

January 2020

# Virtual AskQC Office Hours

Best practices for editing WorldCat  
bibliographic records

OCLC Metadata Quality



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# Housekeeping

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### Previous AskQC office hours

Last updated: 04/10/2019

#### May 8, 2019 :: Small errors with big consequences

- [WebEx recording](#)
- [Presentation slides](#)

#### April 10, 2019 :: An overview of OCLC training resources

- [WebEx recording](#)
- [Presentation slides](#)
- [Summary and member questions](#)

#### March 13, 2019 :: Intro to the Virtual International Authority File (VIAF)

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## Housekeeping

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- After the session you will be directed to a quick, optional survey

Virtual AskQC Office Hours  
feedback survey

Please take a moment to provide feedback on today's office hour session. The responses are for informational purposes only and optional. Thank you for attending today's session!

1. Did you find today's session useful?

Yes  
 No  
 Sort of

2. Why did you choose the answer you did in question 1?

Enter your answer

3. Are there topics you would like us to cover in the future?

Enter your answer

# On the call today



Hayley Moreno Database Specialist II  
Charlene Morrison Database Specialist II  
Shanna Griffith Database Specialist II  
Laura Ramsey Senior Metadata Operations Manager  
Robin Six Database Specialist II  
Jay Weitz Senior Consulting Database Specialist  
Robert Bremer Senior Consulting Database Specialist



## But first...

- Today's session will include questions for you
  - If on a computer, a pop-up box will appear
  - Choose an answer
- Results will be displayed once the poll closes
- Let's try it!

Polling ×

Time remaining: **04:45**  
(Your answer may be recorded.)

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1. Today is...?

- A. Tuesday
- B. Wednesday
- C. Thursday
- D. Friday (I'm in the East Asia/Australia region and it's morning!)

# BEST PRACTICES FOR EDITING WORLDCAT BIBLIOGRAPHIC RECORDS



Thanks, Hayley!

As Hayley mentioned we are going to focus today's session on best practices for editing master records in WorldCat. We'll also look at some common errors, a few examples, and a couple interactive "Spot the errors" quizzes.

So let's get started...

## Definitions

- Edit = correct cataloging errors
- Enrichment = upgrading a record to add quality and value



Before going over any best practices though, I wanted to define what we will cover today as the line between "edits" and "enrichments" can get a bit blurry.

Editing for purposes of this presentation will focus on correcting cataloging errors to conform to cataloging guidelines.

While one could argue that editing a record is an act of enriching, enriching for purposes of this presentation, is focused on adding data that is not core or upgrading a record to a higher encoding level based on cataloging guidelines to improve discovery and usability. Join us for our February session to learn more about best practices for enriching records.

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Edit ([Merriam Webster](#))

"to alter, adapt, or refine especially to bring about conformity to a standard or to suit a particular purpose"

Error ([Merriam Webster](#))

"an act involving an unintentional deviation from truth or accuracy"

Cataloging errors (LCAF authority record)

"errors in subject analysis; errors in punctuation, capitalization, MARC coding and typographical errors"

Enhancement ([Merriam Webster](#))

"to increase or improve in value, quality, desirability, or attractiveness"

## Best Practices

- Do no harm
  - Cataloger's judgment
  - Cataloging rules
  - Do not assume errors
- Consider
  - Language of cataloging
  - Intent of inputting library



Photo by Daniele Madrone on Unsplash



So let's talk about some best practices when editing.

First, in the vein of doing no harm remember that the "error" you see may not be an error at all. For example, the word color maybe spelled "color" or "colour" depending on whether American English or British English is used to describe the illustrative matter in the master record. This is not considered an error that must be corrected.

Second, different cataloging rules could result in a different presentation of the data in the records as well as requiring different information. For example, under AACR2, the copyright date would be included in field 260 subfield \$c with the copyright symbol next to the date. However, under RDA, the copyright date would be used in field 264, second indicator 4, subfield \$c.

Third, respect other cataloger's choices and do not assume errors. If you are unsure of whether or not something is an error, you are welcome to send these to [bibchange@oclc.org](mailto:bibchange@oclc.org). More information on this can be found in Bibliographic Formats and Standards Chapter 5.

Fourth, keep in mind the language of cataloging when determining whether there are errors or not.

Finally, what is the intent of the Inputting Library? For example, are they describing the transcript version of a thesis or are they describing the published version of the thesis.

