

Updated Guidelines for Combining Records

Note: These guidelines should be used on all existing and new records added to the catalog.

BOOKS

Books with identical content should be combined into a single bibliographic record, even when non-content features such as binding, publisher, shape, size, and pagination differ. The intention is for the Missouri Evergreen catalog to be as patron-friendly as possible, simplifying searching and hold placement.

- Moving away from the 10 pages and 3 cm merge rule
 - Cosmetic vs Content
- New parameters will be 20 pages and 4 cm
 - Don't get stuck on something being 22 pages different if the *content is the SAME*
 - Books anywhere from 20 to 28 cm could potentially be on the same record
- Mass markets will be on a separate record from the hardcover/paperback, but all mass-market paperbacks could potentially be on one record
 - "Premium mass market editions" can be on the same record as regular mass markets
 - **Larger** print mass editions can be added to the regular mass market record *if* they fall within the 20-page parameter
 - All mass market records will have a 250 added
 - =250 \a[Mass-market paperback edition.] OR
 - =250 \a[Larger print mass-market paperback edition.]

Items of note

- Make sure when adding an ISBN, you are adding a \$q subfield to help facilitate merging
- Things that constitute creating a new record:
 - New forward or afterword
 - New translations
 - Different editors, illustrators, or translators
 - Different illustrators, illustrations, or maps
 - Bonus content or added chapters
- Things that DO NOT constitute creating a new record
 - Excerpts from another book
 - Fancy edges or decorative endpapers
 - Bookclub discussion questions
 - Author interviews
 - Movie tie-in covers
 - Oprah/Reese/whomever book list covers

AUDIOBOOKS

Audiobooks with the same content and in the same format should be combined into a single bibliographic record, even if non-content features such as publisher or distributor differ. The intention is for the Missouri Evergreen catalog to be as patron-friendly as possible, simplifying searching and hold placement.

Do use a single bibliographic record for audiobooks when the content is exactly the same:

- Same narrator

- Running length is the same
- Number of discs
- Same format (CD versus MP3, etc.)
- Do NOT use a single bib record for audiobooks when the items differ from one another in the following ways:
 - Different narrator
 - Abridged vs. unabridged
 - Additional special content (i.e. bonus disc, bonus songs)
 - Different running length or number of discs
 - Different format (i.e. MP3 vs. standard audio CD)

DVDs

DVDs with the same content and format should be combined into a single bibliographic record, even if non-content features such as publisher or distributor differ. The intention is for the Missouri Evergreen catalog to be as patron-friendly as possible, simplifying searching and hold placement.

- Do use a single bibliographic record for DVDs when content is exactly the same:
 - Same number of discs
 - Same runtime
 - Same type of discs (DVD vs BluRay)
 - Same special features
 - Fullscreen and widescreen DVDs
- Do NOT use a single bib record for DVDs when the items differ from one another in the following ways:
 - Blu-ray/DVD combo pack vs. DVD or Blu-ray only bib
 - Inclusion of special features vs. no special features

Items of note

When combining/merging records, there are things you MUST remember to do.

Copy all 020 fields from records being merged to ensure that all ISBNs will appear on the lead record

MUST also include the qualifier (\$q field)

For A/V materials, copy all 024 fields from records being merged to ensure that all UPCs will appear on the lead record

Add a field in the 500: Publisher, publishing date and paging may vary

Copy any important fields from records being merged to ensure discovery by users.

Examples: 520, 650, 655, 700, etc.

Remove any 250 edition statements referring to binding

Place a 902 field in the record

`$a[OCLC SYMBOL]$b[date merged]$cmerged`

`$aMJ8$b08/01/2035$cmerged`