Basic cataloging manual for NEKLS

by

Laura Carroll, Jessi Harris, Robin Hastings, Pam Miller, Kathryn Shaffer, Max Wirestone March 2024 edition Revised August 2024

> Production baby: Calvin Eugene

Preface

Overview

This manual describes the basic cataloging rules for libraries that are part of the NEKLS consortium. Users should refer to this manual in conjunction with information that is available on the NEXT website.

https://staff.nextkansas.org/cgi-bin/koha/mainpage.pl

Training resources > Cataloging training (updated) > Basic cataloging guide

Philosophy

The library catalog assists patrons to discover materials, research specific subjects or topics, and to locate and access every item available.

The goal of good cataloging is to create records that accurately describe each item available in a consistent, uniform manner. Additionally, these records should be inclusive and responsive to minority voices and appropriate terminology.



If you are adding a new item to the bibliographic index (the library catalog), first make sure that there is not already a bibliographic record in the bibliographic index for this **exact** item. Search by ISBN, author, *and* title.

If there is, just add your library's item to the existing bibliographic record following the instructions found on the Koha main page.

Training resources > Basic cataloging guide > Step 3: Adding an item to a bibliographic record.



Do not edit an existing bibliographic record.

If you believe an existing record is incorrect or incomplete, contact NEKLS at nexthelp@nekls.org.

Adding a new bibliographic record to the catalog

If your item is new and unique to the bibliographic index, you will need to import (add) a bibliographic record from another library's bibliographic index (catalog).



You have three resources to search for a new record:

- 1. z39.50
- 2. Share-IT
- 3. OCLC WorldCat Service (Record Manager)

The instructions for searching and importing a record can be found on the Koha main page Training resources > Basic cataloging guide Your search may yield several records for the same exact item, each created by a different library. Sometimes, a search will display multiple records for the same item from the same library.

Preview and import a *good record* that requires little or no editing.

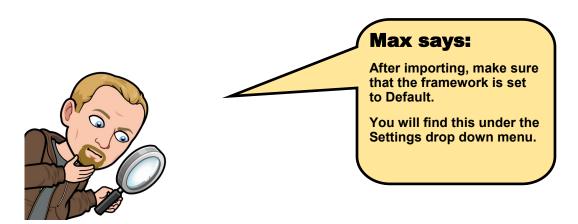
What is a *good record*?

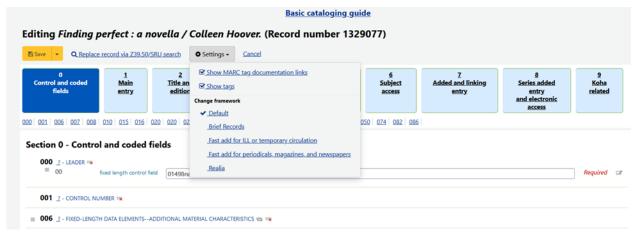
In order of importance.

- -ISBN is exactly the same
- -Title, author and format are exactly the same
- -Publisher and copyright date are exactly the same
- -Number of pages (discs, etc.) is exactly the same

What is a *very good* record?

All of the above with information in the 500 and 600 fields.







Editing the record

After importing, you must proof the record and make any changes needed to align the record with NEKLS standards. This is called editing the record.

This manual gives you step-by-step, field-by-field instructions on editing a bibliographic record. There are three levels in editing.



Green-Fields that are required.



Blue—Fields that provide extra information and make the record more complete. Nice, but not necessary.



Red—Fields that require no editing. Please do not change, delete or add any information in those fields.

MARC field o

Control and coded fields



000-007 - These fields are automatically filled.



008 – If this field is blank, click on it to autofill.



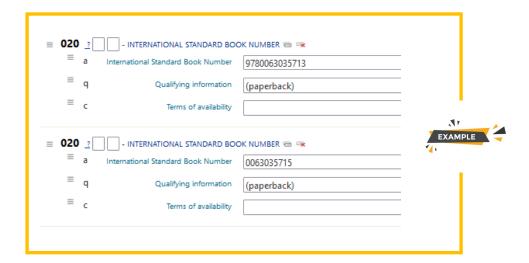
010-016 - These fields are automatically filled.

✓ 020 \$a - This field contains the ISBN-10 and/or ISBN-13, without hyphens, dashes or spaces, for all **printed** materials. This line should be automatically filled from your imported record. If your printed book item does not have an ISBN (some self-published works lack an ISBN) leave this field blank.





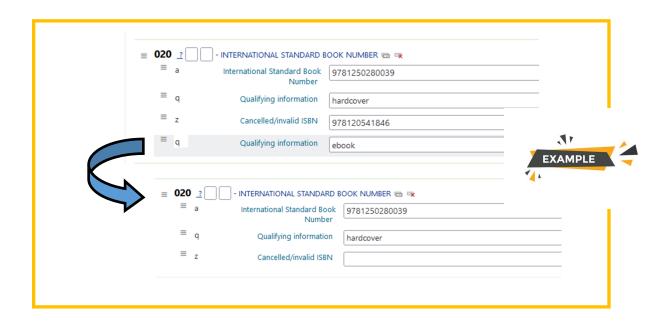
020 \$q - This field allows the cataloger to add more information about the item such as paperback or hardcover.



✓ 024 \$a- This field is for non-printed materials. The number may be an ISBN or a UPC.

✓ E-book ISBN

If the 020 or 024 field contains an ISBN for an ebook format, delete those lines.



Pam says:

Do not add multiple ISBNs. For example, on a regular print record, do not add the large print format ISBN and/or the mass market ISBN of the same title. Each format requires its own record. Delete any ISBNs that do not exactly match the item in hand.

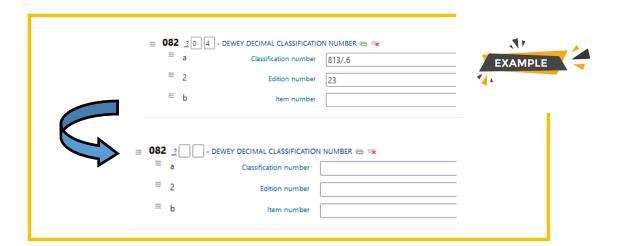


√ 082 - Dewey Decimal Classification Number

This field sometimes contains the Dewey classification number for the item.