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BFAS

[oc.lc/bfas](https://www.oclc.org/bifformats/en/quality.html#membercapabilities)

BFAS 5.2, Member Capabilities

<https://www.oclc.org/bifformats/en/quality.html#membercapabilities>

Common Errors

[https://help.oclc.org/Metadata\\_Services/WorldShare\\_Collection\\_Manager/Choose\\_your\\_Collection\\_Manager\\_workflow/Data\\_sync\\_collections/Prepare\\_your\\_data/40Other common errors](https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Choose_your_Collection_Manager_workflow/Data_sync_collections/Prepare_your_data/40Other_common_errors)

## Errors

- Incorrect coding
  - Fixed Field
  - Control subfield
- Incorrect field tags
- Incorrect subfields
- Incorrect data

650	7	Banks and banking. #2 fst #0 (OCoLC)/fst00826867
651	7	United States. #2 fst #0 (OCoLC)/fst01204155
655	7	History. #2 fst #0 (OCoLC)/fst01411628
500		Includes bibliographical references and index.
020		9780226466378 #q (paperback ; #q alkaline paper)
020		022646637X #q (paperback ; #q alkaline paper)
020		9780226466408 #q (electronic book)
100	1	<a href="#">Brann, Donald R.</a>
245	1 0	How to build a two car garage. #c by Donald R. Brann.
260		Briarcliff Manor, N. Y. : #b Directions Simplified #c [1967], ©1966.
300		66 pages #b illustrations, plans #c 23 cm
490	1	Easi-bild simplified directions, #v 663
520	3	The Renaissance was a much heralded but rather indistinct period of transition from medieval to modern times. Spanning the period from the fourteenth to the sixteenth centuries, it changed forever the course of Western history, and formed the foundation for today's art, science, commerce, politics and religion. The Encyclopaedia of the Renaissance details in its many entries the broad range of events, people, ideas and movements that together have come to represent this era.
650	0	<a href="#">Garages.</a>
260		New York : #b Simon & Shuster, #c [1997]

Here are some common errors to look out for.

Incorrect coding could appear in the fixed fields and control subfields.

This can include editing the format. If your library input an audio book on monograph format instead of sound recording format, **and** you are the only holding library **and** you have a full level autho, you are welcome to make the edit yourself and change the record from books to sound recording format. Note, that when doing this it is helpful to get a fresh copy of the master record first.

[NEXT] Another example of errors in coding would include the code in the subfield \$2 in the 6xx fields, might be incorrect. In this case, the code should be "fast" instead of "fst".

[NEXT] Incorrect field tags could also occur in the master record. For example, the bibliographic reference note should be in tag 504, not 500.

[NEXT] You might also find incorrect subfields as in this case where the electronic book ISBN appears in subfield \$a instead of subfield \$z in field 020.

The master record could also include incorrect data. I have two examples here. [NEXT] First, here's an example of an incorrect summary note. This book is clearly about building a garage but the summary note describes an encyclopedia of the Renaissance. This summary note should be deleted from the master record and, in these types of situations, feel free to also send a message to bibchange staff, to look into further. There may be other records affected.

[NEXT] Second, you might across typographical errors, such as this typo in the publisher's name. Again bear in mind the cataloging rules being used. A typo might be valid if it appears on the resource itself, depending on if a record is RDA or not.

## BFAS 4.1 General Guidelines

- Accompanying material
- Analytical versus comprehensive entry
- Cataloging in Publication (CIP)
- Cataloging instructions
- Different editions
- Non-Latin scripts
- Record format
- Sparse pre-publication records



Before going into the example and interactive quiz, I did want to briefly point out some guidelines in BFAS 4.1 that cover some specific situations. While these guidelines you see listed on this slide focus on when you can input a new record, they can also inform on when it's okay to edit a record.

### References:

BFAS 4.1, General Guidelines

<https://www.oclc.org/bibformats/en/input.html#generalguidelines>

BFAS 3, Special Cataloging Guidelines

<https://www.oclc.org/bibformats/en/specialcataloging.html>

BIBCO standard record

<https://www.loc.gov/aba/pcc/bibco/documents/PCC-RDA-BSR.pdf>

PCC Provider-Neutral E-Resource MARC Record Guide

<https://www.loc.gov/aba/pcc/scs/documents/PCC-PN-guidelines.html>

CONSER Standard Record

<https://www.loc.gov/aba/pcc/conser/documents/CONSER-RDA-CSR.pdf>

RDA (RDA 0.6) / LC-PCC PS

[https://www.loc.gov/aba/rda/lcps\\_access.html](https://www.loc.gov/aba/rda/lcps_access.html)

