Useful Web Links

WorldCat Principles of Cooperation:
http://www.oclc.org/worldcat/catalog/principles

Guidelines for Contributions to WorldCat:
http://www.oclc.org/worldcat/catalog/guidelines

Bibliographic Formats and Standards (Bib Formats):
http://www.oclc.org/bibformats/
- Section 1.4: Use AACR2 and LCRI
- Chapter 2: Other standards approved by ALA or LC allowed
- Section 2.1: Headings in new original records must conform to OCLC Authority File or be constructed according to AACR2
- Section 2.4: Full, Core, Minimal, and Abbreviated levels defined; most common levels for OCLC members:
  ELvl I (full); ELvl K (minimal)
  See comparison chart
- Section 3.9 (Electronic Resources): only software, numeric data, multimedia, online services are coded as Type m (computer files). Internet resources that are primarily text are coded as Type a (Language material)
- Section 3.10 (Parallel records): if a matching record is cataloged in a non-English language, you may enter a parallel record in English; add field 936
- Chapter 4: When to Input a New Record

OCLC policy statement on RDA Cataloging in WorldCat through March 30, 2013:
http://www.oclc.org/rda/old-policy.htm

OCLC RDA Policy Statement Effective March 31, 2013:
http://www.oclc.org/rda/new-policy.htm

Report and Recommendations of the U.S. RDA Test Coordinating Committee:
http://www.loc.gov/bibliographic-future/rda/source/rdatesting-finalreport-20june2011.pdf

Quarterly RDA implementation updates from LC:
http://www.loc.gov/aba/rda/rda_implementation_updates.html

Field 007 Values Table:
http://www.oclc.org/bibformats/en/0xx/field007table.shtm

Cataloging Electronic Resources: OCLC-MARC Coding Guidelines:
http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/default.htm

Differences Between, Changes Within (ALA publication):
http://www.ala.org/ala/mgrps/divs/alcts/resources/org/cat/differences.cfm

Methods to Create Original Records

- From workform: **Create Options**>**Single Record**; choose format and workform type

- Derive from existing record: **Edit>Derive New Master Record**

- Extract metadata from digital resource: **Create Options**>**Extract Metadata**

- Import records from ILS: **Create Options**>**Import Records**

When you have finished editing the new record and are ready to add it to WorldCat, take the Update or Produce action:

- **Action>Update Holdings** <u>OR</u>

- **Action>Produce**

Advanced Editing

Create 006 field: In bottom right corner of record, select type from **Create 006** menu

- Insert diacritic or special character:

    - Press <F7> (Internet Explorer with Windows only)

- OR click **Diacritics** in black menu bar at top of screen; use bar syntax

Test Your Knowledge

1. List at least two reasons why libraries should contribute original records to WorldCat.

2. List two reasons that it is important to search WorldCat thoroughly before adding a new record to WorldCat.

3. In either the print or online version of *Bibliographic Formats and Standards*, find the section that:
   a. Lists the current cataloging rules that must be applied to WorldCat records
      section _____
   b. Says that headings in current original cataloging must conform to the OCLC Authority File or be constructed according to AACR2
      section _____
   c. Lists guidelines for integrating resources
      section _____
   d. Lists codes for the 007 field (Physical Description Fixed Field)
      section _____

4. What are the two Encoding Levels (ELvl) most commonly used by OCLC member libraries when adding new records to WorldCat, and what do they mean?

5. For each of the following fields, write R or O to indicate if it is Required if applicable (R) or Optional (O) for Encoding Level I (full-level) and Encoding Level K (Minimal level) records:

Field	Encoding Level I (full-level)	Encoding Level K (Minimal level)
Call number (050, 082, etc.)		
1xx (Main entry)		
240 (Uniform title)		
246 (Varying form of title)		
260 (Publication, distribution, etc.)		

6. True or False: When cataloging an electronic serial, it should be coded as record Type **m**.

7. Use section 4.1 of *Bibliographic Formats and Standards* (http://www.oclc.org/bibformats/en/input/default.shtm) to answer these two questions:

    a. True or False: If the book you're cataloging has an ISBN that's not in the record you found in WorldCat, you should input a new record.

    b. True or False: If you are cataloging an audio compact disc but the closest match you can find in WorldCat is for an audio cassette, you should input a new record.

