

STUDENT COPY CATALOGING

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1. Purpose

The Student Copy Cataloging Unit provides cataloging for books in cases where appropriate exact match records can be found in the international shared database, OCLC. By using the cataloging work of other libraries, Student Copy Cataloging employees are able to catalog approximately 70% of the new single volume monographs. The Student Copy Cataloging Unit only catalogs material if an exact match can be found and it meets certain criteria, as described in the manual.

Material not Cataloged by Student Copy Catalog Unit Staff

Accompanying material. How do you know there is accompanying material? The 300 field in OCLC is where accompanying material is mentioned. Books that have an Accompanying Material flag are misrouted. Return book to the truck taken from so it can be rerouted to the staff. Books without an accompanying material flag, but do have accompanying material, should have a flag inserted, and returned to the truck taken from to be rerouted to the staff.

MVM (multi-volume monographs). Books that have multiple parts should have a MVM flag inserted and placed back on the cataloging truck from which it was taken.

Serial. When searching in OCLC and the BLvl = s. Place a post-it annotated with Serial and your initials and date and place on the red Re-route truck.

Atlases/Maps. When searching in OCLC and the Type = e. Place a post-it annotated with Atlas/Map and your initials and date and place on the red Re-route truck.

Manuscript. When searching in OCLC and the Type = t. Place a post-it annotated with Manuscript and your initials and date and place on the red Re-route truck.

Additional. When a book has addl. written on the back of the title page, search in Millennium. If the title is found, add a post-it on the book annotated with “Held”, date and initials.

2. Definitions

Bibliographic record (record type b, Bib record): Record in Millennium that represents a title. It may have an Order record, an Item record, or both an Order and Item record attached. Usually there is only one bibliographic record for each title. If there is more than one Bib record, please ask your supervisor about this. Some titles may have records for different editions and are **not** considered **HELD**. When searching by title in Millennium and there is a record, a description of the title displays at the top of the Millennium Bib record and there should be at least one other record attached (Order or Item). To see a display more like the OCLC record, click on the View icon in the toolbar.

Item record (record type i): In Millennium, each copy of a book should have its own item record. Item records are attached to the Bib record and when an Item record is complete should contain:

Call number: PQ2345.S35|bL84 2012

Barcode: C100157601

Label location: MAIN, BUSI, etc.

The Item record always contains copy number information. In the Copy No. box there should be a 1 for the first copy and subsequent numbers if there are more copies (for example copy 2). An item record should **never** be deleted.

Order record (record type o): In Millennium, order information, if applicable, is in the order record. Not all materials have order records. However, if the item has an order number written in it (usually on the verso of the title page) you should find both a Bib and Order record in Millennium. If there is an order record in Millennium, there **MUST** be an order number written in the book. If there isn't, give it to your supervisor.

On the Fly (OTF): In Millennium, brief records are sometimes created, usually by branch staff, to serve as tracking records in the catalog. OTF records usually have a Bib and Item record and there will be NO date in the CAT DATE box in the Bib record. See the "OTF" instruction in Section 14.

Overlay: In Millennium, when there is an existing brief record (with NO date in the CAT DATE box), you need to overlay that existing uncataloged Bib record instead of creating a new Bib record. For an existing Bib record with an order record attached, verify the purchase order number is the same as the one in the book before you overlay.

To overlay:

Copy the Millennium Bib record number: b161649166

Paste the Millennium Bib record number in the OCLC constant data field 907 (after the .) (. = period): 907 . b161649166

PromptCat record: Books received through the PromptCat work flow have a golden color PromptCat flag. There should always be a Bib record in Millennium that has both an Order and Item record attached.

MVM (multi-volume monograph): Books that are more than one volume. **These are not cataloged by student staff.** 300 field says v. or 3 v. or for rda cataloging, volumes or 3 volumes, etc.

Serials: examples of serials are annuals, yearbooks, handbooks, directories, some titles with year date/s

Accompanying Material: Books that have a CD, DVD, loose-leaf maps, or any other loose-leaf material

Initial articles: In English, an initial article can be: the, a, an. In Spanish: el, la, las, los. In French: le, les, l'. In German: der, das. When in doubt about initial articles leave what you think is an article out of the title search.

3. Basic Search Procedure

- Search title in Millennium. If a title is found in Millennium and the title is an exact match, add a post-it with HELD, date and your initials and place it back on the truck.
- Search title in OCLC.
- If an OCLC record is found, assess the quality and completeness of the record. See Section 5.
- Flag if necessary. See Section 11.
- CHECK OCLC CONSTANT DATA. Make sure the OCLC constant data default is set for the correct location and the date and initials are correct.
- Copy 050/090 (call number) from the OCLC record EXCLUDING the year.
- Paste 050/090 (call number) in Millennium to check for a duplicate call number.
- Flag if necessary OR proceed with constant data. See Section 9.
- Apply OCLC constant data.
- Apply barcode to book. Remember there are two types of barcodes, Item Label and Piggyback. See Section 12. Physical Processing for more information.
- Scan barcode in OCLC constant data field (replacing the word “barcode”).
- Copy the call number from 050/090 INCLUDING the year. Paste it into the OCLC constant data field (replacing the word “Class”).
- Make sure the 956 field has the correct date and initials.
- Press **F8** (Update Holdings). Make sure the record now says “Held by CUY” at the top.
- Press **F5** (to export record to Millennium).
- **Check by title** for cataloged record in Millennium.
- Click on the “View” icon at the top. Check for date in CAT DATE box and check that bib record displays the correct information.
- **Write call number** on page after title page. If unable to write on this page, write on the back of title page or where there is enough available space to write the call number.
- Write your initials and date on the back of book title page.

4. Searching Overview

To Begin

1. Open OCLC
2. Open Millennium

Millennium

1. Always begin by searching the **TITLE** in Millennium: omit any initial article (the, a, el, los, der, das, etc.) in the search.
2. **Assess what you have found.** You may find one or more bibliographic records (either brief or complete). There may be one Bib record that has both an attached Item record (for your book or another book) and an Order record for a different book. There may also be more than one Bib record. One of the Bib records may be a cataloged Bib record and another may be a brief Bib record with an attached Order record. Sometimes there may be two cataloged Bib records. Refer these to the supervisor.

