

Original Minicat Procedures

Creating Monographic K-Level Records in OCLC Connexion
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Background

Selected monographic materials with no OCLC copy are to be cataloged at the minimal level. No subject headings and classification will be assigned. Follow the procedures outlined below to input original K-level records in OCLC.

Cataloging Tools & Documentation:

- [OCLC *Bibliographic Formats & Standards*](#)
["When to Input a New Record" \(OCLC\)](#)
- [OCLC MARC Code Lists](#)
- [Cataloging Center Policies and Procedures](#)
- [Anglo-American Cataloguing Rules \(2nd ed., 2005 rev.\)](#)
- [LCRIs](#)
- [MARC Formats for Authority and Bibliographic Data](#)

Procedures for Cataloging Original Minicat:

1. Search OCLC to make sure there is no record that matches the item in hand.
 - A. If there is a matching OCLC monographic record:
 - Process as a regular minicat with copy. See [Minicat Voyager 049](#) for guidelines. If you are unsure whether or not a record matches the item you are cataloging, 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.
 - If the OCLC record is already Held by CLU, set aside or reassign as appropriate.
 - B. If there is a different edition or a different format (i.e. paper vs. microfiche):
 - Use that record to derive a new bibliographic record. Make sure to check the record carefully before updating to verify you have made *all* necessary edits.
 - Electronic resources: If you are deriving a record containing an 856 field, please consult with a supervisor to determine whether or not to leave the 856 in the record.
 - C. If there is no matching or similar OCLC record:
 - Input a new bibliographic record based on the item you have on hand.

NOTES:

1. Every record must have, at a minimum, a 245, a 260, and a 300 field (and a 1XX or 7XX, if appropriate).
2. If the title has an order record in Voyager, remember to code the OCLC record to overlay the existing bibliographic and holdings records. Since original K-level minicats don't include classification, remember to add the 099 SRLF so that the order status will no longer display post-cataloging.
3. When searching OCLC, be alert to the possibility that the item you have may be a **serial**, not a monograph. (See "How to Identify Serials" for more information and examples.) 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 carefully to see if one of them is a serial record and if so set item aside for a supervisor to review.
4. **Multi-volume sets:** If the item in hand is part of a volume set you know to be complete, you will need to indicate our holdings in the 049 \$v subfield **before** you update the record. If you are not sure if the volume set is complete, set aside or reassign as appropriate.

Consult with a supervisor if you have any questions.

Creating a New Bibliographic Record in OCLC Connexion:

- A. From the Cataloging menu, choose Create > Single Record > Books (Ctrl + Shift + B).
- B. Input fields (as indicated below):

Fixed Fields	ELvl: K Lang: assign the appropriate MARC Code for Languages Form: if item is a reproduction, assign the appropriate code Ctry: assign appropriate MARC Code for Countries GPub: for government publications, assign the appropriate code Desc: a Ills: assign the appropriate code for illustration terms in the 300 field DtSt: code: s=single date, m=multiple dates Dates: enter single or beginning date of publication in Date1; enter ending date of publication (if appropriate) in Date2 Edit other sections of fixed field as appropriate.
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<p>020 (ISBN)</p>	<p>Record the ISBN, if present. Do not transcribe hyphens.</p> <p>If the item has ISBNs for hardcover and paperback "editions," input both numbers in separate ISBN fields.</p> <p>Example: 1566566592 (pbk.)</p> <p>For multi-volume sets, enter the ISBN of the set if present. If the individual volumes have ISBNs, input the numbers for up to the first 3 volumes. If no set ISBN, input ISBN for 1st volume in hand.</p> <p>Example: 0415395372 (set) 0415395380 (v. 1)</p>
<p>049</p>	<p>Edit the 049 as appropriate to create. Add a \$v for multipart titles.</p>
<p>100/700, 110/710, or 111</p> <p>Main entry- Personal, Corporate or Conference Name):</p>	<p>If the item has three or fewer authors, record the first named author in the appropriate 1XX field, and the additional authors in separate 7XX fields.</p> <p>If the item has more than three authors:</p> <ul style="list-style-type: none"> • do not input a 1XX field • use a 7XX field for the first named author. <p>If there is no author:</p> <ul style="list-style-type: none"> • leave the 1XX/7XX fields blank. <p>If there is no author, but there is an editor, compiler, etc.:</p> <ul style="list-style-type: none"> • record the name in field 7XX. <p>If unsure whether the Corporate or Conference name should be a 1XX or a 7XX, consult a supervisor.</p> <p>Search for the correct form of the heading (personal, corporate or conference) in the OCLC Authority File. If a personal name or corporate name is not found in OCLC, use the form of the name as found on the item (last name first for personal names except in special cases). Do not include dates in personal names even if the information is readily available on the item in hand.</p>

