

# Cataloging

## Table of Contents

<b>Table of Contents</b> .....	<b>1</b>
1 Policies .....	3
1.1 <i>General Policies</i> .....	3
1.1.1 Source of Bibliographic Records .....	3
1.1.2 Original Cataloging .....	3
1.1.3 Copy Cataloging .....	3
1.1.4 Call Numbers and Classification .....	4
1.1.5 Items Temporarily Removed from the Collection .....	4
1.2 <i>Rush Cataloging Policies</i> .....	4
1.3 <i>Reference Collection Policies</i> .....	6
1.4 <i>Non-Circulating Music Policies</i> .....	7
1.5 <i>Juvenile Collection Policies</i> .....	8
1.6 <i>Special Collections Policies</i> .....	9
1.7 <i>Audiovisual Circulation Policies</i> .....	11
1.8 <i>Computer File and CD-ROM Circulation Policies</i> .....	11
1.9 <i>Book Jacket Policies</i> .....	12
1.10 <i>Moving Image Materials Cataloging Policies</i> .....	13
1.10.1 Subject Analysis Policies .....	13
1.10.2 Classification Policies.....	14
1.10.3 Cuttering Policies .....	16
1.11 <i>Monographic Set Policies</i> .....	16
1.11.1 Policy on Analysis .....	16
1.11.2 Policy on Classification .....	16
1.11.3 Updating Collected Set Records .....	17
1.12 <i>Enhanced Contents Notes Policies</i> .....	18
1.13 <i>Cataloging Training Policies</i> .....	18
2 Procedures .....	20
2.1 <i>Cataloging Workflow Procedures</i> .....	20
2.2 <i>Label Slip Procedures</i> .....	22
2.3 <i>New Materials Faculty Notification Procedures</i> .....	22

2.4	<i>Added Volumes and Added Copies Procedures</i> .....	23
2.4.1	Added Volumes Procedures.....	23
2.4.2	Added Copies Procedures .....	26
2.5	<i>Damaged or Replaced Videorecordings Procedures</i> .....	26
2.6	<i>Missing and Lost-System Applied Status Procedures</i> .....	28
2.6.1	Statuses Defined .....	28
2.6.2	Clean-up Procedures .....	28
2.7	<i>Lost and Withdrawn Procedures</i> .....	32
2.7.1	Lost Procedures .....	32
2.7.2	Withdrawn Procedures .....	32
2.7.3	Last Copy in the University System of Georgia .....	34
2.8	<i>Retrospective Contents Enhancement Procedures</i> .....	34
2.9	<i>Creating OCLC Local Holding Records for Non-Circulating Materials</i> .....	36
2.10	<i>Center for Instructional Development Library Procedures</i> .....	41

# 1 Policies

## 1.1 General Policies

Effective Date: April 1, 2014

Review Date: June 26, 2015

All new materials shall be cataloged as soon after receipt as possible. The department will make every effort to prevent the creation of any new backlog of materials.

### 1.1.1 Source of Bibliographic Records

The source of cataloging copy for the Clayton State University Library will be the OCLC online system. When a record for an item cannot be found in OCLC, it will be cataloged originally and added to the system.

### 1.1.2 Original Cataloging

For all original cataloging catalogers are encouraged to follow RDA in its most current iteration, PCC policy as given in the LC-PCC Policy Statements, and the provisions of the Subject Cataloging Manual; however, creation of original catalog records in accordance with the provisions of AACR2 in its most current edition, PCC policy as published in the LCRIs, and the provisions of the Subject Cataloging Manual, is permitted. For information on the handling of access points in original cataloging, see the section [Authority Control in Original Cataloging](#).

### 1.1.3 Copy Cataloging

For the purposes of copy cataloging any record coded “pcc” in field 042 is PCC copy. Any record which is not PCC copy is considered LC copy if it is coded “DLC” in field 040 \$a.

When performing copy cataloging using records coded as RDA (field 040 \$e coded “rda”), catalogers should follow RDA in its most current iteration, PCC policy as given in the LC-PCC Policy Statements, and the provisions of the Subject Cataloging Manual. When performing copy cataloging using records not coded as RDA, no attempt should generally be made to upgrade the cataloging to current cataloging rules. Such cataloging may be based on the cataloging code in effect at the time of the original cataloging; however, regardless of the date of original cataloging, headings in records which are not PCC or LC copy are always subject to verification. For further information on the handling of access points in copy cataloging, see the section [Authority Control in Copy Cataloging](#).

Copy cataloging using PCC or LC copy should generally be accepted in terms of policy and decision, with minimal changes made. This includes descriptive cataloging decisions, and choice of main and added entries. Size will also not be checked. Any obvious typos or errors in the record, however, should be corrected. LC cataloging copy which is CIP (prepared from Cataloging in Publication data) is not considered “LC copy” for purposes of this paragraph; however, catalogers need not add size to CIP records.

#### 1.1.4 Call Numbers and Classification

In general, all new materials – including literature and fiction materials, as well as video and sound recordings – will be assigned call numbers. Only periodicals and newspapers will not be assigned call numbers. Class numbers are to be taken from the LC classification schedules. Catalogers should shelflist against both the local catalog and the LC catalog, the latter as it appears online at <http://catalog.loc.gov/>. In case of an unavoidable conflict between the local shelflist and the LC shelflist, the cataloger should shelflist against the local catalog. *Optionally*, the cataloger may choose to resolve the conflict by making changes to the local shelflist if only a small number of records are involved.

No new materials will be added in the PZ3 or PZ4 classification area. For further special policies on classification and shelflisting, see the classification sections on [Moving Images Materials](#) and on [Multipart Monographic Sets](#).

#### 1.1.5 Items Temporarily Removed from the Collection

If it is necessary to remove an item from the collection overnight or longer in order to make a correction to it, the item should be given a temporary location of Cataloging. Once the correction has been made, the temporary location should be removed and the item should be returned to the shelf.

## 1.2 Rush Cataloging Policies

Effective Date: April 1, 2010

Review Date: June 26, 2015

Students, faculty or staff may request rush cataloging for items that have been received but are not yet fully cataloged. This policy applies to both materials needed for instructional support and those desired for personal interests. If at all possible, materials will be available within two working days of the receipt of the request for rush cataloging. The requester will be notified as soon as the book is cataloged, processed, and available for check out. Because a rush cataloging policy exists, uncataloged

materials are not to be removed from this department or from the Library. Rush cataloging may be requested in several ways:

- The requester may complete a pink “Rush Catalog” slip, available from Access & Information Services or Collection and Resource Management staff, and insert this slip into the book (see following page for example). The request will then be given to a cataloger.
- The requester may complete the [online Rush Request form](#). When this request is submitted the Head of Collection and Resource Management, the Head of Monographic Cataloging and the Cataloging Assistant receive an e-mail notice of the request.
- The requester may ask a Library staff member for a book to be rush cataloged. It is the staff member’s responsibility to notify cataloging staff of the request including the title requested and the name of the requester.

**RUSH  
CATALOG**

Notify:

Name:

---

Phone:

---

**RUSH  
CATALOG**

Notify:

Name:

---

Phone:

---

**RUSH  
CATALOG**

Notify:

Name:

---

Phone:

---

**RUSH  
CATALOG**

**1.3 Reference Collection Policies**

Effective Date: April 1, 2010

Review Date: June 26, 2015

At least once a month the Collection Management staff will forward new titles received that are (or might be) appropriate for the Reference Collection to the Reference librarians for review. The Reference librarians will designate which titles should be added to the Reference Collection and return the materials to the Collection Management Department for cataloging and processing.

It is the responsibility of the person performing the cataloging to enter the correct location code in the holdings record (in the 852 \$b) and the correct item type in the item record to ensure that the appropriate circulation policy will be applied.

Books placed in the reference collection have the prefix "REF" added as the first line of the call number.

Retention policy for serials in Reference will be determined by Reference librarians and forwarded to the cataloger so that the established policy can be followed as new added volumes arrive. These retention policies are listed in the standing order file for those titles that are on standing order, and in the holdings record for all reference serials on which a determination has been made.

#### **1.4 Non-Circulating Music Policies**

Effective Date: April 1, 2010

Review Date: June 26, 2015

The policy on "non-circulating music" applies to printed music only. For the policy on video or sound recordings see the section [Audiovisual Circulation Policies](#).

Music classified in M1-M3 includes various types of collected works. These collections range from the collected works of an individual composer to collections of national music or miscellaneous selected works. Many of these collected works sets are reference materials. Due to lack of space in Reference, these sets will be shelved with the circulating music; however, they will not be allowed to circulate outside the Library. These sets have been designated "Non-Circulating Music." Not all titles classed in M1-M3 will be non-circulating. All complete works sets of individual composers classed in M1-M3 will be treated as non-circulating. Other sets, large and small, will be included at the discretion of the Library Director or at the request of the Head of the Music Department. The Head of Monographic Cataloging will consult with the Library Director when determining if a set should be non-circulating.

The librarian performing the cataloging will designate the volume's status by placing a green Non-Circulating Music flag in the volume before giving it to the Library Assistant in charge of processing.

Volumes determined to be "non-circulating music" are assigned the location "Score – Lib Use." It is the responsibility of the person performing the cataloging to enter the correct location code in the holdings record (in the 852 \$b) and the correct item type in the item record to ensure that the appropriate circulation policy will be applied.

### **1.5 Juvenile Collection Policies**

Effective Date: April 1, 2010

Review Date: June 26, 2015

The Juvenile Collection is intended to support the teacher education program by providing future teachers with a sample of the materials that they can expect to find in school media centers. The Clayton State teacher education program is currently for middle school education therefore the current Juvenile Collection will include materials appropriate for middle school and early high school students.

Materials will be placed in the Juvenile Collection if they were ordered specifically for the Juvenile Collection. This includes all titles ordered from Perma-bound.

