

Cataloging Guidelines for the Florida State University System and State College System Bibliographic Database ADOPTED NOVEMBER 2018

Public academic libraries in the state of Florida use a database of bibliographic, holdings, vendor, and patron records created by the state's 12 public universities and 28 colleges. This bibliographic database is continually expanded and updated through the addition, editing, or enhancement of records by participating institutions. The Florida Academic Library Services Cooperative (FALSC) serves as a technical support organization for the academic institutions that use the database.

Creating and using these catalog records requires a spirit of sharing and cooperation, as well as a common understanding of what is expected of each participant. All participants share the joint responsibility for enhancing, maintaining, and protecting the database. This document was created to maintain the integrity of the database by providing standards and guidelines for institutions to follow.

The Technical Services Standing Committee Subcommittee on Cataloging Standards developed the Guidelines in 2018 to establish standards for the maintenance of the shared database. This document supersedes the 2010 *LINCC Database Guidelines* document and complements the *State University System of Florida Libraries Guidelines and Procedures for the Shared Bibliographic Catalog*, current version.

These guidelines will be revised as new types of records are added to the database or when the use of existing records is modified. The Subcommittee hopes that this document will become a collaborative effort that will benefit from the hard work and expertise of librarians throughout the Florida College System and the State University System.

This document is intended as a basic guide to catalog maintenance and was written to be used by library staff at all levels. **More advanced topics, such as batch-loading of vendor-supplied records and the maintenance of authority records, are out of the scope of this document. For guidance on these topics, please refer to the document [State University System of Florida Libraries Guidelines and Procedures for the Shared Bibliographic Catalog](#).**

Participants' Roles in Maintaining the Catalog Database

FALSC relies on the vigilance of participating institutions to maintain a quality catalog database so it can continue to fulfill its role as a facilitator and problem solver. In addition, FALSC expects each institution to

- Comply with provisions and responsibilities outlined in this document, as well as those in *State University System of Florida Libraries Guidelines and Procedures for the Shared Bibliographic Catalog*.

- Adhere to documentation provided by FALSC and vendor partners.
- Direct questions affecting database quality not answered by this documentation to the [FALSC Help Desk](#).

Bibliographic Records

A bibliographic record describes the intellectual content and the physical characteristics of a resource. Bibliographic records form the foundation of the online catalog used by the State Colleges and Universities of Florida. The Technical Services Standing Committee Subcommittee on Cataloging Standards has developed these guidelines for the bibliographic database. **As a reminder, these standards do not apply to batch-loaded and/or vendor-supplied bibliographic records.**

1.0 Bibliographic Standards

These standards apply to permanent catalog records. Brief records will be discussed in another section.

All full bibliographic records added to the database or created in the local catalog must adhere to the following standards:

- All records intended to be permanent bibliographic records must be full MARC21 cataloging records.
- International Standard Bibliographic Description (ISBD) punctuation must be used for all new records added to the catalog.
- Resource Description and Access (RDA), latest edition, must be followed for original cataloging.
- All access points must be in RDA form.
- Library of Congress Subject Headings (LCSH) must serve as the primary thesaurus for subject heading formation. National Library of Medicine Medical Subject Headings (MeSH) may also be used. Other recognized controlled vocabulary lists may be used to enhance the record.

2.0 Workflow Steps for Cataloging an Item in the Shared Database

2.1 Searching the Database

Search the database using multiple search terms and strategies in order to determine whether a record already exists for the item. If a record does exist, use this for your library's holding. Avoid creating duplicate records in the database.

2.2 Editing Existing Bibliographic Records

An accurate and complete bibliographic MARC21 record is the basis for providing access to library holdings. Libraries should use care when editing local fields added by other institutions. Guidelines for correcting and enhancing catalog records are provided in Appendix B. Participating libraries are encouraged to make updates to the OCLC master record if authorized to do so.

Local fields used by another participating institution to provide additional access to a record may not be deleted by other libraries.

2.3 Adding New Bibliographic Records to the Bibliographic Database

Records may be added to the database by transferring records from OCLC or by original online cataloging in Aleph. Records provided by vendors may also be added. Instructions for adding vendor records may be found in the document [SUS Libraries Guidelines and Procedures for the Shared Bibliographic Catalog](#), section 4.4.