<p>245 \$a and \$b (Title and other title information):</p>	<p>Transcribe the title in field 245 according to the following pattern:</p> <p>When a 1XX is present: 245 10 \$a Title : \$b other title information.</p> <p>When no 1XX is present: 245 00 \$a Title : \$b other title information.</p> <p><i>NOTE: The 2nd indicator of the 245 field varies to reflect the number of non-filing characters (i.e. initial articles) present</i></p> <p>Transcribe the title as it appears on the title page or container. If the book lacks a title page, record the title as it is found on the cover or other source, adding a note to indicate the source of the title (see 5xx field guidelines below).</p> <p>Follow the applicable capitalization rules for the language of the work. (See Appendix A of AACR2.)</p> <p>Use the \$b subfield for other title information, such as subtitles, parallel titles, etc.</p> <p>Transcribe statements of responsibility appearing prominently in the 245 \$c. Use the form that appears in the piece.</p> <p>If the work is a microform reproduction, add \$h [microform] immediately following the \$a.</p>
<p>246</p>	<p>If the title recorded in field 245 is in English and contains an ampersand (&), create a 246 field with the word "and" in place of the ampersand (first indicator 3, second indicator blank).</p> <p>If the title recorded in field 245 \$a has an obvious typographical error, create a 246 field with the corrected spelling (first indicator 3, second indicator blank).</p> <p>If there is a parallel title, create a 246 field for that title (first indicator 3, second indicator 1).</p> <p>See 246 Cheet Sheet – Books for more information.</p>
<p>250</p>	<p>Record edition statements, if present, in field 250. Abbreviate the term used for edition (ed., Aufl., etc.). Convert numbers to Arabic ordinal numbers if necessary (i.e. "fifth" to 5th).</p>

<p>260</p>	<p>Record 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, record the latest copyright date preceded by "c." If there is no date of publication or copyright, estimate the date and enter in square brackets. • If the item is a complete multi-part monograph, record the first and last dates (e.g. \$c 1997-1998). If the item is an incomplete multi-part monograph, re-assign as appropriate. <p><i>Date Examples:</i></p> <table border="1" data-bbox="483 835 1388 1014"> <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>1998-2003</td> <td>m</td> <td>1998</td> <td>2003</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	1998-2003	m	1998	2003	[19--?]	s	19uu	blank
260 \$c	DtSt	Date1	Date2														
2002	s	2002	blank														
1998-2003	m	1998	2003														
[19--?]	s	19uu	blank														
<p>300</p>	<p>Record the extent of item in pages or volumes in field 300.</p> <ul style="list-style-type: none"> • For single-volume works, input the last numbered page. • For complete multi-volume sets, input the total number of volumes. • For items with no numbered pagination, complicated pagination, use "1 v." followed by (unpaged) or (various pagings). <p>Add the 300 \$b when appropriate.</p> <p>Always add a 300 \$c.</p>																
<p>4XX</p>	<p>If there is a series statement present on the item:</p> <ul style="list-style-type: none"> • Please follow the procedures for checking series as described in the document "Series Authority Checking for Monographs: Copy Cataloging Section." 																

5XX	<p>If the source of the title is something other than a title page, indicate the source in a 500 field:</p> <p>Example: 500 Cover title.</p> <p>Add other notes as necessary. If you add notes describing the presence of bibliographic references or indexes, remember to also edit the appropriate subfields in the fixed field.</p>
7XX	Add, if appropriate (see instructions in 100 Field above).
8XX	<p>For series, see 4XX above.</p> <p>856: As a general rule, do not add 856 fields to records.</p>
910	qad/[initials] [date]

Record statistics (Minimal w/Copy or Minimal No Copy).

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.

Write OCLC number in item (below SRLF/YRL Stamp).

Remember to write the volume number underneath the OCLC number when necessary.