

## GEORGIA PERIMETER COLLEGE LIBRARY TECHNICAL SERVICES

### COPY CATALOGING OF NEW BOOKS FOR GPC AND GWINNETT

Cataloging describes, organizes, and provides access to all types of materials added to our collection. Georgia Perimeter College cataloging procedures are based on *Anglo-American Cataloguing Rules, 2nd ed.*(AACR2); *Library of Congress Rule Interpretations* (LCRI); the Library of Congress Subject Headings (LCSH); the Library of Congress Classification (LCC); and *OCLC Bibliographic Formats and Standards*. The following guidelines are intended to assist Georgia Perimeter College copy catalogers in editing/verifying bibliographic records (bib records) for the Voyager database.

#### I. BASIC SEARCHING PROCEDURES

The Voyager search dialog box allows for four types of searching.

- Keyword
- Index Selection
- Builder
- History

To find a bib record for the item in hand, try to search Voyager initially by title with an **Index Selection** search, then, if necessary, by ISBN (International Standard Book Number) with a **Keyword** search. If you cannot find a corresponding bib record either way, write "no bib" on a post-it note, place it on the book, and place the book on the problem shelf.

#### **Index Selection:**

To search by title, use the **Index Selection** search tab, selecting **Title** from the drop down list of search limits. Type the exact title from the title page of the item in hand into the **Search for:** box, dropping any initial articles.

#### **Example:**

#### **Incorrect:**

The Internet under the hood

#### **Correct:**

Internet under the hood

Voyager does allow you to truncate left-anchored searches, so you could also type "Internet under," etc. If the corresponding title is in our database, the bib record, or multiple bib records will appear. Be careful to select the appropriate bib for the item in hand, using the instructions outlined in section

II of this document. If you see two bib records that you feel are duplicates, write "duplicate bibs" on a post-it, place it on the book, and place the book on the problem shelf. If the corresponding title is in not in our database, you will receive a message box indicating that no matches were found for that title.

**Keyword:**

To search by ISBN, use the **Keyword** search tab. Type the ISBN in the **Search for:** box, omitting any punctuation or spaces. You may select the **Free Text** or **Boolean** option. Then click **Do Search** or press **Enter**. If the corresponding ISBN is in our database, the bib record will appear. If not, you will receive a message box indicating that no matches were found for that ISBN.

## II. FINDING THE RIGHT RECORD & ROUTING THE BOOK CORRECTLY

To match a bib record found in Voyager to the item in hand, briefly check the following fields against the information on the piece:

- 100 & 245: Author and title information
- 250: Edition statement
- 260: Publication, Distribution, Etc.
- 300: Physical description
- 440 or 490: Series statement

**ISBNs for different bindings** (such as paperback versus hardback) are often entered on the same record. For example, if you have the paperback copy in hand, the available record is for the hardback copy, and everything else matches, then accept the record and add an additional 020 for the paperback copy. Also add any parenthetical ISBN information found on the book. If you are cataloging a multi-volume set, do not forget to add the ISBNs for the set and each volume. If the item in hand lists ISBNs for multiple bindings, add these ISBNs to the record regardless of whether or not the library holds the other bindings. Do not enter ISBNs for different formats, such as e-books.

**Examples:**

- 020 †a 1555535712 (cloth : alk. paper)
- 020 †a 1555535704 (pbk. : alk. paper)
  
- 020 †a 0787665878 (set : hardcover : alk. paper)
- 020 †a 0787665886 (v. 1 : hardcover : alk. paper)
- 020 †a 0787665894 (v. 2 : hardcover : alk. paper)
- 020 †a 0787665908 (v. 3 : hardcover : alk. paper)

The presence of a **specific edition statement** on the item in hand would denote a new edition of the book that requires its own record. This edition

statement may contain numbers and/or words such as *edition* or *version*. **If the bib record found has an edition statement that does not match the information on the item in hand, put the book on the problem shelf.**

**Examples:**

On verso:

"1st Owl Books edition"

In bib record:

250 †a 1st ed.

*Not a match. Problem Shelf.*

On verso:

"Revised 2nd edition"

In bib record:

250 †a Rev. 2nd ed.

