

## **Basic Cataloging Refresher**

February 1<sup>st</sup>, 2023, 10-11:30 am

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### **Description:**

Brush up on the basic elements of a MARC record. This session serves as a refresher of what is gone over in the Intro to Cataloging/Basic Cataloging class from the Vermont Department of Libraries Certificate of Public Librarianship Program. This is an overview of the basic bibliographic elements of a book that go into a MARC Record and tools for copy cataloging.

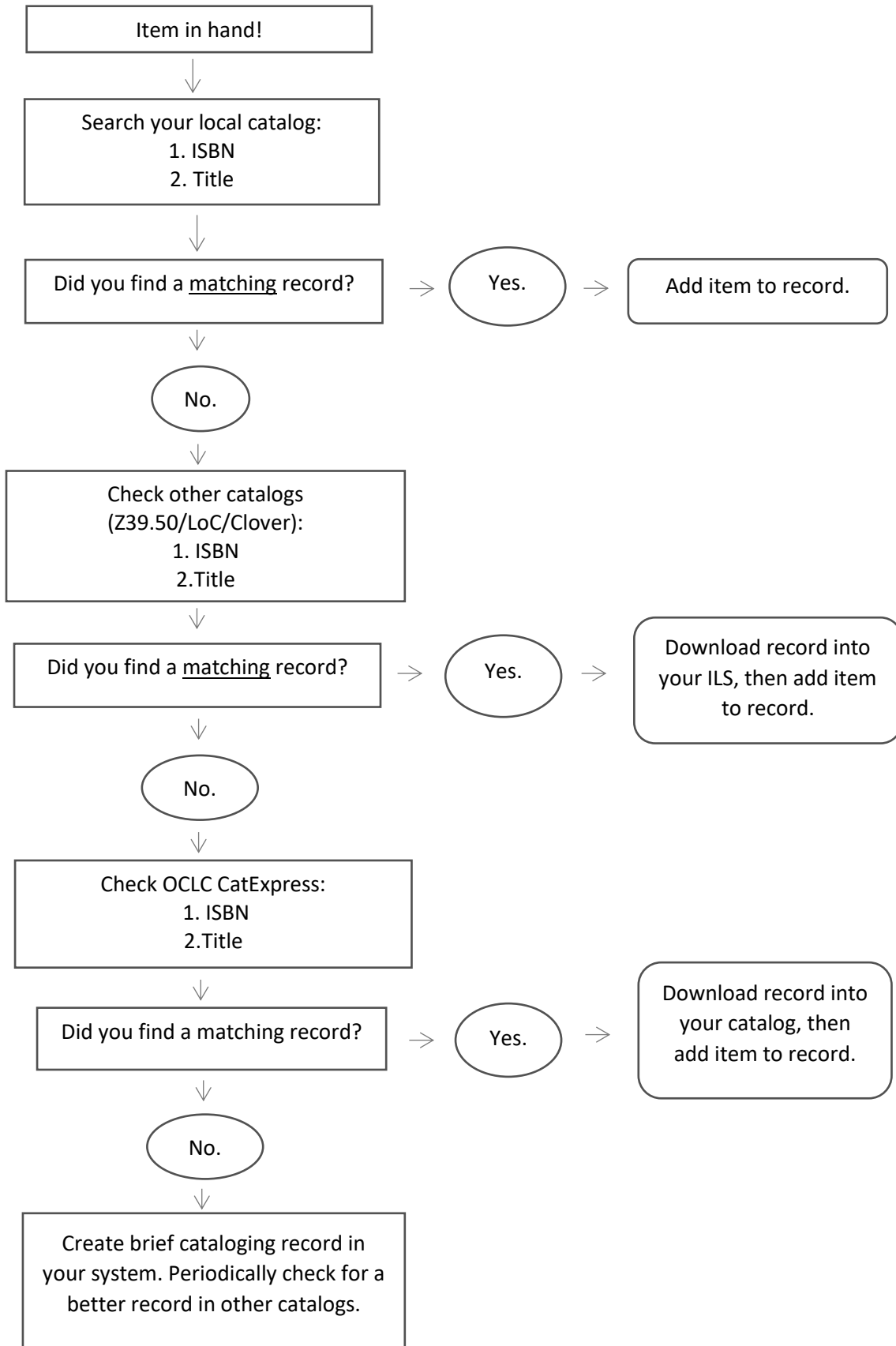
### **Goal:**

Become more confident in your understanding of basic cataloging and MARC records, gain tools to aid in copy cataloging, and become more comfortable editing MARC records.

Please fill out this post-session survey:

[https://forms.office.com/Pages/DesignPageV2.aspx?origin=NeoPortalPage&subpage=design&id=05001K26PEOcAnDtzhVZxsFg\\_N0yfApLmlbX9Ty3gidUNzc0WINKWDhUNE0xRVdNSk1JU1JNOTVTVC4u](https://forms.office.com/Pages/DesignPageV2.aspx?origin=NeoPortalPage&subpage=design&id=05001K26PEOcAnDtzhVZxsFg_N0yfApLmlbX9Ty3gidUNzc0WINKWDhUNE0xRVdNSk1JU1JNOTVTVC4u)

## Copy Cataloging Flow Chart



## **MARC Reference:**

005 – Last Seen (YYYYMMDDHHMMSS.0)

008 – Fixed-length Data Elements (<https://www.loc.gov/marc/bibliographic/bd008.html>)

010 – Library of Congress Number (LCCN)

### **020 – International Standard Book Number (ISBN)**

035 – System Control Number (*OCLC is the most common*).

