

# **There Are No Cataloging Police (aka Cataloging for the Non-Cataloger) Part 1**

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# About Me

- I've been cataloging since 2004
- I've worked in both public and academic libraries
- I'm the Technical Services (soon to be Collection Services) Manager at the L.E. Phillips Memorial Public Library in Eau Claire, WI
- Please feel free to contact me if you have any questions or want to talk about cataloging:
  - [lynng@eauclaire.lib.wi.us](mailto:lynng@eauclaire.lib.wi.us)



P.S. I have a cat (and four former cats), so there may be a few cat pictures in this presentation, because I love cat-aloging!

# Objectives

## Part 1

- Understand how cataloging history & theory underlie current practice.
- Understand content standards & the basic concepts underpinning RDA.
- Discuss the concept of “Catalogers Judgement.”

## Part 2

- Understand encoding standards & the basics of MARC.
- Understand how to create a basic record.
- Collect ideas for enhancing records to benefit your library users.





# Cataloging History & Theory

**As long as there have been libraries, there's been cataloging.**



# Very Early History



Cuneiform tablet from Nippur, listing Sumerian works of literature, ca. 2000BCE. Object 29-15-155. Courtesy of the Penn Museum.

ca. 2000 BCE

ca. mid-200s BCE



Library of Alexandria (Sepia) from 1890. Wikimedia Commons. CC-BY-SA-4.0

**Table 1. The Seven Epitomes' Six Main Classes and Their Division and Volume Counts**

Epitome	# Divisions	# Volumes
The Six Arts 六藝略	9	2,987
The Masters 諸子略	10	4,583
Lyrics & Rhapsodies 詩賦略	5	1,313
Military Texts 兵書略	4	1,207
Divination & Numbers 術數略	6	2,558
Formulae & Techniques 方技略	4	862
<b>Total</b>	<b>38</b>	<b>13,510</b>

**Table 2. Title and Volume Counts in the Epitome of Divination by Division**

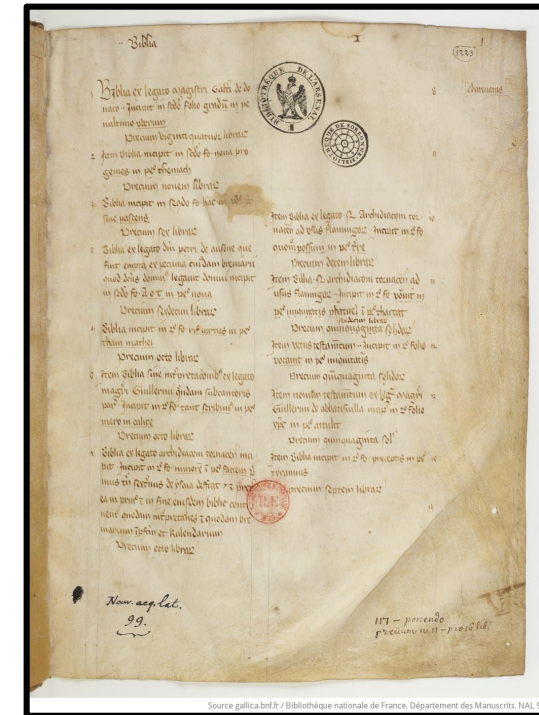
Division	# Titles*	# Volumes
Patterns of Heaven 天文	22	419
Chronology 曆譜	18	566
Five Phases 五行	31	654
Milfoil and Turtle Shell 著龜	15	485
Diverse Prognostications 雜占	18	312
System of Forms 形法	6	122
<b>Total</b>	<b>110</b>	<b>2,558</b>

\* Only one out of the 110 titles is extant.

Lee, Hur-Li. "Divination and the State." *Library Resources & Technical Services* 54, no. 4 (2010): 200-2011.

ca. 23 BCE

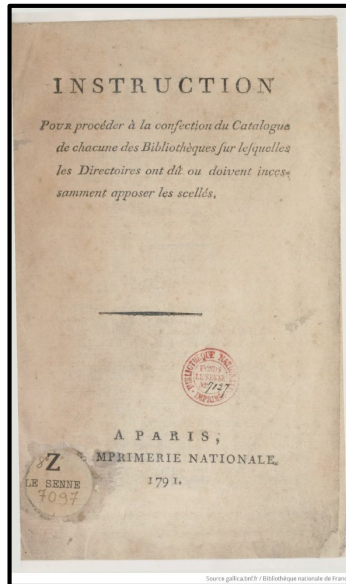
1338 CE



Catalogues des manuscrits de la bibliothèque de la Sorbonne (1338) Bibliothèque nationale de France. Département des Manuscrits. NAL 99

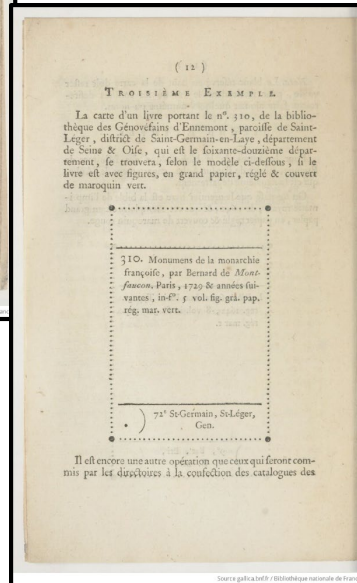


# Early Modern History



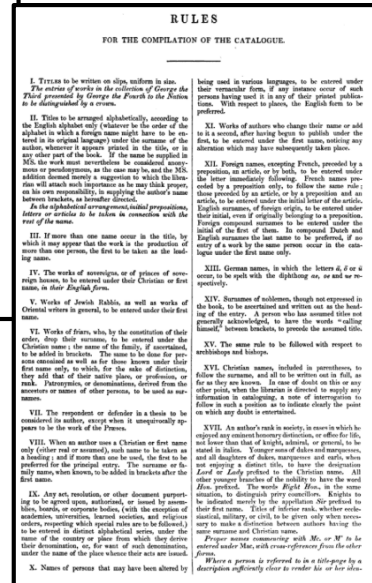
1791

Instruction pour procéder à la confection du catalogue de chacune des bibliothèques sur lesquelles les directoires ont dû ou doivent incessamment apposer les scellés. Bibliothèque nationale de France, département Philosophie, histoire, sciences de l'homme, 8-Z LE SENNE-7097 [ark:/12148/bpt6k64658219](https://nbn-resolving.org/urn:nbn:fr:bnf-8Z-LESENNE-7097)



