

## Original Minicat Procedures:

### Creating a parallel record by deriving an original monographic record from a non-English record

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#### NOTE:

For general information, and details about this and other types of minicat, please refer to the documents

--"Minicat: Minicat with copy" and

--"Minicat: Original minicat procedures":

<http://unitproj.library.ucla.edu/cataloging/policies/index.cfm>

### Procedures for Creating a parallel record by deriving an original monographic record from a non-English record:

1. Search OCLC to make sure there is no English-language record that matches the item in hand.
  - A. If there is a matching OCLC monographic English-language record, process as a regular minicat with copy. See "Minicat: Minicat with copy" for guidelines.
  - B. If there is no OCLC copy at all, process as an original minicat. See "Minicat: Original minicat procedures" for guidelines.
  - C. **If there is only a non-English record available, process as detailed below. A non-English language record will have: 040 \$b [ ... ] (e.g., spa, fre, swe, ara, etc.).**
  
2. Steps for Creating a parallel record by deriving an original monographic record from a non-English record:
  - A. Copy the OCLC bibliographic number of the existing record (aka Control number)
  - B. Derive a new record, keeping the existing fixed fields
  - C. Paste the OCLC bibliographic number (Control number) into a 936 field:  
936 PR ... [fill in number as appropriate]
  - D. In the fixed field, change the ELvl to K
  - E. In the fixed field, change the Desc to a
  - F. Proofread the 245 field
  - G. Proofread the 260 field
  - H. Change non-English language abbreviations in the 300 field (e.g., "S." to "p.," etc.)
  - I. 4xx: If there is a series statement present on the item, Please follow the procedures for checking series as described in the document "Series Authority Checking for Monographs: Copy Cataloging Section"
  - J. Translate or delete 5xx fields in any language other than English

- K. Delete any 6xx fields with 2<sup>nd</sup> indicator 4
- L. Control the headings
- M. Edit and add the following fields as appropriate:
  - 049 [If needed, add a \$v for multipart titles]
  - 099 [If needed]
  - 910
  - 948 [In the 948 field for automated statistics, original K-level records are recorded with cataloging effort code 3. If the title you catalog has more than one piece (e.g. a multipart in 2 or more volumes), remember to edit the 948 \$f to reflect the total number of pieces]
  - 949 [If needed for overlay]
- N. Update the record
- O. Write OCLC number in item (below SRLF/YRL stamp).  
Remember to write the volume number underneath the OCLC number when necessary

**Consult with a supervisor if you have any questions**