

## Searching and Matching, AKA, Can I use this record?

Use this handout in conjunction with the Quick Match Criteria charts. The charts are copied with permission from *Cataloging with AACR2 and MARC 21*, by Deborah Fritz, The MARC of Quality.

### General Cataloging Steps

- Search the Polaris database first for a matching record
- If a record is found, use match points to determine if the record matches your item
- If the record is a match, attach your item
- If a match is not found in the database, a record will need to be brought in
- For cataloging libraries, search OCLC
  - If a match is found in OCLC, upgrade or edit as needed and export record into the database
  - If no match is found in OCLC, the item will require original cataloging
    - Create an original record in OCLC and export into the database
- or*

  - Send to IHLS cataloging center at your hub for original cataloging
- For barcoding libraries, hold item and search again later, or send to IHLS cataloging center at your hub

### Matching

- Determine if the item in hand matches the record you have found
- Often you will find more than one record that may be a match
  - In that case, try to determine the best record
  - Report duplicate records through the SHARE help desk or website form

### Match criteria

Some additional guidance:

- "When to Input a New Record" in *OCLC Bibliographic Formats and Standards*.  
<http://www.oclc.org/bibformats/en/input/>
- Differences Between, Changes Within. 2007. Chicago: ALCTS  
<http://www.ala.org/alcts/sites/ala.org.alcts/files/content/resources/org/cat/differences07.pdf>
- AACR2 and RDA – cataloging code

### General match points

- Numbers—i.e., ISBN, publisher number, UPC, ISSN, etc.
- Title
- Responsibility—i.e. authors, illustrators, editors, translators, directors, performers, etc.
- Publication information
- Physical description
- Language
- Series

### Cataloging code

Two sets of cataloging code are currently being used to create bibliographic records: Anglo-American Cataloging Rules (AACR2) and Resource Description and Access (RDA). Records will look slightly different depending on which code was used, but the process for matching is the same.

## *Searching and Matching*

### **Chief Source of Information**

AACR2 designates a chief source of information and prescribed sources of information for each format of material. The Quick Match Criteria charts are based on AACR2.

RDA does not specify—information can come from anywhere on the item

### **Searching for Bibliographic Records**

Efficient searching techniques should be used to identify appropriate bibliographic records. Selecting the correct type of search will help you search quickly and thoroughly:

#### **Search Methods**

Using unique search keys will help you find existing bibliographic records quickly.

- For books, the **ISBN** and **LCCN** numbers, when available, are a good starting point. If you search an ISBN on the back cover of a book and don't get a result, look for an ISBN inside the book.
- For sound recordings, the **publisher's number**, **UPC**, or **ISBN** printed on the item provides the most exact search available.
- For video recordings, the **publisher's number**, **UPC**, or **ISBN** printed on the item provides the most exact search available.
- Many serials list an **ISSN** number with their publication information.
- Other less common format types will best be found by searching for the exact title.

#### **If a search doesn't succeed, try, try again!**

Sometimes you won't find a record on an exact search, even though there may be a bibliographic record in the database for that work. If you don't find a match for a particular item using the methods suggested above, try locating the record using the next best detail you have. No matter what type of search you tried, you should always search one or two additional indexes to make sure that you haven't missed the matching bibliographic record. Indexes and search methods may fail for a variety of valid reasons. Note that the structure of the different list indexes will yield different results.

*List Search:* If you tried an exact search such as ISBN or LCCN and could not find a title, try a **title** or **author** search (Exact Match: Implicitly Truncated). If title searching results in too many hits, try limiting the results by author, publisher, type of material, etc. in the **Limit By** field. Use wildcards, if necessary.

*Keyword Search:* Use only as a last resort. Keyword searching is very general and looks in all the fields in the MARC record, often bringing back many hits that are not relevant.

## Searching and Matching

The table below suggests priorities for searching for various types of items.

<b>Format</b>	<b>Preferred Method:</b>	<b>Secondary Choice(s):</b>
Books	ISBN; LCCN	Title; Author
Sound recordings	Publisher's Number; ISBN; UPC	Title; Performer
Serials	ISSN	Title
Videos	Publisher's Number; UPC; ISBN	Performer; Director, also title from container or label
Government Documents	SUDOC	Title
Other	Title	Author, Illustrator, etc.