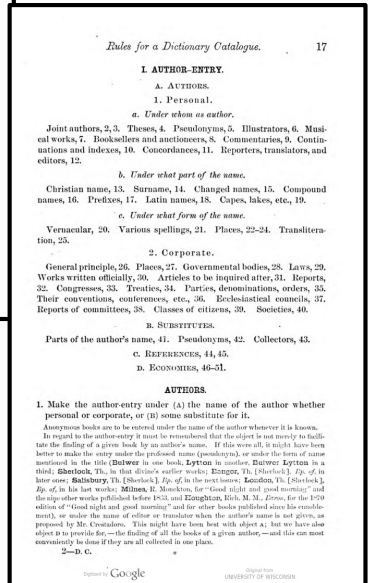
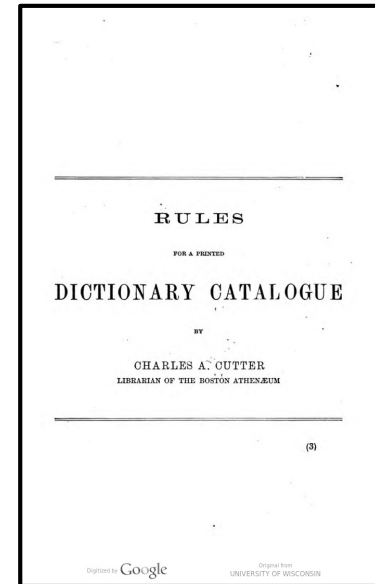
1841

Catalogue of Printed Books in the British Museum. Volume 1. 1841  
<https://play.google.com/store/books/details?id=cE0MAQAAMAAJ>



1876

Rules for a printed dictionary catalogue.  
<https://babel.hathitrust.org/cgi/pt?id=wu.89101448959&seq=17>



# 1876: Charles A. Cutter's Objectives

1. To enable a person to find a book of which either
  - (A) the author
  - (B) the title
  - (C) the subjectis known.
2. To show what the library has
  - (D) by a given author
  - (E) on a given subject
  - (F) in a given kind of literature.
3. To assist in the choice of a book
  - (G) as to its edition (bibliographically).
  - (H) as to its character (literary or topical).

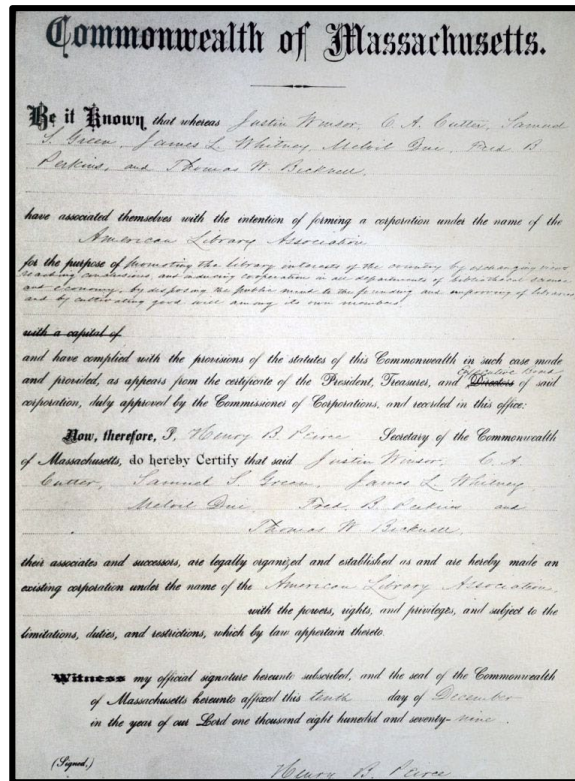


<https://bostonathenaeum.org/news/charles-ammi-cutter/>



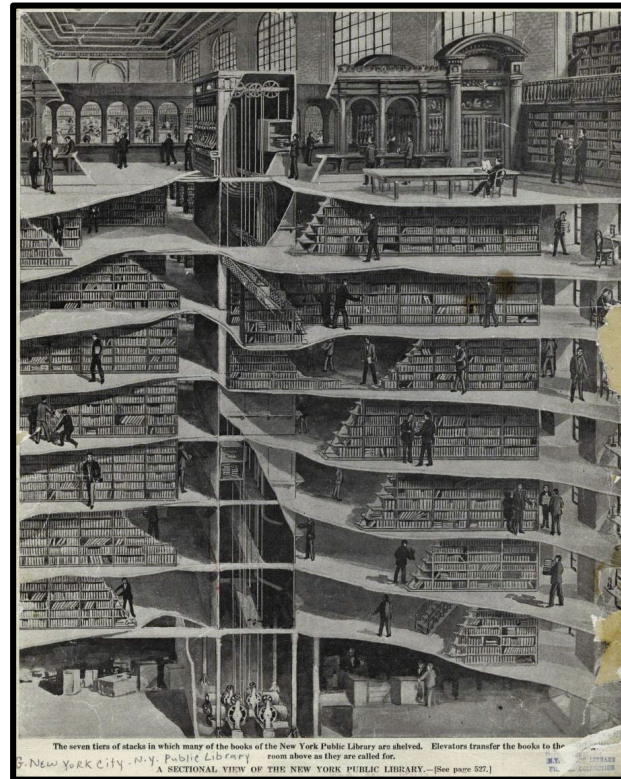
# Over the Next 50+ Years

## Organize



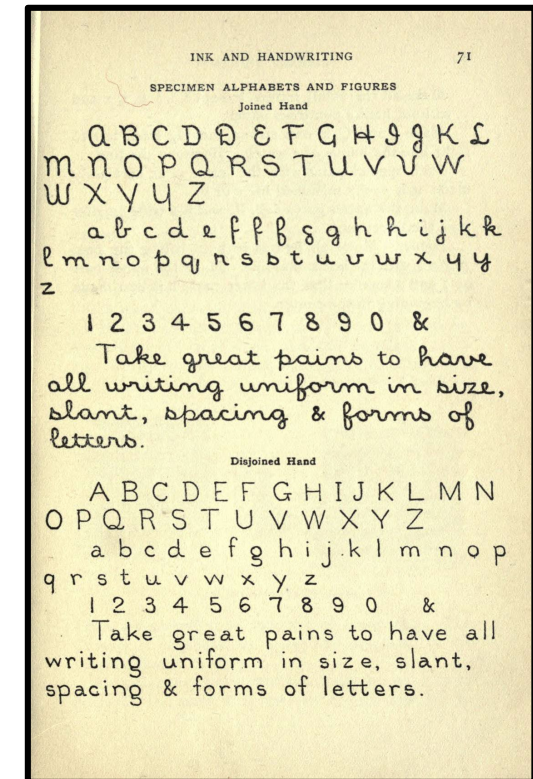
ALA Articles of Organization. ALA Archives.  
<https://www.library.illinois.edu/ala/140-years-ala-conference-planners/4-1876-conference/>