Other non-AV materials will be placed in the Juvenile Collection if:

- They include Library of Congress subject headings with the subdivision "Juvenile literature."
- They include coding that indicates they are appropriate for a middle school or high school audience.

Materials in the Juvenile collection will be shelved in a separate location within the circulating collection but will circulate in the same manner as other circulating materials.

Materials placed in the Juvenile Collection have the prefix "JUV" added as the first line of the call number.

Materials placed in the Juvenile Collection are assigned the location "Juvenile Collection." It is the responsibility of the person performing the cataloging to enter the correct location code in the holdings record (in the 852 \$b) and the correct item type in the item record to ensure that the appropriate circulation policy will be applied.



## 1.6 Special Collections Policies

Effective Date: April 1, 2005

Review Date: June 26, 2015

A Special Collections location has been established for items considered rare or particularly valuable. Books in this collection do not circulate, and can be used only in the library. No property stamps, other property indicators, or security tags will be placed in these books. Therefore, the books in this collection will be kept in a locked case, accessible only upon request.

Selection for this collection should be based on the merit of whether the item is truly rare or special. Such criteria may include:

- Unusual item, few published or existing.
- Signed and numbered copy of a famous author.

Books placed in Special Collections are assigned the location "Special Collections." It is the responsibility of the person performing the cataloging to enter the correct location code in the holdings record (in the 852 \$b) and the correct item type in the item record to ensure that the appropriate circulation policy will be applied.

Books placed in this collection have the special prefix "SPEC COLL" added as the first two lines of the call number. Such books will not have call numbers either affixed or written in them, but will have the call number typed on a slip which can be seen when placed inside the volume. This slip will also carry a barcode for the item. (See following example.)

SPEC  
COLL  
CS  
71  
.S75  
1991



## 1.7 Audiovisual Circulation Policies

Effective Date: April 1, 2014

Review Date: June 26, 2015

All audio compact discs, audiocassettes, videocassettes and DVDs will circulate externally to students.

All other types of AV materials will only be available to students for in-house use. Faculty/Staff will be allowed to check out these "non-circulating" AV materials. Among the materials falling into this group are videodiscs (i.e., Laserdiscs).

All AV materials have "A-V" prefixed as the line of the call number. A second line is generally added designating the physical form of the item. The prefix must match the location code assigned in the holdings record (in the 852 \$b). The possible prefixes are:

- A-V
- A-V Aud CD
- A-V Aud Cass
- A-V DVD
- A-V Kit
- A-V Picture
- A-V Record
- A-V Sd Slide
- A-V Slide
- A-V Video Disc
- A-V Video

It is the responsibility of the person performing the cataloging to enter the correct location code in the holdings record (in the 852 \$b) and the correct item type in the item record to ensure that the appropriate circulation policy will be applied.

## 1.8 Computer File and CD-ROM Circulation Policies

Effective Date: April 1, 2010

Review Date: June 26, 2015

The Head of Collection and Resource Management or the Head of Monographic Cataloging will decide the circulation status of CD-ROMs on a case by case basis. Generally, Computer Files and CD-ROMs which are carried in the pocket of an accompanying text will be shelved in the Circulating stacks or Reference; those that are boxed or in a CD case will be shelved behind the Circulation Desk.

The call number label will reflect the shelving decision. Those that are shelved in the Circulating stacks will not carry any location information above the call number. Those that are shelved in Reference will carry REF above the call number. Those that are shelved behind the Circulation Desk will carry CD ROM or Computer File above the call number.

Items falling under this policy are assigned one of the following locations:

- CD ROM – 7 day
- CD ROM – Information Desk
- CD ROM – Lib Use
- Computer File – Circ.
- Computer File – Lib Use
- Computer File – Reference

It is the responsibility of the person performing the cataloging to enter the correct location code in the holdings record (in the 852 \$b) and the correct item type in the item record to ensure that the appropriate circulation policy will be applied.

For complicated items such as the Georgia Interactive Atlas, which is loaded on a Reference machine with the physical materials shelved behind the Circulation Desk, an additional explanatory note will be added to the holdings record.

## **1.9 Book Jacket Policies**

Effective Date: April 1, 2005

Review Date: June 26, 2015

In order to provide useful information about the content of the books, to present a more attractive appearance in the new book area of the lobby, and to increase the circulation of print materials, book jackets will be retained for all circulating books. Book jackets will not be retained for Reference books.

For most books, the paper jacket will be used as is. The jacket will be retained as long as it is attractive. When it becomes worn, the Circulation Department should discard it. For certain books it is desirable to retain the book jacket more permanently. For those books, the paper jacket will be placed in a Mylar cover. The following types of books with book jackets will use Mylar covers:

- All fiction
- All biography, if the jacket includes a picture of the biographee
- Books with extraordinarily beautiful jackets
- Books on important current event subjects or extremely popular topics, if the jacket is attractive

Everyone will not agree about what constitutes an attractive book jacket. The decision concerning which jackets should be covered with Mylar is a judgment call that will be made by the cataloger. The cataloger should make this decision quickly with a minimum of hand wringing.

For further information regarding processing books with book jackets, see the [Processing](#) section of this manual.

## 1.10 Moving Image Materials Cataloging Policies

Effective Date: April 1, 2010

Review Date: June 26, 2015

### 1.10.1 Subject Analysis Policies

Subject analysis policy should follow the policy outlined in section H 2230 (along with H1690 for juvenile materials) of the LC Subject Cataloging Manual. A summary of H 2230 is presented below. For the most complete information see the relevant sections of the Subject Cataloging Manual. For information on form/genre headings see the section [Form and Genre Heading Policies](#).

Assign subject headings for all important topics mentioned in the summary statement. If a specific topic is emphasized in order to illustrate a more general concept, assign subject headings for both the specific and the general topics. Assign form subdivisions only to the extent that such subdivisions are applicable both to print and audiovisual media. Do not use the form subdivision \$v Pictorial works for visual materials. When a topic is discussed in conjunction with a particular place, make, insofar as possible, a subject entry under both the topic and the place. When a particular person is treated as illustrative of a profession or activity, assign a heading for both the person and the field of endeavor. Do not, as a general rule, treat such materials as biographies.

Fictional works that are dramatizations of the lives of real people, particular periods in history or real events would carry a subject heading for that subject. For example:

*Gone with the Wind* would have the subject heading:

651 #0 \$a United States \$x History \$y Civil War, 1861-1865 \$v Drama.

*Apocalypse Now* would have the subject headings:

650 #0 \$a Vietnam War, 1961-1975 \$v Drama.

*The Buddy Holly Story* would have the subject heading:

600 \$a Holly, Buddy, \$d 1936-1959 \$v Drama.

### 1.10.2 Classification Policies

Classification policy follows that outlined in Cataloging Service Bulletin no. 48 (Spring 1990). The document describes the policy on classification of juvenile moving image materials as follows (the word "films" should be interpreted to include any moving image materials):

4) *Juvenile films.* Films are assigned a MARC code for targeted audience as described above. Films with the codes "a," "b," or "c" are treated as juvenile films. Film coded "f" are also treated as juvenile if it is clear from the title, summary, or intended audience note (521 field) that the film is juvenile in nature. For classification purposes only, fiction films coded "d" are treated as juvenile. Films coded "e" or "g" are not treated as juvenile. The guidelines below are observed when treating a film as juvenile.

b) *Classification.* Topical juvenile films are classed with the appropriate topic in classes A-Z, using the number for juvenile works if one is provided under the topic. All juvenile fiction films (i.e., those coded "a," "b," "c," or "d"), whether animated or live action, are classed in PZ5-90.

Full-length feature films produced by major studios that seem to be intended for children but may also appeal to a larger audience may or may not be considered "juvenile". Their classification should be decided on a case by case basis.

The classification policy for non-juvenile moving image materials is described as follows (again, the word "films" should be interpreted to include any moving image materials):

3) *LC classification number*

a) *Specificity of class numbers.* Films are assigned the most specific class numbers available in the LC classification schedules, including Cutter numbers for topics, places, or persons, if they are printed in the schedule. Cutter numbers are not included for places or individuals if the caption in the schedule reads, for example, "By region or country, A-Z," or "Individual, A-Z" and printed Cutters are not present. Shelflisting subarrangements are not provided. New topical class numbers are not established for films. If a number for the specific topic of the film has not been established, the next broader class number is assigned.

b) *Adult belles lettres.* To critical films about an individual literary author, the appropriate literary author number is assigned from the relevant subclass of the P schedule. Literary author numbers are also assigned to films of an author reading his or her work. If a specific Cutter number has not yet been established for the author, a class number is assigned with an incomplete Cutter, e.g., [PR6052.B].

*Adult fiction films.* The following guidelines are observed in classifying individual adult fiction films (i.e., those coded "e" or "g," as well as those that are coded "f" and that are determined to have an adult targeted audience):

(1) All individual adult fiction films, except for comedy, experimental, and animated films, are classed in PN1997, provided that their primary purpose is entertainment. Films that are dramatizations of literary works are classed in literary author numbers only if their intention is clearly to teach about or criticize the author or the author's style or to provide opportunity for discussion, rather than simply to entertain. Certain series, such as *The Novel* or *The Short Story* fall into this category.

(2) Comedy films are classed in PN1995.9.C55; experimental films in PN1995.9.E96. These numbers are assigned to a film only when it is explicitly described as a comedy or experimental film in the 520 field.

(3) Adult animated fiction films are classed in PN1997.5.

c) *Foreign language teaching films.* Films intended for use in teaching foreign languages are classed in the P schedules with the language being taught, rather than in the class for the special topic of the film. As a corollary, the heading [...] language--Films for [...] speakers is assigned as the first heading, and any special topics are brought out by assigning additional headings.

