

# Online Cataloging

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## Types of cataloging

- **Original cataloging.** For MARC records, you input a new master record cataloged according to current cataloging practices and AACR2. If different rules for descriptive cataloging are used to create the record (other than rules based on or consistent with AACR2, AACR1, ALA 1949, ALA 1941, or ALA 1908), then code the 040 ‡e field with the appropriate MARC coding from the *MARC Code Lists for Relators, Sources, Description Conventions* (<http://www.loc.gov/marc/relators/relahome.html>). If you are using your own descriptive conventions, enter your OCLC symbol in subfield ‡e. Enter subfield ‡e immediately after subfield ‡a.

Dublin Core users apply various standards when creating Dublin Core records:

- The Dublin Core Metadata Initiative provides guidance on commonly-adopted best practices in *Using Dublin Core* (<http://dublincore.org/documents/usageguide/>).
- In the library community, the DCMI-Libraries Working Group publishes the *DC-Library Application Profile* (DC-Lib): <http://dublincore.org/documents/library-application-profile/>.
- Groups of libraries develop their own specific practices based on more general standards, such as those listed above. For example, see the Collaborative Digitization Program's *CDP Dublin Core Metadata Best Practices* (<http://www.cdpheritage.org/cdp/documents/CDPDCMBP.pdf>).
- **Copy cataloging.** A machine-readable record exists. You modify the record for local use and create a copy of the record with your modifications.
- **Transcribing cataloging copy.** You create a master record using an existing nonmachine-readable catalog record. Usually, you transcribe pre-AACR2 records, but you may also transcribe AACR2 records. Again, some records are created by other standards.

## 2. Online Cataloging (continued)

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See chapter 4, “When to Input a New Record,” for more information on when to perform original and copy cataloging.

### Levels of cataloging

- **Full-level cataloging.** Records that meet the requirements of second-level description (AACR2, rule 1.0D2).
- **Core-level cataloging.** Records that meet the requirements of first-level description (AACR2, rule 1.0D1) and some of the requirements of second-level description (AACR2, rule 1.0D2).
- **Minimal-level cataloging.** Records that meet the requirements of first-level description (AACR2, rule 1.0D1).
- **Abbreviated-level cataloging.** Brief records that do **not** meet the requirements of Minimal-level cataloging specifications (*ELvl* code 3).
- **Dublin Core.** All records created in Dublin Core (*ELvl* code 3).

## 2.1 Original Cataloging and Copy Cataloging

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### Entering ISBD punctuation

The General International Standard Bibliographic Description (ISBD) prescribes punctuation between elements or areas of bibliographic description for current cataloging (i.e., AACR2).

- Supply ISBD punctuation that occurs within variable fields. Enter punctuation and spaces between elements within a field as prescribed by AACR2.
- If punctuation separates data that occur in separate subfields, enter the punctuation at the end of the first subfield.
- Do **not** supply ISBD punctuation (space-dash-space) that occurs between variable fields, e.g., between the 250 and 260 fields.
- Do **not** supply parentheses around transcribed series statements.

### Example

The physical description in the paper record is:

xix, 271 p. : ill. ; 21 cm. + 1 atlas (301 p. : ill. (some col.) ; 37 cm.)

The MARC version is:

```
300    xix, 271 p. : Ꞥb ill. ; Ꞥc 21 cm. + Ꞥe 1 atlas (301 p. : ill. (some col.) ; 37
      cm.)
```

### Space-dash-space

The OCLC catalog card print program supplies a space-dash-space ( – ) before the following fields:

- 250 Edition Statement
- 254 Musical Presentation Statement
- 255 Cartographic Mathematical Data
- 256 Computer File Characteristics
- 260 Publication, Distribution, Etc. (Imprint)
- 362 Dates of Publication and/or Volume Designation (First indicator value 0)
- 4xx Series Statements (First 4xx field)

If the field that precedes one of the listed fields ends with final punctuation (. ? !), the print program supplies a space-dash-space ( – ). If the preceding field does **not** end with final punctuation, the print program supplies period-space-dash-space ( . – ).

### Verifying headings

You must use AACR2 or AACR2-compatible forms for all headings and uniform titles for current original cataloging. Search the OCLC Authority File to verify forms of entry. Use current Library of Congress (LC) AACR2 or AACR2-compatible forms. If those forms are **not** in the OCLC Authority File, construct the heading or uniform title according to AACR2.

### Including non-Roman scripts

OCLC provides the capability to include Arabic, Bengali, Chinese, Devanagari, Cyrillic, Greek, Hebrew, Japanese, Korean, Tamil, and Thai scripts in bibliographic records. Include these scripts in your current original cataloging if you have the knowledge and expertise to do so.

## 2.1 Original Cataloging and Copy Cataloging (continued)

**Romanized data** If you provide Romanized (Latin-script-equivalent) data, Romanization should follow guidelines in the ALA-LC Romanization Tables on the Library of Congress Web site (<http://www.loc.gov/catdir/cpsd/roman.html>).

**General Material Designations** Use General Material Designations (GMD) for current original cataloging. GMDs are generic terms describing the medium of the item. OCLC defines subfield ‡h (Medium) in field 245 (Title Statement) for GMD information. Enter GMDs in lowercase letters enclosed in brackets. Example: ‡h [electronic resource].

**GMDs and Library of Congress Rule Interpretations** *Library of Congress Rule Interpretations* (LCRIs), rule 1.1C, lists GMDs and provides standards for use. LC applies rule 1.1C for only certain types of materials. LCRI 21.29 limits the use of GMDs to the title area ([field 245](#)) only. Follow LC practice except:

If one of the following GMDs is applicable, it is mandatory for I-level, Core-level, and K-level records in [field 245](#) subfield ‡h. Dublin Core users apply different codes.