If the item is a non-fiction item, leave as is.

If the item is a fiction, this field should be blank. Delete any 800 numbers, [FIC] or [F].





Do not edit or remove any other fields in this section.

For all MARC fields 1-9

Kathryn says:

For all MARC fields throughout the entire record, capitalize only the first word in a sentence and proper names.



Pam says:

The indicator boxes are the two boxes located next to the field number. They are in every section and in most fields. They are referred to as the first indicator and second indicator. These instructions will simply note if there is something needed in one or both boxes.

If no indicator instructions are given, do not edit any existing values in either indicator box.



MARC field 1 - Main entry

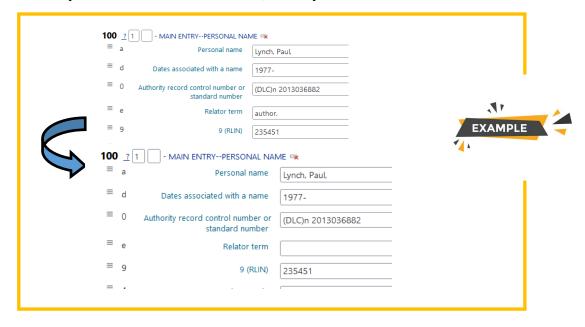
Personal name



Indicators - 1 and blank

100 \$a Author's (or creator's) name written in this order: Last name, first name. Example: Grisham, John.

Remove any relator term in the 100 \$e, usually "author".







Do not edit or remove any other fields in this section.

Do not add any personal names in the 100 field for video recordings of any type.



Who is the author?

For some books, that is a very good question. Some dead authors (Clive Cussler, Tom Clancy, for example) appear to keep publishing books. In reality, other authors are writing new stories using their characters. For cataloging purposes, the 100 field displays the item's actual (living) author. A 700 field will acknowledge the original creator.

Red winter / Author(s): Cameron, Marc [author.]. Additional author(s): Clancy, Tom [creator.]. Series: Jack Ryan; 22. Publisher: New York: G.P. Putnam's Sons, 2022 Description: x, 419 pages: maps; 24 cm. ISBN: 9780593422755; 0593422759. Other title: At head of title: Tom Clancy Red winter. Section 1 - Main entry **EXAMPLE** 100 2 1 - MAIN ENTRY--PERSONAL NAME 束 ≡ a Personal name Cameron, Marc. Authority record control number or (DLC)no2011172719 standard number 9 (RLIN) 294184 Relator code Section 7 - Added and linking entry = 700 2 1 - ADDED ENTRY--PERSONAL NAME ← → Personal name Clancy, Tom Dates associated with a name 1947-2013, Relator term creator. 9 (RLIN) 169171 Materials specified

Robin says:

Established name authority determines exactly how the author's name is written. Do not edit the author's name without consulting NEKLS.



MARC field 2 - Title and edition

245 - Indicators

First indicator is always a 1, if there is an author in the 100 field.

First indicator is always a 0, if there is not an author in the 100 field.

Second indicator tells how many non-filing characters and spaces there are before the proper title begins. Non-filing characters include the articles (a, an, the) that are skipped when alphabetizing.

Items with an author in 100 field.

245 <u>?</u> 1	0 - TITLE STATEMENT □
≡ a	Title Harry Potter and the goblet of fire /
≡ _C	Statement of responsibility, etc J.K. Rowling ; illustrated by Jim Kay.
245 <u>?</u> 1	2 - TITLE STATEMENT 束
≡ a	Title A step from heaven /
≡ _c	Statement of responsibility, etc. An Na.
≡ h	Domaindar of titla
245 <u>?</u> 1	3 - TITLE STATEMENT □
≡ a	Title An apple a day! /
≡ _c	Statement of responsibility, etc. by Jennifer Storey Gillis ; illustrated by Patti Delmonte.
≡ b	Remainder of title
.45 <u>.</u> 2 1	4 - TITLE STATEMENT 束
≡ a	Title The history of medicine /
= c	Statement of responsibility, etc. Anne Rooney.
= _b	Remainder of title



√ 245 \$ a - Title

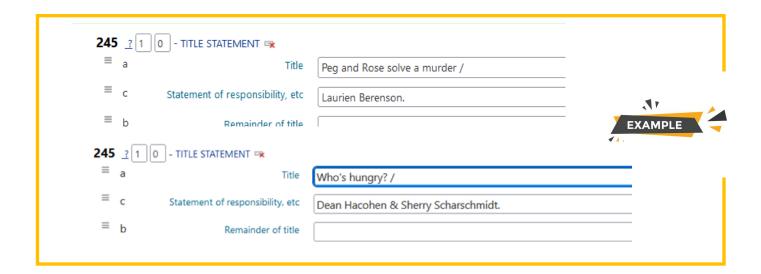
This field contains the main title of the book as written on the title page. Capitalize the first word of the title and proper nouns only.

Disregard any stylized capitalization on the book's cover or title page.



Little Man is the proper name of the main character.

Close the 245 \$a line with a <space> and a slash.