*Match. Continue cataloging.*

After establishing that the bib record you have found matches the item in hand, then see if it is one of the **three types of records** that copy catalogers work with. To identify these records look for the following scenarios:

- **Anything already cataloged**

After verifying that the record matches the item in hand, check the hierarchy for existing copies. If the item has been cataloged previously, you may add the current copy regardless of what symbols are in the 040 field.

- **DLC/DLC** (Library of Congress) or **DNLM/DLC** (National Library of Medicine in cooperation with Library of Congress)

**Examples:**

040 †a DLC †c DLC

040 †a DLC †c DLC †d [Modifying agency]

040 †a DNLM/DLC †c DLC

- **DLC records edited/updated by Baker & Taylor**

**Example:**

040 †a DLC †c DLC †d NjBwBT

**If the item in hand is attached to any type of record other than the three previously mentioned, do not catalog the book. Put it on the problem shelf.**

**DLC/Baker & Taylor** records should be given special attention and checked very thoroughly. These records often have similar mistakes that copy

catalogers should be aware of. See Section III for these mistakes, and other editing considerations, detailed field by field. **If there is any doubt about a DLC/Baker & Taylor record, do not catalog the book. Put it on the problem shelf.**

### III. EDITING BIB RECORDS BY FIELD

Once the appropriate record has been matched with the item in hand and general information has been checked, the record should be edited accordingly. For more detailed information about contents and tagging of individual MARC fields see [OCLC Bibliographic Formats and Standards](#).

- 008** Clicking on the 008 button in a bib record in Voyager will bring up these fixed fields in a formatted display. Glance at these fields to see that they correspond to the information in the variable fields of the bib record. Pay particular attention to **Publication Status, Date 1, Date 2, Place of Publication, Illustrations, Content, and Index.**
- 020** Add alternate ISBNs as found. (If you are cataloging the paperback copy, and the record is lacking the hardcover ISBN, add it.)
- 035** Delete all 035 fields except for those containing OCLC numbers  
Example:  
035 ‡a (OCoLC)ocm47844476
- 043** The 043 fields are missing in DLC/Baker & Taylor records. Add missing 043‡a fields for geographic areas reflected in the record's subject headings. For the appropriate codes, refer to the [MARC Code List for Geographic Areas](#). The cataloger may use a maximum of three codes. Each geographic area code has seven character positions, which can only be filled by lowercase letters or hyphens. For example, the code for the United States is **n-us**, therefore the copy cataloger would fill the remaining three character positions with hyphens, resulting in **n-us---**
- Examples:**
- 043 ‡a n-us-ms  
650 \_0 ‡a Manuscripts, American ‡z Mississippi.
- 043 ‡a n-us--- ‡a n-cn--- ‡a e-uk---  
650 ‡a Art ‡z United States ‡x History ‡y 20th century.

650 †a Art †z Canada †x History †y 20th century.  
650 †a Art †z Great Britain †x History †y 20th century.

**050/090** Verify and edit the call number as needed. Make sure that the decimal is in front of the first (or only) cutter. Watch for incorrect dates. The date should match the date on the piece and should be the same in the fixed field (008), the 050 or 090, and the 260†c.

**Examples:**

**Incorrect:** †a HC103. †b F59 2001      **Correct:** †a HC103 †b .F59 2001

**Incorrect:** †a PN4900.D5 †b .C6 1961      **Correct:** †a PN4900.D5 †b C6 1961

If the call number has a lowercase x after the year, delete the x and leave the rest of the call number the same.

**Example:**

**In record:**  
†a PS3556.R33372 †b S94 2000x

**Change to:**  
†a PS3556.R33372 †b S94 2000

**NOTES:**

**If the call number is in the PZ range**, write "PZ" on a post-it, put it on the book, and put the book on the problem shelf.

**If there is a second †a present in 050/090 field**, write "2 call numbers" on a post-it, put it on the book, and put the book on the problem shelf. These are alternative classification numbers provided by the Library of Congress and a librarian will have to decide which is the most appropriate for our collections.

**Example:**  
090 †a Z631.N32 2000 †a HF3213

**After checking the call number, do not forget to pencil it on the upper left corner of the title page verso.**

## 100

If the names in the 245‡c include terms like editor, compiler, translator, etc., do not enter these names in a 100 field. They will be entered later in 700 fields.

The 100 field is particularly problematic in DLC/Baker & Taylor records. Check all 100 fields for the correct indicators. If a 100 field contains information about editors (Edt), delete the 100 field, and change the first indicator in 245 field to 0. If they aren't already there, add 700s for the names deleted from the 100.