## Professionalize



Stacks at the Stephen A. Schwarzman Building, New York Public Library. [Published in a 1911 issue of *Scientific American*]

## Standardize



A Library Primer by John Cotton Dana. 1899  
<https://archive.org/details/primerlibrary00danarich/page/70/mode/2up>



# 1931: S. R. Ranganathan's Five Laws

1. Books are for use.
2. Every reader his book.
3. Every book its reader.
4. Save the time of the User.
5. The library is a growing organism.

[https://hdl.handle.net/2027/uc1.\\$b99721](https://hdl.handle.net/2027/uc1.$b99721)



<https://www.ucl.ac.uk/about/search-faces-ucl/reading-revolution-sr-ranganathan-father-library-science>



# 1961: IFLA's Statement of Principles (aka The Paris Principles)

## 3. Structure of the Catalogue

To discharge these functions the catalogue should contain

3.1. at least one entry for each book catalogued, and

3.2. more than one entry relating to any book, whenever this is necessary in the interests of the user or because of the characteristics of the book – for example:

3.21 when the author is known by more than one name or form of name, *or*

3.22 when the author's name has been ascertained but is not on the title-page of the book, *or*

3.23 when several authors or collaborators have shared in the creation of the book, *or*

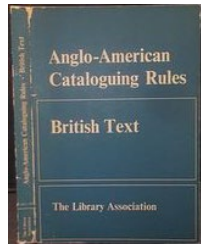
3.24 when the book is attributed to various authors, *or*

3.25 when the book contains a work known by various titles.

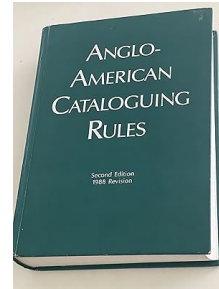
# Innovations Kept Coming

1967

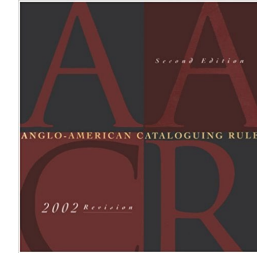
OCLC



1980s



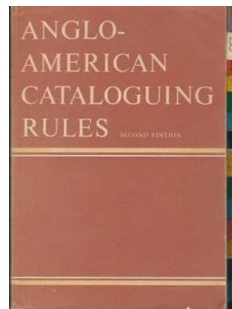
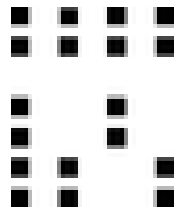
2000s



Statement of International Cataloging Principles (ICP)

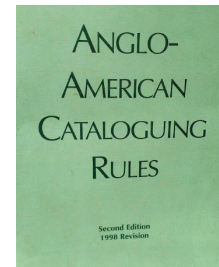
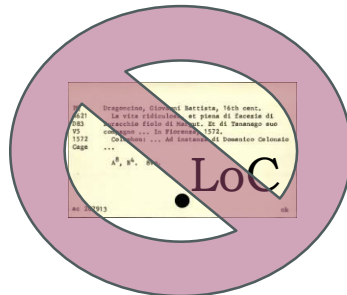
1970s

ISBD(M)

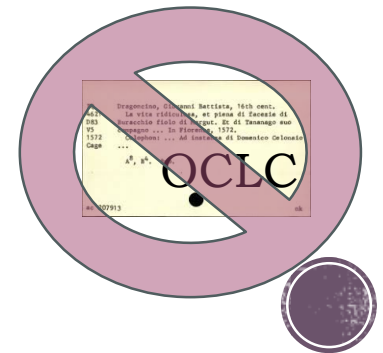


1990s

FRBR



2010s



# 2016: IFLA Updates the ICP

## 2 General Principles

The following principles direct the construction and development of cataloguing codes, the decisions that cataloguers make and policies on access to and exchange of data. Of these, the convenience of the user is the most important, while principles 2.2 through 2.13 are in no particular order. If there is a conflict among principles 2.2-2.13, the principle of interoperability should be rated higher than others.

2.1 Convenience of the user. Convenience means that all efforts should be made to keep all data comprehensible and suitable for the users. The word “user” embraces anyone who searches the catalogue and uses the bibliographic and/or authority data. Decisions taken in the making of descriptions and controlled forms of names for access should be made with the user in mind.

<https://www.ifla.org/publications/node/11015>



# But That Was 10 Years Ago...

2016



2017

IFLA Library Reference Model  
A Conceptual Model for  
Bibliographic Information



3R Project

2020



2024-2027

Rolling  
implementation of  
Official RDA

2025



*The cataloger's role in the library is to enforce rules that nobody understands and to make things as difficult as possible for everyone involved.*

Richard Murray





# The RULES

Part 1



# Content Standards

## What are they?

- Define what information should be recorded.
- Tell you where to find that information.
- Might provide guidelines on style (such as abbreviations, capitalization, or spelling) or standard vocabulary.