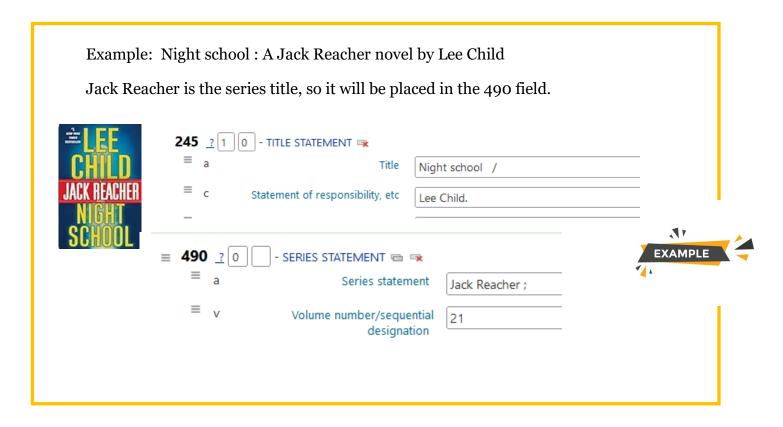


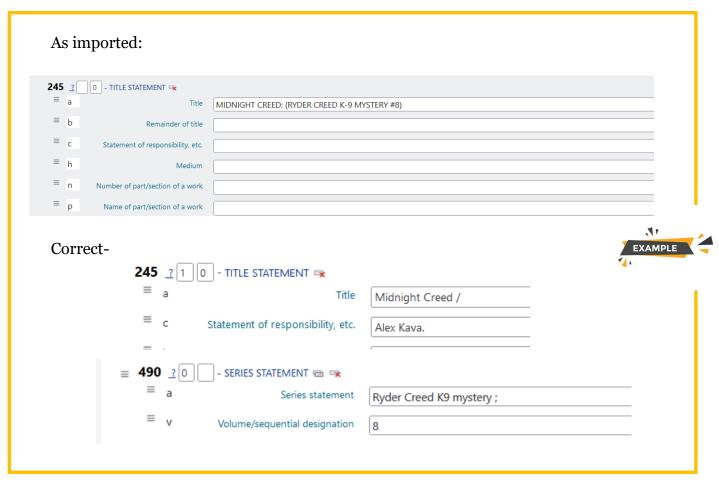
✓ 245 \$b - Remainder of title

The remainder of the title is also known as the subtitle. If using a \$b, close out the 245 \$a with a <space> and a colon. The <space> and the slash will close the 245 \$b field.



Note: Series designations are not part of the title and are not included in the 245 fields.





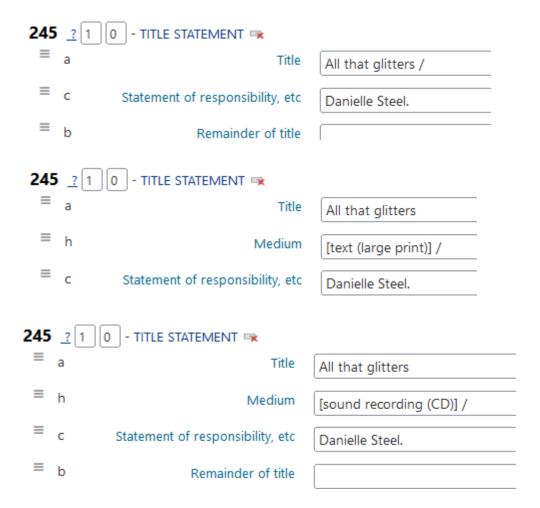


245 \$h - Medium (GMD)

If the item is anything other than a regular print item or graphic novel, you will need to identify the format in the 245 \$h. See the addendum for the approved GMDs.

For example, the story "All that glitters" by Danielle Steel, has three different formats in the catalog: regular print, large print and a CD audio book. Each format will have its own record.

The field that immediately proceeds the 245 \$c is closed with a <space> and a slash.



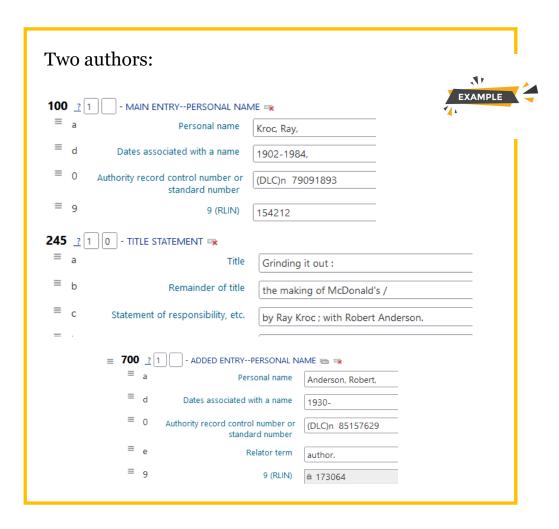


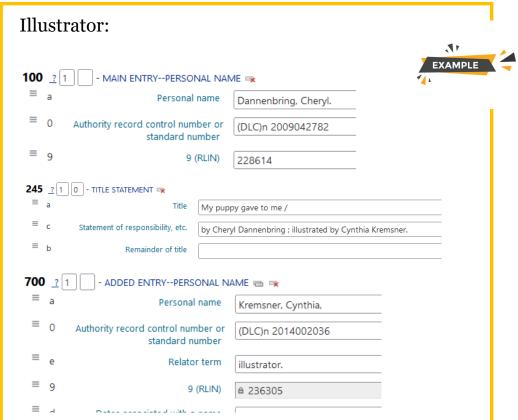
245 \$c - Statement of responsibility, etc.

This field has the name of the author who was listed in the 100 field. In the 245 \$c the name is written exactly as it appears on the title page. Also included in the field are any additional authors, illustrators, translators, photographers, narrators, etc. Any person (other than the first author) who is included in the 245 \$c field will have a 700 listing.

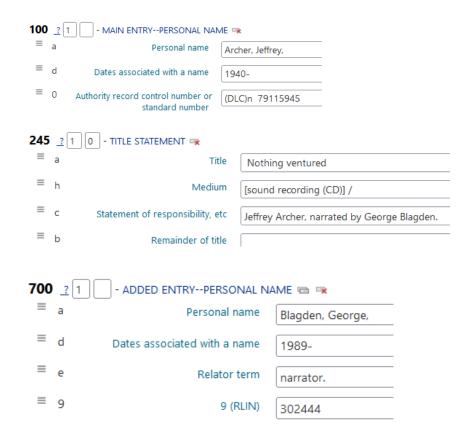
Close out the 245 \$c with a period.







Narrator of an audio book:



Jessi says:

Never add publisher marketing information such as "New York Times Bestselling Author John Sandford" or "Rebecca Yarros, author of the Legacy Series" to the 245 \$c.



Special rules for video recordings

Video recordings have unique 245 rules.

Movies

- 245 \$a Name of the movie. Do not use any punctuation to close out this line.
- 245 \$h Appropriate GMD. Close this field with a <space> and a slash.
- 245 \$c Director of the work.



