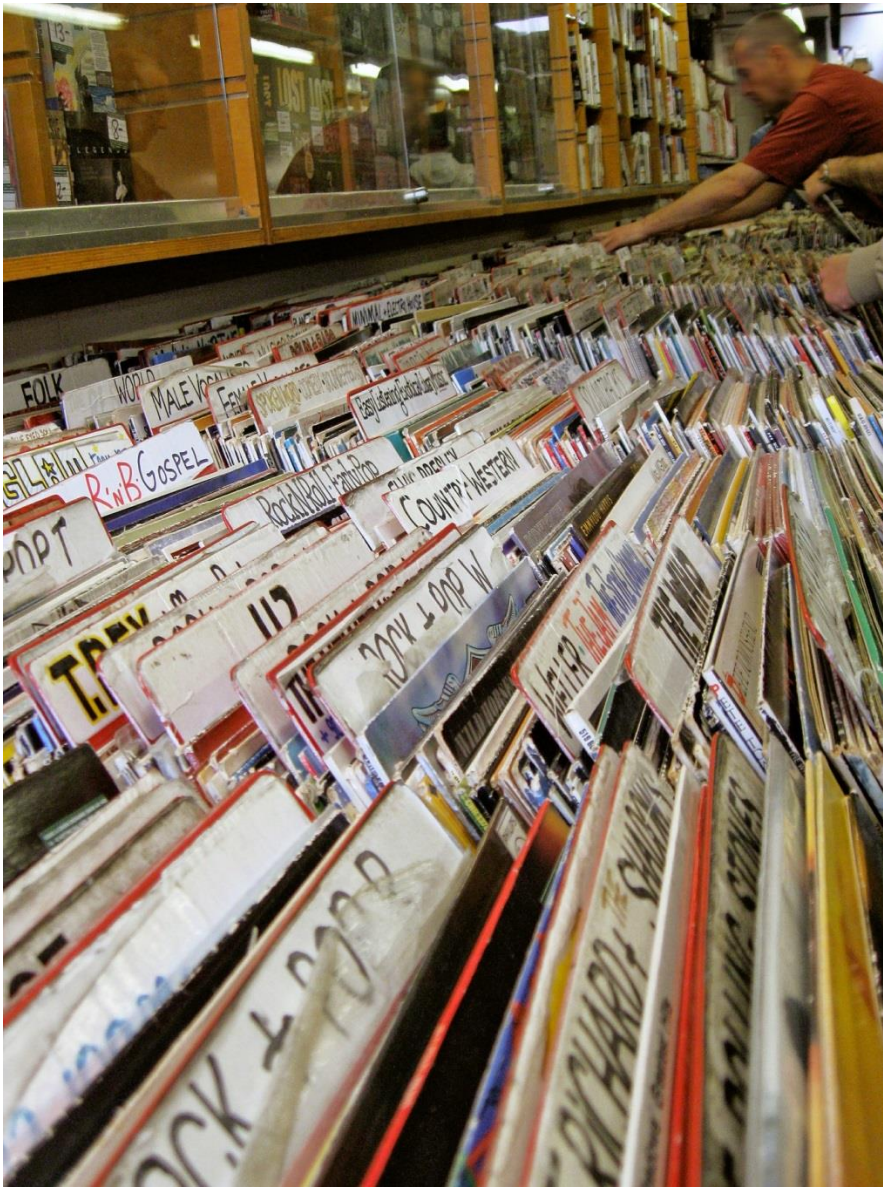
Machine generated contents note: Foreword Preface Acknowledgments Chapter 1: Starting the Journey to Drive Metrics That Matter Meet Joe Setting Metrics Targets The Journey Agility Evolution Conclusion Notes Chapter 2: Managing Metrics on the Effective Frontier The Connection of Metrics to the Business Strategy Managing Metrics as a Complex System Using the Metrics Maturity Model to Drive Change Aligning on Asset Strategies Managing Change Conclusion Notes Chapter 3: Using Value Network Strategies to Move to the Next Level on the Frontier Managing What You Can't Control Building the Guiding Coalition Educating the Organization to Take the First Step Conclusion Notes Chapter 4: A Strategy Session on Managing Value



ANATOMY OF A RECORD

- 508: Production credits (director, producer)
- 511: Performer/ cast credits
- 518: Date/ time/ place of event
 - “Recorded live at the Kennedy Center on May 17, 1987.”
- 521: Target Audience
- 538: System details note
- 546: Language/ Translation note
- 586: Awards note