8. You have searched WorldCat, and the only record that matches your item reads in part:

```
040      UAB ‡b fre ‡c UAB
020      0205605451
020      9780205605453
050  4   PE1417 ‡b .O57 2009
090      ‡b
049      TQ@A
245 00   One world, many cultures / ‡c [édité par] Stuart
         Hirschberg, Terry Hirschberg.
250      7th ed.
260      New York ; ‡a Toronto : ‡b Pearson Longman, ‡c c2009.
300      xvi, 527 p. : ‡b ill., cartes ; ‡c 23 cm.
504      Comprend des réf. bibliogr. et des index.
```

Answer these questions:
a. How can you tell that the language of cataloging for this record is not English?

b. Assuming that your library catalogs in English, can you input a parallel record in English?

9. True or False: When you are creating original records in Connexion, you must enter your OCLC symbol in field 040, subfields ‡a and ‡c.

10. Every time you create a new record, there's an 049 field with the letters TTQA. You didn't type this, and you're not sure how it got there. You've been told that your OCLC symbol is TTQ, so you don't know what that 4th character is. Besides that, the 049 field always displays after the 090 or 092 fields. You move it to the correct position, but when you validate, Connexion puts it back where it was before. Should you worry about this?

11. Write an "i" in front of the items that should be coded with Bibliographic Level (BLvl) i because they are integrating resources. Write an "s" in front of the items should be coded with Bibliographic Level (BLvl) s because they are serials:

_____ A loose-leaf service that is updated weekly with new information. As new pages are filed, old pages are discarded according to filing instructions that come with the updates.

_____ A Web site that consists solely of digitized versions of a printed monthly historical society newsletter that is still being published. Each issue is added to the Web site as it becomes available.

_____ The Web site of a daily newspaper that is constantly updated as news occurs

12. When do you need an 006 field in a record?

13. What are four ways of creating a new record in Connexion Browser?

<u>Test Your Skills</u>

1. Using either your Web browser or Connexion, navigate to *Bibliographic Formats and Standards.*

2. Log on with Connexion Browser and search for OCLC #180190918. From this record, derive a new master record for an audiobook. Enter these values in the fixed field
   Type: i
   Comp: nn
   Part: n
   TrAr: n
   FMus: n
   LTxt: f

   Close the new record without saving it.

3. Log on with Connexion Browser and search for OCLC #984497. Add an 006 field for a sound recording, with these values:
   Comp: nn
   LTxt: o

   Close the record without saving it.

4. Log on with Connexion Browser and search for OCLC # 213525701. In the 245 field, add an acute accent over the first e in Quebec. Close the record without saving it.

Answers
Test Your Knowledge

1. Possible answers include:
    - As a member of the OCLC Cooperative, libraries agree to contribute their original records and add holdings to records in WorldCat
    - Libraries that are **not** part of a group services agreement receive a financial credit for each original record contributed to WorldCat (these credits are already figured in to group services agreements)
    - Contributing records facilitates resource sharing (interlibrary loan)
    - Contributing records allows a library's own patrons and the public at large to discover unique materials through FirstSearch and WorldCat.org
    - If a library ever uses WorldCat Collection Analysis, the analysis will be more useful if the library has contributed bibliographic records and holdings for its unique materials

2. Catalogers should search WorldCat before adding records to avoid introducing duplicate records, and if a record for a similar item exists, they may choose to derive a new record from it, rather than creating a new record from a blank workform

3. *Bibliographic Formats and Standards*
    a. 1.4

    b. 2.1

    c. 3.11

    d. Field 007 Values table (pages 0:5 – 0:12 in print version), or http://www.oclc.org/bibformats/en/0xx/field007table.shtm

        And Physical Description Fixed Field sections for each type of material (pages 0:13 – 0:67 in print version), or, for example, http://www.oclc.org/bibformats/en/0xx/007motio.shtm

