

## SHARE Bibliographic and Cataloging Best Practices

These are proposed SHARE cataloging policies that are pending final vote by the SHARE membership. They are considered best practices to be followed until the voting is complete.

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## 1. Definitions

**Barcoding** – attaching an item/holding record to bibliographic records found in the SHARE database.

**Copy Cataloging** - includes searching for bibliographic records in OCLC when a match is not found in the SHARE database, editing the OCLC bibliographic record, and importing the edited record into the SHARE database.

**Original cataloging** - creation of a bibliographic record when a matching record does not exist in OCLC.

SHARE full member libraries have the option to choose to be either a cataloging library or a barcoding library.

**Cataloging library** – Staff have the knowledge to perform copy cataloging. If qualified, staff may also do original cataloging, upgrade less than full-level OCLC master records and make other permanent changes to OCLC master records via the OCLC Expert Community functionality. Catalogers may edit bibliographic records in the local database in accordance with SHARE Bibliographic and Cataloging Standards Committee rules.

Catalogers must agree to comply with SHARE cataloging policies, which will include attending 15 hours of continuing education related to cataloging each fiscal year (July 1 through June 30). The 15-hour requirement applies to each cataloger. For information on how the cataloging continuing education requirement may be fulfilled, see link on the SHARE website.

**Barcoding library** – Staff have the knowledge to search for bibliographic records in the SHARE database and add item/holding records to the matched bibliographic record. Library staff does not perform copy or original cataloging.

**Full-level OCLC record** – a record with an encoding level defined by OCLC as full according to Bibliographic Formats and Standards <http://www.oclc.org/bibformats/en/field/elvl.html>

## 2. Baseline policy statement for cataloging practices in SHARE

Cataloging in SHARE will follow LC cataloging practice as much as possible, with local exceptions determined on an individual basis. Bibliographic records brought into the SHARE database must be **full-level OCLC records**, with the exception of acquisition records and records created locally according to SHARE Bibliographic and Cataloging standards (i.e. records for equipment and library-developed kits). SHARE cataloging policies will be subject to continual review and revision by the SHARE Bibliographic and Cataloging Standards Committee and the full membership.

**General policies—apply to both cataloging and barcoding libraries**

## 3. OCLC membership policy for SHARE member libraries

### SHARE Cataloging libraries

Cataloging libraries must also be OCLC members

--SHARE cataloging policy is to import only full-level OCLC records to the database

### **SHARE Barcoding libraries**

Barcoding libraries are not required to be OCLC members. However, OCLC membership is encouraged so that, in addition to other benefits of membership, barcoding libraries may be included in all processes used to set holdings in OCLC.

### **4. On-order records**

On-order records are intended for patron/staff information only and to allow holds to be placed before items are received. They are not to be used for circulation of material. The use of on-order bibliographic and item records is optional.

For libraries using the acquisitions module, a brief record will be created when the purchase order is created, if a matching record is not already available in the database after an initial search.

Cataloging libraries not using the acquisitions module that want to enter on-order records will create a short bibliographic record using one of the on-order bibliographic record templates created by SHARE Bibliographic Services staff.

- If a record is not already available in the database after an initial search, do not import OCLC records to use as on-order records—use only a brief bibliographic record. This will allow on-order records to be more easily identified.
- Select the bibliographic on-order record template that corresponds to the appropriate format of material. This will allow the correct format icon to be generated in the PAC.
- Add information as needed to make identification as clear as possible to patrons and other staff (i.e. abridged or unabridged, widescreen or full screen, DVD or Blu-ray, etc.)