AACR2 / LCRI

<https://www.loc.gov/aba/publications/FreeLCRI/freelcri.html>

CIP pre-edit	CIP post-edit
EIvl 8	EIvl 8
010 2015032157	010 2015032157
040 XXX #b eng #e rda #e rda #c XXX	040 XXX #b eng #e rda #c XXX
020 9780544472716 #q (paperback)	020 9780544472716 #q (hardback)
050 00 PZ7.K883 #b Gq 2016	050 00 PZ7.K883 #b Gq 2016
082 00 [E] #2 23	082 00 [E] #2 23
100 1 Kresky, Stephen, #e author.	100 1 Kresky, Stephen, #e author.
245 10 Dinosaurs in disguise / #c by Stephen Kresky ; illustrated by Lynn Munsinger.	245 10 Dinosaurs in disguise / #c by Stephen Kresky ; illustrated by Lynn Munsinger.
263 1609	263 1609
264 1 Boston ; #a New York : #b Houghton Mifflin, #c 2016.	264 1 Boston ; #a New York : #b Houghton Mifflin Harcourt, #c [2016]
300 p cm	300 1 volume (unpaged) : #b color illustrations ; #c 29 cm
650 0 Dinosaurs #v Juvenile fiction.	650 0 Dinosaurs #v Juvenile fiction.
	700 1 Munsinger, Lynn, #e illustrator.



Here's an example of a CIP record. Before we get to the edits, we would like to remind everyone that while, you can edit CIP record, you should NOT edit field 263, national call number fields, field 040, and field 010. You also will be unable to edit the encoding level. These fields need to be retained in the master record. **The only exception to this would be editing the date in the call number field if you have the item in hand and the date is incorrect.**

[NEXT]

You can edit the record to correct these errors:

Deleting the duplicate subfield \$e in field 040

ISBN is for hardback version

Author name - typo

Publisher name is not complete

Publication date is presumed and should be in brackets

There are a couple "enrichments" added as well but again, more information on best practices for enriching records will be covered in February.

## SPOT THE ERRORS



Now before I pass this over to Shanna, let's take a brief moment to test out what we covered so far.

**Can you spot the error(s)?**

Lang ger  
041 1 eng #h ger  
100 1 Beck, Angela.  
240 10 Meerschweinchen. #l English  
245 10 Guinea pigs : #b keeping and caring for your pet / #c Angela Beck.

**What element is incorrect?**

- A) Field 245, subfield coding
- B) Field 240, subfield #l & typo in Field 245
- C) Language fixed field code
- D) Errors, what errors?



Can you spot the error in this portion of a record? Take a moment to look over this example and select an answer using the poll.

The correct answer is...

**C) Language fixed field code**

Lang **eng** ←  
041 1 eng #h ger  
100 1 Beck, Angela.  
240 10 Meerschweinchen. #l English  
245 10 Guinea pigs : #b keeping and caring for your pet / #c Angela Beck.



If you said C, you are correct. This book was originally written in German but this particular manifestation represents the English translation of the work so the language code should be "eng" instead of "ger".

### Can you spot the errors?

245 10 Guinea pigs : #b keeping and caring for your pet / #c Angela Beck.  
264 4 Berkeley Heights, NJ : #b Enslow Publishers, #c [2014]  
300 72 pages : #b color illustrations ; 24 cm

### What element is incorrect?

- A) Field 264, indicator 2 & Field 300 missing #c
- B) Field 264 should be Field 246
- C) Field 300 typo & missing #c
- D) Errors, what errors?

Here's a bit more of the same record. What element is incorrect? Take a moment to look over it and select an answer using the poll.

The correct answer is...

A) Field 264, indicator 2 & Field 300 missing #c

245 10 Guinea pigs : #b keeping and caring for your pet / #c Angela Beck.

264 1 Berkeley Heights, NJ : #b Enslow Publishers, #c [2014] ←

300 72 pages : #b color illustrations ; #c 24 cm ←



If you said A, you are correct!

The second indicator in field 264 should be 1, not 4 since this is the publication information and the 300 field should have \$c after the semicolon and before the height.

So now that we've gone over some general editing best practices, I'll hand it over to Shanna who will cover some editing best practices for special situations.

# BEST PRACTICES FOR SPECIAL SITUATIONS



Thanks Charlene.

## BFAS Chapter 2 & 3

### Chapter 2

- Language of Cataloging
- Character Sets for Scripts

### Chapter 3

- Provider-Neutral Cataloging
- Related Parts and Publications
- Special Types of Publications (microforms, theses and dissertations)



One of the things that Metadata Quality staff have been doing as part of the revision to Bibliographic Formats and Standards is to flesh out some of the special cataloging situations, providing more detailed guidelines and examples in those sections.

