

Copy Cataloging Procedures

Definition of copy cataloging:

Copy Cataloging: In Evergreen Indiana, copy cataloging means finding a matching existing cataloging record (bibliographic record) for an item in hand, editing the record as necessary to follow Evergreen Indiana cataloging rules and practices, and attaching the local holding information to the bibliographic record.

Copy Cataloging Work Flow

1. Search Evergreen Indiana for matching records and attach holdings.
2. Search another source via Z39.50 (i.e., OCLC, WorldCat, Library of Congress)
3. Notify the Evergreen Indiana Certified Cataloger (Cat-1) in your library that the record is unavailable.

Bibliographic Matching Criteria

Matching Guidelines:

- All incoming records must be an exact match.
- If the piece in hand is NOT an exact match to a record in the shared catalog or external cataloging sources, a near match should NOT be brought in and altered to fit the description of the item in hand.
- If in doubt as to whether a bib record is an acceptable match, consult with the Evergreen Indiana Cataloging Committee. Do not bring in a record if the Evergreen ILS notifies you that it is a duplicate based on the matching criteria within the system. If the system deems a record as a duplicate, and you feel this is in error, contact the Evergreen Indiana Cataloging Committee via the Cataloging listserv:

evergreen_indiana-catalog@lists.in.gov

When searching Evergreen Indiana or other databases for monographic bib records, the following criteria apply. For detailed field-by-field matching, see OCLC's manual Section 4 "When to input a new record" in *Bibliographic Formats and Standards* at <http://www.oclc.org/bibformats/default.htm> or its pamphlet format: "*Differences between and changes within: Guidelines on when to create a new record.*" You can download the document's pdf file from ALA's website at <http://www.ala.org> and

follow the links to the document. The following are the guidelines for matching fields in a nutshell:

Must match:

Field	Description
001 (if present)	OCLC Control Number
010	LC Control Number
020/022 (if present)	ISBN/ISSN
024 (if present)	UPI
028 (if present)	Publisher Number
245	Title Statement
250 a	Edition Statement
260 b	Publication, Distribution, etc.
300	Physical Description
440 a (if present)	Series Statement
511 (if present)	Participant or Performer
533 (in content)	Reproduction
830 (if present)	Series Added Entry – Uniform Title

More specifically the following will apply:

- 001 OCLC Control number if present in the record.
- 010 LC Control Number if present in the record.
- 020/022 IBSN or ISSN if present in the record and on the material.
- 024 UPI number if present in the record and on the material.
- 028 Publisher number if present in the record and on the material
- 245 \$a Must match (esp. for books);
Note: for AV materials, check 500 notes on sources of title information if titles in 245 fields don't quite match your titles on piece in hand.
- 245 \$b May match; matching information could be in a note.
- 245 \$c May match; matching information could be in a note.
- 250 \$a must match (OK 1st ed. vs. no edition statement).
- 260 \$a should match in most cases, but change of place within the same country between printings of the same edition and variation in choice of place for items with more than one place of publication is allowed. If more than one place of publication is involved, the FIRST place on your piece should match the first place in the record.
- 260 \$b should match in most cases, but change of publisher among parts of multipart item, variation in choice of publisher for an item having more than one publisher, and variation in choice of publisher when the publishers are part of the same organization (e.g. Puffin vs. Penguin) is allowed.
- 260 \$c must match unless the date is in brackets or with question marks.

- 300 \$a must match, but there are slightly varying styles of entry for multi-parts of on-going publications (e.g., 300 4 v. vs. 6 v. etc.), use best judgment or ask for help if you are not sure.
- 300 \$b must match, but there may be slightly varying styles of entry.
- 300 \$c must match for AV materials. For books, if the dimension varies by a few centimeters, and that is the only difference, consider it a match.
- 490/8xx \$a must match if present, but tracing can differ. Be aware of non-standard series statements.
- 501 “With note.” Must match.
- 511 Performers, narrators, presenters, etc. must be same for AV materials; such information could be in a 500 note.
- 505 Contents must be same; but be aware of partial or incomplete contents by examining the first indicator of this formatted note field.
- 533 Reproduction note: Must match if present.
- 538 For Audiovisual materials, formats must be the same: Beta is not VHS; CD is not cassette; DVD is not videocassette. For electronic resources, System requirements should be the same.
- 546/041 Language note/code must be the same.

