

Ongoing – Original Cataloging

Qualifications/training required for Evergreen Indiana Certified Catalogers (Cat-1)

Each library will be provided with training on the Evergreen Indiana ILS. With the exception of stub records (see below), all catalogers wishing to add original records (bibliographic and authority), complete overlays of existing records, or perform merges must also be certified by attending the Evergreen Indiana Cataloging Workshop. Evergreen Indiana Catalogers must follow all policies in the Evergreen Indiana Cataloging Policy and in this Procedure Guide.

Stub Records

All participating libraries are allowed to enter stub records based on the policies stated later in this document. Training for entering stub records will be included in the basic Evergreen Indiana ILS training.

Types of Acceptable Bibliographic Records

1. Permanent records – To Be Added By Evergreen Indiana Certified Catalogers (Cat-1) Only

2. Acceptable Encoding levels for permanent records include:

The following Bibliographic Encoding Levels (Fixed Field: ELvl) are available on MARC records contributed from the Library on Congress:

- "_ " (blank) **Full-level**. The most complete MARC record. The record's information is derived from a physical inspection of the item.
- "1" **Full-level**, material not examined. The next-most-complete MARC record after the Full-level. The record's information is derived from an existing description of the material (e.g., a printed catalog card). All the information as found on the existing description is input. The physical item is not re-inspected.

The Bibliographic Encoding Levels (Fixed Field: ELvl) are available on MARC records input by OCLC member libraries adding original cataloging to OCLC:

- "4" **Core-level**. A record that is less-than-full, but greater-than-minimal-level cataloging and that meets core record standards for completeness. Any OCLC participant may enter a Core-level record as long as Core-level input standards are followed. A Core-level record that is entered by a library participating in PCC through BIBCO or CONSER will contain an authentication code in field 042.
- "I" **Full-level input by OCLC participants**. A record that conforms to OCLC's

level I input standard. The level I input standard represents full cataloging. Use level I when transcribing LC or NLM copy.

- **"L" Full-level input added from a batch process.** A full-level record batch-loaded from an institution other than LC, NLM, BL, NLC or NLA.

Example: OCLC record or a member-input record directly on Evergreen

The Encoding Levels listed above are those which are preferred by the Evergreen Indiana Cataloging Committee. Catalogers are permitted to import records which have K level or lower Encoding Standards may, but the cataloger inputting library is then encouraged to change the Encoding Level to L or I and edit the records to reflect the standards set forth in this Procedures Guide.

- **"8" CIP-level records (Cataloging- in-Publication records).** Records created by the Library of Congress from galley-proofs sent them by the publishers before the book is published.

CIP records are created without published pieces in hand; therefore, bibliographic information in descriptive fields in a CIP record may not be accurate or present. There are two types of CIPs: one created by DLC, the Library of Congress, and the other, by UKM, the British Library. Both DLC and UKM CIP records have an "8" in the encoding level in the Fixed Field (FF hereafter) and leave a 263 field (e.g. 263 0712) and an empty 300 field (e. g. 300 p. cm.).

Evergreen Indiana asks that the very first cataloger that adds holdings to a CIP record with the item in hand, edits it according to the bibliographic information found on the piece; in other words, the information you find on the piece in hand is more authoritative than what you may find in a CIP record. If you add holdings to a CIP record and notice that the record has not been upgraded, please edit the record while adding your holdings.

The only time the records should not be edited when you are adding your holdings is during cataloging freezes which have been announced by Evergreen Indiana.

CIP records can be edited either during the loading process or after they are brought into Evergreen Indiana.

You can edit all fields of a CIP record. More specifically, complete 300 and 260 and other missing data as needed and please remove field 263 if present. Correct 245 data if it differs from the piece in hand. Verify 505 table-of-content information if applicable. If you have supplied the information for the 260, 300, 245, etc., please remember to change the Encoding Level (EnLv) part of the Fixed Field from "8" which means CIP to either "K" or "I" so that the record reflects that it has been upgraded to at least one of these levels.

Note: When you remove an entire field, please remember to position the cursor in the data well of the MARC tag (e.g. 263) then click on the "Remove" button or Ctrl Delete to

delete the empty field Remember not to just remove data within the tag without deleting the tag itself.

3. Realia and Three Dimensional Objects - To Be Added By Certified Catalogers Only

4. Core Level Requirements for New Records Are:

<u>Element</u>	<u>Core-Level</u>
Fixed field	Code fully on every record
020	Field 020 subfield ‡a if present on item
042	Include if PCC participant
050, 082, 086, etc.	One number from a recognized scheme
1xx	Include/establish if applicable
240	Include if known or readily inferred from item
245–300	Include all applicable elements
4xx	Transcribe series if present. If traced, PCC participants should support with authority record
5xx	Enter the following notes if applicable: Field 500 Field 502 Field 505 Field 533
6xx	At least 1 or 2 subject headings at appropriate level of specificity from an established thesaurus or subject heading system if available
7xx	Express primary added entry relationships and important title access information
8xx (Established form of series if different from that in field 490)	If series is traced, use as appropriate

Once again, catalogers are encouraged to upgrade any system records not meeting standards.

5. Stub Records

- On-order records must be upgraded when the item is received.
 - On-order records should contain a minimum of the author, title, standard number and edition fields if available.
 - On-order records which are not full records must be labeled as “ON ORDER RECORD” in the 599 field.
- Equipment Records must not display in public mode. Equipment records should also be labeled as such in the 599 field.
- Temporary Records may only remain in the system for 90 days. The library adding the record is responsible for providing the full record. However, any

library may add the full record within the 90 day period. If a full record is not provided within the 90 days, the Indiana Evergreen Cataloging Committee may contact the library regarding its options.

Temporary records must include the following fields when applicable and/or available:

- 010
- 020
- 022
- 1xx
- 245
- 250
- 260
- 300

In addition, the record must be labeled as a “TEMPORARY RECORD” in a 599 field.

General Permanent Record Policies (Including Overlays)

Permanent records:

Records that are intended to be permanent records in Evergreen Indiana:

- Must follow the bibliographic matching criteria listed in this document
- Must not duplicate the specified core level elements of an existing bib record (below)
- Must use MARC 21 Format for Bibliographic Data
- Must contain core level fields as defined by Library of Congress's Bibco Core Record Standards
 - Including, where applicable, ISBN or ISSN, title, edition, publisher, and date
 - Also: type of record (leader byte 6): language material, musical sound recording, projected medium, etc.
- Must comply with AACR2R and LCRI rules (the rules in force at the time of record creation)
- Must use standard GMD terminology ("sound recording," "videorecording," "electronic resource")
- Must contain only bibliographic-level data (not "holding specific," i.e. 590 notes)
- Must be compared with item in hand
- Must use LCSH for subject headings
- Additional optional controlled subject headings may be added to the record (e.g., Bilindex, MeSH, Sears)

Special situations

Monographs Cataloged as Serials: Requirements for New Records

Circulating monographs should not be cataloged as serials. For example, Fodor's travel guides come out on a yearly basis. Instead of being cataloged on a serial record, each year's volume should be on its own monographic record. The Evergreen Indiana Cataloging Committee understands that many libraries have used serial records for these titles. However, due to the fact that our patrons can only place Title level holds, it is hard for them to make sure that they are placing a hold on the correct volume when a serial record has many items attached to it. As time permits, libraries should begin to edit existing records to come into compliance with this standard.

Multi-part Monographs or DVD sets: Requirements for New Records

Multi-part Monographs and DVD sets should be cataloged on one bibliographic record. Please consult with the Evergreen Indiana Cataloging Committee if there is a need for an exception to this standard. Some examples include:

245 04 The World Book encyclopedia
300 __ 22 v. : \$b ill. ; c 26 cm.

100 1_ Foote, Shelby.
245 14 The Civil War : \$b a narrative / \$c Shelby Foote.
300 __ 3 v. : \$b maps ; \$c 26 cm.

245 00 Ice road truckers. \$n The complete season two \$h [videorecording] /\$c History Channel.
300 __ 4 videodiscs (752 min.) : \$b sd., col. ; \$c 4 ¾ in.

Paperbacks Cataloged on Records for Hardcover Editions

Attaching paperback items onto hardcover bibliographic records is allowed when:

- The paperback and hardcover publisher is an exact match
- The edition statement is an exact match
- The ISBN for both the paperback and the hardcover are present on the bibliographic record
- The publication date is the same

Addition of Non-Standard Series Identification

In the interests of patrons, catalogers are permitted to add series information to bibliographic records for monographs, even if the series is not established in the LOC authority file. Before adding a series entry to an Evergreen Indiana record, check the Library of Congress series authority file for an existing established form. The established

form should be used, if any. If this series is not established in the LOC authority file, a local form may be established.

If the cataloger can determine the order of the books within the series as intended by the author, the number should be included on the 490 and 8xx fields. Sometimes that information is implied on the book, but often times it is not. There are several good sources to check to get the order of the books within a series. NoveList and the author's website are good sources for obtaining this information. Catalogers are strongly encouraged to add this information to the records.

A note should be placed in the 500 field indicating the source of the series and/or series numeration if these are not obtained on the title page of the book.

For more information, see **490/8xx Series Fields** on page 3.14-3.15.