### Verifying the Bibliographic Record

#### General Information

- ✓ Always check the bibliographic record carefully to verify that it matches the chief source of information for your piece exactly. Even small deviations may require a new bibliographic record for your item.
- ✓ Always look at the MARC format view of a bibliographic record when comparing an item.
- ✓ You will sometimes see information in a MARC record enclosed in brackets [ ]. This means the information came from a source other than the chief or prescribed source of information. This could be elsewhere on the item or an outside source, such as a website. If the bracketed information is followed by a "?", this indicates the cataloger made their best guess.
- ✓ As obvious as it sounds, make sure you're matching to a record for the correct format. For example, for books, make sure you're looking at the record for the print version and not the electronic version, or the Braille version. Other examples:
  - ✓ Regular print, large print, and "larger print" versions of books must be on separate records
  - ✓ DVDs and Blu-rays must be on separate records
  - ✓ Regular CDs and MP3s must be on separate records
- ✓ Never attach a holding for an item in hand to an on-order or brief record. Search the database for a matching full-level record.
- ✓ Paperbacks can be added to the bibliographic record for a hardback (and vice versa) only if they meet all the match criteria for the record.

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- ✓ Book club editions can be added to the bibliographic record for the regular edition only if they meet all the match criteria for the record.
- ✓ Graphic novels should be attached to a monograph record for the individual volume. Do not attach to a serial record.
- ✓ 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. Another example is DVD/Blu-ray combo packs. If you will be circulating the combo pack together, attach to the record for the pack. If you will be circulating the DVD and Blu-ray separately, attach to the matching individual records.
- ✓ An item with substantive accompanying material should be attached to a separate record than the same item that does not include the accompanying material. For example, a book with an accompanying music CD should not be attached to a record for the book alone.
- ✓ Periodicals that will be circulated must be attached to a serial bibliographic record in the Polaris serials module. An item record will be created automatically when the issue is checked in (received) through the Serial Holding Record.
- ✓ For serials that are published annually or less frequently, such as test books, travel guides, etc.:
  - ✓ Attach to a serial bibliographic record for resources that will not circulate in Polaris (i.e., reference material)
  - ✓ Attach to a monograph bibliographic record for resources that will circulate in Polaris
  - ✓ If there is a gap of 5 years or more between editions of a serial, use a monograph bibliographic record, even if the resource will not circulate in Polaris

### MARC Fields

The list of fields below gives general guidance for matching your item to a bibliographic record. Use the Quick Match Criteria charts for specific information field by field.



**MARC FIELD #:** 010 #a #z

**FIELD DESCRIPTION:** LCCN (Library of Congress Control Number)

Usually found on the t.p. verso, often in the Cataloging-in-Publication (CIP) data.

If you search by LCCN and don't find a record, don't stop there! Search other ways.



**MARC FIELD #:** 020 †a †z

**FIELD DESCRIPTION:** ISBN (International Standard Book Number)

For books, search an ISBN on the cover first, then by any ISBN you find inside. For other formats, if an ISBN is present, it will often be on the container or case.

If you search by ISBN and don't find a record, don't stop there! Search other ways.

If the ISBN on your item is not in the record, or there is a different ISBN in the record, you can attach your item as long as the other match criteria are met. The ISBN on your item should be added to the record.



**MARC FIELD #:** 022 †a †y †z

**FIELD DESCRIPTION:** ISSN (International Standard Serial Number)

Check this field only if your item is a serial. ISSN numbers can be found anywhere on the item.

Do not search for serial records by ISBN, even if there is an ISBN on the item. Do not search for monograph records by ISSN.



**MARC FIELD #:** 024 †a

**FIELD DESCRIPTION:** Other Standard Identifier (most often a UPC)

Use in searches for non-print formats (sound recordings, videos, etc.) Do not use as a search term for books or serials.

If the standard number on your item is not in the record, or there is a different standard number in the record, you can attach your item as long as the other match criteria are met. The number on your item should be added to the record.



**MARC FIELD #:** 028 †a †b

**FIELD DESCRIPTION:** Publisher number

Use in searches for non-print formats (sound recordings, videos, etc.) Do not use as a search term for books or serials. Often found on the disc label or the container spine of sound recordings and videos.

If the publisher number on your item is not in the record, or there is a different publisher number in the record, you can attach your item as long as the other match criteria are met. The number on your item should be added to the record.



**MARC FIELD #:** 245 †a †n †p †b

**FIELD DESCRIPTION:** Title

The wording of the title on your item must match the wording of the title in the record, including the subtitle, if one is present.

For books, the title given in the record should match the title on the title page (or title page substitute if there is no title page). Variant titles found on other sources, such as the cover or spine, are entered in MARC tag 246.

On sound recordings the title should match the label on the CD or cassette tape. However, catalogers sometimes use the title from the container in the 245. If that's the case there should be a note in a 500 field to that effect.

In projected media, such as videorecordings, the title should match the title on the title screen. However, catalogers often use the title from the container in the 245. If that's the case there should be a note in a 500 field to that effect.