‡h [art original]	‡h [microscope slides]
‡h [art reproduction]	‡h [model]
‡h [chart]	‡h [motion picture]
‡h [diorama]	‡h [picture]
‡h [electronic resource]	‡h [realia]
‡h [filmstrip]	‡h [slide]
‡h [flash card]	‡h [sound recording]
‡h [game]	‡h [technical drawing]
‡h [graphic] *	‡h [toy]
‡h [kit]	‡h [transparency]
‡h [microform]	‡h [videorecording]

\* Use the “graphic” GMD only when applying the “Graphic Materials” descriptive conventions, indicated by the presence of the value *gihc* in subfield ‡e of field 040.

**Resolving conflicts between practices** Both OCLC and LC create rules for online cataloging. In general, follow LC practice when creating new records. If OCLC practice conflicts with LCRIs, follow OCLC practice.

The following list provides guidelines to resolve conflicts:

Rule interpretation	Guideline
LCRI 1.0	Disregard. Use chapter 4, “When to Input a New Record” and <i>Differences Between, Changes Within: Guidelines on When to Create a New Record</i> , published by the Association of Library Collections and Technical Services.
LCRI 1.1G2	Apply with one exception: For <b>sound recordings</b> , describe the item as a unit or make a description for each separately titled item.

## 2.1 Original Cataloging and Copy Cataloging (continued)

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Rule interpretation	Guideline
LCRI 6.1G1	Disregard. Apply AACR2.
LCRI 6.1G4	Disregard. You may apply the optional AACR2 rule.
LCRI 12.0	Apply with one exception: Separate <b>serial records</b> may be created for cumulations in most cases.
LCRI 12.0A	Apply with two exceptions: 1. You may catalog a publication of an ongoing named conference as a serial without waiting for evidence from several issues that the name of the conference and title have remained constant. 2. You may catalog serial supplements to monographs as separate serials.
LCRI 13.5	Disregard. Apply AACR2.

Libraries participating in cooperative programs with the Library of Congress (i.e., BIBCO, CONSER, NACO, PCC) must follow appropriate LCRIs for records and headings created as part of those programs.

## 2.2 Transcribing Pre-AACR2 Copy

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### Master record

When you create a master record from a nonmachine-readable record (often a paper record), you are transcribing cataloging copy. Usually, the cataloging copy is pre-AACR2. The National Union Catalog, for example, has such records.

Guidelines in this section apply to all pre-AACR2 cataloging copy whether part of a retrospective conversion project, reclassification project or part of normal acquisition and cataloging workflow.

### Latest entry cataloging

Do **not** input latest entry cataloging for serials. See the fixed-field element [S/L](#) Entry Convention.

### Guidelines

Use the following guidelines for pre-AACR2 cataloging:

Element	Guideline
<a href="#">Srce</a>	Enter the code for the source of the cataloging copy: b National bibliographic agency c Cooperative cataloging program d Other
<a href="#">MRec</a>	If you do <b>not</b> enter “dashed-on” information present in the paper copy, use code <i>d</i> .  For other modifications, follow the <a href="#">MRec</a> guidelines for transcribing current (i.e., AACR2) LC or NLM copy, listed in section 2.3, “Transcribing AACR2 Copy.”  If more than one <a href="#">MRec</a> code applies, enter the code in this order of preference: <i>s, d, r, o</i> .
<a href="#">Desc</a>	Enter the code according to descriptive cataloging rules: b Record is in non-ISBD form (pre-AACR1) i Record is in ISBD form (AACR1)
<a href="#">040</a> ‡d	If you are transcribing LC copy, enter your OCLC symbol in subfield ‡d (Modifying agency) to indicate that you have made modifications (e.g., changing a heading to an AACR2 form).

### Verifying name, subject, uniform title headings

Use AACR2 (or AACR2-compatible) forms for all name and uniform title headings (including the name and uniform title portions of name and name/uniform title subject headings) for retrospective cataloging, even if the transcribed record is pre-AACR2.

You must search the OCLC Authority File to verify forms of entry. If the forms of name and uniform title entries are not in the OCLC Authority File, OCLC encourages you to construct the heading or uniform title according to AACR2, but you are **not** required to do so. If the subject headings are not in the OCLC Authority File, OCLC encourages you to construct the subject heading according to the *Subject Headings Manual* (formerly called the *Subject Cataloging Manual*), but you are not required to do so.

For entries in other 6xx fields, use the appropriate thesaurus. If the topical subject heading is not derived from a standard thesaurus but is compatible with the form of headings from that thesaurus and it has value to institutions other than yours, use either [field 650](#) or [field 651](#) with 2nd indicator *4* (Source not specified).

## 2.2 Transcribing Pre-AACR2 Copy (continued)

Many pre-AACR2 headings for personal names, corporate bodies, etc., are similar to corresponding AACR2 forms. However, some pre-AACR2 headings will never have corresponding AACR2 forms. Often, these headings include obsolete form subheadings. Their inclusion in WorldCat and in local catalogs usually results in split files of headings for similar materials because of different practices under AACR2 and older rules. Examples include:

- 100 1 Francesco d'Assisi, ‡c Saint. ‡k Legend. ‡p Fioretti. ‡l English. ‡f 1959.
- 110 2 Jews. ‡k Liturgy and ritual. ‡g Tunis.
- 130 0 Arthur, King ‡k (Romances, etc.)

OCLC encourages you to construct the heading or uniform title according to AACR2, but you are **not** required to do so. Change the heading or delete the heading in favor of an appropriate subject or genre heading.