Guidelines for Entering Permanent Original Cataloging Records in Evergreen Indiana

Procedures:

- 1 . Search Evergreen Indiana for matching records and attach holdings.
- 2 . Search another source via Z39.50 (i.e., OCLC, WorldCat, Library of Congress)
- 3 . If no records are found via Z39.50 or through sources available to the cataloger for batch import, an Evergreen Indiana Certified Cataloger (Cat-1) may enter a permanent original cataloging record in Evergreen Indiana and attach holdings to this record.
- 4 . Subsequent libraries may also attach their holdings to the record or may look for a bibliographic record to overlay via Z30.50 (i.e., OCLC, WorldCat, Library of Congress, etc.) in case the record had been cataloged at a later date. Evergreen Indiana Certified Catalogers (Cat-1) may overlay the record if all matching points are correct.
- 5 . Training for creating original records is mandatory for catalogers who have never done original cataloging. Please consult the Evergreen Indiana Cataloging listserv for assistance, if needed

For certain local materials, such as locally assembled kits, vertical files, etc. which are only meant to be used for a specific length of time (i.e. Summer Reading kits, kits for class assignments for local schools) temporary records may be created. (However, libraries should remember to remove these records if the materials represented by records

are weeded from their collections). See the section on temporary records under **Stub Records**.

Item Categories for Local Original Cataloging Records

Items created locally and either circulated locally or not circulated.

1. Artificial kits created by the library
2. Vertical file materials

Advanced Readers' Copies

Advanced Readers' copies (ARC) may not be attached to the bib records for the finished version of a published work. The bib record for the final version should never be edited to reflect an Advanced Readers' copy. Instead a new bib record must be created by originally cataloging the ARC copy. There may be some differences in the Advanced Readers' copies which should be reflected in the bib record, including differences in the title, pagination, bibliographical references and indexes.

The new record for the Advanced Readers' copy should have a 250 edition statement stating that this is the record for the ARC copy. The title and pagination should reflect the ARC copy and not the finished version of the book. We recommend that the ISBN for the ARC version be placed in a 500 note so that this edition of the book will not merge with the final published version of the material. See some examples below:

250 __\$a Advanced Readers' copy.

500 __\$a 10-digit ISBN: [number]; 13-digit ISBN: [number].

MARC Fields to Be Used for Evergreen Indiana Original Cataloging Records input into (All Formats):

Fixed Fields:

Fixed fields must be encoded according to MARC 21 standards. It is very important for the fields to be encoded accurately, because Evergreen relies on this data for search filters and to display the correct icons for materials in the OPAC. The search filters will not work, and the incorrect icon will display if the fields are not encoded properly.

Here is a list of the of the fixed field codes:

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Element	Definition	Code	Code Definition
Type	Type of record	a	Language material
ELvl	Encoding level	Blank	Full record, derived from physical inspection of the cataloged item. Record created by Library of Congress (LC), Nation Library of Canada (NLC), British Library (BL), National Library of Australia, or the National Serials Data Program (NSDP)
ELvl	Encoding level	I	Full record, derived by physical description of the cataloged item. Record created by other libraries
Source	Cataloging Source (Creator of the original cataloging record)	Blank	Library of Congress (DLC)
Source	Cataloging Source	b	National Library of Medicine (NLM)
Source	Cataloging Source	d	Non-LC Cataloging (other libraries)
Audn	Target Audience		See the Evergreen Indiana Standards listed in the chart under Audience Field in the Fixed Fields for detailed information
Ctrl	Type of Control	Blank	No specific type of control (i.e. not archival)
Lang	Language	eng (for English)	Lang are in the fixed fields contains a three-letter code for the language of the work. To find the correct code, you may check the Cataloging Calculator at the following link: http://www.loc.gov/marc/languages/
BLvl	Bibliographical level	a	Component, monograph (a bibliographic unit contained in another bibliographic unit such as a short story in a collection of short shorts can be cataloged separately)
BLvl	Bibliographical level	b	Component part, serial (an issue of a journal with a specific theme which can be cataloged separately)
BLvl	Bibliographical level	m	Monograph
BLvl	Bibliographical level	s	Serials
Form	Form of Item	Blank	None of the following (see forms below) or not applicable (if dealing with the original printed books)
Form	Form of Item	a	Microfilm
Form	Form of Item	d	Large print
Form	Form of Item	b	Braille
Form	Form of Item	r	Regular print reproduction (for example, a photocopy)
Form	Form of Item	s	Electronic
Conf	Conference Publication (one-character code that indicates whether the item consists of proceedings, reports or summaries of a conference)	0	Not a conference publication
Conf	Conference Publication	1	Conference publication
Biog	Biography	a	Individual autobiography
Biog	Biography	c	Collective biography or autobiography (i.e. Who's Who)
Biog	Biography	d	Contains biographical information (has to be part of the text, not just the author's info from

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			the dust jacket.
Biog	Biography	Blank	Not biographical material
MRed	Modified Record Code	Blank	Record not modified
Ctry	Country of Publication, Production or Execution	inu (Indiana)	CTRY contain a two- or three-character code that represents the state of country of publication. Needs to match the first city in the 260 field. To find the correct code, you may check the Cataloging Calculator at the following link: http://www.loc.gov/marc/countries/
Cont	Nature of Contents (up to 4 codes can be used, recorded in alphabetical order)	a	Abstracts/Summaries (entire publication is a compilation of abstracts or summaries)
Cont	Nature of Contents	B	All or part of the item is a bibliography (on a specific topic) or contains bibliographies. (If the item contains bibliographical references, the bib record needs a 504 field.)
Cont	Nature of Content	c	Catalog (entire publication is a catalog)
Cont	Nature of Content	d	Dictionaries (entire publication is a dictionary; also used for Glossaries and Gazetteers)
Cont	Nature of Contents	e	Encyclopedias (entire publication is an encyclopedia)
Cont	Nature of Contents	f	Handbooks (entire publication is a handbook to a specific topic)
Cont	Nature of Contents	g	Legal articles
Cont	Nature of Contents	i	Indexes (Item is an index or contains an index to bibliographical material other than itself)
Cont	Nature of Contents	j	Patent document
Cont	Nature of Contents	k	Discographies
Cont	Nature of Contents	l	Legislations (the item is or contains full or partial texts of enactments of legislative bodies or texts of rules or regulations issued by executive or administrative bodies)
Cont	Nature of Contents	m	Theses (Item is a theses, dissertation or work identified as having been created to satisfy the requirements for an academic certification or degree)
Cont	Nature of Contents	o	Reviews (Publication is a book review is primarily a compilation of books reviews)
Cont	Nature of Contents	r	Directories (entire publication is a directory)
Cont	Nature of Contents	s	Statistics (entire publication is a compilation of statistical data)
Cont	Nature of Contents	Blank	No specific nature of content (the nature of the contents does not need a special code)
Gpub	Government Publication Codes	Blank	Not a government publication
Gpub	Government Publication Codes	f	Federal/National (jurisdictional level)
Gpub	Government Publication Codes	i	International intergovernmental
Gpub	Governmental Publication Codes	l	Local
Gpub	Governmental Publication Codes	S	State, provincial, territorial, etc. (can be used for a State University publication)
LitF	Literary Form	0	Not fiction

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LitF	Literary Form	1	Fiction (in the generic sense)
LitF	Literary Form	c	Comic strips
LitF	Literary Form	f	Novels
LitF	Literary Form	i	Letters
LitF	Literary Form	j	Short Stories
LitF	Literary Form	p	Poetry
Indx	Index (indicates whether the work contains an index to its own contents)	0	No index
Indx	Index	1	Book contains an index or multiple indexes
Desc	Description Cataloging Form	a	Evergreen Indiana requires that library use Descriptive Cataloging Form A (Record follows AACR2)
Fest	Festschrift (a collection of two or more essays published in honor of a person, an institution, or a society)	0	Not a festschrift
Fest	Festschrift	1	Festschrift
DtSt	Type of Date	s	Single known date/probable date
DtSt	Type of Date	m	Multiple dates (used for multivolume sets not published at once)
DtSt	Type of Date	q	Questionable date (a ranbe of years is the only date that can be specified (i.e. between 1970 and 1979)
DtSt	Type of Date	r	Reprint/reissue and original date of publication
DtSt	Type of Date	t	Publication date and copyright date
Dates	Date 1, Date 2		<p>"Dates" represents two elements: Date 1 and Date 2. Each date consists of four digits, and the dates are separated by a comma. The contents of DATE 1 and DATE 2 depend upon the value of the "DtSt" (Type of Date) code. Only numbers, blanks and the letter "u" are accepted</p> <p>Examples:</p> <p>DtSt: s Dates: 1976, (Note: do not retain the copyright symbol in the fixed field for c1976) 260 __ Boston : b Macmillan, c c1976. (Copyright date from publication)</p> <p>DtSt: m Dates: 1976,1978 260 __ Boston : b Macmillan, c 1976-1978. 300 __ 2 v. ; c 25 cm.</p> <p>DtSt: q Dates: 1970,1979 260 __ Boston : b Macmillan, c [197-].</p> <p>DtSt: r Dates: 1976,1970 260 __ Boston : b Macmillan, c 1976. 500 __ Originally published: Bloomington : Indiana University Press, 1970.</p>

			DtSt: t Dates: 1976,1975 260 __ Boston : b Macmillan, c 1976, c1975.
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Please note that in Evergreen Indiana:

“**Desc: a**” Required.