### Example:

#### Incorrect:

```
100 00   ‡a O'Brien, Patrick Karl (Edt)
245 10   ‡a Oxford atlas of world history / ‡c Patrick K.
          O'Brien, editor.
```

#### Correct:

```
245 00   ‡a Oxford atlas of world history / ‡c Patrick K.
          O'Brien, editor
700 1_   ‡a O'Brien, Patrick Karl.
```

## 245

The title and statement of responsibility should **always** match the title page (or other chief source of information) exactly, including errors, punctuation, or abbreviations. (See a librarian for the correct procedure of noting an error in the 245).

**When cataloging CIP copy, pay particular attention to the 245, as this information may have changed after publication.**

The **first indicator** in the 245 specifies whether or not the record is author or title main entry. If a 100 field is present, the record is author main entry and the first indicator of the 245 should be 1. If there is no 100 field, then the record is title main entry and the first indicator of the 245 should be 0.

### Examples:

```
100 1_   ‡a Alcott, Louisa May, ‡d 1832-1888.
245 10   ‡a Little women / ‡c Louisa May Alcott.

245 00   ‡a Nutrition notes / ‡c Ester L. Schmitt, editor.
700 1_   ‡a Schmitt, Ester L.
```

The **second indicator** in the 245 is the filing indicator. Filing indicators are used when a title begins with a definite or

indefinite article that is disregarded in sorting and filing processes. We can have up to 9 non-filing characters present. **Always pay careful attention to the filing indicators in the 245, but particularly on DLC/Baker & Taylor records.**

To establish the correct filing indicator enter the number of characters in the article, plus spaces, punctuation, and diacritics that precede the first significant word. **When there are more than 4 characters present, note that on a post-it, and put the book to the problem shelf.**

**Example:**

**Incorrect:**

245 10 ‡a A tribute to a hero  
245 12 ‡a La cause du peuple  
245 00 ‡a The ultimate field guide to the U.S. economy

**Correct:**

245 12 ‡a A tribute to a hero  
245 13 ‡a La cause du peuple  
245 04 ‡a The ultimate field guide to the U.S. economy

- ‡a Capitalization** in the 245 does not follow standard usage. Capitalize only the first word or article of the title, proper adjectives, and proper nouns. Titles of other works occurring within the main title are treated as if they were independent titles, capitalizing the first word of the title, proper adjectives, and proper nouns. (see first example below).

**Examples:**

245 00 ‡a Readings on the Adventures of Huckleberry Finn / ‡c Katie de Koster, book editor.  
245 14 ‡a The essential Johnny Cash / ‡c Johnny Cash.  
245 04 ‡a The encyclopedia of Protestantism / ‡c Hans J. Hillerbrand, editor.

- ‡c** Bracket any information in the 245‡c that does not come from the title page (the chief source of information for this area). For example, an author statement taken from the verso of a title page should be enclosed in square brackets.

If a single statement of responsibility names **more than three individuals or corporate bodies** performing the same function (authors, editors, etc.), all but the first is omitted. The omission is indicated by " ... [et al.]" in the 245‡c, and the first

named individual is given a 700. There will be no 100. This is commonly known as **the rule of three**.

**Example:**

245 00 ‡a America's radical right / ‡c Ben Smith ... [et al.].  
700 1\_ ‡a Smith, Ben.

**240/246** Keep all 240 fields on the bib record.

If a 246 field (variant title) is present, check it and correct it as needed. Unlike the 245, the second indicator in the 246 is not a filing indicator. Instead, it records the type of variant title (cover, spine, etc.). In light of this, delete any initial articles present in the 246 (a, an, the) and capitalize the first word of the title. Ask a librarian before adding new variant titles to the bib record. **The 246 never ends with a period.**

**Example:**

**Incorrect:**

246 30 ‡a The introduction to biology

**Correct:**

246 30 ‡a Introduction to biology

**250** Edition information on the item in hand should correspond to the edition information in the record. The edition statement will use words such as edition or version. Notice that many words in the 250 are abbreviated, such as edition (ed.), paperback (pbk.), and revised (rev.). Also, ordinal numbers are expressed in their abbreviated form ("1st" not "First").

**Examples:**

250 ‡a 2nd ed.  
250 ‡a 1st pbk. ed.  
250 ‡a Rev.