4. Encoding levels K (Minimal level) and I (full-level)

    Answer found in *Bibliographic Formats and Standards,* ELvl (Encoding Level)

5. Required and optional fields (answers found in *Bibliographic Formats and Standards*, section 2.4, and the sections for each field)

Field	Encoding Level I (full-level)	Encoding Level K (Minimal level)
Call number (050, 082, etc.)	R	O
1xx (Main entry)	R	R
240 (Uniform title)	R	O
246 (Varying form of title)	R	O
260 (Publication, distribution, etc.)	R	R

6. False. Only computer software (including programs, games, fonts), numeric data, computer-oriented multimedia, and online systems or services should use Type code m (Computer files). Electronic resources that are primarily text should use Type code a (Language material). When cataloging an electronic resource that has a Type code other than *m*, use code *s* in Form for electronic resource.

   Answer found in *Bibliographic Formats and Standards,* section 3.9.

7. a. False. "Absence or presence of field does not justify a new record. A difference in field alone does not justify a new record."

   Answer found in *Bibliographic Formats and Standards*, section 4.2, 020 (ISBN) subsection.

7. b. True. "Notes indicating the need for different equipment in the case of audiovisual media (e.g., Beta vs. VHS) justify a new record."

   Answer found in *Bibliographic Formats and Standards*, section 4.2, 5xx (Notes) subsection.

8. Parallel records

   a. The 040 field has a subfield ‡b with a code other than eng, and the 300 and 504 fields have non-English words.

   b. Yes.

   Answers found in *Bibliographic Formats and Standards*, section 3.10 (Parallel Records for Language of Cataloging).

9. False. Connexion automatically supplies your OCLC symbol in field 040, subfields ‡a and ‡c, based on your authorization (or offline cataloging setup).

10. No. Connexion supplies your library's default Holding Library Code in field 049, subfield ‡a. 049 is always the last 0xx field.

11. Write an "i" in front of the items that should be coded with Bibliographic Level (BLvl) i because they are integrating resources. Write an "s" in front of the items should be coded with Bibliographic Level (BLvl) s because they are serials:

   _**I**_ A loose-leaf service that is updated weekly with new information. As new pages are filed, old pages are discarded according to filing instructions that come with the updates.

   _**S**_ A Web site that consists solely of digitized versions of a printed monthly historical society newsletter that is still being published. Each issue is added to the Web site as it becomes available.

   _**I**_ The Web site of a daily newspaper that is constantly updated as news occurs

12. A record needs an 006 field whenever the item it represents has multiple characteristics, for example, a sound recording issued as a serial; or an item with accompanying material, such as a book with accompanying map or DVD. 006 coding allows OCLC and other systems to limit searches.

13. The four ways to create a new record in Connexion Browser are:
   - From a blank workform
   - By deriving a new record from an existing record

- By extracting metadata
- By importing from another source, such as an Integrated Library System

Answers
Test Your Skills

1. To navigate to *Bibliographic Formats and Standards* with your Web browser, either
   - Go to the main OCLC home page (http://www.oclc.org), scroll to Librarian's Toolbox at the bottom and select Bibliographic Formats and Standards, or
   - Go directly to http://www.oclc.org/bibformats/en/

   To navigate with Connexion, from the Connexion home page, click on OCLC Connexion documentation. The documentation page will open in a new tab or window. Click on Bibliographic Formats and Standards.

2. To derive a new record, from the **Edit** menu, select **Derive New Master Record**. In order for the Comp, Part, TrAr, FMus, and LTxt fixed field elements to display, you must change the record type to Sound Recordings by selecting it from the drop-down menu just above and to the left of the fixed field.

3. To add an 006 field for a sound recording, scroll down to the bottom right corner of the record. From the **Create 006** menu, select **Sound Recording**.

4. Position the cursor after the letter the diacritic should modify. If using Internet Explorer with Windows, press <F7>. Click the acute accent, then click **Close**. Alternative: to use bar syntax, position the cursor after the letter the diacritic should modify, and type |ac|. You can look up the bar syntax by clicking **Diacritics** in the black menu bar at the top of Connexion Browser screens.