Cataloging Q&A
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Contents
Resources for cataloging
Cataloging trainings
Sample document for local cataloging: UAS
Sample policy: ALC cataloging standards

Resources:
Dewey/LC Converter:
https://guide.unwsp.edu/dewey

Cutter Numbers:
https://www.loc.gov/aba/publications/FreeCSM/G063.pdf

Library of Congress classification files:
https://www.loc.gov/aba/publications/FreeLCC/freelcc.html

The Cataloging Calculator (LC Cutter, Geo Cutter, LCCN Tables, Geo Area Codes, Country Codes, Language Codes, RDA Content Types, AACR2 Abbrevs., MARC Var. Fields, LCSH)
http://calculate.alptown.com/

Classify (OCLC hosted, free, class numbers and subject headings, search ISBN & UPC)
http://classify.oclc.org/classify2/

Map Catalogers' Tool Box
http://www.acsu.buffalo.edu/~dbertuca/maps/cat/map-cat-toolbox.html

Dewey Decimal Classification

MARC
http://www.loc.gov/marc/umb/um01to06.html
https://www.loc.gov/marc/umb/
https://www.loc.gov/marc/uma/index.html

MARC Fields Help (linked from OCLC Connexion)
https://www.oclc.org/bibformats/en.htm
Trainings:
ALCTS Fundamentals of Cataloging:
http://www.ala.org/alcts/confevents/webcourse/foc/ol_temp

ALCTS on Youtube:
https://www.youtube.com/channel/UCvPEK3a3Qb0GMCSzgoZDnlg

Idaho Commission for Libraries ABLE:
http://libraries.idaho.gov/page/able (Technical Services Sequence)

OCLC Cataloging Overview:

OCLC Connexion cataloging modules:

Dewey training courses:
University of Alaska Southeast and legacy institutions

**Juneau**

Juneau-Douglas Community College 1956-

- **HEADING:** Juneau-Douglas Community College
- Became part of University of Alaska, Southeast in 1972, maintained name
- Became part of University of Alaska, Juneau in 1978 or 1979; maintained name
- Merged with Southeastern Senior College in 1980 under UAJ umbrella. Juneau-Douglas Community College remained as voTech program within UAJ

Southeastern Senior College

- **HEADING:** University of Alaska (System). | Southeastern Senior College.
- Established 1972 (Southeastern region of the UoA)
- Became part of University of Alaska, Southeast in 1972; maintained name
- Became part of University of Alaska, Juneau in 1978 or 1979; maintained name
- Merged with Juneau-Douglas Community College in 1980 as the University of Alaska, Juneau

University of Alaska, Southeast (composed of Juneau-Douglas Community College and Southeastern Senior College, plus Sitka Community College and Ketchikan Community College)

- **HEADING:** University of Alaska (System). | Southeastern Region.
- Created 1972; (Southeastern region of the UoA;)
- Became University of Alaska, Juneau in 1978 or 1979 (still comprised of JDCC and SSC).

University of Alaska, Juneau

- **HEADING:** University of Alaska, Juneau.
- Name created in 1976 or 1977; 1978 or 1979 became umbrella over JDCC and SSC (separate orgs). In 1980 these two were merged organizationally under the name UAJ. Merged into University of Alaska Southeast in 1987.

University of Alaska Southeast

- **HEADING:** University of Alaska Southeast
- Named created during merger, 1987-88.

**Sitka**

Sitka Community College 1962-1984
Islands Community College 1984-1987
University of Alaska Southeast, Sitka Campus 1987-

**Ketchikan**

[Ketchikan Community College] 1954-

Use of 110 or 710 for the UAS corporate body.
Reference RDA 19.2.1.1.1 - Corporate Bodies Considered to Be Creators; and the accompanying LC Policy Statement for 19.2.1.1.1.

Two criteria must be met. First, is the corporate body responsible for originating, issuing, or causing the work to be issued?
Second, does the work fall into one of the eight categories (A-H) listed in the rule. Only works falling into the following categories can be considered to have corporate creators, entered in field 110). Other works which are issued by, but not created by, the corporate body, will use the field 710.

RDA 19.2.1.1.1 lays out 8 categories of works that may have corporate bodies as creators, entered in the 110. The most relevant to UAS are the first two of the eight. See RDA for more information about others:

- **Category A.** Works of an administrative nature dealing with any of the following aspects of the body itself: its internal policies, procedures, finances, and/or operations, or, its officers, staff, and/or membership (e.g., directories), or, its resources (e.g., catalogues, inventories)

  LCSPS: To belong to this category the work must deal with the body itself. The words "administrative nature" indicate works dealing with the management or conduct of the affairs of the body itself, including works that describe the activities of the body either in general terms or for a particular period of time, e.g., minutes of meetings, reports of activities for a particular period. Normally, such works are intended in the first instance for internal use, although they may be available to others. Some, particularly reports of activities, progress, etc., may be required by superior or related bodies. Other works, particularly general descriptions of objectives or activities, may be generally available for purposes of public relations.

