



Cataloging Refresher



Cataloging Refresher Tips

LMN

Cataloging Refresher



A cataloger should know **WHERE** to look and **WHAT** resources to use to resolve questions.

All the following resources should be available by either opening in a tab or accessing by links on the desktop:

LMN Cataloging Procedural Manual (CPM)	
MARC Basics (Power Point)	
Genre Terms (GSAFD and LCGFT)	Formats: LDR, 007, 008
V-Term List	KeepDelete Cheat Sheet
Item Management in AG	Relator Codes & Terms

Study the resources at the bottom of each topic.

Wildcards



When searching in the online catalog, wildcards can be used.

“*” replaces multiple characters,

ex: gym* produces gym(s), gymnasium(s), gymnast(s), gymnastic(s), gym’s, etc.

“?” replaces a single character,

ex: gr?y produces both grey, gray

- Q: What symbol is used as a wildcard for a single character?

- A: ?

- ❖ CPM, Chapter 2, page 3

Numbers



There are many numbers indexed in a bib record. Catalogers should know the tags and numbers and indices of the most frequently used. To search AGCN or OCLC # indices, only use the numbers following the alpha characters, ex: 568123.

Only the ISBN and LCCN will be located within the item in hand.

Tag	Label	Description	Example
001	AGCN	Auto-Graphics Control #	LMN568123
010	LCCN	Library Congress Control #	2011921030
020	ISBN	International Standard Book Number (#)	9780758227171 0758227175
022	ISSN	International Standard Serials #	1067-3253
035	OCLC	OCLC #	ocn617565500 (OCoLC)617565500

Numbers (continued)



- Q: Which index is used to search and retrieve the number 0758227175?
- A: ISBN

- Q: Searching the AGCN index, what is typed to retrieve this AGCN number: LMN3456789?
- A: 3456789

- Q: What number is stored in the 001?
- A: AGCN

- Q: The LCCN is stored in which tag?
- A: 010

- ❖ CPM, Chapter 10, page 1

Numbers in Item Records (Barcodes)



Barcodes in item records are indexed separately. LMN uses 14-digit barcodes for patron and item records manually placed by staff.

Patron barcodes begin with “2”, ex: 22305000015367

Item barcodes begin with “3”, ex: 32305000535421

The AG system will assign barcodes automatically to items that are electronic/online or batch-loaded. These system-assigned barcodes are 13-digits and end with an asterisk (*), ex: 130115117111*.

There is no physical item, so there is no call number to assign for shelving purposes. Therefore, the material type will appear in the online catalog under the call number.

Location	Call Number
LMN eBook - EBSCO - Collection	(eBook)

Tags



Whenever “9” appears in any part of a field tag the indication is a local field and should be deleted. The exception is the 914 field used by LMN.

- Q: Select the fields to be removed:

042; ; pcc

049; ; MAIN

050; 00; QC27 \$b.P49 2011

082;00; 530.09 \$222

092; ; \$b

Tags (continued)



- Q: Select the fields to be removed:
 - 042; ; pcc
 - ~~049; ; MAIN~~
 - 050; 00; QC27 \$b.P49 2011
 - 082;00; 530.09 \$222
 - ~~092; ; \$b~~
- A: 049 and 092 are to be removed.
- CPM, Chapter 10, page 28

Indexing of Non-filing Characters



- In the Title tag (245) the second position indicator is a non-filing number of 0, 2, 3, or 4.

2 nd indicator	Characters Skipped	Index on *	Example
0	None	First	245 -0 A viation abounds /
2	Two	Third	245 -1 A m an in the wild /
3	Three	Fourth	245 -2 An e gg for Robert /
4	Four	Fifth	245 -4 The r ain in Spain /

- CPM, chapter 2, page 3

Indexing of Non-filing Characters (continued)



- Q: 245; 13; An Earring for Jewel /
The system begins indexing on what character when a “3” is entered as the second indicator of the 245:
A / E / N / J ?
- A: When 245 -3 is entered, the system skips 3 characters (A, n, space) and indexes on the fourth character which is “e”.
- Q: 245; 1 4; The birdman of Ilona /
When “4” is entered what character is indexed?
- A: “b”

GMD [General Material Designator]



At this time, the title field (245) continues to include the audio/video designation (GMD) in subfield h (\$h). This designation is enclosed in square brackets. There are standards for GMD terms, however they are frequently misused.

