BIBLIOGRAPHIC (BIB) RECORDS
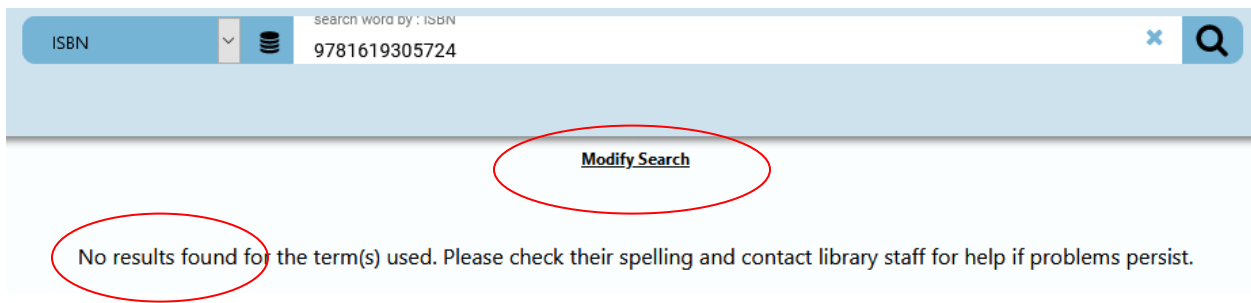
BIB RECORDS – ADDING by COPY CATALOGING

Copy cataloging adds a bibliographic record (bib) to the LMN database from another database, thus saving time. OCLC is used as the external database in the following examples.
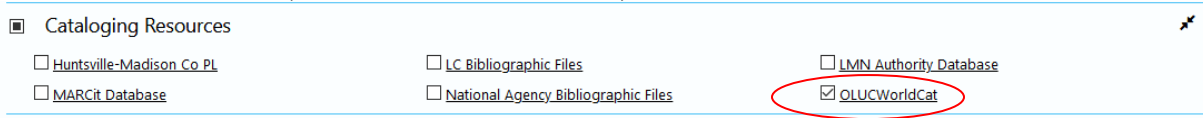
Searching All Libraries, enter an ISBN.
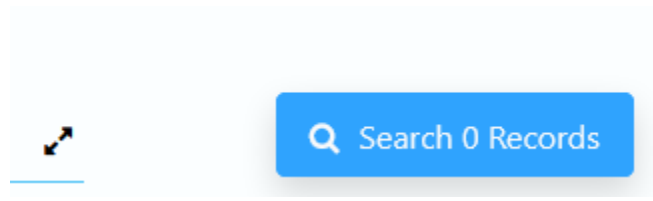The search in LMN results in "No results found"
Select "Modify search"

A pop-up box displays. Under Resources, expand Cataloging Resources
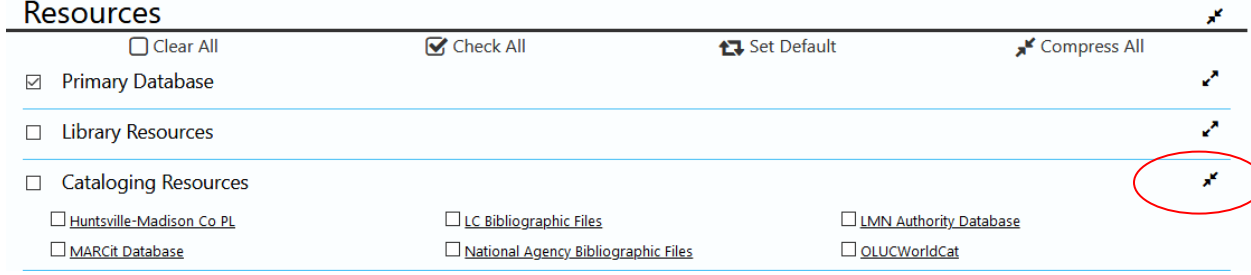
Click OLUCWorldCat (OCLC's Z39.50 interface). OLUC will be referred to as OCLC.