This work can be seen within these sections of chapters 2 and 3. I will be highlighting the best practices for editing parallel records and electronic resource records. [NEXT]

#### References:

BFAS 2, Online Cataloging: <https://www.oclc.org/bibformats/en/onlinecataloging.html>

BFAS 3, Special Cataloging Guidelines: <https://www.oclc.org/bibformats/en/specialcataloging.html>

## BEST PRACTICES FOR EDITING PARALLEL RECORDS



So, now we'll take a look at the best practices for editing parallel records.

## Parallel Records

- Identification
  - Field 040 \$b (mandatory)
  - Field 300 (\$a, \$b, \$c, \$e, \$f, \$g, \$3)
  - Field 33x (\$a, \$3, \$2)
  - Field 5xx (non-quoted notes)
- Do NOT change language of cataloging unless incorrect



Parallel records are multiple records for the same manifestation of a work that are described in different languages.

These records can be identified by cataloger supplied elements, such as:

- field 040 \$b, which is mandatory and indicates the language of cataloging used to create the record
- terms and abbreviations in field 300
- terms and language code in 33x fields
- terms in non-quoted 5xx notes

When using an existing record, do NOT change the language of cataloging unless the language of cataloging coded in \$b does not accurately reflect the actual language of the cataloging record. [NEXT]

English		Polish	
Lang	eng	Lang	eng
040	XXX #b <b>eng</b> #e rda #c XXX	040	XXX #b <b>pol</b> #e rda #c XXX
100 1	Jensen, Paul.	100 1	Jensen, Paul.
245 10	National parks : #b a guide to the national parks and monuments of the United States / #c by Paul Jensen.	245 10	National parks : #b a guide to the national parks and monuments of the United States / #c by Paul Jensen.
264 1	New York : #b Golden Press, #c 1964.	264 1	New York : #b Golden Press, #c 1964.
300	165 <b>pages</b> : #b <b>illustrations (some color) color maps</b> ; #c 29 cm	300	165 <b>stron</b> : #b <b>ilustracje kolorowe</b> ; #c 29 cm
336	<b>text</b> #b txt #2 rdacontent	336	<b>Tekst</b> #b txt #2 rdacontent/ <b>pol</b>
337	<b>unmediated</b> #b n #2 rdamedia	337	<b>Bez urz̄adzenia pōsrednic̄acego</b> #b n #2 rdamedia/ <b>pol</b>
338	<b>volume</b> #b nc #2 rdacarrier	338	<b>Wolumin</b> #b nc #2 rdacarrier/ <b>pol</b>
500	<b>Includes index.</b>	504	<b>Indeks.</b>



Here is an example of records, representing the same resource, appropriately cataloged in English and Polish languages of cataloging.

Note the 040 \$b code, in addition to the cataloger supplied elements in the respective languages of cataloging in fields 300, 33x, and the unquoted 5xx. [NEXT]

## Hybrid Records

Factors to consider before editing

- Intent of the cataloging agency
- Language of cataloging of holding libraries
- Number of descriptive cataloging elements in different languages



You may come across hybrid records in WorldCat. These are records with more than one language of descriptive cataloging.

There are three factors to take into account when considering a change in coding for the language of cataloging in these types of records.

- The intent of the cataloging agency
- The language of cataloging of the holding libraries
- The number of descriptive cataloging elements in different languages. As a general rule, a record's language of cataloging should reflect the predominant language used in the descriptive cataloging elements.

Based on these factors, if you determine that the language of the record matches the language used in your institution, then correct the errors and use the record for cataloging.

However, if you suspect that the record was incorrectly changed from one cataloging language into another, then

contact WorldCat Metadata Quality staff at [bibchange@oclc.org](mailto:bibchange@oclc.org). Staff will analyze the data, looking back through the history of the record, to decide whether to change the record back to its original language of cataloging.

More information regarding best practices can be found in Chapter 2.6 of Bibliographic Formats and Standards, and information for reporting errors can be found in Chapter 5.5. [NEXT]

**References:**

BFAS 2.6, Language of Cataloging: <https://www.oclc.org/bibformats/en/onlinecataloging.html#languageofcataloging>

BFAS 5.5, Requesting Changes to Records: <https://www.oclc.org/bibformats/en/quality.html#requestingchangestorecords>