**MARC FIELD #:** 245 †h

**FIELD DESCRIPTION:** General material designation (GMD)

AACR2 records for non-print material should contain a GMD. Examples are “[sound recording]”, “[videorecording]”, etc. RDA records will often not have a GMD.

The GMD is not a match point, but is an indication of the format of material the record is describing.



**MARC FIELD #:** 245 †c

**FIELD DESCRIPTION:** Statement of responsibility

The statement of responsibility on your item must match the statement of responsibility in the record. Responsibility may be one person or a group of people, a corporate body, a conference, etc.

For books, this includes authors, illustrators, editors, compilers, translators. For graphic novels, may also include inkers, colorers, etc.

For sound recordings, this includes authors (audiobooks), composers (classical music), and performers (other genres of music).

For videorecordings, this includes directors, producers, production companies, and writers.

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The 245#c may be formatted differently depending on whether the record was done in AACR or RDA. For example, if a book has more than three authors, an AACR record will list only the first author, followed by "... [et al.]". In an RDA record, you may see all the names listed, or you may see the first author, followed by "[and 5 others]".

Other functions are important for matching, but are not included in the 245 #c. These will be found elsewhere in the record, usually in 5XX note fields.

For audiobooks, this includes narrators or readers.

For videorecordings, this includes cast members or performers.

For classical music sound recordings, this includes conductors, orchestras, etc.



**MARC FIELD #:** 250 #a

**FIELD DESCRIPTION:** Edition

The edition statement on your item must match the edition statement in the record.

In AACR2 records, the edition statement will always be abbreviated. In RDA records, the edition statement will be transcribed exactly from the item.

Exception – 1<sup>st</sup> edition. If your item says "First edition" but the record doesn't, or the record says "First edition" and your item doesn't, you may attach to the record as long as the other match criteria are met.

A book with "book club edition" may be attached to the record for the regular edition as long as the other match criteria are met.



### AACR records

**MARC FIELD #:** 260 #a

**FIELD DESCRIPTION:** Place of publication

### RDA records

**MARC FIELD #:** 264 #a

**FIELD DESCRIPTION:** Place of publication

In general, the place of publication on the item should match the record, but it's flexible. If your item has a different place of publication, but it's in the same country as what's in the record, that's okay. If your item lists several places of publication and one of those matches what's in the record, that's okay.

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A different country of publication requires a different record.

If no place of publication is present on the item, an AACR record will contain the abbreviation “[S.I.]”. You may also see a place name in brackets, such as “[New York]”. This indicates the cataloger got information on the place of publication from another source. An RDA record will contain the statement “[No place of publication identified]”.



### AACR records

**MARC FIELD #:** 260 ‡b

**FIELD DESCRIPTION:** Publisher

### RDA records

**MARC FIELD #:** 264 ‡b

**FIELD DESCRIPTION:** Publisher

The publisher of your item must match the publisher in the record.

In an AACR record, the form of the publisher’s name may vary slightly (e.g., St. Martin’s Press vs. St. Martin’s) and abbreviations such as Inc. or Ltd. may be omitted. In an RDA record, the publisher’s name will be recorded exactly as it is on the item.

If no publisher is present on the item, an AACR record will contain the abbreviation “[s.n.]”. You may also possibly see a publisher name in brackets, such as “[J. Smith]”. This indicates the cataloger got information on the publisher from another source. An RDA record will contain the statement “[No publisher identified]”.



### AACR records

**MARC FIELD #:** 260 ‡c

**FIELD DESCRIPTION:** Date

### RDA records

**MARC FIELD #:** 264 ‡c

**FIELD DESCRIPTION:** Date

The publication or copyright date on your item must match the date in the record.

Dates can be very complicated and confusing. See the *Dates in bibliographic records* handout for guidance.

If no publication date is present on the item, an AACR record will contain a date or range of dates in brackets, generally followed by “?”. AACR requires the cataloger to estimate a date if none is available on the piece. In some pre-AACR records, you may see the abbreviation “[n.d.]”. An RDA record will contain the statement “[No date identified]”.





**MARC FIELD #:** 300 ‡a

**FIELD DESCRIPTION:** Extent

The extent of your item must match the extent as described in the record.

For books, this includes all numbered pages (including roman numerals), or the number of volumes in a multi-volume set.

If a book's pages aren't numbered, in an AACR record you might see a number in brackets, indicating the cataloger counted the pages, or you will see "1 v. (unpaged)". In an RDA record, you'll see the statement "1 volume (unnumbered)".

If a book has several sections, each with separate numbering, you may see the sequences listed, such as "iv, 215, 35 p." or you may see "1 v. (various pagings)".

Minor differences in paging are okay.

For sound recordings and videorecordings, extent includes the number of tapes or discs, often followed by a time, such as "6 sound discs (ca. 9 hrs.)".

