Guidelines for combining into a single bib record

NOTE: These guidelines should be used when adding a new item to the catalog as well.

Books

Books with the exact same content and in the same format should be combined on the same bibliographic record, even when non-content features such as binding, publisher, shape, size, and pagination differ. The intention is for the Missouri Evergreen catalog to be as patron-friendly as possible to simplify searching and the placement of holds.

DO use a single bib record for books when content is exactly the same:
- Hardcovers and paperbacks
- Different publishers and their imprints and pub dates - add a note in the 500: Publisher, publishing date and paging may vary
- Differences in shape, size, and pagination: within 3 cm. and/or 10 pages
- Movie tie-in books, autographed books, anniversary editions, Walmart/Target editions, rebound books (i.e. Paw Print)

DO NOT use a single bib record for books when the items differ from one another in the following ways:
- Mass-market paperback binding
- Editions with different content (i.e. Special editions vs. no edition statement, revised editions)
- Different print sizes (i.e. Large print, larger print)
- Different language
- A new/different foreword or analysis
- Illustrated versions vs. text-only editions
- Different illustrator or translator
- Full-color illustrated vs. black & white illustrated
- Different format (i.e. audiobook vs. print material)
- New accompanying material

Audiobooks

Audiobooks with the exact same content and in the same format should be combined on the same bibliographic record, even if non-content features such as publisher or distributor differ. The intention is for the Missouri Evergreen catalog to be as patron-friendly as possible to simplify searching and the placement of holds.

Do use a single bibliographic record for audiobooks when content is exactly the same:
- Same narrator
• Running length is the same
• Same number of discs
• Same format

**Do NOT** use a single bib record for audiobooks when the items differ from one another in the following ways:
• Different narrator
• Abridged vs. unabridged
• Additional special content (i.e. bonus disc, interview with author, etc.)
• Different running length or number of discs
• Different format (i.e. MP3 vs. standard audio CD)

**DVDs**

DVDs with the exact same content and in the same format should be combined on the same bibliographic record, even if non-content features such as publisher or distributor differ. The intention is for the Missouri Evergreen catalog to be as patron-friendly as possible to simplify searching and the placement of holds.

**Do** use a single bibliographic record for DVDs **when content is exactly the same**:
• Same number of discs
• Same runtime
• Same type of discs (DVD vs BluRay)
• Same special features
• Fullscreen and widescreen DVDs

**Do NOT** use a single bib record for DVDs when the items differ from one another in the following ways:
• Blu-ray/DVD combo pack vs. DVD or Blu-ray only bib
• Inclusion of special features vs. no special features

**IMPORTANT KEY POINTS:**

When combining/merging records, there are things you **MUST** remember to do.
• Copy all 020 fields from records being merged to ensure that all ISBNs will appear on the lead record
  ○ **MUST** also include the qualifier ($q$ field)
• For A/V materials, copy all 024 fields from records being merged to ensure that all UPCs will appear on the lead record
● Add a field in the 500: Publisher, publishing date and paging may vary
● Copy any important fields from records being merged to ensure discovery by users.
  ○ Examples: 520, 650, 655, 700, etc.
● Remove any 250 edition statements referring to binding
● Place a 902 field in the record
  ○ $a[OCLC SYMBOL]$b[date merged]$cmerged
  ○ $aMJ8$b08/01/2035$cmerged

If interested in more information, please see OCLC’s “When to Input a New Record” guidelines.