Same Publishers having different names:

Variations in publisher name may be acceptable when there is a known connection (e.g., Penguin and their children's paperback line, Puffin). Here is a more inclusive list of variations of the publishers' names:

Penguin & Puffin Books
ScarecrowEducation & Rowman & Littlefield Publishing Group
HQN & Mira.
Dafina & Kensington
T Boureay & Avon
Simon & Schuster Paperbacks & Fireside
Free Press, a division of Simon & Schuster, Inc.
Checkmark and Ferguson, both imprint of Infobase

Some special cases:

1. Paperback edition vs. Hardback edition.

You can attach a paperback item to a record for a hardback and vice versa if the binding (\$c cm.) is the only difference. (Note: A paperback added to a record for a hardback edition would probably be a “Trade paperback” not a “Mass Market” one.)

2. Book club edition vs. regular edition.

You can attach a Book club edition to a record for a regular edition if the edition statement is the only difference.

3. New binding:

Use the record if an art work date for a new binding is the only difference: There are occasions when books, particularly paperbacks, are re-released with a new cover. In such a case there is no content change.

3. 028 fields when matching AV material

- a. For a visual item (VHS/DVD), if the number in 028 is the only difference, consider the record a match.
- b. For an audio item (cassette/compact disc), if the number in 028 is clearly different, DO NOT consider the record a match.

When No Match is Found

If no match is found, the member may contribute bibliographic records meeting the Evergreen Indiana standards. Approved sources for contributed records may include: bibliographic utilities (such as OCLC or Library of Congress), vendors (such as Ingram, Midwest Tapes or Baker & Taylor), cataloging agents or services, or local staff. Records must meet the standards below. Members are responsible for ensuring they are authorized to share those records in a union catalog.

If no match is found via Z39.50, members may either contribute a stub record or create an original record if they have met the criteria listed under *Ongoing – Original Cataloging*. See *Types of Records* for further details and for assistance, consult with the Evergreen Indiana Cataloging listserv.

When using OCLC to get your records, the choice of preferred record when there are multiple options are given in the order of preference:

DLC records

PCC records (with 042 field created by libraries participating in the Program of Cooperative Cataloging)

Records having the largest number of library symbols in the 040 field

In addition:

- Learn which libraries do quality records and prefer their records.
- Choose the record with the higher level of encoding over one with a lower level.
- Choose the record with a complete set of access points over one without a complete set.

Editing In-coming Records from Bibliographic Databases: DOS and DON'TS

In general, consider more information to be better than less information. Always feel free to add relevant information, such as content notes, to descriptive records. Always edit incorrect information in controlled headings (MARC fields 1xx, 240, 6xx, 7xx and 8xx).

Types of records to be edited in Evergreen Indiana: we ask that information not be deleted from the bibliographic record unless typos and/or coding errors are found. Local notes that only apply to copies at one library system should not be added to bib records. They can be put at the volume/copy level. If a cataloger encounters records with local notes, they are encouraged to delete that information.

Evergreen Indiana requires that a member library edit an incoming record in the cases listed below if this library is the very first one to import such a record within the category:

1. Editing records with obvious typing and/or coding errors:

Check all incoming records carefully: correct obvious coding and spelling errors and supply important bibliographical information and its related MARC fields that may be missing in the record. Supply all mandatory fields (such as 245, 300, 260 fields for printed format) if they are missing. **Please contact the Evergreen Indiana Cataloging Committee if you need assistance.**

2. Editing CIP records (Cataloging-in-publication records):

CIP records are created without published pieces in hand; therefore, bibliographic information in descriptive fields in a CIP record may not be accurate or present. There are two types of CIPs: one created by DLC, the Library of Congress, and the other, by UKM, the British Library. Both DLC and UKM CIP records have an “8” in the encoding level in the Fixed Field (FF hereafter) and leave a 263 field (e.g. 263 0712) and an empty 300 field (e. g. 300 p. cm.).

Evergreen Indiana asks that the very first member library that imports a CIP record edit it according to the bib information found on the piece; in other words, the information you find on the piece in hand is more authoritative than what you may find in a CIP record.

Edit such records either during the loading process or after they are brought into Evergreen Indiana.

You can edit all fields of a CIP record except for the FF encoding code “8”. More specifically, complete 300 and 260 and other missing data as needed; remove field 263 if

present. Correct 245 data if it differs from the piece in hand. Verify 505 table-of-content information if applicable.

Note: When you remove an entire field, please remember to position the cursor in the data well of the MARC tag (e.g. 263) then click on the “Remove” button or Ctrl Delete. Remember not to just remove data within the tag without the tag itself.