OCLC-search for a record:

1. **Search:** Press F2 to open the search box
 - a. Title Search: type sca ti=title from **title page** of book (exclude initial articles). Key enough of the title to get to a summary for the exact title. Title search is best.
 - b. ISBN search: scan or type in the *Command Line Search* box
 - c. Author Search: au: author last, first
 - d. LCCN: ln: LCCN number
 - e. Other searches: The *keyword/Numeric Search* box can also be used for author, LCCN, Publisher, Series title, etc. Use the drop down menu to the right.
 - f. 4 letters of author, 4 letters of title, (excluding initial articles). Ex: cobb,berl
Can also add publishing date: Ex: cobb,berl/2013

If you're unable to find a record by one type of search, try a different type of search. Search with all available information (title, ISBN, author) before flagging the book.

When OCLC record is found check OCLC Default Constant Data:

Click on the EditConstantDataLocalApplyfromList Icon

Check in the gray box if the DEFAULT RECORD is set for MAIN or the Constant data needed for what you will be cataloging

Check the 956 field for the correct date and initials

To Set as Default:

Select record for default and double click to open

Click on:

- a. Edit
- b. Constant Data
- c. Local
- d. Set as Default
- e. OK

After record in OCLC is found begin to assess the record for quality and completeness. See Section 5.

2. More than one OCLC record found

Choose the record that is the most complete and best fits the Student Copy Cataloging Unit criteria. When there is a summary display of records, assess DLC records first. You can eliminate records from the summary by checking if they have a language other than [eng] in the CATL displayed in the summary list. Also, for some records, you can see if the record is an electronic resource. **DO NOT USE ELECTRONIC RESOURCE RECORDS.**

3. No OCLC record found

Place an orange OCLC Reject flag inside the book. Annotate the OCLC Reject flag with date and your initials. Return book to the language truck where book was taken from.

5. Assessing the OCLC Record for Quality and Completeness

OCLC record should:

- Say “No Holdings in CUY”. If record says “Held by CUY”, place a post-it annotated with HELD, your initials, and the date on the item and place it back on the truck.
- Be “type: a”
- Be “Blvl: m”
- Be cataloged in English (040 field with ≠b eng is ok) (do not use records with 040 field ≠b with a language code other than eng as the cataloging is done in a different language).
If there is no ≠b present, look over the record to see if it was cataloged in English. If so, proceed with assessing the record.
- There are also records that have a code in the 040 field of rda. Please see below for rda fields to check. Records cataloged in rda look different.
- **Record should not be an electronic resource record. To determine if it is an electronic resource record, check the 245 (title) field. If it has [electronic resource] in the 245 field or the Fixed Field Form has the value = “o” or “s” and the 337 field says “computer”(for rda records), do not use this record.**
- In 050/090 (call number) field is there a valid LC call number? If there is no 050/090 with a valid LC call number insert a flag. See Section 11 for how to flag books.
- Have 6XX field WITH a second indicator of 0 with valid subjects. (Valid subjects are: 600, 610, 611, 630, 650, 651, **but never 653 or 655**). 6XX fields that are blue are valid. **Exception:** 050/090 with Literature call number that begins with **PC, PG, PJ, PK, PL, PQ, PR, PS, PT**. These call numbers do not need a 6XX (subject), but record may include 6XXs.
- 856 42 field. Indicators in this field **MUST** be 42 and link to the table of contents. If the indicators are **NOT** 42, you **MUST** change the indicators to 42. If the field doesn’t say table of contents, ask your supervisor.

Always click on the link and confirm that it goes to the correct site/resource.

If the 856 field links to anything other than table of contents, delete the field (right click on the field and select “Delete field”).

To recap the following fields, when they exist, should match exactly and be complete:

- 050 or 090 (with valid and complete Library of Congress call number)
- 100 author or 700 editor/compiler, etc. with 1st indicator of 1. These fields might also include an ≠e (rda records) (**If there are multiple authors/editors, only one 100/700 is required**)
OR
- 1XX (110, 111 Corporate or Conference main entry) with 1st indicator of 2. These fields might also include an ≠e (rda records)
- 130/240 with title and ≠l for language translated into
- 245 - Title / and author or editor, compiler, etc.
- 246 – Added title (will be portion of title, or cover title, etc.)

- 250 – Edition statement
- 260 - city of publication, publisher, date of publication
- 264 – rda field for city of publication, publisher, date of publication. Repeatable field.
- 300 - page numbers (if record has 2 v. or 2 volumes, etc. it is a MVM, flag as MVM); illustrations (not required); and size in centimeters/cm (not required UNLESS folio or tiny). (Accompanying material is reflected in the 300 field by +≠e ...)
- **NOTE: 300 field ≠b and ≠c are NOT required. HOWEVER, ≠c is required if item is FOLIO or TINY**
- 490 and/or 830 fields when appears on books that are published in series (Example: Series on applied mathematics)
- 6XX with second indicator of 0 (valid subject field, **653 or 655 are never valid subjects**)
- 7XX editor/compiler, or added corporate or conference entry with 1st indicator of 1 or 2 and for rda ≠e.
- 856 42 field. Must describe the table of contents and must be linked to a valid website. If indicators are NOT 42, you MUST change the indicators to 42. Ask your supervisor if you are unsure.

REQUIRED fields:

Call number in 050 or 090 field with a complete and valid LC call number

When there is an author:

100 = Author

110 = Corporate body

111 = Conference as author

OR COMPILER OR EDITOR

700 = Added Author

710 = Added Author, Corporate body

711 = Added Author, Conference

245 = Title

260 = Publishing information

AND/OR

264 = rda record Publishing information (there can be a 260 + 264 OR one or more 264 fields)

300 = page numbers, illustrations, size in centimeters/cm. (≠b & ≠c NOT required;

≠c only required for folio and tiny)

490 0 or 490 1 = Series added entry. 490 1 should also always have an 830 field

600, 610, 611, 630, 650, 651 (needed except for literature call numbers: PC, PG, PJ, PK, PL, PQ, PR, PS, PT) = Valid LC subject

830 0 = Traced added series entry

More information about these and other fields are explained in **Section 13: MARC Fields Explanation.**

When any information is lacking, incorrect, or if you aren't sure about the information, then flag or affix a post-it to book as described in **Section 11: Flags.**

6. Call Numbers

VALID LIBRARY OF CONGRESS CLASSIFICATIONS (CALL NUMBERS) ARE ALWAYS IN FIELDS 050 OR 090.

