# MISSOURI EVERGREEN CATALOGING TRAINING COURSE
# Advanced cataloging

As a part of the Missouri Evergreen Consortium (MEC), all member libraries should understand that building a union catalog that is easy for our patrons to use and is consistent requires a common set of policies, practices, and training for creating and maintaining bibliographic records. These records are the shared property of the consortium, and they benefit all of our members and are for everyone's use. It doesn't matter which library created the record, who transferred it into the database, or who has edited it. As a consortium, we all share this data, and as such, we also share the responsibility of maintaining the quality and integrity of each bibliographic record.

With recommendations from the Missouri Evergreen Cataloging Committee, the Missouri Evergreen Executive Board sets standards for the creation and inclusion of these records. The Missouri Evergreen Cataloging Committee oversees quality assurance and cataloger training. To that end, we are creating a training course for cataloging correctly and efficiently. This course will be divided into two sections: **Basic Cataloging** and **Advanced Cataloging.** Each member library must have at least one Level 1 cataloger identified from their employees. Both levels will be required to take this course, which is made up of readings, how-to videos, practical work and a final certification exam based on their job responsibilities. After passing each level course, the participant will be presented with a certificate of completion. A passing score on the Basic course will be required to progress to the Advanced course. Cataloging librarians can take the Level 1 course at any time but must be recommended by their supervisor and director to be given the additional permissions in the database to allow them to do advanced work.

All training materials created for this course are the property of the Missouri Evergreen Consortium. All readings, PDFs, and practical work will be maintained on the Missouri Evergreen Consortium homepage and will be accessible asynchronously. This ensures that everyone has access to the most current training materials at all times. These materials will be updated regularly to reflect the current methods of cataloging by the Missouri Cataloging Committee as well as incorporating updates from the Evergreen system as they are created. Catalogers at either level must take the required course and pass the exam, regardless of time they have been working in Evergreen. This ensures everyone has the same training and can do the work as expected.

[Click this link](#) to read the Missouri Evergreen Cataloging Policy. This policy sets the guidelines for this training.

# Advanced Cataloging

Advanced cataloging will continue looking at MARC, RDA, authority records discussion, and the philosophy behind cataloging. Practical work will include creating records for non-bibliographic materials. In addition to all the responsibilities of the basic cataloging course, the advanced cataloging will include readings, practical work in the training server, some research, and a final exam. Practical work will include adding serial bibliographic records, importing bibliographic records using the Z39.50 Protocol, creating and modifying authority records, merging bibliographic records, editing bibliographic records, overlaying current incomplete records with better records, deleting bibliographic records, and creating original MARC records. This course will incorporate everything taught in both courses and use every tool available to create the best original MARC record possible.

Catalogers wanting to do real-world work in the Missouri Evergreen server must pass the advanced cataloging final exam and be recommended by their supervisor and director to get the required system permissions to do real-world work in the MEC catalog.

- Course PDF
    - Editing bibliographic records
    - Baskets, buckest and merging records
    - Importing bibliographic records using the Z39.50 Protocol
    - Overlaying current incomplete records with better records
    - Deleting bibliographic records
    - Creating records for non-bibliographic materials.
    - Creating original MARC records


- [Missouri Evergreen Test Server](#) (for practical work)
    - Specific Missouri Evergreen Training Videos (short, task focused)
    - Practical work
    - Pre-certificate test checklist
    - Certificate exam (requires bi-annual recertification)

# Editing MARC Records

We need to edit records when the record data isn't quite what we want, whether it's removing extra tags or adding tags of data that the patrons might use.

First, I'm going to find a record in the catalog that needs some attention. I located a DVD that needs to be filled out: TCN 1309705

Here's the MARC record:

| | | |
|---|---|---|
| **LDR** | | 02081cgm a2200481Ki 4500 |
| **001** | | 1309705 |
| **003** | | ME |
| **005** | | 20140626195216.0 |
| **007** | | vd cvaizq |
| **008** | | 060616p20031944wiu211 vleng d |
| **024** | 1 | ‡a756864024019 |
| **028** | 4 2 | ‡a02401 ‡bPlatinum Disc Corp. |
| **035** | | ‡a(OCoLC)70125790 |
| **040** | | ‡aGZK ‡beng ‡erda ‡cGZK ‡dGZK ‡dOCLCA ‡dOCLCQ |
| **245** | 0 0 | ‡aZorro's black whip / ‡cdirected by Spencer Gordon Bennet and Wallace A. Grissell. |
| **264** | 1 | ‡aLa Crosse, WI : ‡bPlatinum Disc Corp. : ‡bDistributed by Dart Distributing, ‡c2003. |
| **300** | | ‡a1 videodisc (approximately 211 min.) : ‡bsound, black and white ; ‡c4 3/4 in. |
| **336** | | ‡atwo-dimensional moving image ‡btdi ‡2rdacontent |
| **337** | | ‡avideo ‡bv ‡2rdamedia |
| **338** | | ‡avideodisc ‡bvd ‡2rdacarrier |
| **490** | 1 | ‡aTimeless TV |
| **500** | | ‡aCataloged from container. |
| **500** | | ‡aDVD release of the 1944 serial shown in 12 chapters. |
| **505** | 0 0 | ‡tMasked avenger -- ‡tTomb of terror -- ‡tMob murder -- ‡tDetour of death -- ‡tTake off that mask -- ‡tFatal gold -- ‡tWolf pack -- ‡tInvisible victim -- ‡tAvalanche -- ‡tFangs of doom -- ‡tFlaming juggernaut -- ‡tTrail of tyranny. |
| **511** | 1 | ‡aGeorge J. Lewis, Linda Stirling, Lucien Littlefield, Francis McDonald, Wally Wales. |
| **520** | | ‡aIn Idaho in the 1880s, a young woman dons the mask of her murdered brother to fight for statehood and against lawlessness. |
| **521** | 8 | ‡aRated for all. |
| **538** | | ‡aDVD. |
| **655** | 7 | ‡aMotion picture serials. ‡2lcgft |
| **655** | 7 | ‡aAction and adventure films. ‡2lcgft ‡0(ME)2 |
| **655** | 7 | ‡aWestern films. ‡2lcgft ‡0(ME)123 |
| **700** | 1 | ‡aBennet, Spencer Gordon, ‡d1893-1987. ‡0(ME)249891 |
| **700** | 1 | ‡aGrissell, Wallace, ‡d1904-1954. ‡0(ME)265013 |
| **700** | 1 | ‡aLewis, George, ‡d1903-1995. ‡0(ME)454817 |
| **700** | 1 | ‡aStirling, Linda, ‡d1921-1997. ‡0(ME)86843 |

| **700** | 1 | ‡aLittlefield, Lucien, ‡d1895-1960. ‡0(ME)327499 |
|---|---|---|
| **700** | 1 | ‡aMcDonald, Francis, ‡d1891-1968. ‡0(ME)322510 |
| **700** | 1 | ‡aWales, Wally, ‡d1895-1980. ‡0(ME)460017 |
| **710** | 2 | ‡aPlatinum Disc Corporation. ‡0(ME)19281 |
| **830** | 0 | ‡aTimeless TV. |
| **902** | | ‡amobius-catalog-fix ‡b07-11-2016 ‡cformatted ‡dD V D |
| **904** | | ‡aMARCIVE 2017 |
| **901** | | ‡a1309705 ‡b ‡c1309705 ‡tbiblio |

This isn't a bad record, but I'm thinking it needs a little tweaking.  To do that, I'm going into the "MARC Edit" tab on the record and use the "Flat Text Editor" tab:
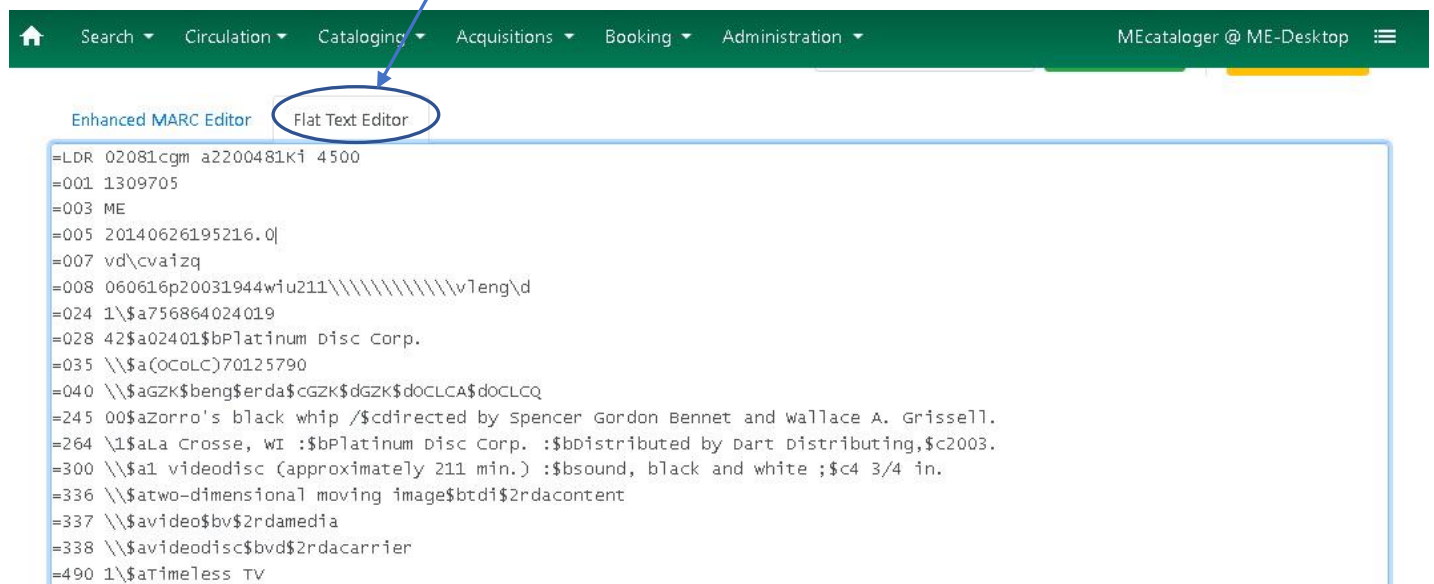


I then just go into the field and change the letters or wording accordingly. Typically, when I edit a record, it's to add information, not erase information. There are some exceptions we'll cover at the end of this section.

The first thing I'm going to change is the title in the 245 tag. The Black Whip is actually the heroine's secret identity name, making it a proper noun. The correct title is "Zorro's Black Whip." The end result looks like this:

**245** 0 0 $aZorro's Black Whip / $cdirected by Spencer Gordon Bennet and Wallace A. Grissell.

The next thing I want to check is that the 336, 337 and 338 tags are filled out correctly. These are RDA tags that come into play when we are cataloging any type of media outside of printed material. These all look good.

**336** $atwo-dimensional moving image $btdi $2rdacontent
**337** $avideo $bv ‡$rdamedia
**338** $avideodisc $bvd $2rdacarrier

In addition, the record is missing an 082 number, so I'm going to include one as well. Going to the OCLC Classify site, I did a tile search on Zorro's Black Whip and found this graphic:
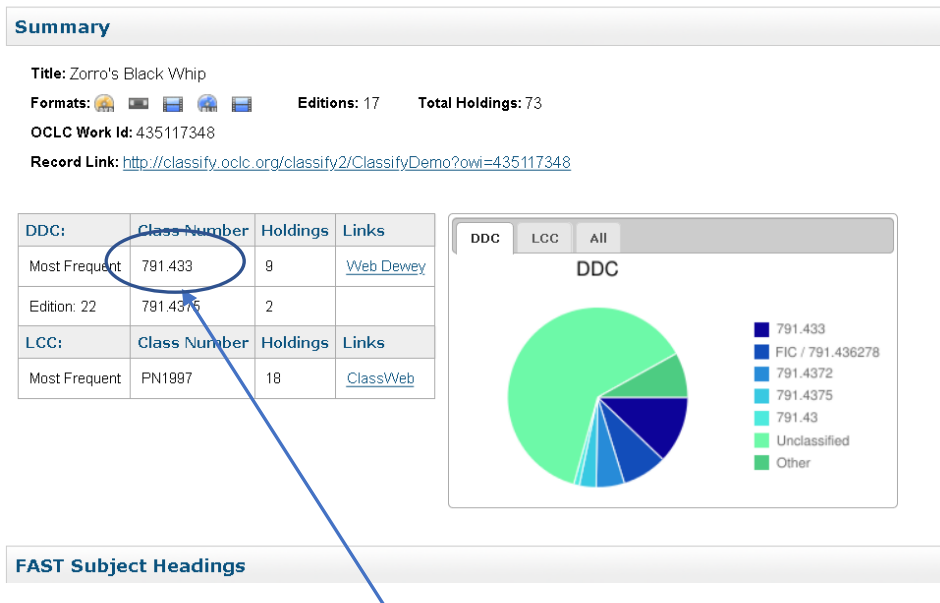


The most popular DDC is this one, so that's what I'm going to add to this record:

082 14 $a791.433

I'm going to add another 500 information tag:

=500   \\$a Due to copyright issues, the name 'Zorro' is never mentioned in this serial.

I think the 520 summary is a little weak, so I'm going to change it:

=520 \\$aIn the 1880s, Dan Hammond, a leading citizen and owner of the stagecoach line in an unnamed town in Idaho, is hellbent on blocking a proposal for Idaho's statehood for fear it will affect his wealth and control over the town. To that end, Hammond has his rival, Randolph Meredith-- the town's opinionated newspaper publisher and advocate for Idaho statehood-- murdered. Unbeknownst to all, Randolph was also the masked hero known as the Black Whip. Randolph's sister Barbara -- an expert cowgirl who's also handy with a bullwhip and a six-gun-- discovers her brother's identity after his death and vows to get revenge. She dons his black costume and adopts his non-de-plume, becoming The Black Whip. As the avenging vigilante successor to the world-renowned hero Zorro, the Black Whip outfights, outshoots, outrides, and out-thinks Hammond and his henchmen at every turn of their criminal escapades. She is aided in her adventures by Vic Gordon, an undercover US government agent.

I'm also going to add a 610 tag to identify Republic Pictures as the original studio that created this serial.

=610 24$aRepublic Pictures.

Still in the 6xx tags, I'm going add the following:

650 \0$aZorro (Fictitious character) $vDrama
655 \7$aMotion picture serials. $2lcgft
655 \7$aAction and adventure films. $2lcgft ‡0(ME)2
655 \7$aWestern films. $2lcgft $0(ME)123

In the 700 fields, I'm going to identify the co-directors by their contribution.

=700 1\$aBennet, Spencer Gordon, director$d1893-1987. $0(ME)249891

=700 1\$aGrissell, Wallace, director $d1904-1954. $0(ME)265013

Also, since Linda Stirling is the lead in this serial, I'm going to list her first in the 7xx fields.

Finally, I'm going to add my library code (‡d MEC) to the 040 tag. This shows that I edited this record.

I wish the resource had an image. Typically, resources will show an image with the proper ISBN or UPC. These images are generated via a database subscription. If an image doesn't show up after editing the record, we can let the image vendor know and they might be able to add one.

After all my changes, I'll save everything. This is what the new record now looks like:

 =LDR 02081cgm a2200481Ki 4500

=001 1309705

=003 ME

=005 20140626195216.0

=007 vd\cvaizq

=008 060616p20031944wiu211\\\\\\\\\\\\\\vleng\d

=024 1\$a756864024019

=028 42$a02401$bPlatinum Disc Corp.

=035 \\$a(OCoLC)70125790

=040 \\$aGZK$beng$erda$cGZK$dGZK$dOCLCA$dOCLCQ$dMECA

=082 14$a791.433

=245 00$aZorro's Black Whip /$cdirected by Spencer Gordon Bennet and Wallace A. Grissell.

=264 \1$aLa Crosse, WI :$bPlatinum Disc Corp. :$bDistributed by Dart Distributing,$c2003.

=300 \\$a1 videodisc (approximately 211 min.) :$bsound, black and white ;$c4 3/4 in.

=336 \\$atwo-dimensional moving image$btdi$2rdacontent

=337 \\$avideo$bv$2rdamedia

=338 \\$avideodisc$bvd$2rdacarrier

=490 1\$aTimeless TV

=500 \\$aCataloged from container.

=500 \\$aDVD release of the 1944 serial shown in 12 chapters.

=500 \\$aDue to copyright issues, the name 'Zorro' is never mentioned in this serial.

=505 00$tMasked avenger --$tTomb of terror --$tMob murder --$tDetour of death --$tTake off that mask --$tFatal gold --$tWolf pack --$tInvisible victim --$tAvalanche --$tFangs of doom --$tFlaming juggernaut --$tTrail of tyranny.

=511 1\$aGeorge J. Lewis, Linda Stirling, Lucien Littlefield, Francis McDonald, Wally Wales.

