

# Cataloging Reminders, Resources and Quick Tips

#### CATALOGING GROUP

Anyone interested in joining the Yahoo! Cataloging group can e-mail Stephanie @ admin@lakecitieslibrary.org.

#### **CATALOGING HELP**

<u>Do not</u> send cataloging questions to the NTLC listserv.

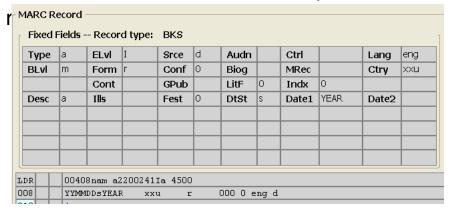
Documentation from the Cataloging Classes can be found here... <a href="http://www.northtexaslibraries.org/consortium-information/consortium-resources">http://www.northtexaslibraries.org/consortium-information/consortium-informat

The Cataloging Committee would like to remind all members that if you have a cataloger that needs help or training we will accommodate.

http://www.northtexaslibraries.org/consortium-information/consortium-resources

## Reminders and Quick Tips

\*\* The LDR and 008 Fields are not totally changeable. They are created by the system when the record is created. They use information entered into the Fixed Fields above the



\*Refer to the MARC Cataloging Quick Reference page and other provided resources for explanations and formatting for fixed fields.

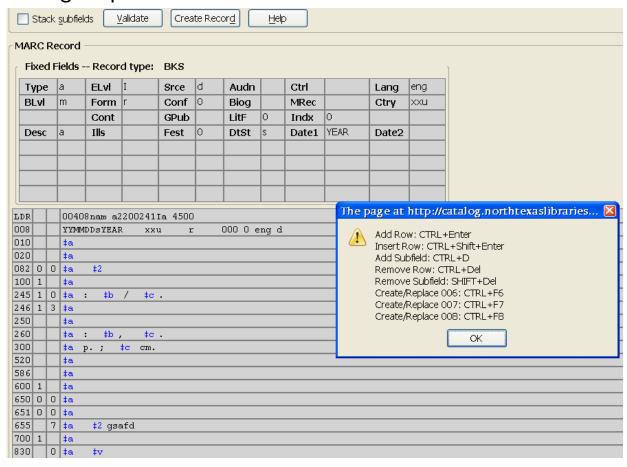
\*\*Use a dash with ISSNs (periodicals); 000-000

Do not use a dash with ISBNs; 97800000000, 1000000000 pg.25 Easy MARC

- \*\*To insert a picture into your record... record the first ISBN used by Amazon or Google into the first 020 field in your record this could be the ISBN-10 or the ISBN-13
- \*\*The 899 field is useful for adding local information such as "Lake Dallas ISD Reading List."

## Reminders and Quick Tips cont.

\*\*You can get quick-key shortcuts by clicking Help in the MARC Edit screen



#### Resources

ISSNs, ISBNs <a href="http://loc.gov/issn/faq.html">http://loc.gov/issn/faq.html</a>

Library of Congress Authorities <a href="http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?PAGE=Exit&SEQ=20091204153538&PID=0MTUxs2ezPCFv">http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?PAGE=Exit&SEQ=20091204153538&PID=0MTUxs2ezPCFv</a> 16F7Xlb9HqJrGFO

OCLC Bibliographic Formats and Standards
<a href="http://www.oclc.org/us/en/bibformats/en/default.shtm">http://www.oclc.org/us/en/bibformats/en/default.shtm</a>

Original Cataloging -

http://www.in.gov/library/files/El Cataloging Procedures Guide Chapter 3
Original Cataloging.pdf

Evergreen Indiana – Cataloging Training Manual <a href="http://www.in.gov/library/3381.htm">http://www.in.gov/library/3381.htm</a>

**Online Tutorials** 

http://evergreen-ils.org/dokuwiki/doku.php?id=community\_tutorials

### OCLC CatExpress Resources

- Documentation Page: <u>http://www.oclc.org/support/documentation/catexpress/default.htm</u>
- CatExpress Glossary: <u>http://www.oclc.org/support/documentation/glossary/catex</u> <u>press/default.htm</u>
- Users Guide: <u>http://www.oclc.org/support/documentation/catexpress/using/guide/</u>
- Quick Reference: <u>http://www.oclc.org/support/documentation/catexpress/using/quickref/</u>
- Online tutorial: <a href="http://www.oclc.org/support/training/catexpress/tutorial/">http://www.oclc.org/support/training/catexpress/tutorial/</a>
- Login Page: <a href="http://connexion.oclc.org/">http://connexion.oclc.org/</a>
- Marc records: http://psw.oclc.org/