THE ONLY INITIAL LETTERS THAT ARE NOT VALID ARE: I, O, W, AND FC.

Format:

Generally speaking, an LC call number is made of three different parts:

1. The Library of Congress (LC) **Class** Number
2. One or two **Cutter** Numbers
3. A **date**

- **Example from OCLC and Millennium of a LC call number with only one cutter number:**

OCLC: BL2330 #b .A43 2002 *Millennium:* BL2330|b.A43 2002

- **Example from OCLC and Millennium of a LC call number with a decimal and one cutter:**

OCLC: KPL53.3 #b .K48 2011 *Millennium:* KPL53.3|b.K48 2011

For two cutter numbers the rule is that a period should be after the LC Class Number and the #b should be before the last cutter.

- **Example from OCLC and Millennium of a two cutter call number:**

OCLC: BL2330.A43 #b A43 2002 *Millennium:* BL2330.A43|bA43 2002

Literature Call Numbers:

These literature call numbers do not have to have a 6XX field:

PC, PG, PJ, PK, PL, PQ, PR, PS, PT

DUPLICATE CALL NUMBERS:

What is a duplicate call number? It is a call number that matches a call number for a different item in Millennium (when checking a call number in Millennium, search **WITHOUT** the year). If a duplicate, add a post it with “dup call#” and your initials and date.

Not considered duplicate call numbers:

Another edition of an author's work:

Same author, same title, different publisher (sometimes not) and different date. The call number **SHOULD BE** the same except for the year. If there is a different edition already

in Millennium, the call number in Millennium should be used (with a different year). Do NOT use the call number in the OCLC record.

Conferences:

Call numbers for conferences, workshops, seminars, meetings where the main entry is **110/111** fields are not duplicates if the conference, seminar, meeting is the same.

Example: Conferencia Agropecuaria de Antioquia #n(1st : #d2004 : #cMedelli'n, Colombia). The 2nd conference would have the same call number except for the date would change and be the date of the 2nd conference.

Call numbers derived from an author or artist as subject of the book:

The artist's name should either be in the 100 or 600 field. The call number should be the same except for the year. The last cutter of the call number should begin with **A** (A4, A6, etc.)

Examples:

N6537.B794#bA4 2004

N6537.B794#bA6 2004

TWO CALL NUMBERS:

If only ONE call number is usable:

Check the usable call number in Millennium for duplication

If usable, copy the call number into the 949_1 in OCLC constant data

Write call number in book in appropriate place

When there are TWO usable (valid) call numbers:

Add a post-it with "2 call #s" with the date and your initials

UNUSUAL CALL NUMBERS THAT ARE USABLE:

- **Call numbers with x:** Usable but need correction. After checking the call number in Millennium (excluding the "x"), copy/paste the call number into the constant data 949_1 field and delete the "x".
Examples: B2798 #b. S63 2010x or B2798 #b. S63x 2010
- **Call numbers with b after date:** Call numbers with b after date (Ex: 2003b) are ok to use. Usually these are for a book with the same author and title but have been published in the same year by different publishers. Check the call number (WITHOUT the "b") in Millennium. If the call number isn't already assigned to a record in Millennium, DELETE the "b"
- **Call numbers without date, but the call number is otherwise complete:** Check the call number in Millennium for duplication. If not a duplicate, copy the call number from the 050 or 090 into the 949_1 constant data after the #a Class, add the date either from the 110/111 (Conference, etc.) or from 260/264 field, if there is no 110/111 field present. When the date in the 260/264 is as follows, [197-?], the date will be 1970z. Occasionally neither the book nor the record will have a date. The fixed field date will say "uuuu" for undetermined. In this case, it is ok to use the call number without a date.

- **Call numbers with z after the date:** Call numbers with a z after the date are valid. They indicate that the year of publication is unknown but it falls into a decade. Use the call number if: in the fixed fields DtSt is the letter “s” and the date field in the fixed fields (top of the record) is a range i.e. 1960, 1970 or 200u, and the date in the 260/264 is [196?] or [2000?], then the date in the call number will be 1960z or 2000z.
- **Call numbers with other letters after year,** (2000c, 2000f, 2000m, etc.): can be ok when the book is some type of government document: United States, Canada, or other country government. When the same government body issues many titles in the same year, the call number is the same with a letter designation after the date.
- **Two different dates:** Where there is a 110/111 field, the date in the call number can be different from the date in the 260/264 and the date in fixed fields. The date in the 050/090 should be the same as the date of the conference, workshop, symposium, etc. in the 110/111 field.
- **Call numbers where the only cutter is the date:** are ok to use.
Example: KJE4442.5#b 2000 (2000 is the cutter and is ok.)
- **PZ call numbers should be accepted provided the #a portion is structured correctly, and any formulation for the #b is acceptable,** e.g #b B88, #b Ze76, #b CHU66, keeping in mind that the #b must always start with an alphabetical character

UNUSABLE CALL NUMBERS:

The only usable call numbers are in either the **050** or **090 call number field**. Even if what appears to be a call number looks okay, don't use call numbers from any other fields such as **060** or **070**.

Examples:

- **Incomplete call numbers:** usually missing a #b. **Add a post-it with “incomplete call number”**
Example:
050 PQ2602.O4+
050 HG4651 D5
090 PQ3319.2.M2842
- **I, O, W, and FC call numbers:** ANY call numbers starting with these letters are invalid. **Add a post-it with “invalid call number”**
- **High Z:** a call number that begins with Z1201 or above: These are considered high Z and cannot be used. This does not include the classification ZA.
Example:

Z1331.B4#bH53 2003 (high Z) **Add a post-it with “High Z call number”**

- **050** field with #a: unusable call number.