=520 \\$aIn the 1880s, Dan Hammond, a leading citizen and owner of the stagecoach line in an unnamed town in Idaho, is hellbent on blocking a proposal for Idaho's statehood for fear it will affect his wealth and control over the town. To that end, Hammond has his rival, Randolph Meredith, the town's opinionated newspaper publisher --and secretly the hero known as the Black Whip-- murdered. Randolph's sister Barbara -- an expert cowgirl who's also handy with a bullwhip and a six-gun-- discovers her brother's identity after his death and vows to get revenge. She dons his black costume and adopts his non-de-plume, becoming The Black Whip. As the avenging vigilante successor to the world-renowned hero Zorro, the Black Whip outfights, outshoots, outrides, and out-thinks Hammond and his henchmen at every turn of their criminal escapades. She is aided in her adventures by Vic Gordon, an undercover US government agent

=521 8\$aRated for all.

=538 \\$aDVD.

=610 24$aRepublic Pictures.

=650 \0$aZorro (Fictitious character) $vDrama

=655 \7$aMotion picture serials.$2lcgft

=655 \7$aAction and adventure films.$2lcgft$0(ME)2

=655 \7$aWestern films.$2lcgft$0(ME)123

=700 1\$aBennet, Spencer Gordon,director $d1893-1987.$0(ME)249891

=700 1\$aGrissell, Wallace,director $d1904-1954.$0(ME)265013

=700 1\$aStirling, Linda,$d1921-1997.$0(ME)86843

=700 1\$aLewis, George,$d1903-1995.$0(ME)454817

=700 1\$aLittlefield, Lucien,$d1895-1960.$0(ME)327499

=700 1\$aMcDonald, Francis,$d1891-1968.$0(ME)322510

=700 1\$aWales, Wally,$d1895-1980.$0(ME)460017

=710 2\$aPlatinum Disc Corporation.$0(ME)19281

=830 \0$aTimeless TV.

=902 \\$amobius-catalog-fix$b07-11-2016$cformatted$dD V D

=904 \\$aMARCIVE 2017

=901 \\$a1309705$b$c1309705$tbiblio

Much better and now the record has some very specific data about this particular serial. The big takeaway from this exercise is that as the cataloger, you get to make decisions on what to include in a MARC record. Remember that the more points of accessibility you include, the easier it will be for the patrons – and the staff – to find what they are looking for. In this case, more is better.

I mentioned that as catalogers we can remove information as well as add it. In some cases, the information included in a record has no bearing on the record we want for our records. For example, the Library of Congress MARC records include very specific 9xx tags about where the book is filed, whether it was a donation or if it was a replacement. These tags can be removed on a record-by-record basis. I will also remove URLs that do not resolve. In short, use your best judgment. If there's information there that our patrons can use, then keep it. Otherwise, delete it.

For a demonstration of this, please watch Advanced Cataloging Video 1.

# Baskets, Buckets and Merging Records

This section will cover all of these tasks.

First, I did a "all CD music" search for keyword "Jim Croce". Here's the result I got:

Notice in this list that items 1, 2, 6 and 9 all appear to be the same item. (It's also possible that 7 is as well.) I'm going to look at all of these together and determine if they can be moved into a single record.

My first step is to highlight the numbers of the records I want to look at. I do that by checking the box by the number on the   right side of the screen. Selecting them puts them in a basket.



The basket is only a temporary storage place. To keep these records together, click on the "Basket Actions" dropdown. From here, click on the "Add Basket to Buckets" option.

After I add my items to a bucket, this pop-up window shows how many <mark>records</mark> were chosen.



At this point, I can add the records to a previously made bucket, or I can create a new bucket. In this case, I'm going to create a <mark>new bucket</mark>.

When creating a new bucket, it must have a specific name. Since I believe in truth-in-advertising, I'm going to call this bucket "<mark>Jim Croce CD</mark>." Then I'm going to click on <mark>"Add to new Bucket."</mark>



Before going on, I want to clear the basket. I do this by clicking on the "<mark>Basket Actions</mark>" dropdown and selecting "<mark>Clear Basket</mark>" at the bottom of the screen. That empties the basket.

Now go back to the "Cataloging" dropdown and select "Record Buckets."
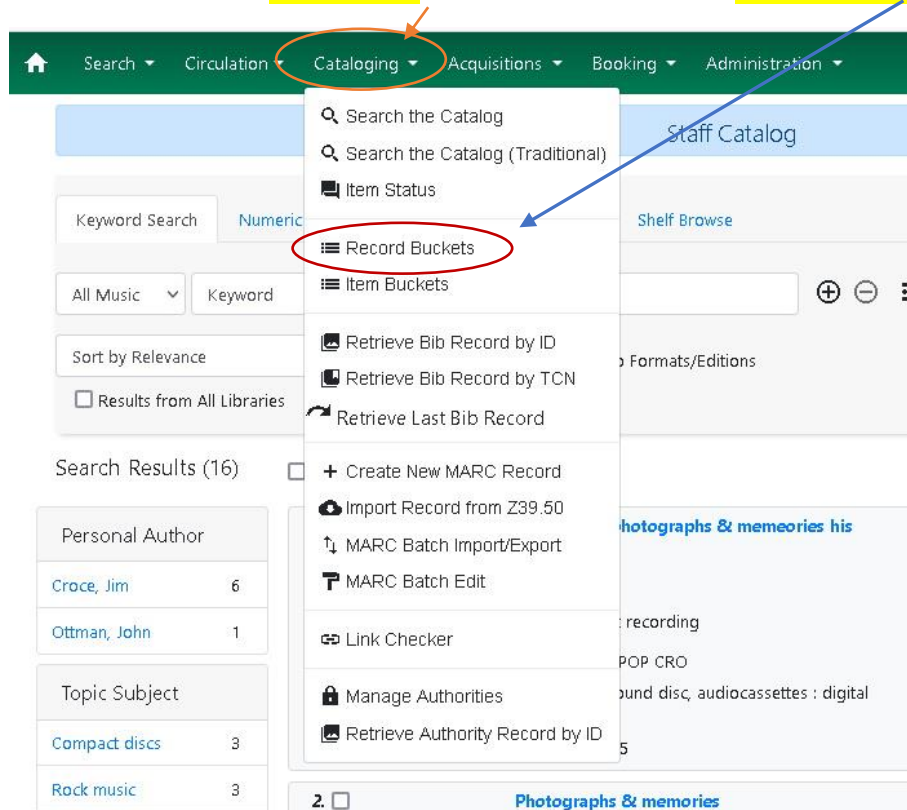


Initially, no buckets will be selected. You have to tell the system which one you want. In this case, I click the dropdown arrow and select "Jim Croce CD."
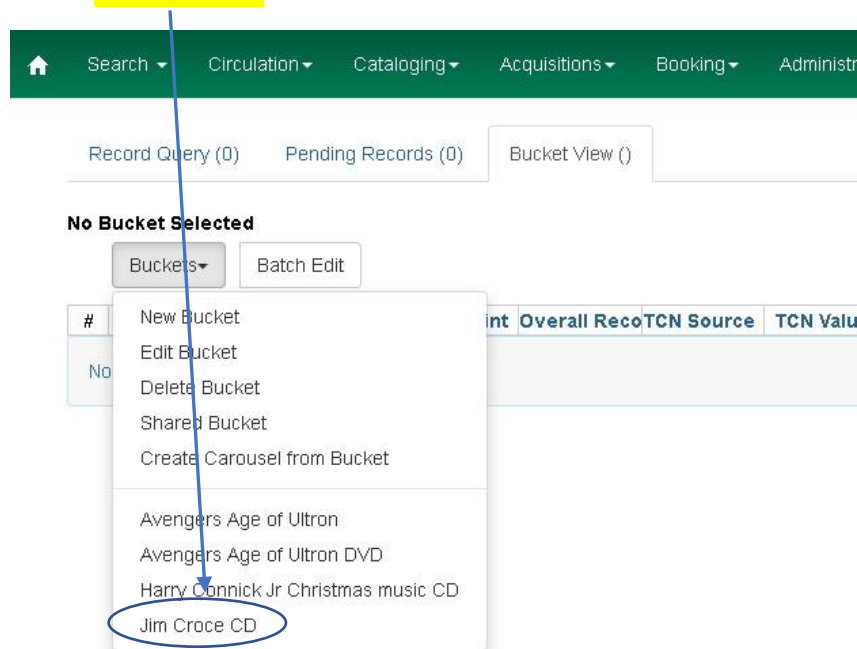
That brings up all five records I previously selected:



Before merging these, I want to look at each MARC record and ensure they are the same item. After doing so, I removed one record from the list as I couldn't tell for certain if it was the same album or not. So now I have four records to merge:



In looking at these records, I can see that one record appears to have more data in it than the others. When I look at that MARC record, I see that it's also an OCLC record and looks very complete. I'm going to keep that in mind.

From here, I'm going to select all the records, then click on the "Actions" dropdown option and select "Merge Selected Records."

This allows me to look at each MARC record side-by-side:

**Merge records?**                                                                                      ×

**Record  (MARC) Summary**

| Title: | Photographs & memories : his greatest hits |
| Edition: | |
| TCN: | 3011244 |
| Created By: | washingtoncat |
| Author: | Croce, Jim. |
| Pub Date: | 1985 |
| Database ID: | 3011244 |
| Last Edited By: | admin |
| Bib Call #: | 784.5 |
| Record Owner: | |
| Last Edited On: | 7/17/2018 11:28 AM |

**Record  (MARC) Summary**

| Title: | Photographs & memories |
| Edition: | |
| TCN: | 2008050 |
| Created By: | admin |
| Author: | Croce, Jim. |
| Pub Date: | 1985 |
| Database ID: | 2008050 |
| Last Edited By: | admin |
| Bib Call #: | |
| Record Owner: | |
| Last Edited On: | 4/14/2017 2:22 PM |

**Record  (MARC) Summary**

| Title: | Jim Croce : photographs & memeories his greatest hits |
| Edition: | |
| TCN: | 2894412 |
| Created By: | admin |
| Author: | Croce, Jim. |
| Pub Date: | 1985 |
| Database ID: | 2894412 |
| Last Edited By: | admin |
| Bib Call #: | POP |
| Record Owner: | |
| Last Edited On: | 12/14/2018 2:49 PM |

**Record  (MARC) Summary**

| Title: | Photographs & memories, Jim Croce greatest hits. (CD) |
| Edition: | |
| TCN: | 3623369 |
| Created By: | admin |
| Author: | |
| Pub Date: | 1999 |
| Database ID: | 3623369 |
| Last Edited By: | admin |
| Bib Call #: | CD |
| Record Owner: | |
| Last Edited On: | 11/4/2019 2:48 PM |

**Choose merge profile**  [    ]  Toggle Holdings Display  Please select a lead record  [ Merge ] [ Cancel ]

Please select a lead record

Use as lead record
Remove from consideration

```
=LDR 01803cjm a2200421Ii 4500
=001 3011244
=003 ME
=005 20180717162910.0
=007 sd\fsngnn|||e|
=008 920701r19851972xxuppn
n\\\\\\\\\\\n\eng\d
=024 1\$a075679046727
=028 02\$a1CD 7755$bSaja Music
=035 \\$a(OCoLC)26119112
=035 \\$a(OCoLC)26119112
=040 \\$beng$erda
=049 \\$aGC9A
=082 04$a784.5
=100 1\$aCroce, Jim.$0(ME)357676
=245 10$aPhotographs & memories
:$bhis greatest hits /$cJim Croc
e.
=246 3\$aPhotographs and memories
=264 \1$a[United States] :$bSaja
Music,$c[1985]
=264 \4$c@1985
=300 \\$a1 audio disc (41 min.)
:$bdigital, stereo ;$c4 3/4 in.
=306 \\$a004033
=336 \\$aperformed music$bprm$2rd
acontent
=337 \\$aaudio$bs$2rdamedia
```

Use as lead record
Remove from consideration

```
=LDR 01100njm a22002774i 4500
=001 2008050
=003 ME
=007 \s\|b\d\|d\f\|e\s\|f\n\|g\
g\|h\n\|i\n
=008 981001s1985\\\\\nyunnn\
e\\\\\\\nn\\\eng\d
=028 12$a92570-2$bSaja.
=035 \\$a(Sirsi) wjb00015707
=040 \\$beng$erda
=100 1\$aCroce, Jim.$0(ME)357676
=245 10$aPhotographs & memories
/$cJim Croce.
=264 \1$aNew York :$bSaja,$c1985.
=300 \\$a1 audio disc:$bdigital,
stereophonic;$c4 3/4 in.
=336 \\$aperformed music$bprm$2rd
acontent
=337 \\$aaudio$bs$2rdamedia
=338 \\$aaudio disc$bsd$2rdacarri
er
=505 0\$aBad bad LeRoy Brown.--Op
erator.--Photographs & memorie
s.--Rapid Roy.--Time in a bottl
e.--New York's not my home.--Work
in' at the car wash blues.--I got
a name.--I'll have to say I love
you in a song.--You don't mess ar
```

Use as lead record
Remove from consideration

```
=LDR 01261njm a2200289 i 4500
=001 2894412
=003 ME
=005 20181214204902.0
=007 sd\fsngnnmmned
=008 031117s1985\\\\xxurc
n\\\\\\\\\\\\eng\\
=039 \\$a188600$cTLC
=040 \\$aMUI$beng$erda$cMUI
=092 \\$aPOP$bCRO
=100 1\$aCroce, Jim.$0(ME)357676
=245 00$aJim Croce :$bphotographs
& memeories his greatest hits /$c
Jim Croce
=264 \1$aNew York :$bSaja,$c1985.
=264 \1$a[U.S.A.] :$bTime Warne
r,$c1985.
=300 \\$aaudiocassettes :$bdigita
l mastered
=336 \\$aperformed music$bprm$2rd
acontent
=337 \\$aaudio$bs$2rdamedia
=338 \\$aunspecified$bzu$2rdacarr
ier
=505 0\$tBad, bad Leroy Brown --
$tOperator (that's not the way it
feels) -- $tPhotographs & memorie
s -- $tRapid Roy (the stock car b
oy) -- $tTime in a bottle -- $tNe
```

Use as lead record
Remove from consideration

```
=LDR 00950njm a2200241 a 4500
=001 3623369
=003 ME
=005 20090818125944.0
=008 010726s1999\\\\nyun\||\|||||
\||||||\\\\\
=020 \\$cA-{dollar}9.45(7-01)
=039 \\$a110703$cTLC
=040 \\$beng$erda
=082 1\$aCD
=245 00$aPhotographs & memories,
Jim Croce greatest hits. (CD)
=264 \1$aNew York, NY. :$bSaja Re
cords,$c1999.
=300 \\$a1 computer disk
=336 \\$aperformed music$bprm$2rd
acontent
=337 \\$aaudio$bs$2rdamedia
=338 \\$aunspecified$bzu$2rdacarr
ier
=505 \\$aBad, bad Leroy Brown..Op
erator..Photographs & memories..R
apid Roy..Time in a bottle..New Y
ork's not my home..Workin'at the
car wash blues..I got a name..I'l
l have to say I love you in a son
g..You don't mess around with Ji
m..Lover's cross..One less set of
```

14

=337 \\$aaudio$bs$2rdamedia
=338 \\$aaudio disc$bsd$2rdacarrier
=500 \\$aAll songs written by Jim Croce except "I got a name" written by Charles Fox and Norman Gimbel.
=500 \\$a"These selections have been previously issued."
=500 \\$aCompact disc.
=500 \\$aAnalog recording.
=505 0\$aBad, bad Leroy Brown (3:02) -- Operator : that's not the way it feels (3:45) -- Photographs and memories (2:03) -- Rapid Roy : the stock car boy (2:40) -- Time in a bottle (2:24) -- New York's not my home (3:05) -- Workin' at the car wash blues (2:29) -- I got a name (3:09) -- I'll have to say I love you in a song (2:28) -- You don't mess around with Jim (3:00) -- Lover's cross (3:02) -- One less set of footsteps (2:46) -- These dreams (3:12) -- Roller derby queen (3:28).
=511 0\$aJim Croce ; various musical acc.
=508 \\$aWritten principally by Jim Croce.
=655 \7$aPopular music.$0(ME)4959 73$2lcgft

you in a song.--You don't mess around with Jim.--Lover's cross.--One less set of footsteps.--These dreams.--Roller derby queen.
=511 0\$aJim Croce.
=596 \\$a1 2 3
=655 \7$aRock music.$2lcgft$0(ME)304
=655 \7$aPopular music.$2lcgft$0(ME)369372
=904 \\$aMARCIVE 2017
=901 \\$a2008050$bUnknown$c2008050$tbiblio

oy) -- $tTime in a bottle -- $tNew York's not my home -- $tWorkin' at the car wash blues -- $tI got a name -- $tI'll have to say I love you in a song -- $tYou don't mess around with Jim -- $tLover's cross -- $tOne less set of footsteps -- $tThese dreams -- $tRoller Derby queen.
=511 1\$aJim Croce.
=650 \0$aCompact discs.$0(ME)510830
=655 \7$aRock music.$0(ME)23619$0(ME)304$2lcgft
=904 \\$aMARCIVE 2018
=904 \\$aMARCIVE 2019
=901 \\$a2894412$bUnknown$c2894412$tbiblio

m..Lover's cross..One less set of footsteps..These dreams..Roller derby queen.
=650 \0$aMusic CD.
=904 \\$aMARCIVE 2019
=901 \\$a3623369$bAUTOGEN$c3623369$tbiblio

As you can see in the screen shots above, the record with the most data is in the first spot on the left. To merge these records into one, I have to select one main record for them to be merged into, so I'm going to pick the first one. It's an OCLC record and has the most pertinent data in it:

Use as lead record
Remove from consideration
=LDR 01803cjm a2200421Ii 4500
=001 3011244
=003 ME
=005 20180717162910.0

Use as lead record
Remove from consideration
=LDR 01100njm a22002774i 4500
=001 2008050
=003 ME
=007 \s\|h\d\|d\f\|e\s\|f\n\|g\

Use as lead record
Remove from consideration
=LDR 01261njm a2200289 i 4500
=001 2894412
=003 ME
=005 20181214204902.0

Use as lead record
Remove from consideration
=LDR 00950njm a2200241 a 4500
=001 3623369
=003 ME
=005 20090818125944.0

Once I select the lead record, I can either go into the MARC editor and edit that main record, or I can merge them first then edit the record. As usual, I'm opting to edit after the merge is done.

