PIONEER CONSORTIUM CATALOGING GUIDELINES

INTRODUCTION

The purpose of these guidelines is to create consistency within the bibliographic (bib) records in the catalog. The main text portion of these guidelines will give an overview of topics that you should be aware of when cataloging in the shared catalog.

BASIC STANDARDS

- All records must be in US MARC format.
- International Standard Bibliographic Description (ISBD) punctuation must be used.
- Anglo-American Cataloging Rules (AACR2) or Resource Description and Access (RDA) must be used. RDA must be used when an appropriate (good quality) record is available.
- All access points must be in RDA form.
- Library of Congress Subject Headings (LCSH) serve as the primary thesaurus for subject heading formation. Genre headings may also be used.

ADDING BIBLIOGRAPHIC RECORDS

Each unique publication of a title should be represented by only one bibliographic record. If a bib record is downloaded that already exists within the catalog, the existing record may be overlaid. This can remove valuable enhancements (series information, etc.) that have been made to the bib record. Every library is responsible for thoroughly searching the Pioneer catalog before downloading any records from OCLC/z39.50 or creating any new ones. Please use the following guidelines for searching the Pioneer catalog first:

1. Search by ISBN and/or ISSN
2. Search by title
3. Search by author

After searching the Pioneer catalog:

- Add holdings to an existing record after it has been determined that it meets the correct criteria for a matching record.
- If a match is not found after searching the Staff/Client site, download a record from OCLC/Z39.50.
- When managing a batch of downloaded records, be sure to change the specifications to search for ISBN matches, and if there are matches, to keep the existing record already in the catalog instead of overwriting it. If copy information is being added, be sure to designate that the copy information will be attached to the already-existing record.
- If a time lapse occurs between the initial search and the cataloging process, another search must be performed in order to prevent duplication (especially with no ISBN information).
- Temporary records are acceptable for Interlibrary Loan (ILL) and acquisitions. These records should be replaced/deleted when the item is received/returned.
- There may be some titles that you cannot find in KOHA or OCLC. You can use the instructions "Creating a New Bibliographic Record in Koha" (created by the Pioneer Consortium Technical Committee, found at http://nepioneer.com/training-videos-and-materials/) for help in creating new records.

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WHEN TO DOWNLOAD NEW BIB RECORDS

If the only record you find in the catalog is a brief record or a very poor bib record, bring in a full bib record from OCLC by overlaying the brief record (preferred way), or bring in a new bib record merge the old records.

- **Paperback items may be added to hardcover-formatted bib records**.
- **A separate bib record <u>is needed</u> for eBooks**.

- **Fiction:**
  - o **A separate bib record is <u>not needed</u> for items that are only different due to:**
    1. Publication date
    2. Publisher
    3. Page numbers
    4. Book Club editions (exact page numbers can be indicated at the item level)
    5. Trade paperback or mass market editions

  - o **A separate bib record <u>may be needed</u> for items that are different due to:**
    1. New/different introduction, foreword, illustrator, editor or translator
       (if any of the above are a minor part of the book, you may put your items on a bib record that does not exactly match the item in order to make it easier for your users to place holds, as all of your copies would then be on one bib record. However, if you prefer, you may put the items on a bib record that exactly matches each item. This is your choice for your own items.)

  - o **A separate bib <u>is needed</u> for items that are different due to:**
    1. Format (i.e. large-type/braille/kit/ebook)
    2. Book club kits

- **Nonfiction:**
  - o **A separate bib record <u>may be needed</u> for items that are different due to:**
    1. Publication date
    2. Publisher
    3. Page number
    4. Edition
    5. Format
    6. Illustrator
    7. Introduction
    8. Translator

- **Audio or visual formats:**
  - o **A separate bib record <u>is needed</u> for items that are different due to:**
    1. The number of items in the set (i.e. 4 CD's vs. 5 CD's)
    2. Unabridged and abridged editions
    3. Different formats (i.e. cassette, CD, VHS, DVD, Blu-ray, downloadable audio, etc.)

