



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

Do not send cataloging questions to the NTLC listserv.

Send any questions about cataloging to NTLC-Cataloging@yahoogroups.com.

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

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

MARC Record

Fixed Fields -- Record type: BKS

Type	a	ELvl	I	Src	d	Audn		Ctrl		Lang	eng
BLvl	m	Form	r	Conf	0	Biog		MRec		Ctry	xxu
		Cont		GPub		LitF	0	Indx	0		
Desc	a	Ills		Fest	0	DtSt	s	Date1	YEAR	Date2	

LDR		00408nam a2200241Ia 4500
008		YYMMDD=YEAR xxu r 000 0 eng d

*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; 9780000000000, 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

Stack subfields

MARC Record

Fixed Fields -- Record type: BKS

Type	a	ELvl	I	Srce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form	r	Conf	0	Biog		MRec		Ctry	xxu
		Cont		GPub		LitF	0	Indx	0		
Desc	a	Ills		Fest	0	DtSt	s	Date1	YEAR	Date2	

LDR		00408nam a22002411a 4500
008		YYMDDsYEAR xxu r 000 0 eng d
010		#a
020		#a
082	0 0	#a #2
100	1	#a
245	1 0	#a : #b / #c .
246	1 3	#a
250		#a
260		#a : #b , #c .
300		#a p. ; #c cm.
520		#a
586		#a
600	1	#a
650	0 0	#a
651	0 0	#a
655	7	#a #2 gsafd
700	1	#a
830	0	#a #tv

The page at <http://catalog.northtexaslibraries...>

- ⚠ Add Row: CTRL+Enter
- ⚠ Insert Row: CTRL+Shift+Enter
- ⚠ Add Subfield: CTRL+D
- ⚠ Remove Row: CTRL+Del
- ⚠ Remove Subfield: SHIFT+Del
- ⚠ Create/Replace 006: CTRL+F6
- ⚠ Create/Replace 007: CTRL+F7
- ⚠ Create/Replace 008: CTRL+F8

Resources

ISSNs, ISBNs <http://loc.gov/issn/faq.html>

Library of Congress Authorities <http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?PAGE=Exit&SEQ=20091204153538&PID=0MTUxs2ezPCFv16F7Xlb9HqJrGFO>

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

Original Cataloging -
http://www.in.gov/library/files/EI_Cataloging_Procedures_Guide_Chapter_3_Original_Cataloging.pdf

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

Online Tutorials
http://evergreen-ils.org/dokuwiki/doku.php?id=community_tutorials

OCLC CatExpress Resources

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