

# OCLC's CIP Record Upgrade Project Specifications

The following USMARC fields and subfields are included in record review and upgrade. They are reviewed for accuracy, corrected if inaccuracy is found, and completed if incomplete. The piece will be in hand at the time of upgrade.

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## Fixed Field Information

A. Change Fixed Field Encoding Level to indicate the status has been changed from prepublication level (8) to either full level (blank) or core level (4). Coding will be core level (4) if "pcc" is present in the 042 field. All other records will be changed to "blank" encoding level.

B. Type of Record

C. Dates 1 & 2

D. Country of Publication

E. Other specific attributes based on the piece in hand (Nature of Contents, Illustrations, Index, etc.)

## Tagged Fields

**Note: The LCCN will not be changed under any circumstances.**

1. 020 ISBN

2. 050 LC Call Number focusing on correct form and date

3. 1XX Main Entry

4. 245 Title and Statement of Responsibility

5. 250 Edition

6. 260 Place of Publication, Publisher, and Date of Publication

7. 300 Physical Description, subfields a, b, c, and e

8. 4XX/8XX Series

9. 504 Bibliographical reference note: Add field if warranted; if field exists, add page numbers as appropriate

10. Check existing additional 5XX fields for accuracy. Additional notes will only be added to justify existing added entries or to add original publication information for reprints

11. Ascertain whether Subject, Name and Series Added Entries are appropriate for the work. Correct and verify against authority file where necessary. Add second and third authors in 7XX if lacking.

12. Delete the 263 where it occurs.

13. For atlases: 255 Scale

14. For atlases: 034 Coded Scale

15. For books with accompanying material: 538 system requirements, if applicable and if available.

## The following changes are automatically handled by the OCLC Cataloging Service

1. Leader byte Record status changes to a 'c' for corrected record.

2. An institution symbol will be added to 040 \$d to show the modifying agency.

Symbols include:

**C#P:** OCLC CIP Upgrade Service

**YDX:** Yankee Book Peddler

**IG#:** Ingram

3. The Replaced date is updated to show the date of the replace.

**Note:** For a publication received in one year, which has a publication date of the next year, or lacking a publication date, a copyright date of the next year, treat the date on the item as the date of publication. For example, if a publication received in 1998 has "1999" as its publication date, use 1999 for all applicable dates (possibly 260 subfield c, Dates in Fixed Field, and date in 050) in the record.

OCLC's CIP upgrade program involves printed materials only, unless there is accompanying material in a non-print format.

When an upgraded record is received by OCLC from LC, it automatically replaces the upgraded record in the database. LC's upgrade becomes the master record within WorldCat.

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