LIBRARY OF CONGRESS (DLC) CATALOGING PROCEDURES FOR THE RANKIN COLLECTION

Introduction:

These cataloging records are input by the Library of Congress. They are identified on the record in field:

040  DLC ≠c DLC

Older records may have a slightly different 040 field, example:

DLC ≠c XXX the x’s being another inputting agency.

If you are searching for records look in the book or on the material for a Library of Congress Control number.

Example: 12-1234 or 200112345 or 2001-12345.

There are two types of procedures you will use for records in the Rankin Collection:

There is already a record in Voyager and you are adding a copy to that record, and overlaying the record with Rankin information. You may need to create a holdings and/or an item, you may need to edit the existing holding(s) record(s). Or...

you are adding a totally new title (record) to Voyager and you have to create a NEW holdings and item record.

Searching the record:

Search the record first in Voyager to see if we have it. Search the record in OCLC, import to CATME even if we have it in Voyager (i.e. it has HELD at the bottom of the record).

Matching the book to the record: (this applies to both OCLC and Voyager)

Look at the following fields and closely compare them to the book and the record.

1xx – main entry (author), could be a person or corporate body. Editors may be in 7xx fields.
245 – title, check the subtitle as well.
250 – edition, make sure it’s the same
260 – publication/imprint information.
≠a place of publication : ≠b publisher, ≠c date of publication
300 – physical description
If you have a discrepancy in dates, if there is a printing date on the book and it differs --- ask!

**Searching on OCLC:**

Use the following searches in the order given to find records to match the book that you are searching. Searches are relative to the item you have--you may not follow this list exactly.

- ISBN
- LC Card number
- NAME/TITLE qualified as necessary
- Scan title
- Other searches as appropriate, i.e., keyword, etc.

Search the ISBN number first. If you retrieve a DLC record you usually will not have to search any further. If there is no ISBN number try to search on the LC card number. This may result in multiple hits and you will have to distinguish between them for the best, or matching record. (See the Guidelines for Deciding between multiple records.)
Record already in Voyager:

Your first search needs to be in Voyager. If we have a record:

- Closely match the record to the book you have
- Check the holdings – edit if needed. A book may have more than one holdings. There may be a copy in Reference, Circulation as well as Rankin. You can have more than one “item” in a location; there can be multiple copies in the Rankin Collection.
- Create a holdings record for Rankin if needed (or an item if already in Rankin).

You should have Voyager Cataloging and CATME both open. CATME will be open to your active file. Compare the following between the records.

Verify that the OCLC (control numbers are the same)
Verify that the call numbers are the same – the Voyager call number is the one you will use.
If these are different cut and paste.

Processing the record in CATME:

Edit the record:
Apply Constant Data: on the menu EDIT → Apply...
Add the call number prefix <Alt><F5>
Check the record

Actions to take:
✓ click this button to check the record
↑ click this button to mark the record to Update
E click this button to mark the record for Export
   click the white label button, add any copies or volumes, etc.

your done – go on to the next record.
Cataloging the CATME record:

If the record is already in Voyager you will still catalog the OCLC record and let it overlay the Voyager record. The procedures below are geared to a record that we do not have in Voyager.

Match the book to the record (see above).

Now look at the following fields:

- 040 field for DLC ≠c DLC
- fixed field for Desc: a, i, or blank
- fixed field for BLvl: m
- fixed field for ELvl: blank, I, 8 or 4
- Look at the bottom of the record in the status bar for HELD

If any of the following conditions exist -- Do Not Catalog the Book.

- No DLC record (040 is not DLC ≠c DLC or 040 DLC ≠c XXX)
- Desc field has code other than a, i or blank
- Blvl field has code other than m
- Elvl field is other than [blank], I, 8, 4
- No subject headings (6xx fields)
- A reprint of a journal article
- A record that is not for a book (serial, sound recording, etc.)

Check the 050 (LC call no.) field. Ask for help if:

--050 has more than one call number
--050 call number has a volume or part desigination
--050 has LAW
--050 has IN PROCESS
--there is no 050 field

*Add the call number stamp SPEC COLL RANKIN

1XX -- Check the Main Entry (1xx fields -- author, corporate author, uniform title, etc.). Make sure it matches your book. When in doubt please ask. Some books may not have a 1xx field.

245 -- Check the Title (245 field ≠a) for any discrepancies, look at the subtitle also (≠b).
250 -- This is the edition statement, compare to the book.

260 -- Check the Imprint statement (260 field). Place of publication (≠a), publisher (≠b), year (≠c). If in doubt, ASK.

300 -- Check the Physical Description area (300 field).

Verify the number of pages, etc.
On CIP records (Enc lvl: 8 in the fixed field) you may have to fill this area in.
The pattern is: iv, 240 p. : ≠b ill. ; ≠c 24 cm.
Note the punctuation and the spacing.

Watch out for open entry records (this may tip you off that you have an added volume).

Open entries may have multiple volumes in the 300 field (≠a), example,
2 v., 24 v., or v. if it is not complete.
On DLC records you may see something like: v. <4, >, etc.
Dates (≠c) may look like: 1980- or 1960-1975 or c1951, 1980-, and so on.
Dates in the fixed field (Dates:) may look like: 1980,9999 or 1970,1989, etc.
Date status in the fixed field (DtSt:) may be: m or something beside s.

If your have an open entry set be careful. Stop and think about what you are doing.

504 -- Check the 504 field (Bibliography note) and see if it needs to be filled in.

505 -- Contents notes.
If a 505 has first indicator of 0,1,2, or 8 and second indicator 0 and the note has subfield delimeters ≠ delete the note. Example: 505 00 - Not sure, ASK!

If the note has a first indicator of 0, 1, 2, or 8 and the second is blank - that's ok. Example: 505 0_
**6xx fields, Subject Headings.**

On 600-651 fields, if the **second** indicator is 2 through 8, delete the field. Do not delete those fields with the second indicators 0 and 1. Remember - the first indicator can be a blank space.

Some **examples** are: 600 12 630 35 650 08 610 26 650 15 650 5 611 3 650 2

Note the blank spaces in the first indicator positions on some of the examples.

Works of fiction. The only records that **may not** have subject headings are works of fiction (novels, poems, short stories, selections, etc.). If the item you have is a work of this nature and the record is an LC record with subject headings you may leave them on.

**Edit the record to show Rankin information:** (these commands are done from the menu bar at the top of the record.

- **Edit ➔ Apply...** applies the Constant data to the record
- **<ALT><F5>** enters the call number prefix

**Taking action on the record:** (these commands are done from the menu bar at the top of the record.

- ✓ click the check mark to validate the record
- ↑ click the up-arrow to mark the record for Update
- E click the E to mark the record for Export
- click the white label symbol to mark for Print Label

You can verify these in the status bar at the bottom of the record.
- c = complete  r = pending

When you are done and ready to process the records go to the Batch menu.

**Batch ➔ Local processing...**

**make sure the correct file is in the highlighted window**
- ✓ check **Export** and **Label Print**
- click **Start**

**Batch ➔ Online Immediate**

**make sure the correct file is in the highlighted window**
- ✓ check **Process transactions**
- click **OK**
**Creating Labels:**

Import the labels into the OCLC label program and print.

**Record statistics:**

- A record added is recorded as a title and volume.
- An added copy or volume is recorded as a volume only.
- Check for type of call number.
- Check for Special Collection.