## Some examples

- ISBD (International Standard Bibliographic Description)
- AACR2 (Anglo-American Cataloging Rules)
- RDA (Resource Description & Access)
- DCRM (Descriptive Cataloging of Rare Materials)
- DACS (Describing Archives: A Content Standard)



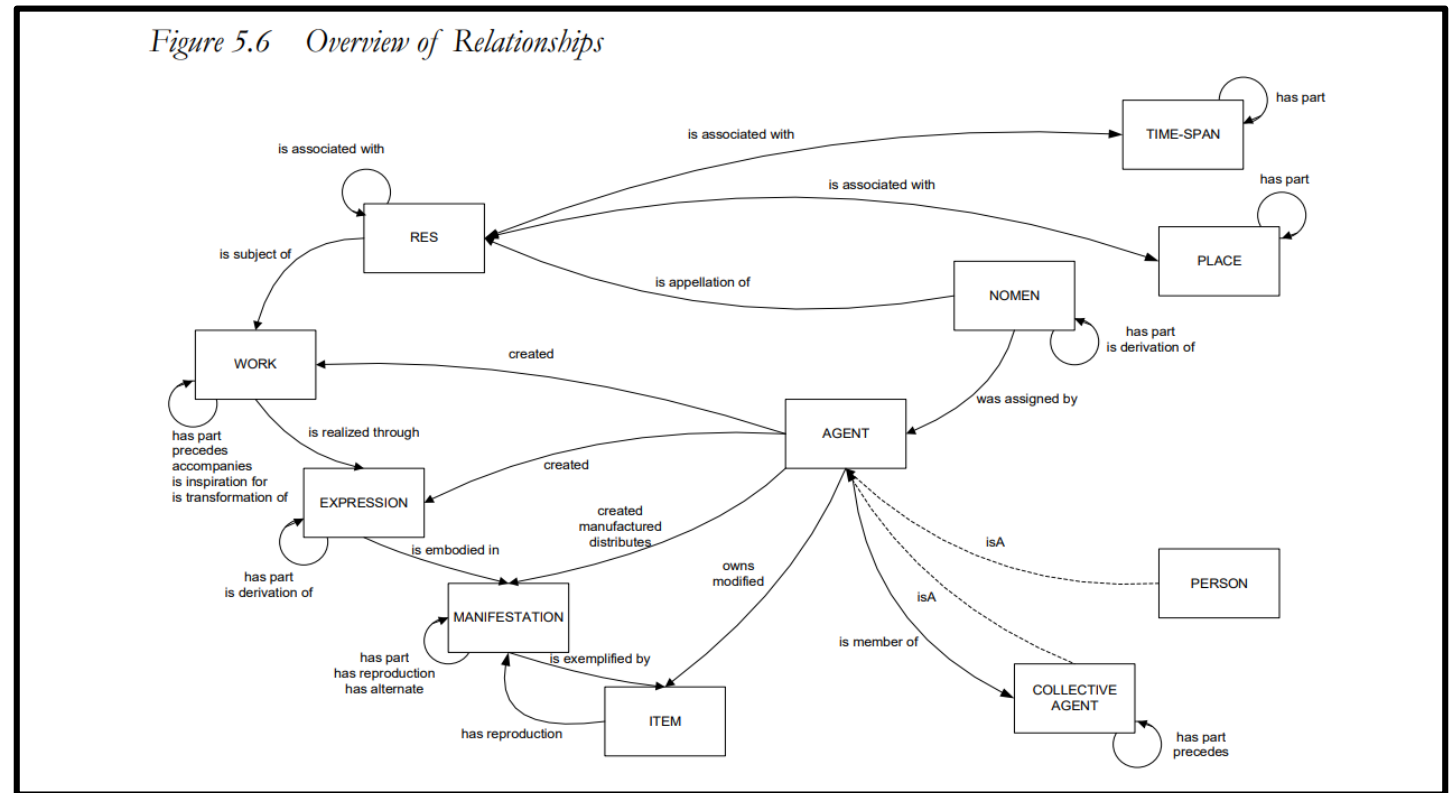
# Resource Description & Access

- Entity-relationship model
- Linked data environment
- Format neutral
- Schema neutral
- Focus on:
  - Local user needs
  - Plain understandable language
- Web based



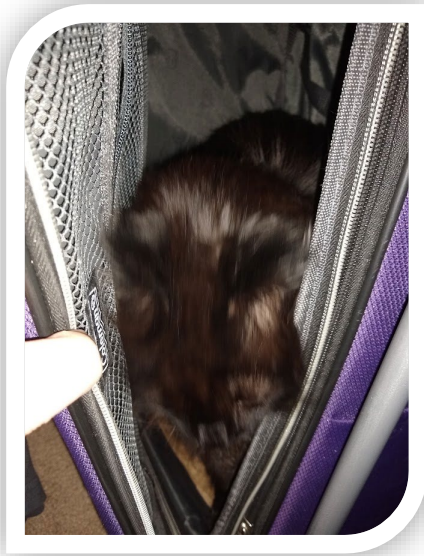
# Entities & Relationships

- Entities:
  - Resources (WEMI)
  - Agents & Collective Agents
  - Person
  - Place
  - Time-span
- Relationships occur between entities

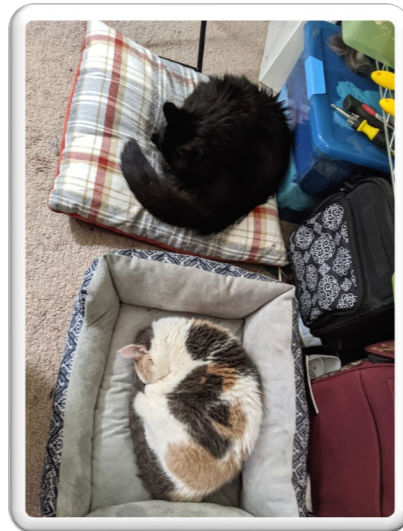


# User Tasks

**Find**



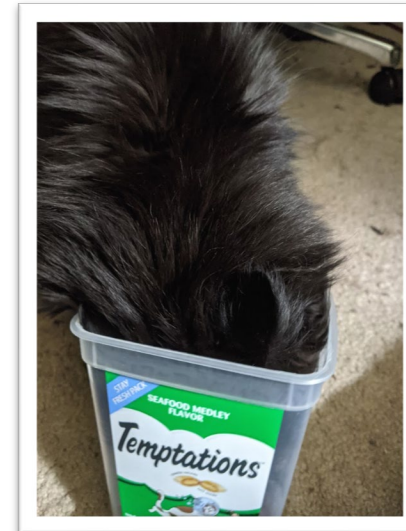
**Identify**



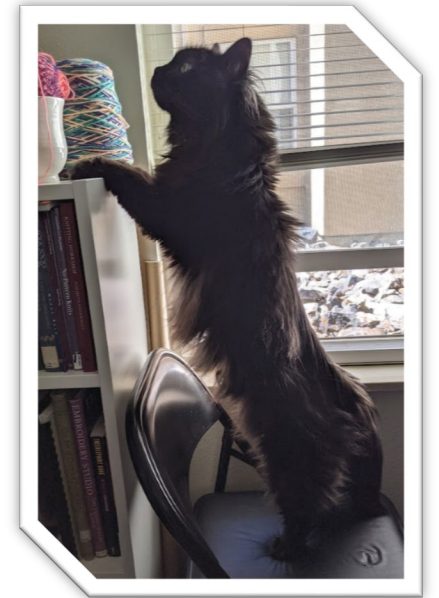
**Select**



**Obtain**



**Explore**



# Preferred Sources

- Each element will provide a list of preferred sources for that element.
- Generally, it's the source where you find the title proper
- If more than one source is listed, there will be a priority listed.
- Most elements also allow you to record information found outside the source if needed.