- Q: Is [sound cassette] or [video recording] or [DVD] a GMD term?
- A: No, none of these are GMD terms.
[sound recording] and [videorecording] are to be used.
- ❖ CPM chapter 10, page 10 lists the GMD terms.

Fixed Fields



Fixed Fields are 006, 007, 008 and the LDR (leader).

Three (3) of the Fixed Fields can be expanded in AGcat for easier data entry. When expanded, these fields describe the byte positions and their values. The LDR, 007, and 008 Fixed Fields have icons at the top of each bib record which can be clicked and opened.



- Q: Name one of the Fixed Fields that can be expanded.
- A: 007 or 008 or LDR (or leader)

❖ CPM, Chapter 9, page 5

Fixed Fields (continued)

Values in all three of the Fixed Fields determine which icon will display in the online catalog. Combinations are used between LDR and 007 –or- LDR and 008.

- LDR has “cam” and no 007 - bib has a book icon



Title: Jack and the giant : a story full of beans / Jim Harris.
Author: Harris, Jim, 1955-
Publisher: Flagstaff, Ariz. : Rising Moon,



- LDR has “cam” and 007 has “cr cn-” – bib has eBook icon



Title: Boots and saddles [electronic resource] : or, Life in Dakota with General Custer / Elizabeth Bacon Custer ; introduction by Jane R. Stewart.
Author: Custer, Elizabeth Bacon, 1842-1933.



- LDR has “cgm” and 007 has “vd cvaizq” - bib has DVD icon



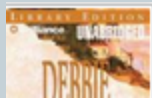
Title: Dragons [videorecording] : riders of Berk. Part 1.
Date: [2013]
Publisher: Dreamworks Home Entertainment ; Distributed by Twentieth Century Fox



Fixed Fields (continued)



- LDR has “cim” and 007 has “g” in byte 06
“sd fungnm||ed” – bib has sound recording icon



Title: 16 Lighthouse Road [sound recording] / Debbie Macomber.
Author: Macomber, Debbie.
Date: p2007.



- LDR has “cam” and 008 has “d” in byte 23 – bib has Large Print icon



Title: Webster's New Explorer large print dictionary.
Edition: New edition
Publisher: Springfield, MA : Federal Street Press,



Field 008

Current contents:

[070302s2006...mau...dd...000-0-eng..

Field 008 data element

23 - Form of item :

d (Large print)

Fixed Fields (continued)



- Q: Which Fixed Field combination determines an eBook icon?
- A: LDR byte 06 of “a” and 007 byte 00 of “c”
- Q: In the LDR, identify byte 06 for a Blu-Ray.
- A: “g”
- Q: In the 007 for a Blu-Ray, “s” is what byte number?
- A: byte 04
- Q: If a “c” occurs in an 007/byte 00, what is the format?
- A: eBook (or electronic resource)

Fixed Fields (continued)



- Match the format with the correct LDR:

Book on CD cim

Videocassette cgm

DVD cgm

Music CD cjm

- Match the format with the correct 007:

Book on CD sd.fung

Videocassette vf.cbahou

DVD vd.cvaizq

Music CD sd|fsng

Fixed Fields (continued)



- Match the format with the correct LDR:

Book on CD	_____	cjm
Videocassette	_____	cgm
DVD	_____	cim
Music CD	_____	cgm

- Match the format with the correct 007:

Book on CD	_____	vd.cvaizq
Videocassette	_____	sd fsng
DVD	_____	sd.fung
Music CD	_____	vf.cbahou

❖ Formats: LDR, 007, 008 (Icon Formats AG Revised.pdf)

Variable Fields



Variable Fields in a bib record are 001-005, 1xx-9xx.

- Q: Select all the Variable Field tags from this list:
003, 006, 010, 100
- A: 003, 010, 100 are Variable Fields;
006 is a Fixed Field.

- Q: True/False: 830 is a Variable Field.
- A: True

- ❖ CPM, Chapter 10, page 1

Relator Codes & Terms



Relator Codes are used in many fields to explain the person's relationship. Subfield \$4 include codes; subfield \$e (for expanded) includes terms.

Example: \$4act \$eActor
 \$4prf \$ePerformer

- Q: What subfield is to be used for relator terms, ex: "Director"?
- A: \$e
- Q: What subfield is to be used for relator codes, ex: "drt"?
- A: \$4
- ❖ Relators \$4 and \$e; CPM, Chapter 10, page 8

Series (490, 800/830)



The 490 has NO non-filing indicators, so data may begin with “A, An, The.” The 800 has NO non-filing indicators. The 830 has filing indicators in the second indicator.

