

**Cataloging Glossary**  
**UCLA Library Cataloging Center**  
Compiled by rls and the Section Heads Oct. 2003

**Acquisitions control record:**

A bibliographic record entered locally by an Acquisitions unit for control of materials ordered or received by the library. Common types of Acquisitions control records include: decision records, membership records, sample issue records, and standing order series check-in records.

**Cataloging level:**

The minimal characteristics of a bibliographic record.

**Minicat:** [This should be referred to someone else, for monographs]. For serials, Minicat means selection of the best available copy; minimally including descriptive elements and lacking a call number in the local holdings record.

**Subj/desc cataloging (for newspapers):** In some cases where classification is not needed, a selector requests full description and subject analysis.

**Full cataloging:** [This should be referred to someone else, for monographs] For serials, Full cataloging means addition to the local ILS of a record with description and subjects in the bibliographic record and a call number in the holdings record.

**Cataloging priority:**

Turnaround time from receipt to completion of cataloging

**Rush cataloging:** [This should also be referred to someone else] For serials, RUSH cataloging means that cataloging should be completed within 24 hours and any physical volumes returned, OR the acquisitions center should be contacted (e.g., in the case of URLs that do not work). All Reference materials are treated as RUSH.

**Priority cataloging:** [not sure if this is used outside of Serials section]: For serials, all collections outside of YRL receive priority cataloging treatment. That is, new receipts from these collections are cataloged next after Rush titles, usually within the same week.

**Low priority cataloging:** Cataloging to be completed as time permits

**CDL SCP:**

California Digital Library Shared Cataloging Program: UCLA receives MARC records for UC-licensed resources through the Shared Cataloging Program. UC San Diego is the main cataloging agent for SCP.

**IP record:**

In Process record: [This should be referred to someone else]

**Monographic series:**

A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered (AACR2)

**Series analytic:** [This should be referred to someone else]

**PURL:**

A **Persistent Uniform Resource Locator** which is structurally the same as a URL but which points to an intermediate resolution service. When a PURL is used, all appearances of the PURL can be maintained through a single field of the PURL server.

**BibPURL:** A PURL for a freely-available e-resource, maintained through the OCLC PCC PURL server. See: <http://bibpurl.oclc.org/>

**GPO PURL:** A PURL for a federal document, maintained through the GPO PURL server. See: <http://purl.gpo.gov/>

**PID:** A PURL for a CDL resource or a UCLA licensed resource, maintained through the CDL PURL server. See: <http://uclibs.org/>

**Statistical terminology:****New titles cataloged (H1):**

**New title:** Title being cataloged for the UCLA Library for the first time.

Includes: monograph and serial titles; serial and monograph analytics; translations of other language titles; different editions of earlier/later editions of the same title.

Excludes: added copies/locations; recataloged/reclassified titles (count instead as “revision of records”).

**Copycataloging:****Copy (H1a):**

Count here:

LC full-level cataloging copy (encoding level [blank], 1, 8; 040 \$a dlc/\$c dlc)

LC records entered into the database by other libraries (encoding level I; 040 \$a dlc/\$c xxx; source [blank])

Full-level cataloging created by NCCP libraries (source value c; 042 lcncp)

Full-level cataloging created by member libraries and adapted by LC (040 \$c or \$d dlc; enc lvl 0; 042 lccopycat)

Include:

Copy accepted without change

Copy accepted with the following changes:

--Changes to conform to local policy

--Completion of open entries such as multi-vol sets

--Heading changes to conform to authorized form of heading, if straightforward

--Description changes to conform to current descriptive policy, if straightforward

--Typographical corrections

--Straightforward completion of CIP

**Partial (H1b):****DLC:**

Count here: Copy (LC full-level catalog records entered by LC or by other libraries) that does not represent the edition in hand, or that requires substantial change

Include:

Simple variant edition cataloging based on LC copy for another edition

Complex CIP completion

Incomplete copy (e.g. lacks LC Classification)