In briefest summary, all individual adult fiction works except for comedy, experimental, and animated films (or television programs) are classed in PN 1997 provided that their primary purpose is entertainment. Works that are dramatizations of literary works are classed in literary author numbers only if their intention is clearly to teach about or criticize the author or the author's style, rather than simply to entertain.

- Comedy is classed in PN 1995.9 .C55
- Experimental film is classed in PN 1995.9 .E96
- Adult animated film is classed in PN 1997.5

### 1.10.3 Cuttering Policies

All items once classified will be cuttered by main entry (usually title). There is a special local policy for cuttering films and television adaptations based on the plays of William Shakespeare: a double cutter will be assigned. The first cutter will be .S53 for Shakespeare and the second cutter will be for title. In addition, all films and television adaptations of Shakespeare's plays intended for adult entertainment will be classed in PN 1997 including the comedies and any experimental or animated versions.

## 1.11 **Monographic Set Policies**

Effective Date: April 1, 2014

Review Date: June 26, 2015

The following policy applies only to multipart monographs and monographic series. The policy does not apply to serials or integrating resources. For the policy on series tracing, see the section on [Series Heading Policies](#).

### 1.11.1 Policy on Analysis

If a series authority record exists, apply the analysis decision given in the series authority record. If no series authority record exists, then analyze each part separately, unless one of the exceptions listed in section M5.8 of the LC Descriptive Cataloging Manual applies. If unsure whether any of the exceptions apply, then analyze the part.

If following this policy in a specific instance would impose a burdensome volume of original cataloging, catalogers should bring this to the attention of the Head of Monographic Cataloging or the Head of Collection and Resource Management, who may choose to waive the analysis. Any such decision would be for expedience only, and should not determine decisions on future volumes from the same set.

Each cataloger always retains discretion to override the policy and analyze any individual part when appropriate copy is found (for example, to provide improved access to contents).

### 1.11.2 Policy on Classification



Sets designated for the reference collection shall always be classed as a collection.

In all other cases, if a series authority record exists, apply the classification decision given in the series authority record. If no series authority record exists, then class each part separately, unless one of the exceptions listed in section M5.8 of the LC Descriptive Cataloging Manual applies. Catalogers will also class new volumes of a set collectively whenever they choose to forgo analysis that would require original cataloging as explained in Policy on Analysis above. If unsure whether any of the exceptions apply, then class the part separately.

The Head of Collection and Resource Management may override the policy on classification in extraordinary circumstances.

### 1.11.3 Updating Collected Set Records

Whenever a new volume from a multi-part monographic set or a monographic series is received, check the local catalog for a collected set record (even if the set is fully analyzed). If one does not exist, check for a PCC or LC copy collected set record to import into the local catalog. A record prepared by NSD is also considered an LC record for this purpose. It is not necessary to copy non-PCC or non-LC copy collected set records or to create an original collected set record if no PCC or LC copy exists, unless the set contains unanalyzed volumes. If a dummy bib record for the series or set is present it should be overlaid by the imported record. The Head of Collection and Resource Management should be notified whenever a standing order record is overlaid or when recent issues are displaying in the OPAC to ensure that any attached check-in records are modified as necessary to ensure correct display. Recent issues should not display in the OPAC for these titles.

Item and holdings records for analyzed volumes will only be attached to the record for the analyzed volume; however, the holdings attached to the collected set record should always indicate the complete holdings in the set (both analyzed and unanalyzed volumes); also, if the set is fully analyzed, a dummy item record with no barcode will be attached to the holdings record of the collected set record. The holdings for the collected set record should be recorded at level 4 and should be closed.

Whenever a set is partly or fully analyzed, include a non-public note in the 852 of the holdings record of the collected set: "Record complete holdings in the 866. Some vols. May be cataloged separately." If a dummy item record is present add further: "Item record attached to set record is a dummy." Also include a public note stating: "Also see separate records for volumes in this publication to identify circulation status and to request individual volumes represented by those separate records."

Include a non-public note in the 852 of the holdings record of each analyzed part: "Analyzed part. Holdings also indicated on collected set record (Bib record number)."

All volumes with distinctive titles that are held locally should be represented in the contents note (505 field). If additional volumes not held locally are represented in a record used as copy, retain them, i.e., do not delete them.

Whenever a new volume from a multi-part monographic set is received, and the part being added completes the set, update the record to reflect in all aspects the completed multipart monograph (e.g., ending publication date in 008 and 260/264 fields, extent in 300 \$a).

### **1.12 Enhanced Contents Notes Policies**

Effective Date: January 1, 1998

Review Date: June 26, 2015

Contents notes are especially important for items that are collections of individual works which may be known by their own titles. Materials that fall into this category include but are not limited to the following: music with distinctive titles, novels, plays, poems, short stories, and songs.

Beginning January 1998, cataloging records for all new materials should include enhanced contents notes if appropriate. If the record being used does not have a contents note, then it should be added. If the record contains a contents note that has not been enhanced, then it should be enhanced. If a cataloger is in doubt as to whether a particular work requires an enhanced contents note, the Department Head should be consulted.

In the case of very large anthologies, it may not be possible to include an enhanced contents note due to record size. The Head of Collection and Resource Management should be consulted in this case. It may be possible to include a partial contents note. Older materials requiring an enhanced contents note will be converted retrospectively.

### **1.13 Cataloging Training Policies**

Effective Date: April 1, 2014

Review Date: June 26, 2015

Training for a new cataloger should begin with a training plan for that individual based on the current circumstances at the college and in the library. The training plan should take into consideration the volume of materials being received and the other duties besides cataloging for which the individual will be responsible.

Cataloging training begins with reading. A new cataloger should read Chapters 0-3 of RDA. The new cataloger should be told that they won't understand everything that they read – that it will in fact seem like “double speak” at first but that they need to at least have an idea of what is there. The new cataloger may also be assigned to read sections of published cataloging training materials that are available in the library. It is important to point out to the new employee that this is part of their job. They should be reassured that they are not expected to already know this information and that they should not feel bad about needing to read it. In addition to published material, the new employee will also be assigned to read sections in our departmental manual so that they will have some introduction to our policies.

The trainer should spend some time with the new cataloger explaining the purpose of cataloging and what we are trying to achieve through cataloging. Departmental policies and how they help us reach that goal should be covered. The trainer should demonstrate the Connexion Client and Voyager and describe what the new employee will be doing with them.

The trainer should take a stack of books and go through the cataloging process with the new cataloger. Probably the most important aspect of this early training is to encourage the new employee to ask questions. Our philosophy is that the only “stupid” question is the one that is not asked. This concept should be emphasized. The new employee should understand that there are no penalties for asking questions. They should also be told that they will ask the same question more than once because no one can absorb all of this information at one time.

The introduction to cataloging described above should take most of the new employee's first week.

Once the introductory phase of training is over the new employee will begin cataloging. Every book cataloged should be revised and given back to them with detailed notes about any mistakes they have made. It is important to find the rule or rule interpretation that deals with the mistake that they made. The rule is cited and they are expected to read the citation. If they have a question, it should be answered always including the citation of the rule that covers the problem.

The number of mistakes that are made is recorded. If the new cataloger has made a mistake but has included a note in the book about that problem then it is not counted as a mistake. Part of the training process is getting people to ask questions and *to know when they need to ask a question*. A mistake is anything from leaving out the edition statement to using the wrong bib record to leaving out the space before a colon. All mistakes are counted the same. Part of the purpose of the revision process is to teach people to be “picky” and careful. The total weight of the number of mistakes seems to accomplish that. Our goal is to have people reach a level where they average no more than 1 mistake per 10 books revised. If necessary this standard may be bent a little bit but a serious effort should be made to get close to it.

Training begins with current (RDA) LC and PCC copy. When the new employee has mastered that, they may move on to pre-RDA LC and PCC copy regardless of date; and finally non-LC, non-PCC copy. Training continues through the levels listed above depending on the needs of the department and the ability of the individual. It is possible that some new catalogers will move swiftly through all the levels so that they will be able to catalog non-LC, non-PCC copy while others may never move beyond RDA LC and PCC copy. Most people may be completely released from current LC and PCC copy in 3-6 months depending on the individual's ability.

## **2 Procedures**

Effective Date: April 1, 2010

Review Date: June 26, 2015

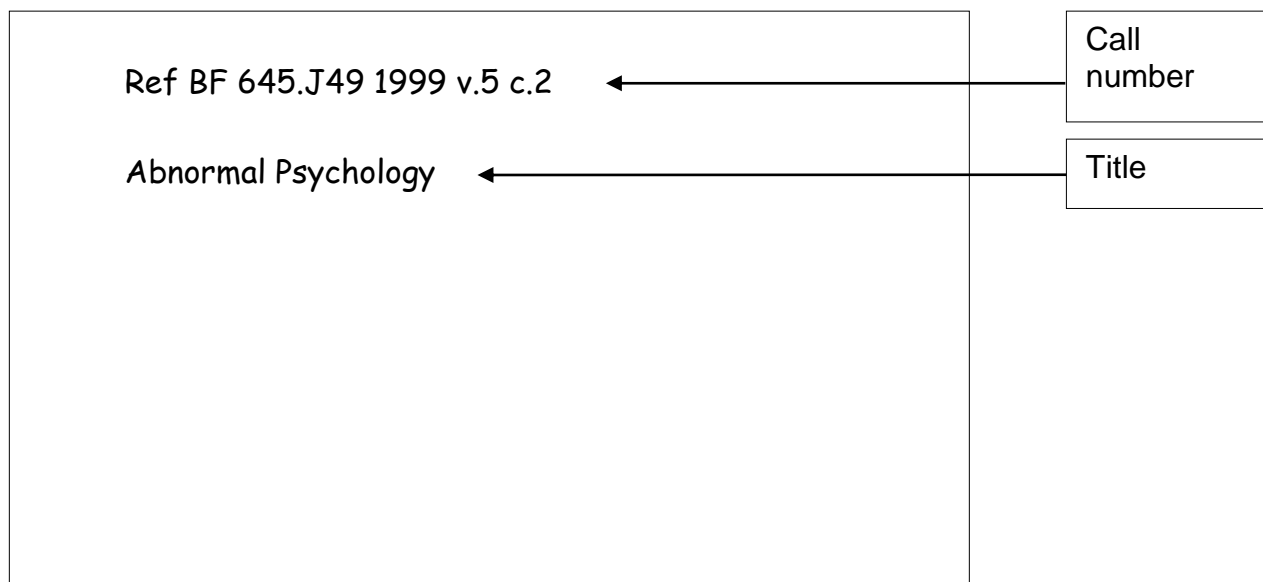
### **2.1 Cataloging Workflow Procedures**