Select "Search Records" bottom left corner

Page 1: 4 total results for "9781619305724" Modify Search

Title: The Oregon Trail : the journey across the country t

Author: Gibson Karen Bush

Publisher: Nomad Press a division of Nomad Communications

Date: 2017

Book

Location	Format
OLUCWorldCat	Book

Title: The Oregon Trail The Journey Across the Country

Author: Karen Gibson Bush

Publisher: Nomad Press

Date: 2017

eBook

Location	Format
OLUCWorldCat	eBook

ISBN Search Results Screen

Note the Location is OLUCWorldCat – not LMN.   OLUCWorld is OCLC's Z39.50 link.
Select the cover image to open the full bib record in OCLC.

Select Edit Bib Record to open the bib record in AGcat.

◀◀ Go back

Gibson Karen Bush

The Oregon Trail

Format: Book

Found In: OLUCWorldCat

Add to Your List

Email this Item

Print This Item

Download Record

Add to Download Cart

Authorize Bib Record

Edit Bib Record

MARC Display | Details | Where To Find It

MARC Display

Leader : 00253cam a2200457Mi 4500

001			on1023499666
003			OCoLC
005			20191210120210.0
008			171004s2017 vtua c b 001 0 eng d
020	*	*	**a** 1619305720
020	*	*	**a** 9781619305724
035	*	*	**a** (OCoLC)1023499666
037	*	*	**b** Pgw, C/O Two Rivers Distribution 210 American Dr, Jackson, TN, USA, 38301 **n** SAN 631-760X
040	*	*	**a** GIP **b** eng **e** rda **c** GIP **d** VTL **d** WYZ **d** OCLCF **d** OCLCO
043	*	*	**a** n-us-or
050	1		**a** F591 **b** .G53 2017

OLUCWorldCat

A pop-up box will display.
Notice this is still in OCLC (see Source:OLUCWORLDCAT and AGCN=0 at the top)

Full Record in MARC Display

A bib record must be edited at least once in OCLC in order to add and save to LMN's database. So cut the 040 field by placing cursor on the 040 line and cut with scissors or Edit > Cut or CTRL+X.

Notice the 040 field is gone and the *gold barrel icon* is visible now.
Click the *gold barrel icon* to save the bib record into LMN's database.
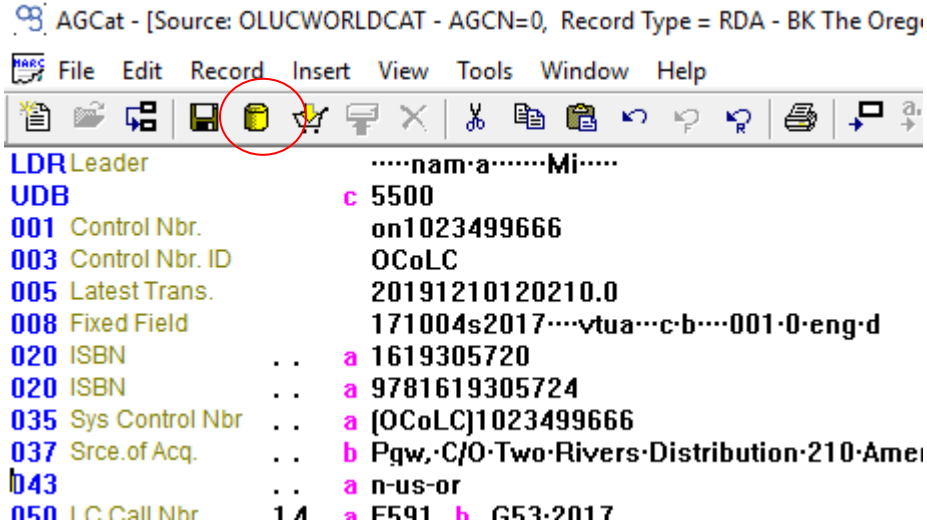
Once the *gold barrel icon* is clicked to save, AG assigns a new AGCN.
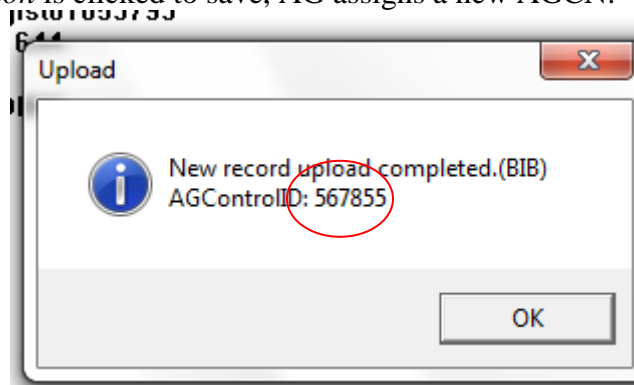
Saved to LMN Confirmation