+ OPTIONAL 245 \$c - It is optional to provide additional information in this line such as the producers and studio.



TV series or multi-part shows

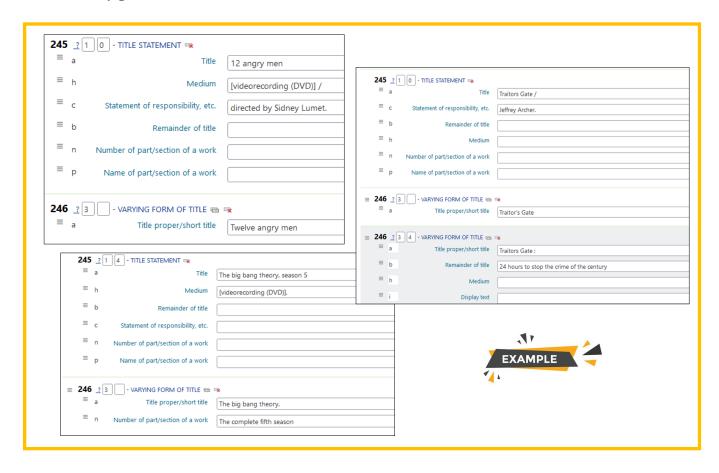
- 245 \$a Name of the show, a comma, and the word "season" and the number. Do not use any punctuation to close this line.
- 245 \$h Appropriate GMD. Close out this field with a period. The director is not noted in the record for TV shows as there are usually multiple directors.





246 Varying Title

Adding an alternative title offers additional ways to search for an item. As the cataloger, you try to anticipate how a patron might search for an item. Do not use any punctuation to close this field.



Sometime titles are broken apart in the cover artwork, but are one word on the title page. 245 2 1 0 - TITLE STATEMENT 💌 Nightblind / NIGHT Statement of responsibility, etc Ragnar Jónasson ; translated by Quentin Bates. Remainder of title Medium RAGNAR Number of part/section of a work MOSSAMOL Name of part/section of a work ■ 246 2 3 - VARYING FORM OF TITLE -

 ■ ■ Title proper/short title Night blind Title proper/short title Night-blind

√ 250 \$a Edition statement

If there is one, you can usually find an edition statement on the verso of the title page. Transcribe the information exactly as it is written. Close out the edition statement with a period.

Some examples:

HarperCollins first paperback edition.

Third edition.

Revised edition.

First American edition.

Widescreen edition.



- ✓ **260 Publication, distribution, etc. (Imprint)**This field is not used. Delete any information in this field.
- ✓ **263 Projected publication date**Delete any information in this field.





264 - Production, Publication, Distribution, Manufacture, and Copyright Notice

This field identifies the location of the publisher, the publisher of the work and the copyright date. For print materials, you will find the information on the front and verso side of the title page. For sound recordings and video recordings it can be very difficult to determine who is the publisher.

If there are two 264 fields and one has the indicators <blank> and 4, delete this field. This is pre-publication information.

264 \$a - Place of publication as written in the book. List no more than two locations in the United States if more than one is given. The format is the city name followed by a two letter state abbreviation. If the city is well-known, you do not need to designate the state. Close this line with a <space> and a colon.

Examples: Boston, New York: Topeka, KS: Chicago:

264 \$b - Name of the publisher. Transcribe exactly as written. Close this line with a comma.

Examples:

John Wiley & Sons, Inc.,

Lone Oak Publishing,

Wheeler Publishing, a part of Gale, a Cengage company,

246 \$c - Date of copyright.

A bracketed date means that the copyright date was unconfirmed when the record was created. If the copyright date is printed in the item, you can correct it, if necessary, and remove the brackets. Close this line with a period.

Example:

[2023] to 2023.

[2024] to 2023.





Do not edit or remove any other fields in this section.

MARC field 3

Physical description



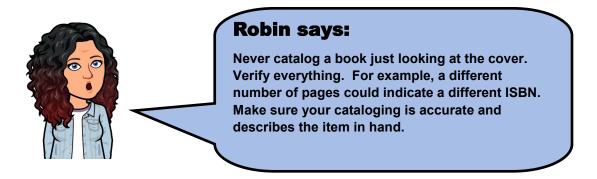
The 300 field contains the physical description of the item.

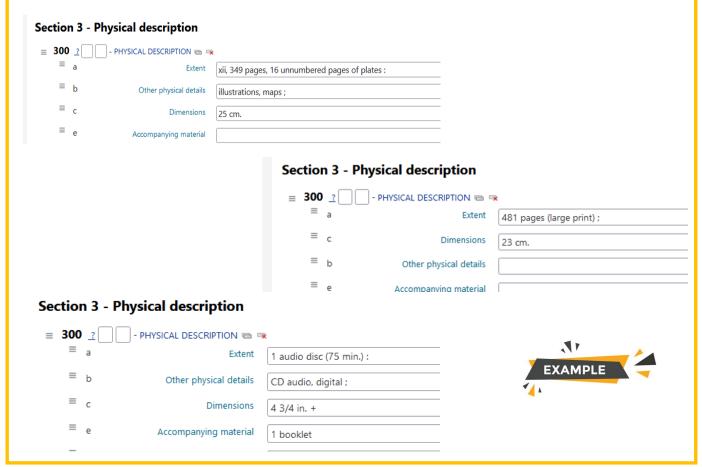
The \$a gives the extent of the item. For example, in a book, the number of *numbered* pages, in a film, TV show or sound recording the number of discs and the length of the recording. The \$a is closed with a <space> and semicolon if there is NOT a \$b. If there is a \$b, use a <space> and colon.

The \$b subfield gives other physical details such as illustrations, maps or charts. Please note if the illustrations are color. This line is closed with a semicolon.

The \$c subfield gives the dimension of the item's height measured in centimeters from the top to the bottom. Round up to the nearest whole number. This line is closed with a period.

The \$e gives information about any accompanying items. This line is closed with a period.