UKM CIP records: Please always use a DLC CIP record if available. If a DLC record is not available and a UKM record is the only match, you may use it, but please remember to verify all of the information, including the forms of the names and subject headings.

3. Fields which should be deleted in Evergreen Indiana:

Use this list when transferring records into Evergreen Indiana database from a source (OCLC, etc.) outside Evergreen Indiana to determine which fields can be deleted, or when editing existing records in Evergreen Indiana.:

011 Linking Library of Congress control number [obsolete]

012 Terminal Display

016 National Bibliographic Agency Control Number

061 NLM Copy Statement

069 Other System Control Number [obsolete OCLC-defined field]

071 NAL Copy Statement

096 Locally Assigned NLM-type Call Number

098 Other Classification Schemes

211 Acronym or shortened title [obsolete]

212 Variant access title [obsolete]

214 Augmented title [obsolete]

241 Romanized title [obsolete]

263 Projected Publication Date (this field should be stripped when upgrading a record from prepublication-level to full-level cataloging)

350 Price [obsolete]

Chapter 2—Copy Cataloging

359 Rental Price [obsolete]

590 Local notes specific to only one copy in one library.

652 Subject added entry—Reversed geographic [obsolete]

653 Index Term - Uncontrolled

654 Subject Added Entry - Faceted Topical Term

656 Index Term - Occupation

657 Index Term - Function

658 Index Term - Curriculum Objective

690 Local subject headings.

699 Added Classification Number

755 Added Entry—Physical characteristics [obsolete]

850 Holding Institution

852 Location/Call Number (defined as part of the MARC Format for Holdings so inappropriate in bibliographic records)

87x Variant Forms of Entry [obsolete]

886 Foreign MARC Information Field

890 Local Library of Congress Holdings

9xx These fields can be deleted *except for* 901 and 994.

Guidelines for Editing Records While Cataloging Records in Evergreen Indiana

Multi-part Monographs or DVD sets: Requirements for Importing Records

Multi-part Monographs and DVD sets should be cataloged on one bibliographic record. Please consult with the Evergreen Indiana Cataloging Committee if there is a need for an exception to this standard. Some examples include:

245 04 The World Book encyclopedia

300 __ 22 v. : \$b ill. ; c 26 cm.

100 1_ Foote, Shelby.

245 14 The Civil War : \$b a narrative / \$c Shelby Foote.

300 __ 3 v. : \$b maps ; \$c 26 cm.

245 00 Ice road truckers. \$n The complete season two \$h [videorecording] /\$c History Channel.

300 __ 4 videodiscs (752 min.) : \$b sd., col. ; \$c 4 ¾ in.

MARC Fields to Be Used for Evergreen Indiana Original Cataloging Records input into (All Formats):

Fixed Fields:

Fixed fields must be encoded according to MARC 21 standards. It is very important for the fields to be encoded accurately, because Evergreen relies on this data for search filters and to display the correct icons for materials in the OPAC. The search filters will not work, and the incorrect icon will display if the fields are not encoded properly.

Here is a list of the the fixed field codes generally used for monographs:

Element	Definition	Code	Code Definition
Type	Type of record	a	Language material
ELvl	Encoding level	Blank	Full record, derived from physical inspection of the cataloged item. Record created by Library of Congress (LC), Nation Library of Canada (NLC), British Library (BL), National Library of Australia, or the National Serials Data Program (NSDP)
ELvl	Encoding level	I	Full record, derived by physical description of the cataloged item. Record created by other libraries
Source	Cataloging Source (Creator of the original cataloging record)	Blank	Library of Congress (DLC)
Source	Cataloging Source	b	National Library of Medicine (NLM)
Source	Cataloging Source	d	Non-LC Cataloging (other libraries)
Audn	Target Audience		See the Evergreen Indiana Standards listed in the chart under Audience Field in the Fixed Fields for detailed information
Ctrl	Type of Control	Blank	No specific type of control (i.e. not archival)
Lang	Language	eng (for English)	Lang are in the fixed fields contains a three-letter coed for the language of the work. To find the correct code, you may check the Cataloging Calculator at the following link: http://www.loc.gov/marc/languages/
BLvl	Bibliographical level	a	Component, monograph (a bibliographic unit)