# Two Final Essentials

## Core Elements/Policy Statements

- Original RDA defined Core & Core-If elements.
  - Library of Congress & PCC defined additional LCC Core/Core-If and PCC Core/Core-If elements
- Official RDA uses conditions and policy statements

## Transcription

- Transcribed = as found on the resource
  - Take what you see & accept what you get
  - Includes abbreviations, symbols, etc. AND errors (use a note to correct)
- Recorded = information is adjusted (no hyphens in the ISBN)





# Cataloger's Judgement



# Definition – Jenny Karls

[When using the rules] you are also applying your own experiences/knowledge to answer the question: what is the best way to make this resource findable by library users? It always comes down to helping library users the best we can!

1. When cataloging rules are open to interpretation/ambiguous.
  - For example subject and genre terms can be open to interpretation on when to apply them, and the rules for relator terms specifically says you can supply your own term when needed
2. When deciding how much information to include to make a bib. record helpful
  - Like adding alternative titles, or what information from the cover should I include in a note field
3. When you're trying to make a decision that will best serve your library users
  - This can be making a specific choice because it works better with your specific OPAC, or choosing how far to carry a Dewey number out that best fits your collection



*Cataloging is an art, not a science.*

Charles A. Cutter



# My Philosophy

- Cataloging is as much a public service as circulation or reference
- Our focus is on the user and their needs
- My goal is to ensure that my users can find what they want/need in my collection
- This sometimes means customizing records for my catalog
- Documenting my decisions for consistency is essential





# Questions?

[lynng@eauclaire.lib.wi.us](mailto:lynng@eauclaire.lib.wi.us)



# Please join me for part 2 after the break

We'll be covering: MARC Fields, Creating Records, 'Breaking the Rules', & Serving Your Customers



# **There Are No Cataloging Police (aka Cataloging for the Non-Cataloger) Part 2**

**Lynn E. Gates, Technical Services Manager  
L.E. Phillips Memorial Public Library  
Eau Claire, Wisconsin**



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- I've been cataloging since 2004
- I've worked in both public and academic libraries
- I'm the Technical Services (soon to be Collection Services) Manager at the L.E. Phillips Memorial Public Library in Eau Claire, WI
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- Understand how cataloging history & theory underlie current practice.
- Understand content standards & the basic concepts underpinning RDA.
- Discuss the concept of “Catalogers Judgement.”

## Part 2

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- Understand how to create a basic record.
- Collect ideas for enhancing records to benefit your library users.



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# The RULES

Part 2



# Encoding Standards

## What are they?

- Provide the structure of the record.

## Some examples

- MARC (Machine Readable Cataloging)
- BIBFRAME
- Dublin Core Metadata Element Set
- MODS (Metadata Object Description Schema)



# MARC Record Structure

## Computer-Readable (Raw)

```
02714cam 2200577 i
4500 0100090000000000041000090100013000500200031000630200028000940200031001220200028001530200031
00181020002800212035002000240040003300260049001000293100003000303245009000333246002100423264003
10044426400100047530000400048533600260052533600330055133700280058433800270061249000330063950000
23006725210017006955260048007125260074007605200148008346000059009826500033010416500036010746500
03101110655004201141700003401183800004901217907002501266902001101291998002801302994001201330945
00170134294500780135994500450143794501400148294501740162294501690179694501710196 430957379912
16t20002000nyua b 000 1 eng a99086039 a9780142302033q(paperback)
a0142302031q(paperback) a9780439326926q(paperback) a0439326923q(paperback)
a9780142403549q(paperback) a0142403547q(paperback) a(OCOLC)43095737
aDLCbengSerdaDLCdGZFSerda aGHIA 01 aAdler, David A.,eauthor.010aCam Jansen and the
birthday mystery /cDavid A. Adler ; illustrated by Susanna Natti.03 aBirthday mystery 1aNew
York :bViking,c2000. 4c 2000 a58 pages :billustrations ;c22 cm.
atextbtxt2rdacontent astill imagebsti2rdacontent aunmediatedbn2rdamedia
avolumebnc2rdacarrier1 aA Cam Jansen adventure ;v200 aLexile level: 390L8
a390bLexile.0 aAccelerated Reader ARbLGc3.6d1.0sz46454.0 aReading Counts
RCb3-5c2.9d4zQuiz: 24096zGuided reading level: L. aWhen Cam's grandparents are robbed
on their way to her parents' surprise birthday party, Cam uses her photographic memory to solve
the mystery.010aJansen, Camc(Fictitious character)vJuvenile fiction.0 aBirthdaysvJuvenile
fiction.0 aGrandparentsvJuvenile fiction.0 aRobberyvJuvenile fiction.0 7aDetective and
mystery fiction.02lcf01 aNatti, Susanna,eillustrator.01 aAdler, David A.0tCam
Jansen
adventure ;v20. a.b14729982bmulticx a241213 b7c010510dmdeb Fxfg00 aC0bGHI
aMARCIVE 2014 aOCLC streamlined holdings update, GHI, May 2022. Originally (e) enhanced.
aSent to Backstage. Test file 12/13/2024. aJ ADLEg1i303340000859740j56l1fajch0j0p
$4.00q-q-s- t123u0v0w0x0y.i5676330xz211025d - - e0f0h r - - k - -
aEASY CHAPTER J ADLg1i30796000207040j36l1hajfi0j0p$25.00q-q-s-
t120u10v7w2x0y.i27434965z050625d11-06-2024 17:36e747f721h r11-26-2024
17:50k - - aajSERIES CAM 20 g1i30235002897359j25lmejse0j0p$4.99q-q-s-
t123u8v1w6x2y.i5899547xz230406d10-04-2024 11:50e306f305h r11-06-2024
13:46k - - aalIV ADLg1i38262000904690j20lprjbf0j0p$5.00q-q-s-
t120u42v13w1x1y.i18237939z001001d05-19-2023 11:25e711f301h241226r06-01-2023
13:29k10-22-2024 15:47
```

