

## **Using CatDate to Distinguish Between Cataloged Bibliographic Records and Uncataloged Bibliographic Records Used for Acquisition of Material**

In GLADIS, when cataloging a new acquisition, the brief level bibliographic record (level o) made it easy to determine that this was an order record which would be overlaid when the item was cataloged.

Prior to the Millennium migration, a change was made in the way order records were loaded into the database. Instead of stripping the record of all but a few essential fields as had been past practice, the records were loaded from OCLC with ALL fields intact. As a result, order records began looking just like fully cataloged records.

In Millennium, the one sure-fire way to tell the difference between an order record and a cataloged record is to look at the fixed field CatDate which is a fixed field at the top of the bibliographic record. A blank CatDate means that the bibliographic record was downloaded by acquisitions staff at the time of ordering and the item has NOT been cataloged. A record with a date in the CatDate means the record is already cataloged and the work is owned by one or more library locations.

Therefore, it is very important that ALL catalogers check the CatDate of the Millennium Bib record to be overlaid when searching before cataloging. Records without a CatDate likely do not have CU holdings set in OCLC. These un-cataloged Bib records are also unlikely to have an item record attached, except in the case of records received from PromptCat

Standard cataloging procedure begins with a Millennium search. If a record is found and it has no CatDate, then this is most likely the record to be overlaid by your OCLC export. The CatDate will automatically be set when you export your OCLC record into Millennium. However, if you search and find a record which HAS a CatDate, then it is likely the item in hand is a duplicate, an added copy for the same or another location, or a replacement. Note: on the fly circulation records and course reserve records do not have CatDates. This makes sense since these are not cataloged records. Never use a course reserve record for cataloging.

Some errors have been made when a cataloger saw a full record and assumed it was cataloged. In this case, the full record was an order record without a CatDate. The cataloger attached an item record for the book in hand, the book was sent for marking and forwarded to its shelving location. This is a problem because our holdings are not set in OCLC. As a result, searching in WorldCat Local will not show we hold the item. Furthermore, this work will not appear on any library new acquisitions lists, because these depend upon the presence of a CatDate.

In searching, when you find Millennium bibliographic records which do NOT have a CatDate but DO have an item record with your library's location, go to OCLC and catalog as usual, setting holdings

and exporting the record. Do NOT include the 949 to create another item record. This would result in two item records for one physical piece.

You may notice that there ARE some very brief order records in the catalog. This is because not all order records can be created by downloading a full OCLC bib record. One reason is, in many cases there is not yet a record for the item in OCLC. Another reason is, when materials are ordered from Yankee (for example), the order records which the vendor supplies are all brief (and with Yankee, they're also in all CAPS). More than 60% of these Yankee brief records are eventually overlaid by OCLC records through PromptCat. When this happens, the record's CatDate is set.

Firm orders placed by central ACQ, BANC, MUSI, PUBL, and A-HC all use a full OCLC record, unless a record is not found in OCLC, in which case a brief record is created in Millennium.

Order records from the following vendors and those created in-house for the following locations are all brief (aka "order level") bibliographic records, of the type formerly used in GLADIS.

- YBP (Yankee Book Peddler)
- Harrassowitz (German titles)
- Touzot (French titles)
- Casalini (Italian titles)
- Coutts (Dutch and Scandinavian titles)
- orders for the East Asian Library
- materials obtained through Gift & Exchange
- orders for Media Resources

For additional information regarding the purpose and importance of the CatDate, please see: [CAT DATE - how to update, why it matters.](#)