ANATOMY OF A RECORD: SUBJECTS AND GENRES



ANATOMY OF A RECORD

- 6XX – Subjects and Genres
 - Second indicator = where the heading came from
 - 0 = Library of Congress
 - 1 = children's headings
 - 7 = source listed in ‡2 (such as bidex, genre sources)
- Dealing with subject systems you don't use
 - Retain but configure your system not to index/display
 - Strip out upon export via load table
- Controlling headings: use caution!
 - Headings will validate even when they are not formulated correctly
 - 650 _0 Dogs \$x Political activity.



Yikes! This will control

GENRE HEADINGS

- Many LCSH headings that represent form or genre are being converted to genre headings (LCGFT)
- Code LCGFT headings using \$2 lcgft:
655 _7 Cookbooks. \$2 lcgft
- Want to use an LCSH heading as genre? Code it 655 _0 (for LCSH)
655 _0 Large type books.
- Want to subdivide genre headings geographically? OK, if you code them as “local”
655_7 Feature films \$z France. \$2 local



FAST HEADINGS

- Faceted Application of Subject Terminology
- Based on LCSH, but broken out into topical, geographical, form, etc.
 - 651 _0 United States \$x Politics and government \$x Humor.
 - 650 _7 Political science. \$2 fast
 - 651 _7 United States. \$2 fast
 - 655 _7 Humor. \$2 fast
- Keep or delete in your catalog? Your call
- If FAST headings are incorrect (because LCSH in record was incorrect), correct the LCSH & delete FAST headings – they will be regenerated



WHICH RECORD WOULD YOU CHOOSE?

- Look at the records for *All of Baby Nose to Toes* on Handout C and Handout D
- Which record would you choose for your catalog?
- What criteria would you use to make that decision?



THE FIXER-UPPER



THE FIXER UPPER: WHAT CAN YOU CHANGE IN THE MASTER RECORD?

- When you edit records in Connexion (and then export), changes are made to your COPY of the record that is exported but are not saved in the master record UNLESS
 - You “Replace” the record in Connexion
 - Action menu → Replace Record (or Alt-F10)
- With a “Full” cataloging authorization, you can add records to WorldCat, and edit and **replace** master records (with some exceptions)



IF THE “REPLACE” FAILS...

- You can report the change to OCLC
 - Use the error report function in Connexion Client
 - Action menu → Report Error
 - Email bibchange@oclc.org
 - Fill out the form found under Help → Useful Web Links → WorldCat Change request
 - If the change you are reporting requires proof, you can print this form to fax or mail to OCLC
 - See OCLC Bib Formats and Standards, 5.6 Reporting Errors for more details



DATABASE ENRICHMENT

Allows catalogers with a Full-level authorization to enrich master records by adding or editing certain fields to **any** full-level record, *except an authenticated serial*

- Call numbers
- Subject headings
- 006, 007 fields
- Standard numbers
- 300 field in CIP records
- 505 contents notes
- 856 fields



No LC call number:
great candidate for database enrichment!

[OCLC](#)

775006223

No holdings in ORU - 3 other holdings

Books				Rec stat	c	Entered	20120203		Repl
Type	a	ELvl	l	Srce	d	Audn		Ctrl	
BLvl	m	Form		Conf	0	Biog	c	MRec	
		Cont		GPub		LitF	0	Indx	0
Desc	a	Ills	a	Fest	0	DtSt	s	Dates	2011

040			TCO #b eng #c TCO #d ORX
043			n-usp-- #a n-us-or
082	0	4	780.92 #2 23
090			#b
049			ORUM
100	1		Carlile, Dana.
245	1	0	Susie Fennell Pipes and the Neah-Kah-Nie String Quartet : #b a documentary and photographic essay / #c Dana Carlile.
250			First ed.

} *Has Dewey call number, but no LC call number*

EXPERT COMMUNITY

- In 2009, OCLC greatly expanded the types of changes that catalogers can make to **most** records in WorldCat
- Catalogers with a Full-level authorization (or higher) can made additions and changes:
 - to almost all fields
 - in almost all records



WHAT TYPES OF CHANGES TO MAKE?