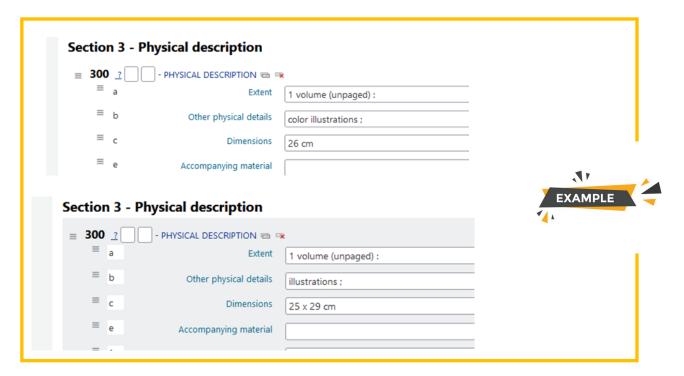




Kathryn says:

Children's books often have unnumbered pages. If the book is longer than it is tall, put the height and length in the \$c.





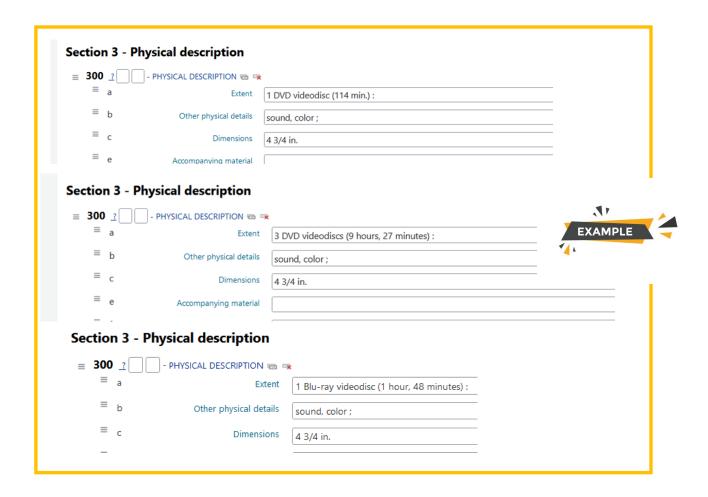
Pam says:

Don't guess the measurements of a book. Use a ruler to be sure.

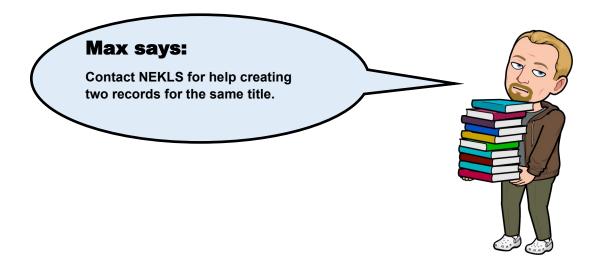


Video recordings and sound recordings

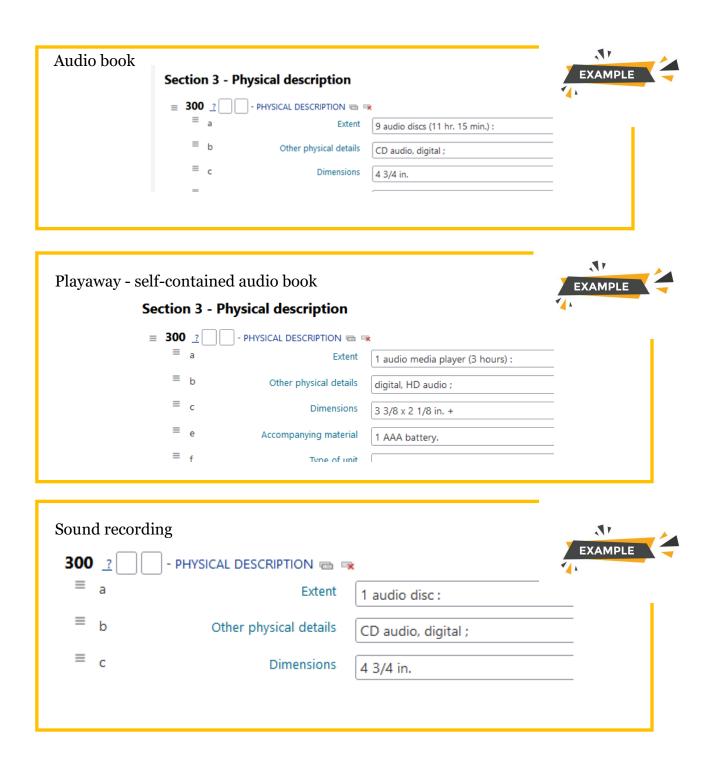
The length of the recording can be in minutes or hours. Spell out sound, color rather than sd., col.;



If you have a film or TV show that has both the Blu-ray and a DVD packaged together, separate these into individual items with unique records.



Sound recordings





Do not edit or remove any other fields in this section.

MARC field 4

Series

Authors often write books in a series. The books are either linked by a common character (such as Harry Potter in the Harry Potter series by J.K. Rowling) or a common theme (such as Anne Perry's Christmas mystery series).

How do you know if a book is in a series?

And what number it is in the series? (Series are usually numbered and sometimes the series needs to be read in order, so it is important to provide this information to patrons.)

Check one of these resources to be sure.

The book cover or title page - "A Lincoln Rhyme novel" "Painted Pony Creek, book 4" Fantastic Fiction (website)
KDL.org - What's next database (website)
Author's website
Goodreads (website)

√

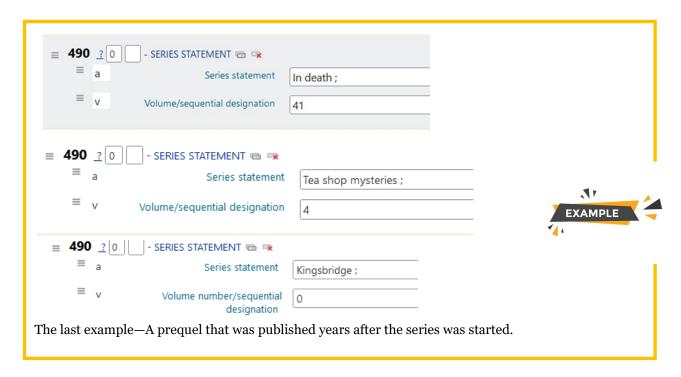
Series information

Indicators - o and <blank>.