Before merging any records, make sure you copy some information from the excluded records if needed. Specifically, the 020 or the 024 tags that differ, possibly some of the 5xx or 6xx tags if they have any unique information in them etc. I typically copy and paste these into a text file that I can use in the editing step. The only information from this merge is the 264 tag in the third record, which shows that Time-Warner also released this album at one point:

=264 \1$a[U.S.A] :$bTime-Warner,$c1985.

After selecting the lead record and adding my edits, I then select "Merge."



That merges all four records and holdings into one main record:



From here, I'm going to go into the "MARC Edit" option and put in my final touches.

First, I noticed there's two 035 codes with the same information. Both are not needed so I'm going to delete one.

=035 \\$a(OCoLC)26119112
=035 \\$a(OCoLC)26119112

Next, per the best practice guidelines, I'm going to add my library code to the <mark>040 tag</mark>, showing that I edited the record:

=040 \\$beng$erda$dMEC

Next, I'm going to add the <mark>264</mark> information that I copied from one of the previous records:

=264 \1$a[U.S.A] :$bTime-Warner,$c1985.

Next, in accordance with the MEC's best practices policies, I'm going to add a 902 tag to the end of the record, indicating what I've done to it:

=902 \\$aMEC$b10/25/2021$cmerge

Finally, click on the <mark>Save Changes</mark> button:



The final MARC record looks like this:

=LDR 01803cjm a2200421Ii 4500

=001 3011244

=003 ME

=005 20180717162910.0

=007 sd\fsngnn|||e|

=008 920701r19851972xxuppnn\\\\\\\\\\\\\n\eng\d

=024 1\$a075679046727

=028 02$a1CD 7755$bSaja Music

=035 \\$a(OCoLC)26119112

=040 \\$beng$erda$dMEC

=049 \\$aGC9A

=082 04$a784.5

=100 1\$aCroce, Jim.$0(ME)357676

=245 10$aPhotographs & memories :$bhis greatest hits /$cJim Croce.

=246 3\$aPhotographs and memories

=264 \1$a[United States] :$bSaja Music,$c[1985]

=264 \1$a[U.S.A] :$bTime-Warner,$c1985.

=264 \4$c℗1985

=300 \\$a1 audio disc (41 min.) :$bdigital, stereo ;$c4 3/4 in.

=306 \\$a004033

=336 \\$aperformed music$bprm$2rdacontent

=337 \\$aaudio$bs$2rdamedia

=338 \\$aaudio disc$bsd$2rdacarrier

=500 \\$aAll songs written by Jim Croce except "I got a name" written by Charles Fox and Norman Gimbel.

=500 \\$a"These selections have been previously issued."

=500 \\$aCompact disc.

=500 \\$aAnalog recording.

=505 0\$aBad, bad Leroy Brown (3:02) -- Operator : that's not the way it feels (3:45) -- Photographs and memories (2:03) -- Rapid Roy : the stock car boy (2:40) -- Time in a bottle (2:24) -- New York's not my home (3:05) -- Workin' at the car wash blues (2:29) -- I got a name (3:09) -- I'll have to say I love you in a song (2:28) -- You don't mess around with Jim (3:00) -- Lover's cross (3:02) -- One less set of footsteps (2:46) -- These dreams (3:12) -- Roller derby queen (3:28).

=511 0\$aJim Croce ; various musical acc.

=508 \\$aWritten principally by Jim Croce.

=655 \7$aPopular music.$0(ME)495973$2lcgft

=904 \\$aMARCIVE 2018

=994 \\$aC0$bGC9

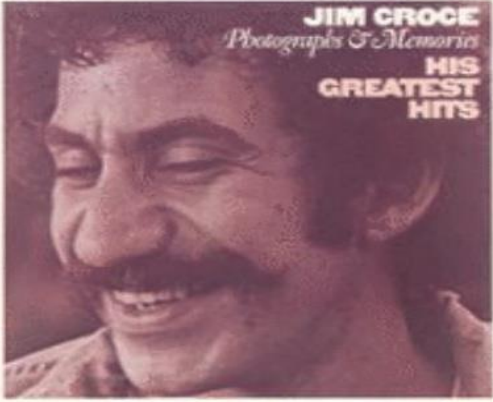=901 \\$a3011244$b$c3011244$tbiblio$soclc

=902 \\$aMEC$b10/25/2021$cmerge

And below is what the patron now sees in the catalog:



**Photographs & memories : his greatest hits / Jim Croce.**
Croce, Jim. (Author).

CD Music recording
**Additional Content For This Title**

Place Hold
Add to basket

Print / Email
Permalink
Disable Highlighting

**Available copies**
- 6 of 6 copies available at Missouri Evergreen.

**Current holds**
0 current holds with 6 total copies.

| Location | Call Number / Copy Notes | Barcode | Shelving Location | Status | Due Date |
|----------|--------------------------|---------|-------------------|--------|----------|
| Jefferson County Library-Arnold | MUSIC POP-ROCK CROCE (Text) | 30000020681163 | Music | Available | - |
| Jefferson County Library-Northwest | MUSIC POP-ROCK CROCE (Text) | 30000024125415 | Music | Available | - |
| Jefferson County Library-Windsor | MUSIC POP-ROCK CROCE (Text) | 30000024566949 | Music | Available | - |
| Polk County Library-Humansville | MUSIC POPULAR CRO (Text) | 34531000187588 | Music CD | Available | - |
| Riverside Regional-Main | POP CRO (Text) | 30000002534661 | CD Music | Available | - |
| Washington Public Library | CDM CRO (Text) | 3151043356 | CD Music | Available | - |

**Record details**
- **Physical Description:** 1 audio disc (41 min.) : digital, stereo ; 4 3/4 in.
- **Publisher:** [United States] : Saja Music, [1985]
- **Copyright:** ℗1985

**Content descriptions**

| | |
|---|---|
| **General Note:** | All songs written by Jim Croce except "I got a name" written by Charles Fox and Norman Gimbel. "These selections have been previously issued." Compact disc. Analog recording. |
| **Formatted Contents Note:** | Bad, bad Leroy Brown (3:02) -- Operator : that's not the way it feels (3:45) -- Photographs and memories (2:03) -- Rapid Roy : the stock car boy (2:40) -- Time in a bottle (2:24) -- New York's not my home (3:05) -- Workin' at the car wash blues (2:29) -- I got a name (3:09) -- I'll have to say I love you in a song (2:28) -- You don't mess around with Jim (3:00) -- Lover's cross (3:02) -- One less set of footsteps (2:46) -- These dreams (3:12) -- Roller derby queen (3:28). |
| **Creation/Production Credits Note:** | Written principally by Jim Croce. |
| **Participant or Performer Note:** | Jim Croce ; various musical acc. |

**Search for related items by subject**

Genre: Popular music.

► Awards, Reviews, & Suggested Reads
► Shelf Browser
► MARC Record

To see a demonstration of this, please watch Advanced Cataloging Video 2.

# Importing a record using the Z39.50 protocol

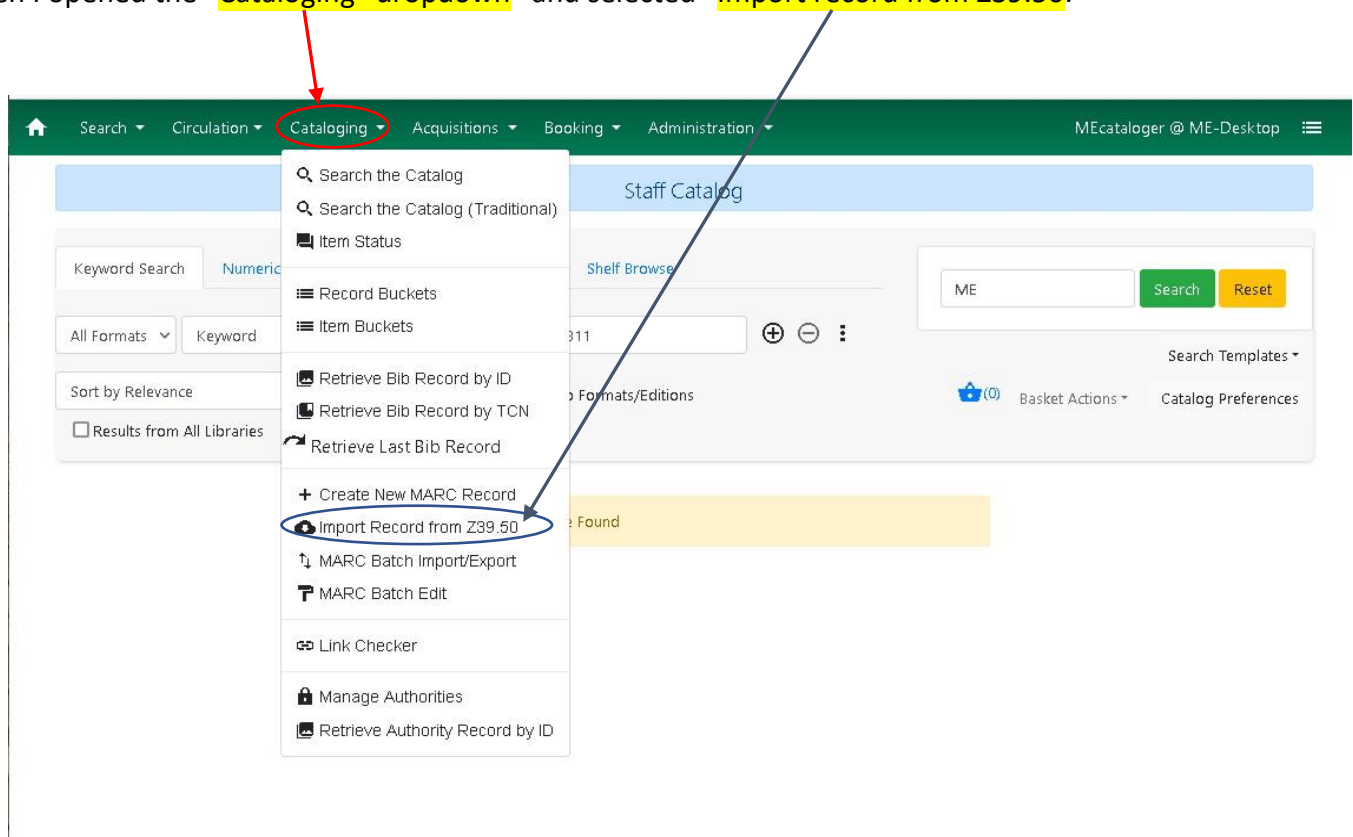When we have a book that is not in the ME catalog, we can use the Z39.50 protocol to see if another library has a record we can import.

First, I logged into the server and searched for ISBN 9780786438402. I got zero results.
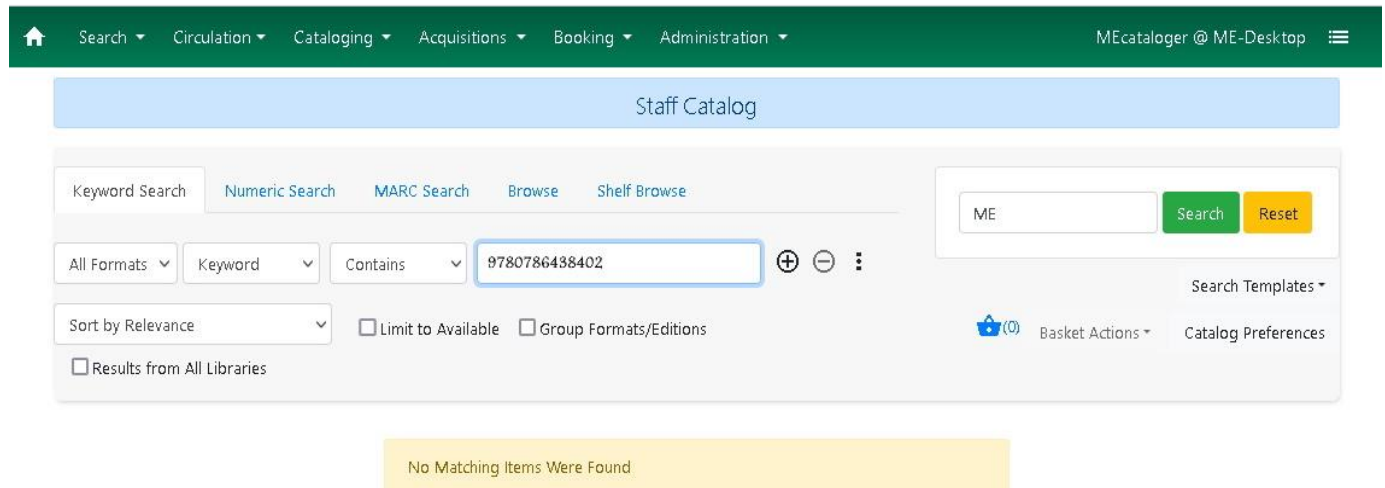


I repeated the search for the book title: "Classics Illustrated A Cultural History." This also gave me zero results.

Then I opened the "Cataloging" dropdown" and selected "Import record from Z39.50.

Here you can see the options I selected before I made before running the search.



My hopes were dashed as the ISBN came back with zero results. Not to worry. I switched tactics and decided to a title search --switching the query default to "Title" -- with the same libraries selected and ran the search again.

(This is not uncommon for a single search comes back with zero results in any database. In fact, I recommend that when adding a title to our library catalog that you run an ISBN search initially, followed by a title search if the ISBN comes back with zero results. This is part of due diligence on the part of the cataloger. Also, if I'm being honest, it's better to import a record, if at all possible, rather than to create one as copy cataloging is a huge time-saver! Better to import and edit that to recreate the wheel!)

You can see the results that came back on my title on the next screenshot.

From here, I started looking at these MARC records to see which one I liked the best to import. I typically select an OCLC record (MARC tag 035) and that has the most information -- I'd rather have too much information than not enough. Although you can't see it on this screen shot, records #2 and #3 on the list have this OCLC code attached to them at the far right. Since those appear to be OCLC records, I'm going to look at them first.



To look at a record, I highlight the one I want (see above, I'm looking at the second record on the list first.)

Then I selected "View MARC" at the top of the list.



Here's what the MARC record looks like:

Some things to look at when deciding if the record you found is the one you want to import:

- The record title must match the physical item.

- The record author must match the physical item.

- The ISBN must match or be an additional ISBN listed on the verso page or verified in another database (Worldcat or Amazon are good choices for this.)

- The physical format of the item must be the same as what is listed in the record. ***Do not add different formats (mass market paperbacks, hardbacks, large print books, DVDs, Blu-Rays, audio music, audio books or electronic books) onto the same record.*** (For instance, a copy of **"Great Expectations"** the book would not go on the same record as **"Great Expectations"** the audiobook. Each of these formats will need its own unique record.)

- Page count must match within 10 pages or less.

- Physical size cannot be more than a difference of 3 cm. between the record and the physical item.

- The edition statement must match.

If any one of items do not match the resource, you need to find another record. This is the same checklist you will use when you merge and overlay records.

I liked the fact that:

a.) this is an OCLC record (Tag 035)

b.) that all the match points listed above are in agreement

c.) that there are some good 5xx notes, including a summary (520 tag) and the table of contents (505 tag.)


Things I will add or change: There's no Dewey classification number (082 tag) and it could use some additional 650 tags. But overall, it's not a bad record.


I can discount looking at the third record in the results page because the edition statement and the publication date (tag 260) are different from mine. After looking at the other records here for a quick comparison, I find that the second one really is the best record. I can edit this before I import it, but I prefer to do my editing when the record is in the system.