If a heading appearing on retrospective cataloging copy was incorrectly constructed under pre-AACR2, revise that heading to a valid pre-AACR2 or AACR2 form.

### Series headings

1. Fields 400, 410 and 411 Series Statement/Added Entry headings are obsolete as described in MARC 21, Appendix H. OCLC has invalidated and removed fields 400, 410 and 411. Enter such series statements as they appear in the retrospective cataloging copy in [field 490](#), correcting any obvious errors, and supply the series tracing in the appropriate 8xx field.
2. OCLC encourages you to construct an AACR2 form for the series but you are **not** required to do so. The form in the 4xx field should be compatible with the rules used for description. Trace the AACR2 form in an 8xx field.
3. If the name portion of a name/title series entry is verifiable online, enter the name portion to match the form in the name authority record.

### Using GMDs (media qualifiers)

General Material Designators (GMD) are generic terms describing the medium of the item. Prior to AACR2, GMDs were known as media qualifiers. GMDs have also been called medium designators.

Use subfield ‡h (Medium) for GMDs **only** in [field 245](#) (Title Statement). Use only the current form of the appropriate GMD. Do **not** capitalize the first letter of the GMD. Enclose the GMD in brackets.

### Guidelines and exceptions

Use the cataloging rules and conventions, including punctuation, applicable at the time of cataloging with the following exceptions. These modifications do **not** require a *MRec* (Modified Record Code) code.

Guideline	Definition
Capitalization	Follow current practice
Diacritics	Old German uses a small e instead of an umlaut (¨) over a, o and u. Enter an umlaut instead of the small e
U.S., Gt.Brit.	Enter "U.S." as "United States" and "Gt.Brit." as "Great Britain" for name headings used as the highest level of an official body of the country

## 2.2 Transcribing Pre-AACR2 Copy (continued)

Guideline	Definition
Spacing between initials	In the descriptive cataloging portion (2xx–5xx fields), close up spaces between single initials in accordance with current practice
LC control number	See <a href="#">field 010</a> (Library of Congress Control Number) for guidelines for the input of special LC card numbers.

### Main entry, added entry

If the AACR2 form cannot be verified online and a single surname appears without a forename and is instead followed by a long dash, do **not** enter the long dash. Enter “Dezauche, —” as “Dezauche,”.

If an asterisk precedes an added entry to indicate that the personal name has been revised, do **not** enter the asterisk.

### Title statement

- If the title portion has underlining, do **not** enter the underlining.
- Enter the same number of ellipses as appear on the LC copy.
- If ellipses occur within data, enter a space before and after the ellipses.
- If the ellipses are followed by a mark of punctuation ( . , ; ! ? ), do **not** enter a space following ellipses.
- If two vertical parallel lines ( || ) appear on the copy, enter space-slash-space ( / ) instead of these vertical lines. Such lines show that the title of a work is printed in verse or distinguish two editions or versions of a rare book.
- If the title has superscript and subscript alphabetic characters, enter the characters as regular lowercase characters, except in formulas.

Printed on LC Copy	Enter
A-BA <sup>(n-1)</sup>	A-BA ([superscript] n-1)

- If the record (usually a non-English language record) has place and/or date of birth and death identified with an asterisk (\*) for birth data and a single dagger (†) for death data, do **not** enter the symbol or the birth or death data.

Printed on LC Copy	Enter
El caballero del romanticismo; primer centenario de su natalicio. *Chiquiquira, 21 de mayo de 1867. †Usiacuri 7 de febrero 1923.	El caballero del romanticismo; primer centenario de su natalicio.

### Imprint statement

- If the reprint statement has the appearance of a double imprint (e.g., “Bonnae, Apud Henry & Cohen, 1856; Frankfurt/Main, Minerva, 1967”), separate the reprint statement from the imprint by a period. Enter the first (original) imprint as part of the preceding field (title or edition). Enter the reprint data in [field 260](#) (Publication, Distribution, Etc. [Imprint]).
- In the following imprint, the place of publication appears to have a street address: “72-Souligne-sous-Ballon, l’auteur, 1968.” But “72” is a postal code and

## 2.2 Transcribing Pre-AACR2 Copy (continued)

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“Souligne-sous-Ballon” is the name of the town. Enter both (as they appear on the card) as the place of publication.

- If a place name (e.g., “Rio”) is incomplete, enter the complete name with brackets around the data **not** appearing on LC copy (e.g., “Rio [de Janeiro]”).
- If two places of publication are separated by a conjunction (*and*, *und*, *u.*) or by a hyphen, enter a comma instead of the conjunction or hyphen and treat the two places as two separate places of publication.

### German imprint statements

Separation of two place names by a hyphen usually (although **not** always) indicates that one place is located near a larger, better known place (e.g., “Hamburg-Altona”). Treat such entries as a single place of publication.

Two place names separated by “bei” or “b.” (e.g., “Ratingen b. Dusseldorf”) constitute a single place. Treat two place names separated by *und* or *u.* as two separate places of publication.

### Collation

Do **not** enter the statement *Cover title* in the collation. Enter *Cover title* in the first note field.

When illustration information is given in the title paragraph or in a general note, but **not** in the collation, enter the collation as is. Do **not** add the illustration information to the collation. Do **not** enter illustration codes in the fixed field. If a statement of reprint is included, do **not** enter *reprint* in the 300 field. Use a 5xx note field for reprint information.

### Series statements

Omit information **not** used under AACR2.

Printed on LC Copy	Enter
Half-title: Library of philosophy Ed. by J.H.Muirhead	Library of philosophy

Some records have a “bound with” note in the series statement position and a series statement in the note position. Use the 4xx and/or 8xx fields for series statements and the 5xx fields for notes. Disregard the position on the card. Tag each field according to what it is rather than where it is.