“**Enc_Lvl: “k”** or higher Required.

Audience Field in the Fixed Field in Evergreen Indiana

Because of the search filters, entering a value in the Audience field is required for all new records added to Evergreen Indiana, not optional. When adding holdings to existing records, remember to check that the fixed fields are correctly coded, and add a value to the Audience field if none is there. The codes for the Audience field are also tied to the 521 Audience field in the variable fields in the MARC record as well. The rules for using the codes for the audience field are as follows:

- Unknown or unspecified.** A blank audience field indicates unknown or unspecified. The target audience for the item **not** known or **not** specified. EI: Unspecified should not be used.
- Preschool.** The item is intended for children, approximate ages 0–5 years. EI: Should be used for board books.
- B Primary.** The item is intended for children, approximate ages 6–8 years.
- Pre-adolescent.** The item is intended for young people, approximate ages 9–13 year. EI: Fields a, b, and c indicate specific age groups for children. Please use these if a target audience is indicated on the item. If no age is indicated, use of a, b, and c is optional, except for board books, and j may be used for juvenile materials.
- D Adolescent.** The item is intended for young people, approximate ages 14–17 years. EI: This should be used for young adult/teen items.
- Adult.** The item is intended for adults. EI: This should be used for books and audiobooks in adult collections. e should also be used for Rated R and Unrated movies. Movies which are Not Rated, as opposed to Unrated, may be assigned an audience as appropriate. e also may be appropriate for music with adult language and content.
- E Specialized.** The item is aimed at a particular audience and the nature of the presentation makes the item of little interest to another audience. Examples include:

 - F**

 - Items which address a limited audience, e.g., the employees of a single organization.
 - Technical software or sound recordings geared to a specialized audience.
 - Training films intended for the special education of the physically or

mentally handicapped.

G **General.** The item is of general interest and **not** aimed at an audience of a particular intellectual level. Use for items that are **not** covered more appropriately by the other codes. EI: g is used for movies rated g, pg, and pg-13. Most music, unless aimed at a specific audience or containing adult material, will also get a designation of g.

J **Juvenile.** The item is intended for children and young people, approximate ages 0–15 years. Use when a more specific code for the juvenile target audience is **not** desired. EI: Use for juvenile materials without a specific target audience.

The filters for item form, item type, literary form, and language also depend on proper encoding of the corresponding fields in the fixed fields.

Please refer to the following site as a useful reference when encoding fixed fields:
<http://www.oclc.org/bibformats/en/fixedfield/default.shtm>

Variable Fields:

020 ISBN

The ISBN (International Standard Book Number) is required if found on the item. If the item you are cataloging has both the ISBN-10 and the ISBN-13 on it, please record both numbers in separate 020 fields. If the record in Evergreen Indiana only has the ISBN-10 and you can find the ISBN-13 on the materials being cataloged or through another source, such as OCLC, please add it to the record as both are valid.

The price of the materials should never be added to the 020 field, either in the subfield c, where it would appropriately belong, or mistakenly to the subfield a. Because the price paid by the member libraries may not always be the same, the MARC record should not be used to record prices for any item. If your library needs to record the price in Evergreen Indiana, it should be recorded in the proper place in the Copy Editor when creating or editing your item records. When importing or editing records in Evergreen Indiana, please delete any prices found in the 020 field.

For those libraries using OCLC, the OCLC software will create the 13-digit ISBN when the 10-digit ISBN is entered into the 020 field in the MARC record and vice versus. When the record is updated and saved, both ISBN numbers will be present.

100 Personal Author Main Entry. Required if found on piece. Please use authorized forms if they can be found. Many times the name authority is found in CIP information in the materials being cataloged. The LC name authorities are also available through the Library of Congress website and through the OCLC authority records.

245 Title

\$a Mandatory.

\$b Required if found on piece.

\$c Required if applicable.

A General Material Designator (GMD) is added to titles to indicate the type of material the catalog record describes. It is included in 245 subfield h in lowercase letters and enclosed in square brackets []. Generally, it should come immediately after the subfield a, but may follow subfields p or n in cases where those are part of the title proper (see the examples below).

Evergreen Indiana catalog records should include only those General Material Designators (GMD) approved in the AACR2 for the US, found in list two under rule 1.1C2.

Here are some of the common types of items cataloged in Evergreen Indiana and their GMD as taken from list two:

Type of materials	GMD
Books on CD	[sound recording]
Musical CDs	[sound recording]
DVD	[videorecording]
VHS tapes	[videorecording]
CD-ROM	[electronic resource]
Software	[electronic resource]
Playaway	[electronic resource]
Kits	[kit]

*Please note that [large print], [book], [book on CD] and [DVD] are NOT included in the list of AACR2 General Material Designators. If found on records in EI, these should be corrected.

Examples:

245 00 \$a Four small dances \$h [sound recording] ; \$b and, Six Hungarian folksongs

245 00 \$a Jim Henson's Fraggle Rock. \$n The complete final season \$h [videorecording] / \$c Jim Henson Television.

245 00 \$a Go Diego Go! \$p Diego's arctic rescue \$h [videorecording] / \$cNick Jr. Productions ; Nickelodeon.

250 Edition statement

Mandatory if found on piece. Use approved AACR2R abbreviations:

250 1st ed., 2nd ed., 3rd ed., Rev. ed., etc. (not First Edition, Second ed...)

250 Advanced Readers' copy.

260 Publishers Information

\$a Mandatory

\$b Mandatory

\$c Mandatory

Use AACR2R abbreviations for names of states/provinces **if they are spelled out in full on piece**:

On piece: Hollywood, California.

On record: 260 __ Hollywood, Calif.

Use the U.S. Postal Codes for the states/provinces **if they appear in that form on the materials being cataloged**:

On piece: Hollywood, CA

In record: 260 __ Hollywood, CA

For a list of abbreviation of states/provinces' names: see AACR2R Appendix B14.

Helpful link for the AACR2 abbreviations and Postal Code:

http://www.itcompany.com/info retriever/cat_260a.htm

Published Materials:

If place of publication is unknown, use [S.1.]:

260 [S.1.] : \$b LRS, \$c 2000.

If publisher is unknown, use \$b [s.n.]:

260 Mukilteo, WA : \$b [s.n.], \$c 2000.

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If both place of publication and publisher are unknown, use:

260 [S.l. : \$b s.n.], \$c 2000.

If dates are unknown, make a guess based on information you may find on the item and put it in brackets. Examples:

260 Mukilteo, WA: \$b LRS, \$c [2000]

260 [S.l. : \$b s.n., \$c 2000?]

260 Mukilteo, WA : \$ LRS, \$c [198u?]

260 Mukilteo, WA: \$ LRS, \$c [19uu?]

260 Mukilteo, WA : \$ LRS, \$c [1980-1990?]

260 Mukilteo, WA : \$ LRS, \$c [-1980?]

260 Mukilteo, WA : \$ LRS, \$c [1980-?]

Unpublished/locally assembled materials:

Enter only subfield \$c date, either real or estimated, in 260 field as follows:

260 \$c 2000.

260 \$c [2000?]

260 \$c [2000-]

300 Physical description

Mandatory (except for Vertical files)

\$a. For unpagged books, follow LC practice:

300 1 v. (unpagged)

For materials with irregular paging numbers or with different numbering systems:

300 1 v. (various pagings)

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For printed materials with text only on one side of a page, use leaves instead of pages:

300 345 leaves

\$b. Illustrations:

If all color:

300 45 p. : \$b col. ill. ; \$c 22 cm.

If some color some blank and white:

300 45 p. : \$b ill. (some col.) ; c 22 cm.

490/8xx series fields

Mandatory if applicable.

Evergreen Indiana follows the policy established by the Program for Cooperative Cataloging (PCC) which went into effect on October 24, 2008.

This policy states that the 440 field is obsolete. Series statements should now be transcribed in the 490 field as the series appears on the material being cataloged following the definitions as defined below by the PPC.

490 Field 1st Indicator: Series tracing policy

The 1st indicator of the 490 field indicates if the series has no corresponding added entry (not traced) or the series has a corresponding 800-830 series added entry field (series traced differently).

0 - Series not traced

If no series added entry is desired for the series, use the 490 0_ format. Example:

490 0_ \$a Pelican books

[No 800-830 field in record.]

1 - Series traced

When value 1 is used, the appropriate field 800-830 is included in the bibliographic record to provide the series added entry.

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440 _0 Rulers, scholars, and artists of the Renaissance (Obsolete way of transcribing the series)

The obsolete 440 series statement shown above should now be changed to the the 490/8xx tagging as shown below:

490 1_ Rulers, scholars, and artists of the Renaissance
830 _0 Rulers, scholars, and artists of the Renaissance.

Even though the two fields are now identical, they should both appear in the MARC record.

490 1_ Irish trilogy
800 1_ Roberts, Nora. \$t Irish trilogy.

When importing a new record into Evergreen or when adding your holdings to a bibliographic record already in the system, catalogers should edit the MARC record to make sure that the obsolete 440 tags have been changed according to the procedures established above.

Please check the authority files at LOC or OCLC for an established series title. If not found, check the Evergreen Indiana database to see if the series has already been established. If so, make the 8xx field match the established series. If the series has not been established in Evergreen Indiana, but should be traced, please establish the series by using other series already established as guidelines. Series that have variations in the title or series written by a single author should be traced. Since our patrons might want the works in that series in another format, such as audiobook or large print, the established 8xx field should be added to all manifestations of the work.