From here, I click the "Import" button.



If the record imports without any issues, this pop-up window should appear. Click on the "Go to record" button.



That took me to the holdings page. I then clicked on the "MARC Edit" button.

As seen here, when you open the "MARC Edit" tab, you'll have two options for editing modes: "Enhanced MARC Editor" on the left and "Flat Text Editor" on the right.



Both editing modes have their uses, but I prefer to edit in the Flat Text editor if I can. I find it tidier and easier to add or delete tags. However, either mode will do the same job for simple editing. The "Enhanced MARC Editor" provides some selection options that the "Flat Editor" doesn't with regards to the 008 fixed field editing and as well as Authority validation.

From here I'm going to edit the record.

First, I'm going to add my three-letter library code (MEC) to the 040 tag at the end of the string. This shows that I edited this record.

=040 \\\$aDLC\$beng\$cDLC\$dYDX\$dYDXCP\$dBWX\$dUKMGB\$dYUS\$dOCLCO\$dQQ3\$MEC

Next, I'm going to add a 049 tag to the record with my library code. This shows that I imported this record. To add a code to the record, go to the end of the tag just before where you want to enter a new tag and hit enter on your keyboard. This will open a new space:

=040 \\\$aDLC\$beng\$cDLC\$dYDX\$dYDXCP\$dBWX\$dUKMGB\$dYUS\$dOCLCO\$dQQ3\$MECA


=050 00\$aPN6725\$b.J67 2011

(Note: You can put new tags anywhere as the MARC record will read them in order of their number. I tend to put the tag where it should go numerically so that I know it's the right tag and its tidier in my mind. Your mileage may vary, of course...)

In this case, I have a pre-made tag I keep in a local text file so I can copy them any time I need to add them. My premade tags along with their notes look like this:


=040 \\\$beng\$edra\$dMEC  (if 040 doesn't exist. This denotes the language of the resource (\$beng) and that RDA tags have been added appropriately (\$erda))

=040 \\\$dMEC (added to the end of the string if a record has been edited by me)

=049 \\\$aMECA (added if imported or created record by me)

=500 10\$aPublisher, publishing date and paging may vary. (used when merging similar items)

=902 \\\$aMEC\$b(mm/dd/yyyy)\$cmerge (added if I merge records)

=902 \\\$aMEC\$b(mm/dd/yyyy)\$coverlay (added if I overlay old records with a newer one.)


In the example above, I'm going to add a 049 tag to the record. Here's the result:

=040 \\\$aDLC\$beng\$cDLC\$dYDX\$dYDXCP\$dBWX\$dUKMGB\$dYUS\$dOCLCO\$dQQ3\$MEC

=049 \\\$aMECA


The next tag I come to is the 050 tag. This is the Library of Congress Classification number. This tag needs to be deleted per the Missouri Evergreen cataloging best practices. The reason is that it displays prominently on the MARC record in ME, causing confusion for both staff and patrons. It is also significantly different from the 082 Dewey number.

The next tag I want to add is 082, the Dewey Classification tag. To do this I want to see how other libraries have classified this book. Since it's a non-fiction book, I'm going to look for a non-fiction Dewey number.

 I could go into some library OPACs and see how they classified it but I'm using this new OCLC resource called "Classify."

Here, I can do a title search and see other libraries holdings:



Scrolling down the page after the search, I get this result. Because of the number of holdings in it, I'm going to click on the title link in the first result.



Again, scrolling down the page, I get this nifty graphic result:

## Summary

**Title:** Classics illustrated : a cultural history, with illustrations

**Author:** Jones, William B., 1950-

**Formats:** 🔖 📙     **Editions:** 19     **Total Holdings:** 577

**OCLC Work Id:** 475965261

**Record Link:** http://classify.oclc.org/classify2/ClassifyDemo?owi=475965261

| DDC: | Class Number | Holdings | Links |
|---|---|---|---|
| Most Frequent | 741.5973 | 543 | Web Dewey |
| Edition: 22 | 741.5973 | 534 | |
| **LCC:** | **Class Number** | **Holdings** | **Links** |
| Most Frequent | PN6725 | 567 | ClassWeb |

DDC    LCC    All

**DDC**

- 741.5973
- 741.50973
- 741.5097
- Unclassified
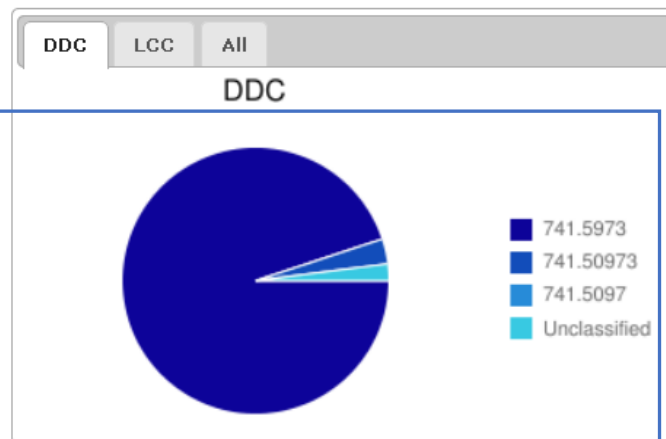
Based on this result, I'm going to add the 082 tag to my record with the Dewey number 741.5973, since that seems to be the most used item. Why re-invent the wheel?

Of course when adding any new tag you need to look at its indicators and subfields on either the LoC MARC Format page or the OCLC Bibliographic page to verify you're adding the right information.

So going back to the MARC record, I'm going to insert a 082 tag after the 049 tag. The 082 will have a 0 indictor (Full edition), a 4 indicator (Assigned by agency other than LoC) and a $a tag (Classification number). Here's what it looks like:

=082 04$a741.5973

=100 1\$aJones, William B.,$d1950-

Looking at the record, I'd like to include a few other 650 tags. I'm going to look at the LoC Subject Headings for some additional subject headings. I found two others I like:

Literature -- Comic books, strips, etc.
Comic books, strips, etc.

I'm going to add these in as well. Since these are both LoC subject headings, both will get a first 0 indicator (No level specified) and a second 0 indicator (Library of Congress Subject headings). The $a subfield will include the new subject headings, so they look like this:

=650 00$aLiterature$vComic books, strips, etc.

29

<p style="text-align:center">=<mark>650</mark> <mark>00</mark>$aComic books, strips, etc</p>

That gives me four subject headings. As the cataloger, you can add more if you like, as these can be used by patrons to find similar materials. But per the Missouri Evergreen Cataloging Best Practices document, all records should have at least three subject headings. The subject headings for this record now look like this:

<p style="text-align:center">=600 10$aKanter, Albert Lewis,$d1897-1973</p>

<p style="text-align:center">=630 00$aClassics illustrated (New York, N.Y.)</p>

<p style="text-align:center">=650 00$aLiterature$vComic books, strips, etc.</p>

<p style="text-align:center">=650 00$aComic books, strips, etc</p>

Now I just need to click on <mark>"Save Changes"</mark> at the bottom of the MARC record screen:

```
the 1990s --Provided by publisher
=600 10$aKanter, Albert Lewis,$d1897-1973
=630 00$aClassics illustrated (New York, N.Y.)
=650 00$aLiterature -- Comic books, strips, etc. |
=650 00$aComic books, strips, etc
=901 \\$a4385538$bAUTOGEN$c4385538$tbiblio
```

Save Changes
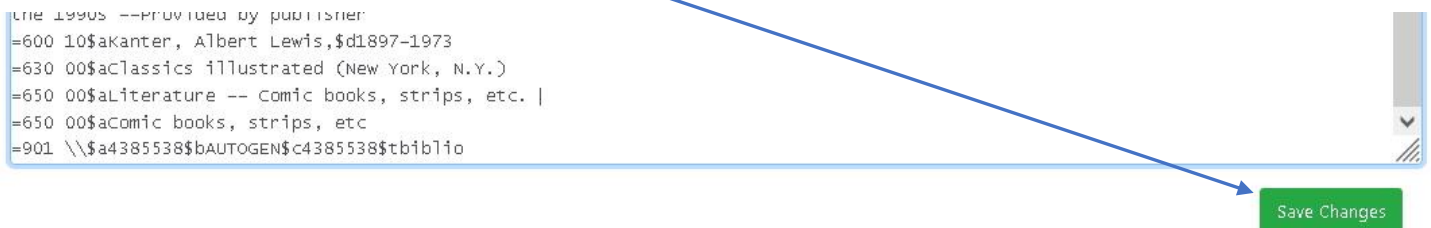
Here's what the new MARC record looks like in "<mark>MARC View</mark>," complete with my changes and additions:

**LDR** 02967cam a22002894a 4500
**001** 4385538
**003** ME
**005** 20120118114955.0
**008** 110404s2011 ncua b 001 0 eng
**010** ‡a2011014281
**019** ‡a703548393
**020** ‡a9780786438402 ‡c(illustrated case binding : alk. paper)
**020** ‡a0786438401 ‡c(illustrated case binding : alk. paper)
**024** 8 ‡a40019786216
**035** ‡a(OCoLC)712591150
**040** ‡aDLC ‡beng ‡cDLC ‡dYDX ‡dYDXCP ‡dBWX ‡dUKMGB ‡dYUS ‡dOCLCO ‡dQQ3 ‡MECA
**049** ‡aMECA
**050** 0 0 ‡aPN6725 ‡b.J67 2011
**082** 0 4 ‡a741.5973
**100** 1 ‡aJones, William B., ‡d1950-
**245** 1 0 ‡aClassics illustrated : ‡ba cultural history / ‡cWilliam B. Jones, Jr
**250** ‡a2nd ed
**260** ‡aJefferson, N.C. : ‡bMcFarland & Co., ‡c2011

| | | |
|---|---|---|
| **300** | | ‡axii, 381 p. : ‡bill. ; ‡c29 cm |
| **504** | | ‡aIncludes bibliographical references (p. 363-365) and index |
| **505** | 0 | ‡aIntroduction: "Good stories" -- Albert Kanter's dream -- Of Musketeers and Mohicans: The jacquet shop -- Louis Zansky: the painter's touch -- Eccentricity abounding: the war years -- Arnold Lorne Hicks: transitional figure -- Enter Iger: the fiction house artists -- Henry Carl Kiefer and the classics house style -- Alex A. Blum: "a prince of a man" -- A "newer, truer name": the late forties -- Blood, sweat, and Rudy Palais -- Painted covers and an extra nickel: The early fifties -- Maurice del Bourgo: a "man's world artist" -- Canonical matters and classical curiosities -- Lou Cameron: "if John Wayne had drawn comic books" -- Norman Nodel: "a certain integrity" -- From the crypt to the classics: the EC era -- George Evans, Reed Crandall, and the tradition of EC realism -- Roberta the conqueror -- Hide tide and greenbacks: the late fifties -- Gerald McCann: the colors of the sky -- Gray Morrow: "real people and real events" -- "Roberta's reforms": the early sixties -- William E. Kanter: about a son -- Five little series and how they grew: picture progress; classics illustrated junior; classics illustrated special issues; the world around us; the best from boys' life comics -- "Frawley's folly"" the twin circle era (1967-1971) -- Classics abroad: the worldwide yellow banner -- The wilderness years: the seventies and eighties -- Great expectations: first publishing's graphic novels -- "Your doorway to the classics": acclaim's study guides -- Restoration: Jack Lake productions and papercutz -- Classics collected: notes on the evolution of a pastime and a passion -- Classical coda |
| **520** | | ‡a"This work gives attention to the evolving mission of Classics Illustrated to bring serious literature to popular culture; the publication's ability to stand up to the anti-comics hysteria of the early 1950s; the growth of subsidiary educational series encompassing folklore, mythology, history, and science; and the unsuccessful attempts to revive the series in the 1990s"--Provided by publisher |
| **600** | 1 0 | ‡aKanter, Albert Lewis, ‡d1897-1973 |
| **630** | 0 0 | ‡aClassics illustrated (New York, N.Y.) |
| **650** | 0 0 | ‡aLiterature$vComic books, strips, etc. |
| **650** | 0 0 | ‡aComic books, strips, etc |
| **901** | | ‡a4385538 ‡bAUTOGEN ‡c4385538 ‡tbiblio |

From here, I need to go into the "Holdings Editor" and add a call number, a barcode, and any other pertinent information on this specific item.

For a demonstration of this, please watch Advanced Cataloging video 3.

# Overlaying incomplete records with better ones

Now, we're going to overlay a record with a better one. Looking in the database, I found this record for the DVD "**Patch Adams**":

**LDR** 006480g|0a2200253 004500
**001** 4154458
**003** ME
**006** 0000000000000000
**007** v0 0v0000
**008** 000000000000000000000000000|0000000000
**010**     ‡a025192058622
**040**     ‡beng ‡erda
**100** 1   ‡aWilliams, Robin. ‡0(ME)227639
**245** 1 0 ‡aPatch Adams / Robin Williams.
**264**   1 ‡aUSA.
**336**     ‡aunspecified ‡bzzz ‡2rdacontent
**337**     ‡aunspecified ‡bz ‡2rdamedia
**338**     ‡aunspecified ‡bzu ‡2rdacarrier
**590**     ‡aDVD
**650**   0 ‡aPG-13.
**650**   0 ‡a1 Hr 56 Min.
**852**     ‡82/16/2016 ‡915 ‡t1
**904**     ‡aMARCIVE 2020
**901**     ‡a4154458 ‡bAUTOGEN ‡c4154458 ‡tbiblio ‡sSystem Local

Very basic, but I think there's a better record out there. To overlay this record, it needs to be marked for overlay first. To do that, click on the "Mark For" dropdown.

Next, I select the "Overlay Target" Option:



Next, I'm going to go into the "Import record from Z39.50" option under the "Cataloging" tab and do a search for this DVD. There isn't much information in the record above, but since the record above indicates it's a DVD, I'm just going to look at those records when the results populate.



Notice here that the record I marked earlier to be overlayed is listed.

The Z39.50 search pulled up 93 hits, including books, DVDs, soundtracks, etc. Scrolling through the list, I'm looking for an OCLC record with a 1999 release, which is when the DVD was released per an internet search. On line #48, I find a record that looks promising:

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 44 | Patch Adams | Williams, Robin | Collector's ed. ;... | 0783233736 | 1999 | Universal | minerva.maine.... | 41598070 |
| 45 | Patch Adams | Williams, Robin | Widescreen ver... | | c1999 | Universal Studi... | minerva.maine.... | 42784044 |
| 46 | Patch Adams : ... | Shadyac, Tom. | | | [2007?] | Universal Studi... | minerva.maine.... | 168321686 |
| 47 | Patch Adams | Shadyac, Tom | Ultimate ed. ; wi... | 0783258402 | c2001 | Universal Studi... | olc1.ohiolink.ed... | 47678378 |
| 48 | Patch Adams | Shadyac, Tom | Collector's editi... | 0783233736 | 1999 | | olc1.ohiolink.ed... | 41598070 |
| 49 | Patch Adams | Kemp, Barry | Collector's editi... | 9780783233734 | 2009 | | olc1.ohiolink.ed... | 738864594 |
| 50 | Patch Adams | Dedekerk, Steve | | | 2016 | | olc1.ohiolink.ed... | 945739202 |
| 51 | Stories for boys... | Brooks, Ben | First U.S. edition | 9780762465927 | 2018 | | olc1.ohiolink.ed... | 1023608503 |
| 52 | Patch Adams | Dedekerk, Steve | | | 2016 | | olc1.ohiolink.ed... | 945739202 |
| 53 | Patch Adams : ... | Stewart, Rod. | | | 1998 | | olc1.ohiolink.ed... | 40628904 |
| 54 | Patch Adams | Dedekerk, Steve | | | 2016 | | olc1.ohiolink.ed... | 945739202 |
| 55 | Patch Adams : ... | Stewart, Rod. | | | 1998 | | olc1.ohiolink.ed... | 40628904 |
| 56 | Patch Adams | Adams, Patch | Collector's ed. | 9780783233734 | 2009 | | tulsacitycounty | 738864594 |
| 57 | Stories for boys | Brooks, Ben | First U.S. editio | 9780762465927 | 2018 | | tulsacitycounty | 1023608503 |

It's got the <mark>right title</mark>, <mark>the director</mark>, the <mark>release date</mark> and it's an <mark>OCLC record</mark>. After highlighting it, I can scroll back to the top of the list and look at the MARC record via the "View MARC" button:

**LDR** 02038cgm a2200457Ia 4500
**001** 41598070
**003** OCoLC
**005** 20141129053827.0
**007** vd cgaizq
**008** 990623t19991999xxu116 g vleng d
**020**     ‡a0783233736
**020**     ‡a9780783233734
**028** 4 0 ‡a20546 ‡bUniversal
**040**     ‡aMDK ‡cMDK ‡dNTG ‡dOCLCQ ‡dTMI ‡dMTG ‡dOCLCQ ‡dKSU ‡dUtOrBLW
**050**   4 ‡aPN1995.9.C55 ‡bP38 1999
**082** 0 4 ‡a791.43
**245** 0 0 ‡aPatch Adams / ‡cUniversal Pictures presents a Blue Wolf-Farrell/Minoff-Bungalow 78 production ; screenplay by Steve Oedekerk ; produced by Barry Kemp [and others] ; directed by Tom Shadyac
**250**     ‡aCollector's edition ; widescreen
**264**   1 ‡aUniversal City, CA : ‡bUniversal, ‡c[1999]
**264**   4 ‡c℗℗1999
**300**     ‡a1 videodisc (116 min.) : ‡bsound, color ; ‡c4 3/4 in
**336**     ‡atwo-dimensional moving image ‡btdi ‡2rdacontent
**337**     ‡avideo ‡bv ‡2rdamedia
**338**     ‡avideodisc ‡bvd ‡2rdacarrier
**546**     ‡aLanguage tracks: English, French ; captioned for the hearing impaired
**538**     ‡aDVD
**511** 1   ‡aRobin Williams, Monica Potter, Philip Seymour Hoffman, Bob Gunton, Daniel London, Peter Coyote
**508**     ‡aDirector of photography, Phedon Papamichael ; film editor, Don Zimmerman ; music, Marc Shaiman
**500**     ‡aOriginally released as a motion picture

| 500 | ‡aFor specific features see interactive menu |
|---|---|

**520** ‡aPatch Adams is a doctor who doesn't look, act or think like other doctors. For Patch, humor is the best medicine, and he's willing to do just about anything to make his patients laugh-- even if it means risking his own career. Based on a true story

**500** ‡a"20546"--Container

**500** ‡aVideorecording

**600** 1 0 ‡aAdams, Patch, ‡d1945- ‡vDrama

**650** 0 ‡aComedy films

**650** 0 ‡aFeature films

**655** 7 ‡aVideo recordings for the hearing impaired. ‡2lcgft

**700** 1 ‡aShadyac, Tom

**700** 1 ‡aWilliams, Robin, ‡d1951-2014

**710** 2 ‡aUniversal Pictures (Firm)

**710** 2 ‡aUniversal Studios Home Video (Firm)

It looks very complete. I'm going to overlay the first record we found with this one. From here, I'll click "Overlay" button on the right side at the top of the list. That shows me both records side-by-side:

Choose merge profile [    ▼]  [Edit Z39.50 Record]

Replace TCN 4154458 ...

```
=LDR 006480g|0a2200253 004500
=001 4154458
=003 ME
=006 0000000000000000
=007 v0\0v0000
=008 000000000000000000000000000000|0000000000
=010 \\$a025192058622
=040 \\$beng$erda
=100 1\$aWilliams, Robin.$0(ME)227639
=245 10$aPatch Adams / Robin Williams.
=264 \1$aUSA.
=336 \\$aunspecified$bzzz$2rdacontent
=337 \\$aunspecified$bz$2rdamedia
=338 \\$aunspecified$bzu$2rdacarrier
=590 \\$aDVD
=650 \0$aPG-13.
=650 \0$a1 Hr 56 Min.
=852 \\$82/16/2016$915$t1
=904 \\$aMARCIVE 2020
=901 \\$a4154458$bAUTOGEN$c4154458$tbiblio$sSystem Local
```

With this?

```
=LDR 02038cgm a2200457Ia 4500
=001 41598070
=003 OCoLC
=005 20141129053827.0
=007 vd\cgaizq
=008 990623t19991999xxu116\g\\\\\\\\\\\vleng\d
=020 \\$a0783233736
=020 \\$a9780783233734
=028 40$a20546$bUniversal
=040 \\$aMDK$cMDK$dNTG$dOCLCQ$dTMI$dNTG$dOCLCQ$dKSU$dUtOrB
=050 \4$aPN1995.9.C55$bP38 1999
=082 04$a791.43
=245 00$aPatch Adams /$cUniversal Pictures presents a Blue
=250 \\$aCollector's edition ; widescreen
=264 \1$aUniversal City, CA :$bUniversal,$c[1999]
=264 \4$c©b1999
=300 \\$a1 videodisc (116 min.) :$bsound, color ;$c4 3/4 i
=336 \\$atwo-dimensional moving image$btdi$2rdacontent
=337 \\$avideo$bv$2rdamedia
=338 \\$avideodisc$bvd$2rdacarrier
=546 \\$aLanguage tracks: English, French ; captioned for
=538 \\$aDVD
=511 1\$aRobin Williams, Monica Potter, Philip Seymour Hof
=508 \\$aDirector of photography, Phedon Papamichael ; fil
=500 \\$aOriginally released as a motion picture
=500 \\$aFor specific features see interactive menu
=520 \\$aPatch Adams is a doctor who doesn't look, act or
=500 \\$a"20546"--Container
=500 \\$aVideorecording
=600 10$aAdams, Patch,$d1945-$vDrama
=650 \0$aComedy films
=650 \0$aFeature films
=655 \7$aVideo recordings for the hearing impaired.$2lcgft
=700 1\$aShadyac, Tom
=700 1\$aWilliams, Robin,$d1951-2014
=710 2\$aUniversal Pictures (Firm)
=710 2\$aUniversal Studios Home Video (Firm)
```

From here, I scroll down to the bottom of the screen and clicked on "==Overlay==":

```
=500 \\$aVideorecording
=600 10$aAdams, Patch,$d1945-$vDrama
=650 \0$aComedy films
=650 \0$aFeature films
=655 \7$aVideo recordings for the hearing impaired.$2lcgft
=700 1\$aShadyac, Tom
=700 1\$aWilliams, Robin,$d1951-2014
=710 2\$aUniversal Pictures (Firm)
=710 2\$aUniversal Studios Home Video (Firm)
```

[Overlay]   [Cancel]
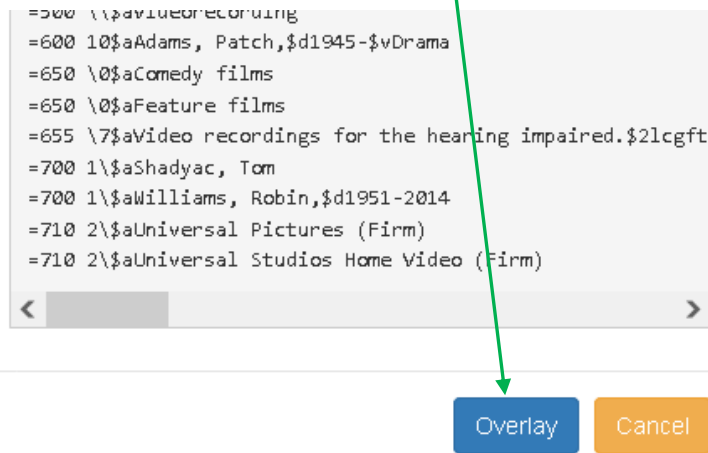
From here, the screen refreshes and I can see the new record:

Show Search Form

**Record Summary**   DVD

| | | | | | | |
|---|---|---|---|---|---|---|
| **Title:** | Patch Adams | **Edition:** | Collector's edition ; widescreen | **TCN:** | 4154458 | **Created By:** admin |
| **Author:** | | **Pubdate:** | 1999 | **Database ID:** | 4154458 | **Last Edited By:** MEcataloger |
| **Bib Call #:** | PN1995.9.C55 P38 1999 | **Record Owner:** | | **Created On:** | 12/2/20, 11:26 AM | **Last Edited On:** 10/29/21, 1:21 PM |

[Patron View] [Place Hold] [Add Holdings] [Serials ▾] [Mark For... ▾] [Other Actions ▾]

[Set Default View]

Item Table   **MARC Edit**   MARC View   View Holds   Monograph Parts   Holdings View   Conjoined Items   Shelf Browse   Patron View

```
LDR 02038cgm a2200457la 4500
001 4154458
003 ME
005 20141129053827.0
007 vd cgaizq
008 990623t19991999xxu116 g vleng d
020    ‡a 0783233736
020    ‡a 9780783233734
028 4 0 ‡a 20546 ‡b Universal
035    ‡a (OCoLC)41598070
040    ‡a MDK ‡c MDK ‡d NTG ‡d OCLCQ ‡d TMI ‡d MTG ‡d OCLCQ ‡d KSU ‡d UtOrBLW
050  4 ‡a PN1995.9.C55 ‡b P38 1999
082 04 ‡a 791.43
```

From here, we can go into "==MARC Edit==" and finish adding fields. I'm going to add my library code to the ==040== tag, delete the ==050== tag and I'm going to add a ==902== tag letting everyone know I overlaid this record:

=040 \\$aMDK$cMDK$dNTG$dOCLCQ$dTMI$dMTG$dOCLCQ$dKSU$dUtOrBLW$MEC

=902 \\$aMEC$b10/29/2021$coverlay

Don't forget to save your changes!

The new record looks like this:

=LDR 02038cgm a2200457Ia 4500

=001 4154458

=003 ME

=005 20141129053827.0

=007 vd\cgaizq

=008 990623t19991999xxu116\g\\\\\\\\\\\vleng\d

=020 \\$a0783233736

=020 \\$a9780783233734

=028 40$a20546$bUniversal

=035 \\$a(OCoLC)41598070

=040 \\$aMDK$cMDK$dNTG$dOCLCQ$dTMI$dMTG$dOCLCQ$dKSU$dUtOrBLW$MEC

=082 04$a791.43

=245 00$aPatch Adams /$cUniversal Pictures presents a Blue Wolf-Farrell/Minoff-Bungalow 78 production ; screenplay by Steve Oedekerk ; produced by Barry Kemp [and others] ; directed by Tom Shadyac

=250 \\$aCollector's edition ; widescreen

=264 \1$aUniversal City, CA :$bUniversal,$c[1999]

=264 \4$c℗♭1999

=300 \\$a1 videodisc (116 min.) :$bsound, color ;$c4 3/4 in

=336 \\$atwo-dimensional moving image$btdi$2rdacontent

=337 \\$avideo$bv$2rdamedia

=338 \\$avideodisc$bvd$2rdacarrier

=546 \\$aLanguage tracks: English, French ; captioned for the hearing impaired

=538 \\$aDVD

=511 1\$aRobin Williams, Monica Potter, Philip Seymour Hoffman, Bob Gunton, Daniel London, Peter Coyote

=508 \\$aDirector of photography, Phedon Papamichael ; film editor, Don Zimmerman ; music, Marc Shaiman

=500 \\$aOriginally released as a motion picture

=500 \\$aFor specific features see interactive menu

=520 \\$aPatch Adams is a doctor who doesn't look, act or think like other doctors. For Patch, humor is the best medicine, and he's willing to do just about anything to make his patients laugh-- even if it means risking his own career. Based on a true story

=500 \\$a"20546"--Container

=500 \\$aVideorecording

=600 10$aAdams, Patch,$d1945-$vDrama

=650 \0$aComedy films

=650 \0$aFeature films

=655 \7$aVideo recordings for the hearing impaired.$2lcgft

=700 1\$aShadyac, Tom

=700 1\$aWilliams, Robin,$d1951-2014

=710 2\$aUniversal Pictures (Firm)

=710 2\$aUniversal Studios Home Video (Firm)

=901 \\$a4154458$bOCoLC$c4154458$tbiblio$sSystem Local

=902 \\$aMEC$b10/29/2021$coverlay


To see a demonstration of this, please watch Advanced Cataloging Video 4.

# Deleting Bibliographic records

A record can only be deleted if there aren't any items or call numbers attached to it. In addition, Missouri Evergreen system is configured to automatically delete a MARC record once all the items and call numbers attached to it are deleted.

However, there are situations where a bibliographic record that has no items attached may need to be deleted. For example, the wrong record is accidently imported or two different records were downloaded for the same resource. As the cataloger you have a few options: you can either overlay the wrong record with the correct one, you can merge records or you can delete the incorrect record.

The first step is to search the record in question in the database. In this case I looked for the book "Hollywood's Unsolved Mysteries" ISBN 1561710652



From here, click on the "MARC Edit" tab. Then click on the "Delete Record" button.

That generates this pop-up. Click on the "Confirm" button.



The refreshes the record with this note:



Note: the book is now deleted / inactive and can only be retrievable by the TCN or a bibliographic record ID search.

To see a demonstration for this, please watch Advanced Cataloging Video 5

# Creating records for non-bibliographic materials

Now we are going to catalog a resource that's not a book. (We'll get to bibliographic creation later.) Using all of our previously practiced skills, we can create a MARC record for any resource that we want to check out to patrons and that we want to track. This should only be done if a record cannot be found and copied or imported. This method can be used for anything: fishing rods, telescopes, cake pans, hotspots, toys, games, literally anything. Before doing this, ensure there isn't a current record you can use and there isn't one you can import.

First, go the "Cataloging" tab and select "Create New MARC record":
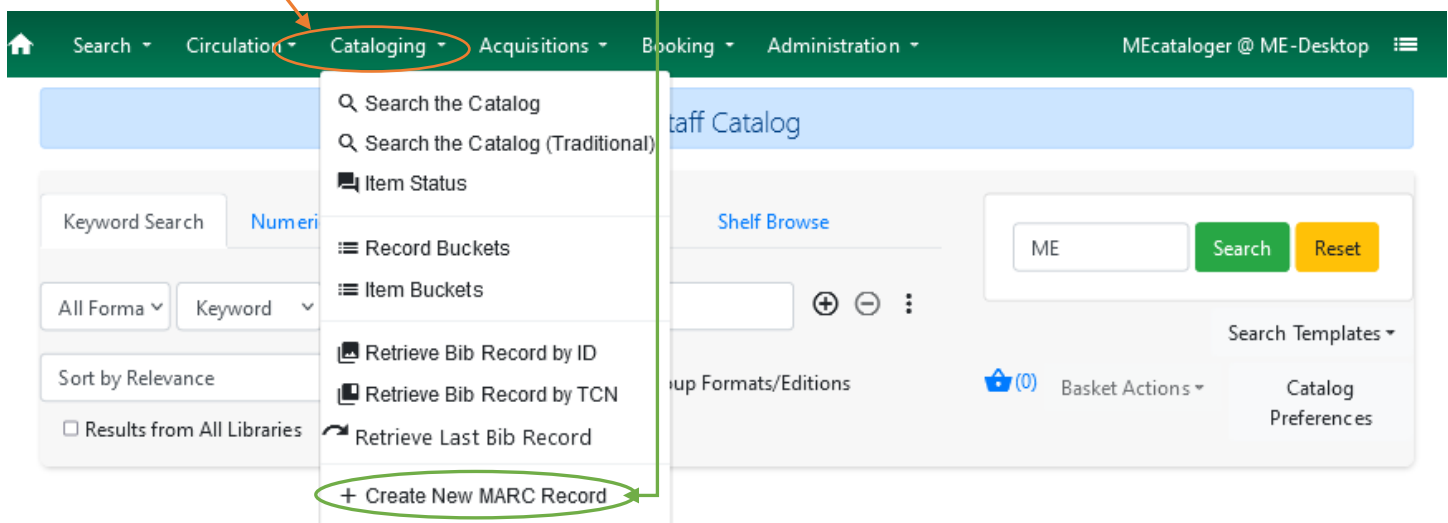


This takes us to the MARC template screen. These are templates developed by other catalogers that include some basic MARC tags for a specific type of resource. These templates aren't what I want as I'm going to create a record for an external CD / DVD read write drive for a laptop or desktop. Instead, I picked Playaway, which is an equipment type. Here's the "Playaway" MARC template:

=LDR 01149cim a2200265Ka 4500

=007 cz

=007 sz

=008 070101s\\\\\\\\\\\\\\\\\\s\\\\\\\\\\\\\eng\d

=020 \\$a

=100 \\$a

=245 \\$a$h[Playaway]

=250 \\$aPlayaway ed

=260 \\$a

=300 \\$a1 sound media player$bdigital ;$c8 1/2 x 5 1/2 cm. +$e1 set of earphones + 1 AAA battery.

=500 \\$aIssued on Playaway, a dedicated audio media player, manufactured by Findaway World, LLC.

=511 \\$a

=520 \\$a

=538 \\$aPlayaway Digital Audio.

=650 \\$a

=650 \\$a

=650 \\$a

=700 \\$a

=710 \\$aFindaway World, LLC.