### Local notes

Do **not** include copy-specific or institution-specific details (such as binding, imperfections, incompleteness or copy number) in the master record. If you want such notes to appear on cards or in OCLC-MARC records, include the notes in [field 590](#) (Local Note).

590 L.C. copy imperfect: bibliography wanting.

590 L.C. has v.1, 3-5 only

Optionally, if the copy-specific or institution-specific details are of interest beyond the inputting library, enter them in a 500 field (General note) with subfield \$5, Institution to which field applies.

## 2.2 Transcribing Pre-AACR2 Copy (continued)

### Title tracings

Follow local practice when entering the title added entry indicator.

Some title tracings are inverted (e.g., “Title: Retail Terms, A Manual of.”). Use [field 246](#) (Varying Form of Title) for such titles.

LC copy for a work published in English but translated from a non-Roman language may have a phrase in the form “Russian title: [title in Cyrillic alphabet] (transliterated: [title in Roman alphabet])” following the tracings. Do **not** enter these phrases and titles. They are **not** part of the tracings because they are **not** preceded by a Roman numeral.

Limited cataloging records (identified by a double dagger after the card number) do **not** have series tracings. If you add series tracings, treat the resulting record as having been upgraded by your library. Enter your library’s symbol in [field 040](#) (Cataloging Source) subfield ‡d (Modifying agency).

### Subject headings

- Enter only these subject headings: LC (including Library of Congress subject headings for children’s literature), National Library of Medicine (NLM) and National Agricultural Library (NAL).
- Spell out in full, according to current LC practice, abbreviations that appear in older LC subject headings (e.g., spell out “Bibl.” as “Bibliography”).
- Do **not** enter non-LC, non-NLM or non-NAL subject headings enclosed in brackets.
- Do **not** enter portions of subject headings enclosed in brackets.

If a portion of a subject heading is enclosed in subscript parentheses, enter the data, but do **not** enter the parentheses.

Printed on LC Copy	Enter
[Labor supply–Stat.–Russian]	(Do <b>not</b> enter)
Fruit [–Hardiness]	Fruit.
Wages–(Furniture Workers)–United States	Wages ‡x Furniture workers ‡z United States.
Spraying and dusting residues (in agriculture) [–Testing]	Spraying and dusting residues in agriculture.

### Full name notes (secular name, name originally, etc.)

Do **not** enter full name notes that appear in brackets between the tracings and the card number.

### Copyright number

Do **not** enter copyright numbers that appear in the lower left corner below the LC legend.

### Content designation

Use the following guidelines (New and Old) for tagging and entering data in subfields used for pre-AACR2 bibliographic data. See individual field descriptions for more information.

### Guideline 1–New content designation

Use the new content designation when an old, corresponding content designation has been replaced. Use the following guidelines:

## 2.2 Transcribing Pre-AACR2 Copy (continued)

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- Enter an alternative title in subfield ‡a (Title) of [field 245](#) (Title Statement).  
245 00 On the Little Big Horn; or, Custer's last stand
- Enter adjacent publisher statements (different publishers or agencies) in separate subfield ‡b's (Name of publisher, distributor, etc.) of [field 260](#) (Publication, Distribution, Etc. [Imprint]). Use punctuation as a guide. If in doubt, use separate subfields.  
260 Washington, ‡b Published for the Library of Congress by the Gertrude Clark Whittall Poetry and Literature Fund; ‡b [for sale by the Superintendent of Documents, U.S. Govt. Print. Off.] ‡c 1964.
- Enter printing dates in [field 260](#) subfield ‡c (Date of publication, distribution, etc.) in pre-AACR2 records, regardless of whether the printing dates are enclosed in parentheses on the copy. Do not enter the parentheses.  
260 London : ‡b J. Lane, ‡c 1902 (1907 printing)  
260 London : ‡b J. Lane, ‡c 1902, 1907 printing.
- Enter accompanying material data in subfield ‡e (Accompanying material) of [field 300](#) (Physical Description).  
300 6 v. : ‡b ill., maps ; ‡c 22 cm. ‡e & atlases (3 v. : ill. ; 30 cm.)  
300 3 l., 100 p. ‡b illus. ‡c 25 cm. ‡e and portfolio (24 plates) 30 cm.
- Use subfield ‡v (Volume number/sequential designation) in [field 490](#) (Series Statement).  
490 1 ACRL monographs, ‡v no.8
- Repeat subfields ‡a (Series statement) and ‡v for a subseries that follows the main series number (first subfield ‡v) in [field 490](#).  
490 1 Biblioteca de arte hispanico ; ‡v 8 : ‡a Artes aplicades ; ‡v 1

### Guideline 2—Old content designation

Use the old content designation when no new designation has been defined.

For pre-AACR2 conference names entered under place (AACR2 form **not** verifiable online), use subfield ‡q (Name of meeting following jurisdiction name entry element) in x11 fields.

711 Hague. ‡q International Peace Conference, ‡n 2d, ‡d 1907.

Use the following guidelines to delimit short titles ([field 245](#) subfield ‡a) in pre-ISBD records:

- If a title has a date or a range of dates, terminate the short title after the date.  
245 10 Disarmament and Soviet policy 1964-1968 ‡c by Thomas B.Larson.
- If a title has a colon as the first mark of punctuation, terminate the short title at the next logical break following the colon.  
245 10 Canada 2067: Canada in the next century ‡c by John Smith.

## 2.2 Transcribing Pre-AACR2 Copy (continued)

- If a title has brackets, terminate the short title at the next logical break.

