

# Rapid Cataloging

Revised July 13, 2000

[Criteria for Selection](#) | [Problems to be set aside](#) | [Steps in Procedure](#) | [Fields to check](#)

Rapid cataloging is a process of bibliographic verification designed to get as many books into the hands of users as quickly as possible. It is dependent upon the high quality of DLC or DLC-equivalent records. It also depends on a local process where most of the authority work is done after the fact by the Authority Section.

Rapid catalogers must pay attention to detail but are discouraged from adding to the existing records in any way. This is especially true now that the Library of Congress has adopted core cataloging as its default. Core cataloging records have fewer data elements in them. We will be accepting all DLC records exactly as they are, without keying in additional elements, unless special instructions accompany the book.

## Criteria for selection

- |    |  |                   |
|----|--|-------------------|
| 1) | Encoding Level:  | blank, c, 4, or 8 |
|    | Description:   | a or i            |
|    | Bib. Lvl.:   | m                 |
| 2) | 040  | DLC \$c DLC       |
|    | OR 042   | lccopycat         |
|    | OR 042   | pcc               |
| 3) | Complete multi-volumes<br>LC-style call number on<br>copy or provided (see list<br>of exceptional call<br>numbers) |                   |

[Top](#)

### **Problems to be set aside**

- 1) Incomplete multi-volumes (this would be if the 300 subfield \$a had only "v." or had <angle brackets> with volume numbers in it, such as <1-3> v.)
- 2) Exceptional call numbers (see list of exceptional call numbers)
- 3) Added copy or added location (HELD IN CLU)
- 4) Book classified in something other than a "P" number that lacks any 6xx field
- 5) No matching DLC or DLC-equivalent record
- 6) Microforms or videos (not currently cataloged by Rapid Cataloging)

[Top](#)

### **Steps in procedure for Rapid Cataloging**

\* **NEVER** modify punctuation, even if it's technically wrong

\* Call up record and verify "Not held in CLU"

(if held in CLU, check Voyager to determine if it's an added location or added copy, fill out a reassign slip, and return to the Bibliographic Control Coordinator)

\* Verify that record matches the book (checking author, title, publisher, date, pagination)

\* Check only the specified data in the following fields:

fixed field	verify and correct only <b>lang</b> and <b>date</b> ; do not verify, edit, or add anything else
020	verify and correct existing numbers but <b>do not add any others</b>
041, 043	do not verify, edit, or add
049	change 049 to appropriate code (see list of 049 codes)
050/099	do only special formatting to input local call number when different (see list of exceptional call numbers)
100, 110, 111	do not check
130	do not check
245	check filing indicator and look for typos (be especially careful of CIP records); do not add/modify subfield \$c on full-level records (CIP records are the exception)
246	look for typos but do not add or verify in any other way
250	verify (be alert to difference between printing and publication)
260	verify that it matches but do not edit form of data if it is recognizable; correct only typos that affect access; ignore punctuation; check date of publication on CIP records
300	verify and correct subfield \$a; ignore \$b subfield; edit or input \$c subfield only if book is over 29 cm. (see list of oversize designations). If record is CIP, fill in the 300 field completely.
440	correct typos; do not check form; check filing indicator
490	correct typos; do not check form
5xx	do not verify, edit, or add
504	do not verify, edit, or add
505	verify and add in information about other volumes in hand; check for typos
600,610,611	do not verify, edit, or add

630,650,651	do not verify, edit, or add (if second indicator is 3-8, delete the field; otherwise, leave all 6xx fields except for 652 and 653)
700,710,711	do not verify, edit, or add
730,740	do not verify, edit, or add
8xx	same as for 440

\* Add 910 with initials and date, add 949 for Voyager bib id number, if appropriate and change 049 code; enter barcode in subfield \$1 of 049)

\* Update on OCLC

\* Send books for marking/shelving; note any physical problems that require special handling, such as uncut pages, loose pages, damaged binding, etc.)

\* Record statistics