Barcoding libraries not using the acquisitions module may request on-order bibliographic records be created by Bibliographic Services staff

- Before requesting a record be created, libraries should search the database for an existing on-order record
- If an existing record is not found, complete the form on the SHARE website to request an on-order record be created

Any library may attach an on-order item record to a brief record if desired

- Use an on-order item record template to attach an item record with a circulation status of On-order
- Edit as needed to reflect the material type of the item
- On-order item records must be marked as Holdable with no limits even if the library intends to make the item holdable only by their patrons when it is received
  - This allows holds to be placed at the bib level by any patron
- Do not attach an item record with a circulation status other than On-order to any brief on-order bibliographic record

When the item is received:

- Cataloging libraries: The first cataloging library or SHARE cataloging center that receives the item will import an OCLC record and also search the database for a matching on-order record
  - Cataloging libraries may merge the on-order record to the OCLC record, or may notify SHARE Bibliographic Services staff to merge the records (notification may be made by any library)
  - This will move all on-order item records and holds to the new record
- Barcoding libraries: send your item to IHLS for cataloging as usual, or hold the item until an OCLC record is available in the database and the on-order record has been merged
- Once the on-order record has been merged to an OCLC record, libraries may edit the on-order item record as needed when the item is received
  - At that time, hold limits may be set as desired

### **5. On-the-Fly records for in-house material**

No in-house material should be circulated if it is not cataloged. The use of the on-the-fly functionality in Polaris should be reserved for the rare instance of uncataloged material that is mistakenly on the shelf. For example, an item that is identified as missing during an inventory and the item record is deleted, but is later found and returned to the shelf without being recataloged.

SHARE staff will create an on-the-fly item record template for each library. Both the short on-the-fly bibliographic record and attached item record will be marked not to display in the PAC, and the item record will be marked as loanable only to patrons of the branch. The template will include a block that tells the circ staff at check-in to send the item to cataloging. SHARE staff will delete on the fly item records after checkin.

### **6. Use of the serials module for magazines and newspapers**

All libraries that barcode magazines are required to enter a serial holdings record through the Polaris serials module to show the retention period of all magazines. Creation of serial holdings records is optional for libraries that do not barcode magazines. If your library uses a bibliographic record for newspapers, a serials holdings record must be created. Libraries are not required to barcode or circulate these materials. Use of the serials module is not required for serial material such as test books, travel guides, etc.

### **7. Attaching paperbacks and hardbacks on the same bibliographic record**

Paperbacks and hardbacks may be attached to the same bibliographic record only if they meet the OCLC Bibliographic Formats and Standards match criteria. (<http://www.oclc.org/bibformats/en/input.html>)

An ISBN on a matching item should be added to the bibliographic record if not already present.

### **8. Entering enumeration of periodicals, annuals, multipart sets, etc.**

Consistency of wording in the Volume field of the item record is important for holds placed from the PAC to work correctly. For example, an abbreviation of v. will not be recognized as the equivalent of vol.

#### **For serials (magazines and newspapers)**

Libraries are not required to barcode or circulate magazines or newspapers, but if they do, item records must be created through the serials module. This is needed to ensure consistent entry of data in the Volume field and consistent grouping of items for holds.

### **For non-serial material (i.e., multi-volume sets and multi-part videorecordings, etc.)**

The wording in the Volume field of the item record should match the wording of the fullest form of enumeration on the item, i.e., Volume, Vol., Disc, Episode, etc.

### **9. Attaching to set vs individual records for multipart audiovisual material**

For multipart audiovisual material (i.e., DVDs and audiobooks), attach your holding to the appropriate set or individual record based on how your library intends to circulate the item. An example is the entire season of a television series that consists of several DVDs in one container. If you will be circulating the container as one piece, attach to the record for the set. If you will be circulating the DVDs separately, attach to the records for the individual DVDs.

Whether attaching to a set record or a record for an individual disc, the Volume field of the item record should be completed. On item records for a complete set, enter the phrase "Full set". On item records for individual discs, use "Disc [number]".