**260 ‡a** The place of publication is taken from the title page, then the verso if the information is not given on the t.p. If multiple locations are given, always enter the first listed. If the first listed is in the United States, stop here. If not, enter the first listed foreign location, then the first listed U.S. location in a second ‡a. Make sure that the first listed **260‡a** corresponds to the **Place of Publication** field in the **008**.

**Examples:**

t.p. reads: London, New York, Chicago  
260 ‡a London ; ‡a New York

t.p. reads: New York, Chicago, London  
260 ‡a New York

There is no need to enter the U.S. state or country, if the city is reasonably well-known, such as New York or Chicago. If not, the U.S. state (or country for cities outside the U.S.) may be supplied from the t.p. or verso. If the state is listed as a postal code (GA=Georgia) or AACR2 abbreviation (Ga.=Georgia), transcribe it as such. If it is spelled out completely or abbreviated in any other way, use the AACR2 abbreviation. For a list of AACR2 abbreviations and postal codes for U.S. states, see AACR2 B.14 or

<http://lib.usm.edu/~techserv/cat/tools/postal.htm>

- ‡c Pay careful attention to dates. If the dates on the item in hand and in the bib record do not match, the title may need a new record and should be put on the problem shelf. If you are upgrading CIP, take extra care to establish the correct date. Anticipated dates of publication sometimes vary from the actual ones.

The date in an **edition statement** is given the highest priority.

**Example:**

On verso: 1st Anchor Books ed., 2003  
260 ‡c 2003.

If there is no dated edition statement, then the date of **publication** is given.

**Example:**

On verso: Published in 1991 by Oxford University Press  
or  
On t.p.: Oxford University Press 1991  
260 ‡c 1991.

If the date of publication is unknown, then the **copyright** date is given.

**Example:**

On verso: ©2001  
260 ‡c c2001.

If publication and copyright dates are both present, the publication date only is given, unless the dates differ. In this case, the copyright date can be added and the publication date will be used in the call number. **Remember to check that the fixed fields of Publication Status, Date 1, and Date 2 reflect what is in the 260†c.**

**Examples:**

On verso: First published in 2001, ©2001  
Publication Status: s  
Date 1 (yyyy): 2001  
Date 2 (yyyy): \_\_\_\_\_  
050 \_4 †a HC103 †b .F59 2001  
260 †c 2001.

On verso: First published in 2001, ©1998  
Publication Status: t  
Date 1 (yyyy): 2001  
Date 2 (yyyy): 1998  
050 \_4 †a RT55 †b .N77 2001  
260 †c 2001, c1998.

**Printing** dates or dates of manufacture, such as “1967 printing” are not used in the 260†c and should be ignored.

**If you receive a book with a copyright date that is later than the year in which the book was received, accept the copyright date as is.** This happens frequently near the end of the year. For example, it is August 2004 and you receive a book that lists no date other than “c2005.” You would use “c2005” in the 260†c.

**If you have any doubt about the 260†c, ask a librarian or place the book on the problem shelf.**

**263** Anticipated date of publication. Delete.

**300** Check page numbering, illustrations and plates, and the height of the item. If 300 field is incomplete, the record is probably CIP (a record prepared by the Library of congress prior to the book’s publication). Fill in the information according to the rules.

**Examples:**

300 †a viii, 318 p., [16] p. of plates : †b col. ill. ; †c 25 cm.  
300 †a vi, 262 p. ; †c 30 cm. + †e 1 CD-ROM (4 3/4 in.)

300 ‡a 1 v. (unpaged) : ‡b ill. (some col.), maps ; ‡c 20 cm.  
300 ‡a 92 p. ; ‡c 20 cm.  
300 ‡a 1 v. (various pagings) : ‡b ill. ; ‡c 32 cm.

**Open entries:** Multi-part items that are not yet complete will not have pagination or a number of volumes in the 300‡a (see example below). **Do not catalog these items. Put them on the problem shelf.**

**Example:**

**Incomplete:**

300 ‡a v. : ‡b ill. ; ‡c 23 cm.

**Complete:**

300 ‡a 12 v. : ‡b ill. ; ‡c 23 cm.