490 \$a - series statement. Close this field with a <space> and a semicolon.

490 \$v - number. There is no final punctuation in this field.

- If you are creating a new series statement, leave off any leading articles, such as A, The, An. Leave off nonessential information like "novel", "book", "part" or "series."
- Capitalize only the first word in the series title and proper names.



 \checkmark

440 - This field is not used. Delete any information you find here.



- Sometimes newly published books can be sequels, or prequels, to an existing series that was started and abandoned years earlier. Watch for cover notes that promote the book as such. Be sure to check one of the resources to make sure.
- It is important to keep series statements as complete and uniform as possible. The search features in our catalog are not as powerful as something like Google or Amazon. Small discrepancies in a series statement from record to record will keep a complete list of titles from appearing with a series search. A lost title may mean a patron does not know the book is available or even exists. So, if the publisher or author suddenly decides to rename a series (and this happens), don't steer a new course. Keep using the established series statement and add a duplicate series statement, if needed. You can always add a 500 note to explain the new information. Retroactive corrections to bibliographic records can happen at any time.
- Sometimes a book will have two series statements and two 490\$a and \$v\$ fields because a character from an earlier series pops up in a new one.

Example: Michael Connelly's Rene Ballard series includes a character from his earlier Harry Bosch series and each new book is numbered within their respective series differently.

The night fire /			
Author(s): Connelly, Micha	<u>iel [author.]</u> .		
Series: Renee Ballard; 3; Har	<u>ry Bosch ; 22</u> .		
Publisher: New York: Little,	Brown and Company,	2019	
Edition: First edition.			
Description: 405 pages ; 25	cm.		
	■ 490 <u>?</u> 0	- SERIES STATEMENT 📾 束	
	≡ a	Series statement	Renee Ballard ;
	≡ _v	Volume number/sequential designation	3
	= 490 <u>?</u> 0	- SERIES STATEMENT 📹 👒	
	≡ a	Series statement	Harry Bosch ;
	≡ _v	Volume number/sequential designation	22

MARC field 5 Notes

The 500 fields are the place in the bibliographic record where a cataloger can add a variety of information about the item. For **print materials**, all the 500 notes are optional except the 520.



Examples of 500 notes:

"A Jove book"--Title page verso.

Includes index.

Includes readers guide and recipes.

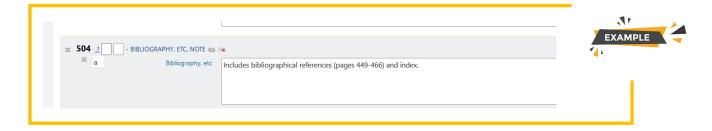
Contains an excerpt of "A Holiday Gathering."

Previously published by Portfolio Publishing, 2020.

✓ Delete any street dates written in the 500 General note field.



504 – If there is both a bibliography and an index, note this in the 504 field.





505 – This contains the table of contents copied from the book. It is a nice addition, especially in a collection of short stories. This field is searchable. It is always a good idea to proofread this field for errors, omissions and odd formatting.

If there is a 505 field, the first indicator is 0 and the second indicator is

blank>.



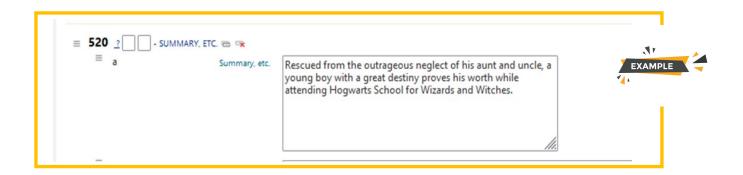
1

520 - Summary, etc.

The 520 field contains a short summary of the work. This is a required field for all items.

If this field is blank, you will need to write or copy and paste a summary note from another source. Good sources are Amazon, Fantastic Fiction and GoodReads.

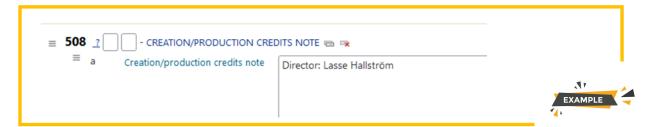
Always read through the 520 summary. They occasionally have misspelled words, grammatical errors, and nonsensical sentences. Try to limit the summary to just a description of the work. Delete any publisher marketing information.



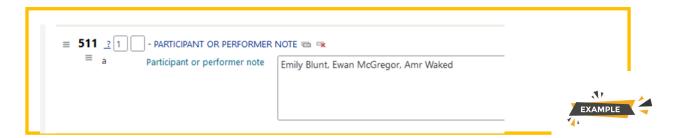
Video recordings

Video recording bibliographic records should include the following 500 fields.

- ✓ 500 Remove any street dates.
- √ 508 Director's name and any other significant contributors to the film.



✓ 511 - Main actors. The principle actors' names are usually listed on the front of the DVD.



✓ 520 - Summary of the show.



✓ 521 - MPA rating.

Do not include the MPA rating for the film. Delete any information in this field.





538 - Technical specifications of the recording.



546 - Language of the film if other than English and if the film is subtitled.





Do not edit or remove any other fields in this section.

MARC field 6

Subject access

The 600's contain the subject tracings for the work. Subject tracings are one or two word descriptors or keywords about the main subject and are used for both fiction and nonfiction works. Subject tracings are a controlled vocabulary and follow strict rules.



For the purpose of this manual, ignore all subject tracings. Either use what is already on the bibliographic record or leave them blank.



+ OPTIONAL 655 - Index term—-Genre, form

The information in the 655 \$a answers the question "what type of book is this?" or "what genre is this book?"

Books, films, and sound recordings often have multiple 655 \$a's.



There is not a controlled vocabulary for the 655's like there is for subject tracings, but try to use terms that already exist in the catalog. You will find a list of 655 genre terms in the addendum.



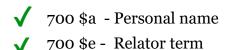
Do not edit or remove any other fields in this section.