The Evergreen Indiana Cataloging Committee decided to change the policy for cataloging series with numeration due to the fact that patrons can better determine the order of the books within series if the numeration is recorded in the same way for all series. When adding numbering for series in Evergreen Indiana in the 490 field, catalogers should transcribe the series and its numbering scheme as it appears on the material being cataloged. However, in the 8xx fields the cataloger should add the numbering scheme to the subfield v of the 8xx field so that the computer can arrange the series in numerical order. To do this, catalogers should only add the numbers as they appear on the materials being cataloged without any added information such as bk. vol., no., or # (number sign) preceding the number. For number 1-9, please add the 0 before the number so the computer will put the parts of the series from 1-9 ahead of the 11th item in the series.

490 1_ The Baby-sitters Club ; \$v #11.
800 1_ Martin, Ann A., \$d 1955- \$t Baby-sitters Club ; \$v 11.

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490 1_ The 39 clues ;\$v bk. 9
830 _0 39 clues ;\$v 09.

Since it is really useful to patrons, Evergreen Indiana catalogers are encouraged to add the numeration for un-numbered series in square brackets in the 490 0_ and the 490 1_ fields and without the brackets in the 830 _0 field. This will help our patrons read the books in the order in which the author intended the books to be read. In order to find the correct sequence for the series if it is un-numbered, you may check other resources, such as NoveList or the author's website. Please remember if you add the numeration for these un-numbered series, you should also add a 500 note stating where the information was found. Example:

490 1_ \$a Danger zone ; \$v [1]
500 \$a Series numeration taken from NoveList.
800 1_ \$a Gilman, David. \$t Danger zone ; \$v 01.

Some publishers have been known to change the name of the series even though there are no other changes for the book, including the ISBN, publishing information, and pagination. In those cases, please include both series in the 490 and 830 fields. There should also be a 500 note in the record as well that states the book may be published under either series name. Here is the example.

490 1 Hello reader
490 1 Scholastic readers

500 Book may be published under either series name.

830 0 Hello reader.
830 0 Scholastic reader.

For further examples on creating the 490 and 8xx fields, refer to the following links:

<http://www.loc.gov/catdir/pcc/Field440.pdf>
<http://www.loc.gov/marc/bibliographic/bd490.html>

504 Bibliographical Notes Field

Mandatory if the information is contained in the material being cataloged. The information should be transcribed according to Library of Congress policy.

In legacy records, the bibliography might appear as:
504 __ Bibliography: p: 129-135.

However, the current practice by the Library of Congress is to transcribe the information in the following way:

504 Includes bibliographical references (p. 129-135).

505 Content Notes

Optional, except for collections such as short stories, music sound recordings, etc. Evergreen Indiana encourages catalogers to put 505 contents notes into bibliographical records such as song contents in songbooks and short stories or plays in anthologies. This will make more obscure titles become searchable via keyword in Evergreen Indiana and will help our patrons.

A typical 505 field:

505 0_ Dying for franjibelle -- Tug of war -- The joyride -- The secrets of lizard magic --
The street boy -- The glass room -- You must, you must, you must -- Satanium --
Behind the mirror -- The path.

521 Audience field & Lexile Measurements

Optional, but the cataloger is strongly encouraged to use this field in tandem with the Audience field in the Fixed Fields. See Section on **Audience Field in the Fixed Field in Evergreen Indiana**.

Information relating the suggested age level, reading level and ratings standards for the material being cataloged should be recorded in the 521 audience field. If 521 field is entered in the record, the Audience code in the Fixed Fields must correspond with the information in the 521. . See **Fixed Fields**.

The first indicator in the 521 field indicates the information to be recorded in the field.

First Indicator

Display constant controller

(blank) - Audience

0 - Reading grade level

1 - Interest age level

2 - Interest grade level

3 - Special audience characteristics

4 - Motivation/interest level

8 - No display constant generated

When the audience information is displayed on the material being cataloged, the information should be recorded in the 521 field and the Audience code in the Fixed Fields should follow Evergreen Indiana procedures. For example:

On book: Ages 3-5 years	521 1_ 3-5 years.	Audience code: a
On book: Grades 6-9.	521 2_ 6-9.	Audience code: c

When cataloging DVDs or Videos the 521 field is the place to record the MPAA rating given the material being cataloged. These ratings include the following: G, PG, PG-13, R, Unrated and Not Rated. The cataloger is strongly encouraged to enter the rating system from another country as well if that rating is on the DVD or video packaging. Here are some examples:

521 8_ MPAA rating: PG.
521 8_ Canadian movie rating: G.
521 8_ MPAA rating: R.
521 8_ Unrated.
521 8_ Not rated.

The ratings in the 521 8_ code for DVDs and videos are tied to the Audience code in the Fixed Fields. In Evergreen Indiana materials rated G, PG and PG-13 should have a “g” in the Audience code in the Fixed Fields. DVDs and videos rated R or Unrated should have an “e” in the Audience code in the Fixed Fields. DVDs and videos that are not rated will need to have the Audience code reflect the interest level for which the materials are intended. For example, a DVD entitled *Charlie Brown’s Thanksgiving* might have a 521 8_ Not rated, but have a “g” in the Audience code. Or the movie *Schindler’s list* might have a 521 8_ Not rated, but have an “e” in the audience code. The cataloger will have to make a judgment call based on the intended audience of the item and the use of the Audience codes in Evergreen Indiana. See **Fixed Fields**.

For more information, please refer to the following link:

<http://www.loc.gov/marc/bibliographic/concise/bd521.html>

Lexile Measurements

On October 1, 2009, the Evergreen Indiana Cataloging Committee approved adding the Lexile measurements to the MARC records. These are measurements which are assigned to the title and ISBN of a specific book. Lexile Measurements are constant, even though reading programs which are based on them may change point values. Hence, the Lexile measurement themselves may be added to the MARC records, but the reading program information may not be added. (See the note on the 526 Study Program Information Note field, Evergreen Indiana Procedures Guide, p. 2.20).

The Lexile measurements for a title and specific ISBN may be found on the MetaMetrics, Inc. website. The following link can be used to get to the search screen in order to find the Lexile measurements for specific titles and their associated ISBN.

<http://www.lexile.com/about-lexile/How-to-get-lexile-measures/>

The 521 Audience Field is the appropriate place to enter Lexile measurements. Here are some examples of to do this:

521 8_ \$a 890 \$b Lexile.

521 8_ \$a 690 \$b Lexile.

521 8_ \$a 440 \$b Lexile.

Since the Lexile measurement is tied to a specific title and associated ISBN, the number for the measurement number should NOT be copied to another MARC record for the title. Each edition of the book may have its own Lexile measurement.

526 – Study Program Information Note

At the March 9, 2009 meeting of the Evergreen Indiana Cataloging Committee it was decided to abandon the practice of using the 526 Study Program Information Note. Since there is no one single reading program in use throughout the State of Indiana with the same reading levels and points values, the Cataloging Committee felt that any information input into this field could be inaccurate and misleading to the patrons in all of the libraries which are members of the Evergreen Indiana. The Cataloging Committee has recommended that any fields containing information on Accelerated Reader or Reading Counts should be deleted from the MARC records when catalogers are editing these records. At present time the information may be found in the 526 tag as well as in some 590 and 650 tags. Please delete these fields from the MARC records.

586 Awards Note:

The 586 field is used to record awards associated with the item being cataloged. The Evergreen Indiana Cataloging Committee encourages the use of this field since it enhances the information in the MARC record. Please see the examples below as guides for inputting the information in the 586 field.

1st Indicator

Display constant controller. This is a code that can tell an ILS what display constant (description of the tag) to display.

Awards. The value that generates the display constant *Awards*:

‡ 586 Academy Award, 1987: Best Picture; Best Director, Best Actor (name of actor).

No display constant generated. The value that specifies that a display constant is **8** not generated.

586 8 "Emmy Award, 1980/81: Best Classical Program in the Performing Arts.

2nd Indicator

Undefined. The 2nd indicator position is undefined and should be left empty. (‡).

¶ Undefined

Subfields

‡a Awards note: The entire text of the note.

- 586 Caldecott Medal, 1979
- 586 National Book Award, 1981
- 586 Pulitzer Prize for Nonfiction, 1981

‡3 Materials specified: the part of the described materials to which the field applies.

6xx Subject Heading Fields:

Evergreen Indiana Certified Catalogers (Cat-1) are required to use at least one established (LCSH) heading in each bibliographic record.

Adding Library of Congress Subject Headings:

Catalogers are encouraged to add additional subject headings. Records of other formats of the titles (i.e. audiobooks, large print, etc.) can be a good source for additional subject headings.

Adding Subject Headings from other subject heading thesauri:

Catalogers are not required to include additional subject headings from lists of other subject headings, such as Annotated Children's, MESH, Sears, Bilindex (Spanish subject headings), or larpcal (Portuguese subject headings), but may if they choose to do so. However, once these subject headings have been included, please leave them in the MARC records as they do enrich the Evergreen Indiana database for keyword searching. Some of the libraries do have patrons who use these extra subject headings in addition to those validated by the Library of Congress.

