Cataloging 101

Katie Gill
Digital Documents Coordinator
Librarianship 101 – 2021
What’s the deal with cataloging, anyway?

What is cataloging?

Cataloging is the process of creating a library system where one can easily look up books, find their location, and learn basic information about the books (title, author, content, etc.).

Why do we need cataloging?

A good catalog is beneficial for the librarian as well as the patron! Aside from the big obvious point of telling you where a book is, a well-curated catalog can also be used for readers’ advisory and research.
Here are some cataloging terms you might need to know
**OCLC Connexion Client**

- That’s the name of the cataloging program we use.
- It comes in a desktop application as well as a web browser.
- Your library has a subscription to Connexion Client!
  - (Email someone at MLC if you don’t know the username/password)
- Connects with WorldCat as well as other OCLC libraries.
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**MARC Standards**

- Machine-Readable Cataloging Standards
- MARC is the language of catalog records. It is the library standard for bibliographic data.
- OCLC Connection Client exports the catalog records as MARC data, which is used by the integrated library system (ILS) that houses our catalogs to display the book’s title, author, place of publication, etc.
- Also known as MARC-21
The two cataloging standards you'll most often hear about are AACR2 (Anglo-American Cataloging Rules, 2nd Edition) and RDA (Resource Description and Access).

You'll also hear of various subject heading cataloging standards: LCSH (Library of Congress Subject Headings), MeSH (Medical Subject Headings), etc.

MARC is just a language to relay the information. It’s the cataloging standards that tell you how you should relay the information in the first place.
RDA says...

When cataloging a book that has an added author, editor, illustrator, etc., make sure to write their full title. Don’t abbreviate it like ed., or illus.

MARC says...

Awesome! I will take that RDA information and interpret it like so:

700 #1 ǂa Graham, Margaret Bloy, ǂe illustrator

by Gene Zion
pictures by Margaret Bloy Graham
Original vs. Copy Cataloging

**Original Cataloging**

Creating a catalog entry entirely from scratch. If you’ve ever taken a cataloging class at a library school, this is what all or most of your assignments were.

**Copy Cataloging**

Taking an already existing catalog entry and modifying it so that it can best serve your institution.
If you are cataloging a book that has...

a) been mass-produced by a major publisher AND
b) has been out for over a month

...then there is a 95% chance you will be copy cataloging that book.

That’s good! Copy cataloging is less work.
How to Read a Catalog Entry

(because let’s be honest, when most people look at a catalog entry, they think...)
I HAVE NO IDEA WHAT I'M DOING
Field vs. Indicator vs. Subfield

**Field:**
What larger concept will this line of data tell us?

**Examples:** title, author, or subject heading

**Indicator:**
Hey, there’s something a little weird about this line of data, pay attention!
- the book starts with a word we don’t file like “A,” “An,” or “The”
- this author only goes by one name like ‘Madonna’ or ‘Cher’
- these subject headings are Library of Congress subject headings

**Subfield:**
These are how the large concept relates to the thing we’re cataloging—such as the actual title, actual author, actual subject headings, etc.

**Examples:** *The Life-Changing Magic of Tidying Up*, John Grisham, or Young Adult Fiction
More about subfields & indicators

**Each subfield starts with a delimiter/double dagger**

That’s this thing: ‡ In cataloging texts or websites, you might see it written as a $ 
Ex: 245 1 0 $a Les Miserables / $c Victor Hugo

**You can have multiple subfields**

Each field has a set amount of subfields it can use. You can look up which subfields a field uses in the OCLC’s Bibliographic Formats & Standards website

**If an indicator isn’t used, it’s marked with a #**

690 # # $a Polar collection = that 690 field does not use any indicators.
Here’s what a sample field looks like:
Add multiple fields together for a full catalog entry.
Hey Katie?
That looks terrifying.
Do I really have to pay attention to ALL of those numbers?
Don’t worry!

While copy-cataloging, there are only four fields/numbers (plus one group of three) you absolutely 100% should pay attention to in order to make sure you’re copy cataloging the right book.

1. 245 (title)
2. 250 (edition)
3. 264 (publication info)
4. 300 (description)

You also need to pay attention to 336, 337, and 338, but we’ll treat those as one entity.
245: Title

This is the title of the book!
Does it match what’s on the cover?

Midnight in Chernobyl: the untold story of the world’s greatest nuclear disaster / Adam Higginbotham.
What edition is this book? This is especially useful for technology manuals, law codes, reference material, or any other book that would update regularly.
264: Publication Info

Where was the book published? In what year was the book published? Occasionally, there might be two or more 264 fields. That's totally normal!

Check the indicators and you'll see that they're most likely different. 264 can display the publication info, but it also can display the copyright date, manufacture info, distribution info, etc.