- Locate cataloging copy on OCLC and save it to a Connexion Client local bib file. Revise bib record according to Cataloging Policies as needed. If no copy can be found, prepare an original record in the Connexion Client according to Cataloging Policies and save to a local bib file.
- Control headings through Connexion or check the online authority file as needed.
- Add holdings to the record in OCLC.
- After completing one or more records, export them from Connexion as follows:
  1. Mark the records in the Connexion Client for export
  2. Select Batch >> Process Batch
  3. Check the box next to the appropriate local file, check the box labeled Exports, and then click OK.
- The records are exported to the destination file selected in the Export tab under Tools >> Options (e.g., C:\exported records.dat).
- Import the bib records into Voyager as follows (OCLC-Replace must be selected as the Bibliographic Import/Replace Profile on the General tab under Options >> Preferences for this step to work):
  1. Select Record >> Import >> From New File.
  2. Locate the file of exported records (e.g., C:\exported records.dat) and double click on it.
  3. Select a record in the file and click OK.
  4. Search for the matching acquisition record in Voyager.
  5. Add the OCLC number of the exported record to the acquisition record in an 035 field. Note that the OCLC number must be at least eight digits long. If the OCLC number being added is not at least eight digits long, then leading zeros should be added to complete an eight-digit number. It should be in the following format: 035 ## 00345964
  6. Resave the acquisition record to Voyager by clicking the icon marked "Save to DB."
  7. On the System tab at the top of the exported record and click "OK to Export."

8. Save the Cataloging record to the database by clicking the icon marked "Save to DB." Voyager will overlay the bibliographic portion of the acquisition record with the exported record.
- Edit (or Create) holding (MFHD) records for each copy.
    1. Click the icon marked "Get Hldgs."
    2. Update the MFHD Fixed Fields as appropriate
    3. Change or add (as necessary) the 852 \$b to reflect the appropriate location code for the title being added.
    4. Add a properly formatted call number in 852 \$h and \$i.
    5. Add an 866 field listing holdings if necessary.
    6. Save the MFHD to the database by clicking the icon marked "Save to DB."
  - Edit the item record for each piece.
    1. Create an item record.
    2. Add a barcode label to the piece and insert the barcode number in the appropriate field of the item record. For the proper location of barcode placement, see the appropriate label placement sections of the [Processing](#) procedures.
    3. Add the temporary location: Cataloging.
    4. Change the permanent location, if necessary.
    5. Change the item type, if necessary.
    6. Change copy number, if necessary.
    7. Add Enumeration information, if applicable.
    8. Add Piece information and related note, if applicable.
    9. Add price if known and not already present.
    10. Save to database by clicking the icon marked "Save to DB."
  - Write the call number in/on the item.
  - Complete a label slip and insert in or attach to the item (see [Label Slip Procedures](#)).
  - Repeat the above steps until all exported records have been saved to Voyager and all of the necessary MFHD and item records have been created or updated.
  - Return to the Connexion Client. Save the exported cataloging records to a file in the shared group folder on the campus network and to a personal back-up file.
  - Place the cataloged materials on the shelves near the Catalog Assistant's desk. The material should be placed on the shelf in order by date cataloged.
  - At least once a week, the Catalog Assistant will remove all cataloged materials from the shelves.
  - Using the Connexion Client, the Catalog Assistant will access the catalog records located in the shared folder.
  - Labels will be produced individually after any needed manipulation or additions.
  - The Label Slips and Order cards may be discarded at this point.
  - The cataloged materials will be sent to processing.
  - When processing and processing revision are complete, the Catalog Assistant will call up each record in Voyager and remove the temporary location, Cataloging.
  - The materials are ready to be sent to circulation.

## 2.2 Label Slip Procedures

When a new title is cataloged, the cataloger should be sure that the title and call number (including any prefixes, and any copy and volume information that is to be printed as part of the call number) are provided to the Library Assistant in charge of producing labels. This information makes it easier for the Library Assistant to identify the matching records in the Connexion Client and Voyager and to produce spine labels. If the item being cataloged is accompanied by an order card or sheet, the title on the order card should be checked for accuracy and corrected if necessary. The call number (with copy and volume information) should be written on the back of the order card or sheet. For items without an order card, a "Label Slip" should be completed (see example below). This slip can be a 3 x 5 inch card, post-it note, or other slip of paper, and should contain the title and call number (with copy and volume information).



## 2.3 New Materials Faculty Notification Procedures

Once a month, the Head of Collection and Resource Management will run an Access query on the Voyager database to generate a list of new materials sorted by the name of the requestor. This list will be forwarded to the Catalog Assistant who will notify each faculty member on the list that the materials which they ordered are now available in the Library. The notice will consist of sending the form e-mail below, with list of new materials mentioned in the e-mail, formatted as an Excel spreadsheet, included as an attachment:

Dear Faculty Member,

**Attached in an Excel spreadsheet** is this month's list of new library materials that had been ordered specifically by various CSU faculty members.

You are included on this list as a requestor.

This is to let you know that these materials have been received, processed and are now on the shelf and ready for use.

Please let me know if I can be of any further assistance,

(Name of Catalog Assistant)

CSU Library – Collection and Resource Management

phone number

e-mail address

To view an additional, complete list of all the new library materials that were added during the months of May and June, please see our online monthly **New Materials List:**

< <http://adminservices.clayton.edu/library/depts/techservices/newmaterials.htm> >

## **2.4 Added Volumes and Added Copies Procedures**

### **2.4.1 Added Volumes Procedures**

The Acquisitions Assistant places all added volumes on a book truck designated for that purpose. If the call number is present in the standing order file, the Acquisitions Assistant writes the call number on a slip of paper and inserts it in the volume to assist the cataloger in locating the correct record.

The added volumes cataloger verifies that the title is the same as that on the bibliographic record – i.e., that no title change has occurred – before adding information for the new volume to the record. If questions arise about the form of the title, they can usually be resolved by examining the record for the title on OCLC. Questions regarding title changes should be referred to the Head of Collection and Resource Management.

Holdings for the new volume are added to the 866 field of the appropriate Holdings Record. An item record should be created for each added volume. The same form of volume designation should be used as has been previously used for the title: v. for volume, pt. for part, etc. The call number, including the volume or copy number, should be placed on the appropriate page in the volume.

For serial titles for which the Library has a limited retention policy, the cataloger should notify Access & Information Services regarding which volumes need to be returned to be withdrawn. Reference staff will return the appropriate volume(s) to Collection and

Resource Management by following instructions outlined by a reference action slip placed in the new volume by the cataloger. (See following page for example.)

The added volumes are then given to the Cataloging Assistant who produces labels for the added volumes using OCLC Label software. Labels should be kept with the volumes for processing. Added volumes should be documented on the monthly statistics sheets by the cataloger.



Reference Action Slip  
For Added Volumes

Title:

---

---

This is a new edition. Our current policy is to keep LATEST ONLY. Please return:

---

to Technical Services to be withdrawn.

This is a new edition. Our current policy is to keep \_\_\_\_\_ year(s) in Reference and \_\_\_\_\_ year(s) in Circulation. Please return:

---

to Technical Services to change to circulation. Please return:

---

to Technical Services to be withdrawn.

This is a new edition. We currently keep \_\_\_\_\_ years in Reference and withdraw earlier years. Please return:

---

to Technical Services to be withdrawn.

This is an added volume. It does not replace any previous volume. Please shelve.

### 2.4.2 Added Copies Procedures

When it is discovered that an item may be an added copy, the cataloger should compare the new item to the on-line bibliographic record. Items are considered to be copies when they would not require a new record to be input into OCLC as described in the *Bibliographic Formats and Standards* Section 4 *When to Input a New Record* (available at: <http://www.oclc.org/bibformats>). To summarize that information, items are considered to be copies if they have the same author and title, the same edition statement, the same publisher, and are basically of the same size.

Some differences can exist between copies. For example copies of the same title may have different printing dates; they may have different places of publication; they may have additional publishers as long as they share at least one; they may have minor differences in pagination; and other minor differences may exist.

If it is determined that the new item is a copy of an existing record, the cataloger should check with the Acquisitions Assistant to determine if the item can be returned to the publisher/vendor for a credit. If not the cataloger should add the copy as follows:

- Create a new MFHD for the new copy assuming that none already exists. Add \$t to the 852 of the new MFHD. This \$t should contain the copy number. (For example \$t 2) In the case of multivolume titles there may already be a MFHD for the appropriate copy number. \$t should precede the call number.
- Create a new item record for the copy. The item record should carry the correct copy number. A note should be added to the item record regarding any differences between the new copy and copy 1.
- Write the call number in/on the new item.
- Add the copy to the monthly statistics sheet.
- Give the item to the Catalog Assistant with instructions to prepare labels.

In rare instances, it may be desirable to add the information regarding the differences between the copies to the bibliographic record rather than the item record. This action should be taken if the differences might be of interest to the patron. For example if the subsequent copy is signed by the author. If it is decided to add the information to the bibliographic record, it should be added in a 590 note (e.g.: 590 ## \$a Copy 2 signed by author.).

