THE GOAL OF THIS PRESENTATION IS TO:

1. Serve as a reminder as to our policies and procedures.

2. Highlight some common problems we have noticed in the catalog.

3. Help ensure that we are all entering and editing records in a common manner.
ALL OF THE RULES AND PROCEDURES IN THIS PRESENTATION CAN BE FOUND IN THE “EVERGREEN INDIANA CATALOGING PROCEDURES GUIDE.”

Available: http://www.in.gov/library/3386.htm
VARIATION IN ISBN DUE TO A NEW BINDING

It is not uncommon for some items—particularly children’s books—to be rebound by a company other than the original publisher. Companies such as Turtleback, BWI and Paw Prints take the paperback edition of titles and rebind them, giving them a new ISBN in the process.
VARIATION IN ISBN DUE TO A NEW BINDING

For matching purposes, you generally should ignore the ISBN on the binding and use the one found in book, usually on the title page verso.
As a courtesy to other catalogers, remember to add your binding ISBN to the record like this:

020 9781932129373 (Paw Prints)

It is entirely possible to have multiple ISBNs for multiple companies:

020 9781932129373 (Paw Prints)
020 9781592990566 (BWI)

Remember: When merging records, please copy these ISBNs in to the merged record when applicable.
According to the Procedures Guide, it is only ever permissible to attach a paperback to a hardcover record (and vice versa) if the ONLY difference is the size of the book.

Publisher, publication date, edition statement and pagination MUST all match.

Hardcover release
1st edition
Publisher: St. Martin’s Press
328 pgs.
22 cm.

Paperback release
(no edition statement)
Publisher: St. Martin’s Griffin
332 pgs.
20 cm.
However, the Cataloging Committee is aware that there is some confusion surrounding this rule and that some catalogers are taking an alternate approach to matching edition statements.

In this method, if there is no edition statement on one of the items or if the edition statement is merely “First paperback edition” it can be considered a match to the hardcover despite the difference in edition statements.
When adding a print book, please ensure that you are not adding your holding to a record for an ebook!

There are many indicators in a record that the item is for an ebook and not the print version:

Fixed field form = o
245 GMD = [electronic resource]
300 = “online resource”
856 40 = item IS an electronic resource
These are records that are created by the Library of Congress based on galley-proofs sent to them by publishers. The information in these records is often incomplete and possibly can be incorrect.

- All the Light We Cannot See
- Publisher: Scribners
- Projected Publication Date: May 6, 2014
Encoding Level is 8. When you have upgraded the record, please replace with “I” to reflect new level of cataloging.

Remove all “junk” fields. These are all locally defined Library of Congress fields and have no relevance to us and our catalog.

Remove all ISBNs except for the one that matches the item in hand. This will help ensure that the record is never accidentally merged with another record during a dedupe.

Always remove the 263 (Projected Publication Date)

ALWAYS fill-in the pagination and dimensions and add any information about illustrations. This will help subsequent catalogers who use this record to accurately match their item.
CIP (CATALOGING-IN-PUBLICATION) RECORDS

Remember to double-check the following!

245
• There may be subtle differences in the title/subtitle. Correct to match the item.
• Check the order of the authors listed in the statement of responsibility.

250
• Add edition statement if one is found on the item.

490
• Add series information if applicable

504
• Check for bibliographic resources and add pagination you can determine it.
• Add information about the presence of an index if one is present in the item.

505
• Go through table of contents and check to make sure they match. These can often change between the printing of the galley and the final publication.
If you come across a brief or “on-order” record in the catalog and you are able to match your item with the information provided in the record, it is your responsibility to either overlay or upgrade the record.

Often these are CIP records so treat them as you would any other CIP record.

Do NOT import another record. This creates more unnecessary duplicates in the catalog which will need to be merged.
Please observe street dates!

If you get items from vendors such as Baker & Taylor or Ingram remember that they often ship items to libraries before the official release date. This is a courtesy that gives libraries time to catalog and process the books and have them shelf-ready on the release date. It does not mean that libraries are allowed to circulate materials as soon as they get them!

Fun fact! Making items available prior to their official release date is known as “breaking street.”
If you aren’t sure about a release date for an item, double-check on Amazon. If Amazon still has a status of “Pre-Order”, then the item is not officially released yet.
Remember that everyone including patrons can see the status of your materials. If you are circulating the new James Patterson a week before it officially should be released, it leads to awkward conversations between library staff and their patrons at other institutions.

Best practice: Catalog items as you receive them but leave the status as “In-Process” until the official release date.
AS A COURTESY TO YOUR FELLOW CATALOGERS AND TO HELP KEEP YOU IN LINE WITH PUBLISHING AND DISTRIBUTION RULES,

PLEASE OBSERVE STREET DATES!
No, no, no!!!

I'm begging you!!!

Don’t let them circ before the street date!
SERIOUSLY.