Chapter 2—Copy Cataloging

			contained in another bibliographic unit such as a short story in a collection of short shorts can be cataloging separately)
BLvl	Bibliographical level	b	Component part, serial (an issue of a journal with a specific theme which can be cataloged separately)
BLvl	Bibliographical level	m	Monograph
BLvl	Bibliographical level	s	Serials
Form	Form of Item	Blank	None of the following (see forms below) or not applicable (if dealing with the original printed books)
Form	Form of Item	a	Microfilm
Form	Form of Item	d	Large print
Form	Form of Item	b	Braille
Form	Form of Item	r	Regular print reproduction (for example, a photocopy)
Form	Form of Item	s	Electronic
Conf	Conference Publication (one-character code that indicates whether the item consists of proceedings, reports or summaries of a conference)	0	Not a conference publication
Conf	Conference Publication	1	Conference publication
Biog	Biography	a	Individual autobiography
Biog	Biography	c	Collective biography or autobiography (i.e. Who's Who)
Biog	Biography	d	Contains biographical information (has to be part of the text, not just the author's info from the dust jacket.
Biog	Biography	Blank	Not biographical material
MRed	Modified Record Code	Blank	Record not modified
Ctry	Country of Publication, Production or Execution	inu (Indiana)	CTRY contain a two- or three-character code that represents the state of country of publication. Needs to match the first city in the 260 field. To find the correct code, you may check the Cataloging Calculator at the following link: http://www.loc.gov/marc/countries/
Cont	Nature of Contents (up to 4 codes can be used, recorded in alphabetical order)	a	Abstracts/Summaries (entire publication is a compilation of abstracts or summaries)
Cont	Nature of Contents	B	All or part of the item is a bibliography (on a specific topic) or contains bibliographies. (If the item contains bibliographical references, the bib record needs a 504 field.
Cont	Nature of Content	c	Catalog (entire publication is a catalog)
Cont	Nature of Content	d	Dictionaries (entire publication is a dictionary; also used for Glossaries and Gazetteers)
Cont	Nature of Contents	e	Encyclopedias (entire publication is an encyclopedia)
Cont	Nature of Contents	f	Handbooks (entire publication is a handbook to a specific topic)
Cont	Nature of Contents	g	Legal articles
Cont	Nature of Contents	i	Indexes (Item is an index or contains an index to

Chapter 2—Copy Cataloging

			bibliographical material other than itself)
Cont	Nature of Contents	j	Patent document
Cont	Nature of Contents	k	Discographies
Cont	Nature of Contents	l	Legislations (the item is or contains full or partial texts of enactments of legislative bodies or texts of rules or regulations issued by executive or administrative bodies)
Cont	Nature of Contents	m	Theses (Item is a theses, dissertation or work identified as having been created to satisfy the requirements for an academic certification or degree)
Cont	Nature of Contents	o	Reviews (Publication is a book review is primarily a compilation of books reviews)
Cont	Nature of Contents	r	Directories (entire publication is a directory)
Cont	Nature of Contents	s	Statistics (entire publication is a compilation of statistical data)
Cont	Nature of Contents	Blank	No specific nature of content (the nature of the contents does not need a special code)
Gpub	Government Publication Codes	Blank	Not a government publication
Gpub	Government Publication Codes	f	Federal/National (jurisdictional level)
Gpub	Government Publication Codes	i	International intergovernmental
Gpub	Governmental Publication Codes	l	Local
Gpub	Governmental Publication Codes	S	State, provincial, territorial, etc. (can be used for a State University publication)
LitF	Literary Form	0	Not fiction
LitF	Literary Form	1	Fiction (in the generic sense)
LitF	Literary Form	c	Comic strips
LitF	Literary Form	f	Novels
LitF	Literary Form	i	Letters
LitF	Literary Form	j	Short Stories
LitF	Literary Form	p	Poetry
Indx	Index (indicates whether the work contains an index to its own contents)	0	No index
Indx	Index	1	Book contains an index or multiple indexes
Desc	Description Cataloging Form	a	Evergreen Indiana requires that library use Descriptive Cataloging Form A (Record follows AACR2)
Fest	Festschrift (a collection of two or more essays published in honor of a person, an institution, or a society)	0	Not a festschrift
Fest	Festschrift	1	Festschrift
DtSt	Type of Date	s	Single known date/probable date
DtSt	Type of Date	m	Multiple dates (used for multivolume sets not published at once)
DtSt	Type of Date	q	Questionable date (a ranbe of years is the only date that can be specified (i.e. between 1970 and 1979)
DtSt	Type of Date	r	Reprint/reissue and original date of publication