In this case the MFHD Record should carry a non-public note that the bibliographic record contains information about the added copy which must be removed if that copy is not the last withdrawn or declared lost.

## 2.5 **Damaged or Replaced Videorecordings Procedures**

When a videocassette or a DVD is damaged and the decision has been made to replace it, or it has been decided to replace it for any other reason, the item should be

forwarded to Collection and Resource Management. Collection and Resource Management will withdraw the cassette or DVD and order a replacement copy. In this situation, the replacement copy will be added as the copy number of the one withdrawn in order to prevent the confusion that a missing copy of AV materials creates for the Circulation Department. This procedure is an exception to our rule for adding replacement copies (see the section [Added Copies Procedures](#) for further information). In order for this procedure to be carried out, it is *vitaly important* for the damaged or replaced videocassette to be forwarded to Collection and Resource Management to be withdrawn prior to ordering. If it is not, the replacement will have to be added as the next copy.

The videocassette to be withdrawn should be accompanied by an order card or instructions marked "Replacement" along with any special instructions regarding the disposal of the cassette or DVD. It should be forwarded to the Head of Monographic Cataloging who will withdraw the videocassette and forward the order information to the Acquisitions Assistant.

In the case of *single volume titles*, a non-public note should be added to the MFHD record explaining that the copy has been withdrawn and a replacement is on order. The location in the MFHD record should be changed to "withdrawn" and the MFHD record should be suppressed from the OPAC. The permanent location in the item record should be changed to withdrawn and the status in the item should be changed to withdrawn.

When the replacement is received, the Acquisitions Assistant will forward it to the Head of Monographic Cataloging. The Head of Monographic Cataloging will verify that it is in fact a copy and not a different edition. If it is a copy the cataloger will add it as the appropriate copy number. The original MFHD should be unsuppressed and the note including the on-order information should be removed. A new barcode and a note explaining the situation should be added to the original item record. The withdrawn status should be removed and the location corrected.

If it is not a copy, the Head of Monographic Cataloging will recatalog. In addition, all notes regarding the replacement copy on order should be removed from the withdrawn MFHD. If as a result of the above actions, the last copy/vol. attached to the original bibliographic record has been declared lost or withdrawn, then holdings should be deleted from OCLC and the bibliographic record should be suppressed in Voyager.

In the case of *multi-volume titles*, adjust the above procedure by creating a new MFHD for the withdrawn item and adding the replacement to the original MFHD when it is received.

## 2.6 Missing and Lost-System Applied Status Procedures

### 2.6.1 Statuses Defined

When an item cannot be located it is considered to be Missing. Missing constitutes an intermediate status between available and lost. If a staff member cannot locate an item it is appropriate to do a cursory search for that item. This search may include checking its shelf location; checking near its shelf location; checking obvious places where it might have been miss shelved (e.g., in ref rather than in circ, etc.); checking the item record for alternate shelving information or circulation status. If the item cannot be located after a quick check then the status “Missing” should be added to the item record.

When a charged item has been overdue for more than 90 days, the system automatically applies a Lost-System Applied status. Unlike items that have been formally declared lost by library staff, these items are still visible in the OPAC and may be checked out in spite of the “lost” status. Unless a library staff member intervenes, these items will remain in the catalog as “lost” indefinitely.

### 2.6.2 Clean-up Procedures

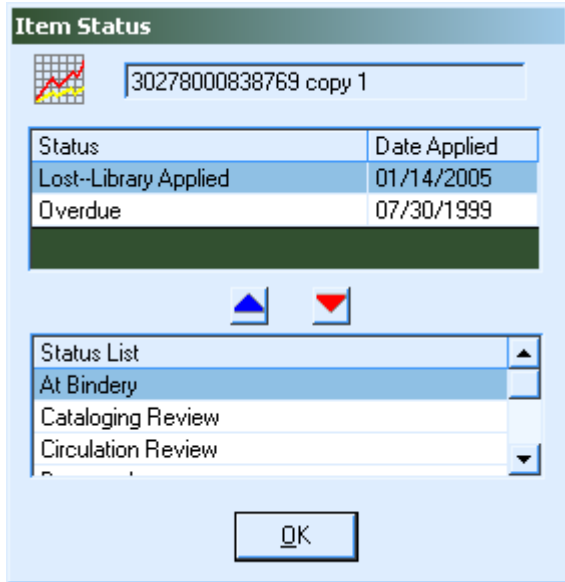
Each year at the beginning of summer semester, an Access report should be generated which will list all items with a Missing or Lost-System Applied status. This list should be forwarded to Access & Information Services. Access & Information Services staff will search for the materials on the list by checking the shelf and in some cases attempting to recall the materials from the patron. After this search is complete, the list will be returned to Collection and Resource Management. Collection and Resource Management staff will declare lost any items which were assigned a lost-system applied or missing status more than one year ago and which have been marked by Access & Information Services as not on shelf (NOS).

Following is a detailed description for declaring the last copy/vol. of a title lost. See the lost and withdrawn procedures in this manual for more information about lost and withdrawn procedures.

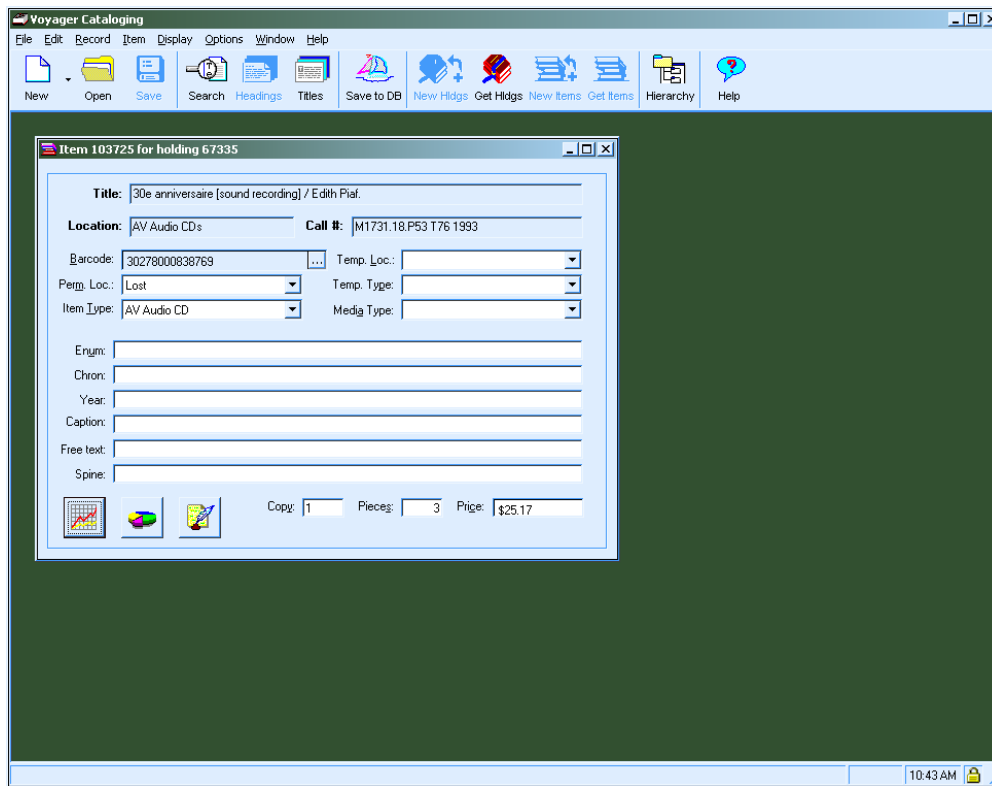
The following steps should be followed for items that are the last copy/vol. attached to a bib record:

- Identify items that have a lost-system applied status more than one year old and are NOS and retrieve the item record by the bar code number.
- Check the hierarchy to be sure that the item record is for the last copy/vol. attached to the bib record. (If there are other copy/vols attached, the procedure will vary slightly. Consult with the Head of Monographic Cataloging or the Head of Collection and Resource Management for guidance when declaring these items lost.)

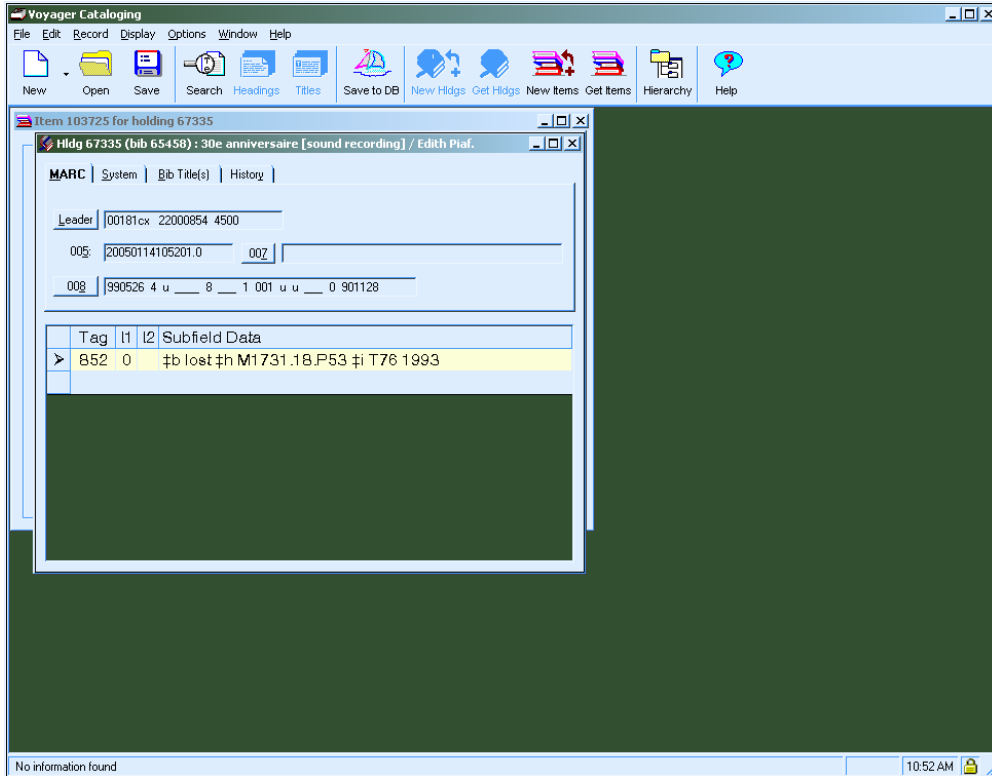
- Open the status dialog box of the item record and remove the lost-system applied or missing status. Add a lost-library applied status. And click OK.



