



Cataloging Committee Bulletin 050132010LN

Thursday May 13, 2010

MARC EDITING REMINDERS!

Do not remove the OCLC number if you are only adding information to a record such as

- ✚ Adding the 13 digit ISBN to a record that only has the 10 digit and the 10 digit matches your item.
- ✚ Adding more subject headings
- ✚ Adding a summary

If you are downloading a new record that is not what you really need but you are using it as a template and correcting (replacing) the information in it and you **change** the

- ✓ **Title**
- ✓ **ISBN**
- ✓ **Format** (which would include a different ISBN)
- ✓ **Author**

Then the **record is no longer the same** and needs to have the **original OCLC number removed**.

CATALOGING GROUP

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

IN EVERGREEN

When you load vender records and OCLC records into EG when the same ISBN is in the system you are creating the multi record problem we have now.

Find the record in the system you need to attach to and add the vender information to this record. We are discussing training in overlays and merging.

CATALOGING HELP

Do not send cataloging questions to the NTLC listserv.

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

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

NEXT CLASS AT LAKE CITIES

Monday, May 24th @ 11am

We currently have 13 people signed up some are bringing laptops to work on. Bring your questions and we will tackle as many as you are willing to stay and listen to. We will also be working with the new OCLC instant downloads.