Hybrid pre-edit		Hybrid post-edit	
Lang	eng	Lang	eng
040	XXX #b <b>dan</b> #e rda #c XXX	040	XXX #b <b>eng</b> #e rda #c XXX
100 1	Parent, Lucia E.	100 1	Parent, Lucia E.
245 10	Beagles : #b everything about purchase, care, nutrition, breeding, behavior and training / #c Lucia E. Parent ; illustrations by Michele Earle-Bridges.	245 10	Beagles : #b everything about purchase, care, nutrition, breeding, behavior and training / #c Lucia E. Parent ; illustrations by Michele Earle-Bridges.
264 1	Hauppauge, New York : #b Barron's, #c 1995.	264 1	Hauppauge, New York : #b Barron's, #c 1995.
300	88 <b>pages</b> : #b <b>color illustrations</b> ; #c 21 cm	300	88 <b>pages</b> : #b <b>color illustrations</b> ; #c 21 cm
336	<b>tekst</b> #b txt #2 rdacontent/ <b>dan</b>	336	<b>text</b> #b txt #2 rdacontent
337	<b>umedieret</b> #b n #2 rdamedia/ <b>dan</b>	337	<b>unmediated</b> #b n #2 rdamedia
338	<b>bind</b> #b nc #2 rdacarrier/ <b>dan</b>	338	<b>volume</b> #b nc #2 rdacarrier
500	<b>Filled with full-color photographs.</b>	500	<b>Filled with full-color photographs.</b>
504	<b>Med litteraturhenvisninger.</b>	504	<b>Includes bibliographic references.</b>



In this example, the intent of the contributing library was to create a Danish language of cataloging record, but English libraries have attached their holdings.

Fields 300 and 500 are both English language of cataloging, while fields 040 subfield \$b, the 33x fields, and field 504 are in Danish. While the inputting library's intent was to enter a Danish language of cataloging record, most of the libraries who have holdings attached are English language libraries. [NEXT]

If the language of cataloging used at your institution is English, change the 040 subfield \$b from 'dan' to 'eng' and convert the 504 field and 33x fields to their English equivalent.

Because English libraries have attached their holdings, if the language of cataloging used at your institution is Danish or another non-English language, search for a record in your language of cataloging. If no record is found, create a new record, as appropriate, and report the hybrid record to WorldCat Metadata Quality staff for correction using the [bibchange@oclc.org](mailto:bibchange@oclc.org) email address. [NEXT]

Hybrid pre-edit		Hybrid post-edit	
Lang	ita	Lang	ita
040	XXX #b fre #e ncfanor #c XXX	040	XXX #b fre #e ncfanor #c XXX
100 1	Da Porto, Luigi, #d 1485-1529.	100 1	Da Porto, Luigi, #d 1485-1529.
245 10	Romeo e Giulietta : #b variazioni sul mito / #c Da Porto, Shakespeare, Keller ; a cura di Anna Rosa Azzone Zweifel.	245 10	Romeo e Giulietta : #b variazioni sul mito / #c Da Porto, Shakespeare, Keller ; a cura di Anna Rosa Azzone Zweifel.
260	Venezia : #b Marsilio, #c ©2008.	260	Venezia : #b Marsilio, #c ©2008.
300	273 pages ; #c 19 cm	300	273 pages ; #c 19 cm
336	texte #b txt #2 rdacontent/fre	336	texte #b txt #2 rdacontent/fre
337	sans médiation #b n #2 rdamedia/fre	337	sans médiation #b n #2 rdamedia/fre
338	volume #b nc #2 rdacarrier/fre	338	volume #b nc #2 rdacarrier/fre
504	Includes bibliographical references and index.	504	Comprend des références bibliographiques et un index.



Here the intent of the contributing library was to create a French language of cataloging record. The contributing library is the only holding library.

This record either became a hybrid record as the result of incorrect editing or was entered originally as a hybrid record. Field 040 subfield \$b is coded 'fre' along with the 33x fields, the extent could be either French or English, and the unquoted note is in English. [NEXT]

If the language of cataloging used at your institution is French, you may convert this record into a French language record by editing field 504 to the French equivalent.

If the language of cataloging used at your institution is not French, search for a record in your language of cataloging. If no record is found, create a new record, as appropriate, and report the hybrid record to WorldCat Metadata Quality staff for correction. [NEXT]

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## BEST PRACTICE FOR EDITING ELECTRONIC RESOURCE RECORDS

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Now, I'll go over some best practices for editing electronic resource records.

## Electronic Resources

- Provider Neutral Record
  - use record
  - add 856
- Online version not Provider Neutral
  - use record and correct to PN
  - add 856
- Print version only
  - add 856 41 with URL
  - Do NOT add 006 and 007 for online version



Provider-neutral records omit provider-specific details and serve as "base" records in the shared WorldCat cataloging environment. The Provider-Neutral Guidelines are for online manifestations of a resource.

If a provider neutral record already exists for your resource, best practice is to use this record and add the appropriate 856 field. If the record is not provider neutral, please still use the record but edit the record to meet provider neutral guidelines and add the 856 field.

If the only record available represents the print version, you may edit the record to include the URL in field 856 with a second indicator value of 1 for version of resource. Do not add field 006 or 007 to the record for the print version because they are used only to describe the characteristics of the online resource.