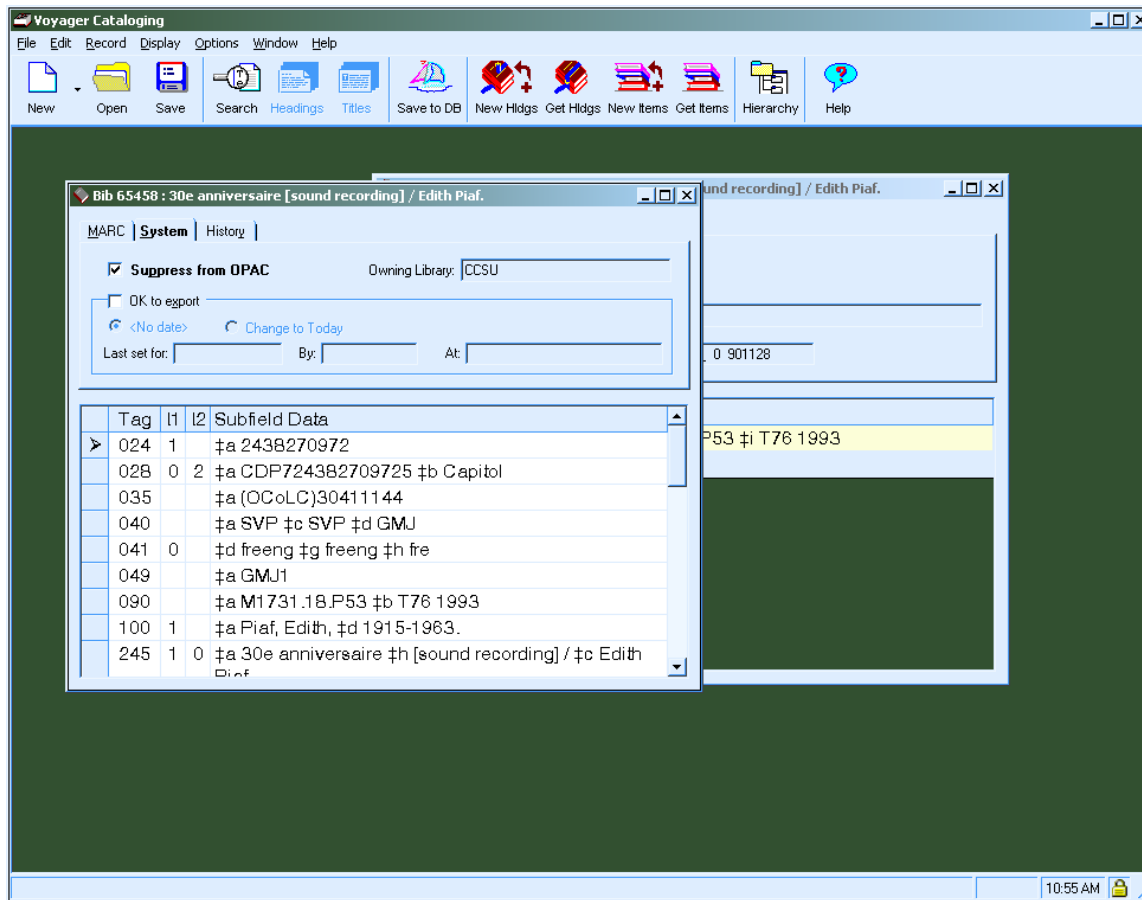
- Change the permanent location in the item record to Lost.



- Save the item record to the database.
- Retrieve the MFHD record.
- Change the location in the MFHD to lost and save the holding record.



- Retrieve the bibliographic record.
- Under the System tab choose “Suppress from OPAC” and save the record to the database.



- Copy the OCLC number from the 035 field of the bibliographic record.
- Using Connexion, retrieve the bibliographic record with the OCLC number and delete holdings from OCLC.
- Put a check mark next to the item on the list of items that are lost-system applied or missing to indicate that the process is complete.

When completed, the list should be forwarded to the Head of Access & Information Services to determine if any of the lost titles should be replaced.

## 2.7 Lost and Withdrawn Procedures

### 2.7.1 Lost Procedures

There are two situations that account for the majority items being declared lost:

- Materials that have carried a Missing or Lost-System Applied status for more than a year and can still not be located will be declared lost. (See the section [Clean-up Procedures](#) for more information.)
- Patrons may report that they cannot locate materials that have been charged to them and will choose to pay for the item. Access & Information Services will notify Collection and Resource Management regarding items that should be declared lost.

After receiving notification from Circulation that an item is lost, Collection and Resource Management will:

- Add the item status Lost – Library Applied.
- Remove the item statuses Missing or Lost – System Applied if they are present.
- Change the item location to Lost.
- Change the MFHD location to Lost and suppressing it from the OPAC. If there are multiple volumes attached to the MFHD, then a new MFHD with a location of lost should be created. The item involved should be linked to the new MFHD.
- Remove any copy specific information from the bibliographic record for multiple copy records. If the copy being declared lost is other than copy 1, the item record will be checked for notes regarding information that may have been added to the bibliographic record about special characteristics of the copy (e.g. A note: Copy 2 signed by author has been added to the bib record).

If the last copy or volume is being declared lost, then the bibliographic record should be suppressed from the OPAC. Holdings should be deleted from OCLC when the last copy or volume of a title is declared lost. Print the bibliographic record and forward to the Head of Access & Information Services with a note that all copies of the item have been declared lost. This notification allows Access & Information Services to determine if a title should be replaced

Detailed instructions for declaring the last copy attached to a bibliographic record lost are available at the end of this section.

### 2.7.2 Withdrawn Procedures

Volumes for serials with a limited retention are withdrawn routinely. These volumes are returned to Collection and Resource Management by Access & Information Services based on instructions given on the Reference Action Slip (for further information see the



section [Added Volumes Procedures](#)). Once the cataloger has verified that the correct volume(s) has been returned, the cataloger will:

- Change the location of the item record to withdrawn.
- Give the item a withdrawn status.
- Relink the item to a Withdrawn MFHD. If a Withdrawn MFHD does not exist for the title, then it should be created.
- Correct holdings on both the Withdrawn MFHD and the Reference or Circulating MFHD.
- Forward the withdrawn volumes to the Library Assistant with instructions to process as withdrawn.

Access & Information Services will determine when other materials should be withdrawn based on their collection development and weeding guidelines. These materials will be forwarded to Collection and Resource Management. Collection and Resource Management will:

- Change the item location to Withdrawn.
- Add the item status Withdrawn.
- Change the MFHD location to withdrawn and suppress it in the OPAC. If there are multiple volumes attached to the MFHD, then a new MFHD with a location of withdrawn should be created and suppressed in the OPAC. The item involved should be linked to the new MFHD.
- Remove any copy specific information from the bibliographic record for multiple copy records. If the copy being withdrawn is other than copy 1, the item record will be checked for notes regarding information that may have been added to the bibliographic record about special characteristics of the copy (e.g. A note: Copy 2 signed by author has been added to the bib record).

If the last copy or volume is being withdrawn, then the bibliographic record should be suppressed from the OPAC. Holdings should be deleted from OCLC when the last copy or volume of a title is withdrawn. If the book was withdrawn because of damage, print the bibliographic record and forward to the Head of Access & Information Services with a note that the damaged item has been withdrawn. This notification allows Access & Information Services to determine if a title should be replaced.

All withdrawn materials should be sent to processing where the processing procedures for withdrawing a book will be carried out. This procedure includes marking out all Clayton State property stamps and stamping the title page with the word "WITHDRAWN" in red. The item will be discarded if it is badly damaged or mutilated. Otherwise, withdrawn books will be shelved in a special location until they can be forwarded to State Surplus. The Cataloging Assistant prepares a list of withdrawn titles as they are boxed for State Surplus. A copy of this list is sent to State Surplus along with the materials and another copy is kept on file in the department.

### 2.7.3 Last Copy in the University System of Georgia

In order to assist in the effort that the University of Georgia is making to preserve unique materials held in the libraries of the University System of Georgia, each monographic item that is being withdrawn will be checked against the union catalog to determine if it is the last copy of that title in the System. For serial titles, if a serial volume has been superseded, there is no need to consider the older volumes as “last copy”. If a serial ceases, then only the last volume needs to be checked against the Union Catalog to determine if it should be preserved. If an item is the last copy in the System, all property stamps and barcodes should be marked through but the item does not need to be stamped WITHDRAWN. The item should then be sent to the Head of Acquisitions at the University of Georgia, at the following address:

Head of Acquisitions  
University of Georgia  
Main Library  
Athens, GA 30602

These materials should be labeled as “Last copy in Georgia”. If there is a large quantity of material to be sent, please contact the Head of Acquisitions in advance by phone or e-mail.

