On-order
bibliographic records

An on-order bibliographic (bib) record is defined as a record placed into the catalog without item in hand in anticipation of its release date. This could be a full batchload of bib records, or it could be one at a time. To help catalogers in the Missouri Evergreen Consortium (MEC), on-order bib records need to be easily identifiable so as to set them apart from other bibs.

MEC has outlined two main ways to make these bib records stand out:

- Capitalize the full title, both 245$a and 245$b


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Enhanced MARC Editor    Flat Text Editor
=LDR 00746nam a2200241Ma 4500
=001 4506887
=003 ME
=005 20230117082058.0
=008 221209s2023\\\\xx\\\\\\ed\\\\\|||\0\und\d
=020 \\$a9798885786201
=020 \\$a888578620A
=035 \\$a(OCoLC)1356972094
=040 \\$aLMJ$beng$erda$cLMJ$dMJ8
=049 \\$aMJ8A
=100 1\$aMark, Gloria $0(ME)835062
=245 10$aATTENTION SPAN $b:THE NEW SCIENCE OF FINDING FOCUS AND FIGHTING DISTRACTION IN THE DIGITAL AGE /$cGloria Mark.
=264 \1$a[Place of publication not identified] :$bThorndike Press,$c20230110.
=336 \\$atext$btxt$2rdacontent
=337 \\$aunspecified$bz$2rdamedia
=338 \\$aunspecified$bzu$2rdacarrier
=904 \\$aMARCIVE 2023
=994 \\$aZ0$bMJ8
=901 \\$a4506887$bAUTOGEN$c4506887$tbiblio
```

- Reflect the item is on-order in the holding
  - On-order status
  - Barcode field and/or call number field identify item as on-order.

The On-Order bib in MEC

Once the bib is loaded into the MEC catalog, **it is the responsibility of the first library/cataloger with the item in hand to fix the bib record.**
- Compare the bib record to item in hand, making any corrections to the record
- Change the capitalization in the 245 field to sentence case

FAQ:

Q: Can I add my holding to an on-order bib?
A: Yes! If you also are adding an on-order holding and don't have item in hand, you should add it to the existing on-order record.
Q: I have item in hand and it's still obviously an on-order bib record even though someone has added their holding to it. Can I still add my item?
A: Yes! This will take some getting used to, so we expect some challenges at first. Please make the corrections to the bib record and add your item. We need everyone to take ownership of our catalog as a cataloging community and contact the library that added the holding without editing the bib record.
Q: I've ordered something that is already in the catalog, so while my item is on-order, the bib isn't on-order. Do I change the 245 to all caps until I get my item in?
A: No. If there are already circulating holdings on the bib, do not change the 245 to all caps. However, just as with any time adding a holding, check over the bib and see if it needs to be improved when you get the item.

Editing batch records in MarcEdit

If you are batchloading multiple bib records, there is an easy way to change the case of your 245 $a and $b fields using the program MarcEdit.

1. Open the MarcEditor in MarcEdit.
2. Open your file of MARC records.
3. Navigate to Edit menu and choose Edit>Edit Shortcuts>Change Case>UPPER CASE
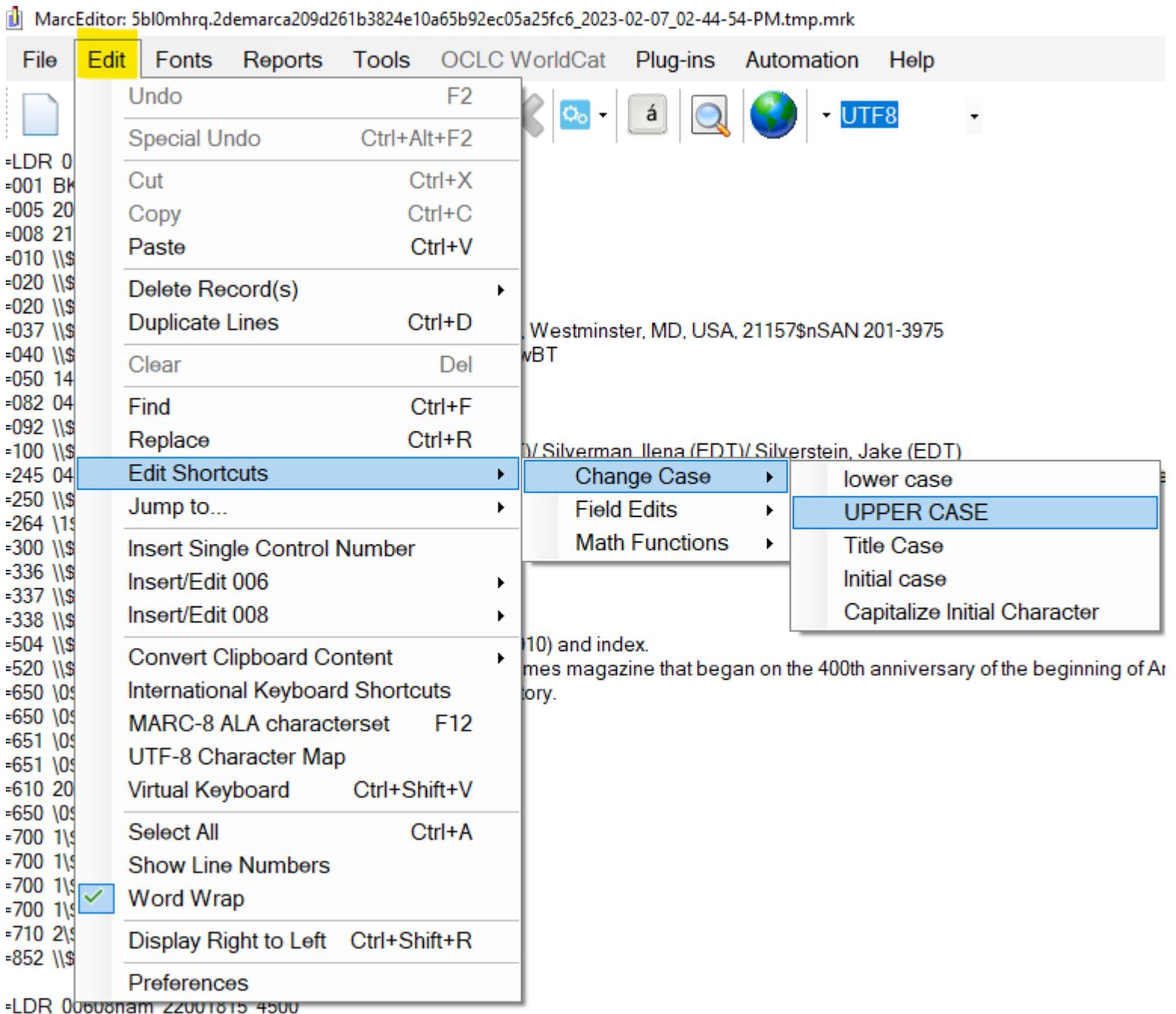
After clicking UPPER CASE, a window will appear where you'll put the field in where you want to change the case. You need to do this twice, once for 245$a and again for 245$b.
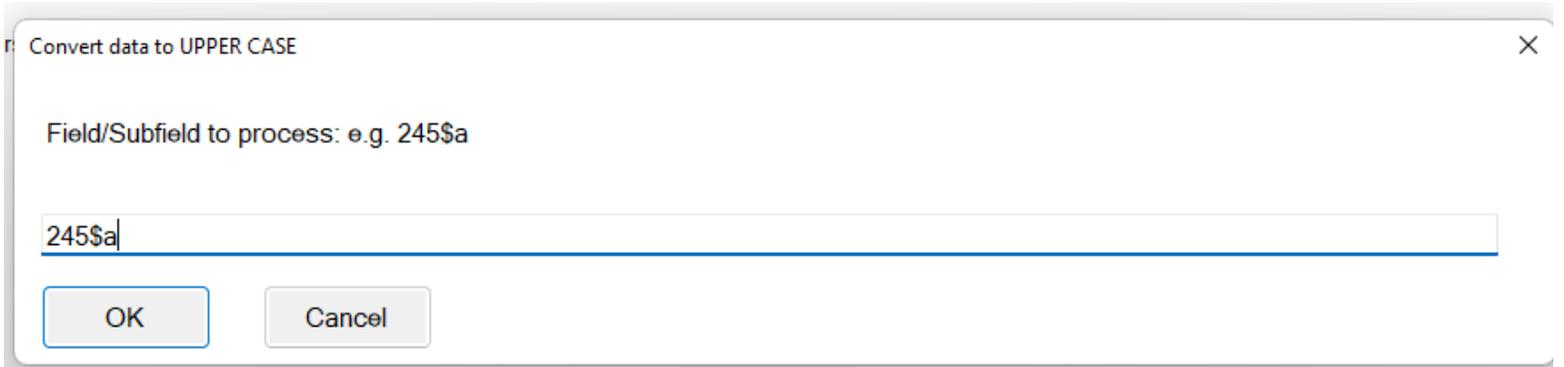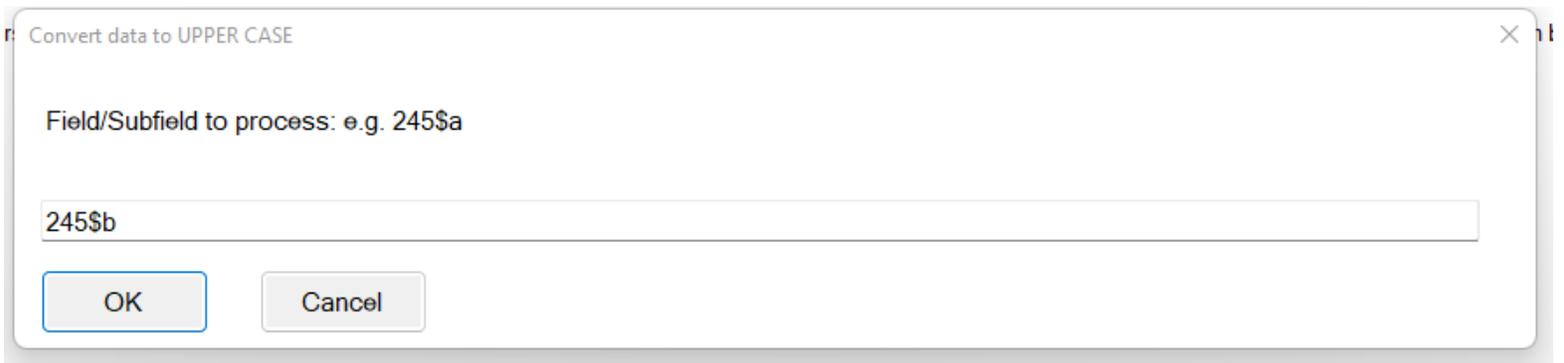
All letters in the 245 $a and $b fields are now capitalized.

Save your file and load into MEC.