**‡b** The 300‡b should directly correspond to the illustration codes in the 008 fixed fields.

**Examples:**

Illustrations 1: a  
Illustrations 2: b  
Illustrations 3: \_  
Illustrations 4: \_  
300 ‡b col. ill., maps

Illustrations 1: a  
Illustrations 2: \_  
Illustrations 3: \_  
Illustrations 4: \_  
300 ‡b ill.

Fuller descriptions of illustrative matter (such as ports., music, and forms) are optional. It is current Library of Congress practice to only use the terms **ill.** or **map** to describe illustrations. If the record contains fuller data, it may be verified against the item and left "as is." **Do not supply extra descriptions of illustrative matter other than ill. or map.**

**Tables** are not considered to be illustrations. If the item in hand contains only tables the subfield b should be omitted and the Illustration fields in the 008 should be left blank.

**‡c** When measuring the item in hand, measure the height in centimeters, rounding up to the next centimeter. **Give the height only unless:**

The width of the volume is less than half the height:  
300 ‡c 20 x 8 cm.

or

The width of the volume is greater than the height:  
300 ‡c 20 x 32 cm.

When both height and width are given, the height comes first, then the width, with a lowercase x in between them.

- ‡e If the book comes with any **accompanying material** (CD-ROM, computer disk, teacher's guide, etc.) leave this material in the book, check for the presence of a 300‡e, and put a post-it note on the cover stating "with CD" etc., to alert the processors to the accompanying material. **If the accompanying material mentioned in the record did not come with our copy, you may delete the 300‡e and any corresponding 007 and 538.**

**440/490** **It is GPC policy to not trace series statements, with the exception of a few titles.** All series statements should be changed to 490 0\_ and all 8xx fields deleted to reflect this policy. Remember to remove initial articles, as the 490 field has no filing indicator.

**Examples:**

On record:

440 \_4 ‡a The basic biology series

Change the 440 to:

490 0\_ ‡a Basic biology series

On record:

490 1\_ ‡a Princeton landmarks in mathematics

830 \_0 ‡a Princeton landmarks in mathematics and physics.

Delete the 830 and change the 490 to:

490 0\_ ‡a Princeton landmarks in mathematics

**500/504** Edit/add pagination in the 504 field, which is used for notes regarding bibliographical references and indexes. If pagination is not on the piece, but supplied by the cataloger, don't forget to bracket the supplied page number (see examples).

**Examples:**

- 504 ‡a Includes bibliographical references (p. 56-58) and index.
- 504 ‡a Includes bibliographical references and indexes.
- 504 ‡a Includes bibliographical references (p. 107-[105]).

Older records may use a separate 500 field for notes regarding the index. Delete this 500 and enter the information in the 504, updating the wording of the note if necessary.

**Example:**

In the record:

- 500 ‡a Includes index.
- 504 ‡a Bibliography: p. 67-79.

Update to:

- 504 ‡a Includes bibliographical references (p. 67-79) and index.

If the record contains a 504 note regarding bibliographical references and index(es), but there are no bibliographical references in the book, remove that part of the note and change it to a 500. (This will happen more frequently with CIP records)

**Example:**

- 504 ‡a Includes bibliographical references and index.  
[Upon examination the item has no bibliographical references.]

Update to:

- 500 ‡a Includes index.  
[Don't forget to remove the "b", if there is one, from the **Contents** fixed field.]

**505**  
**520**

Check these fields for spelling and punctuation errors, and to verify that the information they contain is accurate.

**NOTE:**

On February 1, 2005, the Library of Congress began enriching bibliographic records with scanned table of contents data in field 505. GPC copy catalogers should delete these notes, **but leave all other 505 notes**. Machine-generated contents notes will always be coded **505 8\_** and will contain the text "**Machine-generated contents note**" at the beginning of the subfield a. Below is a sample machine-generated contents note:

505 8\_ ‡a Machine-generated contents note: PREFACE 1.  
Probability -- 1.1 Introduction 1 -- 1.2 Algebra of Sets 2 -- 1.3  
Properties of Functions 5 -- 1.4 Matrix Algebra 13 -- 1.5 Three  
Approaches 16.

**538** System details note. Copy catalogers will usually encounter these notes when cataloging a book with an accompanying floppy disk or CD-ROM. **Do not edit. You may delete the note and corresponding 007 and 300†e if the accompanying material mentioned did not come with our copy.**

**Example:**

538 ‡a System requirements for accompanying CD-ROM:  
Windows: Pentium (or equivalent) processor. Macintosh:  
Power PC processor or higher; Mac OS 7.5.