DtSt	Type of Date	t	Publication date and copyright date
Dates	Date 1, Date 2		<p>"Dates" represents two elements: Date 1 and Date 2. Each date consists of four digits, and the dates are separated by a comma. The contents of DATE 1 and DATE 2 depend upon the value of the "DtSt" (Type of Date) code. Only numbers, blanks and the letter "u" are accepted</p> <p>Examples:</p> <p>DtSt: s Dates: 1976, (Note: do not retain the copyright symbol in the fixed field for c1976) 260 __ Boston : b Macmillan, c c1976. (Copyright date from publication)</p> <p>DtSt: m Dates: 1976,1978 260 __ Boston : b Macmillan, c 1976-1978. 300 __ 2 v. ; c 25 cm.</p> <p>DtSt: q Dates: 1970,1979 260 __ Boston : b Macmillan, c [197-].</p> <p>DtSt: r Dates: 1976,1970 260 __ Boston : b Macmillan, c 1976. 500 __ Originally published: Bloomington : Indiana University Press, 1970.</p> <p>DtSt: t Dates: 1976,1975 260 __ Boston : b Macmillan, c 1976, c1975.</p>

Please note that in Evergreen Indiana:

“Desc: a” Required.

“Enc_Lvl: “k” or higher Required.

Audience Field in the Fixed Field in Evergreen Indiana

Because of the search filters, entering a value in the Audience field is required for all new records added to Evergreen Indiana, not optional. When adding holdings to existing records, remember to check that the fixed fields are correctly coded, and add a value to the Audience field if none is there. The codes for the Audience field are also tied to the 521 Audience field in the variable fields in the MARC record as well. The rules for use the codes for the audience field are as follows:

- ⌘ **Unknown or unspecified.** A blank audience field indicates unknown or unspecified. The target audience for the item **not** known or **not** specified. EI: Unspecified should not be used.

- a** **Preschool.** The item is intended for children, approximate ages 0–5 years. EI: Should be used for board books.
- b** **Primary.** The item is intended for children, approximate ages 6–8 years.
- c** **Pre-adolescent.** The item is intended for young people, approximate ages 9–13 year. EI: Fields a, b, and c indicate specific age groups for children. Please use these if a target audience is indicated on the item. If no age is indicated, use of a, b, and c is optional, except for board books, and j may be used for juvenile materials.
- d** **Adolescent.** The item is intended for young people, approximate ages 14–17 years. EI: This should be used for young adult/teen items.
- e** **Adult.** The item is intended for adults. EI: This should be used for books and audiobooks in adult collections. e should also be used for Rated R and Unrated movies. Movies which are Not Rated, as opposed to Unrated, may be assigned an audience as appropriate. e also may be appropriate for music with adult language and content.
- f** **Specialized.** The item is aimed at a particular audience and the nature of the presentation makes the item of little interest to another audience. Examples include:
- Items which address a limited audience, e.g., the employees of a single organization.
 - Technical software or sound recordings geared to a specialized audience.
 - Training films intended for the special education of the physically or mentally handicapped.
- g** **General.** The item is of general interest and **not** aimed at an audience of a particular intellectual level. Use for items that are **not** covered more appropriately by the other codes. EI: g is used for movies rated g, pg, and pg-13. Most music, unless aimed at a specific audience or containing adult material, will also get a designation of g.
- j** **Juvenile.** The item is intended for children and young people, approximate ages 0–15 years. Use when a more specific code for the juvenile target audience is **not** desired. EI: Use for juvenile materials without a specific target audience.

The filters for item form, item type, literary form, and language also depend on proper encoding of the corresponding fields in the fixed fields.

Please refer to the following site as a useful reference when encoding fixed fields:
<http://www.oclc.org/bibformats/en/fixedfield/default.shtm>

Variable Fields:

Dealing with irrelevant ISBNs/Secondary ISBNs in records

Because different items may share the same ISBN numbers, Evergreen Indiana catalogers are encouraged to put a subfield \$z in front of an irrelevant or secondary ISBNs to avoid missing matching or linking to wrong art work. Typical irrelevant/secondary ISBNs can be found in the following situations:

- ISBNs for large print editions in records for regular editions
- ISBNs for AV materials in records for printed materials, etc.
- ISBNs added from a paperback edition to a Hardback edition record or from Book Club edition to a regular edition, and vice versa.
- ISBNs linked to wrong art work.
- ISBNs already used in existing records

Adding additional ISBNs to matching records

Sometimes additional ISBNs exist on items that are not in the bib record and need to be added. For instance, if you have attached a paperback item to a hardback record or vice versa and the ISBN on your piece in hand is missing from the record, please add the number in subfield z of a different 020 field.