More information on best practices for electronic resources can be found in Chapter 3 Special Cataloging Guidelines of Bibliographic Formats and Standards, and a link to the resources mentioned will be provided in the

slide notes. [NEXT]

**References:**

Provider-Neutral Guidelines: <http://www.loc.gov/aba/pcc/scs/documents/PCC-PN-guidelines.html>

Provider-Neutral electronic record	Print record with 856 field
Form o	040 XXX #b eng #c XXX
006 m o d	020 0815713991
007 c #b #d #e #n #j #k #l #i #a	020 9780815713999
040 XXX #b eng #e pn #c XXX	020 #z 9780815719687 #q (ebook)
020 9780815719687 #q (electronic bk.)	020 #z 081571968X #q (ebook)
020 081571968X #q (electronic bk.)	245 00 Weathering the storm : #b Taiwan, its neighbors, and the Asian financial crisis / #c Peter C.Y. Chow, Bates Gill, editors.
020 #z 0815713991	260 Washington D.C. : #b Brookings Institution Press, #c ©2000.
020 #z 9780815713999	300 xiii, 234 pages : #b illustrations ; #c 23 cm
042 dir.	336 text #b bt #2 rdacntent
245 00 Weathering the storm : #b Taiwan, its neighbors, and the Asian financial crisis / #c Peter C.Y. Chow, Bates Gill, editors.	337 unmediated #b n #2 rdamedia
260 Washington D.C. : #b Brookings Institution Press, #c ©2000.	338 volume #b nc #2 rdacarrier
300 1 online resource (xiii, 234 pages) : #b illustrations	776 08 #i Online version: #t Weathering the storm. #d Washington D.C. : Brookings Institution Press, ©2000 #w (OCLC)647164248
336 text #b bt #2 rdacntent	856 41 #3 Google #u http://books.google.com/books?id=BOUEAQAIAAJ
337 computer #b c #2 rdamedia	856 41 #3 HathiTrust Digital Library, Limited view (search only) #u http://catalog.hathitrust.org/api/volumes/oclc/43706723.html
338 online resource #b cr #2 rdacarrier	856 42 #3 Publisher description #u http://catdir.loc.gov/catdir/enhancements/fy1605/00008805-d.html
506 #3 Use copy #f Restrictions unspecified #2 star #5 MIAAHD	
533 Electronic reproduction. #b [S.l.] : #c HathiTrust Digital Library, #d 2010. #5 MIAAHD	
538 Master and use copy. Digital master created according to Benchmark for Faithful Digital Reproductions of Monographs and Serials, Version 1. Digital Library Federation, December 2002. #u http://purl.oclc.org/DLFBenchrepro0212#5 MIAAHD	
583 1 digitized #c 2010 #h HathiTrust Digital Library #i committed to preserve #2 pdf #5 MIAAHD	
588 0 Print version record.	
776 08 #i Print version: #t Weathering the storm. #d Washington D.C. : Brookings Institution Press, ©2000 #w (DLC) 00008805 #w (OCLC)43706723	
856 40 #3 Google #u http://books.google.com/books?id=BOUEAQAIAAJ	
856 40 #3 HathiTrust Digital Library, Limited view (search only) #u http://catalog.hathitrust.org/api/volumes/oclc/43706723.html	



Here is an example of the provider-neutral electronic version and the print version for the same manifestation with the differences between the two in blue.

You'll notice that each record has the ISBN for the other version in a 020 subfield \$z.

While the print version record includes 856 fields, there are no 006 and 007 fields, and the second indicators are correctly coded as a version of the resource or related resource. [NEXT]