Local subject headings and other local practices:

No information of a strictly local nature should be added to any bibliographic record. Such data may include gift or donor information, information about the physical condition, information about the binding, location about an item, access restrictions, etc. Such local information can be put at copy level via the "Copy Note" function on the Copy Editor Screen. If any such information *is* discovered in a bibliographic record, it should be removed since it would not be possible to determine to which copy/ies it might apply. If the person who makes the discovery does not possess an authorization level that allows for such deletion, it should be reported to the library's Cat-1 or to the Evergreen Indiana Cataloging Committee if further assistance is needed.

Local authors, artists, musicians, actors: You may add the subject headings for Indiana authors, Indiana actors, Indiana musicians, etc. to in-coming records for materials falling into this category in the following manner:

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650 0 Authors \$z Indiana.
650 0 Musicians \$z Indiana.
650 0 Actors \$z Indiana.
650 0 Artists \$z Indiana.

You may also add subject headings for these same categories for authors who live or have lived in your county or city in the following manner:

650 0 Authors \$z Indiana \$z Hendricks County.
650 0 Authors \$z Indiana \$z Plainfield.

655 Genre Headings

Adding Genre Headings are optional, but strongly encouraged. Evergreen Indiana Catalogers should consult the genre headings lists created by the Library of Congress or

A useful list of genre headings:

<http://www.hahnlibrary.net/libraries/formgenre.html>

Link to GSAFD Genre headings:

http://alcme.oclc.org/gsafd/OAIHandler?verb=ListIdentifiers&metadataPrefix=z39_19

Link to OCLC MARC 21 standards for using Genre headings:

<http://www.oclc.org/bibformats/en/6xx/655.shtm>

7xx Added Entry Headings

Required if found on material being cataloged. Please use authorized forms if they can be found. Many times the name authority is found in CIP information in the materials being cataloged. The LC name authorities are also available through the Library of Congress website and through the OCLC authority records.

<http://authorities.loc.gov/>

8xx Series Added Entries

Required if applicable. See the procedures under the **490/8xx Series fields**.

856 Electronic Location/ Access

In Evergreen Indiana, the 856 Electronic Location and Access field is optional, but catalogers are encouraged to add this information to the bibliographic records since this is a linking field which allows patrons to use the MARC record to access other information on the World Wide Web by clicking on the link. Please check any links to make sure they work. Enter in the 856 field the information required to locate and access an electronic item. Use field 856 in a bibliographic record to link to an electronic resource or a subset of it. In addition, use field 856 to locate and access an electronic version of a non-electronic resource described in the bibliographic record or a related electronic resource.

Repeat field 856 when the location data elements vary (the Uniform Resource Identifier in subfield \ddagger u or subfields \ddagger a, \ddagger b and \ddagger d, when used) and when more than one access method is used. Repeat field 856 also when different portions of the item are available electronically, mirror sites are recorded, different formats/resolutions with different URIs are indicated and related items are recorded.

1st Indicator

Access method. The access method to the electronic resource. If the resource is available by more than one access method, repeat the field with data appropriate to each method. The methods defined are the main TCP/IP (Transmission Control Protocol/Internet Protocol) protocols.

When recording a URI in subfield \ddagger u, the value corresponds to the access method (URI scheme) which is also the first element in the URI string.

- \emptyset **No information provided.** No information about the access method is provided.
- E-mail.** Access to the resource is through e-mail. Include information on subscribing to an electronic journal or electronic forum through software intended to be used by an e-mail system.
856 0 \ddagger u <mailto:ejap@phil.indiana.edu> \ddagger i ejap subscription
- FTP.** Access to the resource is through File Transfer Protocol (FTP).
856 1 \ddagger u <ftp://path.net/pub/docs/urn2urc.ps>
- Remote login (Telnet).** Access to the resource is through remote login (Telnet). You may include information in the subfields to enable users to connect to the resource electronically. (This is equivalent to a URI telnet: scheme.)
856 2 \ddagger u <telnet://pucc.princeton.edu> \ddagger n Princeton University, Princeton, N.J.
- Dial-up.** Access to the electronic resource is through a conventional telephone line (dial up). Use subfields to record information that may enable the user to connect to the resource.
856 3 locis.loc.gov \ddagger b 140.147.254.3 \ddagger m lconline@loc.gov \ddagger t 3270 \ddagger t line mode (e.g., vt100) \ddagger v M-F 6:00 a.m.-21:30 p.m. USA EST, Sat 8:30-17:00 USA EST, Sun. 13:00-17:00 USA EST

- HTTP (Hypertext Transfer Protocol).** Access to the electronic resource is through Hypertext Transfer Protocol.
- 4 856 40 †u http://jefferson.village.virginia.edu/pmc/contents.all.htm
- Method specified in subfield †2.** Access to the resource is through a method other than the defined values and for which an identifying code is given in subfield †2.
- 7 856 7 †3 b&w film copy neg. †d dag †f 3d01926 †2 file

2nd Indicator

Relationship. The relationship between the electronic resource at the location identified in field 856 and the item described in the record as a whole. Use subfield †3 to provide further information about the relationship if it is **not** a one-to-one relationship.

- †b **No information provided.** No information is provided about the relationship of the electronic resource to the bibliographic item described by the record.

- Resource.** The electronic location in field 856 is for the same resource described by the record as a whole. In this case, the item represented by the bibliographic record is an electronic resource. If the data in field 856 relates to a constituent unit of the resource represented by the record, use subfield †3 to specify the portion(s) to which the field applies. The display constant *Electronic resource:* may be provided.
- 0 245 10 Proceedings of the Seminar on Cataloging Digital Documents, October 12-14, 1994 †h [electronic resource] / †c University of Virginia Library, Charlottesville, and the Library of Congress

856 40 † u http://lcweb.loc.gov/catdir/semdigdocs/seminar.html

- Version of resource.** The location in field 856 is for an electronic version of the resource described by the record. In this case, the item represented by the bibliographic record is **not** electronic, but an electronic version is available. If the data in field 856 relates to a constituent unit of the resource represented by the record, use subfield †3 to specify the portion(s) to which the field applies. The display constant *Electronic version:* may be provided.
- 1 245 00 American quarterly.

856 41 † u http://muse.jhu.edu/journals/american_quarterly/

Related resource. The location in field 856 is for an electronic resource related to the bibliographic item described by the record. In this case, the item represented by the bibliographic record is **not** the electronic resource itself. Use subfield †3 to further characterize the relationship between the electronic item identified in field 856 and the item represented by the bibliographic record as a whole. The display constant *Related electronic resource:* may be provided.

- 2 Limit use to electronic resources that have a specific bibliographic relationship to the resource described in the body of the record. This would include links to such resources as a finding aid for an archival collection or the Web site of a musical group on a bibliographic record for a sound recording. This would **not**, however, include Web sites that have merely a general subject relationship to the resource.

245 00 † k Papers, † f 1932-1970 † g (bulk 1932-1965)

856 42 ‡ 3 Finding aid ‡ u <http://lcweb2.loc.gov/ammem/ead/jackson.sgm>

245 10 White blood cells ‡h [sound recording] / ‡ c the White Stripes.

856 42 ‡ 3 Song lyrics ‡ u <http://www.whitestripes.com/discs/wbc.html>

- 8 **No display constant generated.** The value that specifies that a display constant is not generated.

One of the ways of using the 856 tag is to provide book trailers to the records in order to enhance the content of those records. These book trailers may be professionally made or created by a library. The Evergreen Indiana Cataloging Committee has approved the use of the 856 for book trailers. Here is an example of how to add book trailers to bib records:

856 42 \$3 Book trailer \$u <http://www.youtube.com/watch?v=BIQ4NunVFnc>

For more information on the 856 tag, please see *Adding Remote Access Records (Downloadable Audiobooks, Ebooks, Etc.)* on page 3.40.

Also consult the following resources:

<http://www.oclc.org/bibformats/en/8xx/856.shtm>

<http://www.loc.gov/marc/bibliographic/bd856.html>

Large Print materials in Evergreen Indiana

When adding large print materials, you will need to add a large print statement to the 300 field (after the pagination) as well as including a genre heading of "Large type books."

245 10 Against medical advice : \$b a true story

300 xii, 348 p. (large print) ; \$c 25 cm.

655 _0 Large type books.

If applicable, you may also include an edition statement (250 field) indicating that the item is a large print edition:

250 __ Large print ed.

Since Evergreen displays the 300 field in the search results (and will also display the edition statement, if present), it is not necessary to add any GMD information, (ie, \$h[text (large print)]) to the 245 field, and such GMD fields should be deleted from existing records. A patron will easily be able to tell which item is the large print version.

Remember to add "d" to the fixed fields entry labeled "Form." This indicates that the item is large print and is required for filtered searching. If the "d" is not present, the item will not appear in a search that has been filtered to show only large print items.

Foreign Language Videos and DVDs in Evergreen Indiana

The Evergreen Indiana Cataloging Committee has established the following procedures for cataloging foreign language videos and DVDs: The 245 \$a should contain the title of the film as it is reflected on the DVD or video container. Whether the title on the container is in English or in the foreign language, this will be the title by which the film is most commonly known in the United States. Hence, the cataloger should use the title on the container as the title proper and transcribe it in the 245 \$a. The parallel title should be transcribed in the 245 \$b. A 246 should be added to the MARC record for the parallel title and a 500 note should be added to the record of the source from which both of the titles were taken. Here are some examples:

245 00 Life is beautiful \$h [videorecording] = \$b La vita è bella

246 30 Vita è bella

500 __ Title from container; parallel title from title frame.