100 Personal Author Main Entry. Required if found on piece. Please use authorized forms if they can be found. Many times the name authority is found in CIP information in the materials being cataloged. The LC name authorities are also available through the Library of Congress website and through the OCLC authority records.

245 Title

- \$a Mandatory.
- \$b Required if found on piece.
- \$c Required if applicable.

250 Edition statement

Mandatory if found on piece. Use abbreviations:

- 250 1st ed., 2nd ed., 3rd ed., Rev. ed., etc. (not First Edition, Second ed...)

260 Publishers Information

- \$a Mandatory
- \$b Mandatory
- \$c Mandatory

Use AACR2R abbreviations for names of states/provinces **if they are spelt out in full on piece:**

On piece: Hollywood, California.
On record: 260 __ Hollywood, Calif.

Use the U.S. Postal Codes for the states/provinces **if they appear in the form on the materials being catalog:**

On piece: Hollywood, CA
In record: 260 __ Hollywood, CA

For a list of abbreviation of states/provinces' names: see AACR2R Appendix B14.

Helpful link for the AACR2 abbreviations and Postal Code:

http://www.itcompany.com/info retriever/cat_260a.htm

Published Materials:

If place of publication is unknown, use [S.l.]:

260 [S.l.] : \$b LRS, \$c 2000.

If publisher is unknown, use \$b [s.n.]:

260 Mukilteo, WA : \$b [s.n.], \$c 2000.

If both place of publication and publisher are unknown, use:

260 [S.l. : \$b s.n.], \$c 2000.

If dates are unknown, make a guess based on information you may find on the item and put it in brackets. Most common scenerios:

260 Mukilteo, WA: \$b LRS, \$c [2000]

260 [S.l. : \$b s.n., \$c 2000?]

260 Mukilteo, WA : \$ LRS, \$c [198u?]

260 Mukilteo, WA: \$ LRS, \$c [19uu?]

260 Mukilteo, WA : \$ LRS, \$c [1980-1990?]

260 Mukilteo, WA : \$ LRS, \$c [-1980?]

260 Mukilteo, WA : \$ LRS, \$c [1980-?]

Unpublished/locally assembled materials:

Enter only subfield \$c date, either real or estimated, in 260 field as follows:

260 \$c 2000.

260 \$c [2000?]

260 \$c [2000-]

300 Physical description

Mandatory (except for Vertical files)

\$a. For unpagged books, follow LC practice:

300 1 v. (unpagged)

For materials with irregular paging numbers or with different numbering systems:

300 1 v. (various pagings)

For printed materials with text only on one side of a page, use, 300 (number) leaves:

300 345 leaves

\$b. Illustrations:

If all color:

300 45 p. : \$b col. ill. ; \$c 22 cm.

If some color some blank and white:

300 45 p. : \$b ill. (some col.) ; c 22 cm.

490/8xx series fields

Mandatory if applicable.

Evergreen Indiana follows the policy established by the Program for Cooperative Cataloging (PCC) which went into effect on October 24, 2008.

This policy states that the 440 field is obsolete. Series statements should now be transcribed in the 490 field as the series appears on the material being cataloged following the definitions as defined below by the PPC.

490 Field 1st Indicator: Series tracing policy

The 1st indicator of the 490 field indicates if the series has no corresponding added entry (not traced) or the series has a corresponding 800-830 series added entry field (series traced differently).

0 - Series not traced

If no series added entry is desired for the series, use the 490 0_ format. Example:

490 0_ \$a Pelican books

[No 800-830 field in record.]

1 - Series traced

When value 1 is used, the appropriate field 800-830 is included in the bibliographic record to provide the series added entry.

440 _0 Rulers, scholars, and artists of the Renaissance (Obsolete way of transcribing the series)

The obsolete 440 series statement shown above should now be changed to the the 490/8xx tagging as shown below:

490 1_ Rulers, scholars, and artists of the Renaissance

830 _0 Rulers, scholars, and artists of the Renaissance

Even though the two fields are now identical, they should both appear in the MARC record.

490 1_ Irish trilogy.

800 1_ Roberts, Nora. \$t Irish trilogy.

490 1_ The Baby-sitters Club ; \$v #100
800 1_ Martin, Ann A., \$d 1955- \$t Baby-sitters Club ; \$v #100.