Hybrid electronic/print record	
Pre-edit	Post-edit
Form o	Form o
040 XXX #b eng #c XXX	006 m o d
020 9780765397089 #q (electronic bk.)	007 c #b r #d c #e n #f u #g --- #h u #i n #j u #k u #l u
020 0765397080 #q (electronic bk.)	040 XXX #b eng #e pn #c XXX
100 1 Lubar, David, #e author.	020 9780765397089 #q (electronic bk.)
245 10 Check out the library weenies : #b and other warped and creepy tales / #c David Lubar.	020 0765397080 #q (electronic bk.)
264 1 New York : #b Starscape, a Tom Doherty Associate Book, #c 2018.	100 1 Lubar, David, #e author.
300 221 pages ; #c 22 cm.	245 10 Check out the library weenies : #b and other warped and creepy tales / #c David Lubar.
336 text #b txt #2 rdacontent	264 1 New York : #b Starscape, a Tom Doherty Associate Book, #c 2018.
337 unmediated #b c #2 rdamedia	300 1 online resource (221 pages) [size removed]
338 volume #b cr #2 rdacarrier	336 text #b txt #2 rdacontent
538 Mode of access: World Wide Web.	337 computer #b c #2 rdamedia
588 0 Print version record.	338 online resource #b cr #2 rdacarrier [removed field 538]
776 08 #i Print version: #a Lubar, David. #t Check out the library weenies. #b First edition. #d New York : Starscape, a Tom Doherty Associate Book, 2018 #z 9780765397065 #w (DLC) 2018030251 #w (OCoLC)1047695753	588 0 Print version record.
856 40 #3 OverDrive #u https://www.overdrive.com/search?q= 74B41E21-6D37-41CA-BE73-A5F70E417638	776 08 #i Print version: #a Lubar, David. #t Check out the library weenies. #b First edition. #d New York : Starscape, a Tom Doherty Associate Book, 2018 #z 9780765397065 #w (DLC) 2018030251 #w (OCoLC)1047695753
	856 40 #3 OverDrive #u https://www.overdrive.com/search?q= 74B41E21-6D37-41CA-BE73-A5F70E417638



This next example shows an electronic/print hybrid record. This often happens when the electronic version is derived from the print version record.

Looking at the entirety of the record, we can see that a majority of the record represents the electronic version, with the exception of the 300 field and the 33x fields. [NEXT]

So, this record could be edited to meet provider-neutral guidelines - adding the 006/007 fields, \$e 'pn' to the 040 field, correcting the 300 \$a to include '1 online resource' with the paging in parens, removing the size, and the 538 field. [NEXT]

Hybrid print/electronic record	
<b>Pre-edit</b>	
Type	a
006	m o d
007	c #b r #d c #e n #f u #g --- #h u #i n #j u #k u #l u
040	XXX #b eng #c XXX
020	9780375846847 #q (trade pbk.)
020	0375846840 #q (trade pbk.)
100 1	Krosoczka, Jarrett, #e author, #e illustrator.
245 10	Lunch Lady and the League of Librarians / #c Jarrett J. Krosoczka.
264 1	New York : #b Alfred A. Knopf, #c 2009.
300	1 volume (unpaged) : #b some color illustrations ; #c 18 cm
336	text #b txt #2 rdacontent
337	unmediated #b c #2 rdamedia
338	volume #b cr #2 rdacarrier
776 08	#i Online version: #a Krosoczka, Jarrett. #t Lunch Lady and the League of Librarians. #d New York : Alfred A. Knopf, 2009 #z 9780307978608 #w (OCoLC)1028747479
856 41	#3 OverDrive #u <a href="https://www.overdrive.com/search?q=F72AA192-22D2-4E28-9DCA-FAD6FADA120B">https://www.overdrive.com/search?q=F72AA192-22D2-4E28-9DCA-FAD6FADA120B</a>
<b>Post-edit</b>	
Type	a
	[removed field 006]
	[removed field 007]
040	XXX #b eng #c XXX
020	9780375846847 #q (trade pbk.)
020	0375846840 #q (trade pbk.)
100 1	Krosoczka, Jarrett, #e author, #e illustrator.
245 10	Lunch Lady and the League of Librarians / #c Jarrett J. Krosoczka.
264 1	New York : #b Alfred A. Knopf, #c 2009.
300	1 volume (unpaged) : #b some color illustrations ; #c 18 cm
336	text #b txt #2 rdacontent
337	unmediated #b c #2 rdamedia
338	volume #b cr #2 rdacarrier
776 08	#i Online version: #a Krosoczka, Jarrett. #t Lunch Lady and the League of Librarians. #d New York : Alfred A. Knopf, 2009 #z 9780307978608 #w (OCoLC)1028747479
856 41	#3 OverDrive #u <a href="https://www.overdrive.com/search?q=F72AA192-22D2-4E28-9DCA-FAD6FADA120B">https://www.overdrive.com/search?q=F72AA192-22D2-4E28-9DCA-FAD6FADA120B</a>



Occasionally, you may also come across a print/electronic hybrid. This can happen when a library has added an 856 field with the correct second indicator value '1' for version of the resource, however they also included the 006 and 007 fields to represent the online version. [NEXT]

To edit the record, remove the 006 and 007 fields because they are used only to describe the characteristics of the online resource. The 856 field can remain in the record as it is correctly coded as another version of the resource. [NEXT]