From this point, I want to click on "Save."

```
☑ Flat Text Editor    ☑ Stack subfields    Record Type    REC    Select a Source    ⌄    Validate    Save    Help

=LDR 00499ngd a22001937  4500
=001 2484651
=003 ME
=005 20190125193557.0
=007 cz
=007 sz
=008 070101s\\\\\\\\\\\\\\\\\s\\\\\\\\\\\\\eng\d
=035 \\$a(MoStc)43344
=040 \\$beng$erda
=245 00$aEquipment
=246 \\$aProjector
=246 \\$aChrome Book
=246 \\$aLaptop
=260 \\$a[Chillicothe, MO]
=336 \\$aunspecified$bzzz$2rdacontent
=337 \\$aunspecified$bz$2rdamedia
=338 \\$aunspecified$bzu$2rdacarrier
=904 \\$aMARCIVE 2017
=901 \\$a2484651$bUnknown$c2484651$tbiblio
```

The screen then refreshes and I'm into the new record. This gives me the basis of what I want to catalog. Most likely I will modify each tag and add numerous other ones. For the first part of this section, I will be editing in the "Enhanced MARC editor" as I will need to look at each option and see if it needs to be modified. Know too that this process is a little clunky as I'm going to trying to fit my object into options that might not be totally accurate – known as the square-peg-in-a-round-hole in cataloging theory.

I'll modify the fixed fields first, as best I can. Refer to OCLC's Fixed Field Webpage to fill out this field exactly.

By using the right mouse click, most of these fields will give you options to choose from.

For the rest of the record, I went back to the "Flat Text Editor" and added and deleted tags as necessary. Be sure to save your changes periodically. When you're working in the MARC editor program, the system thinks the session is idle. It will eventually time out and it will not automatically save your changes.

The first tag I modified was the 024 (UPC) tag:

> =024 1\\$a71919624894
>
> =024 1$aB07DLRG9VH

Then I added my code to the 040 tag:

> =040 \\$beng$erda$dMEC

I followed this by adding a 049 tag, showing that I created or imported this record:

> =049 \\$aMECA

On the 245 tag, I simply added the title as it appeared on the box:

> =245 \\$aUltra Slim Portable DVD writer

I then added a 246 tag:

> =246 \\$aEquipment

Next came a 260 tag with as much information as I could find either on the box or through an internet search:

> =260 \\$aLG$eMayalsia$fLG

The 300 tag included the physical measurements of the unit and everything that came withit:

> =300 \\$a1 unit :$bblack ;$c5.7"x.6"x.5.4" ;$eone MicroUSB to USB-A power cord, one Cyberlink Media Suite for DVD disc and one quickstart guide

Because this is equipment, the information in the <mark>336- 338</mark> RDA tags needs to be modified:

=336 \\$athree-dimensional form$btdf$2rdacontent

=337 \\$aunmediated$bz$2rdamedia

=338 \\$aobject$bsz$2rdacarrier

The majority of terms and information were added via the <mark>5</mark>xx tags, which came from the manufacturer:

=500 \\$aPart number SP80NB80

=500 \\$aConnects to TVs, laptops, computers

=500 \\$afor Windows systems (10, 8.1, 8/7) and Mac OS X (10.7.5)

=538 \\$a CPU requirements: Pentium IV (2.4 Ghz), 1 GB of RAM

=500 \\$a Plug & play. Easy to use and powered by a USB port. No external driver and power cable needed. Just plug it into your USB port and the DVD driver will be detected. High speed. Compatible with USB 3. 0 and backwards compatible with USB 2. 0, bringing faster data transmission speed (up to a maximum of 5Gbps) and stable performance with strong fault tolerance. Designed with eject button so that you never have to worry about your disc getting stuck inside this external CD/DVD drive. The copper mesh technology of this external component, you can be rest assured of stable data transmission. Brushed texture shell brings trendy sight and touch enjoyment. Wide compatibility. Ideal for various devices. It supports Windows XP/2003/Vista/7/8. 1/10, Linux, all version Mac OS system. For the desktops, please connect the device to the back USB port of the motherboard for normal use

This is what my final MARC record looks like:

=LDR 00499nrd a22001937  4500

=007 cz

=007 sz

=008 070101s\\\\\\\\\\\\\\\\\\s\\\\\\\\\\\\eng\d

=001 4385540

=003 ME

=005 20211110143102.0

=024 1\$a71919624894

=024 1$aB07DLRG9VH

=035 \\$a(ME)2484651

=040 \\$beng$erd$dMEC

=049 \\$aMECA

=246 \\$aEquipment

=245 \\$aUltra Slim Portable DVD writer

=260 \\$aLG$eMayalsia$fLG

=300 \\$a1 unit :$bblack ;$c5.7"x.6"x.5.4" ;$eone MicroUSB to USB-A power cord, one Cyberlink Media Suite for DVD disc and one quickstart guide

=336 \\$athree-dimensional form$btdf$2rdacontent

=337 \\$aunmediated$bz$2rdamedia

=338 \\$aobject$bsz$2rdacarrier

=500 \\$aPart number SP80NB80

=500 \\$aConnects to TVs, laptops, computers

=500 \\$afor Windows systems (10, 8.1, 8/7) and Mac OS X (10.7.5)

=538 \\$a CPU requirements: Pentium IV (2.4 Ghz), 1 GB of RAM

=500 \\$a Plug & play. Easy to use and powered by a USB port. No external driver and power cable needed. Just plug it into your USB port and the DVD driver will be detected. High speed. Compatible with USB 3. 0 and backwards compatible with USB 2. 0, bringing faster data transmission speed (up to a maximum of 5Gbps) and stable performance with strong fault tolerance. Designed with eject button so that you never have to worry about your disc getting stuck inside this external CD/DVD drive. The copper mesh technology of this external component, you can be rest assured of stable data transmission. Brushed texture shell brings trendy sight and touch enjoyment. Wide compatibility. Ideal for various devices. It supports Windows XP/2003/Vista/7/8. 1/10, Linux, all version Mac OS system. For the desktops, please connect the device to the back USB port of the motherboard for normal use.

=901 \\$a4385540$bAUTOGEN$c4385540$tbiblio

Aside from not having an image, this looks like a good record to me. And this is how it looks on a search:



Most of the technical information came from the box and was verified on Amazon. Of course, it's still not quite done as I still need to add an owning library, a call number and a bar code.

And this is my personal rule of thumb: when creating a new MARC record from scratch, allow at least an hour per item being created. This gives you plenty of time to fill out the record accurately and completely. Even though this record was shorter, it still took about 50 minutes to complete from beginning to end. Again, we prefer you either add an item to an existing record when you can or import a good record when you need to, as these are both huge time-savers.

For a demonstration of this, please watch Advanced Cataloging Video 6.

## Creating original MARC records

This is it! Everything we've done in both the basic cataloging and advanced cataloging sessions has led us to this point: the creation of a brand-new book that doesn't currently have a MARC record in MEC catalog, nor can it be imported. I've discovered as of late that many self-published books will not be recorded in the Library of Congress or OCLC. Knowing that, I will still do a title search and an ISBN search in MEC as well as the Z39.50 protocol to verify that a new record needs to be created. As we've established, I hate reinventing the wheel.

Let's begin!

I'm going to catalog a self-published book titled: "**The Golden Age Black Cat: Volume 1**" published by Gwandanaland Comics #1055, ISBN is 9781546560159. (These are the adventures of one of the first super-heroines in comics. She first appeared in August 1941, beating Wonder Woman to print by four months.) There is a minimal amount of information on this book from the book itself – it doesn't have a verso page and has scant publishing information in it. Most of my research is going to come from all the resources we've discussed: The Library of Congress, Worldcat, OCLC, other libraries, Amazon, and other databases that have pertinent information.

First let's do an ISBN search in MEC and the Library of Congress for both the title and the ISBN. Here are the results for the MEC catalog:

So far, so good. Now onto the Library of Congress. My first search is a bust.



The ISBN came up with similar results.

As I predicted, nothing so far. But I haven't given up. Next, I'll try WorldCat and see if the book is cataloged in OCLC. While I did get a few hits on other Black Cat books – namely a manga series and a Marvel Comics character – the one I wanted wasn't listed. Doing an ISBN search gave me similar results.



Finally, to verify I have the right book, title and ISBN, I'm going to go to Amazon to see if it's listed there. First by title:



And then by ISBN:

Now I'm going to create the MARC record. First from the Cataloging dropdown menu, I'm going to select "Create New MARC Record." Then I'm going to select the "book" template. Here's my starting point:

```
=LDR 00419nam a2200169   4500
=001
=003 ME
=005 20180802162749.0
=008 \\\\\\\t\\\\\\\\\\\\\0eng
=040 \\$beng$erda
=100 1\$a,$eauthor
=245 \\$a/
=264 \1$a:$b,$c
=300 \\$apages :$ccm
=336 \\$atext$btxt$2rdacontent
=337 \\$aunmediated$bn$2rdamedia
=338 \\$avolume$bnc$2rdacarrier
```

Now I'm going to start adding fields to fill out the record.

In discussing MARC records, we briefly looked at the fixed MARC fields, the 008 tag. In creating a new MARC record, we will need to either verify the information in those tags or edit them accordingly. To do this, we'll need to be in the record, go to the "MARC edit" tab, then select the "Enhanced MARC Editor" tab:

| Type | a | ELvl |  | Srce | d | Audn | g | Ctrl |  | Lang | eng |
| BLvl | c | Form | r | Conf |  | Biog |  | MRec |  | Ctry | cau |
|  |  | Cont | 6 | GPub |  | LitF | c | Indx |  |  |  |
| Desc | i | Ills | a | Fest |  | DtSt | s | Date1 | 2017 | Date2 |  |

In this mode, we have an option in each field that we can select. Fields without options need to be filled in per OCLC's Fixed Field Webpage for the most accurate results.

Notice that if we right-mouse click on the first field labeled "Type" we have several options we can select from:
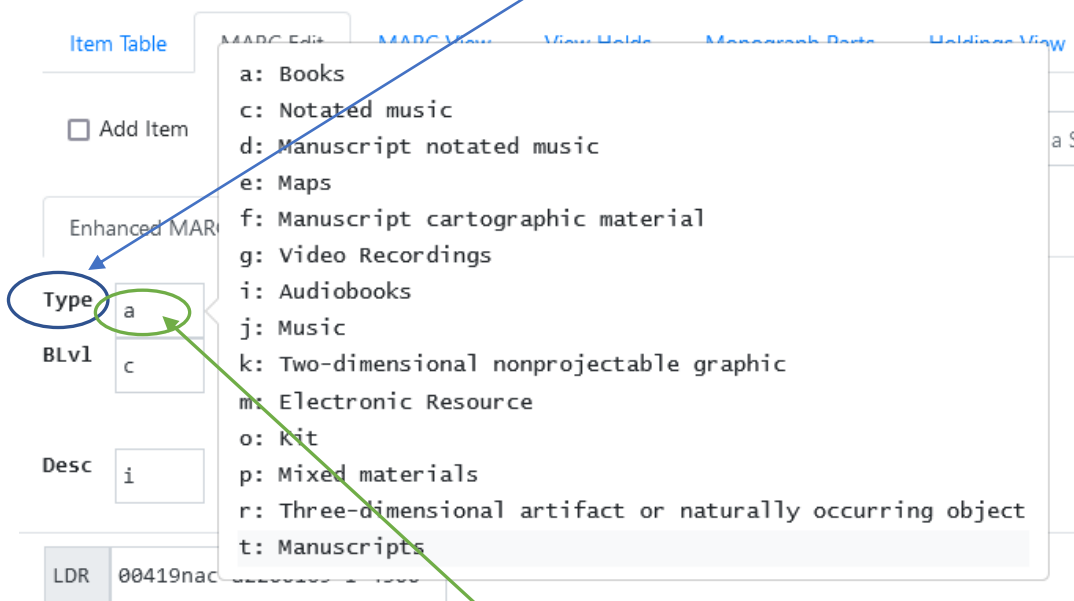


For this new record I'm creating, I'm going to select "a" under "Type" as my item is a book. Then I'm going to go through each field and select the most appropriate choice for this resource.

There are multiple options that can be entered in these fields. For filling this section out completely and correctly, please refer to the OCLC Fixed Field webpage for complete a list of descriptions and possibilities.

For my book, this is how I filled the fixed fields out:



Since we've already discussed the **Type** field, lets looks the others as well, going left to right, one line at a time.

**1st line:**



- **Elvl – Encoding level.** This code indicates the fullness of the record. The default is a blank which I left.
- **Srce- Source** identifies the source of the record. The "d" option means other, which indicates the record is not originally from a national bibliographic agency or a cooperative cataloging program.
- **Audn- Target audience** identifies the intellectual level of the audience for this resource. There are codes here for preschool up to specialized. I chose option "g" for general.
- **Ctrl – Type of Control** Describes the archival level of the resource. The default is blank, so I left it.

50

- **Lang—Language** Code defines what language the book is written in. In this case, English ("eng")

**2nd line**

| BLvl | | Form | | Conf | | Biog | | MRec | | Ctry | |
|------|---|------|---|------|---|------|---|------|---|------|-----|
| | c | | | | | | | | | | cau |

- **BLvL – Biographic level** I chose "c" which means this book is a collection and wasn't originally published together.
- **Form – Form of item** describes the resource's form. Again, there are multiple format types available here. For a book, unless the form is clearly defined, leave this option blank.
- **Conf – Conference publication** identifies if the resource came from a conference. The default is blank.
- **Biog – Biography** describes if the resource has any biographical data in it. The default is blank.
- **MRec – Modified record** for original cataloguing, the default is blank.
- **Ctry – Country of Publication** a two or three code describing where the book was published. For books from the United States, a two-letter state code plus a u (for USA)

**3rd line**

| Cont | | GPub | | LitF | | Indx | |
|------|---|------|---|------|---|------|---|
| | 6 | | | | c | | |

- **Cont – Nature of Contents** a description of certain types of materials. The "6" here represents comics and graphics novels.
- **Gpub – Government Publication** identifies whether the resource is a government publication. The default is a blank, which indicates this is not a government publication.
- **LitF – Literary form** the "c" stands for comics. Oddly enough, this code is available on the Evergreen system but is not listed on the OCLC site.
- **Indx –** Identifies whether a work has an index or not. The default is the blank, which means no index is available.

**4th line**

| Desc | | Ills | | Fest | | DtSt | | Date1 | | Date2 | |
|------|---|------|---|------|---|------|---|-------|------|-------|---|
| | i | | a | | | | s | | 2017 | | |

- **Desc -Descriptive Cataloging Form** defines whether the item has been cataloged according to the provisions of the International Standard Bibliographic Description (ISBD). We will always catalog to these provisions so "i" is the best choice.
- **Ills – Illustrations** indicates if the resource has illustrations. There are a number of options available for this filed. In this case, "a" is the best choice since the book is completely illustrated.
- **Fest – Festschrift** is a German term that is defined as a complimentary or memorial publication usually in the form of a collection of essays, addresses, or biographical, bibliographic, scientific, or other contributions. The default is blank, so I left it that way.

- **DtSt – Type of Date / Publication Status** this code is used categorize types of dates in association with the resource. Since the date of publication is listed in the resource, the "s" option is the best choice.
- **Date1 /Date2** – these are used if there are a series of dates involved for a publication If a magazine was published over five years, the start year would go in Date1 and the end year would go in Date2. For single publishing dates – like a book – the date of publication would go in Date1.

From here, I'm going to start building a MARC record.

The first thing i add is the 020 ISBN tags with two qualifiers, format and volume:

=020 \\$a9781546560159$qtpk.$qv.1 $c34.99

=020 \\$a1546560157

Next are the 040 and 049 tags:

=040 \\$aMEC

=049 \\$aMECA

Next I'm going to add a 082 Dewey call number:

=082 0\$a741.5942

Now for the 245 tag, with a volume number and the statement of responsibility:

=245 04$aThe Golden Age Black Cat :$nVolume 1, #1055 /$ccompiled by Lance Jones.

Following that, I also added a 246 tag:

=246 0\$aOriginal Black Cat

(My reason: There are several characters named Black Cat in comics. The Golden Age character is also referred to as the original Black Cat, since she was the first.)

Then I added both a 257 tag and the 264 tags:

=257 \\$aUnited States

=264 \1$aSan Bernadino, CA. :$bGwandanaland Comics, $c2017.

(This is a good place to note that I didn't talk about the 257 tag previously. It's an optional tag and the country code in the 008 tag should suffice. I included it here to illustrate that more tags can be found and added at the cataloger's discretion.)

For the 3xx tags I added the physical description and the RDA tags:

=300 \\$a258 pages :$bcolor illustrations ;$c28 cm.

=336 \\$atext$btxt$2rdacontent

=337 \\$aunmediated$bn$2rdamedia

=338 \\$avolume$bnc$2rdacarrier

I followed that with some 500 information tags regarding where some of the information for this book came from on the web along with some other pertinent information:

=500 \\$aOriginally published by Harvey Comics in Pocket Comics #1-4 (August 1941-January 1942), Speed Comics 18-31 (April 1942-March 1944), Speed Comics #33-37 (July 1944-May 1945) and Speed Comics #44 (January 1944).

=500 \\$aOriginal scans from Comic Book Plus and the Digital Comic Museum websites; publishing and story information from the Grand Comics Database website.

=500 \\$aOne of the first super-heroines from the Golden Age of Comics, Black Cat's first appearance predates Wonder Woman by four months.

