Original Cataloging Part 2: Biting the Bullet
Annual Conference 2014

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Biting the Bullet

- Sometimes you have a unique item or you just can’t find record information anywhere.
- At these times you’ll have to create a record from scratch.
- Don’t worry!
- You can do it!
Tools

• Bib Formats & Standards:
  
  http://www.oclc.org/bibformats/en.html

• MARC 21
  
  http://www.loc.gov/marc/bibliographic/ecbdhome.html

• RDA or AACR2

• Cataloging Listserv!
Creating Records in EI

Once you’ve determined that you do need to create a record, select Create New Marc Record from the cataloging menu.
Choosing Your Template

• **First, don’t panic!**

• Second, choose an appropriate record template
  o Choose whether you will catalog in RDA or AACR2
  o If you have a strange format, and there is no template, let me know.
  o We can add new templates as needed!
  o (But be patient, it may take a little while)
Choosing Your Template

• There are a few formats we have in AACR2 & not RDA & vice versa
• Most of the formats are self explanatory
• Resources consisting of multiple items can be tricky
• Magazines, newspapers, and some types of reference works all fall under Serial
• K_stub is for temporary, on order records
EI Record Templates

Book

AACR2

RDA
If you have a non-fiction audiobook, be sure to change the LTxt field. If you have a book on cassette, you would need to change the 007
## EI Record Templates

### AACR2

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**Notes:**
- LDR: 00620gcm a2200205K4 4500
- 005: 20081217023715.0
- 007: vd cveizq
- 008: 060126a n f vieng d
- 040: fb eng *e rda
- 041: 1 tf tj th
- 010: ia
- 020: ia
- 024: 1 ia
- 028: 4 2 ta *b
- 024: 0 4 ta
- 245: 0 0 ta *b / *c
- 264: 1 ta *b *c
- 300: ta *b *c
- 336: ta two-dimensional moving image *t2 rdcontent
- 337: ta video *t2 rdmedia
- 338: ta videodisc *t2 rdacarrier
- 344: ta
- 347: ta video file *b DVD video
- 360: ta
- 520: ta
- 521: 8 ta MPAA rating:
- 530: ta
- 700: 1 ta
EI Record Templates

Music CD

AACR2

RDA
EI Record Templates

Serials

AACR2

RDA

Use K_Serials, not K_Serial
## EI Record Templates

**Blu-ray RDA Only**

### Fixed Fields -- Record type: VIS

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<td>8 +a MPAA rating:</td>
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<tr>
<td>599</td>
<td>+a Place to put information about the Record (ON-ORDER RECORD, TEMPO</td>
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<td>0 +a</td>
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<tr>
<td>700</td>
<td>+a</td>
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</table>
EI Record Templates

Playaway

The Playaway template.

VHS

The VHS template.
# EI Record Templates

### Realia

The Realia template is used for physical objects such as bags, baskets, rocks, equipment, etc.

### Art Reproduction

The ArtRep template is used for cataloging prints of visual art.
EI Record Templates

Microfilm

### Monograph

Use for individually published books.

### Serial

Use for periodicals such as newspapers, magazines, & yearbooks.
You can use these templates for other types of computer games if needed with some editing.
The Map template is to be used with maps and atlases.

The Score template is used for musical scores in books or sheets.
Kits are especially challenging, because every kit can be different. Make sure to list the contents of the kit, and to use appropriate 006 and 007 fields. The template has an 007 for a DVD and one for a compact disc by default. You may or may not need those for your kit.
Creating your record

• Don’t forget that the templates are just a starting point.
• You will need to check each of the fixed fields to make sure they are correctly coded for your items.
• You will find that you will need to add some variable fields and delete others.
• Read all the default information in the templates. It may not apply to your item, or it may just be telling you what to enter.
• Every MARC record is different, so we can’t have a perfect template.
Using a Model

• When possible, find a (really good) record for a similar item to guide you.

• What makes a record good?
  o It’s complete: has appropriate fixed fields, 006 and/or 007 fields, etc.
  o It follows cataloging standards, either RDA or AACR2
  o It current, meaning it has up to date subject headings and follows current standards (Really old records could be pre AACR2, for instance)
Using a Model

You may want to look at more than one record for guidance. Examples of helpful models include:

- Records for earlier editions.
- Records for other works by the same author or artist.
- Records for items in the same series.
- Records about the same subject are a good starting point for determining subject headings and call numbers.
- Records for a different format of your item can be helpful as well.
Filling in the fields

- Generally it’s recommended to fill in the variable fields first, and then come back and fill in information in the fixed fields.
- Don’t assume that any information already coded in the fixed fields is correct. It may be different for your item.
- Depending on whether you’re doing RDA or AACR2, the theory varies somewhat, but basically either way you’re filling in the appropriate information into the fields to accurately describe the item.
Coding Your MARC record

• Be sure to review the 007 and 006 fields.
• If you do not code these fields correctly, it’s likely to create problems for searching and display of your record in the future.
• The easiest way to add, delete or change the 007 or 006 fields is to use the flat text editor.
• Note that if there is already an 007 field in your record and you want to add an additional one, you should use the flat text editor. The Create/Replace function will overwrite the existing 007 field.
• Again, refer to Bib. Formats and Standards or MARC 21 for information on how to code the fields when needed.

http://www.oclc.org/bibformats/en.html
http://www.loc.gov/marc/bibliographic/ecbdhome.html
Coding Your MARC record

- When you open the template, it will have a combination of blank fields, filled in information, and information about what goes in the fields.

