

SEL Theses & Dissertations Minimal Cataloging

Background

Theses and dissertations for SEL are cataloged at the minimal level. No subject headings are assigned. Follow the procedures outlined below to create original K-level records in OCLC. Use templates created or use constant data for required descriptive elements.

Problems to be set aside

- Name conflicts requiring NAR.
- Name conflicts requiring editing of existing bibliographic records.
- Titles with special characters requiring transcription into English.

Recommended steps

- Input data in the following fields:

008: Dates	Input DATE
049	Code 049 to appropriate \$a location code and add other subfields, as needed, especially summary holdings: <ul style="list-style-type: none">• CLUE \$n At bindery• CLUE \$n At bindery \$v v.1-2
090	Classify and cutter as follows: Thesis: LD791.8.discipline cutter \$b author cutter date Dissertation: LD791.9.discipline cutter \$b author cutter date <ul style="list-style-type: none">• Use Cutter-Sanborn table for Author Cutter• Do online shelflisting in Voyager for correct alphabetic placement (keep track of cutter assigned in one day)• Search Voyager for discipline cutter (subj Dissertations Academic UCLA [discipline])
100	Check OCLC AF Check Voyager for existing bibliographic records by author (if form of name is different, route to Supervisor)

	<ul style="list-style-type: none"> • If no records in OCLC AF and no Voyager bibliographic records found, formulate name as per AACR2 • Add date of birth if included in Vita (Dissertations)
245	Transcribe title (\$a), other title information (\$b, if applicable) and statement of responsibility (\$c).
260	Input DATE only in \$c.
300	Add as appropriate. Ex.: lxi, 124 leaves : \$b ill., maps ; \$c 28 cm. 2 v. (xii, 740 leaves) : \$b col. ill. ; \$c 28 cm.
502	Input appropriate note and add DATE: Thesis (M.S.)--UCLA, DATE. Thesis (Ph. D.)--UCLA, DATE
500	Add if appropriate: Vita.
504	Add: Includes bibliographical references (leaves ____).
655 _7	Add (input correct DEPARTMENT): Dissertations, Academic \$z UCLA \$x Department. \$2 local.
910	Add initials and date [YYMMDD]

- Update on OCLC
- Location stamp inside (p. after t.p.) and outside envelope
- Write call no. (inside and outside) following SEL format: place double cutters on separate lines.

Suggested workflow

- Each copy cataloger should catalog materials by discipline to ensure correct alphabetic shelving of author.
- Place cataloged materials on Theses & Dissertation shelf for Physical Processing & Marking.
- Route problems to Supervisor.