

# OCLC's CIP Record Upgrade Project Specifications

The following MARC21 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 resource or its surrogate will be in hand at the time of upgrade. The specifications noted here are the basic level of upgrade. Additional fields or elements of the record may be reviewed or upgraded on a case-by-case basis.

## Fixed Field Information

- A. Change Fixed Field Encoding Level to indicate the status has been changed from prepublication level (8) to full level (blank). Note that "blank" is used by the Library of Congress (LC) for coding a BIBCO Standard record.
- B. Type of Record
- C. Type of Date/Publication Status
- D. Dates 1 & 2
- E. Country of Publication
- F. Language Code
- G. Audience Level. Per DCM B.11.10.3, use code "j" (Juvenile) if intended for children through age 16.
- H. Other specific attributes based on the piece in hand (Nature of Contents, Illustrations, Index, etc.) added/edited only if easily discernable.

## Tagged Fields

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

- 1. 020 ISBN
- 2. 041 Language Code
- 3. 050 LC Call Number, focusing on correct form and date
- 4. 1XX Main Entry
- 5. 245 Title and Statement of Responsibility
- 6. 246 Varying Form of Title. Optionally add this if applicable, depending on cataloger's judgment.
- 7. 250 Edition
- 8. 264 Place of Publication, Publisher, Date of Publication, Copyright Date

9. 300 Physical Description, subfields \$a, \$b, \$c, and \$e
10. 490/8XX Series
11. 504 Bibliographical reference note. Add field if warranted; addition of page numbers is optional. This applies to all reference notes (filmographies, webliographies, etc.).
12. Check existing additional 5XX fields for accuracy. Additional notes will be added only to justify existing or newly added access points not justified in the description, to add original publication information for reprints, or to describe the language of the piece.
13. Ascertain whether Subject, Name, and/or Series Added Entries are appropriate for the work. Correct and verify against authority file where necessary. Add additional authors in 7XX if lacking.
14. Delete the 263 where it occurs.
15. For atlases: 255 Scale.
16. For atlases: 034 Coded Scale.
17. For books with accompanying material: 538 system requirements, if applicable and if available.
18. At the cataloger's discretion, other fields may be reviewed, edited, or added as time permits.

## The following changes are automatically handled by the OCLC system

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:
  - **BKX: Follett (formerly Book Wholesalers, Inc. (BWI))**
  - **C#P:** OCLC CIP Upgrade Service
  - **DON:** The Donohue Group
  - **IG#:** Ingram
  - **NLM:** National Library of Medicine
  - **QBX:** Quality Books
  - **YDX:** GOBI Library Solutions from EBSCO (formerly YBP Library Services)

Note: The symbol **BWKUK:** Blackwell's Book Service, UK, was previously used for upgrading. Usage of this symbol was discontinued in 2010.
3. The Replaced date is updated to show the date of the replace.

## Notes

For a publication received in one year that has a publication date of the next year or, if lacking a publication date, a copyright date of the next year, treat the date on the item as the date of publication per LC-PCC PS 2.8.6.6.

For example, if a publication received in 2017 has “2018” as its publication date, use 2018 for all applicable dates (possibly 264 subfield \$c, Dates in 008 Fixed Field, and date in 050) in the record.

OCLC’s CIP upgrade program involves both printed materials and e-books, as these are both in scope for the Library of Congress’ CIP program.

CIP upgrades are also received from the Library of Congress. Those become the master record in WorldCat when they have an encoding level higher in value than the existing record.

CIP produced using RDA is upgraded according to RDA.

*Updated: January 2017*