245 10 Catalogue of musical instruments [in the] Victoria and Albert Museum ꝑc [by] Raymond Russell.

### Scores

Use **subfield ꝑd** (Plate or publisher number) for a plate or publisher number that is part of the imprint (**field 260**). In addition, enter the plate or publisher's number in a nonprinting **field 028** (Publisher Number).

028 20 18315 ꝑb Breitkopf & Härtel  
260 Leipzig, ꝑb Breitkopf & Härtel ꝑc [1888 or 9] ꝑd Pl. no.18315.

### Sound recordings

Use **field 262** (Imprint Statement for Sound Recordings [Pre-AACR2]) for a pre-AACR2 imprint. Enter the publisher number in a nonprinting **field 028**.

028 00 SLT 43091 ꝑb Telefunken  
262 ꝑb Telefunken ꝑc SLT 43091. ꝑd [1966]

If the retrospective copy consists of separate bibliographic records for each separately titled work, you are encouraged but not required to recatalog the item (AACR2, rule 6.1G) to describe the sound recording as a unit. (A record for a sound recording described as a unit may coexist with the records describing its separately titled works.) Treat the new record as original cataloging and use the following guidelines:

Element	Guideline
Src	Use code <i>d</i> (other).
Desc	Use code <i>a</i> (record is in AACR2 form).
010	If the retrospective copy is LC copy, include the LC card numbers for each separate description in subfield ꝑz (Canceled/invalid LC control numbers).
050	If present on LC retrospective copy, include the LC call number.

### Audiovisual materials

Use **field 261** (Imprint Statement for Films [Pre-AACR2 Revised]) for pre-ISBD production and release information.

261 Archers Film Production, ꝑf London, ꝑd 1947. ꝑb Released in the U.S. by Universal International Films, ꝑd 1948.

### Maps

Use **field 507** (Scale Note for Graphic Material) for a scale note.

507 Scale 1:500,000; ꝑb 1 in. equals approx. 8 miles.

### Recataloging

If you have retrospective copy and the item in hand, you may recatalog the item according to AACR2. Use the following guidelines:

- The record must meet at least the K-level input standard.
- Use the OCLC Authority File to verify each heading. If an AACR2 or AACR2-compatible form is present, use that form. If no AACR2 or AACR2-compatible form is present, you must create an AACR2 form.
- If you are entering Library of Congress subject headings (6xx with second indicator value 0), you must follow current LC cataloging policy.

## 2.2 Transcribing Pre-AACR2 Copy (continued)

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### Recataloging non-LC copy

If the retrospective copy is non-LC copy, treat the record as original cataloging and recatalog to AACR2:

Element	Guideline
Srcce	Use code <i>d</i> (Other).
Desc	Use code <i>a</i> (record is in AACR2 form).

### Recataloging LC copy

If the retrospective copy is LC copy, use the following guidelines:

Element	Guideline
Srcce	Code for the source of the cataloging copy: b National bibliographic agency c Cooperative cataloging program
Desc	Use code <i>a</i> (record is in AACR2 form).
010 †a	Enter the LC control number from LC copy.
040 †d	Enter your OCLC symbol.
050, 082	Enter the LC call number and the Dewey classification number if present on the LC copy. You may change field 050 (Library of Congress Call Number) to field 090 (Locally Assigned LC-type Call Number) if the author number or the classification has been changed.

### Modifications to LC and NLM copy

Follow the guidelines under “Modifications to LC and NLM copy,” for both AACR2 and pre-AACR2 copy in section 2.3, “Transcribing AACR2 Copy.”

## 2.3 Transcribing AACR2 Copy

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Because OCLC loads current LC and National Library of Medicine (NLM) cataloging, you seldom transcribe printed AACR2 cataloging. This section provides guidelines for such transcription in these rare cases.

### LC or NLM copy

The legend *AACR2* in the lower right corner identifies current LC printed cataloging. Transcribe the data exactly as shown on LC or NLM copy.

**LC cataloging.** Enter *DLC* in [field 040](#) subfield  $\ddagger$ a (Original cataloging agency) and assign the code  $\emptyset$  (National bibliographic agency) in *Srce*.

```
ELvl: I
Srce:   $\emptyset$ 
040    DLC  $\ddagger$ c XXX
```

**NLM cataloging.** Enter *NLM* in [field 040](#) subfield  $\ddagger$ a and assign code  $\emptyset$  (National bibliographic agency) in *Srce*.

```
ELvl: I
Srce:   $\emptyset$ 
040    NLM  $\ddagger$ c XXX
```

Supply other fixed-field elements and variable fields, indicators and subfield codes. Include the LC call number ([field 050](#)), the NLM call number ([field 060](#)) and the Dewey Decimal call number ([field 082](#)) if they appear on the LC or NLM copy.

If you cannot transcribe the record exactly because of the limitations of the machine-readable record, modify the appropriate data. If you modify LC or NLM data, supply the appropriate [MRec](#) code.

## 2.3 Transcribing AACR2 Copy (continued)

### Modifications to LC and NLM copy

The following table identifies the modifications permitted for pre-AACR2 and AACR2 coding of [MRec](#).

Characteristic	Modification	MRec
Incidental non-Roman characters <b>not</b> in character set	Romanize the incidental characters and enclose within brackets.	↳
Incidental mathematical symbols or other special characters <b>not</b> in character set	Add a descriptive word or phrase in brackets.	↳
Two or more fields (245–260, 4xx) require romanization	Romanize. With the OCLC Connexion Client, users may enter non-Latin script only records.	r (or) o
Obsolete subject entries or forms of name	Replace with current form of entry. If the change affects author-number portion of call number, change the author-number portion and tag the call number as local (fields 090 or 096—Locally Assigned Call Numbers).	↳
Lacks certain volumes in contents note	Add volumes to contents note.	↳
Lacks final volume number and date for completed set or serial	Add final volume number and date.	↳
Lacks a useful access point (e.g., ISBN, subject added entry or other added entry)	Add access points, including subject added entries (6xx fields) and other added entries (7xx fields).	↳

If more than one [MRec](#) code applies, assign a code in the following order of preference: *s* (Shortened record), *r* (Record is completely romanized; corresponding LC manual record is in the original script), *o* (Record is completely romanized; corresponding LC manual record is also romanized).