If a time is indicated, check the time of your item against the time in the record. If there is a significant difference, you'll need to look for a different record.

The biggest difference between AACR and RDA records in the 300 field, in general, is that AACR uses abbreviations, such as "p.", "col. Ill.", etc. and RDA spells everything out, such as "pages", "color illustrations".



**MARC FIELD #:** 300 ‡b

**FIELD DESCRIPTION:** Other physical details

The details of your item must match the details in the record.

For books, this includes if the item has illustrations or not, and if those illustrations are color.

For sound recordings, this includes the type of recording, such as "analog" or "digital".

For videorecordings, this includes whether the video has sound or is silent, and whether it's in color or black and white, or a combination.



**MARC FIELD #:** 300 ‡c

**FIELD DESCRIPTION:** Dimensions

The dimensions of your item must match the dimensions in the record.

Measure books in centimeters, rounding up to the next higher centimeter. Measure the height only.

Exceptions: if the book is wider than it is tall, or the width is less than half the height, both measurements should be recorded in the 300 ‡c.

A difference of 2 cm or less for books is okay.



**MARC FIELD #:** 300 ‡e

**FIELD DESCRIPTION:** Accompanying material

Describes material that is included in addition to the primary piece that is being described in the 300 ‡a ‡b ‡c.

Examples include a test book with an accompanying CD-ROM, a book with a puppet, a video with a teacher's guide, etc.

If your item has significant accompanying material, it needs to be on a separate record from a record for the item alone.



**MARC FIELDS#:** 3XX (Other than MARC tag 300)

**FIELD DESCRIPTION:** Physical description fields

RDA records generally contain many 3XX fields in addition to the 300. These may be disregarded in the matching process.



**MARC FIELD #:** 4XX/8XX

**FIELD DESCRIPTION:** Series

Series information on the item needs to match series information in the record.



**MARC FIELD #:** 505

**FIELD DESCRIPTION:** Content

The contents of your item needs to match the content in the record. Examples might be the titles of songs on a sound recording or the titles of short stories in a collection, etc.



**MARC FIELD #:** 538

**FIELD DESCRIPTION:** System details

Includes technical information about recording systems, computer or other equipment requirements, etc.

For videorecordings, check here to see if the recording format is widescreen or fullscreen, etc. The recording format of your item must match the recording format in the record.



**MARC FIELD #:** 546

**FIELD DESCRIPTION:** Language

The language(s) of your item needs to match the language(s) in the record.

For videorecordings, be careful to check the languages of the soundtrack(s) and subtitles. Those languages need to match what's in the record. This includes whether or not the video is close captioned for the hearing impaired, or described for the visually impaired.



**MARC FIELDS#:** 5XX

**FIELD DESCRIPTION:** Notes

Note fields vary by format and by the individual item. They often contain information that will help you decide if your item is a match to a record.



### **Bibliographic records for serials**

A serial is defined as a continuing resource that is issued in a succession of discrete parts, usually bearing a numeric and/or chronological designation, and is intended to continue indefinitely. Examples of serials include magazines, annual publications such as test study guides or travel guides, school yearbooks, etc.

Bibliographic records for monographs differ from bibliographic records for serials. A monograph record describes one particular work, i.e. the book *A is for alibi* by Sue Grafton, published in London by Pan Books in 1993. A serial record describes the entire run of the serial starting from the earliest issue available until it ceases being published, or a change in title requires a new serial record.

When searching the database for a matching record for a serial item, you may find both a serial record and monograph records for the individual parts of the serial. See the general information in the first section of this

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handout, or the SHARE cataloging standards for guidelines on when to attach to a serial vs a monograph record.

### **General guidelines**

The ISSN is the best way to start a search in the database. If that doesn't get a result, try a title search. Do not search by ISBN for a serial record, even if your item has an ISBN.

The publisher in the 260 or 264 #b may not be the same as the publisher on your item. The publisher may have changed since the serial began. Some serial records will have multiple 260 or 264 fields to show changes in publisher, and some will show the changes in a 500 note field. Even if the publisher on your item is not listed, you can still use the record, if you determine it's a match. Your publisher will need to be added to the record.

There may or may not be a #c in the 260 or 264 field. If there is a date, it may be open-ended, i.e., 1997-, or there may be a range of dates, i.e., 1997-2005, depending on if the serial is still being published or has been closed.

The 300 #a may contain the abbreviation "v." indicating the serial is continuing, or may have a number of volumes, i.e. "50 v." indicating the serial is no longer being published and the entire run was 50 volumes.

The size in the 300 #c may not match the size of your item, since the dimensions of the serial may have changed from when it was originally cataloged.