OBSERVE THOSE STREET DATES.
It is possible for two records to have matching ISBNs or UPCs while not actually being duplicate records. In order to avoid the two being merged during an automated deduplication process, it is strongly recommended that catalogers replace the $a with a $z.

Record A: 020 __ |a 9780553349498
Record B: 020 __ |z 9780553349498

Record C: 024 1_ |a 883929242221
Record D: 024 1_ |z 883929242221

Our deduplication script is programmed to ignore records B and D due to the presence of the $z and they will not be merged to records A or C.

While merging records by hand, be on the lookout for the $z.
DVD/BLU-RAY COMBO PACKS

You have a couple of options as to how you may handle these...
Option 1: Circulate everything together as a set.

If you do this, make sure your record has a 007 for each format!

eg. 007 vdcsaizq (for Blu Ray)
    007 vdcvaizq (for DVD)

Tip! Discard any Digital Copy discs! These usually require a code which is only available for a limited time. Delete any reference to these discs in the bib record.
Option 2: Catalog as a set but circulate the Blu-Ray and DVD discs separately using the parts feature.
**DVD/BLU-RAY COMBO PACKS**

Option 3: Physically separate the items and catalog them on two different records.

Things to remember when splitting-up combo packs:

You may add your DVD to the record for the regular DVD release IF the content of the discs match. The same is true for the Blu-Ray version.

If you can’t add your copy to the regular record, you will need to create a new one. (Hint! Use the flat text editor to “clone” the regular version record!)

Use $z$ in the 020 and 028 when appropriate to keep your record from merging with a record for the complete set during a dedupe.
Double-check the special features, especially on the DVD discs. Often (but not always), the special features and language options for the DVD in the combo pack will be different than those found on the regular DVD release. When this happens, you will need to create a new record.

The content on the DVD in the case is not always the same as that on the DVD in this one! Blu-Rays also tend to have much more content on them than the DVDs so avoid cloning a Blu-Ray record and altering it to make it a DVD record.
The discs and content of library edition audiobooks are usually identical to the regular—or trade—versions. Often the only difference is the ISBN, edition statement and packaging.

Since the items are essentially the same thing, it is permissible to put them on the same record.

Add the publisher number (028) and ISBN (020) to the record for whichever version you have in hand.
Series information is extremely helpful to both patrons and staff!

Catalogers are encouraged to add series information when applicable.
Sometimes it is easy to tell that a book is part of a series. Transcribe the series as it appears on the item in the 490 field.

Other books might not explicitly state they are part of a series but you may know that they are. (This is often true for books that are volume 1 in a series!)

In this case look for an established series name or create one based on information from the author’s website or a program such as NoveList. Put this series name in brackets in the 490.
SERIES TRACING

In addition to finding a series title, you can use resources such as NoveList, Goodreads, Amazon or FantasticFiction to find the series number.

As with series titles, if the number is not on the book it goes into a bracketed 490 $v$.

Remember! If you get series information from someplace other than the book, please note where the information came from in the 500 field.
SERIES TRACING

The point of tracing a series is to ensure uniformity in how a series is called within the catalog.

To trace a series, use the following steps:

2. If not in LoC, look to see if there is a locally established name.
3. If none is found, establish a name as it appears in the item OR use the series name from a program such as NoveList.
In the 800 field, start single digit volume numbers with “0” to ensure proper numerical indexing.
Lexile measurements provide information about the difficulty of a text and are assigned to a title and its association ISBN.

The Lexile measurements may be obtained via their website: http://www.lexile.com/about-lexile/How-to-get-lexile-measures/

Reading program information should NOT be included in the record. This includes values for Reading Counts and Accelerated Reader.
When cataloging with RDA, remove the GMD entirely. They are no longer used and the Evergreen system does not draw any data from them anyway. It is far more important to have the fixed fields and 007 coded as they give much more information about the physical characteristics of the item than the GMD does.

Remember! Many libraries outside of our consortium continue to add the GMD to records as their respective library systems actually need that subfield to help differentiate formats. As you import records into Evergreen, please remove the GMD from any that are coded for RDA or that are coded with terms that are not on the list provided by the Library of Congress Rule Interpretations.

The complete list available at: http://www.oclc.org/bibformats/en/onlinecataloging.html#BCGFECCEG
While locally-defined information is not allowed in Evergreen records, catalogers are encouraged to add subject headings indicating that the material has a connection to the state of Indiana or to their own community.

Examples:

650 _0 |a Authors |z Indiana.
650 _0 |a Musicians |z Indiana.
650 _0 |a Authors |z Indiana |z Thorntown.

Catalogers should delete other kinds of local information (often found in a 590 or 690 field).
2.3 million

# of bib records in the Evergreen catalog
THANK YOU FOR ALL YOUR HARD-WORK, SUPPORT AND COOPERATION IN MAINTAINING OUR SHARED CATALOG!
Questions?

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