245 00 Chocolat \$h [videorecording] = \$b Chocolate

246 30 Chocolate

500 __ Title and parallel title from container.

Digital Copy Discs for Books on CD and DVDs in Evergreen Indiana

The Evergreen Indiana Cataloging Committee has approved the following policy for extra digital copy discs included with books on CD and DVDs:

If the DVD or the book on CD comes with a **one-time only** downloadable disc, please pull that disc from the packaging and do not include it in the MARC record.

Here is an example: A DVD arrives in the library. The first disc is the movie itself and all of the special features. The second disc contains a copy of the movie which can be downloaded one time onto a computer or MP3 player. The second disc should be pulled from the container.

The 300 field of the MARC record for this DVD should be the following:

300 __ \$a1 videodisc (102 min.) : \$b sd., col. ; \$c 4 3/4 in.

This same process should be used when a book on CD comes with a **one-time only** downloadable disc of the book or another book to a computer or a MP3 player. The disc containing the one-time only downloadable book should be removed from the packaging and should not be indicated in the MARC record. A book on CD arrives in the library. The first 11 discs contain the sound recording of the book on CD. There is a 12th disc which the cover indicates is the **one-time only** downloadable copy of the book for a MP3 player plus an excerpt from another book by the author. That disc should be pulled from the container.

The 300 field of the MARC record for this book on CD should be the following:

300 __ \$a11 sound discs : \$b digital ; \$c 4 3/4 in.

If the digital disc for this book and/or another book can be downloaded **more than once**, please keep the disc with the packaging and record its existence in the MARC record.

Monthly Comics in Evergreen Indiana

In order to help our patrons find comic books that are published monthly, these items should be cataloged like other monthly periodicals. A record for each new title should be added to the catalog, and holdings for individual issues should be attached to the title record.

Here is an example of the MARC record for such a comic:

245 00 \$a Superman : \$b world of new Krypton.

260 __ \$a New York : \$b DC Comics, \$c 2009-

300 __ \$a v. : 4b col. ill. ; \$c 29 cm.

310 __ \$a Monthly

362 0_ \$a No. 1 (May, 2009)-

500 __ \$a Title from indicia.

650 _0 \$a Comic books, strips, etc.

650 _0 \$a Superman (Fictitious character) ‡vComic book, strips, etc.

710 2_ \$a DC Comics.

For information on how to add each issue as a volume, See Chapter 23 in the Evergreen Indiana Training Manual for Adding Magazine Issues)

Cataloging Book Club Sets in Evergreen Indiana

Several libraries maintain collections of multiple copies of books to be used by book clubs. These may be shelved in several ways depending on the preferences of the library. While some libraries keep the multiple copies in a bag or container and have just one barcode for the whole set, other libraries barcode each book. Evergreen Indiana can accommodate both.

The easiest method would be to catalog the book club books under a separate volume in the holdings record. Perhaps use a prefix of “Book Club” rather than FIC or Fiction to distinguish them from the other copies. Then each item can be barcoded under that volume. Patrons could have holds placed on each item, as many as they need.

If the library wants to keep the multiple copies together as a set, in a container or bag, they can be cataloged as a volume on the regular MARC record, as well. Hopefully the call number would reflect that it is a set of books. These sets should be made non-holdable so that patrons don’t inadvertently receive them after placing a hold for a single copy. If the library wants to check out these books individually to patrons, they can check each one out “precat.”

If the library has a set of books and additional materials, such as study guides, or discussion questions, in a container or bag, these should be cataloged as a kit on a separate MARC record.

One note of caution: If each book in this Book Club Kit were individually barcoded, patrons would be able to place holds on each individual book separately. If it is not the intent of the library to loan these books individually, rather than as a whole set of books together, this should not be done. Either place barcodes on the books, but do not add them to the holdings record and use them to precat during circulation, or leave them unbarcoded and attach a temporary barcode at the time of circulation.

Cataloging Kits in Evergreen Indiana

If one of the items in a group of items sold as a package seems to be the primary material, base the catalog record on that item. If the kit contains media and a book which seem to be of equal importance, prefer the media as the most important item.

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Here are a few examples:

A book which comes with a CD in the back of the book:

100 1_ \$a Canyon, Christopher.
245 10 \$a John Denver's Grandma's feather bed / \$c adapted and illustrated by Christopher Canyon.
246 30 \$a Grandma's feather bed
250 __ \$a1st ed.
260 __ \$a Nevada City, Calif. : \$bDawn Publications, \$c c2007.
300 __ \$a 1 v. (unpaged) : \$b ill. ; \$c 28 cm. + \$e 1 sound disc (digital ; 4 3/4 in.)
520 __ \$a A picture book adaptation of the song written by Jim Connor, and made popular by John Denver, which celebrates the fun of visiting grandmother's house. Includes facts about Connor and Denver, their grandparents, and their music.
650 _0 \$a Children's songs \$z United States \$v Texts.
650 _1 \$a Beds \$v Songs and music.
700 1_ \$a Denver, John.
700 1_ \$a Connor, Jim, \$d 1938-

A book and sound recording which come in a bag and both are equally important:

100 1_ \$a Creech, Sharon.
245 12 \$a A fine, fine school \$h [sound recording] / \$c by Sharon Creech.
260 __ \$a Pine Plains, N.Y. : \$b Live Oak Media, \$c p2003.
300 __ \$a 1 sound cassette : \$b analog + \$e 1 book (1 v. (unpaged) : col. ill. ; 29 cm.).
508 __ \$a Music, Chris Obie.
511 0_ \$a Narrated by Harry Bliss.
518 __ \$a Recorded at ACME Recording Studios, Mamaroneck, N.Y.
520 __ \$a When a principal loves his school so much that he wants the children to attend classes every day of the year, it's up to his students to show him free time is a good thing, too.
650 _1 \$a Schools \$v Fiction.
650 _1 \$a School principals \$v Fiction.
650 _0 \$a Schools \$v Juvenile fiction.
650 _0 \$a School principals \$v Juvenile fiction.
700 1_ \$a Bliss, Harry, \$d 1964-

Cataloging Books on CD in Evergreen Indiana

When a library and regular (trade) edition of a book on CD is available, the two editions of the title should be on separate MARC records in accordance with cataloging rules for edition statements, even if the two editions of the book on CD are identical except for the ISBN and the edition statement. This benefits EI libraries, since frequently availability of replacement discs depends on the edition purchased. Separate records make it more immediately evident which edition a library has.

Each edition will have its own ISBNs which should be recorded in the 020 fields of the record. There will generally be no edition statement for the regular edition of the title in the MARC records, since there is usually no edition statement on the CDs or the container. However, there should be a 250 field in the MARC record for the Library edition of the title since in most cases it does appear on the container.

You may find that some bibliographic records have ISBNs for both editions. When importing records, please be careful to choose the correct record based on the edition statement, and delete the ISBNs for the edition which do not apply to your copy.

If there is a record already in Evergreen Indiana with the ISBNs of both editions, try to determine whether the record is for the regular or library edition. This may be difficult, since the existing record may have been edited, so it may no longer have the correct edition statements. Doing Z39.50 searches for both ISBNs to compare the EI record with other records for these items can be helpful. If you need assistance with this, contact one of the members of the cataloging committee.

Once you've determined which edition the record is for, delete the ISBNs for the other edition and make sure any edition statement is correct. If the EI catalog record is the right one for your item, add your holdings. If not, import the correct record to add your holdings. Then notify any libraries which have holdings on the record you changed so they can check their items to make sure they are attached to the correct record.

Examples for both library and regular edition records are shown below:

Library edition of the book on CD:

```
007    sd fungnn|||ed
040    BTCTA #c BTCTA #d CLE #d OCLCA
020    9781441813688
020    1441813683
043    n-us-tx
100 1  Brown, Sandra, #d 1948-
245 10 Where there's smoke #h [sound recording] / #c Sandra Brown.
246 3  Where there is smoke
250    Library ed.
260    Grand Haven, MI : #b Brilliance Audio, #c p2009.
300    14 discs (16 hr., 44 min.) : #b digital ; #c 4 3/4 in.
490 1  BrillianceAudio on compact disc
511 0  Performed by Natalie Ross.
500    Unabridged.
500    Compact discs.
520    When Lara opens up a medical practice in a small town, the local oil tyrant plans
to ruin her business--unless she can find the secret to destroy his empire
650 0  Women physicians #v Fiction.
```

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650 0 Oil industries †z Texas †v Fiction.
650 0 Man-woman relationships †v Fiction.
651 0 Texas †v Fiction.
655 0 Audiobooks.
655 7 Love stories. †2 gsafd
700 1 Ross, Natalie.
830 0 Brilliance Audio on compact disc.

