Cataloging 101

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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.).
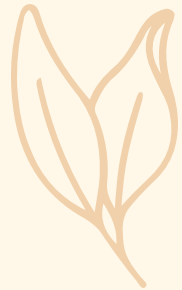
Why do we need cataloging?

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.

File Cataloging Authorities Edit Action Batch View Tools Window Help

Text Strings   User Tools   9780064410342

Record	Main Entry	Title	Publisher	Date	L	Held	CatL
1	Jones, Diana Wynne.	Howl's moving castle /	Greenwillow Books,	1986			eng
2	Jones, Diana Wynne.	Howl's moving castle.	HarperCollins,	1986			eng
3	Jones, Diana Wynne.	Howl's moving castle /	Greenwillow Books,	1986			eng
4	Jones, Diana Wynne.	Howl's moving castle /	Harper Trophy,	1986			eng
5	Jones, Diana Wynne, author.	Howl's moving castle /	Greenwillow Books,	1986	D	Held	eng
6	Jones, Diana Wynne.	Howl's moving castle /	Harper Trophy,	2001			eng
7	Jones, Diana Wynne.	Howl's moving castle /	Harper Trophy,	2001			ita
8	Jones, Diana Wynne.	Howl's moving castle /	HarperTrophy,	2001			eng
9	Jones, Diana Wynne.	Howl's moving castle /	Harper Trophy,	2001			dan
10	Jones, Diana Wynne.	Howl's moving castle /	Greenwillow Books,	2001			eng
11	Jones, Diana Wynne VerfasserIn (DE-601)082...	Howl's moving castle	HarperCollins	2001			ger
12	Jones, Diana Wynne.	Howl's moving castle /	Greenwillow Books,	2001			eng
13	Jones, Diana Wynne.	Howl's moving castle /	HarperTrophy,	2001			eng
14	Jones, Diana Wynne.	Howl's moving castle /	Recording for the Blind & Dyslexic,	2008			eng
15	Jones, Diana Wynne.	Howl's moving castle /	HarperTrophy,	2011			ger
16	Jones, Diana Wynne.	Howl's moving castle. #1 /	HarperTrophy,	2001			eng
17	Wynne, Diana Jones, 1942-	Book and a movie : Howl's Moving Castle.	[CCPL Book and a Movie],	2016			eng

INS   38:47

Home | MLCO | MLCO | Auto-C...   OCLC Connexion

connexion.oclc.org/WebZ/DBSearch?sessionid=cnxui34pxm1.prod.oclc.org-1680-ksjbuf4b-3nsjfc

MLCO | MLCO | Auto-...   Lexis Advance® - Sig...   Bibliographic Formats ...   Spotify - Web Player: ...   MDS: 0XX | LibraryThing   Library of Congress Su...

OCLC Connexion   Home | Help | Diacritics | Contact | Logoff

Cataloging | Authorities | Express | Dewey Services | General | OCLC

Search | Browse | Create | Show

* WorldCat | Browse Options | Create Options | Show Options

17 records found searching for bn: 9780064410342 in WorldCat

View Record [ ]   View List [◄] [1] [►]