### Hybrid print/electronic record

```
Type a
006 m o d
007 c #b r #d c #e n #f u #g --- #h u #i n #j u #k u #l u
019 702064504 #a 964898377
040 XXX #b eng #c XXX
020 9780375846847 #q (trade pbk.)
020 0375846840 #q (trade pbk.)
100 1 Krosoczka, Jarrett. #e author, #e illustrator.
245 10 Lunch Lady and the League of Librarians / #c Jarrett J. Krosoczka.
264 1 New York : #b Alfred A. Knopf, #c 2009.
300 1 volume (unpaged) : #b some color illustrations ; #c 18 cm
336 text #b txt #2 rdacontent
337 unmediated #b c #2 rdamedia
338 volume #b cr #2 rdacarrier
776 08 #i Print version: #a Krosoczka, Jarrett. #1 Lunch Lady and the League of Librarians.
#d New York : Alfred A. Knopf, 2009 #z 9780375846847 #w (DLC) 2008043117
#w (OCoLC)263497802
856 40 #3 OverDrive #u https://www.overdrive.com/search?q=F72AA192-22D2-4E28-8DCA-FAD6FADA120B
```

**Do not edit, report to Metadata Quality staff for correction.**



However, be suspect of records that represent the print version with electronic aspects and where there is a 776 field linking to the print record, the 856 second indicator value is '0' for the resource, and there is a 019 field to indicate records have been merged.

These types of records are usually the result of incorrectly coded electronic records that get merged into the print version record, which caused the 006, 007, 776, and 856 fields to transfer during the merge process, creating a hybrid record. [NEXT]

These records should not be edited, but instead reported to Metadata Quality staff so that any potential record recoveries can be done. [NEXT]

## SPOT THE ERROR



And now, time for some more fun! [NEXT]

### Can you spot the errors?

Form o  
040 XXX #b fre #e rda #e pn #c XXX  
100 1 James, Miranda, #e author.  
245 10 Twelve angry librarians / #c Miranda James.  
300 1 online resource (259 pages)

### What element is incorrect?

- A) Form code is incorrect
- B) Field 040 #b incorrect and missing Fields 006 and 007
- C) Field 245 and Field 300 have a typo
- D) Errors, what errors?

Can you spot the error in this portion of a record? Take a few seconds to look over this example and select an answer using the poll.

The correct answer is...

B) Field 040 #b incorrect and missing Fields 006 and 007

```
Form o
006 m o d ←
007 c #b r ←
040 XXX #b eng #e rda #e pn #c XXX ←
100 1 James, Miranda, #e author.
245 10 Twelve angry librarians / #c Miranda James.
300 1 online resource (259 pages)
```



If you said B , you are correct!

This record represents the electronic version, so we would add the 006 and 007 fields. The language of cataloging is in English, so the language code in 040 subfield \$b should be 'eng' instead of 'fre'.

**Can you spot the errors?**

300 1 online resource (259 pages) ; #c 24 cm  
336 text #b txt #2 rdacontent  
337 unmediated #b n #2 rdamedia  
338 online resource #b cr #2 rdacarrier  
856 41 #3 MyiLibrary #u <http://www.myilibrary.com?id=989512>

**What element is incorrect?**

- A) Field 300 includes size
- B) Field 337 has incorrect term
- C) Field 856 has incorrect second indicator value
- D) All the above

Here is a little more of the same record. Take a few seconds to look it over and select an answer using the poll.

The correct answer is...

D) All the above

300 1 online resource (259 pages) ←  
336 text #b txt #2 rdacontent  
337 **computer** #b **c** #2 rdamedia ←  
338 online resource #b cr #2 rdacarrier  
856 **40** #3 MyLibrary #u <http://www.mylibrary.com?id=989512> ←

oclc

If you said D, you are correct!

As the record represents the electronic version, the 300 field should not include the size. The term in field 337 subfield \$a should be corrected from 'unmediated' to 'computer' and the code in subfield \$b should be corrected from 'n' to 'c'. Also the 856 second indicator value should be corrected from '1' to '0' for the resource.

## Questions?



Hayley Moreno Database Specialist II  
Charlene Morrison Database Specialist II  
Shanna Griffith Database Specialist II  
Laura Ramsey Senior Metadata Operations Manager  
Robin Six Database Specialist II  
Jay Weitz Senior Consulting Database Specialist  
Robert Bremer Senior Consulting Database Specialist

**Please submit questions through chat**



## Thank you!

Send cataloging policy questions at  
anytime to:  
[askqc@oclc.org](mailto:askqc@oclc.org)

Session links available at:  
[oclc.org/askqc](https://oclc.org/askqc)

### February Virtual AskQC Office Hours:

Best practices for enhancing WorldCat bibliographic  
records

Tuesday, February 11 at 9:00 AM Eastern

Thursday, February 20 at 4:00 PM Eastern

Registration available at [oclc.org/askqc](https://oclc.org/askqc)

Because  
what is  
known must  
be shared.®

