

**CATALOGING UCLA DISSERTATIONS: UCLA LIBRARY CATALOGING CENTER**

rev. 9-18-2005 rls

**Required Fields/Subfields (in order):**

Field	Example	Notes
<b>Record type</b>	Type: t	
<b>008</b>	Elvl: I Ctry: xx Cont: m	
<b>090</b> __		<p>1. Use "UCLA Thesis and Dissertation Cutter List" for subject/discipline areas: <a href="http://www.library.ucla.edu/libraries/cataloging/yrlpolproc/thesiscutters.htm">http://www.library.ucla.edu/libraries/cataloging/yrlpolproc/thesiscutters.htm</a></p> <p>2. Use the following tables for cutters for authors' names:                      --C.A. Cutter's Cutter-Sanborn Three-Figure Author Table (use for names beginning with vowels and "s")                      --C.A. Cutter's Three-Figure Author Table (use for names beginning with consonants, except "s")</p> <p>3. Add date to call number [<b>NEW POLICY OCT. 2001</b>].</p>
<b>260</b>	\$c [date]	Do not add place, name of publisher; add date only.
<b>502</b> __		<p>Thesis ([Degree])—UCLA, [Date].</p> <p><b>NOTES:</b>                      --Double-letter abbreviations ("Ph. D.," "Ed. D.") include the internal space (LCRI 1.0C); single-letter abbreviations do not (e.g., "M.A.").                      --Always use the acronym <b>UCLA</b>; do not spell out the name of the university. <b>This is an ACCM policy.</b></p>
<b>500</b> __		Vita. [If included]
<b>504</b> __		Includes bibliographical references (leaves __ - __). [If applicable]
<b>655</b> _7		<p><b>Last subject heading in record</b>                      Dissertations, Academic \$z UCLA \$x [Discipline]. \$2 local</p>

**Generic Examples:**

260 __ \$c 1985.	260 __ \$c 1985.
502 __ Thesis (Ph. D.)—UCLA, 1985.	502 __ Thesis (M.A.)—UCLA, 1985.
500 __ Vita.	504 __ Includes bibliographical references (leaves 49-50).
504 __ Includes bibliographical references (leaves 204-207).	655 _7 Dissertations, Academic \$z UCLA \$x History. \$2 local
655 _7 Dissertations, Academic \$z UCLA \$x Political science. \$2 local	

**Miscellaneous:**

1. **Cataloging Statistics:** Count each item as: **Original, No Copy.**
2. Catalog latest year for the YRL stacks or branches (NOT for SRLF).
3. Check for existing Name Authority Record (NAR).
4. Construct the main entry using the fullest form possible, including date(s) if available. NACOs required to break name conflict; otherwise, optional. If name not unique, can contact department where thesis/dissertation was issued to obtain additional information (explain purpose information is needed, etc.).

### **Constant Data Records in OCLC Connexion Client:**

File: Local File Manager: Bibliographic Constant Data

Example:

Choose File Type: Bibliographic Constant Data:

I:\YRL-Mono Connexion\disconstantdata

**(Setting up the I: drive):** File: Local File Manager: Bibliographic Constant Data: Configure Paths: [I:\YRL-Mono Connexion\disconstantdata]: [OK]

### **Setting up a file on the H drive:**

File: Local File Manager: Bibliographic Constant Data: Create File: click on Down Arrow; scroll to H: Open up or create appropriate folder, Name the file: click on Open: "Add to configuration?" YES: Highlight "H [etc.]" : "set as default"

### **More on Constant Datas:**

#### **Constant Data files**

- File: Local File Manager: Bibliographic Constant Data
- Example:
  - Choose File Type: Bibliographic Constant Data:
  - I:\YRL-Mono Connexion\disconstantdata
  - NOTE:** these are dissertation Constant Datas which have been created for the UCLA Library Cataloging Center
  - NOTE:** Please consult with supervisor before adding Constant Datas to this file
  - (Setting up the I: drive):** File: Local File Manager: Bibliographic Constant Data: Configure Paths: [I:\YRL-Mono Connexion\disconstantdata]: [OK]
- (Set as default)  
(Creating a file for Constant Data storage): File: Local File Manager: Bibliographic Constant Data: Create File

#### **Creating Constant Datas**

- [From workform]: Cataloging: Create: Constant data
- [From existing Constant Data]: Cataloging: Search: Local Constant Data: OK: [double-click appropriate Constant Data]: Edit: Derive: New Constant Data

#### **Applying Constant Datas**

- Cataloging: Create: Single record: [Books, or other format]
- Edit: Constant data: Local: Apply from list: [OK]: [Highlight appropriate Constant Data]: [choose Fixed, Variable, Both]: Apply selected **OR**
- Edit: Constant Data: Local: Apply default

#### **Deleting Constant Datas**

- Cataloging: Search: Local Constant Data: OK: [highlight appropriate Constant Data]
- Action: Delete Record