Any LC full-level catalog record that does not fall into copy definition

**Contributed:**

Count here:

Non-DLC copy (full-level catalog records; enc lvl I, M, L contributed by member libraries (source d)

Member-created minimal level cataloging records to which only ONE of the following elements is added: added entry(ies), subject heading(s), LC classification

Include:

Incomplete copy (e.g., lacks call number)

Copy requiring routine modification such as changes to the physical extent (300 field), imprint (260), addition of simple notes, addition or deletion of series statement, change in form of headings (name or subject)

Member-created full-level catalog record that does not represent the work in hand (e.g., variant editions, translations)

Any member-created full-level catalog records not counted as copy, original or minimal cataloging

Exclude:

Member-created full-level cataloging requiring substantive modification. Substantive modification is defined as supplying two of the four required elements of a full-level catalog record: description; choice of main entry and name access; subject access; classification

**Original cataloging (H1c):**

**DLC:**

Count here:

Preliminary level LC copy (enc lvl 5; source [blank])

Minimal-level LC copy (enc lvl 7; source [blank]) requiring substantive modification or supplying of two or more of the four required elements of a full-level catalog record: description; choice of main entry and name access; subject access; classification

**Contributed:**

Count here: member-created copy requiring substantive modification or supplying of two or more of the four required elements of a full-level catalog record: description; choice of main entry and name access; subject access; classification

Exclude:

Routine modifications such as changes in extent, changes in imprint, addition of straightforward notes, addition or deletion of series statement, addition of more specific subdivision to a subject heading already present in the record

Updating form of headings to meet current descriptive standards

Updating subject headings to meet current standards

Local modification to LC classification

Records created utilizing copy that does not represent the edition in hand (e.g., variant editions, translations)

**No copy:**

Count here: newly-created full-level cataloging records (enc lvl I; 040 \$a clu/\$c clu)

Exclude: Records created utilizing copy that does not represent the edition in hand (e.g., variant editions, translations)

**Minimal cataloging (H1d):**

**DLC:**

Count here: LC full-level or minimal-level cataloging records that lack locally assigned LC-type call numbers

**Contributed:**

Count here: Member-created full or minimal-level cataloging records that lack locally assigned LC-type call numbers

**No copy:**

Count here: Newly-created minimal-level cataloging records (enc lvl K; 040 \$a clu/\$c clu)

**Revision of records (H1e):**

Count here:

Changes to UCLA catalog records to reflect changes in ongoing titles as volumes are added to monographic sets or issues added to serials (e.g., changes in series title, authorship, imprint, etc.)  
Titles a cataloger reclasses or recatalogs. Do not count simple corrections arising from errors made in the initial cataloging process

**Call numbers assigned (H2):**

Count here:

Call numbers assigned to full-level cataloging records that lack them  
Call numbers assigned to full-level cataloging records for belles-lettres and music

**Authority records created (names, series, subjects) (H3):**

**H3x1 DLC:** Authority records created by LC or NACO libraries added to the UCLA authority file by cataloging staff; revisions to existing records by cataloging staff

**H3x2 Original:** Authority records created by cataloging staff for UCLA authority file only; revision to existing local records (occurs very rarely, usually done by Authority Section staff; original records should be created via NACO)

**H3x3 NACO new:** New authority records created by cataloging staff and submitted to NACO for inclusion in the LC authority file. Do not also count these in Original

**H3x4 NACO revised:** Revisions submitted to NACO for authority records in the LC authority file. Do not also count these in DLC or Original

**Enhance/Upgrade (K2):**

Count here: Upgrades to minimal-level records; addition of subject headings from LCSH or LC-type call numbers to monograph records that do not contain subject headings or call numbers from LC sources; addition of contents note (505 field) to monograph record that does not contain an existing contents note field

**Bibliographic record conversion (K3):**

Count here: All titles converted from manual to machine catalog records. Do not count these in any of the New Title Cataloged categories listed in the H section