**040 – Cataloging source** (*always add your institutions code in an additional |d field*)

041 – Language Code

043 – Geographic Area Code

050 – Library of Congress Call Number

082 – Dewey Call Number

090 – Local Library of Congress Call Number

092 – Local Dewey Call Number

### **1XX – Creator fields**

100 – Personal Name (*Author #1*)

110 – Corporate Name (*e.g. Vermont Historical Society*)

### **245 – Title Statement**

246 – Varying Form of Title (*e.g. Pluto & Mickey vs. Pluto and Mickey*)

250 – Edition statement (*First edition, Large Print Edition, Unabridged edition, etc.*)

### **264 – Production, Publication, Distribution, Manufacture, and Copyright Notice**

### **300 – Physical description**

### **336 – Content Type**

### **337 – Media Type**

### **338 – Carrier Type**

490 – Series Statement

500 – General Notes

505 – Contents Note

### **520 – Summary Note**

### **6XX – Subject Headings**

600 – Personal Names (*e.g. Potter, Harry (Fictitious character)- Juvenile drama.*)

610 – Corporate Names (*e.g. Ministry of Magic – Great Britain.*)

650 – Subject Headings (*e.g. Good and evil – Juvenile drama.*) (3)

651 – Geographic Heading (*e.g. Great Britain.*)

655 – Genre (*e.g. Juvenile drama, Fantasy, Drama, etc.*)

### **7XX – Additional Creators** (*authors, illustrators, narrators, companies, etc.*)

700 – Personal Name

710 – Corporate Name

830 – Series Added Entry

## Resources:

- **Cataloging Code of Ethics:** <https://alair.ala.org/handle/11213/16716>
- **Institution Codes:** <https://www.oclc.org/en/contacts/libraries.html>
- **Vermont Department of Libraries Cataloging and Technical Services:** <http://libraries.vermont.gov/services/tsu/>
- **Library of Congress Tools:** <https://www.loc.gov/aba/cataloging/tools/>

## Biblio/MARC Records:

- **MARC21:** field framework/rules and meanings: <https://www.loc.gov/marc/bibliographic/>
- More on **MARC:** <https://www.loc.gov/marc/umb/um01to06.html>
- Practices that've change: <https://www.loc.gov/catworkshop/RDA%20training%20materials/DCatRDA/leg-ans.pdf>
- **OCLC Bibliographic:** formats and standards: <http://oclc.org/bibformats/en.html>
- **Z39.50:** Recommended targets through your ILS' search:
  - Seattle Public Library
  - OhioLink
  - Milwaukee County Public Library
  - New York Public Library
- **CatExpress:** <https://www.worldcat.org/> VTLIB provides up to 250 free records per year per library. For account information contact Lauren Kelley & visit: <https://libraries.vermont.gov/services/tsu/cataloging/catexpress>
  - VOKAL members:** contact Debbie Roderer, at Dorothy Alling Memorial Library: [debbie@damlvt.org](mailto:debbie@damlvt.org)
- **Library of Congress Catalog:** <https://catalog.loc.gov/>
- **CLOVER (ShareIt):** The state's Inter-Library Loan system has a feature where you can download Marc records. This can be good for locally published Vermont specific materials or physical objects obtained from VTLib: <https://vtlib.agshareit.com/home?cid=vtlib&lid=vtlib>
  - Tutorial for this:** <https://www.youtube.com/watch?v=K61BgNZ6b6s>
- **Basic Original MARC Record Examples:** <https://www.loc.gov/marc/bibliographic/bdapndxc.html>

## Subject Headings:

- **Library of Congress Subject Headings (LCSH):** <https://authorities.loc.gov/webvoy.htm>

- **Library of Congress Subject Heading Updates:** <https://classweb.org/approved-subjects/>
- **FAST:** <https://www.oclc.org/content/dam/oclc/fast/FAST-quick-start-guide-2022.pdf>
  - **OCLC Classify:** Crowdsourced classification in Dewey Decimal System, Library of Congress Classification, and FAST Subject Headings  
<http://classify.oclc.org/classify2/>
- **BISAC/BISAC Subject Codes:** <https://bisg.org/page/BISACEdition>

### **Dewey Decimal Classification:**

- **Library Thing:** <https://www.librarything.com/mds/>
- **OCLC Classify:** <http://classify.oclc.org/classify2/ClassifyDemo?search-standnum-txt=9781637312223&startRec=0>
- **Dewey Decimal System guide:**  
<https://www.library.illinois.edu/infosci/research/guides/dewey/>
- **Dewey Blog:** <https://ddc.typepad.com/>

### **The Vermont Library Association recommends:**

[Catalogablog:](#) Library cataloging, classification, metadata, subject access and related topics.

[Cataloging Futures:](#) Exploring the future of cataloging and metadata in libraries

[Celeripedean:](#) Thoughts on librarianship and cataloging with a focus on RDA

[Planet Cataloging:](#) Planet Cataloging is an automatically-generated aggregation of blogs related to cataloging and metadata.

[Doing the Dewey Blog:](#) A blog devoted to Dewey Decimal Classification and its implications and impacts.