

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:**

- Hardcover 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.