## Human-Readable

```
=LDR 02714cam 2200577 i 4500
=001 43095737
=008 991216t20002000nyua\|b\|l\|l\|000\1eng\|
=010 \a99086039
=020 \a9780142302033q(paperback)
=020 \a0142302031q(paperback)
=020 \a9780439326926q(paperback)
=020 \a0439326923q(paperback)
=020 \a9780142403549q(paperback)
=020 \a0142403547q(paperback)
=035 \a(OCOLC)43095737
=040 \aDLC$beng$Serda$cDLC$dGZF$Serda
=049 \aGHIA
=100 1$aAdler, David A.,eauthor.
=245 10$aCam Jansen and the birthday mystery /cDavid A. Adler ; illustrated by Susanna Natti.
=246 3$aBirthday mystery
=264 1$aNew York :bViking,$c2000.
=264 4$c 2000
=300 \a58 pages :$billustrations ;$c22 cm.
=336 \aText$btxt$2rdacontent
=336 \aStill image$bsti$2rdacontent
=337 \aUnmediated$bvn$2rdamedia
=338 \aVolume$bnc$2rdacarrier
=490 1$aA Cam Jansen adventure ;v20
=500 \aLexile level: 390L
=521 8$a390$bLexile.
=526 0$aAccelerated Reader AR$bLGc3.6$d1.0sz46454.
=526 0$aReading Counts RC$b3-5$c2.9sd4zQuiz: 24096zGuided reading level: L.
=520 \aWhen Cam's grandparents are robbed on their way to her parents' surprise birthday party, Cam uses her
photographic memory to solve the mystery.
=600 10$aJansen, Cam$c(Fictitious character)$vJuvenile fiction.
=650 10$aBirthdays$vJuvenile fiction.
=650 10$aGrandparents$vJuvenile fiction.
=650 10$aRobbery$vJuvenile fiction.
```



# Reading a MARC Variable Field

- Fixed-Length (Positionally Defined)
  - **FIELD** data
  - **LDR** 99999nam 2299999 i 4500
  - **008** 250115t19562023nyua er 000 1 eng d
- Variable-Length
  - **FIELD INDICATORS SUBFIELDS**
  - **245 14 \$a** Title proper : **\$b** subtitle / **\$c** Statement of responsibility.
  - **264 \_1 \$a** New York : **\$b** Simon & Schuster, **\$c** 2023.



# MARC Fields

0XX – Control information, identification and classification numbers, etc.

1XX – Main entries

2XX – Titles, editions, imprint

3XX – Physical description

4XX – Series statements

5XX – Notes

6XX – Subject access fields

7XX – Added entries other than subject or series; linking fields

8XX – Series added entries, holdings, etc.

9XX – Locally defined fields



# MARC Fields, cont.

## Access Points

- XXX
  - 1XX – Main entry
  - 4XX – Series statements
  - 6XX – Subject headings
  - 7XX – Added entries other than subject and series
  - 8XX – Series added entries
- Generally under authority control

## Parallel Content

- For Access fields
  - X00 – Personal names
  - X10 – Corporate names
  - X11 – Meeting names
  - X30 – Uniform titles
  - X40 – Bibliographic titles
  - X50 – Topical terms
  - X51 – Geographic names

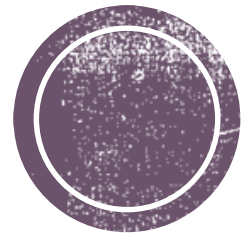


# MARC Fields, cont.

## Subfield patterns

- \$a – usually contains the key data for the field
- Often there is a mnemonic element
  - \$d – date
  - \$p – part
  - \$l – language
- Field groups often have the same subfields





# Applying the Rules



# You Need Content & Encoding

## Content Standards

- ISBD (International Standard Bibliographic Description)
- AACR2 (Anglo-American Cataloging Rules)
- RDA (Resource Description & Access)
- DCRM (Descriptive Cataloging of Rare Materials)
- DACS (Describing Archives: A Content Standard)

## Encoding Standards

- MARC (Machine Readable Cataloging)
- BIBFRAME
- Dublin Core Metadata Element Set
- MODS (Metadata Object Description Schema)



# BIBCO Standard Record (BSR)

- Combines the RDA Core, RDA Core If, PCC Core, and PCC Recommended elements
- Covers “archival materials, audio recordings, cartographic resources, electronic resources (if cataloged in computer file format), graphic materials, moving images, noted music, rare materials, and textual monographs.”
- Elements included should support user tasks identified and defined by FRBR: find, identify, select, and obtain
  
- Rolling implementation of the new RDA Toolkit started in May 1, 2024, planned completion around April 30, 2027. Documentation, LC-PCC Policy Statements, and profiles are being created and updated.

For more information:

BIBCO Standard Record (BSR) Metadata Application Profiles (MAPs): <https://www.loc.gov/aba/pcc/bibco/bsr-maps.html>



# BSR Minimums for Books

- ✓ Identifier (020, 024, 026-028, etc.)
- ✓ Call number (05X, 08X, etc)
- ✓ Creator with relationship designator (1XX, 7XX)
  - ✓ Other agent associated with work (1XX, 7XX)
- ✓ Title proper with statement of responsibility (245 \$ac)
  - ✓ Preferred title with elements needed to differentiate versions (130, 240, 7XX)
- ✓ Edition statement (250)
- ✓ Place of publication, Publisher's name, and Date of Publication (264)
- ✓ Extent (300 \$a)
- ✓ Content type (336)
- ✓ Media type (337)
- ✓ Carrier type (338)
- ✓ Title of series and subseries, Numbering within series and subseries (490)
- ✓ Notes: source of title if not taken from title page (500), reproduction (5XX, 76X-78X), thesis/dissertations (502), language and script (fixed fields, 546)
- ✓ Subject and/or genre/form (6XX)
- ✓ Also: various fixed fields/LDR/007/006/008 elements



# And Don't Forget To:

- Take information from the preferred source, generally this is the item itself. For the title and statement of responsibility always use the title page.
- If the information you need isn't in or on the item, you can look it up. This is usually the place of publication, if you take information from a non-preferred source enclose it in brackets.
- Be aware of transcribed vs. non-transcribed fields. Non-transcribed fields give you the flexibility to enter information in a way that makes sense to you and your users.