Example:

050 00 PS3539.F2#bD35 v. 16 #aPS181.F8 Add a post-it with “invalid call number”

- Anything with **no., v., ser., etc.** in the call number is not valid. **Insert a purple and white flag.**

Examples:

HD3000.A5#bC65 *no.*35

HD3000.A5#bC65 *v.*35

D3000.A5#bC65 *ser.*3

7. Folio and Tiny Call Number Instructions

Folio: Any book **33 cm. or above tall or wide.** If it is less than 33 cm. it is not a folio.

Tiny: Any book **14 cm. or less tall.** If it is even a small amount over 14 cm. it is not a tiny.

Also, if the book is for Main, and it is a skinny paperback, it should not be cataloged as a tiny.

NOTE: 300 field MUST include #c cm. if FOLIO or TINY

Cataloging depends on type of material:

1. Order record (overlay) or no record in Millennium
2. On-the-fly record or PromptCat record in Millennium (these have Item records in Millennium)

1. Order record and no record in Millennium:

- a. Use the appropriate constant data from the list. There is a separate constant data for folio and tiny for branch locations and Main. Examples:

949 1#z 090 #d f #a Class #i barcode #l ma9n #t 1 #v MAIN (folio)

949 1#z 090 #d t #a Class #i barcode #l ma9n #t 1 #v MAIN (tiny)

- b. When writing the call number in the book, write a lowercase **f** or **t** before the first letter of the classification in the call number.

fHN	tHN
345	345

2. On-the-fly and Promptcat (these have records in Millennium):

- c. Do not use the folio/tiny constant data. Instead, use the PROMPTCAT constant data.
- d. After exporting (**F5**) to Millennium:
Search for the cataloged record by title
Click on the **View** icon to see the Bib record
Copy the call number from the 050/090 in the Bib record

Click on the **Summary** icon

In the Item record, click on the **Insert** icon

In the dropdown menu, select “c” for LC call number

Before pasting the call number, the following needs to be entered into the call number field:

For folio: |df|a

OR

for tiny: |dt|a

to create the “|” symbol, either copy and paste from the Bib record OR press the SHIFT button + the button below the BACKSPACE button (with “|” and “\”) at the same time

Paste the copied call number from the Bib record

8. Date and Initials (Statistics)

Please make sure the 956 field is formatted correctly so the cataloging statistics are accurate. Here is an example of a correctly formatted 956:

For Student staff 956 ꞑc CC ꞑa 20170808 ꞑb (s) tsstud?? (?? = student initials)

For all other staff 956 20170808 ꞑb tstm ꞑc CCE

9. Constant Data

What does constant data add to the OCLC record?

The MAIN default constant data adds the following fields:

907 .

949 *recs=oclexport;

949 1ꞑz 090 ꞑa Class ꞑi barcode ꞑl ma ꞑt 1 ꞑv MAIN

956 ꞑc CC ꞑa 20170808 ꞑb (s) tsstud??

- The 907 field tells OCLC to overlay (replace) an existing uncataloged Bib record in Millennium. To overlay, copy the Bibliographic record number of the Millennium record and paste the copied Bibliographic record number after the . in the 907 field.
- The 949 field tells OCLC how to export the record to Millennium (NEVER edit this field)
- The 949 _1 field creates the Item record in Millennium with the Call number and Barcode
- The 956 field is for the cataloging statistic, the date cataloged, and your initials.

How to apply constant data

1. If you are cataloging a book for MAIN (the majority of the books.):

- a. Click on the default constant data icon  (EditConstantDataLocalApplyDefault)
- b. The constant data will be added to the bottom of the record and it should look like this:

▶	949		*recs=oclcexport;
▶	949	1	‡z 090 ‡a Class ‡i barcode ‡l ma9n ‡t 1 ‡v MAIN
▶	907		.
▶	956		20160210 ‡b ts?? ‡c ???
▶	956		‡c CC ‡a 20160210 ‡b (s) tsstud??


Staff 956

 ←

Student 956

 ←

2. If you are cataloging a book for a branch (Subject/Specialty)

- a. Click on the apply from list icon  (EditConstantDataLocal/ApplyfromList)
- b. The Search Local Bibliographic Constant Data file dialogue box will come up: Click *OK*. A page with a list of constant data will come up. Click (**do not double click**) on the name of the branch that is written inside the book to be cataloged. Click on *Apply Selected* at the top.
- c. The constant data will be added to the bottom of the record and should look the same as above with the exception of the ‡l and ‡v which will have the appropriate branch location codes.

Example:

949	1	‡z 090 ‡a Class ‡i barcode ‡l ev ‡t 1 ‡v ENVI
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10. Procedure for Overlaying Existing Un-Cataloged Bibliographic Records in Millennium

- A. OTF (“On the Fly”) records:** These are books being routed to the Catalog Dept. from the **branch (subject specialty) libraries (and sometimes MAIN)** with a brief Bibliographic and Item record in Millennium. The records are generally temporary records so the branches can track the books as they go through the cataloging workflow. The Item record barcode and the barcode that is already placed in the book should match. If the barcode doesn’t match, please ask your supervisor.
- B.** There are other books that are in the PromptCat work flow that will have a Bibliographic (title in all caps), Item (with or without call number and must have a barcode) and Order record (with purchase order) in Millennium. The ALL CAPS PromptCat records always require overlaying the Millennium record with the OCLC record. Some Bibliographic records from the PromptCat work flow are not in ALL CAPS and are cataloged Bib records and not a brief record. Please refer books that are not in ALL CAPS to your supervisor.
- C.** Other books for both branch and Main will **only** have a Bibliographic Record and Order record.
- D.** Some books for Main that are not part of the PromptCat workflow may have a Bibliographic, Item and Order record also.

To check to see if the Bib record in Millennium is cataloged or not:

Click on the **VIEW** icon

In the CAT DATE box there should be no date

If there is a date in the CAT DATE box, ask your supervisor

If there is no date in the CAT DATE box, proceed with the OCLC search procedure and record assessment

***OCLC and Millennium process for Main, branch, and PromptCat books (WITH Item record):**

Search for **title** (not barcode) in Millennium. A brief Bib record with Item and/or Order record should be found. If there is a barcode in the book, make sure the barcode in Millennium matches the barcode in the book.