Enter your OCLC symbol in [field 040](#) subfield  $\dagger d$  to indicate that you have modified LC or NLM cataloging.

040 DLC  $\dagger c$  XXX  $\dagger d$  XXX

040 NLM  $\dagger c$  XXX  $\dagger d$  XXX

**Data elements defined in the MARC formats but not in AACR2.** Some important data elements (e.g., fixed-field *Lang* and [field 041](#) [Language Code]) do **not** appear on printed LC or NLM cataloging, but must be included in the record. Follow the I-level input standard for such data. Do **not** use a [MRec](#) code.

### LC Cataloging-in-Publication

You seldom transcribe AACR2 printed LC Cataloging-in-Publication (CIP) because OCLC receives most CIP directly from LC. Contact OCLC if you have printed LC CIP which is **not** represented in WorldCat. See chapter 5, “Quality Assurance,” for more information. Verify that LC has **not** used the LCCN appearing in CIP for cataloging an earlier edition or different title. Do **not** add such records as LC cataloging copy.

### Reproductions from LC copy

You may use LC cataloging for the original item to create a new record for a microform or photocopy reproduction. Treat the new record as your institution’s

## 2.3 Transcribing AACR2 Copy (continued)

original cataloging. Use [Srce](#) code *d* and enter your OCLC symbol in [field 040](#) subfield *‡a*. See section 3.2 “Reproductions and Original Microform Publications” for more information.

Srce: d  
040 XXX ‡c XXX

### Library and Archives Canada copy

To transcribe cataloging (including Canadian CIP) from the Library and Archives Canada (NLC), treat the new record as your institution’s original cataloging. Use [Srce](#) code *d* and enter your OCLC symbol in [field 040](#) subfield *‡a*.

Srce: d  
040 XXX ‡c XXX

### Guidelines

Use the following guidelines for selected variable fields:

Element	Guideline
<a href="#">015</a>	The Canadian national bibliography number is structured like an LC card number but is derived from a Canadian source. Enter an uppercase <i>C</i> before the number.
<a href="#">055</a>	Enter the LC-type call number assigned by the NLC. Field 055 prints as a call number for those libraries profiled for Canadian call numbers.
<a href="#">082</a>	Enter an uppercase <i>C</i> before the Dewey Decimal Classification number assigned by the NLC.
<a href="#">092</a>	Since <a href="#">field 082</a> does <b>not</b> print as a call number, use <a href="#">field 092</a> for a local call number for card production.
6xx	Use <i>Library of Congress Subject Headings</i> (LCSH) and the online subject authority file to verify topical subject headings. If a heading corresponds to LCSH, code it as LCSH ( <a href="#">field 650</a> [Subject Added Entry–Topical Term], second indicator value <i>0</i> ).  If a heading does <b>not</b> appear in LCSH or differs from the LCSH form, treat it as an NLC subject heading (i.e., <a href="#">field 650</a> , second indicator values <i>5</i> or <i>6</i> ), or treat it as a local subject heading.

### Other national libraries

Treat current cataloging records (including CIP) from other national libraries, such as the British Library and the National Library of Australia, as original cataloging.

## 2.4 Full, Core, Minimal and Abbreviated-Level Cataloging

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<b>Introduction</b>	<p>Historically, in cooperation with OCLC advisory groups, OCLC established input standards for entering bibliographic data into WorldCat. Unless noted otherwise, these standards conform to national standards. For more information on these standards, see the Library of Congress document <i>MARC 21 for Bibliographic Data, National Level Full &amp; Minimal Requirements</i> (<a href="http://www.loc.gov/marc/bibliographic/nlr/">http://www.loc.gov/marc/bibliographic/nlr/</a>).</p> <p>In addition, OCLC adopted the core-level standard that was defined in 1994 by the Cooperative Cataloging Council (now known as the Program for Cooperative Cataloging (PCC)). For more information on approved Core-level standards, see the Monographic Bibliographic Record Program of the PCC (<a href="http://www.loc.gov/catdir/pcc/bibco/bibco.html">http://www.loc.gov/catdir/pcc/bibco/bibco.html</a>).</p>
<b>Full-level cataloging</b>	Records that meet the requirements of second-level description (AACR2, rule 1.0D2). Correspondence between data in Full-level records and data required for second-level description is <b>not</b> exact. Input full records when possible.
<b>Core-level cataloging</b>	Records that meet at least the requirements of first-level description (AACR2, rule 1.0D1) and meet some requirements of second-level description (AACR2, rule 1.0D2). The core standard is a less-than-full standard, but is more inclusive than Minimal-level. The standard is optional. Use it as appropriate.
<b>Minimal-level cataloging</b>	Records that meet the requirements of first-level description (AACR2, rule 1.0D1). Correspondence between data in Minimal-level records and data required for first-level description is <b>not</b> exact. Data required for online cataloging may not be required by cataloging rules. Input Minimal-level records as appropriate. Users may upgrade Minimal-level records. See chapter 5, “Quality Assurance,” for more information.
<b>Abbreviated-level cataloging</b>	Brief records that do <b>not</b> meet the requirements of Minimal-level cataloging specifications. Because Abbreviated-level records may <b>not</b> meet Minimal-level standards, users with Full-level cataloging authorization or higher can upgrade these records. Depending on the authorization level, users may upgrade to <i>K</i> , <i>I</i> , <i>4</i> or $\emptyset$
<b>Encoding level</b>	The code in <b>ELvl</b> identifies the standard to which a record conforms. In <b>ELvl</b> , use code <i>I</i> for Full-level, code <i>4</i> for Core-level, code <i>K</i> for Minimal-level, and code <i>3</i> for Abbreviated-level.