The Kit template
Coding Your MARC record

- Here we’re cataloging a kit with no media pieces, so we have cleared the 007 fields. We have deleted unused fields such as the 024 and the 028.
- We have also deleted or replaced text and fields that did not apply to the record, such as “Contents of the kit.”
On Order Records

- The K_stub template can be used for On Order/Temporary records, but you can also use any appropriate templates for your item type.
- When you use it, or create any On Order record please fill in as much identifying information as you have. This makes it easier for people to determine if the item they have matches your On Order/Temporary record.
- If there is a full or CIP record already in the catalog or available for import, you don’t have to create an On Order record.
On Order Records

- Fill in the 245, 260, 300, and 020 as fully as possible.
- Edit the 599 to describe your record.
On Order Records

• If you are attaching holdings to an existing On Order or Temporary record, and you have the item in hand, you should upgrade the record.

• With On Order records, this can be done by overlaying the record, and/or doing any edits necessary to CIP information. See Cataloging Tip #31 for info on upgrading CIP records.

• If you have the item in hand, the record should no longer be an On Order record! It doesn’t matter if you didn’t input the original On Order record. Ei records belong to everyone.
Locally Produced Materials

- In many cases you will need to create original records for locally produced materials that are not conventionally published.
- Examples of this include genealogical information, Cemetery Records, journals, scrapbooks, pamphlets, etc.
- You may just have to do the best you can with the information provided on the material, but it’s always helpful to find records for similar items as a guide.
- It can be helpful if staff request that when people provide this material, they include a title page and pertinent information such as author or creator, and date created.
Locally Produced Materials

When cataloging local materials, determine if the item would be considered published or unpublished.

• If there are multiple copies made to be distributed in some way, consider it published.

• If the item is meant to exist as a single instance, consider it unpublished.
Unpublished Materials

AACR2
The 260 subfield a and subfield b can be omitted, with the information known about date the materials were produced supplied in 260 subfield c.

Example:

RDA
A second indicator of 0 for production would be used with the 264 field, rather than a second indicator of 1.
The producer would be the author or group responsible for the work.

Example:
Self-Published Materials

If the materials are known to be published by the author, then the author’s name and home town (if known) can be listed in the 260 or 264 field.
Unknown Publication Information

• Note that there are specific rules in AACR2 and RDA on how to indicate when information about the item is unknown.
• When you provide information not found on the material, use square brackets to indicate this.
• In RDA you should strive to find the information from another source when possible, but if completely unknown enter as below:

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<td>S.I.–Capital S, lower case L.</td>
<td>Place of publication not identified</td>
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<tr>
<td>Unknown publisher</td>
<td>s.n.</td>
<td>Publisher not identified</td>
</tr>
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</table>
Here is an example of an AACR2 record for an item where the publisher and place of publication are not listed on the item.

```
082 5 4 $a 813/.54  $d 22
100 1 1 $a Klein, Edward,  $d 1936-
245 1 4 $a The Obama identity : $b a novel (or is it?) / 
246 1 1 $i At head of title: $a Birth certificate
260  $a [S.l. : $b s.n. ],  $c c2010.
300 1 0 $a xviii, 336 p.  $c 22 cm.
600 1 0 $a Obama, Barack  $v Fiction.
```
Unknown Publication Dates

- When the date of publication is unknown, provide your best guess. If it is a guess, this is indicated with a question mark in the 260 or 264 subfield c. [1984?] S.l.–Capital S, lower case L.
- The date is then coded in the fixed fields as a single date. Any unknown digits are entered as u. 1984, 197u, 20uu.

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001: 18035853
003: EG-IN
005: 20100805192935.0
008: 070101g20002009inu e 000 0 eng d
092: #a 977.201
245 0 0 #a Orange County, Indiana cemeteries.
260: #a [S.l. : b s.n., c 2007].
300: #a v. (unpaged); c 29 cm.
650 0 #a Cemeteries #z Orange County (Ind.)
651 0 #a Orange County (Ind.) #x Genealogy.
901: #a AUTOGENERATED-19488 #b AUTOGEN #c 18035853 #t biblio
Example Yearbook
TCN: 5758583
Example Family History
TCN: 5552925
Example Scrapbook
TCN: 5559280

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005: 20050721135310.0
008: 050721s2005 inuo 00010 eng d
020: $40.00
092: #a HER.RM 920 SCR
245 1 0 #a Scrapbook of Opal L. Catlin, music teacher
260: #a [Lebanon, IN : #b s.n.], #c 2005.
300: #a 19 p. : #b ill. ; #c 31 x 26 cm.
500 1 #a Donated by Lawrence J. Catlin.
520: #a Scrapbook complied by music teacher Opal L. Catlin of students and musicians, and their recitals.
650: 0 #a Musicians #z Lebanon #z Indiana.
998: #a 72188
901: #a 5559280 #b System #c 5559280
Questions?