Search OCLC and catalog, or if unable to catalog, flag as necessary.

When cataloging and applying constant data, **you must use the OCLC constant data that has no 949_1 (PROMPTCAT constant data)**. This is the **ONLY** constant data that does NOT create an item record.

To overlay the Bib (Bibliographic) record in Millennium:

Copy the Bibliographic record no. from Millennium (**b161649166**)

Apply OCLC constant data (**PromptCat**)

Paste Bibliographic record no after . in 907 field: **907 . b161649166**

Press F8 to add holdings to OCLC. Record will then say Held in CUY
Press F5 to export and overlay existing Bib record in Millennium. A pop-up will display, confirming that the export process has been completed.

After the Millennium record has been exported/overlaid (F5):

Edit the **Item record** in Millennium as follows:

- a) Click on upper right hand “View” icon to see the full bib record
- b) Copy the 090 or 050 (call number that was previously checked for duplication)
- c) Click “Summary” to get back to the item
- d) When there is a call number in the Item record, highlight and paste over the existing call number with the copied call number. Always remember to SAVE.
- e) When there is no call number in the Item record:
Click “Insert” button
- f) Click on the drop down box and select “c” for call number
- g) A box with 090 will display: Paste the call number into the box where the cursor is
- h) Click “OK” button. The |b should be blue like a hyperlink if you’ve copied and pasted the 050/090 correctly.
- i) Click “OK” button
- j) Click “Save” button

If it is a branch book (except for PHIL or SSEA), insert a “Send Directly to (Location)” flag inside the book for routing. Place on the Incoming Branch truck outside of the Marking Unit. The exception locations of PHIL and SSEA do not get a flag but are placed on the Incoming Marking truck designated for those locations (to the left of the Right-to-Left language truck)

***OCLC and Millennium process for Main or branch books with Bib and Order record ONLY (NO Item record):**

Search for **title** in Millennium. A Bibliographic (Bib) record with Order record should be found. Make sure the purchase order (o16500453) in Millennium Order record matches the purchase order written in the book. If it doesn’t match or if there is no purchase order written in the book, give it to your supervisor.

Search OCLC and catalog; if unable to catalog, flag as necessary.

To overlay the Bib (Bibliographic) record in Millennium:

Copy Millennium Bib record no. **(b161649166)**

Apply OCLC constant data (MAIN or appropriate Branch)

As usual paste call number (050/090) in the 949 _1

Paste Bib record no after . in 907 field: **907 . b161649166**

Press F8 to add holdings to OCLC. Record will then say Held in CUY

Press F5 to export and overlay existing Bib record in Millennium. A pop-up will display, confirming that the export process has been completed.

11. Flags

*Never remove these flags from books:

Process for NRLF-**pink**
PromptCat-**gold**
Library use only-**yellow**
Rush flags (pink or purple)

Flags/post it notes inserted or placed on books in Student Copy Cataloging:

- **When a flag or post-it note is used with a book, it is returned to the truck from which it was taken.**

White ¼ sheet flag: to be inserted with purple, green, and red flags. Write the date and your initials on the white ¼ sheet flag.

Green Flag + White flag: for records with no usable call number AND no valid subjects. Always insert a white flag (see instructions for white flag) in front of the green flag.

Purple Flag + White flag: use for records that have valid 6XX (subject) field, but no call number present in record. Always insert a white flag (see instructions for white flag) in front of the purple flag.

Red flag + White flag is used for: Wrong edition (Book is 2nd edition and record is for 1st edition.) Record lacks information, or other problem requiring explanation. Always insert a white flag (see instructions for white flag). Also, a post-it note may be added to the book to explain the use of the Red flag.

Orange Flag: when there is **no record** found OR **no “CatL: eng” record** found, insert an orange OCLC Reject flag that you have annotated with the date and your initials.

Insert the following flags in books:

- **MVM (brown):** For books that are in multiple volumes or parts. See Section on MARC fields for more information.
- **ATTENTION: ACCOMPANYING MATERIAL INCLUDED (white):** for books with a CD, DVD or accompanying map material not mentioned in cataloged record.
- **ATTN: CONS/BPD (green):** for books that need pages cut, have damage of some sort (cover or spine is loose, Bound incorrectly, etc.) **UNLESS it is a Branch book.** For Branch books, catalog or flag as usual and affix a post-it indicating reason for **ATTN: CONS/BPD (green)**. Use a rubber band around book, if necessary. Place on Branch truck by Marking unit).

***Post-it notes are used to indicate the following and should always have the date and your initials on them:**

- **Held title: Exactly matches a cataloged Bib record in Millennium.** Most times there will be a record in OCLC that says Held by CUY. Sometimes there won't be a record in OCLC with HELD by CUY because there are cataloged records in Millennium from outside affiliated libraries.
For Held titles write on post it: HELD, initials and date
- Duplicate call number (Call number in Millennium and OCLC are the same for different titles.)
- Two call numbers (both are usable)

- Incomplete call number (DG504.55 +)
- Invalid call numbers (Z1201+, PR919.B2 v.21)
- Multiple records in Millennium (More than one Bib record)
- Miscellaneous notes for Red flags
- OCLC record not in English (but has valid 050/090 and 6XX)

Flags/Papers taken out when a book has call number written inside:

- Vendor slips (Casalini, Harrasowitz, etc.): Remove and place in blue recycle bin
- Catalog as a Monograph (light purple): Remove and place in blue recycle bin
- Special project flags-various colors:
- Any printouts (OCLC or other) should also be removed and placed in blue recycle bin

For Slavic student copy cataloging only:

For Slavic rejects there is a blank green flag. Insert the green flag and write the 3 letter language code for the book and place on the Slavic truck from which it was taken.

12. Physical Processing

1. Check 050 or 090 (call number) in Millennium:

Copy 050 or 090 from OCLC

Paste in Millennium, remove the #b or □ and the date.