Record the AGCN because it is indexed first before the title and numerics.

Now the bib record in LMN can be further edited to LMN standards.

BIB RECORDS – ADDING by ORIGINAL CATALOGING

There are occurrences where locally published items are not cataloged in OCLC. After searching OCLC by ISBN, LCCN, title, and author and finding no exact match, an original bibliographic record must be created.

Access the staff menu; then Cat Admin followed by Create New CAT record.
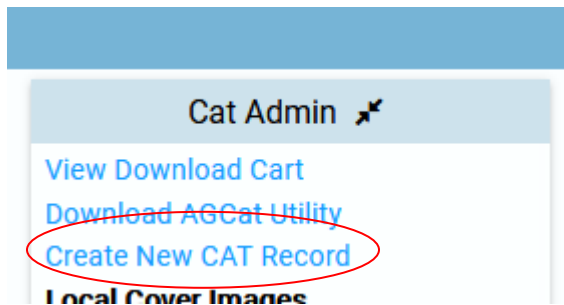
AGcat will open with a workform box by format. Arrow down for the desired workform.
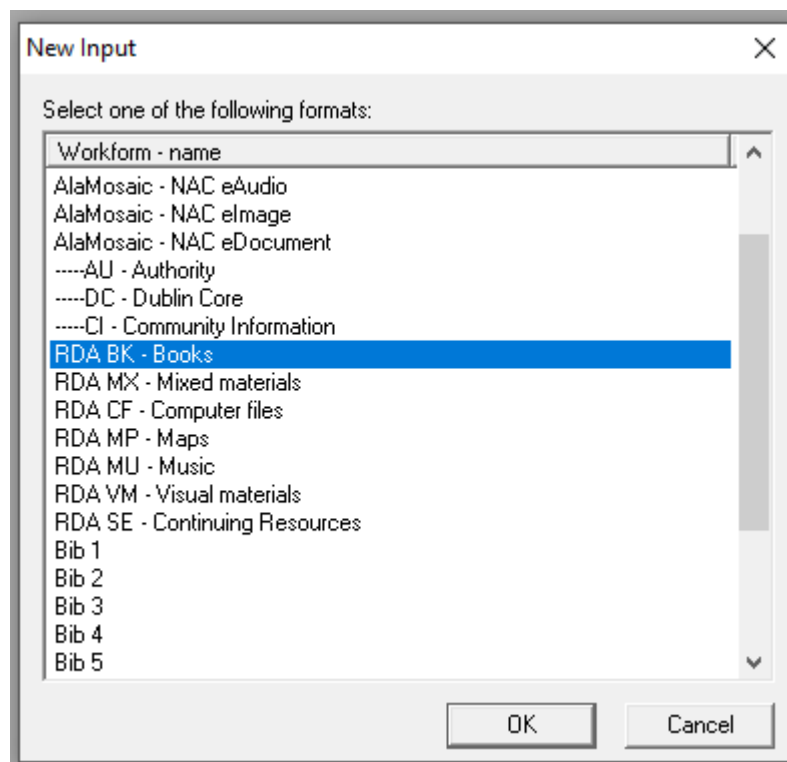
Selecting a workform, opens a template. This is workform for books called "RDA BK -Books:"


```
New input: Record Type = BK

LDR Leader                    ·····nam·········a·····
003 Control Nbr. ID           CPomAG
008 Fixed Field               191212s········nyua·········001·0·eng·d
020 ISBN            . .    a |
035 Sys Control Nbr . .    a No035-original
100 Author/Creator  1.    a
245 Title           1 0   a
264 Publ. Notice    . 1   a
300 Description     . .    a
336 Content Type    . .    a text  2 rdacontent
337 Media Type      . .    a unmediated  2 rdamedia
338 Carrier Type    . .    a volume  2 rdacarrier
500 General Note    . .    a
650 Subj Topical    . 0   a
650 Subj Topical    . 0   a
```