  - o **A separate bib record <u>may be needed</u> for items that are different due to:**
    1. Different viewing formats (i.e. letter box, widescreen, full screen, etc.)
    2. Special/anniversary edition
    3. Different special features (i.e. bloopers or other extra content)

- **Serial publications:**
  - o **A separate bib record is <u>not needed</u> for each volume of a serial set or journal.** This applies to "books" published annually or on some other periodic basis, as well as periodicals or magazines. For example, the World Almanac and Book of Facts should have one serial bib record, and all years should be attached to it instead of a different bib record for every year. The year/volume can be indicated at the holdings level.
    1. The date of the individual item may not be indicated in the bib record; instead, the fact that the serial is currently being published will be indicated by an open-ended date (i.e. 2000-).
    2. The page number of an individual item will not be indicated; instead, the fact that there is more than one volume will be indicated in the 300 field as "v."
    3. If a volume has a separate title, this can be indicated in a 505 content note tag.

EDITING BIB RECORDS

An accurate and complete MARC record is the basis for providing access to library holdings. Participants are prohibited from deleting fields used by another participating institution to provide additional access to a bib record. However, participants are encouraged to enhance and correct bibliographic records even if they were not the originator of the record. Anything added to the bib record should reflect the entire title and not just a specific library's copy. Suggested enhancements include: varying forms of the title in the 246 field; improved edition statements in the 250 field; content notes in the 505 field; summary notes in the 520 field; and, the following:

- **Series:**
  - o **Series tags and volume numbers should be added to titles in a series.**
    1. Use the same tags consistently throughout the series.
    2. Series tags can to be modified to match the rest of the series.

  - o **If there is no existing series authority record in Pioneer, establish it in a 490/830 field** (490/830 is the standard practice toward which we are moving) and not in a 440 field. If a series authority is already established, continue to use the 440 field.

    The 490 field is used to record the series as it appears on the item in your hand.
    - 490 0_ (if no authority record – untraced (the first indicator 0)
    - 490 1_ (if there is an authority record (if the series is traced (first indicator 1, use with 830, authorized form)

    490 $a Series title as found on your item
        $v The number or other designation as on the item in your hand

    800 1_ $a Author (use ellipses to match to others in KOHA)

    830 _0 $a Series title (use ellipses to match to others in KOHA)
        $v Volume number

- **General Information Notes:**
  There are many 5XX fields available, but these are the most often used in KOHA. Additional information can be found at www.loc.gov/marc/bibliographic

  500-General Note (No specific 5XX Field)
      Enter notes in subfield a, indicators are left blank.
      500 _ _ General information, i.e. contains slides, translated from another language, etc.
  504-Bibliography, Etc. Note
      Enter notes in subfield a, indicators are left blank.
      504 _ _ Includes bibliographical references (pages 371-378) and index.
  505-Formatted Contents Note
      Enter formatted contents note in subfield a, first indicator is usually 0, second indicator is blank.
      505 0_ Chapter 1 -- Chapter 2 -- Chapter 3.
  520-Summary, Etc.
      Enter summary in subfield a, assigning source in subfield c, indicators are left blank.
      520 _ _ ‡a This is a book about… ‡c From publisher.

  Other fields you may use:
  508-Creation/Production Credits Note (Not generally used, see 7XX)
  511-Participant or Performer Note (Not generally used, see 7XX)
  515-Numbering Peculiarities Note
  516-Type of Computer File or Data Note
  521-Target Audience Note
  533-Reproduction Note (microfilm, photocopies, etc.)
  546-Language Note

- **Subject headings:**
  If additional subject headings are needed on the bib record, try to locate the subject heading in another record; then copy and paste it into the bib record you want to enhance. If you cannot find the exact heading you want to use, try to follow the example of an established heading from another bib record. Established headings are generally underlined when displaying in a bib record. Using 690 tags for local subject headings is discouraged; instead, try to use an established LC subject and/or genre heading.

DUPLICATE RECORDS (MERGING):
If you mistakenly create a duplicate record, or find a duplicate record, please merge the records using the guidelines in this document. If you do not feel comfortable choosing the superior record or have any other questions or concerns, contact the cataloging committee with the Title, Author, ISBN, and bib numbers of the items in question.

Contact the KOHA Pioneer Technical Committee for reporting and resolving any problems.
Please use the contact form on nepioneer.com