



# North Texas Library Consortium

## Cataloging Committee Bulletin 08092010

Monday, August 9, 2010

### MARC EDITING REMINDERS

- 020 Tag: Make sure records have both 10 digit & 13 digits ISBN
- 245 Tag: a\_ Title,
  - b\_Subtitle/ Remainder of title
  - c\_Statement of Responsibility (author)
- 300 Tag: a\_ Number of pages (last numbered page); If there are no page numbers, one option is to physically count the pages & enclose it in square brackets, ex.: a\_[32]p.; Number of CD's (for audios, also include running time in parenthesis)
  - b\_Special Detail, use the abbreviated form of details, such as col., ill.
  - c\_Dimensions (size of item), given in centimeters. Give the height only unless, the item is wider than it is high, or the item is more than twice as high as it is wide; in either case, height is listed first with the by sign (x) between them.

These 3 tags (and many others) are helpful when trying to identify a specific item.

### CATALOGING GROUP

Anyone interested in joining the Yahoo! Cataloging group can e-mail Stephanie @[admin@lakecitieslibrary.org](mailto: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](mailto: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.

**\*\*\*We will be having a committee meeting next week... let us know of issues you would like us to address.**

### NEXT CLASS AT LAKE CITIES

Monday, September 27<sup>th</sup> @ 11:00 a.m.

Monday, November 22<sup>nd</sup> @ 11:00 a.m.