490 0- untraced; no 8xx field is necessary

490 1- traced; 8xx must be present

- Q: Select the correct indicators:

490 -0

490 0-

- Q: Select the correct pair:

490 0- The Sail program

490 1- The Sail program

830 0- Sail program

830 -0 Sail program

Series (continued)




The 490 has NO non-filing indicators, so data may begin with A, An, The. The 800 has NO non-filing indicators. The 830 has filing indicators in the second indicator.

490 0- untraced; no 8xx field is necessary

490 1- traced; 8xx must be present

- Q: Select the correct indicators:

490 -0

490 0- 

- A: 490 0- is correct. (-0 is incorrect, no value is to be in the 2nd indicator position. Either 490 0- or 490 1- is correct)

- Q: Select the correct pair:

490 0- The Sail program

 490 1- The Sail program

830 0- Sail program

830 -0 Sail program

- A: The second pair is correct because it has a 490 1- indicator for traced. The first pair did not need an 830 field at all.

Series (continued)



- Q: Which is correct?
490 1- A cupcake novel
800 1- Kaufman, Donna. \$t Cupcake novel.
-or-
490 1- A cupcake novel
800 1- Kaufman, Donna. \$t A Cupcake novel.
- Q: Select the correct pair.
490 1- Eastern European studies ;\$v no. 5
830 -0 Eastern European studies ;\$v no. 5.
-or-
490 0- Eastern European studies ;\$v no. 5
830 -1 Eastern European studies ;\$v no. 5.

Series (continued)



- Q: Which is correct?
 - ★ 490 1- A cupcake novel
 - 800 1- Kaufman, Donna. \$t Cupcake novel.
 - or-
 - 490 1- A cupcake novel
 - 800 1- Kaufman, Donna. \$t ~~A~~ Cupcake novel.
- A: The first one is correct. There are no initial articles (A, An, The) in \$t of an 800.

- Q: Select the correct pair.
 - ★ 490 1- Eastern European studies ;\$v no. 5
 - 830 -0 Eastern European studies ;\$v no. 5.
 - or-
 - 490 ~~0~~- Eastern European studies ;\$v no. 5
 - 830 ~~-1~~ Eastern European studies ;\$v no. 5.
- A: The first one is correct. The indicators are all wrong in the second one.

- ❖ CPM, Chapter 10, page 15

V-term Subject Headings



Library of Congress states that in 6xx Subject Headings, certain terms are to be coded in specific subfields.

\$p has parts (ex. Romans)

\$q has full name (ex. John Quincy)

\$y has years (ex. 1921-1986)

\$z has geographic region (ex. Atlantic Ocean)

\$x has general subdivision (ex. Campaigns)

\$v has form subdivision (ex. Art)

V-term Subject Headings (continued)



- Q: The term “Juvenile literature” should be in what subfield?
- A: \$v

Enter the terms in the correct subfield:

(John Fitzgerald)

\$y

- Q:

1917-1963

\$x

Assassination

\$q

- A: \$q(John Fitzgerald) \$y1917-1963 \$xAssassination
- Q: Which subject heading term should be coded in \$v:
History / Social aspects / Alabama / Abstracts
- A: “Abstracts” is the only V-term heading in this list.

❖ V-Term List; CPM Chapter 10, page 20-22

Genre Subject Headings



Genre subject headings indicate what the work IS rather than what the work is ABOUT. LMN is moving toward using LCFGFT terms, but because Library of Congress is lagging in completing LCGFT terms, LMN is using both GSAFD and LCGFT.

- Q: Select the correct **genre** term:
Romance / Romance films / Romantic / Romance movies
- A: Only Romance films \$2lcfgft is correct.
- ❖ Genre Terms, LCGFT; Genre Terms, GSAFD

Subject Headings



LMN only uses LC adult subject headings. 6xx subfields with \$2fast, \$2swd, \$2bisacsh, and \$2eflch are to be removed. Juvenile headings (2nd position indicator 1) that are duplicates of adult headings are to be removed. Only unique juvenile headings are to be kept.

- Q: Select the correct subject headings from this list:

650 -0 Voyages around the world ;\$vFiction.