## 2.4 Full, Core, Minimal and Abbreviated-Level Cataloging

(continued)

### Guidelines for Core-level

When entering data in Core-level records, use the following guidelines:

Topic	Guideline
Notes	Include only those notes that support the identification of an item. Criteria for inclusion vary by form of material. In some cases, you may provide alternative justification of added entries through other data, for example, the tagging or the use of relators.
Assigned subject headings	If appropriate, assign from an established thesaurus or subject heading system recognized by MARC 21 at least one or two headings at the appropriate level of specificity.  One heading is <b>not</b> the absolute upper limit. You need <b>not</b> decide between two equally appropriate headings, nor must you stop with two headings if the item calls for more.
Added entries	Use a complement of added entries that cover at least the primary relationships associated with a work (e.g., corporate bodies, joint authors).
Determining primary relationships	Determination of primary relationships and relative importance of title access information reflect either cataloger's judgment or institutional policy.
Series practice	<ul style="list-style-type: none"> <li>• <b>Authenticated Core-Level Records (042 ‡a contains pcc).</b> If a national authority record for a series already exists, follow the tracing practice recorded in that record. If one does <b>not</b> exist and you want to trace the series, you must create (or request creation of) an authority record.</li> <li>• <b>Non-Authenticated Core-Level Records (no 042 ‡a pcc).</b> If a national authority record for a series already exists, follow the tracing practice recorded in that record. If an authority record does <b>not</b> exist and you want to trace the series, follow AACR2.</li> </ul> <p>In either case, untraced series need <b>not</b> be supported by an authority record.</p>
Choice of main entry and bibliographic description	Practice is identical to Full-level for main entry choice and form, title page and series transcription and physical description of the item.
Form of heading	<ul style="list-style-type: none"> <li>• <b>Authenticated Core-Level Records (042 ‡a contains pcc).</b> All headings in Core-level records must be verified in the appropriate Authority File (Name, Series or Subject). If an authority record does not exist, you must create one in order to authenticate the Core-level record. If a heading is unverified, you <b>cannot</b> enter the record as an authenticated Core-level record.</li> <li>• <b>Non-Authenticated Core-Level Records (no 042 ‡a pcc).</b> All headings in Core-level records must be verified in the appropriate Authority File (Name, Series or Subject). If a heading is unverified, you may still enter a Core-level record and the heading must be established according to AACR2.</li> </ul>

### Program for Cooperative Cataloging

Various programs (CONSER, BIBCO) support input of Core-level records. Cooperative program participants create Core-level records under the auspices of the Program for Cooperative Cataloging (PCC).

## 2.4 Full, Core, Minimal and Abbreviated-Level Cataloging

(continued)

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Program participants identify “Program-created Core-level records” by entering *pcc* in [field 042](#) (Authentication Code) and code *4* in [ELvl](#). They may also create Full-level records ([ELvl](#): blank) under the auspices of the Program. They enter *pcc* in [field 042](#).

### Example of a Program-created Core-level record:

ELvl: 4  
Srce: c  
040 System-supplied OCLC symbol.  
042 pcc

### Example of a Program-created Full-level record:

ELvl: *␣*  
Srce: c  
040 System-supplied OCLC symbol.  
042 pcc

### Example of a Non-Program created Core-level record:

ELvl: 4  
Srce: d  
040 System-supplied OCLC symbol.  
*[Omit field 042.]*

Program participants must supply the applicable elements of the Core-level standard. They may supply additional elements, up to Full-level.

### Minimal-level cataloging

Input records according to the Minimal-level standard, as appropriate. For example:

- Constraints on resources, collection development policies and cataloging priority can also determine the kinds of materials receiving Minimal-level treatment
- Conversions of older cataloging records that do **not** contain full bibliographic data
- Materials in foreign languages in which you lack expertise
- Materials such as theses and dissertations, pamphlets, exhibition catalogs, analytics, audiovisual materials, technical reports and locally produced publications of little interest outside the issuing institution

The Minimal-level standard has the following characteristics:

- Records must be identified as code *K* in [ELvl](#)
- Represents the minimum data necessary to identify an item. Minimal-level does **not** prohibit the addition of data that you think is necessary

LC and CONSER have defined standards for Minimal-level cataloging. Those standards vary from K-level. If you are a member of such a cooperative project, use its standards.

## 2.4 Full, Core, Minimal and Abbreviated-Level Cataloging

(continued)

### Guidelines

Use the following guidelines for non-Dublin Core Minimal-level records. See the field descriptions in this manual for lists of I-level and K-level standards for the OCLC-MARC Format.

Element	Guideline
Fixed field	In most cases use default values.
4xx	<p>The Research Libraries Advisory Committee recommends that series statements be included if available on the piece. OCLC sets the K-level for <a href="#">field 490</a> as “Required” and sets K-level as “Optional” for <a href="#">field 440</a> and for fields 800–830.</p> <p>Enter series statements that appear on the piece. You are <b>not</b> required to do the authority work needed to trace the series. LC and NLM Minimal-level records include series information.</p>
700–730	<p>For works having title main entry, you must include one added entry access point if applicable or available.</p> <p>For items entered under the name of a person or corporate body, no added entry access points are required. All headings included in Minimal-level records must be in AACR2 or AACR2-compatible form. Use the OCLC Authority File to verify forms of entry. (LC does <b>not</b> create authority records for headings that LC newly formulates for use in Minimal-level cataloging records.)</p>

### Minimal-level upgrades

Users may upgrade Minimal-level records. See chapter 5, “Quality Assurance,” for more information.