# What Does This Look Like? Example 1

050	4	TD225.S55 †b D697 2019
110	2	<a href="#">DOWL HKM (Firm)</a> , †e author.
245	1 0	Sheridan water system level I study final report / †c prepared for Wyoming Water Development Commission ; prepared by DOWL.
264	1	Sheridan, Wyoming : †b DOWL, †c June 2019.
300		1 volume (various pagings)
336		text †b txt †2 rdacontent
337		unmediated †b n †2 rdamedia
338		volume †b nc †2 rdacarrier
650	0	<a href="#">Water-supply</a> †z <a href="#">Wyoming</a> †z <a href="#">Sheridan</a> .
650	0	<a href="#">Water resources development</a> †z <a href="#">Wyoming</a> †z <a href="#">Sheridan</a> .
710	2	<a href="#">Wyoming Water Development Commission</a> , †e issuing body.



# What Does This Look Like? Example 2

010			2016296828
020			9780062297372
020			0062297376
082			823.914
100	1		Pratchett, Terry. †e author.
245	1	4	The long cosmos / †c Terry Pratchett and Stephen Baxter.
250			First U.S. edition.
264		1	New York, NY : †b Harper. †c [2016]
300			xi, 377 pages
336			text †b txt †2 rdacontent
337			unmediated †b n †2 rdamedia
338			volume †b nc †2 rdacarrier
490	1		The Long Earth series
650		0	Artificial intelligence †v Fiction.
655		7	Science fiction. †2 lcgft
800	1		Pratchett, Terry. †t Long Earth (Series)



# What if I want more for my users?

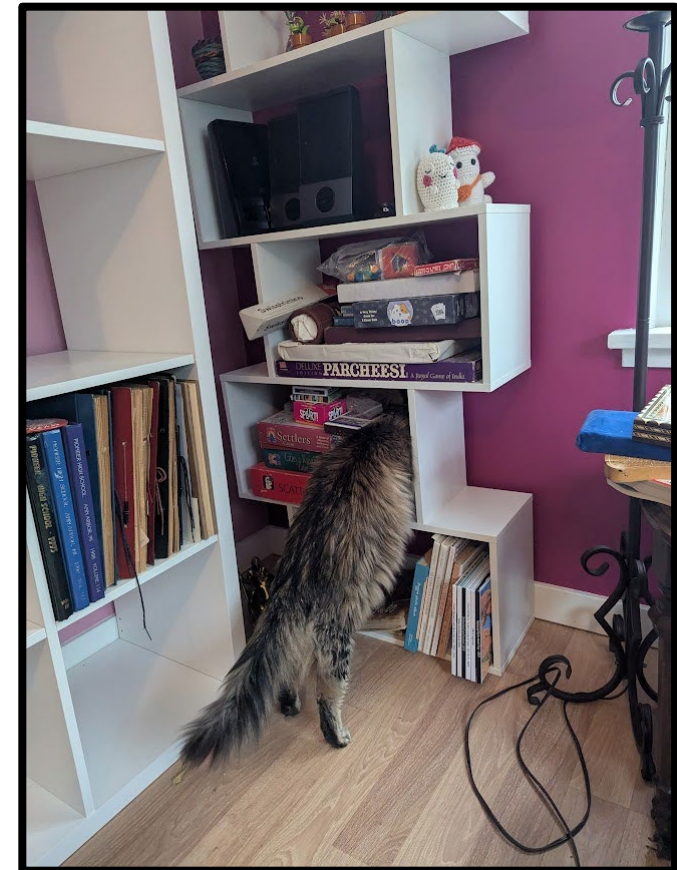


## You can...

- Go beyond the BSR minimum:
  - Add the other author and illustrators,
  - Complete the 300 field,
  - Add more note fields.
- Add more information to a record.
- Make changes to a record.
- Have the record work for your users.

# Where do I start? Access Points!

- Title variations
  - Variations in spelling
  - Spine or cover titles if different
- Creators/actors
  - Only the first is required with the BSR add the rest
  - Generally backed with a note field
  - Local connections that might be important
- Appropriate subject headings
  - Lots of different thesaurus available
  - Local subject headings for local needs
- Call number (not just the cutter)
  - Use a call number that fits your collection



# What else?? Notes (lots of notes)



- Add 505's (Table of Contents) and 520's (Summary)
  - Adds additional keywords for searching
  - Provides information to your user
- Other common notes:
  - 504 (Bibliography)
  - 521 (Target Audience)
  - 546 (Language)
  - 586 (Awards Note)
- The magic 500 note
  - Great for pretty much any information that doesn't have a specific note
- 590 (Local notes)
  - You can also create your own local notes if needed

# What Does This Look Like?

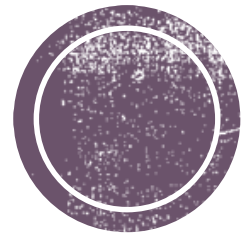
## Before

010		2016296828
020		9780062297372
020		0062297376
082		823.914
100	1	Pratchett, Terry. †e author.
245	1 4	The long cosmos / †c Terry Pratchett and Stephen Baxter.
250		First U.S. edition.
264	1	New York, NY : †b Harper, †c [2016]
300		xi, 377 pages
336		text †b txt †2 rdacontent
337		unmediated †b n †2 rdamedia
338		volume †b nc †2 rdacarrier
490	1	The Long Earth series
650	0	Artificial intelligence †v Fiction.
655	7	Science fiction. †2 lcgft
800	1	Pratchett, Terry. †t Long Earth (Series)

## After

010		2016296828
020		9780062297372 †q (hardcover)
020		0062297376 †q (hardcover)
082	0 4	823/.914 †2 23
092		FICTION PRATCHETT Terry #5Long
100	1	Pratchett, Terry. †e author.
245	1 4	The long cosmos / †c Terry Pratchett and Stephen Baxter.
250		First U.S. edition.
264	1	New York, NY : †b Harper, †c [2016]
264	4	†c ©2016
300		xi, 377 pages : †b illustration ; †c 24 cm
336		text †b txt †2 rdacontent
337		unmediated †b n †2 rdamedia
338		volume †b nc †2 rdacarrier
490	1	The Long Earth series : †v [5]
520		The Next—the hyper-intelligent post-humans—realize that the missive they received from the center of the galaxy contains instructions for kick-starting the development of an immense artificial intelligence knows as The Machine. But to build this computer the size of an Earth continent, they must obtain help from the more populous and still industrious worlds of mankind.
650	0	Artificial intelligence †v Fiction.
650	0	Space and time †v Fiction.
650	0	Space flight †v Fiction.
655	7	Science fiction. †2 lcgft
655	7	Space operas (Fiction) †2 lcgft
700	1	Baxter, Stephen. †e author.
800	1	Pratchett, Terry. †t Long Earth (Series) : †v 5.