Search Results   Current display is default list ▼

Record	Main Entry	Title	Publisher	Date	L	CatL
1.	Jones, Diana Wynne.	Howl's moving castle / Diana Wynne Jones.	Greenwillow Books,	1986		eng
2.	Jones, Diana Wynne.	Howl's moving castle.	HarperCollins,	1986		eng
3.	Jones, Diana Wynne.	Howl's moving castle / Diana Wynne Jones.	Greenwillow Books,	1986		eng
4.	Jones, Diana Wynne.	Howl's moving castle / Diana Wynne Jones.	Harper Trophy,	1986		eng
5.	Jones, Diana Wynne, author.	Howl's moving castle / Diana Wynne Jones.	Greenwillow Books,	1986	D	eng
6.	Jones, Diana Wynne.	Howl's moving castle / Diana Wynne Jones.	Harper Trophy,	2001		eng
7.	Jones, Diana Wynne.	Howl's moving castle / Diana Wynne Jones.	Harper Trophy,	2001		ita
8.	Jones, Diana Wynne.	Howl's moving castle / Diana Wynne Jones.	HarperTrophy,	2001		eng
9.	Jones, Diana Wynne.	Howl's moving castle / Diana Wynne Jones.	Harper Trophy,	2001		dan
10.	Jones, Diana Wynne.	Howl's moving castle / Diana Wynne Jones.	Greenwillow Books,	20011986		eng
11.	Jones, Diana Wynne VerfasserIn	Howl's moving castle Diana Wynne Jones	HarperCollins	2001		ger
12.	Jones, Diana Wynne.	Howl's moving castle / Diana Wynne Jones.	Greenwillow Books,	2001		eng
13.	Jones, Diana Wynne.	Howl's moving castle / Diana Wynne Jones.	HarperTrophy,	20011986		eng
14.	Jones, Diana Wynne.	Howl's moving castle / Diana Wynne Jones.	Recording for the Blind &	2008		eng
15.	Jones, Diana Wynne.	Howl's moving castle / Diana Wynne Jones.	HarperTrophy,	20111986		ger
16.	Jones, Diana Wynne.	Howl's moving castle. #1 / Diana Wynne Jones.	HarperTrophy,	2001		eng
17.	Wynne, Diana Jones, 1942-	Book and a movie : Howl's Moving Castle.	[CCPL Book and a Movie],	2016		eng

View Record [1]   View List [◄] [1] [►]

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

Cataloging Standards

- 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

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...)

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
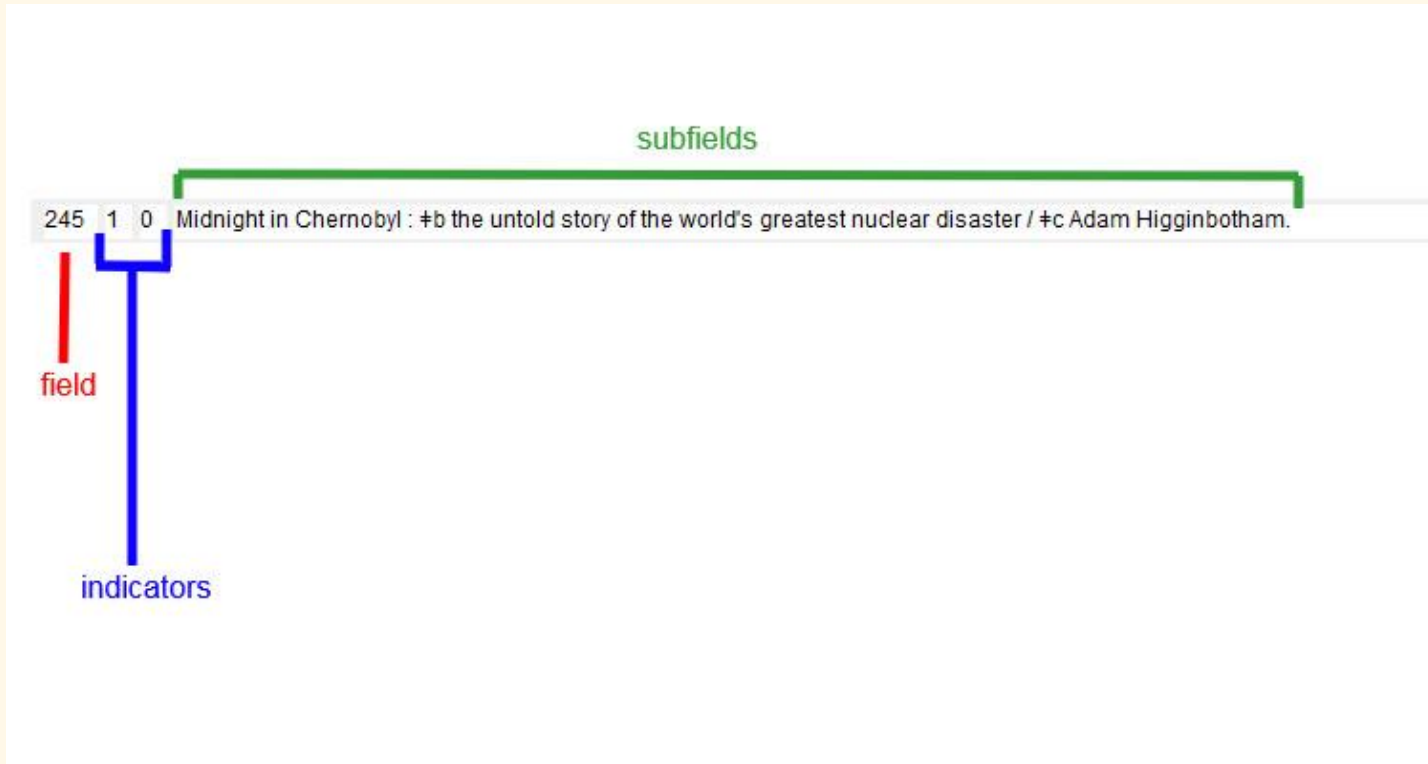
You can have multiple subfields