  "Internal policy" is limited to policies formulated for the conduct of the affairs of the body itself. For works concerned with policies relating to topics of wider concern to a body, see category C.

  In the case of religious denominations and local churches, category A includes works that deal with the organization and government of the denomination or local church, e.g., *The Book of Discipline of the United Methodist Church*.

- **Category B.** Works that record the collective thought of the body (e.g., reports of commissions, committees; official statements of position on external policies, standards)

  LCPS: This category is best characterized by saying that it deals with those works that present official statements of position of a body on matters other than the affairs of the body itself. When in doubt, do not consider UAS the creator; do not use the 110.

A limited number of UAS publications will meet the criteria for a UAS access point in 110. These include course catalogs, annual reports, accreditation reports if issued by UAS itself.

If you find that the publication does meet the guidelines for Category A or Category B, use the 110 field and for the relator, use “author”. For example:

110 2 University of Alaska Southeast, |e author.

If it does not meet the criteria for creator, but is a contributor, such as an issuing body use the 710 with the relator "issuing body" or another term from Appendix I (e.g., "sponsoring body"). For example:

710 2 University of Alaska Southeast , |e issuing body.

**Subject headings.**

Try to supply one subject heading for the individual institution (field 610), and one for the type of institution (field 650).

**610.** Establish the form of the access point using the list of UAS legacy institutions and the LC name authority file. Append a subdivision as appropriate, using subdivisions from the list in the LCSH Manual H1105 (Corporate Bodies in general), H1151 (Educational institutions) or from the Pattern Heading (Harvard University). Use a subfield b for a subordinate unit if applicable.

Examples:

610 20 University of Alaska Southeast |x Accreditation.

610 20 University of Alaska (System), |b Southeastern Senior College |x Faculty.

**650.** Supply one heading for the category of institution. Use subdivisions listed in the LCSH Manual H1151.5, or from the Pattern Heading (Universities and colleges). Subdivide geographically. Examples:

- Universities and colleges |z Alaska, Southeast
- Teachers colleges |z Alaska, Southeast
Alaska Library Catalog (ALC) - Cataloging Standards

The ALC Cataloging Workgroup coordinates procedures and best practices for cataloging, and this list details practices upon which the group has agreed. Be sure to consult the long version of this document for more detail.

1. Before adding a new record to the catalog, be sure to perform at least two searches and verify that we don’t already have the record (first search by title, if not found use another search type). Set the search to include ‘all’ libraries.

2. When overlaying records in Workflows, be sure the resulting TCN is based on the OCLC number.
   · This is controlled by SmartPort or BibLoad settings, which should end with /op
   · Contact the ALC Help Desk if you need assistance changing your settings.

3. Title Control Numbers (TCNs) should be in the format oXXXXXXXX [If the OCLC number contains fewer than 8 numerals, then preceding 0's are added to the meet the Sirsi TCN requirement, e.g., OCLC no. 123456 becomes o00123456].
   · Exceptions: vendor record batch loads that will not be in the catalog permanently (e.g., Gale User Driven Acq. items), and TV series title records.

4. Subject headings in foreign languages should be stripped out of incoming records.

5. If a library wants to use a GMD in the 245|h to help catalogers identify non-book titles in the WorkFlows staff view, we use a small set of GMDs.* These bracketed terms do not display in the OPAC; the catalog uses the 007 field to generate the icons patrons see in the OPAC. Libraries are not required to add GMDs to records that do not contain them, and records that are overlaid with newer versions might not have GMDs re-added.

6. We have agreed to create hybrid RDA/AACR2 records for new original cataloging.

New original records in the catalog will:
   · include relator terms to 1XX and 7XX fields following PCC guidelines. The guidelines include using the term and not the code; the guidelines require the relator term for creators, and strongly encourage the relator term for other, non-creator, entities (e.g., defendants).
   · spell out non-transcribed abbreviations. The primary exception to this in RDA is units of measurement.
   · add 33x fields for book format; optional (but encouraged) for other formats.
   · drop the use of “et al.” in the statement of responsibility unless it actually appears on the source. Transcribe all names thoroughly or follow RDA rules to abbreviate and truncate (such as “[and five others]”).
7. When overlaying a record in the catalog, protected local fields will drop to the end of the record. Be sure to delete any duplicate fields. Some libraries in the consortium reorder tags into numerical order, but this is not required.  
(EXCEPTIONS: retain 5XX notes in AACR2 order, original order of 6XX fields)

8. We only use records where the cataloging language is English.

9. 901 fields – Ignore these fields and retain them in the record. Libraries may edit their own 901s, but it’s best to leave other libraries’ 901s alone.

11. Each library is responsible for maintaining its own OCLC holdings and item records.

12. NEW item types are used for local hold only items.  
· Contact the ALC Help Desk for setup help.

* This list is being refined -- Jan. 2018.