- Most important: changes that improve access for end users or other catalogers
- A few examples:
 - Correcting or adding access points
 - Correcting obvious typographical errors
 - Use caution with transcribed fields!
 - Correcting MARC coding errors



RECORDS THAT ARE EXCLUDED

- PCC records (BIBCO and CONSER)
 - 042 with: **pcc**, isds/c, lc, lcd, msc, nlc, nsdp, nst
- Encoding Level “E”
 - System-identified MARC error in batchloaded record
- Institutional Records (IRs)
- Records in the Hand Press Books database



RECORDS THAT CAN BE REPLACED

- Records with any encoding level except “E”
 - Except PCC records
- LC records that are NOT coded as PCC records
- CIP records coded as PCC
 - but the Encoding Level must remain at “8”



TWO BASIC PRINCIPLES

○ First, do no harm

- NEVER remove correct information from a master record simply because your institution does not find it useful
- NEVER change the basic nature of a master bibliographic record into something different
- AVOID including local data or local practices in master bibliographic records
 - If local data is added, it must be coded appropriately*

○ Edit responsibly; correct only what is truly wrong

- Do not replace a record solely to change an element that is a matter of cataloger's judgment.

PRACTICES FOR CODING LOCAL DATA IN CONNEXION

- OCLC-defined local fields (e.g., 590, 690)
590 Library's copy signed by author
- Use of **\$5**, “Institution to which field applies”
501 Bound with: Tom Sawyer. \$5 WaU
- Use of **\$2 local** in 6XX fields
655 _7 Foreign language films \$x Russian. \$2 local



PCC RECORDS

- PCC records are excluded from the Expert Community, but **some** changes may still be made by some libraries
- Different guidelines apply for:
 - Monographic records (BIBCO)
 - Serial records (CONSER)
- NACO membership is a factor



NACO

- Name Authority Cooperative Program
- Participants contribute new name, title, and series authority records to the LC/NACO authority file
 - And modify existing records



BIBCO

- Monographic Bibliographic Record Cooperative Program
- Participants contribute bibliographic records meeting or exceeding the elements of the BIBCO Standard Record (BSR)
 - With all access points (descriptive and subject) backed by national-level authority records



CONSER

- Cooperative Serials Program
- CONSER members create, edit, and authenticate serial records in WorldCat
 - meeting or exceeding the elements of the CONSER Standard Record (CSR)
 - With all access points (descriptive and subject) backed by national-level authority records



WHY RESTRICT PCC RECORDS?

- BIBCO and CONSER libraries undergo training to understand the essential components of a PCC record and how to follow LC/PCC standards
- Every access point on a PCC record **must** be backed by a national-level authority record



BIBCO RECORDS

- Non-serial records with 042 “pcc”
- Individuals with NACO authorizations **can** edit and replace BIBCO records
 - Any corrected or added heading on a PCC record must continue to be backed by a corresponding authority record



BIBCO RECORDS

- Non-NACO libraries **can** perform database enrichment (as described earlier) on BIBCO records
 - Add call number in a scheme not present
 - Add subject headings in a scheme not present
- CIP records that are coded “pcc” can be changed, but the Encoding Level stays “8”



Type	a	ELvl		Srcce		Audn	
BLvl	m	Form		Conf	0	Biog	
		Cont	b	GPub		LitF	0
Desc	a	lls	a	Fest	0	DtSt	s

010	2011934711
040	DLC #c STF #d UKMGB #d INU #d HLS #d YDXCP #d CDX #d IOG #d BWX #d VVC #d
015	GBB133834 #2 bnb
019	701209002
020	9780199604036
020	0199604037
042	pcc
043	e-ur--- #a e-uk--- #a n-us---

00 Oxford ; #a New York : #b Oxford Unievrstity Press, #c 2011.

00 lii, 240 p. : #b ill. ; #c 23 cm.