When importing a new record into Evergreen or when adding your holdings to a bibliographic record already in the system, catalogers should edit the MARC record to make sure that the obsolete 440 tags have been changed according to the procedures established above.

Please check the Evergreen Indiana database to see if the series has already been established. If you have access to OCLC, please check the authority files for an established series title. If so, make the 8xx field match the established series. If the series has not been established in Evergreen Indiana, but should be traced, please establish the series by using other series already established as guidelines. Series that have variations in the title or series written by a single author should be traced. Since our patrons might want the works in that series in another format, such as audiobook or large print, the established 8xx field should be added to all manifestations of the work.

Since it is really useful to patrons, Evergreen Indiana catalogers are encouraged to add the numeration for un-numbered series in square brackets in the 490 0_ and the 490 1_ fields and without the brackets in the 830 _0 field. This will help our patrons read the books in the order in which the author intended the books to be read. In order to find the correct sequence for the series if it is un-numbered, you may check other resources, such as NoveList or the author's website. Please remember if you add the numeration for these un-numbered series, you should also add a 500 note stating where the information was found. Example:

490 1_ \$a Danger zone ; \$v [1]
500 \$a Series numeration taken from NoveList.
800 1_ \$a Gilman, David. \$t Danger zone ; \$v 1.

For further examples on creating the 490 and 8xx fields, refer to the following links:

<http://www.loc.gov/catdir/pcc/Field440.pdf>
<http://www.loc.gov/marc/bibliographic/bd490.html>

504 Bibliographical Notes Field

Mandatory if the information is contained in the material being cataloged. The information should be transcribed according to Library of Congress.

In legacy records, the bibliography might appear as:
504 __ Bibliography: p: 129-135.

However, the current practice by the Library of Congress is to transcribe the information in the following way:

504 Includes bibliographical references (p. 129-135).

505 Content Notes

Optional, except for collections such as short stories, music sound recordings, etc. Evergreen Indiana encourages catalogers to put 505 contents notes into bibliographical records in order to make things like song contents in songbooks, short stories or plays in anthologies. This will make more obscure titles become searchable via keyword in Evergreen Indiana and will help our patrons.

A typical 505 field:

505 0_ Dying for franjibelle -- Tug of war -- The joyride -- The secrets of lizard magic --
The street boy -- The glass room -- You must, you must, you must -- Satanium --
Behind the mirror -- The path.

521 Audience field

Optional, but the cataloger is strongly encouraged to use this field in tangent to the Audience field in the Fixed Fields. See Section on **Audience Field in the Fixed Field in Evergreen Indiana**.

The 521 audience field is the variable field in which to record information which is tied to the suggested age level, reading level and ratings standards for the material being cataloged. This field, if applicable to the material being cataloged, must correspond to the Audience code in the Fixed Fields and should be entered into bibliographical records. See **Fixed Fields**.

The first indicator in the 521 field indicates the information to be recorded in the field.

First Indicator

Display constant controller

- # (blank) - Audience
- 0 - Reading grade level
- 1 - Interest age level
- 2 - Interest grade level
- 3 - Special audience characteristics
- 4 - Motivation/interest level
- 8 - No display constant generated

When the audience information is displayed on the material being cataloged, the information should be recorded in the 521 field and the Audience code in the Fixed Fields should follow Evergreen Indiana procedures. For example:

On book: Ages 3-5 years 521 1_ 3-5 years. Audience code: a
On book: Grades 6-9. 521 2_ 6-9. Audience code: c

When cataloging DVDs or Videos the 521 field is the place to record the MPAA rating given the material being cataloged. These ratings include the following: G, PG, PG-13, R, Unrated and Not Rated. The cataloger is strongly encouraged to enter the rating system from another country as well if that rating is on the DVD or video packaging. Here are some examples:

521 8_ MPAA rating: PG.
521 8_ Canadian movie rating: G.
521 8_ MPAA rating: R.
521 8_ Unrated.
521 8_ Not rated.

The ratings in the 521 8_ code for DVDs and videos are tied to the Audience code in the Fixed Fields. In Evergreen Indiana materials rated G, PG and PG-13 should have a “g” in the Audience code in the Fixed Fields. DVDs and videos rated R or Unrated should have an “e” in the Audience code in the Fixed Fields. DVDs and videos which are not rated will need to have the Audience code reflect the interest level for which the materials are intended. For example, an DVD entitled *Charlie Brown’s Thanksgiving* might have a 521 8_ Not rated, but have a “g” in the Audience code. Or the movie *Schindler’s list* might have a 521 8_ Not rated, but have an “e” in the audience code. The cataloger will have to make a judgment call based on the use of the Audience codes in Evergreen Indiana. See **Fixed Fields**.