**6xx** **GPC does not use field 653. Delete.**

Accept all other 6xx fields that have a second indicator of 0. In particular, keep all 655 fields with a second indicator of 0 or 7. **Delete all other 6xx fields.**

**Examples:**

(Examples of what to delete are not exhaustive. There can be other combinations of indicators. When in doubt, ask a librarian.)

<b>Keep:</b>	<b>Delete:</b>
600 10	600 11
650 _0	650 _2
651 _0	651 _3
655 _7	655 _6
655 _0	655 _5

Any juvenile subdivisions such as **Juvenile literature & Juvenile fiction** should be deleted from all subject headings.

**Example:**

650 \_0 ‡a Biology †v Juvenile literature.

Should be changed to:

650 \_0 ‡a Biology.

**NOTE:**

Indicators in the 650 fields are sometimes incorrect on DLC/Baker & Taylor records. Pay careful attention to this.

**Example:**

Some DLC/Baker & Taylor records:

650 00  
651 00

Correct indicators:

650 \_0  
651 \_0

**700**  
**710**  
**711**  
**720**  
**730**

These fields are used to provide access for additional persons, titles, or bodies related to the item in hand. Accept these fields without editing their content, with the exception of supplying missing periods at the end of fields.

Make sure that all added authors, editors, compilers, etc. listed in the 245 $\ddagger$ c have been given a 700 field. The first author listed on the title page is given a 100 and subsequent authors are given 700s. Editors, compilers, etc. are always put in a 700.

**800**  
**810**  
**811**  
**830**

Delete fields 800-830.

**856**

The 856 field is used to locate and access an electronic item. **The field is problematic in Baker & Taylor records.** The subfields are somehow being separated from each other and thrown into new 856 fields. These should be corrected.

**Example:**

Incorrect:

856 41  $\ddagger$ 3 Table of contents

856 41  $\ddagger$ u  
<http://www.loc.gov/catdir/toc/ecip046/2003015631.html>  
 $\ddagger$ 3 Publisher description

856 42 ‡u  
<http://www.loc.gov/catdir/description/wiley0310/2003015631.html>

Correct:

856 41 ‡3 Table of contents ‡u  
<http://www.loc.gov/catdir/toc/ecip046/2003015631.html>

856 42 ‡3 Publisher description ‡u  
<http://www.loc.gov/catdir/description/wiley0310/2003015631.html>

**After you correct 856s, remember to check that they have gotten the correct indicators. Ask a librarian when in doubt.**

**Examples:**

Table of contents: 41  
Publisher description: 42  
Contributor biographical information: 42

- 945** For all campuses except Gwinnett, add a 945 field (F5 key) if the bib record is new to GPC. This field is used to update our holdings in WorldCat, the OCLC Online Union Catalog.
- 951** Delete.
- 960** Ordering information. Do not edit or delete.  
**980**  
**985**

#### **IV. HOLDINGS RECORDS (MFHDs) & ITEM RECORDS**

##### **A. Editing Holdings Records**

The majority of bibliographic records already have holdings records or MFHDs (MARC Format for Holdings Data) attached. **When cataloging new books do not create a new holdings record.** To retrieve the existing MFHD, the corresponding bib record must be open. Click on the **Get Hldgs** icon on the toolbar to open the MFHD.

Check the location code in the 852**†**b, which should be set to an on-order location. Delete this location, which was created by the Acquisitions Department, and assign the appropriate campus location code. For books, everything will be assigned to a Books, Reference, or Folio permanent location. Other locations such as Ready Reference or Popular, are assigned by the campuses as temporary locations. If you are not sure of the correct code, place the cursor in the 852 field and press **Ctrl-L**, which will pull up the list of locations. Highlight the correct one and hit **OK**.

Next, add the call number to the 852 field in the MFHD. Place the cursor directly after the location code, then press Ctrl-N. This process will pull the call number from the bib record and is called "snarfing."

Check the MFHD for errors, particularly problems with the spacing between subfields and proper placement of the decimal in the call number.

**Example:**

852 0\_ †b CLBook †h PS3561.A885 †i V35 2003

Then hit the **Save to DB** icon on the toolbar. **You must save the MFHD before creating the item record.**

- **Special Considerations for Reference Books:**

The **Reference Book** location is further indicated by a location code in the 852**†**k, which is placed before the call number in the 852**†**h.