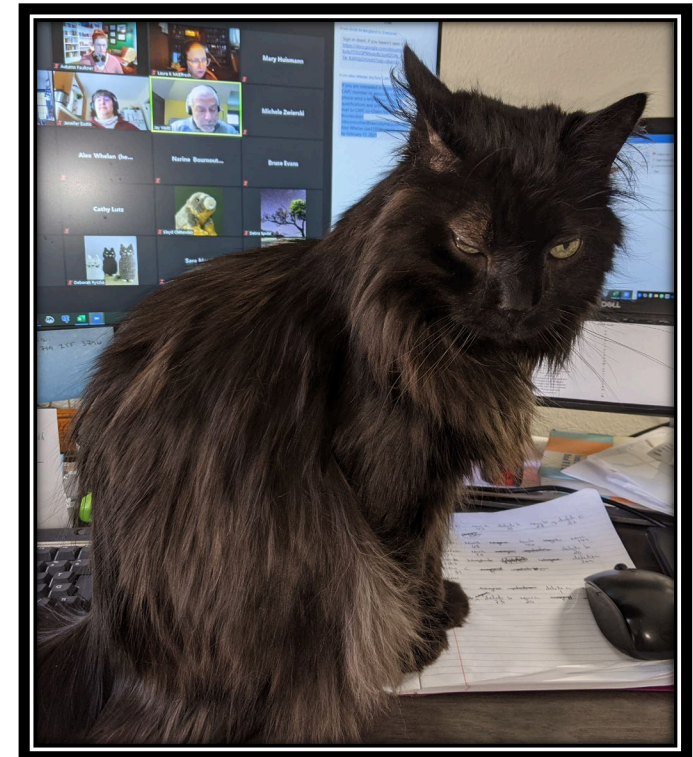
# Breaking the RULES



# There are no cataloging police

**Max might judge you if you don't give him a treat, but I won't for making changes that benefit your user (unless you don't document your decisions).**

- Your records are directly related to your user's ability to access your collection
- I highly recommend taking time to familiarize yourself with how your records display to your users
  - Look at what and how the results lists displays
  - Look at what and how a detailed record displays
  - Become familiar with the search options/filters that your patrons might use and what information in a record they use
  - Work with your systems people or vendor to customize your display and indexing if necessary
- Always, always, always document your decisions and changes. Also, add context, say why you made the decision you did.
- Be consistent



# Need ideas?

- Target Audience as a search option



- Most records downloaded from OCLC only use j for juvenile materials and rarely code for anything else, but target audience was hardcoded into the search options. We choose to use more exact codes when easy to figure out, as well as code for YA and Adult.
- Using custom Edition statements for DVD/Blu-ray
  - We frequently had at least three records for new movies. DVD, Blu-ray and the DVD/Blu-ray combo.
  - While we had a custom Blu-ray icon and made sure to code for it. There was no DVD/Blu-ray combo icon.
  - At the time the edition statement displayed in the results list, so we created additional statements to make it clear which version a patron was placing a hold on.

*Don't forget the documentation!*



# Here are some more:

- Consistently using the 245 \$ap for videos, despite the franchise instructions in RDA that have you record the whole title in the 245 \$a
  - Consistent across franchise/non-franchise
  - No need to track what is a franchise and what isn't
  - Better display for users
- Local subject heading for local authors/university faculty
  - Using either a local 69X field (make sure to have it added to your index) or a regular 6XX field
- Licensing note with the expiration date
  - Adding the note to the public catalog display helps faculty (and liaison librarians) know how long a video is available



*Did you add context to  
your documentation?*



# And just a few more

- Add a public performance right note
  - Ensure the note field is visible & searchable
- Local genre headings for narrower categories that your users really such as:
  - Detective and mystery fiction, Culinary
  - Paranormal romance stories
  - #OwnVoices
- Use the same record for multiple versions of a book if they are “the same between the covers”
  - Hardcover, paperback, different ISBN, book club version, re-release with no changes, etc.



*What customizations do you make?  
Do you have ideas that haven't been  
mentioned?*



*If you can't find it, you don't own it.*

Krista Kaulbach, email signature





# Need Assistance or Ideas?



# Help is just a click away

- Library of Congress Cataloging Resources
  - <https://www.loc.gov/aba/cataloging/tools/>
- Library of Congress MARC Format
  - <https://www.loc.gov/marc/bibliographic/>
- OLAC Cataloging Guides
  - <https://www.olacinc.org/Publications-and-Training-Materials>
- OCLC's Bibliographic Formats and Standards
  - <https://www.oclc.org/bibformats/en.html>
- Useful email lists & social media:
  - AUTOCAT
    - <https://listserv.syr.edu/scripts/wa.exe?A0=AUTOCAT>
  - OCLC-CAT
    - <https://www.oclc.org/content/forms/worldwide/en/internet-subscription.html>
  - OLAC
    - <https://www.olacinc.org/olac-1>
  - RDA
    - <https://connect.ala.org/communities/community-home?CommunityKey=1557c8d6-d568-4ba5-b72b-e9b99c7777f2>
  - Troublesome Catalogers and Magical Metadata Fairies (Private Facebook group)





# Questions?

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# The Cats



Hercule Purrot  
aka  
Herky or  
Mr. Fluffers



Trinity  
aka  
Purr-meister 3000



Jade  
aka  
Chewer of Yarn



Maxwell  
aka  
Max



Opal  
aka  
the kitten