Fully complete the workform. Delete any unused field and subfields. Don't leave subfields blank. LMN requires a complete MARC record. It is not acceptable to enter a brief record. For more information on MARC tags, see Chapters 9 & 10 of LMN's Cataloging Procedural Manual. For more information or editing the 008 or the Leader, expand by double-clicking 008 or LDR in the toolbar.

NOTE: Workforms include only adult subject heading tag 650; 0; $a.
REMINDER: Add location and initials in a 914;   ;$aLMN_cm to indicate who created the record with subfield "a". Revisions are in subfield "d".

After completing the entry, save the bib record by clicking the gold barrel icon or by selecting Save to Database.
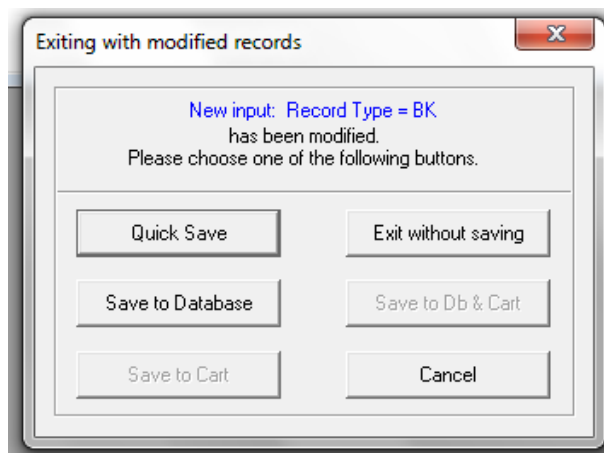
Record the AGCN displayed by the system.

Example of original cataloged bib record:

001		LMN560980
003		CPomAG
005		20130814080106.0
008		001121s2001 ilu b 000 0 eng
082	0 0	**a** 929.2
100	1 *	**a** Byrd, Shannon Dale, **e** compiler.
245	1 0	**a** The Guffey family : **b** ancestors & descendants of Ephraim Monroe Guffey / **c** compiled by Shannon Dale Byrd.
246	3 *	**a** Ancestors and descendants of Ephraim Monroe Guffey
260	* *	**a** Flat Rock, Alabama : **b** Byrdman Ink, **c** c2012.
300	* *	**a** 184 pages ; **b** illustrated, **c** 28 cm.
336	* *	**a** text **2** rdacontent
337	* *	**a** unmediated **2** rdamedia
338	* *	**a** volume **2** rdacarrier
600	0 0	**a** Guffey family.
600	0 0	**a** Guffey, Ephraim Monroe.
650	* 0	**a** Genealogy.
914	* *	**a** SCP_jd **d** LMN_cm

BIB RECORDS: TIPS

MARC Tag Labels:

It is helpful when creating and working with bib records, to display the MARC tag labels in AGcat. Example: after turning on MARC Tag Labels

Source: LMN_ - AGCN=560980, Record Type = BK The Guffey family :

LDR	Leader		·····cam·········a·····
UDB		c 0	
001	Control Nbr.		LMN560980
003	Control Nbr. ID		CPomAG
005	Latest Trans.		20130814080106.0
008	Fixed Field		001121s2001····ilu······b····000·0·eng··
082	Dewey Call Nbr.	0 0	a 929.2
100	Author/Creator	1.	a Byrd,·Shannon·Dale, e compiler.
245	Title	1 0	a The·Guffey·family·: b ancestors·&·descendants·of·Ephraim·Monroe·Guffey·/ c compiled·by· Shannon·Dale·Byrd.
246	Other Title	3.	a Ancestors·and·descendants·of·Ephraim·Monroe·Guffey
260	Imprint	..	a Flat·Rock,·Alabama·: b Byrdman·Ink, c c2012.
300	Description	..	a 184·pages·; b illustrated, c 28·cm.
336	Content Type	..	a text 2 rdacontent
337	Media Type	..	a unmediated 2 rdamedia
338	Carrier Type	..	a volume 2 rdacarrier
600	Subj Pers Name	0 0	a Guffey·family.
600	Subj Pers Name	0 0	a Guffey,·Ephraim·Monroe.
650	Subj Topical	. 0	a Genealogy.
914		..	a SCP_jd d LMN_cm