### **10. Book club editions and regular editions on the same record**

Book club editions may be attached to the record for the regular edition only if they meet the OCLC Bibliographic Formats and Standards match criteria. (<http://www.oclc.org/bibformats/en/input.html>)

### **11. Cataloging of uncorrected proofs and advance reading copies**

Based on a recommendation from the Illinois State Library and information from publishers' websites, uncorrected proofs and advance reading copies are not intended to be added to the collection. If the library feels the material is important enough to keep (i.e., is of historical significance), it should be marked as non-circulating.

### **12. Records for the same item, with and without accompanying material**

An item with substantive accompanying material should be cataloged on a separate record from the same item that does not include the accompanying material. Records will not be merged in this instance. This is in accordance with OCLC's policy on accompanying material.

### **Cataloging procedures—apply to cataloging libraries only**

### **13. Policy for editing bibliographic records of material owned by the Abraham Lincoln Presidential Library and Museum (ALPLM)**

Bibliographic records for material held by the ALPLM may be edited only by ALPLM staff and SHARE Bibliographic Services staff.

This is due to the unique nature of the ALPLM collection and the extensive local edits that are made to some records.

Other libraries may attach item records and serial holdings records, but will not be able to edit the bibliographic record. SHARE Bibliographic Services staff will edit records only for MARC coding changes and authority control. For all other edits, libraries may contact ALPLM cataloging staff directly.

#### **14.Guidelines for retaining ISBNs in a record**

Delete ISBNs for formats other than what is being described by the bibliographic record. For example, delete the ISBN for the ebook from a record for the regular print version. Also, delete ISBNs for other volumes in records for an individual volume of a set.

#### **15.Formatting MARC tag 300 subfield a and use of MARC tag 250 in records for Blu-rays, DVDs, and Blu-ray/DVD combo packs**

##### **Blu-rays and DVDs**

300 1 videodisc (*include time if available*)

Add an edition statement from the list below in MARC tag 250 as appropriate to distinguish format:

250 [Blu-ray].

250 [3D Blu-ray].

250 [DVD].

250 [3D DVD].

This may be added to an existing edition statement, separated by a comma

250 Collectors ed., [Blu-ray].

##### **Blu-ray/DVD combo packs**

300 [Number] videodiscs (*include time if available*)

*Note: Disregard digital copies, if included in container*

Add an edition statement, formatted as indicated below, alone or as an addition to an existing edition statement:

250 [Format/Format combo].

Example: [3D Blu-ray/Blu-ray/DVD combo]

#### **16.Large print and larger print materials**

##### **Large print**

All large print materials should be on a record for large print. They cannot be added to a record for the regular print. Material must meet the criteria for large print as defined in National Association for Visually Handicapped (NAVH) standards.

Do not use these procedures for material designated as “larger print” —see the section below.

##### **Fixed fields**

Form: d

##### **General material designation (gmd) (Local edit)**

Add a general material designation to the 245 for all large print book records in Polaris. This is a local edit only, so should not be added when creating original records or enhancing records in OCLC.

**|h** [text (large print)]

245 10 All along the watch tower **|h**[text (large print)] / **|c**by Jane Worth.

245 10 Gone fishing **|h**[text (large print)] : **|b**a novel / **|c**by Matt Gibbons.

### **Edition statement**

If the item has a large print edition statement, code that in a 250.

250 Gale large print ed.

### **Physical description**

Add (large print) after the pagination.

300 356 p. (large print) ; **|c**28 cm.

### **Subject headings**

Add a subject heading for large type books in addition to any other appropriate subject headings. Do not add subdivisions to the large type books subject heading. This should be the last subject heading in the record.

655 ^0 Large type books.

### **“Larger print” materials**

“Larger print” materials cannot be added to the bibliographic record for the regular print or for the large print version even if the publisher is the same and/or the date is the same. “Larger print” materials must be cataloged on a separate record. Items that are marketed as “larger print” will not be treated as large print in the bibliographic record:

- **Do not** add the large print gmd to the 245
- **Do not** add *(large print)* to the 300
- **Do not** add the subject heading *Large type books*.