In the drop down box, search by c LC Call Number

Verify 050 or 090 (call number) is not a call number that is already in Millennium (dup call#).

If the call number matches, see if it falls into one of the exception categories in Section 6: Call Numbers. If it's not a call number in the exception category, then place a post it saying "dup call#".

2. Write the call number in the book:

Write call number in book on the next page after the title page **about ¼ inch from top and ¼ inch from right margin**, when there is room.

- a. If there is no room to write the call number on the next page after the title page, write the call number either on the back of the title page or the title page proper.
- b. When the book has black or another color paper where the call number is to be written, please affix and write the call number on a white spine label in the appropriate place either on the next page after the title page or the back of the title page or the title page proper.
- d. Always write the call number on the page after the back of the title page regardless of where location and/or PO# is written.
- e. The call number should be written as neatly as possible and left justified. It is always followed by the four letter location code in all caps. See examples for line breaks.

Examples:

D	TJ	PQ	KNW
839	1195	9698	2090
.3	T627	I794	P465
T6	2001	T43	2010
2003	ENGI	2012	MAIN
MAIN		MAIN	

3. Place barcode in book:

- a. If the book is hardbound or has a clear cover and blue pam hardbound back cover, use **REGULAR (SINGLE)** barcode. Place barcode on inside back cover, horizontally, 1 inch down from top and 1 inch from outer edge, or slight variation to avoid covering text or functional image/diagram/map, etc. Exception: Right to left books. See instructions under Right to left books.



b. If the book is paperback/softback:

• for **MAIN** paperbacks:

- **3/8" or less (width)** = use a **PIGGYBACK** barcode on the t.p. verso (or a nearby place if there's a reason not to put it on the t.p. verso)

- **more than 3/8" (width)** = use a **REGULAR (SINGLE)** barcode in the regular place

The "**regular place**" is on the inside back cover, approximately 1" down from the top and 1.5" in from the right edge (for *left-to-right* books).

• for **ALL SUBJECT SPECIALTY LIBRARY** paperbacks:

- regardless of thickness, **ALWAYS** use a **PIGGYBACK** on the t.p. verso (or a nearby place if there's a reason not to put it on the t.p. verso)



c. If there is already a barcode in the book, do a barcode search in Millennium to double check if there is a Millennium record with an Item record with the barcode. When the barcode is already in an item record in Millennium, use the "On the Fly" instructions.

4. **Initials:**

On the verso of the title page write the date and your initials in the lower left corner of the page

5. **For MAIN books:**

Never discard dust (book) jackets. Remove dust (book) jacket and place inside book.

Remove the following:

Purchase order slips

Vendor slips

Leave all other flags:

Process for NRLF (pink)

PromptCat (gold)

Library Use (yellow)

Rush (pink)

For Branch (subject specialty) books:

For branch books nothing is removed. **DO NOT** remove the dust (book) jacket for branch books.

When in doubt about what to leave or remove, ask your supervisor.

6. Take to Marking Unit and place on truck for:

Incoming Marking MAIN

Outgoing Branch (remember to insert a Send Directly to “Branch” flag)

Exception Branches (PHIL, SSEA)

Right to left books

Congressional hearings

13. Explanation of MARC Fields

Fixed field Type Make sure the book about to be cataloged is a non-manuscript monograph. Look at the top of the record in the “fixed field area” it should be “**Type a**,” and “**BLvl m**.” Do NOT use any records that are not “**Type a**” and “**BLvl m**.”



The image shows a screenshot of a MARC record's fixed field area. At the top, there is a tab labeled "Books". Below the tab, there are three rows of data: "Type" with the value "a", "BLvl" with the value "m", and "Desc" with the value "i". Each label is in blue text and each value is in a white box.

Field 040: Information about cataloging institution and language of cataloging. If the record has a 040 field with $\#b$ and a 3 letter code with a language other than eng, do not use the record, red flag it.

Example: *040 UIA $\#b$ spa $\#c$ UIA*

Fields 050 and 090 – Call Numbers: Look for a usable (valid) LC call number. Only call numbers in the fields **050** and **090** are valid. They must also follow the correct format. Examples of complete LC call numbers:

D863 $\#b$.K53 2008

PS3813.I283 $\#b$ B5 2006

GV191.42.C2 $\#b$ C335 2002

PR9619.4.B54 $\#b$ E94 2007

A valid call number in general has:

- A delimiter b ($\#b$)
- A year at the end

Refer to the call number section of this manual for further instructions on call numbers.

Field 100: Main Entry for author. This information is supplied from the book but may differ from what is in the 245 / Statement of responsibility.

In other words, the name does not have to match exactly in the 245 field and in the 100 field. When there are more than 3 authors, only the first one is given followed by et al and only one author will appear in the 100 field.

Field 110: Corporate name. Used when a corporate body is the main entry instead of an author (100).

Field 111: Conference/workshop/seminar. Used when the book is a conference proceeding and is the main entry instead of an author (100).

Field 130: Main Entry—Uniform Title. Used for uniform titles that are the main entry.

Field 240: Uniform Title. Used for a uniform title that follows the main entry (field 100, 110, or 111).

Field 245: Title Statement. Title: ≠b subtitle / ≠c Statement of Responsibility

The statement of responsibility can refer to the author, editor, compiler, corporate body or conference.

Field 246: Alternate title. When numbers are part of the title within the first five words, there should be a 246 field with the numbers spelled out. For example, if the 245 says “1st general meeting...” the 246 should say “First general meeting...”

Also used when there is a different title or portion of title on the cover or spine or when a portion of the title on the title page can be searched as a title, as well.

Field 250: Edition Statement 1st ed., 2nd ed., 3rd ed., etc.

Make sure the edition you have in your hand matches the record. This is very important because some books may have exactly the same content, but are a different edition. **If the record is for a different edition, use the red and white flags.**

Field 260: Distribution and Publication (Imprint) City, Country : ≠b Publisher, ≠c Publication Date

There may be multiple publishers or cities but only one needs to be present in the record. There can be two of this field.

Field 264: Distribution and Publication. There can be two of this field.