Each field has a set amount of subfields it can use. You can look up which subfields
    a field uses in the <u>OCLC's Bibliographic Formats & Standards</u> 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:

File   Cataloging   Authorities   Edit   Action   Batch   View   Window   Help

Text Strings   User Tools   9781501134616

OCLC   1083671410   Held by MPC - 1763 other holdings

Books						
		Rec stat	c	Entered 20190131		Replaced 20201113170510.0
Type	a	ELvl		Srce c	Audn	Ctrl	Lang eng
BLvl	m	Form		Conf 0	Biog	MRec	Ctry nyu
		Cont	b	GPub	LitF 0	Indx 1	
Desc	i	Ills	a b f	Fest 0	DtSt t	Dates 2019 , 2019

010   2019301174

040   NjBwBT ǂb eng ǂe rda ǂc SFS ǂd SFS ǂd SSH ǂd OCLCO ǂd BDX ǂd QQ3 ǂd IH9 ǂd ILC ǂd LEB ǂd IMT ǂd ACN ǂd GZG ǂd IGA ǂd PFLCL ǂd FMB ǂd JTH ǂd ORK ǂd DV1 ǂd ORE ǂd TOH ǂd KFW ǂd IDQ ǂd VFL ǂd OCLCF ǂd IUK ǂd WSD ǂd DAC ǂd WLU ǂd OCLCQ ǂd OCLCO ǂd UAB ǂd UPM ǂd TNX ǂd HZI ǂd UTP ǂd GWL ǂd TXSCH ǂd YDX ǂd OCLCO ǂd PZX ǂd BDP ǂd JWZ ǂd JZ2 ǂd ZLF ǂd UZA ǂd DLC ǂd GYG ǂd OCLCQ ǂd NJT ǂd MHH ǂd VDB ǂd OCL ǂd OEG

019   1039298952 ǂa 1084536265 ǂa 1084681608 ǂa 1196827341 ǂa 1201928893 ǂa 1204625539

020   1501134612 ǂq (hardcover)

020   9781501134616 ǂq (hardcover)

020   ǂz 9781501134647 ǂq (e-book)

037   ǂb Simon & Schuster, Order Dept 100 Front st, Riverside, NJ, USA, 08075 ǂn SAN 200-2442

042   pcc

043   e-un---

050   1   4   TK1362.U38 ǂb H54 2019

055   4   On Order / Commande

082   0   4   363.17/99094777 ǂ2 23

092   ǂb

049   MPCC

100   1   Higginbotham, Adam, ǂe author.

245   1   0   Midnight in Chernobyl : ǂb the untold story of the world's greatest nuclear disaster / ǂc Adam Higginbotham.

250   First Simon & Schuster hardcover edition.

264   1   New York ; ǂa London ; ǂa Toronto ; ǂa Sydney ; ǂa New Delhi : ǂb Simon & Schuster, ǂc 2019.