### **Fixed fields (Local edit)**

Delete code d from the Form fixed field. This is necessary to prevent Polaris from generating a Large Print icon in the PAC.

### **Edition statement**

Add the following edition statement to larger print records in OCLC to keep the records from being merged incorrectly in WorldCat.

250 [Larger print ed.]

### **Subject headings (Local edit)**

Add a local subject heading for Larger type books in addition to any other appropriate subject headings. Do not add subdivisions to the larger type books subject heading. This should be the last subject heading in the record.

690 Larger type books.

### **17.RDA and Hybrid Records**

Bring in an RDA or hybrid record if it matches the item in hand. A hybrid record is defined as an AACR record to which some RDA elements have been added, but it is not considered an RDA record.

Do not make changes to RDA or hybrid records, EXCEPT:

- Add a gmd (245 subfield h) to records for non-print material and large print books. Use the terms in AACR, para. 1.1C1, list 2.
- Edit as needed to fix incorrect cataloging (i.e., fixed field coding is wrong) or to add subject headings, notes, summaries, etc.
- If a title has been entered in all capital letters, edit to AACR formatting. Otherwise, accept title formatting as it appears. This applies to a title in any MARC field in the record.

Verify names, series, and subjects as usual.

### **18.Use and retention of subject headings**

The following types of heading will be used/retained in bibliographic records:

- LCSH, lcgft, gsafd
- LC children's headings if different than the adult heading
- Approved local subject headings in MARC tag 690
- Approved local genre/form headings in MARC tag 655 (coded local in subfield 2)
- Medical subject headings (MeSH)
- Foreign language subject headings if they are the same as the language of the item being cataloged. For videorecordings, this includes the main language track and any dubbed language tracks. This does not include languages of subtitles. Do not add foreign language subject headings if they aren't already in the record.

The following types of subject headings will be deleted from records in Polaris:

- Sears headings
- Any heading from a thesaurus other than lcgft or gsafd (i.e., migfg, bisach, fast, etc.)
- Foreign language subject headings if they are different than the language of the item being cataloged. For videorecordings, delete foreign language subject headings for the language(s) of subtitles.

In juvenile material, LC adult subject headings will be used with juvenile subdivisions. LC children's headings will be used/retained only if they are different from the adult heading. In bibliographic records for juvenile audiobooks, do not use the subdivision *Juvenile sound recordings* in subject headings. Use the subdivision *Juvenile fiction* or *Juvenile literature* as appropriate.

Local subject headings must be approved before being used in SHARE records.



## **19. Wording of General Material Designation (gmd)**

The standard general material designation (gmd) terms as prescribed in AACR2R, para. 1.1C1 should be used in records for large print material and for non-print formats.

## **20. GMD and edition statement in records for Playaways**

An edition statement of [Playaway] will be added to bibliographic records for Playaways and the gmd [electronic resource] will be used. This will make Playaway records more easily distinguishable from audiobook records.

## **21. Graphic novels**

### **Bibliographic Record**

Do not use serial records for graphic novels—use a monograph record for the individual volume.

### **Subject headings**

Use the free-floating form subdivision \$v Comic books, strips, etc. with all topical headings.

Examples:

650 0 \$a Runaway teenagers \$v Comic books, strips, etc.

650 0 \$a Voyages and travels \$v Comic books, strips, etc.

### **Form and Genre headings (655)**

Use the following form heading for all graphic novels and comic book compilations:

655 0 \$a Graphic novels.

### **Translations/adaptations**

When a translated work has been adapted, enter the work under the person responsible for the adaptation.

Make an added entry for the original author. Example:

100 1 \$a Jones, Gerard.

245 10 \$a Dragon ball. \$n Vol. 1 / \$c story and art by Akira Toriyama ; [English adaptation by Gerard Jones].

700 1 \$a Toriyama, Akira.