

Copy Cataloging Procedures For Monographs

Background

Copy Cataloging, unlike Rapid Cataloging and Rapid Processing procedures, involves complete checking of both description and subject analysis (i.e., verifying subjects and classification) in bibliographic records.

The default mode for the Copy Cataloging Section is Rapid Processing, but copy catalogers may select items for full copy cataloging, especially records that may require subjects and/or classification, and more accurate description.

Cataloging Tools & Documentation

- OCLC Bibliographic Formats & Standards
- AACR2 (especially Chapters 1 & 2, and other chapters as appropriate to format in hand)
- LCRI's
- MARC21 for Bibliographic and Authority Data
- LC Classification Schedules
- Subject Cataloging Manuals: Subject Headings, Free-floating Subdivisions, Shelflisting
- Cataloging Policies & Procedures

Selection criteria of member copy materials for copy cataloging

1. Bib ELvl: 8, K, I, M
2. 040: Contributing Libraries
3. Call number (090) and/or subjects (6XX) present in record

(DLC/DLC and pcc records are processed through Rapid Cataloging).

Steps in procedure for copy cataloging

- Do not upgrade pre-ISBD or ISBD description to AACR2 description (especially pre- AACR2 records)
- Do not upgrade punctuation to AACR2 standards in pre-ISBD and pre-AACR2 records
- Perform accurate bibliographic search to find matching copy (attention to serials vs. monographs, and monographic sets)
- Check both fixed and variable fields
- Check description and subject analysis (i.e., verify subjects and classification)
- Perform authority work as follows:

1. OCLC Authority File only for personal names, corporate bodies, conferences
2. OCLC Authority File and Subject Cataloging Manual (as needed) for subject headings and subdivisions
3. Voyager and OCLC for all series and series-like headings (attention to series analysis and classification)

Recommended steps

- Verify that record matches the book
- Check fixed and variable fields:

008: Desc, ELvl, Cont, Ills, Srce, Conf, GPub, Fest, Biog, Fict, DtSt, Indx, Dates, Lang, Ctry	Verify, correct, add
006	Verify, correct, add if appropriate
007	Verify, correct, add if appropriate
02X	Verify, correct, add
041, 043	Verify, correct, add, delete (if inappropriate)
049	Change 049 to appropriate \$a location code and add other subfields, as needed, especially summary holdings
090	Verify, correct, add (as appropriate) [use classification schedules, or Class Web] Do online shelflisting in Voyager
1xx	Check OCLC AF
240	Verify, correct, add as appropriate Indicators should be 10 (Cutter to 240 as appropriate, especially translations)
245	Check filing indicators Verify, correct as appropriate
246	Verify, correct, add as appropriate
250	Verify, correct, add as appropriate
260	Verify, correct, add as appropriate (Attention to AACR2 1.4F)

300	Verify, correct, add as appropriate
4xx	Verify form and tracing, analysis and classification Check authority records on Voyager and OCLC Verify, correct, add as appropriate If conflict exists, consult supervisor (traced/untraced, classed together/separate, series/not a series)
5xx	Verify, correct, add as appropriate
504	Verify, correct, add as appropriate
505	Verify, correct
6xx	Check OCLC AF Check Subject Cataloging Manual or OCLC AF as needed for both subjects and subdivisions Verify, correct, add/delete as appropriate
7xx	Check OCLC AF Verify, correct, add/delete as appropriate
8xx	Same as for 4XX (above)
910	Add initials and date [YYMMDD]
949	Add Voyager bib number, if needed

Suggested workflow

- Each copy cataloger should sort materials into rapid processing vs. full copy cataloging.
- Process the books designated for regular copy cataloging together. Process the books for rapid processing together.