## 2.4 Full, Core, Minimal and Abbreviated-Level Cataloging

**Abbreviated-level cataloging guidelines** Use the following guidelines for Abbreviated-level records.

### Encoding Level 3 Record Guidelines

Element	Tag	Input standard	Note
<b>Fixed field</b>			
Type of Record	Type	M	
Bibliographic level	BLvl	M	
Encoding level	ELvl	M (value 3)	
Descriptive cataloging form	Desc	M (code as appropriate)	
Type of Date	DtSt	M	
Date1/Date2	Dates	M/R	
Country of Publication	Ctry	M	
Form of Item	Form	R	
Language	Lang	M	
Cataloging Source	Srce	M (value <i>d</i> )	
<b>Variable field</b>			
LCCN	010	R	
ISBN	020	R	
ISSN	022	R	
Music Publisher Number	028	R	
Cataloging Source	040	SS	
Authentication Code	042	R	Omit (unless created from Dublin Core record, in which case use code <i>dc</i> ).
Main or Added Entry	1XX /7XX	R	Include one 7xx field if applicable and if 1xx is not applicable. For some data from non-MARC sources, field 720 may be appropriate.
Title	245	M: ‡a; R: ‡b, ‡c, ‡h	
Varying Form of Title	246	R	Emphasize varying titles, such as those containing symbols or numbers.
Edition	250	R	
Publication Information	260	R: ‡a, ‡b, ‡c	
Physical Description	300	R: ‡a	
Series Statement	490	R	Transcribe series, if present, in 490, untraced, with 1st indicator 0.
Reproduction Note	533	R	For reproductions only
Electronic Location and Access	856	R: ‡u	Other subfields are optional.
Key: M=Mandatory; R=Required if applicable; SS=System-supplied			

## 2.4 Full, Core, Minimal and Abbreviated-Level Cataloging

(continued)

### Comparison of cataloging level guidelines

Use the following chart to compare Full-, Core-, Minimal-, and Abbreviated-level standards for key areas in records:

Element	Full-Level	Core-Level	Minimal-Level	Abbreviated-Level
ELvl	⌘ I, L	4	K, 2, 5, 7, M	3
Fixed field	Code fully on every record	Code fully on every record	Default values	Type: M BLvl: M Desc: M DtSt: M Date 1: M Date 2: R Ctry: M Form: R Lang: M Srce: M (value <i>d</i> ) Other elements are optional.
020, 022, 028	Supply full available information	Subfield ⌘a if present on item	Subfield ⌘a if present on item	Subfield ⌘a if present on item
042	Include as program requires	Include if PCC participant	Omit	Omit (unless created from Dublin Core record, in which case use code <i>dc</i> ).
050, 082, 086, etc.	One number from a recognized scheme if available	One number from a recognized scheme	Optional	Optional
1xx	Include/establish if applicable	Include/establish if applicable	Include/establish if applicable	Include 1xx if applicable.
240	Include/establish if applicable	Include if known or inferred from item	Optional	Optional
245–300	Include all applicable elements	Include all applicable elements	Include all applicable elements	Include the following elements, if applicable: 245 M: ⌘a 245 M: ⌘a; R: ⌘b, ⌘c, ⌘h 246 R; Emphasize varying titles, such as those containing symbols or numbers. 250 R 260 R: ⌘a, ⌘b, ⌘c 300 R: ⌘a
4xx	Transcribe series if present. Trace according to LC practice	Transcribe series if present. If traced, PCC participants should support with authority record	Transcribe if present	Transcribe series, if present, in 490, untraced, with 1st indicator 0.

## 2.4 Full, Core, Minimal and Abbreviated-Level Cataloging

(continued)

Element	Full-Level	Core-Level	Minimal-Level	Abbreviated-Level
5xx	All applicable notes according to the latest revision of AACR2 and LCRIs	Enter the following notes if applicable: <ul style="list-style-type: none"> <li>• Field 500</li> <li>• Field 502</li> <li>• Field 505</li> <li>• Field 533</li> </ul>	Enter the following notes if applicable: <ul style="list-style-type: none"> <li>• Field 501</li> <li>• Field 502</li> <li>• Field 533</li> </ul>	Enter the following note if applicable: <ul style="list-style-type: none"> <li>• Field 533</li> </ul>
6xx	Subject headings at appropriate level of specificity from an established thesaurus or subject heading system if available	At least 1 or 2 subject headings at appropriate level of specificity from an established thesaurus or subject heading system if available	Optional	Optional
7xx	Full added entry coverage according to the latest revision of AACR2 and LCRIs	Express primary added entry relationships and important title access information	Express primary added entry relationships and important title access information	Include one 7xx field if applicable and if 1xx is not applicable. For some data from non-MARC sources, field 720 may be appropriate.
8xx (Established form of series if different from that in field 490)	If series is traced, use as appropriate	If series is traced, use as appropriate	Optional	Omit
856	Optional	Optional	Optional	R: ꞵu Other subfields are optional.
In the Abbreviated-Level column, M=Mandatory; R=Required if applicable.				

### Input standards

For more information on core-level standards, see the Program for Cooperative Cataloging (<http://www.loc.gov/catdir/pcc/bibco/coreintro.html>).