Regular edition of the book on CD:

007 sd fungnn|||ed
040 RECBX †c RECBX
020 9781441813671
020 1441813675
043 n-us-tx
050 14 PS3552.R718 †b W46 2009b
082 04 813/.54 †2 22
049 RGPA
100 1 Brown, Sandra, †d 1948-
245 10 Where there's smoke †h [sound recording] / †c Sandra Brown.
246 3 Where there is smoke
260 Grand Haven, MI : †b Brilliance Audio, †c p2009.
300 14 sound discs (16 hr., 44 min.) : †b digital ; †c 4 3/4 in.
490 1 Brilliance Audio on compact disc
51 10 Read by Natalie Ross.
500 Title from container.
500 Unabridged.
500 Compact discs.
520 When Lara opens up a medical practice in a small town, the local oil tyrant plans to ruin her business--unless she can find the secret to destroy his empire.
650 0 Women physicians †v Fiction.
650 0 Oil industries †v Fiction.
651 0 Texas †v Fiction.
655 0 Audiobooks.
655 7 Love stories. †2 gsafd
700 1 Ross, Natalie.
830 0 Brilliance Audio on compact disc.

Although the records appear to be identical, there are not since there is a 250 field in the library edition and the ISBN and OCLC numbers are all different.

Cataloging Playaways in Evergreen Indiana

Playaways are cataloged on the sound recording format. The form element in the fixed field should be recorded as “s” to indicate that the Playaway is an electronic device. The

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General Material Designator (GMD) should always be [electronic resource]. The size in the 300 field should be given in inches, not centimeters. Information about the batteries and the earphones belongs in a 500 field and not in the 300 field. There should always be a 655 field for Audiobooks in the MARC record. The statement on whether the Playaway is abridged or unabridged belongs in a 500 note unless the words “version” or “edition” are used on the Playaway itself, in which case an edition statement should be included in the 250 field.

Please note that the arrangement for the fields in the example below comes from the AACR2 cataloging rules and the information provided by the OLAC (OnLine Audiovisual Catalogers) documentation on cataloging Playaways.

```
008 090626r20092008ohunnnnes    f n eng d
006 m e h
007 cz nza|||||
007 sz zunznnznzu
040 PLAYA #c PLAYA
020 9781615456208
020 1615456201
028 02 4731 #b Playaway Digital Audio
092 PLAYAWAY FIC #b Woodsmal
049 RGPA
100 1_ Woodsmall, Cindy.
245 10 When the heart cries #h [electronic resource] / #c Cindy Woodsmall.
260 __ [Solon, Ohio] : #b Playaway Digital Audio : #b [Manufactured and distributed by]
Findaway World, LLC, #c c2009.
300 1 sound media player (8 hr., 15 min.) : #b digital ; #c 3 3/8 x 2 1/8 in.
490 1_ Sisters of the quilt ; #v bk. 1
500 Earphones and AAA battery are required.
500 Title from Playaway label.
511 0_ Read by Jill Shellabarger.
500 Previously released by Oasis Audio LLC, p2008.
500 Unabridged.
500 Issued on Playaway, a dedicated audio media player.
520 Hannah Lapp agrees to marry Paul Waddell, a Mennonite college student, even
though her Pennsylvania Amish family will disapprove. Following their engagement,
Paul leaves for school, and Hannah is raped by a stranger. Hannah attempts to cope while
keeping the attack secret from Paul and her community.
650 _0 Amish #v Fiction.
650 _0 Rape victims #v Fiction.
655 _7 Christian fiction. #2 gsafd
655 _7 Love stories. #2 gsafd
655 _0 Audiobooks.
700 1_ Shellabarger, Jill.
710 2_ Oasis Audio (Firm)
710 2_ Playaway Digital Audio.
```

710 2_ Findaway World, LLC.

800 1_ Woodsmall, Cindy. † Sisters of the quilt ; †v bk. 1.

For more information on how to catalog Playaways, please refer to the following:

http://www.olacinc.org/drupal/capc_files/playawaysPDF.pdf

Cataloging MP3-CD audiobooks in Evergreen Indiana

MP3CD audiobooks are cataloged on the sound recording format. The form element in the fixed field should be recorded as “s” to indicate that the MP3 is an electronic device. However, bibliographic records for audiobooks recorded in MP3-CD format are similar to records for sound recordings on a standard CD.

Like audiobooks recorded on a standard CD, the GMD in the 245 field is [sound recording] and there should always be a 655 field indicating Audiobooks.

Differences are in the 300, 500, and 538 fields where the format is identified as MP3 and system requirements are explained. A second 655 field is added to further identify the record as a MP3 recording.

Sample fields for a MP3-CD recording:

245 10 Cross roads †h[sound recording] / †cFern Michaels.

300 1 sound discs (8 hr., 59 min.) : †bdigital, MP3 ; †c4 3/4 in.

538 System requirements: CD/MP3 player, or PC with MP3-capable software.

500 Compact disc, MP3 format.

655 0 Audiobooks.

655 0 MP3 (Audio coding standard)

Look for the Audiobook Standards and Daisy logos on the disc surface. If found, the correct 538 and 500 fields are:

538 System requirements: CD/MP3 player, or PC with MP3-capable software. Audiobook and Daisy Standards compatible player recommended.

500 Compact disc, MP3 format. Audiobook and Daisy Standards compatible.

Here is an example of a record for a MP3 audiobook.

007 sd fsngnmmned
020 9781441818850
020 1441818855
082 04 813.6 #b 22
100 1_ Michaels, Fern.
245 10 Cross roads #h [sound recording] / #c Fern Michaels.
246 3_ Crossroads
250 __ Library ed.
260 __ Grand Haven, Mich. : #b Brilliance Audio, #c p2010.
300 __ 1 sound discs (8 hr., 59 min.) : #b digital ; #c 4 3/4 in.
490 1_ Sisterhood
490 1_ Brilliance Audio on MP3-CD
511 0_ Read by Laural Merlington.
500 __ Unabridged.
500 __ Compact disc.
538 __ System requirements: CD player or PC with MP3 playback capability.
520 __ It's been a year and a half since the Sisterhood received their presidential pardons, but freedom has come at a price. The lucrative positions handed out to them by the mysterious Global Securities have scattered them around the world. But a happy homecoming at the old Virginia farmhouse is marred by the hijacking of Nikki and Kathryn's private jet. It seems their few fellow passengers are not ordinary travelers, but an elite group of Interpol agents who urgently need the Sisterhood's help.
650 _0 Revenge #v Fiction.
650 _0 Friendship #v Fiction.
650 _0 Female friendship #v Fiction.
650 _0 Hijacking of aircraft #v Fiction.
655 _7 Suspense fiction. #2 gsafd
655 _0 Audiobooks.
655 _0 MP3 (Audio coding standard)
700 1_ Merlington, Laural.
800 1_ Michaels, Fern. #t Sisterhood.
830 _0 Brilliance audio on MP3-CD.

Cataloging Videos on DVDs and Blu-Ray discs in Evergreen Indiana

DVD-Video discs require either a DVD player or a DVD computer drive with DVD player software. DVDs will also play in a Blu-ray player. Blu-ray Discs require a Blu-ray player, and will not play on a standard DVD player Any special equipment needed for playback should be noted. This information is commonly found on the packaging, either stated in text or in the form of a logo.

Since Blu-Ray discs require a special player and are formatted differently than DVDS, there should be separate MARC records for DVDs and Blu-Ray discs in Evergreen

Indiana. In many ways, this is similar to the old question concerning video tapes which used to be available on both VHS and Beta. The tapes played on different types of video recorders, were different widths and required different MARC records for cataloging purposes.

The guidelines used for the order and formatting of the notes come from both AACR2 cataloging rules and OLAC (On-Line Audiovisual Catalogers) guidelines.

In Evergreen Indiana, we recommend that catalogers put [Blu-ray version] in the 250 to make the record for Blu-Ray discs more easily distinguishable for the patrons.

250 __ \$a[Blu-Ray version].

250 __ \$aSpecial ed., [Blu-Ray version].

Publishers commonly package titles in sets that include both the DVD and the Blu-Ray disc. If possible, we recommend that the two discs be separated and put on separate MARC records since both discs will not play on the same type of machine. Separate records are clearer for patrons and make it easier to place holds.

If the set has does not have individual UPCs and/or ISBNs for each disc, then enter the set ISBN and UPC into both of the records.

The ISBNs must be entered into 020 subfield z, rather than subfield a to prevent mis-merges.

If existing MARC records for the individual DVD and Blu-ray discs match the content of your discs, you may use those records for your copies, rather than creating new ones.

This should only be done if all content is the same, including bonus material and language options. The ISBN and UPC codes for the set can then be added to the MARC records, with the ISBNs for the set entered into 020 subfield z to prevent mis-merges.

Below are examples of the same title on DVD and on Blu-Ray.

DVD:

007 vd cvaizq

040 TEFMT #c TEFMT #d TEF #d TEFMT

024 1_ 013132137094

028 42 ZOV21370 #b Anchor Bay Entertainment

028 42 OV21370 #b Anchor Bay Entertainment

041 1_ eng #j spa #j eng #h eng

043 __ n-us---

049 __ RGPA

245 04 The men who stare at goats #h [videorecording] / #c Overture Films presents in association with Winchester Capital and BBC Films a Smokehouse/Paul Lister production ; produced by Paul Lister, George Clooney, Grant Heslov ; screenplay by Peter Straughan ; directed by Grant Heslov.

