



## Editing Mini-Checklist—Large Print and Larger Print Books

As of: January 2024

This checklist is intended as a supplement for the “SHARE Editing Checklist for Books”, for use when cataloging large print and larger print books. It is only meant to convey the additional information needed for those books.

### Within bibliographic records:

**In Polaris:** Place your cursor in the tag and the tag information will appear at the bottom of your record.

**Note:** Tag information won’t display if record is maximized.

**In Leap:** Click the check box next to a tag and click the *Edit Tag* button.

**In Connexion:** In the variable fields, right-click anywhere in the field, and click *MARC Field Help*. In the fixed field elements, click on the element name.

### Edits to OCLC (WorldCat) records

Examples reflect spacing and display of subfields in OCLC records. Subfield a at the beginning of a field does not display in OCLC. Other subfields at the beginning of a field will display.

#### Variable Fields

Field	Action	Example
245 #h	--Not used in RDA --Do not add to WorldCat records; delete if present --See below for SHARE local practice	
250	--If the item has a large print or larger print edition statement, add that in a 250 field. --Add edition statement [ <i>Larger print edition</i> ] to records for larger print books to keep them from being incorrectly merged	<b>250</b> __ Gale large print edition. <b>250</b> __ [Larger print edition].
300	--For large print and larger print books, add “(large print)” after the page numbers in #a	<b>300</b> __ 317 pages (large print) ; #c 24 cm
340	--Add #n with <i>large print</i> to records for large print and larger print materials	<b>340</b> __ #n large print #2 rdafs

## Editing Checklist—Books

6XX	<p>--For all large- and larger-print books, add the LCGFT genre <i>Large print books</i>.</p> <p>--If necessary, replace older LCSH formulations of the genre, including <i>Large type books</i> and <i>Large print books</i>.</p> <p>--Remove the subject headings <i>Large type books</i> and <i>Large print books</i>, unless the item in hand is actually <b>about</b> large type/print books.</p>	<p><b>655 _7</b> Large print books. <b>#2</b> lcgft</p> <p><b>655_0</b> Large type books. <b><u>(REMOVE)</u></b></p> <p><b>650 _0</b> Large print books. <b><u>(REMOVE)</u></b></p>
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### OCLC Fixed Field Elements

Converts to the 008 and LDR fields when imported into Polaris. The list below is not all the fixed field elements.

Form	Enter code <b>d</b> if the item is large print or larger print
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### SHARE local edits

May be done in OCLC prior to exporting or in Polaris after record has been brought in.

Do not save local edits to OCLC records.

Examples reflect spacing and display of subfields in Polaris.

SHARE cataloging local practices may be found on the SHARE website at [Cataloging>Policies and Procedures>Large Print and Larger Print Materials](#).

Field	Action	Example
245 #h	<p>--Add a <a href="#">General Material Designation (GMD)</a> to all records for large print and larger print books</p> <p>--#h comes after #a, n, and p. Comes before #b and #c</p>	<p><b>245 04 #a</b>The trees of North America.#pPines and firs of Canada#h[text (large print)]</p> <p><b>245 14 #a</b>The first conspiracy#h[text (large print)] :#bthe secret plot to kill George Washington / #c Brad Meltzer and Josh Mensch.</p>
500	<p>--If the cover of the book includes a reference to the book being large print, larger print, etc., include a 500 note with that wording along with the source of that information</p>	<p><b>500 __ #a</b> "True large print"—Front cover.</p> <p><b>500 __ #a</b> "Larger print"—Front cover.</p>