## 2.8 Retrospective Contents Enhancement Procedures

The cataloger will select titles for contents enhancement by inspecting the cards in the shelflist. The cataloger should go through the shelflist card by card watching for indications that a contents enhancement may be needed according to the criteria set forth in the Contents Enhancement Policy. These include the presence of a contents note on the card or the words collection, collected, anthology, stories, poems, etc. in the title.

Once the cataloger has identified a title that requires enhancement, the card should be pulled from the shelflist. The cataloger then checks the online record for the presence of a contents note. From this point, the procedure should follow one of three basic scenarios.

- There is a contents note in the on-line record. The cataloger then enhances the note based on OCLC instructions.
- There is not a contents note in the on-line record but there is a contents note on the shelflist. The cataloger adds an enhanced contents note to the on-line record based on the information in the contents note on the shelflist.
- There is not a contents note in the on-line record or on the shelflist. The cataloger finds the book on the shelf, gives it a temporary location of Cataloging, and adds an enhanced contents note to the on-line record based on an inspection of the book.

Once the contents have been enhanced, the cataloger should add EC for “Enhanced Contents” in pencil to the upper right hand corner of the shelflist. The Shelflist should then be refiled. The temporary location should be removed and the book returned to the shelf.

See the following examples of contents note forms:

The following punctuation conventions should be followed when adding contents:

For single titles with single authors, use the following:

\$t Title / \$r Author -- \$t Title / \$r Author -- \$t Title / \$r Author.

For single titles with multiple authors performing the same function, use the following:

\$t Title / \$r Author, Author -- \$t Title / \$r Author, Author.

For single titles with multiple authors performing different functions, use the following:

\$t Title / \$r Author ; Author -- \$t Title / \$r Author ; Author.

For multiple titles, use the following:

\$t Title -- \$t Title -- \$t Title -- \$t Title -- \$t Title -- \$t Title -- \$t Title -- \$t Title.

For multiple titles with single authors, use the following:

\$t Title ; \$t Title / \$r Author -- \$t Title ; \$t Title / \$r Author.

For main titles and part titles, use the following:

\$t Main title. \$t Part title ; \$t Part title -- \$t Main title. \$t Part title ; \$t Part title -- \$t Main title. \$t Part title ; \$t Part title.

For a list of authors using only surnames or using the full name in direct order (i.e. Smith or John Smith), use the following:

\$r Author, Author, Author, Author, Author, Author, Author, Author.

For a list of authors using surname and forename in inverted order (i.e. Smith, John), use the following:

\$r Author surname, forename ; Author surname, forename ; Author surname, forename ; Author surname, forename.

## 2.9 Creating OCLC Local Holding Records for Non-Circulating Materials

The purpose of creating local holding records for non-circulating materials is to assist interlibrary loan staff by deflecting ILL requests for materials that we will not loan. The instructions below should be followed for the following materials: Reference books, Ready Reference books, Legal books, Non-Circulating Music, Special Collections and any other books that will not circulate. Deflection of requests for audio-visual materials will be handled by suppressing requests by material type through the ILL interface.

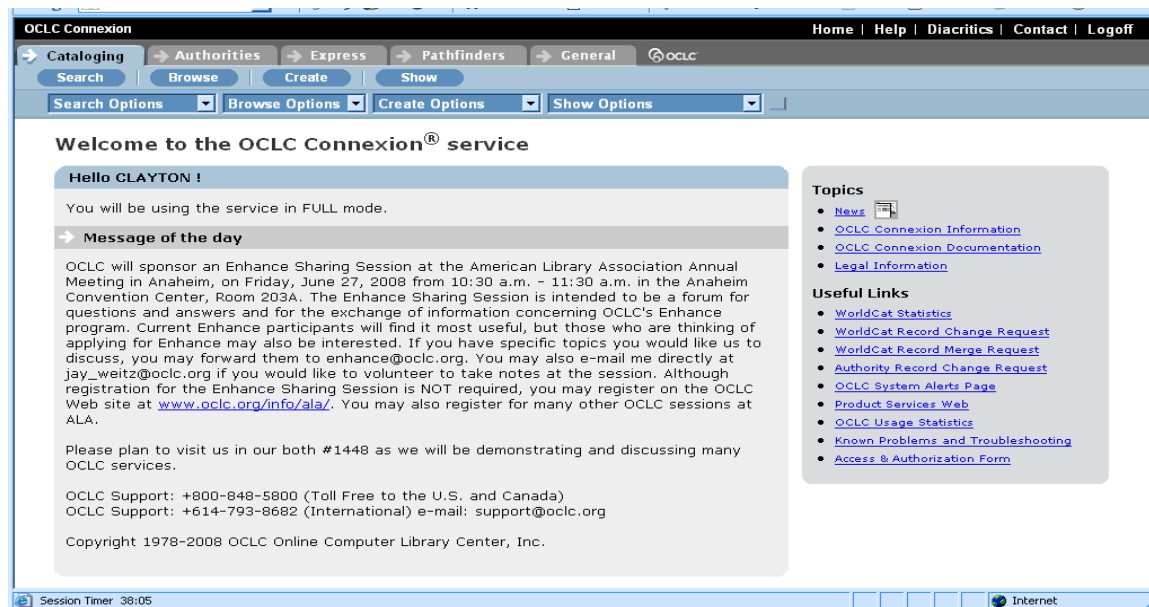
Local Holding Records (LHRs) are created using the OCLC Connexion Web version. At this time LHRs cannot be created through the Connexion Client interface. To access Connexion on the web go to:

<http://connexion.oclc.org/>

At the logon screen enter a full level authorization number and password. These may be obtained from the Head of Collection and Resource Management.

Step 1: Retrieve the bibliographic record that will have the LHR linked to it.

Click on the Search Tab at the top of the screen:



The easiest way to retrieve a specific OCLC record is to enter the OCLC # search in the command line as illustrated below. And hit enter or click the search button. The system responds with a bibliographic record.

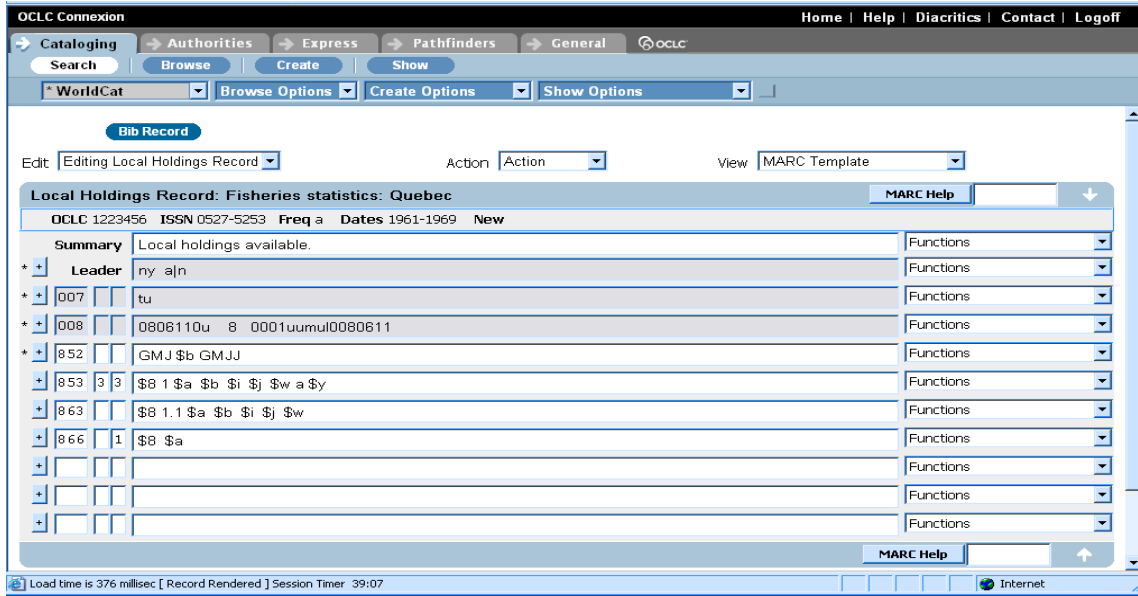
The screenshot shows the OCLC Connexion search interface. The 'Command Line Search' section has a search box containing '#1223456'. Below the search box, there are options for 'Show' (Bibliographic Record), 'If Single Record Found', and 'Include indexes' (WorldCat). There are 'Search' and 'Clear Search' buttons. To the right, there are two 'Quick Tip' boxes. The first tip says: 'Use for derived, keyword or phrase searches. Include the Scan command (sca) if doing scans.' The second tip says: 'Use <ALT><Y> to switch between short and long lists of indexes. Use <ALT><Z> to switch between the short and long list of languages.' Below the search section is a 'Keyword/Numeric Search' section with various filters like ISBN, Name, Title, Language, Mat. Type, Source, Years, Format, Microform, Internet, and Holdings. There are also 'Search', 'More Indexes', 'More Languages', and 'Clear Search' buttons.

