



Cataloging Committee Bulletin 05202010
Wednesday May 20th , 2010

Cataloging a book that has two titles bound together, without a collective title.

How do you catalog a book that is basically two books in one?

Step 1. Decide which is the main title – which title is first in the book? That will be the first title you will enter. What if it is one of those books that one book is bound upside down with the other one? Make an executive decision – when all else fails, go alphabetically.

Step two. Enter the chosen title and statement of responsibility in the 245 tag.

Step three. Take the second title and enter it in a 740 tag. If the author is different, add that name to a 700 tag.

While we are discussing 245 tags and titles – be sure to use a 246 tag if there is a varying form to the title – example “7 lonely sisters” is the title of the book. You would enter this, exactly as written (Arabic numeral and all) in the 245 tag. Then in 246 you would enter “Seven lonely sisters” – for all those people who remembered the title and spell out the word.

CATALOGING GROUP

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

IN EVERGREEN

color-coding... Records with a green tint are not OPAC visible, records with a grey tint do not have items attached (every record we download from OCLC will be grey until someone adds an item)

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