00 1 Oxford historical monographs

04 Includes bibliographical references (p. [217]-236) and index.

05 0 Being Soviet in the pre-war era. The liberator state? : the crisis of official Soviet identity during the Pa
1939-1941 -- Being Soviet during the Great Patriotic War. Perfidious allies? : Britain, America, and off
diplomatic identity 1941-1945 ; Patrons or predators? : foreign servicemen, technology, and art withir
Soviet cultural identity, 1941-1945 -- Being Soviet in the post-war years. Panics, peace, and pacifism
Soviet diplomatic identity in the late-Stalin years 1945-1953 ; Subversive styles? : official Soviet cultu

CONSER RECORDS

- Serial records with 042 “pcc”
- Only CONSER members can replace CONSER master records



THE UPGRADED RECORD



TRANSLATING COMMON OCLC VALIDATION ERROR MESSAGES



E R R O R



TRANSLATING COMMON OCLC VALIDATION ERROR MESSAGES

**245 occurrence 1, \$h - invalid
relationship - when element is
present, then 040 \$e must not be
equal to rda**

*Oh dear. You've tried to add a GMD to
an RDA record. I'm sure you didn't mean
to do that.*



337 occurrence 1 - invalid
relationship - when element is
present, then 337 \$2 must be present

*Hey, did you know there's supposed to be
another subfield here? You didn't?*

Yay! I'm helping!



520 occurrence 2, \$a occurrence 1,
position 123 - invalid character -
data must be ALA characters

You've gone and copy/ pasted text directly from a website, haven't you? You know I can't process certain diacritics and punctuation from unknown character sets.


Please use "Paste Unformatted" instead. Or try pasting the text into Notepad and then into Connexion.

There. That's much better.



- 264 occurrence 1, indicator 2 - invalid relationship - when element is equal to 4, then 264 \$a must not be present
- 264 occurrence 1, \$a - invalid relationship - when element is present, then 264 indicator 2 must not be equal to 4

I really really want you to know that if you're using a 264 _4 it should only have ‡c. This is so important to me that I'm going to tell you twice about the same error. Hey, I don't make the rules.



- Type (Leader/06) - invalid relationship - when element is equal to i, then Part (008/21) must equal n

Some fixed field codes are missing or don't match. I want to validate your record, but I'm so confused!



TRANSLATING COMMON OCLC VALIDATION ERROR MESSAGES

- Other things that will get you in trouble:
 - Trying to replace a full PCC record
 - Trying to repeat an un-repeatable field
 - Trying to delete an un-deleteable field in the master record



QUESTIONS?



THANK YOU!

- All non-screenshot images open source from pixabay.com
- Screen shots from OCLC Connexion



ADDITIONAL INFORMATION

- OCLC Bibliographic Formats and Standards (BFAS)
 - <http://www.oclc.org/bibformats/en.html>
- BFAS Chapter 2: Full, Core, Minimal and Abbreviated-Level Cataloging
 - <http://www.oclc.org/bibformats/en/onlinecataloging.html#BCGGBAFC>
- BFAS Section 5.3: Database Enrichment
 - <http://www.oclc.org/bibformats/en/quality.html#databaseenrichment>
- BFAS Encoding Level
 - <http://www.oclc.org/bibformats/en/fixedfield/elvl.html>
- OCLC Guidelines for Expert Community
 - <http://www.oclc.org/support/services/worldcat/documentation/cataloging/guidelines.en.html>
- Connexion Client Cataloging Quick Reference:
 - <https://www.oclc.org/content/dam/support/connexion/documentation/client/cataloging/catquickref/connexionclientquickref.pdf>



ADDITIONAL INFORMATION

- MARC Standards
 - <http://www.loc.gov/marc/>
- Library of Congress Authorities
 - <http://authorities.loc.gov/>
- Library of Congress Cataloging and Acquisitions
 - <http://www.loc.gov/aba/>
- Search Library of Congress subject and genre headings
 - <http://id.loc.gov/authorities/subjects.html>
- PCC/ BIBCO/ CONSER/ NACO/ SACO
 - <http://www.loc.gov/aba/pcc/>



ADDITIONAL INFORMATION

- RDA Toolkit MARC record examples
 - (does not require RDA Toolkit subscription)
 - <http://www.rdatoolkit.org/examples/MARC>
- Report a duplicate or error to OCLC:
bibchange@oclc.org
- Ask OCLC a question : AskQC@oclc.org
- Library of Congress error reporting:
 - www.loc.gov/contact/catalog-record-error-report/
- OCLC recorded webinars on controlling headings (scroll to date/ title)
 - <http://www.oclc.org/content/no-molesto/lorna/us-en-moved/news/recorded.html>
 - August 31, 2010: Overview of Controlling Headings
 - August 18, 2011: Update, with Known Problems





OTHER POSSIBLE EXAMPLES?

- Extra slide for keeping track of other example records. Not for presentation or posting.