To turn on MARC Tag Labels:
In AGcat, select EDIT > Tools Options > (check) "Display MARC tag labels" > OK .
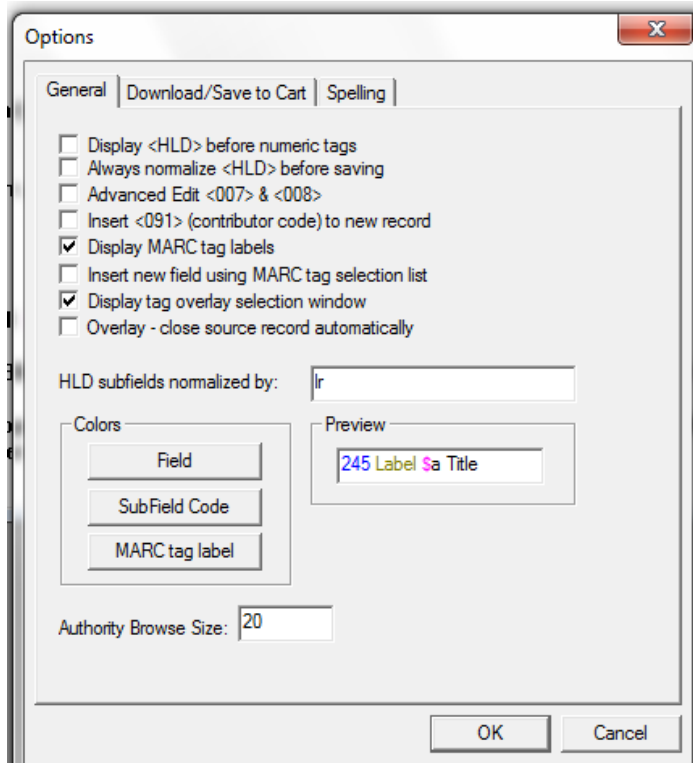
REQUIREMENTS FOR BIB RECORDS

Since members are not to enter brief bib records, there are no minimum requirements. Enter as much information as possible. Retrieval later on depends on the data entered.

When to add a new bib record:
A new bib record is to be entered anytime the following is present:
- different publisher,
- different copyright date,
- different format,
- different ISBN, or
- different material type.

Formats from the LDR determine which wording will display in the online catalog.

DVD and Blu-ray and VHS will have different formats and different ISBNs and may have different publishers, so each will have their separate bib record.
Do not combine DVD and Blu-ray on the same bib record.

Large Print bib records will have different publisher and different ISBNs and different format, so large print will have a separate bib record. Large print is not to be attached to regular print.

Books and eBooks will have different ISBNs and different format, so each will have a separate bib record. It is acceptable to include a print ISBN on an ebook in order to retrieve the cover image.

It is possible for printers and distributors to be under a corporate umbrella of the same publisher, i.e., such as Signet being part of New American Library.

Hardback and Paperbacks may exist on the same bib record *if the publisher, ISBN, and copyright date are the same.*

Useful cataloging websites:

OCLC Connexion client	https://www.oclc.org
Library of Congress	https://catalog.loc.gov
OCLC Classify	https://classify.OCLC.org
Amazon.com (title, verso, TOC)	https://www.amazon.com
Cataloger's Reference Shelf	https://www.itsmarc.com/crs/crs.htm
RDA	https://www.loc.gov/marc/RDAin MARC.html
WorldCat	https://www.worldcat.org
Internet Archive	http://www.archive.org