264   4   ǂc ©2019

300   xx, 538 pages, 16 unnumbered page of plates : ǂb illustrations, maps ; ǂc 24 cm

336   text ǂb txt ǂ2 rdacontent

337   unmediated ǂb n ǂ2 rdamedia

338   volume ǂb nc ǂ2 rdacarrier

386   ǂm Gender group: ǂn gdr ǂa Men ǂ2 lcdgt
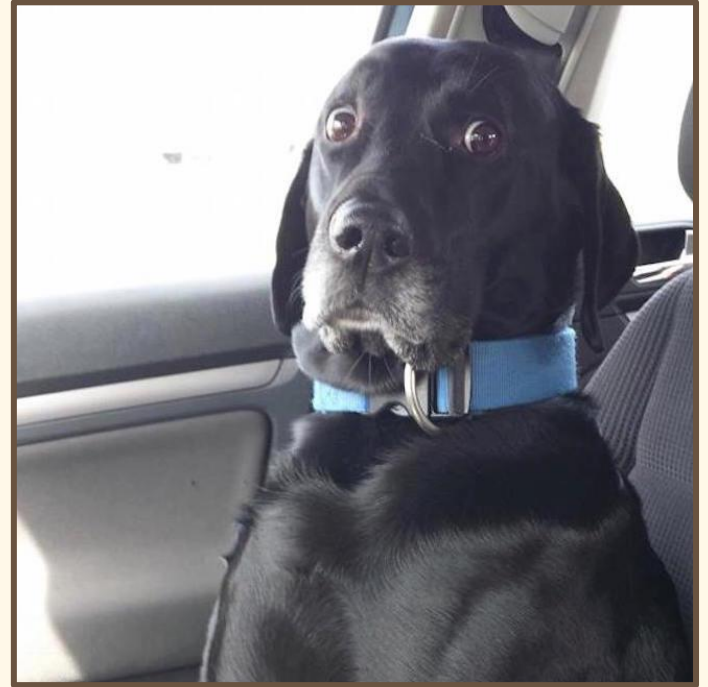
Delete Holdings-   Export-   Label-   Produce-   Submit-   Replace-   Report Error-   Update Holdings-   Validate-

11 of 12   Workflow-In Process   Inst-MPC   INS   08:28

Add multiple fields together for a full catalog entry

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?

| 245 | 1 | 0 | Midnight in Chernobyl : ‡b the untold story of the world's greatest nuclear disaster / ‡c Adam Higginbotham. |

250: Edition

What edition is this book? This is especially useful for technology manuals, law codes, reference material, or any other book that would update regularly.

| 250 | | | First Simon & Schuster hardcover edition. |

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.

264		1	New York ; ǂa London ; ǂa Toronto ; ǂa Sydney ; ǂa New Delhi : ǂb Simon & Schuster, ǂc 2019.
264		4	ǂc ©2019

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.

| 300 | | xx, 538 pages, 16 unnumbered page of plates : ‡b illustrations, maps ; ‡c 24 cm |

336, 337, 338

- 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...

Physical Book

336			text ǂb txt ǂ2 rdacontent
337			unmediated ǂb n ǂ2 rdamedia
338			volume ǂb nc ǂ2 rdacarrier

Audiobook

336			spoken word ǂb spw ǂ2 rdacontent
337			computer ǂb c ǂ2 rdamedia
338			online resource ǂb cr ǂ2 rdacarrier

eBook

336			text ǂb txt ǂ2 rdacontent
337			computer ǂb c ǂ2 rdamedia
338			online resource ǂb cr ǂ2 rdacarrier

