

### **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"

ISBN	~ 9	search word by : ISBN 9781619305724	× Q
			Modify Search
No resu	Ilts found for th	e term(s) used. Ple	ase check their spelling and contact library staff for help if problems persist.

## A pop-up box displays. Under Resources, expand Cataloging Resources

Resources				*
Clear All	Check All	🔁 Set Default	📌 Compress All	
Primary Database				2
Library Resources				2
Cataloging Resources			(	*
Huntsville-Madison Co PL	LC Bibliographic Files	LMN Authority Da	atabase	
MARCit Database	National Agency Bibliographic Files	<u>oLUCWorldCat</u>		

### Click OLUCWorldCat (OCLC's Z39.50 interface). OLUC will be referred to as OCLC.

Cataloging Resources			*
Huntsville-Madison Co PL	LC Bibliographic Files	LMN Authority Database	
MARCit Database	National Agency Bibliographic Files	OLUCWorldCat	

### Select "Search Records" bottom left corner





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

₩ 100.0	Title: The Oregon Trail : the journey across	s the country 1		
ORECON	Author: Gibson Karen Bush			
TRATEL Tribute Active To Gares	Publisher: Nomad Press a division of Nomad Com	nmunications		
- and solar	Date: 2017			
3	Book			
-	Location	Format		
	OLUCWorldCat	Book		
$\sim$				
1000	Title: The Oregon Trail The Journey Across	s the Country		
OREGON	Author: Karen Gibson Bush			
TRAIL In later form for Later International Const	Publisher: Nomad Press			
and a lar	Date: 2017			
	<u>eBook</u>			
	Location	Format		
	<u>OLUCWorldCat</u>	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	MARC Display	Details	Where To Find It
The Oregon Trail			
Format: Book		MA	RC Display
Found In: OLUCWorldCat			
ORIGON TRAIL	Leader : 00253cam a2200457Mi 4500		
A Stational Provention	001 on1023499666		
a dama and successfully	003 OCoLC		
A Providence Control	005 20191210120210.0		
	008 171004s2017 vtua c b 001 0 eng d		
Add to Your List	020 ** <b>a</b> 1619305720		
Email this Item	020 ** <b>a</b> 9781619305724		
Print This Item	035 ** a (OCoLC)1023499666		
Download Record	037 ** b Pgw, C/O Two Rivers Distribution 210 American Dr, Jackson, TN, USA, 38301	n SAN 631-760	0X
Add to Download Cart	040 ** a GIP b eng e rda c GIP d VTL d WYZ d OCLCF d OCLCO		
Authorize Bib Record	043 ** <b>a</b> n-us-or		
Edit Bib Record	050 1 <b>a</b> F591 <b>b</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)



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.

3 AGCat - [Source: OLUCWORLDCAT - AGCN=0, Record Type = RDA - BK The Orego

决 File Edit Record	Insert View Tools Window Help
12 📽 🛱 🖬	) 🖗 🖶 🗶 🖡 🖻 📾 🌼 🤣 🏷 😂 🕇 🕁
LDR Leader	·····nam·a······Mi·····
UDB	c 5500
001 Control Nbr.	on1023499666
003 Control Nbr. ID	OCoLC
005 Latest Trans.	20191210120210.0
008 Fixed Field	171004s2017vtuac.b001.0.eng.d
020 ISBN	a 1619305720
020 ISBN	a 9781619305724
035 Sys Control Nbr	a (OCoLC)1023499666
037 Srce.of Acq.	b Pgw, C/O Two Rivers Distribution 210 Ame
043	a n-us-or
<b>050</b> LC Call Nhr	1/1 a F591 h G53,2017

Once the gold barrel icon is clicked to save, AG assigns a new AGCN.



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.

Cat Admin 🧩
View Download Cart
Download AGCat Utility
Create New CAT Record
Local Cover Images

AGcat will open with a workform box by format. Arrow down for the desired workform.

New Input		×
Select one of the following formats:		
Workform - name		^
AlaMosaic - NAC eAudio AlaMosaic - NAC eImage		
AlaMosaic - NAC eDocument		
DC - Dublin Core		
CI - Community Information		_
RDA MX - Mixed materials		
RDA CF - Computer files BDA MP - Maps		
RDA MU - Music		
RDA VM - Visual materials RDA SE - Continuing Resources		
Bib 1		
Bib 3		
Bib 4 Bib 5		<b>~</b>
,		
	ОК	Cancel



📅 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 al 035 Sys Control Nbr . . a No035-original 100 Author/Creator 1. а 245 Title 10 a 264 Publ. Notice a 300 Description .. a ... a text 2 rdacontent 336 Content Type ... a unmediated 2 rdamedia 337 Media Type 338 Carrier Type ... a volume 2 rdacarrier 500 General Note .. a 650 Subj Topical .0 a 650 Subj Topical .0 a

Selecting a workform, opens a template. This is workform for books called "RDA BK -Books:"

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.

×			
New input: Record Type = BK has been modified. Please choose one of the following buttons.			
Exit without saving			
Save to Db & Cart			
Cancel			

Record the AGCN displayed by the system.



## Example of original cataloged bib record:

001		LMN560980
003		CPomAG
005		20130814080106.0
800		001121s2001 ilu b 000 0 eng
082	0 0	a 929.2
100	1 *	a Byrd, Shannon Dale, e compiler.
245	10	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

🛒 s	purce: LMN AGO	N=560	980, Record Type = BK The Guffey family :
LDF	Leader		·····Cam·······a····
UD	В		<b>c</b> 0
001	Control Nbr.		LMN560980
003	Control Nbr. ID		CPomAG
005	Latest Trans.		20130814080106.0
008	Fixed Field		001121s2001ilub000.0.eng
082	Dewey Call Nbr.	00	a 929.2
100	Author/Creator	1.	a Byrd, Shannon Dale, e compiler.
245	Title	10	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	00	a Guffey-family.
600	Subj Pers Name	00	a Guffey, Ephraim Monroe.
650	Subi Topical	. 0	a Genealogy.
914	l	••	a SCP_jd_d_LMN_cm



## To turn on MARC Tag Labels:

In AGcat, select EDIT > Tools Options > (check) "Display MARC tag labels" > OK.

Options	x
General Download/Save to Cart Spelling Display <hld> before numeric tags Always normalize <hld> before saving Advanced Edit &lt;007&gt; &amp; &lt;008&gt;</hld></hld>	
<ul> <li>Insert &lt;091&gt; (contributor code) to new record</li> <li>✓ Display MARC tag labels</li> <li>Insert new field using MARC tag selection list</li> <li>✓ Display tag overlay selection window</li> <li>✓ Overlay - close source record automatically</li> </ul>	
HLD subfields normalized by:	
Field     245 Label \$a Title       SubField Code     MARC tag label	
Authority Browse Size: 20	
ОК С	Cancel



### **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	<u>http</u>
Library of Congress	<u>http</u>
OCLC Classify	<u>http</u>
Amazon.com (title, verso, TOC)	<u>http</u>
Cataloger's Reference Shelf	<u>http</u>
RDA	<u>http</u>
WorldCat	<u>http</u>
Internet Archive	http

https://www.oclc.org https://catalog.loc.gov https://classify.OCLC.org https://www.amazon.com https://www.itsmarc.com/crs/crs.htm https://www.loc.gov/marc/RDAin MARC.html https://www.worldcat.org http://www.archive.org