

STUDENT OCLC LEVEL 3 (IP) INSTRUCTIONS

1

LEVEL 3 = No LC Call number, No LC Subject/s (Other elements may be missing.)

Using existing English OCLC record

Deriving from existing OCLC record

Creating OCLC record

Level 3 is for Main books only. Assigning IP (In Process) call number, no subject

Level 3: Using existing English OCLC record:

Search OCLC for a record. The record found is not fully cataloged and **is not a foreign language record:**

Cataloging>Search>Local Constant Data

In popup box named In Search type: TS>Click OK

Highlight TS level 3 Constant data by language of the work (ARA, ENG, FRE, GER, IND, ITA, POR, RUS, SPA, etc.)

Apply Selected

Make sure the Fixed fields are correct for the following:

ELvl = 3 (change to 3 as necessary)

Lang = (verify Lang is the same as the language in book)

Ctry = (verify Ctry matches with country from 260)

Desc = a or i is valid

Dates = (verify date matches date in 260)

Verify the Variable fields match with the information from the book:

020 (ISBN)

1xx (Main entry, verify when present)

245 (Title)

246 (Added title, verify only if present, do not add.)

250 (Edition)

260 (Publishing information)

300 (Verify information for the following that is already in the record: pages, ill., size (height) in cm. See work leader or supervisor when 300 field has the following instead of page numbers and size: p. ;#cm.)

490 (Series, verify only if present. Do not add.)

504 (Note, when present should be in English)

900 (Make sure the language, year and cataloging level requested by selector are correct from the level flag in book.)

907 (Use to overlay an existing Bib record in Millennium. Delete when not needed.)

949 (Never delete. Information for Millennium export.)

949 1 ≠z 099 ≠ a IP ???? ≠ i barcode ≠ l ma ≠ t 1 ≠ v MAIN (To add the IP call number, barcode, Millennium location, Item type, spine label location)

956 (Date and initials)

Write initials and date in book

Apply IP call number spine label to book and spine label shield. (See Cataloging Addendum 2 for instructions.)

Stamp top of pages with ownership stamp (UC Berkeley Library.

Ownership stamp can be found near the Outgoing Main truck.)

Put on outgoing Main truck

STUDENT OCLC LEVEL 3 (IP) INSTRUCTIONS

2

Level 3: Deriving from existing foreign language OCLC record:

Search OCLC for a record. The record found is not fully cataloged.

Record found **is a foreign language record (See the language in #b of the 040):**

Copy the OCLC Number to add to the 936 field

Click on Edit>Derive>New Master Record

Transfer fixed field values to new record? Click Yes

Click on Cataloging>Search>Online Constant Data

Find TS level 3 by the appropriate language (Ex: TS level 3 German)

Apply selected

Make sure the Fixed fields are correct for the following:

ELvl = K (change if not K)

Lang = (verify Lang is the same as the language in book)

Ctry = (verify Ctry matches with country in 300 field)

Desc = a or i is valid

Dates = (verify date matches publishing date from 260)

Verify/add variable fields. Translate into English all variable fields that have foreign language, except for fields where the foreign language is a direct quote.

090 (LC call number)

1xx (Main entry, when present)

245 (Title)

246 (Added title, verify when present, do not add.)

260 (Publisher)

300 (Verify information for the following that is already in the record:
pages, ill., size (height) in cm. See work leader or supervisor when 300
field has the following instead of page numbers and size: p. ;#c cm.)

490 (Series, verify only if present. Do not add.)

504 (If in record, should always be in English, i.e., Includes
bibliographical ... not: Incluye ...)

700 (Added author, when there is no Main entry author)

900 (Make sure the language, year and cataloging level requested by
selector are correct from the level flag in book.)

907 (Use to overlay an existing Bib record in Millennium. Delete when
not needed.)

936 PR (Add here the copied OCLC number from the foreign record
derived from)

949 (Never delete. Information for Millennium export.)

949 1 (To add the IP call number, barcode, location, Item type, label
location)

956 (Date and initials)

Write initials and date in book

Apply IP call number spine label to book and spine label shield. (See
Cataloging Addendum 2 for instructions.)

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STUDENT OCLC LEVEL 3 (IP) INSTRUCTIONS

3

Level 3: Creating OCLC record:

Please see the Addendum: *Description of and How to Format Fixed and Variable Fields.*

After searching OCLC for a record and there is no fully cataloged record available:

Click on Cataloging>Create>Single record>Books

Click on Cataloging>Search>Online Constant Data>

In Search for popup box type: TS>Click OK

Highlight TS level 3 create Constant data by language (ARA, ENG, FRE, GER, IND, ITA, POR, RUS, SPA, etc.)

Under Choose Fields to Apply:

Click Both>Apply Selected

Click on R (EditReformat) to remove extra fields

Verify the Fixed fields for the following are correct:

ELvl (should be 3)

Lang (verify Lang is the same as the language in book)

Ctry (supply Ctry code from country in 260.)

Dates (supply date from 260)

Key the appropriate information in the following Variable fields:

020 (ISBN)

100 (Main entry Author, when applicable)

245 (Remember to code appropriately. See: *Description of and How to Format Fixed and Variable Fields*)

250 (Edition)

260 (Publication information)

300 (Only last numbered page)

700 (Added author, when there is no Main entry Author)

900 (Make sure the language, year and cataloging level requested by selector are correct from the level flag in book.)

907 (Use to overlay an existing Bib record in Millennium. Delete when not needed.)

949 (Never delete. Information for Millennium export.)

949 1 (To add the IP call number, barcode, location, Item type, label location)

956 (Date and initials)

Write initials and date in book

Apply IP call number spine label to book and spine label shield. (See Cataloging Addendum 2 for instructions.)

Stamp top of pages with ownership stamp (UC Berkeley Library.

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