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.
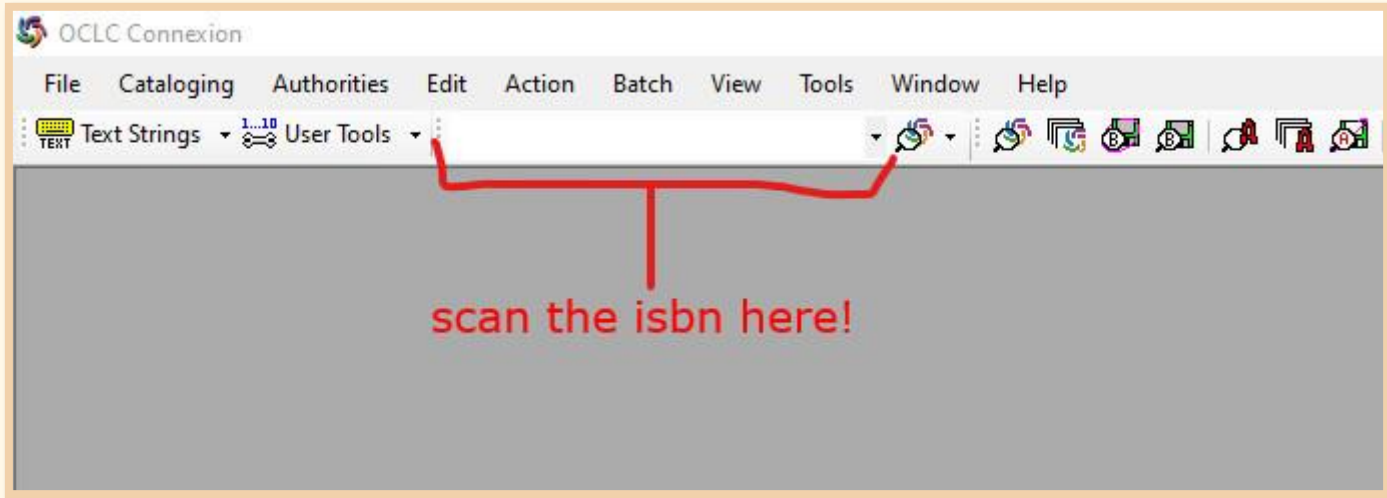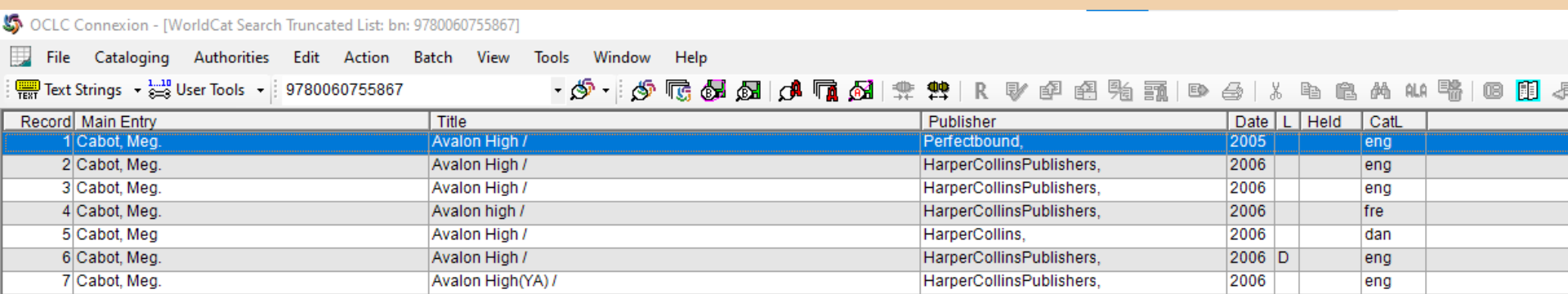
Step 2: Pick which entry you want

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.