Field 300: Physical Description # p. : ≠ b ill. ; ≠ c ## cm. + ≠e (Accompanying material description)

(number of pages. : ≠ b Illustrations, maps, etc. ; ≠ c vertical measurement in centimeters.)

- It must be verified that the physical description is an exact match to the book. Pagination, illustrations, plates, size all must be an exact match. However, illustrations and size do not have to be included, UNLESS item is folio or tiny; if folio or tiny, size must be included. Page numbers should refer to the numbered pages. In other words, don't count blank unnumbered pages. If they do not match, use a red flag. **If the page numbers are different in the record than in the book, do not change the page numbers in the record.**
- **Unusual Sizes:** Any book 14 cm. and under is a tiny
Any book 33 cm. and over is a folio
These should have a flag with Folio/Tiny designation. Use appropriate constant data from the EditConstantDataLocal/ApplyfromList
- If there is any volume information in the 300 field, it usually indicates that it is an MVM.
MVM Examples: (Do not catalog, place a MVM flag in the book and return to the truck taken from)

v. : ≠b ill. ; ≠c 18 cm. 2 volumes : ≠b color illustrations ; ≠c 21 cm

5 v. : ≠b ill. ; ≠c 22 cm. **v, 263 p. IS NOT A MVM**

These are also not MVMs

1 v. 1 v. (unpaged) 1 v. (various pagings)

Field 490 – Series entry: some OCLC records will have a 490 0 and others will have a 490 1. When there is a 490 1_ field, there should also always be one of the two following fields, 830 _0 or 800 1_.

Fields 600-651 – Subjects: the record must have at least one valid Library of Congress subject heading. It can be any 6XX (**600, 610, 611, 630, 650, 651**) field with a second indicator of zero. It **must** have a second indicator of zero to be a valid subject. Note that field **653** normally does not have a second indicator of zero, which is why it is not a valid subject. Some examples of valid subjects:

650 □0 Descriptive cataloging †x Rules †v Handbooks, manuals, etc.

650 □0 Cataloging †z United States.

651 □0 United States †x History.

653 is never a valid subject field

Exception: books that have valid Library of Congress call numbers starting with the letters PC, PG, PJ, PK, PL, PQ, PR, PS, PT are literature and **do not** require 6XX (subject field) but may include 6XX (subject field).

Field 700: Editor/compiler **OR** additional authors.

Field 776: Additional Physical Form Entry (linking field for electronic versions in OCLC)

Fields 830/800: When there is a 490 _1 there should be an 830 _0 field. Sometimes it will be the same and other times it will be different. The 800 field is rarely used.

Field 856: This is a Hyperlink text field.

In order for an 856 field to be valid there are a few things that need to be correct.

-- 856 link **MUST** go to table of contents.

-- A link to table of contents must have an 856 42 field. It should say “table of contents.”

Example of 856 field:

856 4 2 †3 Table of contents only †u <http://catdir.loc.gov/catdir/enhancements/fy1210/2012018839-t.html>

When clicking on the 856 field, it must take you to a valid web site that is for the described table of contents.

When the 856 is NOT table of contents or it has a broken URL, delete the 856 field. Delete the 856 field by: Right Click>Delete field

If indicators are NOT 42, change the indicators to 42

Field 956: This field is for the recording of cataloging statistics and initials of the person responsible for the statistics. The field is part of the OCLC constant data.

14. CONGRESSIONAL HEARING INSTRUCTIONS

Searching

1. Start in OCLC (not Millennium): Search by government document number. Use “gn:” in the command line search or “gov doc number” in the search box. Omit all spaces, dashes, colons, periods and slashes when typing the number.

Selecting a Record

2. Be sure to choose the print record, not the electronic record.
 - a. Look at form in the fixed field. The electronic record will be form o. Also, the 337 field will say “computer”
3. Assess the record for quality and completeness. Be sure it is not already held by CUY.
 - a. No valid call number is needed since the call number is already on the book.

Add link to the Electronic Version

4. If the record doesn't have the web address in the 856, you'll need to copy it from the electronic version. When you add the constant data, it will add a space to paste the web address.
 - a. The web address should start with <http://purl.access.gpo.gov>

Apply Constant Data

5. Choose either “gov doc J60” or “gov doc J61” depending on the call number. If you have a call number that begins J59 or J59a, apply either constant data and change the call number in the 949 _1 field to J59 or J59a

Fill in Constant Data

6. Be sure to type the call number AS IT APPEARS IN THE BOOK (except for the word “MAIN”).
7. When typing the call number, you need to put a period before the cutter. (The cutter is the group of letters and numbers that follows the #b) Example: J60 #b.B25 113th no.329
8. Place an item barcode (not piggyback) ON THE COVER to the right of the word “Hearing.”

Initial and Date the book

F8 & F5

Place on designated Congressional hearing truck in Marking

15. Special and Miscellaneous Instructions

- **Accompanying Material:** Do not catalog books with accompanying material (CD's, DVD's, floppy disk, etc.). Instead use the appropriate flag and put the book back on the truck.
- **Books that are read right to left:** Ask your work leader for special instructions before working with this material.
- **Books that need pages cut:** Some books will have pages that are not cut on the top or the sides. Cut the 1st page, to be able to write the call number, catalog and insert a green ATTN: CONS/BPD flag filled out with reason for bindery treatment and initials and date (**UNLESS it is a Branch book**. For Branch books, catalog or flag as usual and affix a post-it indicating reason for bindery treatment. Use a rubber band around the book, if necessary. Place on Branch truck by Marking unit).
- **Books with loose slips of paper: Errata, etc.** These may be corrections to the text that need to be added after publication or other things that need to become a permanent part of the book. If something of this type is found in a book, paperclip the loose sheet into the book and place a green ATTN: CONS/BPD flag in book, indicating the issue. (**UNLESS it is a Branch book**. For Branch books, catalog or flag as usual and affix a post-it indicating reason for ATTN: **CONS/BPD (green)** flag. Use a rubber band around book, if necessary. Place on Branch truck by Marking unit).
- **Errors in Millennium record:** If a record is exported from OCLC to Millennium that has any kind of error, such as duplicate Item records because record was sent (F5) twice, bring it to the work leader for correction.
- **Photocopies:** Do not process books that appear to be photocopies. There are some photocopies received from UMI (University Microfilm International). Ask the work leader when there is a question about what a photocopy is. Some books that are mass produced by photocopying will be ok to catalog.
- **Records with a hyperlink in an 856 field:** Click on the link to make sure that it works and links to the information it is supposed to link to. Also, the 856 field must be coded as a 42 and say that it links to Table of Contents. If the link works, no other action is necessary. If the link does not work, delete the 856 field from the OCLC record by right clicking and selecting delete field. If the link goes to anything other than a table of contents (publisher description, contributor biographical information, etc.), delete the 856 field
- **Records with information in square brackets:** Any information that is inside square brackets has been supplied in the record usually from a source other than the book. This information can sometimes be easily verified by looking for it in the item, and sometimes not. **Accept the information in square brackets as given, unless the item implies the supplied information may not be correct.**
- **Saving a record in OCLC for review (mainly during training):** Do the work as normal but **DO NOT HIT F8, DO NOT HIT F5**. Instead, go to *Action> Save Record to Online File*. A popup box will come up that says:

“Record has been added to the Cataloging Save File” and it will include a number. Place a post-it on the book with the Cataloging Save file number, date and initials. Give to work leader for review.

- **Special Instructions for MAIN art books: collections of artist’s work or exhibitions:** The artist’s name should be in either the 100 or the 700 field. If not, insert a Red Flag.
 - If it is an exhibit, the 6XX _0 subject field should end with ≠v Exhibitions or ≠v Catalogs. (Older records will have ≠x and that’s ok.) If not, insert both a Red and White Flag.
 - If it is an exhibit or catalog, the contents field (labeled CONT in the fixed fields) should have a c for catalog. If not, please add it.
 - If it is an exhibition, the first museum (at least) should have a 710 _2 field. It is ok to have more than one 710 _2 field. If not, insert both a Red and White Flag.
- **Research procedure**

When material has already been searched and there is a research project going on, the basic search procedure is followed. Where there is a difference is there are flags already in the material and you are searching the material again to check and see if you are able to catalog it or if the flags have changed. When there is NO change, cross off the previous cataloger’s initials and date and write your own initials on the White or Orange OCLC Reject flag or on any post-its.

16. South/Southeast Asia material Instructions for OCLC searching and verification of cataloging information

All of the books in this work flow should have a Library of Congress Card Number (LCCN) on a white label pasted either on the outside or inside cover. The LCCN number is found on the first line at the end. Before the number is usually text like this: Code I-GU-; Code I-T-, followed by numbers Code I-GU-2007392264. The part that is the LCCN is: **2007392264**.

All of the books should also have a folded piece of 8 ½ x 11 paper that has the bibliographic description fields. If there is no white label on the outside/inside cover, search with the LCCN number in the 010 field. The additional fields are listed below. This piece of paper **MUST** match the OCLC record that is retrieved by the LCCN.

In addition to the above instruction, please be aware that some books are Right-to-Left books. Please see the instruction for Right-to-Left books.

Bibliographic description fields

100/110/111 (main entry)

245 (title)

246 (added title, when present)

250 (edition statement)

260 (place & name of publisher, and date of publication)

300 (page #s, size in cm.)

490 (series, when present)

650, 651 or 600, 610, 611, 630 (subject)

700 or 710 (added author information, when present)

In OCLC:

Set one of the F2 search boxes to LCCN (ln:), or at search box at the top, key: ln: (LCCN)

Search by LCCN (**2007392264**)

Verify record retrieved matches information on the 8 ½ x 11 piece of paper. If a match, proceed with regular student copy cataloging routine:

- Check Millennium for title
- Check Millennium for duplicate call number
- Write call number in the book
- Click on default constant data to add call number & barcode
- F8 & F5
- Put on Main Marking truck

17. Guidelines for “Eastern Bound” Books

This document applies to material in **Arabic, Urdu, Farsi, Hebrew**, and all other material in languages that are read Right to Left. The following guidelines should be followed when cataloging and marking an "Eastern Bound" book:

1. **Hard cover books:** Place an item label barcode in the usual spot on the inside of what would be the back cover if the book was to be read from left to right, even though in reality this is the inside of the front cover for “Eastern Bound” books.
2. **Pam binds:** Place an item label barcode on the soft “back” cover behind the plastic cover and NOT on the hard blue part of the cover. This is putting the barcode on the book itself instead of the binding and is different from the usual placement of barcodes on pam binds.
3. **Soft cover books:** Place a piggyback barcode in the usual spot on the verso of the title page (if 3/8” **cm. or less**). If the soft cover is more than 3/8”, place regular barcode in the usual spot on the inside “back” cover.
4. **Call number:** Write the call number on page after the title page.

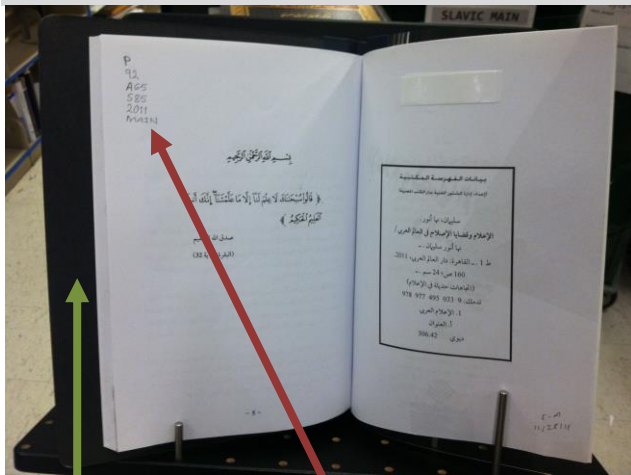
HARDCOVER BOOKS



Place the item label barcode on the back cover.

Write the call number on the page after the title page, on the top left corner.

PAM-BOUND BOOKS



Hard blue

Write the call number on the page after the title page, on the top left corner.



Place the item label barcode on the softcover behind the plastic cover.

Plastic