For more information, please refer to the following link:

<http://www.loc.gov/marc/bibliographic/concise/bd521.html>

6xx Subject Heading Fields:

Evergreen Indiana Certified Catalogers (Cat-1) are required to use at least one established (LCSH) heading to a bibliographic record. We would like to re-state our procedures for subject headings at this point:

Adding Library of Congress Subject Headings:

Catalogers are encouraged to add additional subject headings, including those found in the records of other formats of the titles (i.e. audiobooks, large print, etc.)

Local subject headings and other local practices:

No information of a strictly local nature should be added to any bibliographic record. Such data may include gift or donor information, information about the physical condition, information about the binding, location about an item, access restrictions, etc. Such local information can be put at copy level via “Copy Note” function on the Copy Editor Screen. If any such information *is* discovered in a bibliographic record, it should be removed since it would not be possible to determine to which copy/ies it might apply. If the person who makes the discovery does not possess an authorization level that allows for such deletion, it should be reported to the library’s Cat-1 or to the Evergreen Indiana Cataloging Committee if further assistance is needed.

Local authors, artists, musicians, actors: You may add the subject headings for Indiana authors, Indiana actors, Indiana musicians, etc. to in-coming records for materials falling into this category in the following manner:

650 0 Authors \$z Indiana.
650 0 Musicians \$z Indiana.
650 0 Actors \$z Indiana.
650 0 Artists \$z Indiana.

You may also add subject headings for these same categories for authors who live or have lived in your county or city in the following manner:

650 0 Authors \$z Indiana \$z Hendricks County.
650 0 Authors \$z Indiana \$z Plainfield.

655 Genre Headings

Adding Genre Headings are optional, but strongly encouraged. Evergreen Indiana Catalogers should consult the genre headings lists created by the Library of Congress or

Link to the Library of Congress Genre headings:
<http://www.hahnlibrary.net/libraries/formgenre.html>

Link to GSAFD Genre headings:
http://alcme.oclc.org/gsafd/OAIHandler?verb=ListIdentifiers&metadataPrefix=z39_19

Link to OCLC MARC 21 standards for using Genre headings:
<http://www.oclc.org/bibformats/en/6xx/655.shtm>

7xx Added Entry Headings

Required if found on material being cataloged. Please use authorized forms if they can be found. Many times the name authority is found in CIP information in the

materials being cataloged. The LC name authorities are also available through the Library of Congress website and through the OCLC authority records.

8xx Series Added Entries

Required if applicable. See the procedures under the **490/8xx Series fields**.

Large Print materials in Evergreen Indiana

When adding large print materials, you will need to add a large print statement to the 300 field (after the pagination) as well as including a genre heading of "Large type books."

245 10 Against medical advice : \$b a true story

300 xii, 348 p. (large print) ; \$c 25 cm.

655 _0 Large type books.

If applicable, you may also include an edition statement (250 field) indicating that the item is a large print edition:

250 __ Large print ed.

Since Evergreen displays the 300 field in the search results (and will also display the edition statement, if present), it is not necessary to add any GMD information, (ie, \$h[text (large print)]) to the 245 field. A patron will easily be able to tell which item is the large print version.

Remember to add "d" to the fixed fields entry labeled "Form." This indicates that the item is large print and will be helpful with filtered searching. If the "d" is not present, the item will not appear in a search that has been filtered to show only large print items.

Foreign Language Videos and DVDs in Evergreen Indiana

The Evergreen Indiana Cataloging Committee has established the following procedures for cataloging foreign language videos and DVDs: The 245 \$a should contain the title of the film as it is reflected on the DVD or video container. Whether the title on the container is in English or in the foreign language, this will be the title by which the film is most commonly known in the United States. Hence, the cataloger should use the title on the container as the title proper and transcribe it in the 245 \$a. The parallel title should be transcribed in the 245 \$b. A 246 should be added to the MARC record for the parallel title and a 500 note should be added to the record of the source from which both of the titles were taken. Here are some examples:

Chapter 2—Copy Cataloging

245 00 Life is beautiful \$h [videorecording] = \$b La vita è bella

246 30 Vita è bella

500 __ Title from container; parallel title from title frame.

245 00 Chocolat \$h [videorecording] = \$b Chocolate

246 30 Chocolate

500 __ Title and parallel title from container.