

Minicat Procedures: Minicat with copy Monographic K-Level Records rev. Jan. 17, 2008 rls

Background

Selected monographic materials with OCLC copy are to be cataloged at the minimal level (“minicat”). With the exception of series statements, access points will be accepted without verifying, except for fixing typographical errors. Most classifications will also be accepted without checking. Follow the procedures outlined below to update minicat records in OCLC.

Cataloging Tools & Documentation:

- OCLC *Bibliographic Formats & Standards*
["When to Input a New Record" \(OCLC\)](#)
- OCLC MARC Code Lists
- YRL Cataloging Policies and Procedures
Cataloging Materials for the SRLF
- AACR2
- LCRI's
- MARC21 for Bibliographic and Authority Data
- [Technical Bulletin 250: Parallel Records](#)

Procedures for Cataloging Minicat Items:

1. Search OCLC for a record that matches the item in hand.
 - A. If there is a matching OCLC monographic record:
 - Verify that the record matches the item in hand. If you are unsure whether or not a record matches or is a different edition, consult the OCLC page “When to Input a New Record” (see link above), which has both general guidelines and field-by-field guidelines. If questions remain, consult a supervisor.
 - Make sure the OCLC record is not held. If the record is held, search Voyager and reassign item as an added copy, location, or volume.
 - B. If there is a different edition or a different format (i.e. paper vs. microfiche):
 - That record can be used to create a new bibliographic record.
 - C. If there is no matching or similar OCLC record:
 - Reassign item as 0 OCLC, or input a new bibliographic record based on the item you have on hand (See “Original Minicat Procedures” for guidelines).

NOTES:

1. Every record must have, at a minimum, a 245, 260, and 300 fields (and a 1XX or 7XX, if appropriate). If the record does not include these minimum fields, set aside for a supervisor
2. **Serials:** When searching OCLC, be alert to the possibility that the item you have may be a serial, not a monograph. If the only record you find for the item is a serial record, make a printout and set aside for review. If there are multiple records for same title, check records to see if one of them is a serial record, and if a serial record exists, set item aside for a supervisor (See “How to Identify Serials” for guidelines).
3. **Parallel records:** If the language code in the 040 \$b is something other than “eng,” **and** if the language in the descriptive fields is not English, set aside for a supervisor. However, if the language in the descriptive elements is English, process the record as a minicat even if the 040 \$b is not “eng.” (See “Technical Bulletin 250: Parallel Records” for guidelines.)
4. **Classification:** Accept most classifications without verifying. Exceptions: Delete 050/090s with analytic call numbers (e.g. call numbers ending in v. or pt.), “Law” or incomplete classifications (e.g. BQ6335.M (.x2K)+). If there is no 050/090, and the record is overlaying an order record, add an 099 SRLF.
5. **URLs:** If there is an 856 in record, check to make sure the link works. If link does not work, consult with a supervisor.
6. **Multi-volume sets:** If the item in hand is part of a volume set, you will need to indicate our holdings in the 049 \$v subfield **before** you update the record.

Example:

If the item is an incomplete multi-part item (i.e., 300 \$a v.), and you have vols. 1-4, the \$v should read “\$v v.1-4”

If the item is an incomplete multi-part item, and you have vols. 1, 3-4, and 7, the \$v should read “\$v v.1,3-4,7”

Consult with a supervisor prior to updating the record if you have any questions.

Bibliographic Record:

A. Check fields as indicated below:

Fixed Fields	ELvl: change codes of 3, 5, 7 to K ; set aside any coded J Lang: verify the appropriate code from the MARC Codes for Languages Form: if item is a reproduction, verify the appropriate code Ctry: verify appropriate code from MARC Codes for Countries DtSt: code: s=single date, m=multiple dates Dates: verify single or beginning date of publication in Date1; verify ending date of publication if appropriate in Date2
049	CLUR \$n ASK AT YRL PUBLIC SERVICE DESK—In process for SR CLUZ \$n ASK AT ARTS PUBLIC SERVICE DESK—In process for SR [Apply SRLF MACRO for 049 and 910. Note: 910 qad/initials date]
100/700, 110/710, or 111 Main entry: Personal, Corporate or Conference Name):	If the item has three or fewer authors, verify that the first named author is entered in the appropriate 1XX field, and the additional authors in separate 7XX fields. If the item has more than three authors: <ul style="list-style-type: none"> • first named author should have a 7XX field. If there is no author: <ul style="list-style-type: none"> • there is no need for 1XX/7XX. If there is no author, but there is an editor, compiler, etc.: <ul style="list-style-type: none"> • name should have field 7XX. Do not search Voyager or OCLC Authority Files. Change information only if there is a typographical error.
245 \$a and \$b (Title and other title information):	Check the title in field 245 according to the following pattern: When a 1XX is present: 245 10 \$a Title : \$b other title information. When no 1XX is present: 245 00 \$a Title : \$b other title information. <i>NOTE: The 2nd indicator of the 245 field varies to reflect the number of non-filing characters (i.e. initial articles) present. Verify that it is coded correctly.</i> Do not edit except to correct typographical errors. If the work is a microform reproduction, check for \$h [microform] immediately following the \$a.

250	Check edition statements, if present, in field 250.																								
260	<p>Verify the place of publication, the name of the publisher, and the date(s) of publication according to the following pattern:</p> <p>260 \$aPlace of publication : \$b Name of publisher, \$c date(s) of publication</p> <ul style="list-style-type: none"> • If there is no place of publication, use [S.l.]. • If there is no publisher, use [s.n.]. • For the date, prefer a publication date to a copyright date. If there is no publication date, the latest copyright date should be preceded by “c.” If there is no date of publication or copyright, the date should be entered in square brackets. • If the item is a complete multi-part monograph, the first and last dates should be recorded (e.g. \$c 1997-1998). If the item is an incomplete multi-part monograph, the first date only is recorded followed by a hyphen (e.g. \$c 1997-), and the date of the latest volume may be entered in angle brackets; however, if item was not cataloged from the first volume, the first date of the volume(s) is entered in angle brackets (e.g. \$c <1997>-). <p><i>Date Examples:</i></p> <table border="1" data-bbox="451 1003 1385 1266"> <thead> <tr> <th>260 \$c</th> <th>DtSt</th> <th>Date1</th> <th>Date2</th> </tr> </thead> <tbody> <tr> <td>2002</td> <td>s</td> <td>2002</td> <td>blank</td> </tr> <tr> <td>1998-</td> <td>m</td> <td>1998</td> <td>9999</td> </tr> <tr> <td>1998-2003</td> <td>m</td> <td>1998</td> <td>2003</td> </tr> <tr> <td>[199-?]</td> <td>s</td> <td>199u</td> <td>blank</td> </tr> <tr> <td>[19--?]</td> <td>s</td> <td>19uu</td> <td>blank</td> </tr> </tbody> </table>	260 \$c	DtSt	Date1	Date2	2002	s	2002	blank	1998-	m	1998	9999	1998-2003	m	1998	2003	[199-?]	s	199u	blank	[19--?]	s	19uu	blank
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[199-?]	s	199u	blank																						
[19--?]	s	19uu	blank																						
300	<p>The extent of item in pages or volumes is recorded in field 300.</p> <ul style="list-style-type: none"> • For single-volume works, the last numbered page is recorded. • For complete multi-volume sets, the total number of volumes is recorded. • For incomplete multi-volume sets, “v.” is used alone, or the extent may be indicated using angle brackets (e.g. v.1-<4 >). • For items with no numbered pagination, complicated pagination, “1 v.” is used. 																								
440	<p>If there is a series statement present on the item:</p> <p>Please follow the procedures for checking series as described in the document “Series Authority Checking for Monographs: Copy Cataloging Section”</p>																								
7XX	Check for presence, if appropriate (see instructions in 100 Field above).																								
910	qad/[initials] [date]																								

Record statistics in the 948 in the record in OCLC (\$d 3; “minimal no copy”).

Update OCLC holdings, following overlay procedures if there is an order record (check workform).

Write OCLC number in item (below SRLF/YRL Stamp), including volume numbers if appropriate.