=500 \\$aArtists in these stories were determined by signatures or by art style analysis. None of the writers for these stories are credited.

The next 510 tags are reference tags that include the URL locations where the scans and information came from.

=510 2\$aComic Book Plus$uhttps://comicbookplus.com/

=510 2\$aDigital Comic Museum$uhttps://digitalcomicmuseum.com/

=510 2\$aGrand Comic Database$uhttps://www.comics.org/

Next came my 520 summary tag:

=520 \\$aLinda Turner is the daughter of silent film Western actor Tim Turner, and a former Hollywood stunt woman. Linda has made the transition from stuntwoman to leading actress. During the filming of an unnamed picture, Linda suspects the film's director, Garboil of being a Nazi spy. In order to follow him and gain corroborating evidence, she disguises herself in a backless blue blouse, red shorts, blue flared gloves, red buccaneer boots and a blue opera mask and calls herself the Black Cat. While following Garboil, Black Cat meets Rick Horne, a reporter for the Los Angeles Globe who has been assigned to investigate rumors of a Nazi spy ring in LA. Initially disdainful of each other, the pair are forced to work together. They discover that Garboil is planting secret information in his motion pictures. Using her knowledge of the studio, Black Cat sneaks into the editing room and changes the edit of the picture to render the information useless. When they are discovered, Rick and Black Cat physically overpower the spies and turn them in. Garboil escapes and Linda decides to maintain her Black Cat identity in order to keep watch over his activities.

These were followed by some 6xx tags:

=600 00$aBlack Cat $c(Fictitious character) $vComic books, strips, etc.

=650 \0$aWomen superheroes $vComic books, strips, etc.

=655 \0$aDetective and mystery comic books, strips, etc.

=655 \0$aSuperhero comic books, strips, etc.

=655 \7$aComics (Graphic works). $2lcgft

Due to my sense of completeness, I also included 7xx tags for the major artists (This information came from the [Library of Congress Authority website](#).):

=700 1\$aJones, Lance (compilation editor, publisher)

=700 1\$aGabriele, Al, $d1916-1992 , $gartist.

=700 1\$aCazeneuve, Arturo, $d1919-1992 , $eartist.

=700 1\$aPowell, Bob, $d 1916-1967,$eartist.

=700 1\$aKubert, Joe, $d 1926-2012, $eartist.

=700 1\$aElgin, Jill, $d 1923-2005, $eartist.

Finally, I copied the URL information in the 510 tags and put them into the three 856 tags:

=856 4\$aComic Book Plus$u[https://comicbookplus.com/](https://comicbookplus.com/)

=856 4\$aDigital Comic Museum$u[https://digitalcomicmuseum.com/](https://digitalcomicmuseum.com/)

=856 4\$aGrand Comic Database$u[https://www.comics.org/](https://www.comics.org/)

Below is my final new original MARC record:

=LDR 00419nam a2200169   4500

=001 4385543

=003 ME

=005 20220121191121.0

=008 \\\\\\\t2017\\\\caua\\\gr6\\\\\\\\\c\eng\d

=020 \\$a9781546560159$qtpk.$qv.1 $c34.99

=020 \\$a1546560157

=040 \\$beng$erda$dmec

=049 \\$aMECA

=082 0\$a741.5942

=245 04$aThe Golden Age Black Cat :$nVolume 1, #1055 /$ccompiled by Lance Jones.

=246 0\$aOriginal Black Cat

=257 \\$aUnited States

=264 \1$aSan Bernadino, CA. :$bGwandanaland Comics, $c2017.

=300 \\$a258 pages :$bcolor illustrations ;$c28 cm.

=336 \\$atext$btxt$2rdacontent

=337 \\$aunmediated$bn$2rdamedia

=338 \\$avolume$bnc$2rdacarrier

=500 \\$aOriginally published by Harvey Comics in Pocket Comics #1-4 (August 1941-January 1942), Speed Comics 18-31 (April 1942-March 1944), Speed Comics #33-37 (July 1944-May 1945) and Speed Comics #44 (January 1944).

=500 \\$aOriginal scans from Comic Book Plus and the Digital Comic Museum websites; publishing and story information from the Grand Comics Database website.

=500 \\$aOne of the first super-heroines from the Golden Age of Comics, Black Cat's first appearance predates Wonder Woman by four months.

=500 \\$aArtists in these stories were determined by signatures or by art style analysis. None of the writers for these stories are credited.

=510 2\$aComic Book Plus$uhttps://comicbookplus.com/

=510 2\$aDigital Comic Museum$uhttps://digitalcomicmuseum.com/

=510 2\$aGrand Comic Database$uhttps://www.comics.org/

=520 \\$aLinda Turner is the daughter of silent film Western actor Tim Turner, and a former Hollywood stunt woman. Linda has made the transition from stuntwoman to leading actress. During the filming of an unnamed picture, Linda suspects the film's director, Garboil of being a Nazi spy. In order to follow him and gain corroborating evidence, she disguises herself in a backless blue blouse, red shorts, blue flared gloves, red buccaneer boots and a blue opera mask and calls herself the Black Cat. While following Garboil, Black Cat meets Rick Horne, a reporter for the Los Angeles Globe who has been assigned to investigate rumors of a Nazi spy ring in LA. Initially disdainful of each other, the pair are forced to work together. They discover that Garboil is planting secret information in his motion pictures. Using her knowledge of the studio, Black Cat sneaks into the editing room and changes the edit of the picture to render the information useless. When they are discovered, Rick and Black Cat physically overpower the spies and turn them in. Garboil escapes and Linda decides to maintain her Black Cat identity in order to watch over his activities.

=600 00$aBlack Cat $c(Fictitious character) $vComic books, strips, etc.

=650 \0$aWomen superheroes $vComic books, strips, etc.

=655 \0$aDetective and mystery comic books, strips, etc.

=655 \0$aSuperhero comic books, strips, etc.

=655 \7$aComics (Graphic works). $2lcgft

=700 1\$aJones, Lance (compilation editor, publisher)

=700 1\$aGabriele, Al, $d1916-1992 , $gartist.

=700 1\$aCazeneuve, Arturo, $d1919-1992 , $eartist.

=700 1\$aPowell, Bob, $d 1916-1967,$eartist.

=700 1\$aKubert, Joe, $d 1926-2012, $eartist.

=700 1\$aElgin, Jill, $d 1923-2005, $eartist.

=856 4\$aComic Book Plus$uhttps://comicbookplus.com/

=856 4\$aDigital Comic Museum$uhttps://digitalcomicmuseum.com/

=856 4\$aGrand Comic Database$uhttps://www.comics.org/

=901 \\$a4385543$bAUTOGEN$c4385543$tbiblio

And here is the patron view:



For a demonstration of this, please watch Advanced Cataloging Course 7.

And that's the end of the course!

This course only touches on some of the basics of cataloging. For more in-depth information outside of this training – including other options available from the cataloging section, please refer to the Evergreen Cataloging instructions.

# Certification work (all work will be done in the [test server](test server))

1. **MARC editing**
   A. Find a MEC catalog MARC record that needs to be added to or edited.

   B. Copy the MARC record before you edit it.

   C. Label this image "Pre-edits."

   D. Add some other tags and information to the record, making it more complete.

   E. Copy the record after you edit it.

   F. Label this image "Post-edits."

   G. Put both copies in a Word Document, Google Doc or a PDF  document labeled **"1. MARC editing."**


2. **Merging records**

   A. Find two or more records of the same item in the MEC catalog that belong in the same record.

   B. Add both records (or more) into a basket and take a screenshot showing the number of records in the basket.

   C. Add all the basket items to a new bucket and name it. Take a screenshot of the bucket name.

   D. Merge the two (or more) records together

   E. Edit the MARC record as necessary.

   F. Take a screenshot of the final MARC record and another screenshot with all holdings in it.

   G. Put these images into a Word Document, Google Doc or a PDF  labeled **"2. Merging records."**

3. **Importing records**
   A. Find a record that is not in the MEC catalog.

   B. Take a screenshot of both an ISBN search and a title search. (Both searches should be empty.)

   C. Find a record to import using the Z39.50 protocol.

   D. Take a screenshot of the record you find and import it.

   E. Import the record using the Z39.50 protocol.

   F. Edit the MARC record as necessary.

   G. Copy the final MARC record.

   H. Put these images and data into a Word Document, Google Doc or a PDF  labeled **"3. Importing records."**


4. **Overlaying records**
   A. Find a record in the MEC catalog that is incomplete.

   B. Mark it for overlay and take a screen shot of it.

   C. Find a better record using the Z39.50 protocol and take a screen shot of the second record.

   D. Overlay the better record on the incomplete one.

   E. Edit the MARC record as needed.

   F. Copy the final MARC record.

   G. Put these images into a Word Document, Google Doc or a PDF labeled **"4. Overlaying records."**


5. **Deleting records**
   A. Delete the record you imported in #3.

   B. Take a screenshot of the search page after the delete.

   C. Put this image into a Word Document, Google Doc or a PDF  labeled **"5. Deleting records."**

6. **Non-bibliographic record creation.**
    A. Find an object on your desk and create a MARC record for it.

    B. Use at least 6 to 10 tags for the record.

    C. Copy the MARC information.

    D. Take a screen shot of the patron search screen after you create it

    E. Put these into a Word Document, Google Doc or a PDF labeled **"6. Non bibliographic record creation."**


7. **Original MARC Record creation**
    A. Find a resource that is not in the MEC catalog. (note: self-published books, locally published books – especially cookbooks- or self-made music CDs of local singers or bands are great for this exercise.)

    B. Briefly describe the resource with a title, a creator, an ISBN or a UPC if available.

    C. Search the title and the ISBN in the following databases: the MEC catalog, the Library of Congress and WorldCat. Verify there is no record available for your item. Take a screenshot of all the searches to show the item doesn't exist. (6 in all). (You may include a screenshot from Amazon if the item is listed there.)

    D. Open up the MARC creation option for the resource you've chosen. Include as many tags as you want. However, there should be a minimum of 10 tags, including at least three 6xx tags if possible. The 040 tag, the 049 tag, and the 336-338 tags that you add do not count for this exercise but must be included. Be sure to include a 520 tag (You can count that one as one tag!)

    E. Copy the final MARC record.

    F. Get a screenshot of a search of your item from the catalog using the patron's screen.

G. Put all of these images and data into a Word Document, Google Doc or a PDF labeled **"7. Original MARC record."**

Email all of your work to [gbwhitmore@msn.com](mailto:gbwhitmore@msn.com) and your supervisor. We will look over your work and make any suggestions as needed.

# Appendix 1 – sample MARC records for different formats

(Additional MARC record examples can be found in Appendix A of the Basic Cataloging in RDA book, pages 117-145)

**Regular print book MARC record example:**

=LDR 02338cam a2200517Ii 4500
=001 1667679
=003 ME
=005 20210210174552.0
=008 150501s2015\\\\nyu\\\\e\\\\\\000\1\eng\\
=010 \\$a  2015017153
=020 \\$a9781250022080$q(trade paperback)
=020 \\$a1250022088$q(trade paperback)
=040 \\$aDLC$beng$erda$cDLC$dDLC$dICrlF
=042 \\$apcc
=043 \\$an-cn-qu
=049 \\$aMJ8A
=082 00$a813/.6$223
=100 1\$aPenny, Louise.$0(ME)11246
=245 14$aThe nature of the beast /$cLouise Penny.
=250 \\$aFirst ed.
=264 \1$aNew York, NY :$bMinotaur Books,$c2015.
=300 \\$a376 pages :$bhardcover ;$c25 cm.
=336 \\$atext$btxt$2rdacontent
=337 \\$aunmediated$bn$2rdamedia
=338 \\$avolume$bnc$2rdacarrier
=490 1\$aChief Inspector Armand Gamache ;$v11.
=520 \\$aHardly a day goes by when nine-year-old Laurent Lepage doesn't cry wolf. From alien invasions, to walking trees, to winged beasts in the woods, to dinosaurs spotted in the village of Three Pines, his tales are so extraordinary no one can possibly believe him. But when the boy disappears, the villagers are faced with the possibility that one of his tall tales might have been true. And so begins a frantic search for the boy and the truth. What they uncover deep in the forest sets off a sequence of events that leads to murder, leads to an old crime, leads to an old betrayal. A monster once visited Three Pines. And put down deep roots. And now, it is back.
=521 2\$aAdult$bFollett Library Resources
=650 \0$aGamache, Armand (Fictitious character)$vFiction.
=650 \0$aPolice$zQuébec (Province)$vFiction.
=650 \0$aMurder$xInvestigation$vFiction.
=650 \0$aMissing persons$vFiction.
=650 \0$aCriminal investigation$vFiction.
=655 \7$aDetective and mystery fiction.$2lcgft
=800 1\$aPenny, Louise.$tChief Inspector Armand Gamache series ;$v11.

# Large print books

Large print book bib records should ALWAYS have at least these fields at very minimum. A large print bib is almost identical to a regular print bib, with just a few key differences. These differences from the regular print to the large print are highlighted below. Often in ILS's, if you right-click on a certain field within the 008, or on the MARC tag number, a wizard menu will display to help you.

**Large print books**

001 – Record's Title Control Number (TCN). This is auto-generated by the system.
008 – Fixed field that contains coded data related to the resource. Needs to be filled out 100% of the time:
    Type – a (book)
    ELvl – I
    Audn – e (adult), j (juv), g (general)
    Lang – eng (English)
    BLvl – m (monograph)
    Form – d (this indicates the item is large print)
    Ctry – pub place (state code+u) (will match 300 field)
    LitF  - 1 (fiction), 0 (nf)
    Desc – i (RDA record)
    Ills – a (will match 300 field)
    DtSt – pub date type. s (single date), r (reprint)
    Date1 – date (will match 300 field)
020 – ISBN
049 - Your OCLC code. If only 3 letters, add "A" at the end. (Ex. MJ8A)
082 – Dewey
100 – Author
245 – Title
250 – Edition (nf usually)
264 – Pub imprint
300 – Physical description. Place the phrase "(large print)" in parentheses after the page number
33X – RDA tags
490 – Series title
520 – Description
650 – Subject headings. Try to have at least 3
650 - Large type books.
655 – Genre headings. Try to have at least 2. Large print books should always have this genre heading:
700 – Additional author
800/830 – Series


**Large print book MARC record example:**

=LDR 02573cam a2200457Ii 4500
=001 1526183
=003 ME
=005 20200903150621.0
=008 150714s2015\\\\meu\\\\ed\\\\\000\1\eng\\
=010 \\$a  2015027654
=020 \\$a9781410480576$q(hardback)$q(large print)
=020 \\$a1410480577$q(hardback)$q(large print)

=035 \\$a(OCoLC)910858646
=040 \\$beng$erda
=043 \\$an-cn-qu
=049 \\$aMZ7A
=100 1\$aPenny, Louise.$0(ME)11246
=245 14$aThe nature of the beast /$cLouise Penny.
=250 \\$aLarge Print edition.
=264 \1$aWaterville, Maine :$bThorndike Press,$c2015.
=300 \\$a681 pages (large print) ;$c23 cm.
=336 \\$atext$btxt$2rdacontent
=337 \\$aunmediated$bn$2rdamedia
=338 \\$avolume$bnc$2rdacarrier
=340 \\$nlarge print$2rda
=490 1\$aChief Inspector Armand Gamache ;$v11.
=490 1\$aThorndike Press Large Print Mystery
=520 \\$aHardly a day goes by when nine-year-old Laurent Lepage doesn't cry wolf. From alien invasions, to walking trees, to winged beasts in the woods, to dinosaurs spotted in the village of Three Pines, his tales are so extraordinary no one can possibly believe him. But when the boy disappears, the villagers are faced with the possibility that one of his tall tales might have been true. And so begins a frantic search for the boy and the truth. What they uncover deep in the forest sets off a sequence of events that leads to murder, leads to an old crime, leads to an old betrayal. A monster once visited Three Pines. And put down deep roots. And now, it is back.
=650 \0$aGamache, Armand (Fictitious character)$vFiction.
=650 \0$aPolice$zQuébec (Province)$vFiction.
=650 \0$aMurder$xInvestigation$vFiction.
=650 \0$aMissing persons$vFiction.
=650 \0$aCriminal investigation$vFiction.
=650 \0$aLarge type books.
=655 \7$aDetective and mystery fiction.$2lcgft
=800 1\$aPenny, Louise.$tChief Inspector Armand Gamache series ;$v11.
=830 \0$aThorndike Press large print mystery series

# Audiobooks

Audiobook bib records should ALWAYS have at least these fields at very minimum. An audiobook bib is very similar to a regular print bib, but with some key differences. These differences from the regular print to the audiobook are highlighted below. One major and very important difference is the addition of an 007 field, which ILS's often look for to determine the OPAC icon for patron display. Often in ILS's, if you right-click on a certain field within the 008, or on the MARC tag number, a wizard menu will display to help you.

