

CATALOGING GUIDELINES

General Statement about the Lakeland Cataloging Department

The Lakeland budget for cataloging, both for the department staffing and for the SkyRiver subscription is based on total holdings (items) added. Each month Lakeland staff calculates the number of items added (minus magazines and ematerials). This is totaled for a 12 month period and each library is charged based on the percentage of their items added in relation to the total. The Holdings Added report is updated monthly and posted to the Lakeland website. The SkyRiver charges are divided among all the libraries (including the cataloging centers). The LLC Cataloging staff charges are divided among the libraries for which Lakeland does cataloging. Lakeland catalogers do not track which libraries send in titles first or for which libraries they bring in bibliographic records (either copy cataloging or original cataloging). As a department we keep track of how many records are cataloged, either by copy cataloging or original cataloging. We count incoming cataloging requests as a total each day; we do not keep track of which libraries submit those requests. We also keep track of the cataloging we do by format, either copy cataloging or original cataloging for internal use. If you receive an item that you wish to add to your collection, please follow the Short Record Cataloging procedures. Please send in the physical items for all MP3 Audio Book recordings, do not create a short record. These almost always require original cataloging. Please continue to fill out cataloging forms for Local History items. These too almost always require original cataloging. You should be prepared to send us local history items for which we need to create original records.

Original Cataloging

Often a requested title is not in the SkyRiver database and catalogers will need to make an original record for that title. We must have the item in hand to create original records. When an item is needed for an original, cataloging staff place an item specific hold on your "in processing" copy for your local cataloging patron. These requests show up on your Item Paging List and should set in transit to LLC as soon as possible. When LLC staff received those items, they will check the item out to your local cataloging patron while it is in use at LLC. When the staff is finished with the original record, they will check in the items and set them back in transit to your library.

Attaching items to bibliographic records

The Lakeland Library Cooperative Cataloging policy gives libraries six months to attach items to records brought in to the database, either by copy cataloging or original cataloging. After six months, bibliographic records with no items, orders or checkin records attached are deleted from the system. Lakeland staff deletes empty bibliographic records on a monthly basis. We use the date the record was created to determine its age. Please make every effort to attach your items in the allotted time period. Bringing deleted bibliographic records back into the database requires the same amount of work the second time, as it did the first.

Below are the current guidelines for attaching paperbacks.

Mass market fiction should always be attached to the hardcover record, regardless of publisher.

Mass market non-fiction paperbacks can be attached to the hardcover record if the publisher and dates are the same. Otherwise a new record should be created.

Quality or trade paperbacks are usually attached to the hardcover record. However, if there is a different publisher or date, a record should be created. If the original publisher has given permission to reprint the item to another publisher, the item can then be attached to the existing record with a note in the item record indicating same.

Any paperbacks that contain additional text (afterword, etc.) or abridgment of text, should have a new record.

Below are the current guidelines for attaching book club editions.

Fiction book club editions should always be attached to the hardcover record.

Non-fiction book club editions are usually attached to the hardcover record.

Below are the current guidelines for attaching serials (e.g., Fodor's, Frommer's, Mobil travel guides).

When searching for these records, look for a record that has an open date (e.g., 1990-, 1996-, etc.). The records will have v. in the description field or both an open date and v. in the description field. When looking at the holdings for these records, you will see several items attached with the year of the material in the volume field. If there is more than one record, look to see which items the cataloging centers have attached to the record and follow what they have done. Please see the example below.

Do not attach your holdings to records that say ON ORDER for this type of material unless it is the only record.

Example: Title with only a v. in description field, no open date

TITLE Mobil travel guide, major cities.

PUBLISHER Rand McNally.

DESCRIPT v.

Example: Title with open date and v. in description field

TITLE Mobil travel guide: Great Lakes.

PUBLISHER New York, NY Fodor's, c1995-

DESCRIPT v. : ill., maps ; 24 cm.

| LOCATION | Call No. | STATUS |
|--------------------------|---------------------------------------|---------------|
| Fremont Nonfiction | 917.7 Mobil 2003 | ON SHELF |
| Fremont Nonfiction | 917.7 Mobil 2004 | ON SHELF |
| Home Twp Nonfiction | 917.7 M 2003 | ON SHELF |
| Howard Miller Nonfiction | 917.7 Mob 03-294 2003 | ON SHELF |

Below are the current guidelines for attaching audio books.

Be sure to check carefully when attaching audio books. If the item is an abridgment, attach it to the record for an abridged title. This is particularly important when dealing with audio books produced by the Brilliance Corporation. Also, look to see if the number of cassettes or CDs is the same as the title record.

Below are the current guidelines for attaching large print books.

Large print books should always be attached to a large print record with the same publisher and date. If the publisher and date are different, a new record should be created.

Below are the current guidelines for attaching CD-ROMs.

Review the records carefully when attaching CD-ROMs. Some CD-ROMs are for use only with PCs, Macs, or both. Also, some CD-ROMs can only be used with certain players such as Wii, Nintendo GameCubes. Check to make sure the item is attached to the correct record. Also check that the date is the same, as well as any version number.

Below are the current guidelines for attaching music cassettes and CDs.

Check to make sure that CDs are attached to the record for CDs and cassettes are attached to the record for cassettes.

Below are the current guidelines for attaching to ON ORDER records.

More libraries in Lakeland are beginning to use the acquisitions module. Starting any new process means that some changes must be made. You will need to view records in the database before you attach you holdings.

There are some very short records that may be order records and may not be in all caps. Do not attach to these records. Send a request for cataloging to Lakeland so that a complete record can be added to the database. This continues to be the same for any record you see in the database that is in all caps and has ON ORDER—in back of the title.

IMPORTANT NOTE:

There are records being added to the database that appear to be complete records. However, they are not complete and are not always **suppressed*** from view in Lakenet OPAC. Do not attach items to these records. If they are suppressed, the word Suppressed is in red at the bottom of the Millennium screen in the status bar when a suppressed record is selected. Do not attach holdings to these records and send a request for cataloging to Lakeland, regardless of whether or not they are suppressed. ALWAYS view the records looking for the one that has a MARC field 003. The field should display as:

MISC 003 OCoLC
Or
MISC 003 SKY

This is a complete record. Attach your items to this record. If you cannot find a record that has the MARC 003 field, send a request for cataloging to Lakeland.

The incomplete records will be merged with the complete bibliographic record. However, it does take a few days for this to happen. If there are holds and you would like us to merge the records so that your items can fill holds, please email those to Sheryl@llcoop.org.

It will take a little longer to attach your items when following these instructions. This is necessary if you want the public to see your holdings in Lakenet.