260 __ Beverly Hills, CA : #b Distributed by Anchor Bay Entertainment, #c [2010]

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- 300__ 1 videodisc (94 min.) : #b sd., col. ; #c 4 3/4 in.
- 538 __ DVD; region 1; anamorphic widescreen (2.35:1) presentation; Dolby Digital 5.1; NTSC.
- 546 __ English subtitles for the deaf and hard of hearing.
- 546 __ Language track in English, with optional Spanish subtitles.
- 500__ Title from container.
- 511 1_ George Clooney, Jeff Bridges, Ewan McGregor, Kevin Spacey.
- 508 __ Director of photography, Robert Elswit ; editor, Tatiana S. Riegel ; music by Rolfe Kent ; costume designer, Louise Frogley ; production designer, Sharon Seymour.
- 500 __ Inspired by the book by Jon Ronson.
- 500 __ Originally released as a motion picture in 2009.
- 521_8 MPAA rating: R; for language, some drug content and brief nudity.
- 520 __ Reporter Bob Wilton is trying to lose himself in the romance of war after his marriage fails. He gets more than he bargains for when he meets a special forces agent who reveals the existence of a secret, military unit whose goal is to end war as we know it. With unparalleled psychic powers, they can read the enemy's thoughts, pass through solid walls, and even kill a goat by simply staring at it. Now, the founder of the unit has gone missing and the trail leads to another psychic soldier who has distorted the mission to serve his own ends.
- 500__ Special features include: "Goats declassified: the real men of the First Earth Battalion" featurette; "Project 'Hollywood:' a classified report from the set" featurette; Audio commentaries; Character bios; Deleted scenes.
- 650_0 Reporters and reporting #z United States #v Drama.
- 610 10 United States. #b Army #x Military life #v Drama.
- 650_0 Parapsychology #x Military aspects #v Drama.
- 650_0 Psychics #z United States #v Drama.
- 610 10 United States. #b Army #x Search and rescue operations #v Drama.
- 650_0 Comedy films.
- 655_0 War films.
- 655_0 Feature films.
- 655_0 Fiction films.
- 700 1_ Lister, Paul.
- 700 1_ Clooney, George.
- 700 1_ Heslov, Grant, #d 1963-
- 700 1_ Straughan, Peter.
- 700 1_ Bridges, Jeff, #d 1949-
- 700 1_ McGregor, Ewan, #d 1971-
- 700 1_ Spacey, Kevin.
- 700 1_ Ronson, Jon, #d 1967- #t Men who stare at goats.
- 710 2_ Overture Films.
- 710 2_ Winchester Capital (Firm)
- 710 2_ BBC Films.
- 710 2_ Smokehouse Pictures (Firm)
- 710 2_ Anchor Bay Entertainment, Inc.

Blu-Ray:

006 m c
007 vd csaizq
007 co cga|||||||
040 TEFMT #c TEFMT #d TEF #d TEFMT
024 1_ 013132137391
028 42 ZBD21373 #b Anchor Bay Entertainment
041 1_ eng #j spa #j eng #h eng
043 n-us---
050 14 PN1997.2 #b .M46 2010
082 04 791.43/72 #2 22
049 RGPA
245 04 The men who stare at goats #h [videorecording] / #c Overture Films presents in association with Winchester Capital and BBC Films a Smokehouse/Paul Lister production ; produced by Paul Lister, George Clooney, Grant Heslov ; screenplay by Peter Straughan ; directed by Grant Heslov.
250 Special ed., [Blu-Ray version].
260 Beverly Hills, CA : #b Distributed by Anchor Bay Entertainment, #c [2010]
300 1 videodisc (94 min.) : #b sd., col. ; #c 4 3/4 in.
538 Blu-ray disc, widescreen presentation; Dolby Digital, 1080p High Definition; requires Blu-ray player.
546 __ English subtitles for the deaf and hard of hearing.
546 __ Language track in English, with optional Spanish subtitles.
500 __ Title from container.
511 1_ George Clooney, Jeff Bridges, Ewan McGregor, Kevin Spacey.
508 __ Director of photography, Robert Elswit ; editor, Tatiana S. Riegel ; music by Rolfe Kent ; costume designer, Louise Frogley ; production designer, Sharon Seymour.
500 __ Inspired by the book by Jon Ronson.
500 __ Originally released as a motion picture in 2009.
521 8_ MPAA rating: R; for language, some drug content and brief nudity.
520 __ Reporter Bob Wilton is trying to lose himself in the romance of war after his marriage fails. He gets more than he bargains for when he meets a special forces agent who reveals the existence of a secret, military unit whose goal is to end war as we know it. With unparalleled psychic powers, they can read the enemy's thoughts, pass through solid walls, and even kill a goat by simply staring at it. Now, the founder of the unit has gone missing and the trail leads to another psychic soldier who has distorted the mission to serve his own ends.
500 __ Special features include: "Goats declassified: the real men of the First Earth Battalion" featurette; "Project 'Hollywood:' a classified report from the set" featurette; Audio commentaries; Character bios; Deleted scenes.
650 _0 Reporters and reporting #z United States #v Drama.
610 10 United States. #b Army #x Military life #v Drama.
650 _0 Parapsychology #x Military aspects #v Drama.
650 _0 Psychics #z United States #v Drama.
610 10 United States. #b Army #x Search and rescue operations #v Drama.

655 _0 Comedy films.
655 _0 War films.
655 _0 Feature films.
700 1_ Lister, Paul.
700 1_ Clooney, George.
700 1_ Heslov, Grant, †d 1963-
700 1_ Straughan, Peter.
700 1_ Bridges, Jeff, †d 1949-
700 1_ McGregor, Ewan, †d 1971-
700 1_ Spacey, Kevin.
700 1_ Ronson, Jon, †d 1967- †t Men who stare at goats.
710 2_ Overture Films.
710 2_ Winchester Capital (Firm)
710 2_ BBC Films.
710 2_ Smokehouse Pictures (Firm)
710 2_ Anchor Bay Entertainment, Inc.

For more information, please use the following URL:
http://www.olacinc.org/drupal/capc_files/DVD_guide_final.pdf

Duplicate Serial records in Evergreen Indiana

Due to a glitch with the Evergreen software which will not allow more than 2000 item holdings to attach to a MARC record, the Evergreen Indiana Cataloging Committee has decided to allow duplicate serial records for some magazine titles. These include the weekly magazines, such as Newsweek, Time, U.S. News and World report and People among others. With 52 issues per year multiplied by the number of libraries in the consortium, the total holdings in the consortium would reach the magic 2000 total before very many months passed. In addition to this, some libraries choose to keep back issues, which also added to the total number of holdings. For this reason the Cataloging Committee decided to put duplicate records for some of these magazines in the Evergreen Indiana database and ask member libraries to choose one of the bibliographic records for adding their holdings.

After several discussions on how to assign libraries to the various records, it was decided to just ask each library to pick a record and begin attaching their holdings for the magazine. The Evergreen Indiana Cataloging Committee is suggesting that each library look at the libraries attached to the various records for these titles and think about attaching your holdings to the MARC record to which other libraries in your part of the state are also attached. This would lead to a region grouping of libraries on each magazine's duplicate MARC records.

This is a temporary solution until we see if the glitch can be fixed. **Until there is a permanent fix to this solution, please do NOT merge any serial records at all.** The

Evergreen Cataloging Committee will notify member catalogers through the listserv if this changes and records could be merged.

Adding Remote Access Records (Downloadable Audiobooks, Ebooks, Etc.)

It is each library's decision as to whether or not they will add records to Evergreen for these types of items. If records are added, the library has a choice as to whether or not to actually add holdings to the records. The recommended method for cataloging the items is not to add a holding.

Adding records with no holdings (Recommended Method)

Evergreen allows adding a \$9 to the 856 field (aka Located URIs). This subfield contains your library's Evergreen location code and will restrict search and display of entirely electronic records (i.e. those with no holdings) to the location named. In other words, even though your library has no actual holding on the record, it will still show up in search results when your patrons perform a search that is limited to their home library.

Each bibliographic record may contain multiple 856 \$9 entries each with different library-specific information. When your patrons perform a search that is limited to their home library, the Evergreen location code in the 856 \$9 will allow the search results to include that MARC record.

Example

846 40 \$uhttp://incolsa.lib.overdrive.com/ContentDetails.htm?ID=C4E0DA70-7DDE-4C9C-82CE-4DD136A1BB21 **\$9WWPLW** \$zWestfield-Washington Township Public Library users Click here to access this digital book

Again, the 856 \$z field should alert the patron that the item is downloadable and may only be available to patrons at a certain library or libraries.

Please note that when merging remote access records, it is imperative that all 856 fields are transferred to the new record to ensure that patrons who have access to the subscription are aware of that access.

For more information on the 856 field, please see either p. 2.26-2.29 or p. 3.24-3.27 of the Procedures Manual.

Adding holdings to remote access records with dummy barcode method (Legacy Method)

We are not currently set up in Evergreen Indiana to auto-generate barcodes. Libraries can, however, use "dummy barcodes" to attach to the records. A library using this

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method should create a range beyond its existing physical barcode sequences to avoid duplicate barcodes.

The 856 field should have a \$z which will alert the patron that the item is downloadable and may be available only to certain patrons.

Example

846 40 \$u<http://incolsa.lib.overdrive.com/ContentDetails.htm?ID=C4E0DA70-7DDE-4C9C-82CE-4DD136A1BB21>\$z***Lebanon Public Library users Click here to access this digital book***