**Audiobooks**

001 – Record's Title Control Number (TCN). This is auto-generated by the system.
007 – Fixed field that contains coded data related to the physical characteristics of the resource.
008 – Fixed field that contains coded data related to the resource. Needs to be filled out 100% of the time:
  Type – i (audiobook)
  ELvl – I
  Audn – e (adult), j (juv), g (general)
  Lang – eng (English)
  BLvl – m (monograph)
  Ctry – pub place (state code+u) (will match 300 field)
  LitF  - 1 (fiction), 0 (nf)
  Desc – i (RDA record)
  Ills – a (will match 300 field)
  DtSt – pub date type. s (single date), r (reprint)
  Date1 – date (will match 300 field)
020 – ISBN
049 - Your OCLC code. If only 3 letters, add "A" at the end. (Ex. MJ8A)
082 – Dewey
100 – Author
245 – Title
250 – Edition (nf usually)
264 – Pub imprint
300 – Physical description
33X – RDA tags
490 – Series title
511 - Narrator
520 – Description
650 – Subject headings. Try to have at least 3
655 – Genre headings. Try to have at least 2. Audiobooks should always have this genre heading:
    =655 \7$aAudiobooks.$2lcgft
700 - Narrator
700 – Additional author
800/830 – Series

**Audiobook MARC record example:**
=LDR 02090cim a2200493Ii 4500
=001 1536878
=003 ME
=005 20210210204447.0
=007 sd\fsngnnmmned
=008 150517t20152015nyunnnne\\\\\\\f\\n\eng\d

=019 \\$a902659740
=020 \\$a9781427263865
=035 \\$a(OCoLC)913523699
=040 \\$aHQD$beng$erda$cHQD$dNOG$dOCLCO$dTEF$dOCLCOdBTCTA$dGK8$dOCLCO$dABG$dOCLCO$dVP@$dGC9
=043 \\$an-cn-qu
=049 \\$aGC9A
=082 04$a813/.6$223
=100 1\$aPenny, Louise,$eauthor.$0(ME)11246
=245 14$aThe nature of the beast /$cLouise Penny.
=250 \\$aUnabridged.
=264 \1$aNew York, NY :$bMacmillan Audio,$c[2015]
=264 \4$c℗2015
=300 \\$a10 audio discs (12.5 hr.) :$bdigital ;$c4 3/4 in.
=336 \\$aspoken word$bspw$2rdacontent
=337 \\$aaudio$bs$2rdamedia
=338 \\$aaudio disc$bsd$2rdacarrier
=490 1\$aA Chief Inspector Gamache novel ;$v11
=511 0\$aRead by Robert Bathurst.
=500 \\$aCompact discs.
=520 \\$aHardly a day goes by when nine year old Laurent Lepage doesn't cry wolf. From alien invasions, to walking trees, to winged beasts in the woods, to dinosaurs spotted in the village of Three Pines, his tales are so extraordinary no one can possibly believe him. Including Armand and Reine-Marie Gamache, who now live in the little Quebec village. But when the boy disappears, the villagers are faced with the possibility that one of his tall tales might have been true.
=650 \0$aGamache, Armand (Fictitious character)$vFiction.
=650 \0$aPolice$zQuébec (Province)$vFiction.
=650 \0$aRetirees$vFiction.
=650 \0$aMurder$xInvestigation$vFiction
=650 \0$aMissing persons$vFiction.
=655 \7$aAudiobooks.$2lcgft
=700 1\$aBathurst, Robert,$d1957-$enarrator.
=800 1\$aPenny, Louise.$tChief Inspector Gamache novels (sound recording) ;$v11.

# DVDs & Blu-Rays

DVD and Blu-ray bib records should ALWAYS have at least these fields at very minimum. Just like an audiobook, the 007 needs to be filled out, as ILSs often look for the 007 to determine the OPAC icon for patron display. The 008 fixed fields are markedly different for video recordings. Often in ILS's, if you right-click on a certain field within the 008, or on the MARC tag number, a wizard menu will display to help you.

## DVDs & Blu-rays

001 – Record's Title Control Number (TCN). This is auto-generated by the system.
007 – Fixed field that contains coded data related to the physical characteristics of the resource.
008 – Fixed field that contains coded data related to the resource. Needs to be filled out 100% of the time:
   <mark>Type – g (Video recording)</mark>
   ELvl – I
   Audn – e (adult), j (juv), g (general)
   Lang – eng (English)
   BLvl – m (monograph)
   Ctry – pub place (state code+u) (will match 300 field)
   Desc – i (RDA record)
   DtSt – pub date type. s (single date), r (reprint)
   Date1 – date (will match 300 field)
   TMat – v (video recording)
   Time – Running time of video (will match 300)
   Tech – a (animation), c (animation and live action), l (live action), u (unknown)
024 – UPC code
028 – Publisher number (often on disc or spine of container)
049 - Your OCLC code. If only 3 letters, add "A" at the end. (Ex. MJ8A)
082 – Dewey
245 – Title
250 – Edition (nf usually)
264 – Pub imprint
300 – Physical description
3XX – RDA tags
508 – Production credits (directors, producers, editors, ect.)
511 – Main cast list
520 – Description
538 – Item physical specifications
650 – Subject headings. Try to have at least 3
655 – Genre headings. Try to have at least 2.
700 – Production and cast headings. There will often be several of these. Try to keep it below 15.

## DVD & Blu-ray MARC record example:
(DVD & Blu-ray bibs are almost identical. <mark>Differences for Blu-ray are highlighted</mark>)

=LDR 03554cgm a2200805Ii 4500
=001 4103966
=003 ME
=005 20210210220943.0

=007 vd\cvaizq (for DVD)   vd\csaizq (for Blu-ray)
=008 201009s2020\\\\cau115\e\\\\\\\\\\\vleng\d
=024 1\$a786936864076
=028 42$a15472900$bDisney
=035 \\$a(OCoLC)1199383191
=040 \\$beng$erda
=041 1\$aeng$afre$aspa$jfre$jspa$peng$qeng$heng
=043 \\$aa-cc---
=049 \\$aMJ8A
=082 04$a791.43/72$223
=245 00$aMulan /$cproducer, Jason Reed, Chris Bender, Jake Weiner ; writers, Lauren Hynek, Elizabeth Martin, Rick Jaffa, Amanda Silver ; directed by Niki Caro.
=264 \1$aBurbank, CA :$bDisney,$c[2020]
=300 \\$a1 videodisc (approximately 115 min.) :$bsound, color ;$c4 3/4 in.
=336 \\$atwo-dimensional moving image$btdi$2rdacontent
=337 \\$avideo$bv$2rdamedia
=338 \\$avideodisc$bvd$2rdacarrier
=344 \\$adigital$2rdatr
=344 \\$boptical$2rdarm
=344 \\$gsurround$2rdacpc
=344 \\$h5.1 Dolby digital
=346 \\$bNTSC$2rdabs
=347 \\$avideo file$2rdaft
=347 \\$bDVD video   or   Blu-ray
=347 \\$eregion 1$2rdare
=380 \\$aMotion pictures$2lcgft
=538 \\$aDVD, wide screen (2.39:1); 5.1 Dolby, DVS 2.0; described video.

Blu-ray:
=538 \\$aBlu-ray, wide screen (2.39:1); 7.1 DTS-HDMA, DVS 2.0 (English), 5.1 Dolby digital; 1080p high definition; requires Blu-ray player.
=511 1\$aYifei Liu, Donnie Yen, Jet Li, Li Gong, Jason Scott Lee, Yoson An, Nelson Lee, Jun Yu, Jimmy Wong.
=500 \\$aOriginally released as a motion picture in 2020.
=521 8\$aRating: PG-13; for sequences of violence.
=520 \\$aTo save her ailing father from serving in the Imperial Army, a fearless young woman disguises herself as a man to battle northern invaders in China.
=508 \\$aDirector, Niki Caro.
=546 \\$aEnglish, French or Spanish dialogue; French or Spanish subtitles; subtitled for the deaf and hard of hearing (SDH); described video.
=600 10$aHua, Mulan$c(Legendary character)$vDrama.
=610 10$aChina.$bLu jun$vDrama.
=650 \0$aAdventure and adventurers$vDrama.
=650 \0$aHonor$vDrama.
=655 \7$aFeature films.$2lcgft
=655 \7$aVideo recordings for the hearing impaired.$2lcgft
=655 \7$aVideo recordings for people with visual disabilities.$2lcgft
=655 \7$aFiction films.$2lcgft
=655 \7$aAction and adventure films.$2lcgft
=700 1\$aReed, Jason$q(Jason T.,)$d1973-$efilm producer.
=700 1\$aBender, Chris,$d1971-$efilm producer.
=700 1\$aWeiner, Jake,$efilm producer.

=700 1\\$aHynek, Lauren,$d1978-$escreenwriter.
=700 1\\$aMartin, Elizabeth$c(Screenwriter),$escreenwriter.
=700 1\\$aJaffa, Rick,$escreenwriter.
=700 1\\$aSilver, Amanda,$escreenwriter.
=700 1\\$aCaro, Niki,$d1967-$efilm director.
=700 1\\$aLiu, Yifei,$d1987-$eactor.
=700 1\\$aYen, Donnie,$d1963-$eactor.
=700 1\\$aLi, Jet,$d1963-$eactor.
=700 1\\$aGong, Li,$d1965-$eactor.
=710 2\\$aWalt Disney Pictures,$epublisher.
=730 02$iContainer of (work):$aMulan (Motion picture : 2020)
=730 02$iContainer of (expression):$aMulan (Motion picture : 2020).$lFrench.
=730 02$iContainer of (expression):$aMulan (Motion picture : 2020).$lSpanish.

# Kits

Kit bib records can serve several purposes. They are often used when there are several formats together in one bib record (for example, a music CD with accompanying book and DVD) or when you are building a kit of different items that you want to circulate together. While kit bib records aren't as cut-and-dry as a print record, most fields will have coding for kits. If the kit has been compiled by the cataloger, always find some type of subject headings that pertain to the contents of the kit to help with discovery.

Kit

001 – Record's Title Control Number (TCN). This is auto-generated by the system.
007 - A kit record may or may not contain an 007 field, depending on the contents.
008 – Fixed field that contains coded data related to the resource. Needs to be filled out 100% of the time:
   Type – o (kit)
   ELvl – I
   Audn – e (adult), j (juv), g (general)
   Lang – eng (English)
   BLvl – c (collection)
   Ctry – pub place (state code+u) (will match 300 field)
   Desc – i (RDA record)
   DtSt – pub date type. s (single date)
   Date1 – date (will match 300 field)
049 - Your OCLC code. If only 3 letters, add "A" at the end. (Ex. MJ8A)
082 – Dewey
245 – Title
264 – Pub imprint - If locally compiled, this field might be replaced by a notes field instead.
300 – Physical description
33X – RDA tags
500 – Any notes (this field is repeatable and will likely be heavily used)
505 - Contents
520 – Description
650 – Subject headings. Try to have at least 3

## Kit MARC record example:

=LDR 02953coc a2200661Ii 4500
=001 2747416
=003 ME
=005 20180409133651.0
=007 fu\n|nnn
=008 160428u2018\\\\xxu\\\\e\\\\\\0\\\vleng\d
=035 \\$a(ME)2747416
=040 \\$beng$erda
=245 00$aBusiness kit :$bmanagement.
=246 3\$aManagement
=300 \\$a1 plastic carrier box with handle (approximately 14.5" x 10.5" x 6") ;$e8 books + 1 chart board.
=336 \\$aother$bxxx$2rdacontent
=337 \\$aunspecified$bz$2rdamedia
=338 \\$aunspecified$bzu$2rdacarrier
=490 1\$aBusiness kits
=500 \\$aLocally compiled by the[library] Library Staff.

=500 0\\$aThis business kit contains materials regarding the subject of business management.
=505 0\\$aBig book of team building games / John Newstrom & Edward Scannell -- New one minute manager / Ken Blanchard, Spencer Johnson -- Ideal team player / Patrick Lencioni -- How to win friends & influence people / Dale Carnegie -- Hug your haters / Jay Baer -- Principles / Ray Dalio -- Drive / Daniel H. Pink -- Thinking, fast and slow / Daniel Kahneman -- Strengths based leadership / Tom Rath -- Finance SparkChart.
=520 \\\\$aBusiness kits are designed for special interest categories within the business genre. The box could be made up of special interest materials for subjects like social media marketing, business management, marketing, etc.
=650 \\0$aLeadership.
=650 \\0$aManagement.
=650 \\0$aTeams in the workplace.
=650 \\0$aSelf-realization.
=650 \\0$aThought and thinking.
=650 \\0$aIntuition.
=650 \\0$aReasoning.
=650 \\0$aMotivation (Psychology)
=650 \\0$aSuccess in business.
=650 \\0$aConduct of life.
=650 \\0$aCustomer relations.
=650 \\0$aConsumer complaints.
=650 \\0$aSuccess.
=650 \\0$aCorporate culture.
=650 \\0$aPersonnel management.
=650 \\0$aEmployee motivation.
=650 \\0$aManagement games.
=650 \\0$aBusiness.
=700 1\\$aRath, Tom.
=700 1\\$aKahneman, Daniel.
=700 1\\$aPink, Daniel H.
=700 1\\$aDalio, Ray.
=700 1\\$aCarnegie, Dale.
=700 1\\$aLencioni, Patrick.
=700 1\\$aBlanchard, Ken.
=700 1\\$aJohnson, Spencer
=700 1\\$aNewstrom, John.
=700 1\\$aScannell, Edward.
=740 02$aStrengths based leadership.
=740 02$aThinking, fast and slow.
=740 02$aDrive .
=740 02$aLife & work principles.
=740 02$aHow to win friends & influence people.
=740 02$aIdeal team player.
=740 02$aNew one minute manager.
=740 02$aBig book of team building games.
=740 02$aManagement sparkcharts.
=830 \\0$aBusiness kits.
=904 \\\\$aMARCIVE 2017
=901 \\\\$a2747416$b$c2747416$tbiblio

# Equipment

Equipment records are often the trickiest, but mainly that's just because catalogers don't need to create them as often as other material bibs. These standards can be applied to many different things, like kits, realia, "Library of Things" materials, and other tricky items. When creating a MARC record for equipment, fill in as many of the fields (including fixed fields) as you can. There will most likely be a lot of added information in the 500 fields. Always find some type of subject headings that pertain to the equipment to help with discovery. <u>These types of special MARC records are often filled with judgement calls made by the cataloger.</u>

## Equipment

001 – Record's Title Control Number (TCN). This is auto-generated by the system.
007 - A kit record may or may not contain an 007 field, depending on the contents.
008 – Fixed field that contains coded data related to the resource. Needs to be filled out 100% of the time:
    <mark>Type – r (Three-dimensional artifact or naturally occurring object)</mark>
    ELvl – I
    Audn – e (adult), j (juv), g (general)
    Lang – eng (English)
    BLvl – m (monograph)
    Ctry – pub place (state code+u) (will match 300 field)
    Desc – i (RDA record)
    DtSt – pub date type. s (single date)
    Date1 – date (will match 300 field)
049 - Your OCLC code. If only 3 letters, add "A" at the end. (Ex. MJ8A)
082 – Dewey
245 – Title
264 – Pub imprint
300 – Physical description (will often look very different from a tradition 300 field)
33X – RDA tags
500 – Any notes (this field is repeatable and will likely be heavily used)
520 – Description
650 – Subject headings. Try to have at least 3

## Equipment MARC record example:

=LDR 01604crm a22003254i 4500
=001 3734754
=003 ME
=005 20191108195556.0
=007 fc\nzznnnz
=008 141107s2017\\\\mouab\\er\\\\\000\0\eng\u
=035 \\$a(ME)3734754
=040 \\$beng$erda
=082 04$a615
=245 00$aMobility :$bMedline heavy duty rollator.
=246 30$aMobility equipment. Jefferson County Library
=246 30$aMobility walker
=264 \1$a[Place of publication not identified] :$bMedline ;$c2019.
=300 \\$aHeavy duty rollator
=336 \\$athree-dimensional form$btdf$2rdacontent

=337 \\$aunmediated$bz$2rdamedia

=338 \\$aobject$bsz$2rdacarrier

=500 \\$aWalker with seat, supports up to 500 lbs, 8" wheels, steel frame, foldable, adjustable handles.
=520 \\$aThe Medline Bariatric Rollator features a durable steel frame and large 8" wheels. This heavy-duty rolling walker is ideal for persons with health and rehab conditions. It features height adjustable handles and greater distance between the handles for seniors and people that need or want the extra room. Built for comfort, the medical walker has a padded seat and back support, so you can sit and rest in comfort after walking. The foldable design makes it super easy to store away when not in use.--From manufacturer.
=650 \0$aPeople with disabilities$xOrientation and mobility.
=650 \0$aOverweight persons$xOrientation and mobility.
=650 \0$aOlder people$xOrientation and mobility.
=650 \0$aPatients$xPositioning.
=650 \0$aSelf-care, Health