Missouri Evergreen Cataloging Helpful Reminders

Working toward the goal of keeping our shared catalog in good order, it is important to remember the following basics:

- Be sure to search the catalog for items with a matching title and/or ISBN before importing a new record. We want to avoid multiple records for the same ISBN. It is confusing for patrons to search a title and find numerous records for the same item. Remember, hardcover and trade paperbacks can go on the same record with certain stipulations. (See the Guidelines for combining into a single bib record (http://moevergreenlibraries.org/cataloging-resources/) Large print books never go on the same record as regular print. Likewise, mass market paperbacks do not go on the same records as trade paperbacks or hardcovers.
- 007 Add a 007 field for media (DVDs, audiobooks, Music CDs). In the "Enhanced MARC Editor" right click on an existing MARC tag and select "Add 007" and there will be a box with an arrow (called a Physical Characteristics Wizard); click on the box and a screen will pop up with a set of questions about the item; answer the questions about the item in hand using the drop down menus to complete the field. If the item is a regular DVD or CD audiobook it is possible to sidestep the Physical Characteristics Wizard by inserting the text below into the record.

Correct for most DVDs: =007 vd\cvaizs

Correct for most Audiobooks: =007 sd\fsngnnmmned

• **020** For the ISBN field, include *both* the 10- and 13- digit ISBNs and add a \$q tag with the format (hardcover, trade paperback, mass paperback, large print : hardcover, or large print : paperback)

Correct: =020 \\\$a9781982154875\\$g(hardcover)

=020 \\\$a198215487X\$q(hardcover)

040 If you make changes or corrections to a bib record, add a \$d tag followed by your library's 3-5 character OCLC symbol. If you are unsure what your library's symbol is, go to the Missouri Evergreen website (moevergreenlibraries.org) and click on "Member Libraries" for a list.

Correct: =040 \\\$aNjBwBT\$beng\$erda\$cNjBwBT\$dNjBwBT\$dMUK

049 If you import a new record, note that by adding an 049 field and a \$a tag with your library's OCLC symbol followed by an "A." Again, if you are unsure what your library's symbol is, go to the Missouri Evergreen website (moevergreenlibraries.org) and click on "Member Libraries." If the record already has an 049 field from a non-ME library, remove it.

Correct: =049 \\\$aMJ8A

- 050 This field indicates the Library of Congress call number. Because we don't use that, this field should be removed.
- **092** If the record has an 092 field, delete that field which gives the local call number. As the catalog is shared by 50+ libraries, we do not add local data to bib records.
- 100 Be sure to use the proper format for the author's name (last name first).

Correct: =100 1\\$aEvanovich, Janet,\$eauthor.

245 Use correct formatting and punctuation for the title field. If there is a subtitle, it
preceded by a "\$b" tag and a space and "/" precedes a "\$c" tag. Punctuation for many
fields change depending on the field that follows. Notice the first word of the subtitle is
not capitalized.

Correct: =245 10\$a Brothers and wives :\$binside the private lives of William, Kate, Harry, and Meghan /\$cChristopher Andersen.

• 250 When combining/merging records, remove any edition statement in this field.

• 300 Include all the pertinent information for the physical attributes of the item.

Dimensions are in centimeters, not inches. An exception is discs that are 4¾ inches.

Correct for books: =300 \\\$a286 pages ;\$c25 cm

=300 \\\$a1 volume (unpaged) :\$bcolor illustrations ;\$c28 cm

• 500 If the record has hardcover and paperback ISBNs on it, make sure there is a 500 field like this:

=500 \\\$aPublisher, publishing date and paging may vary.

- **590** Remove local information in the 590 field.
- 902 If you merge two or more bib records, add your library's OCLC code in the 040 field. In addition, the merging of records is noted in the 902 field.

Correct: =902 \\\$aMQT\$b11/12/2021\$cmerged