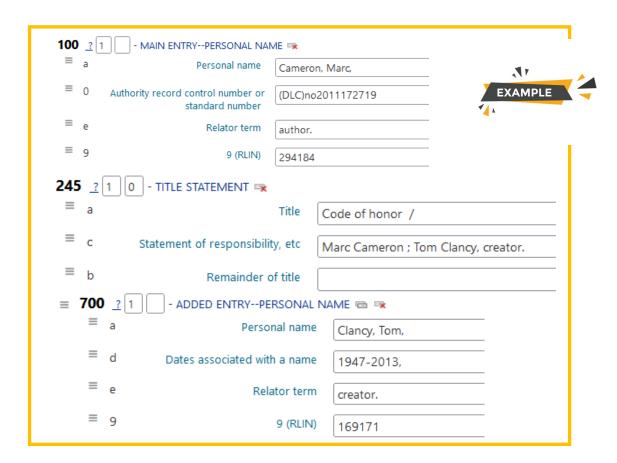
MARC field 7 Added and linking entry

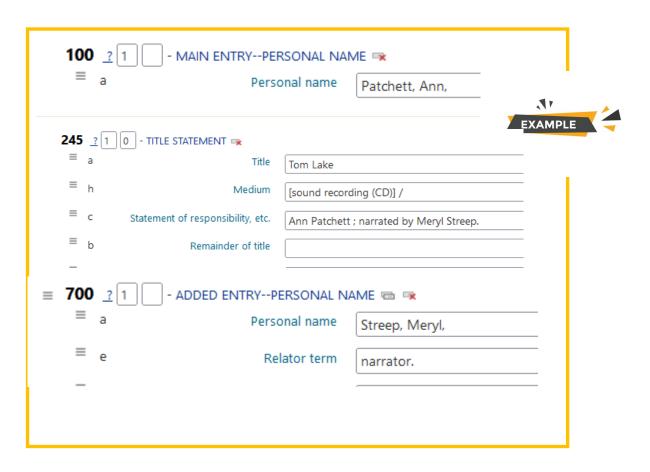
Indicators - 1 and <blank>.

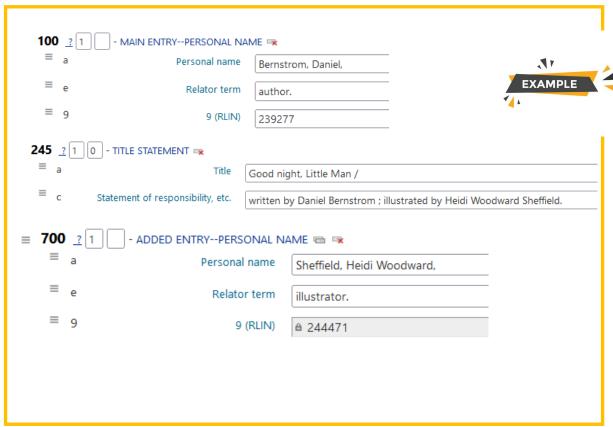
Books and sound recordings

The 700 field is where persons (other than the main author) that were first noted in the 245 \$c are entered. The form follows the 100 \$a, last name, first name. In the 700 fields, you do complete the \$e - relator term. This describes the person's contribution to the work.



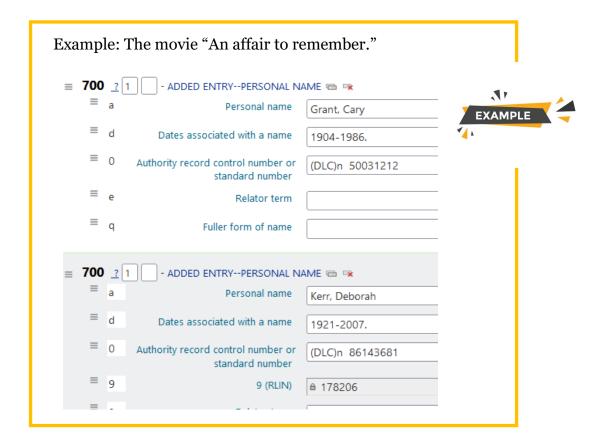






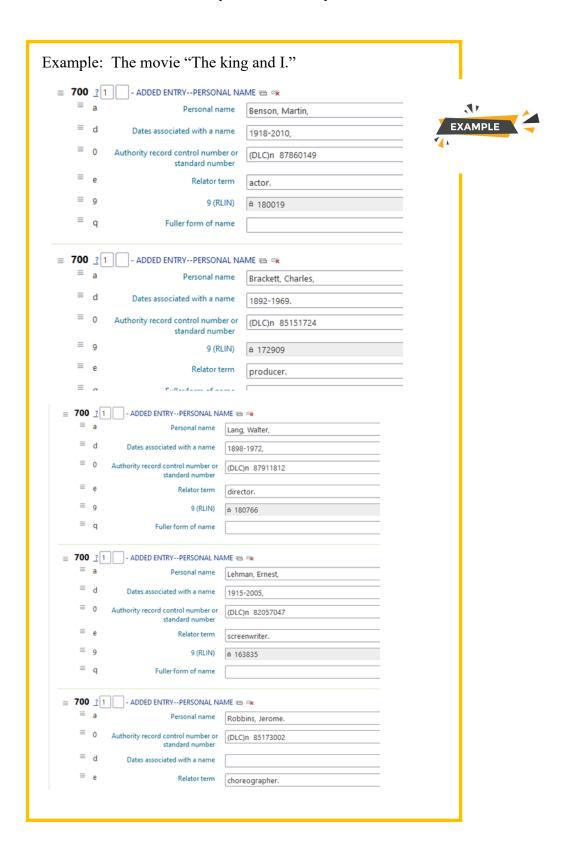
Video recordings

The 700 fields are reserved for the actors who were listed in the 511 field. Names are written as last name, first name. Do not add any relator terms (\$e). Do not add any directors, producers, screenwriters, studios, etc.