## Step 2: Create the Local Holdings Record

From the Action menu on the bib record display select <Create Local Holdings>

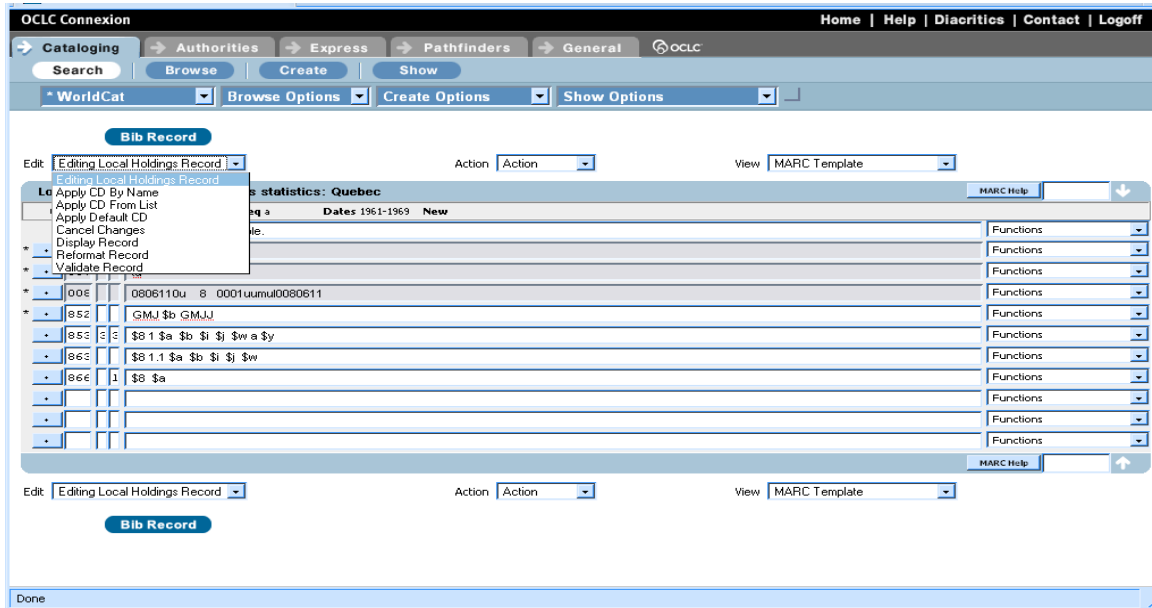
The screenshot shows the OCLC Connexion record display for OCLC 1223456. The record title is 'WorldCat: Fisheries statistics: Quebec'. The 'Action' menu is open, showing options like 'Alternate Produce', 'Create Local Holdings', 'Export Record in MARC', 'Lock Master Record', 'Mark For Export', 'Mark For Label', 'Print Record', 'Produce', 'Report Error', and 'Save Record'. The 'Create Local Holdings' option is selected. The record details show 'OCLC 1223456' and 'No holdings in GMJ'. The 'MARC Template' is set to 'MARC Help'. The record fields are displayed in a table format, including fields like 022, 029, 041, 043, 050, 082, 082, and 090. The 'Dates' field is set to 1961, 1969.

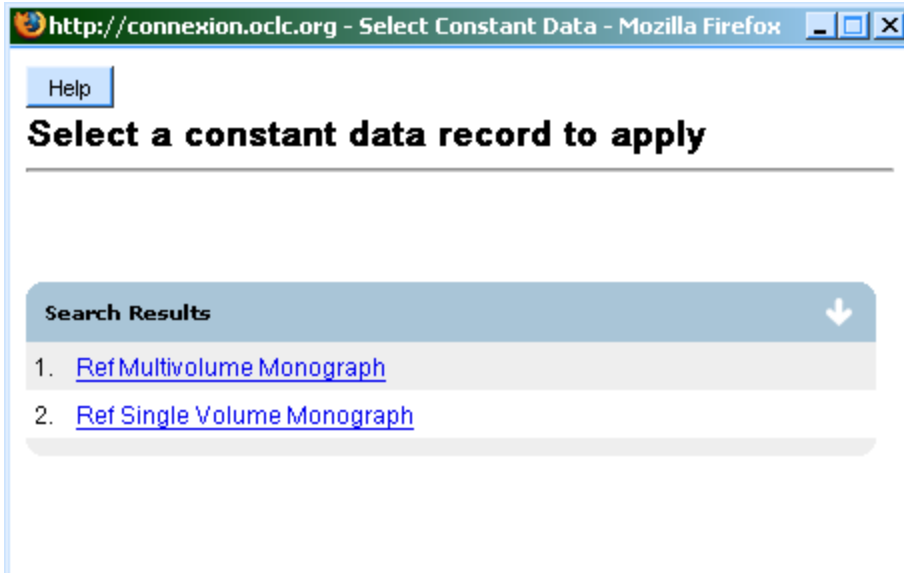
The system responds with an LHR workflow.



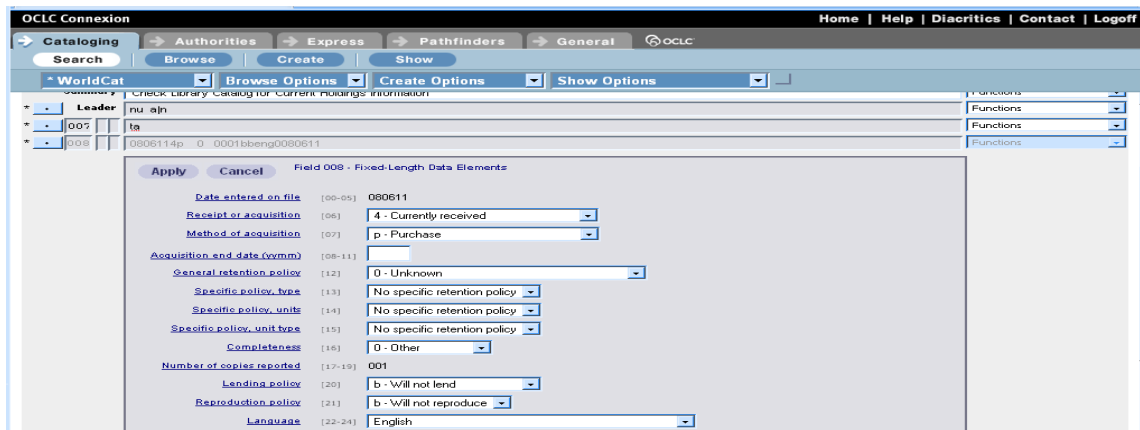
### Step 3: Edit the Local Holding Record

From the Edit menu select Apply CD From List or if you have selected a default constant data you may select Apply Default CD. You may create additional constant data records as needed.





Select the appropriate constant data from the list. The leader, 007 and 008 fields should be correctly coded. It is important that the Lending Policy and the Reproduction policy be set to “Will not lend” and “Will not Reproduce”. If you create additional constant data records or create the LHR without using constant data, it is important that these two elements are coded correctly.



Using the function menu at the right delete the 853 and 863 fields:

OCLC Connexion

Home | Help | Diacritics | Contact | Logoff

Cataloging Authorities Express Pathfinders General OCLC

Search Browse Create Show

WorldCat Browse Options Create Options Show Options

Bib Record

Edit: Editing Local Holdings Record Action: Action View: MARC Template

Constant Data applied

Local Holdings Record: The psychology of communication

OCLC 1234 Dates 1969-1968 New

Summary CSU Library copy not available for ILL.

Field	Value	Functions
Leader	nx a20	Functions
007	ta	Functions
008	0806182p 8 4001bbeng0080618	Functions
852	GMJ \$b GMJR	Functions
853	\$8 1	Functions
863	\$8 1.1	Functions

Edit: Editing Local Holdings Record Action: Action View: MARC Template

Bib Record

If a multi-part set or a serial title is being cataloged, add holdings information in the 866 field in the same form as it appears in the Voyager MFHD record. Also record the holdings in the Summary field.

OCLC Connexion

Home | Help | Diacritics | Contact | Logoff

Cataloging Authorities Express Pathfinders General OCLC

Search Browse Create Show

WorldCat Browse Options Create Options Show Options

Bib Record

Edit: Editing Local Holdings Record Action: Action View: MARC Template

Record validated

Local Holdings Record: The psychology of communication

OCLC 1234 Dates 1969-1968 New

Summary v.1-v.22

Field	Value	Functions
Leader	nx a3n	Functions
007	ta	Functions
008	0806182p 0 0001bbeng0080618	Functions
852	GMJ \$b GMJR	Functions
866	\$8 0 \$a v.1-v.22	Functions

Edit: Editing Local Holdings Record Action: Action View: MARC Template

Bib Record

If a single part item is being cataloged, there will not be an 866 field and the Summary will read: CSU Library copy not available for ILL.

#### Step 4: Save Record

When editing is complete, select <Add Record> from the Action Menu.



## 2.10 Center for Instructional Development Library Procedures

The CSU Library Collection and Resource Management Department has agreed to catalog materials owned by the Center for Instructional Development. These materials make up the Center for Instructional Development Library and are available for use by CSU faculty. The following procedures will be followed in the cataloging and processing of these materials.

1. A small number of books (20 or less) will be brought to the Collection and Resource Management Department at a time for processing.
2. The cataloger will check the CSU online catalog to determine if the CSU Library holds a copy of this title. If so, skip to step 6. If not, continue as follows.
3. The cataloger will retrieve a bibliographic record from OCLC and catalog the item following normal departmental procedures with the following exceptions:
  - LC call numbers will be removed. The local call number will begin with the shelving designation followed by the author's last name. The call number should be tagged as follows: 099 ## \$a <shelving designation> \$a <author's name> (e.g.: 099 ## \$a Adjunct Faculty \$a Greive).
  - OCLC will NOT be updated to add holdings for GMJ
4. The bibliographic record will be exported to Voyager from Connexion.
5. The bibliographic record will be imported into Voyager and marked to export to Marcive.
6. A holding record will be created. The first indicator of the 852 should be coded 8 and the location code for the 852 will be "cid" (e.g.: 852 8# \$b cid \$h Adjunct Faculty \$i Greive).
7. An item record will be created. The permanent location and item type will be: Center for Instr. Dev.
8. The bib record will be deleted from Connexion. OCLC will NOT be updated.
9. Labels will be created using the OCLC Label software. The label will contain a holding library stamp of CID, the shelving designation, the author's name. The cataloger will abbreviate the shelving designation as necessary. A list of the forms used should be maintained to insure uniformity. Following is an example of the label format:
 

CID  
Adjunct  
Faculty  
Grieve
10. The label will be applied according to established Department practice.
11. No other processing will be performed.
12. The books will be returned to the Center for Instructional Development