**Example:**

852 0\_ †b CLRef †k Ref. †h AY67.N5 †i W7 2001

- **Special Considerations for Oversized Books:**

Books **over 32 centimeters** are considered oversized.

**Oversized books** or "**Folios**" have special locations on three campuses:

Clarkston Folio: CLFolio & CLRefFolio

Decatur Folio: DEFolio & DRefFolio

Dunwoody Folio: DUFolio & DRefFolio

**Gwinnett and Newton do not use the oversize location.**

**Examples:**

852 0\_ †b CLFolio †h NC240 †i .K32 2001

852 0\_ †b DRefFolio †k Ref. †h NC240 †i .K32 2001

- **Special Considerations for Multi-Volume Sets:**

For multi-volume sets an 866 field must be added to the MFHD to reflect what volumes are actually held by GPC. (Examples below.) **Ask a librarian if further clarification is required.**

**Examples:**

The set is complete in three volumes and the campus holds them all.

866 31 ‡a v.1-v.3

The set is still being published and the library holds an unbroken range from volume 5 forward.

866 31 ‡a v.5-

The set is complete in five volumes and the library is missing volume four.

866 31 ‡a v.1-v.3,v.5

- **For further information about MFHDs for multi-volume sets and duplicate copies** please see the procedure document entitled "Monographic Holdings Records".

## B. Creating New Holdings Records

A new MFHD may be created when the book in hand does not have a MFHD, often because the item is a gift and therefore would not have an order record, or two or more copies were ordered at the same time requiring the creation of a new MFHD for the second copy. **Before creating a new MFHD, make sure that the on-order MFHD has not been attached to a different record.**

To create a new MFHD, the bib record that it will be attached to must be open. Click on the **New Hldgs** icon on the toolbar. When the **Select Holdings Template** window appears, double-click the **Catalog** folder, double-click the **Template** folder, and open the **Hold.tem** file. (If you have the appropriate macro installed, just click **F2** to automate all these steps. If the macro is not installed, notify a librarian.)

Add the appropriate holdings location to the newly created MFHD. The call number should have been brought over automatically from the record, if not, snarf it in. Verify punctuation and spacing and save the new MFHD. **The MFHD must be saved before creating an item record. Remember, if changes have to be made to a holdings location after the MFHD and its associated item record have been saved, both records must be changed. Changes to the holdings location in a saved MFHD will not update automatically in the existing item record.**

### C. Creating Item Records

The corresponding bib record and MFHD must be open to link the new item record correctly. Click on the **New Items** icon on the toolbar. Check to see that the call number and permanent location have carried over correctly from the MFHD. Scan in the new barcode number. Save the item record.

The Status **In Process** should be applied to every book being cataloged. A default **Item Type** and **Status** can and should be set under **Options>Preferences** to avoid errors. The default Item Type is **Book**. When cataloging reference books, remember to change the Item Type to **Reference Book**. If Item Status needs to be changed after the creation of an item record, it can be by clicking the **Edit Item Status** box in the lower left corner of the item record. This opens a menu in which the appropriate status can be selected. Press the blue arrow key to add a status and the red arrow key to remove it.

**Remember that the Permanent Location in the item record pulls from the holdings location in the MFHD. If the Permanent Location needs to be changed after the item record is created, it must be changed in the item record and in the MFHD.**

Use **volume** designation as it appears on the item in hand. According to library procedure we use v.1, pt.3, etc. to describe multiple parts of the cataloged items. There is no space between volume/part information and number. This information is placed in the **Enum** field of the item record.

To change a barcode in an item record, if you make a mistake adding the barcode or an old barcode is missing, click the button to the right of the barcode and scan in the new barcode. When the second barcode is added, the first barcode becomes inactive, and the second one is active. Then delete the inactive barcode.

### D. Re-sequencing Item Records

When dealing with multi-volume sets and volumes that are out of sequence:

- 1.) Click on **Get Items** icon to display a list of item records linked to the holdings record.
- 2.) Highlight the item to be moved.
- 3.) Click on the **Move before** or **Move after** button.
- 4.) Highlight the item you want to move the original item before or after and it should move automatically.
- 5.) Click **Save** and **Okay** when you are finished or just click Cancel to exit the box without saving any changes.