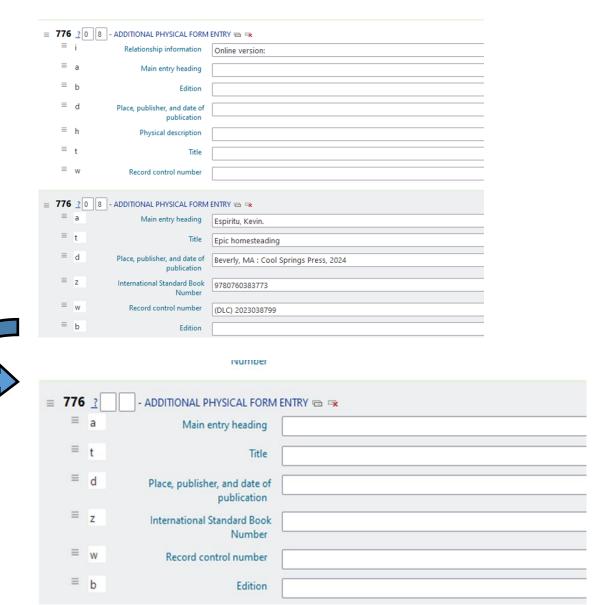




If you choose to expand the 700's to include directors, producers, and others involved in the creation of a film or TV show, you must identify the role of each individual.



√ 776 - Delete all ebook entries. If an ISBN is present in the 776 field, be sure to delete it in the 020 or 024.





Do not edit or remove any other fields in this section.

MARC field 8

Series added entry and electronic access

800 Series added entry – personal name

Delete all series information in the 800. This is a duplicate entry of the 490.

856 Electronic location and access

This field allows you to offer website links that can give the patron additional information that is not included in the bibliographic record.

For video recordings, a link to the website IMDB.com can be helpful. This website provides extensive information about films and TV shows that is not feasible to add to the bibliographic record.



+ OPTIONAL 856 \$u - Insert the link to the specific URL in the IMBD website for the film or TV show. 856 \$z - (Write) IMDB.com







Do not edit or remove any other fields in this section.

MARC field 9

Koha related

The fields in section 9 are specific to Koha (NEXT). Fill out only the 942 fields \$e, \$c, \$h.

You will not be able to save your record if these fields are not completed.

942 \$ e - select the location -Adult, Childrens, Young Adult

942 \$c - select the appropriate item type

942 \$h - select the appropriate collection code



Do not edit or remove any other fields in this section.

Save your record. *

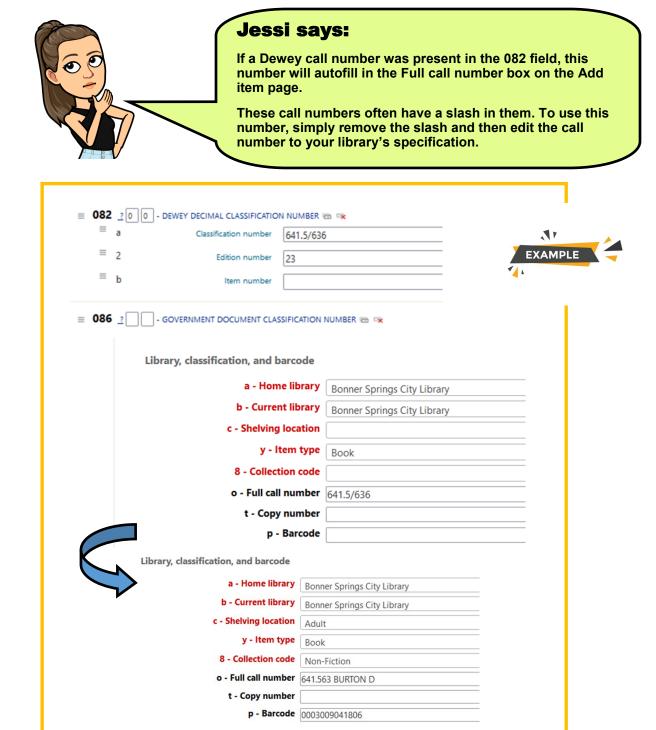
*(You are almost done!)



Adding your item

Refer to the instructions on adding a new item located on the Koha main page.

Training resources > Basic cataloging guide > Step 3: Adding an item to a bibliographic record



The final look!



Take a moment to review your work.

- 1. Is everything spelled correctly? Is the capitalization correct?
- 2. Does the information in the record describe the item exactly? Is the physical description of the item correct?
- 3. Have you provided a GMD if the item is not a regular print book or graphic novel?
- 4. Is the series information correct?
- 5. Have all the authors, illustrators, creators, actors, etc. been added to the record in either the 100 or 700 fields?
- 6. Has your library's item been added to the record? Is the call number and barcode correct? Do you have the correct item type and collection codes?



Addendum

Glossary

The following terms are used throughout this manual.

Bibliographic index – the library catalog. A list of all the items available for use at the library.

Bibliographical record (MARC record, bib record or record) - a bibliographic record is an entry in a bibliographic index (the library catalog) which represents and describes a specific item.

Controlled vocabulary – a list of standardized words or terms.

Extent - the amount of something. The extent of a book is the number of pages.

Field – a place in the bibliographic record that is designated for a specific unit of data or information.

Format - the way an item is presented, such as large print, sound recording, or DVD.

GMD – General Materials Description - a list of standardized terms that describe the item.

ISBN - International Standard Book Number. A 13-digit or 10-digit numeric book identifier that is intended to be unique. Publishers purchase or receive ISBNs from an affiliate of the International ISBN Agency. Privately published books sometimes do not have an ISBN.

Item - an individual book, DVD, audio book, etc.

MARC - A MARC record is a MAchine-Readable Cataloging record. A computer is able to read and interpret the data in a MARC bibliographic record.

Street date - publication date. The date an item is available for sale or checkout.

Subfield – a distinct subset of a larger field. In this manual, subfields are designated by \$.

Subject tracings (or subject headings) - specific words or phrases used to describe the topic of items. Subject tracings are a controlled vocabulary determined by the Library of Congress.

UPC code - Universal Product Code - A series of black lines that help identify a product. Also called a bar code.

Verso - a left-hand page of an open book. The back or reverse of a page.