050	0	0	PZ7.C11165 ǂb Ava 2006
082	0	0	[Fic] ǂ2 22
092			ǂb
049			MPCC
100	1		Cabot, Meg.
245	1	0	Avalon High / ǂc Meg Cabot.
250			1st ed.
260			New York : ǂb HarperCollinsPublishers, ǂc ©2006.
300			288 pages ; ǂc 22 cm
336			text ǂb txt ǂ2 rdacontent
337			unmediated ǂb n ǂ2 rdamedia
338			volume ǂb nc ǂ2 rdacarrier
520			Having moved to Annapolis, Maryland, with her medievalist parents, high school junior Ellie enrolls at Avalon High School where several students may or may not be reincarnations of King Arthur and his court.
526	0		Accelerated Reader/Renaissance Learning ǂb MG+ ǂc 5.1 ǂd 10.
586			Kentucky Bluegrass Award
526	8		Accelerated Reader AR ǂb Middle Grades ǂc 5.1 ǂd 10 ǂz quiz: 103834 ǂz disk(s): Custom.
526	8		Reading Counts RC ǂb 6-8 ǂc 4.80 ǂd 17 ǂz quiz: 39134.
526	0		Accelerated Reader AR ǂb MG+ ǂc 5.1 ǂd 10.0 ǂz 103834EN. ǂ5 CaSuDL
600	0	0	Arthur, ǂc King ǂv Juvenile fiction.
600	0	1	Arthur, ǂc King ǂv Fiction.
600	1	7	Arthur, King ǂx Fiction. ǂ2 sears

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!
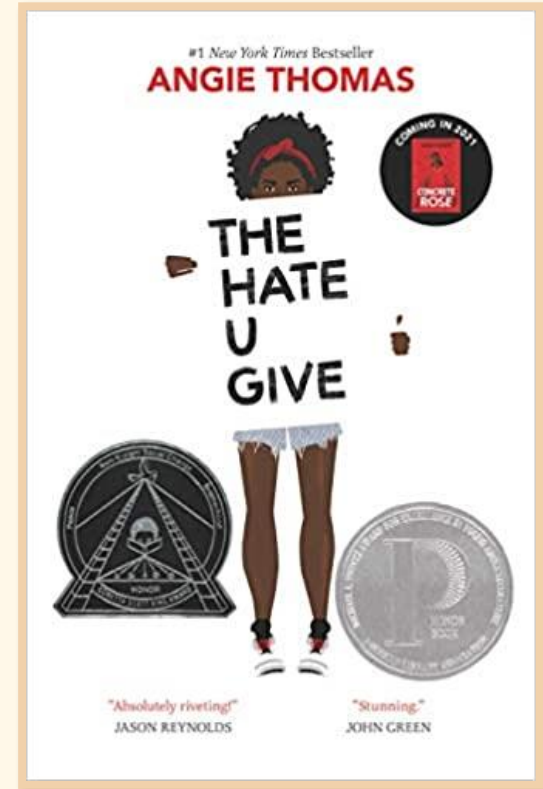That would go in the **500** field for **general notes**.

This book goes in a special collection!

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

This author goes by a different name now!

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:

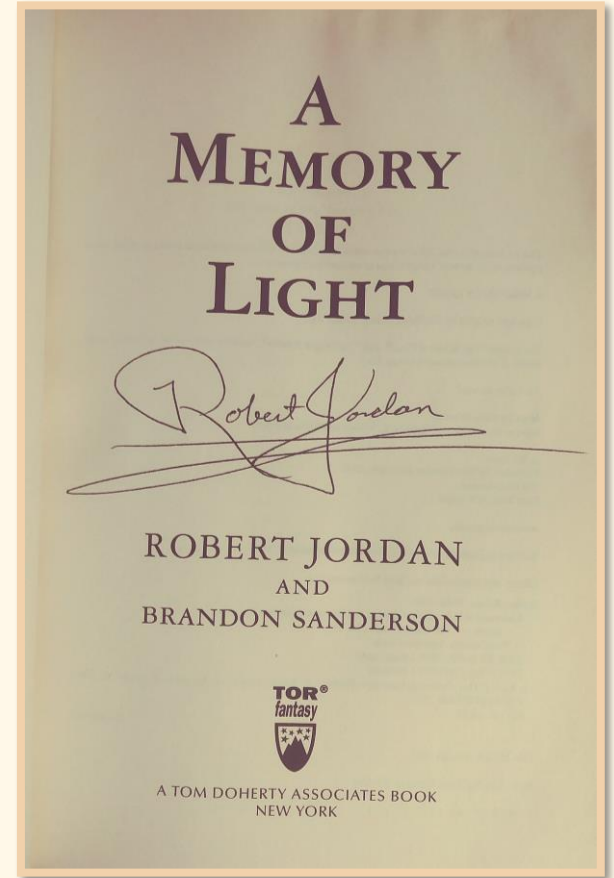100 1 # ǂa Callender, Kacen, ǂe author.
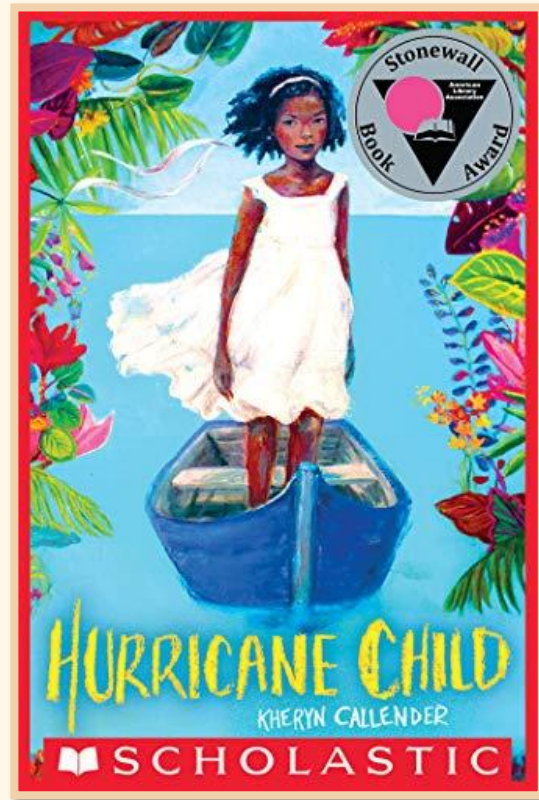
This book is signed!