655 -7 Audiobooks.\$2lcgft

650 -7 Audiobooks. \$2fast \$0(OCOLC)fst00821088

650 -7 Fiction. \$2fast \$0(OCOLC)fst01423787

Subject Headings (continued)



- Q: Select the correct subject headings from this list:
 - ★ 650 -0 Voyages around the world ;\$vFiction.
 - ★ 655 -7 Audiobooks.\$2lcgft
 - 650 -7 Audiobooks. \$2fast \$o(OCoLC)fst00821088
 - 650 -7 Fiction. \$2fast \$o(OCoLC)fst01423787
- A: The last two have \$2fast so they are removed.

Subject Headings (continued)



- Q: Select the wrong subject headings:

650	Subj Topical	. 0	a	Cooking	v	Juvenile-literature.
650	Subj Topical	. 7	a	Cooking.	2 fast 0	[OCoLC]fst01754966
651	Subj Geog.	. 1	a	Cooking.		
655	Genre/Form	. 7	a	Juvenile-works.	2 fast 0	[OCoLC]fst01411637
655	Genre/Form	. 7	a	Cookbooks.	2 lcgft	

Subject Headings (continued)



- Q: Select the wrong subject headings:

650	Subj Topical	. 0	a	Cooking	v	Juvenile literature.
650	Subj Topical	. 7	a	Cooking. 2 fast	0	{OCoLC}fst01754966
651	Subj Geog.	. 1	a	Cooking.		
655	Genre/Form	. 7	a	Juvenile works. 2 fast	0	{OCoLC}fst01411637
655	Genre/Form	. 7	a	Cookbooks. 2	lcgft	

- A: Do not keep the duplicate juvenile heading nor the \$2fast headings. Only the first and last are kept.

The final entry appears thusly:

650	Subj Topical	. 0	a	Cooking	v	Juvenile literature.
655	Genre/Form	. 7	a	Cookbooks. 2	lcgft	

Subject Headings (continued)



- Q: Remove the incorrect subject headings:

650	Subj Topical	. 0	a	Heart × Diseases.
650	Subj Topical	. 0	a	Medical-emergencies.
650	Subj Topical	. 0	a	Coronary-care-units.
650	Subj Topical	. 2	a	Coronary-Care-Units.
650	Subj Topical	. 2	a	Emergencies.
650	Subj Topical	. 2	a	Heart-Diseases.
650	Subj Topical	. 7	a	Coronary-care-units. 2 fast 0 [OCoLC]fst00879528
650	Subj Topical	. 7	a	Heart × Diseases. 2 fast 0 [OCoLC]fst00953527
650	Subj Topical	. 7	a	Medical-emergencies. 2 fast 0 [OCoLC]fst01014070
650	Subj Topical	17	a	Hartziekten. 2 gtt
650	Subj Topical	17	a	Noodgevallen. 2 gtt
650	Subj Topical	07	a	Herz. 0 [DE-588]4024632-2 2 gnd
650	Subj Topical	07	a	Notfallmedizin. 0 [DE-588]4042676-2 2 gnd

Subject Headings (continued)



- Q: Remove the incorrect subject headings:

650	Subj Topical	. 0	a	Heart × Diseases.
650	Subj Topical	. 0	a	Medical-emergencies.
650	Subj Topical	. 0	a	Coronary-care-units.
650	Subj Topical	. 2	a	Coronary-Care-Units.
650	Subj Topical	. 2	a	Emergencies.
650	Subj Topical	. 2	a	Heart-Diseases.
650	Subj Topical	. 7	a	Coronary-care-units. 2 fast 0 {OCoLC}fst00879528
650	Subj Topical	. 7	a	Heart × Diseases. 2 fast 0 {OCoLC}fst00953527
650	Subj Topical	. 7	a	Medical-emergencies. 2 fast 0 {OCoLC}fst01014070
650	Subj Topical	17	a	Hartziekten. 2 gtt
650	Subj Topical	17	a	Noodgevallen. 2 gtt
650	Subj Topical	07	a	Herz. 0 {DE-588}4024632-2 2 gnd
650	Subj Topical	07	a	Notfallmedizin. 0 {DE-588}4042676-2 2 gnd

- A: OCLC has been adding foreign languages in headings which need to be deleted along with the \$2fast and 650 -2 which are MESH headings.

❖ CPM, Chapter 10, page 20

The End



**THIS CONCLUDES THE TRAINING.
THANK YOU FOR PARTICIPATING.
STUDY THE SOURCES.**