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<th>264</th>
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<th>New York; +a London; +a Toronto; +a Sydney; +a New Delhi; +b Simon &amp; Schuster, +c 2019.</th>
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</thead>
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<tr>
<td>264</td>
<td>4</td>
<td>+c ©2019</td>
</tr>
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300: Physical Description

How many *pages* does the book have? Does it have an index? Does it have color photographs or illustrations?

Check it with the physical copy of the book to make sure everything matches.
These fields are used for describing the form of the item.

We’re back to our buddy RDA again! It has a very visible presence here.

If you Google RDA, everything will look intensely terrifying, but what it basically means is this: for these fields, RDA tells you that your book is a physical book and not an eBook, DVD, audiobook, CD-ROM, etc.

Good news! When copy-cataloging, you don’t have to touch this. Just make sure it matches the item’s format.
Here’s what the fields look like for a...
For those of you who are nerdy about this sort of thing (like me!):

336 describes the content. What is this item composed of? Images? Text? Spoken-word audio? Music?

337 describes the media. Do I have to use anything special to view the content? A computer? An audio player? Just my eyeballs?

338 describes the carrier. How is the content delivered to the viewer? A volume of text? An online resource? An audio cassette?
Now it’s time to copy catalog!

Make sure you’ve got your book on hand! You’ll need to physically look at certain aspects of the book when you’re copy cataloging.

(The screencaps and pathways for all steps shown are for the computer program Connexion application)
Step 1: Find the book

You can do it by either scanning in the ISBN on the back of the book or going to Cataloging -> Search -> Worldcat and entering the book’s title, author, etc.
Step 2: Pick which entry you want

Make sure that you're picking something with the right cataloging language (CatL). You’ll want “eng” for English. It won’t do you any good if your record is in French!

You also might need to view multiple entries in order to find the one that:
1) is the same format as the item you are cataloging
2) has a fair amount of information
**Step 3: Is everything there?**

Check the fields in the record to make sure they match the book itself.

You might need to flip through the book to check the number of pages, types of illustrations, etc.
Step 3a: Hey, what if something’s weird?

Depending on the catalog entry, you might need to change something. Incorrect author names, outdated or offensive subject headings, and incorrect terminology might be in the catalog entry and should be changed before uploading records.

Likewise, your library might have a special rule or special section the book goes into that you might have to add to the entry.

The 690 field (local subject added entry – topical term) and the 696 field (local subject added entry – personal name) can be used to help indicate these specific collections.

There also might just be something cool or special about the book itself! That would go in the 500 field for general notes.
MLC has a rule that any book written by a Mississippi author MUST have the subject headings “Mississippi authors” and “Mississippiana.”

We would add this field to add a subject heading:
- 690 # # Mississippi authors
- 690 # # Mississippiana
Your main catalog goal is to make searching and finding a book as easy as possible.

Considering that they’ve legally changed their name to Kacen Callender, swapping the author entry to their current name would respect the author’s wishes and make searching a lot easier.

In this case, we would swap the 100 field (author) to:

100 1 # ᵃ Callender, Kacen, ᵇ e author.
That’s super cool and we should probably make a note of it! The 500 field is the General Note field. You can put whatever you want in that!

So, for this example, we’d put something like:

**500 # # Signed on title page by author Robert Jordan.**
Step 4: Validate

Edit -> Validate

This will tell you if there are any problems with the record. If there aren’t, the ‘validate’ field at the bottom of the screen will swap to “Validate-C.”
Occasionally, when you validate your entry, you’ll get an error message. When that happens, look up the specific field that is having the error message and give it a once-over.

(Nine times out of ten, you can just delete the field and it will solve the problem—only a few specific fields are REQUIRED for a catalog entry.)

The OCLC Bibliographic Formats & Standards website lists what every field means (and if they are required or not). Go ahead and bookmark it because it will be your best friend.
**Step 5: Update Holdings**

Action -> Holdings -> Update Holdings

This will put this record into WorldCat, so it can be checked out for ILL.

**Step 6: Export**

Action -> Export

This will export your catalog entry to a file that you can upload to your ILS. MLC’s ILS (Verso) requires that you export the catalog entry to a .dat file. If this is your first time using Connexion Client, you will have to set up a specific pathway so that the file knows where to export. You can do that under Tools -> Options -> Export.
And there we have it!

That’s a lot. I know. And you’ve probably got more questions!

If you want to see all this in motion, we have a live cataloging demonstration at about 41 minutes in a presentation titled *Surprise! You’re A Cataloger*, found on MLC’s Youtube page.

Email me at kgill@mlc.lib.ms.us if you have any questions!