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."

| 938 | | YBP Library Services ǂb YANK ǂn 1891040 |
| 029 | 1 | AU@ ǂb 000024057224 |
| 029 | 1 | YDXCP ǂb 1891040 |

| Delete Holdings- | Export- | Label- | Produce- | Submit- | Replace- | Report Error- | Update Holdings- | Validate-C |
| 12 of 16 | | | | Workflow-In Process | | Inst-MPC | | NS 38:44 |

Step 4a: Hey, what if something's weird?

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.*

083 occurrence 1, indicator 2 - invalid code

Close   Print
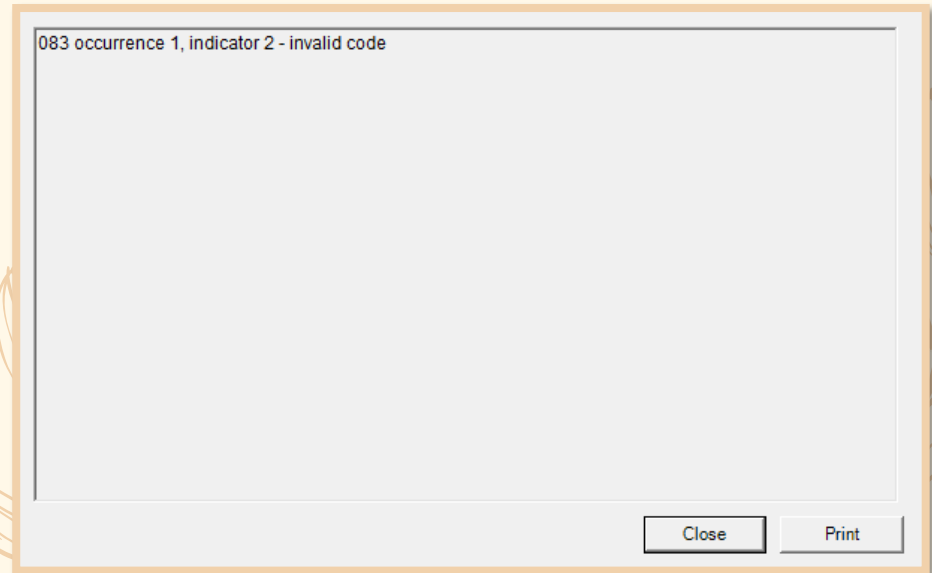
Step 5: Update Holdings

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!