2.3.1 When Not to Add New Records

Do not add new records to reflect:

- New cataloging rules (AACR2 vs. RDA).
- Local cataloging policies, except for differences allowed in Section 2.5.2, below.
- Different choice of main entry.
- Additional information.

2.3.2 Transferring a Record into the Catalog from a Bibliographic Utility

To transfer a record into the catalog from a bibliographic utility, such as OCLC, select a record to transfer. More than one record may exist in an external bibliographic database to reflect the same bibliographic item. Choose the most complete record available (DLC or PCC preferred). Do not add a new record to the catalog if a record for the same item already exists.

2.4 Overlaying an Existing Catalog Record from OCLC

An existing catalog record may be replaced by overlaying it with a record from OCLC. An existing record may be overlaid if another record from OCLC will:

- Replace the existing record with a full catalog record which has additional access points and/or notes.
- Replace a brief local record created for quick cataloging or Acquisitions purposes.
- Replace a **brief** vendor record used for Acquisitions purposes. (NOTE: See [Guidelines and Procedures for the Shared Bibliographic Catalog](#), section 4.4 for batch-loading of full vendor-supplied records.)
- Libraries may choose to overlay records when the OCLC number has changed (due to a merger of two or more records) and the original OCLC numbers moved to the 019 field.

2.4.1 Protecting Fields when Overlaying a Record

The following guidelines apply when editing an overlaid bibliographic record:

- Before overlaying an existing bibliographic record, compare the two records to identify information in the existing record that is not in the new record.
- Notes applying **only** to your own institution's copy (author signature, grant information, etc.) should be placed in field 590, with your institution's identifier applied. (See [MARC Code List for Organizations](#).)
- **No institution should delete or otherwise edit a local field which applies to another institution. The following fields should always be protected:**

MARC TAG	MARC FIELD NAME
351	Organization and arrangement of materials
500	General note
501	"With" note
506	Restrictions on access note
533	Reproduction note
540	Terms governing use and reproduction note
541	Immediate source of acquisition note
542	Information relating to copyright status
545	Biographical or historical data
561	Ownership and custodial history
562	Copy and version identification note
563	Binding information
583	Action note
584	Accumulation and frequency of use note
590	Local note
655 _ 7 \$2 RBPROV	Index Term--Genre/Form

655 _7 \$2 RBBIN	Index Term--Genre/Form
655 _7 \$2 RBGENR	Index Term--Genre/Form
655 _7 \$2 RBPAP	Index Term--Genre/Form
655 _7 \$2 RBPRI	Index Term--Genre/Form
655 _7 \$2 RBPUB	Index Term--Genre/Form
655 _7 \$2 RBTYP	Index Term--Genre/Form
690	Local topical term
691	Local geographic name
699	Local subject added entry--Uniform title
790	Local added entry--Personal name
791	Local added entry--Corporate name
796	Local added entry--Personal name
797	Local added entry--Corporate name
845	Terms governing use and reproduction
856	Electronic location and access
856 #2	Electronic location and access
896	Local series added entry--Personal name
897	Local series added entry--Corporate name
898	Local series added entry--Meeting name
899	Local series added entry--Uniform title
909	Local data elements
951	Local data elements
970	Local data elements
LKR	Linker

2.5 Duplicate Bibliographic Records

Duplicate bibliographic records may occur in the catalog as a result of records added during the merge of an institution's holdings into the shared bibliographic database or the accidental creation of records during the cataloging process.

2.5.1 Deleting Duplicate Records

If it is suspected that a bibliographic record is a duplicate, report the duplicate to FALSC. E-mail the bibliographic record numbers of any duplicate records discovered to the FALSC Help Desk at help@flvc.org.

2.5.2 Allowable Duplicate Records

Do not report the following types of records:

- PDA records
- Vendor records
- Brief temporary, acquisitions, or reserves records.

2.5.3 Records Exceeding Size Limits

There is a size limit to Bib records in Aleph. When the limit is reached no further data may be added to the record. If this occurs, contact the FALSC Help Desk at help@flvc.org. FALSC will need to create a duplicate record and move some of the data and holdings to the duplicate.

2.6 Withdrawing Bibliographic Records

When withdrawing an item held by **only your institution**, delete the attached bibliographic record from the database, unless order, holdings, or check-in records from any institution are attached.

3.0 Original Cataloging

3.1 Creating Original Records in the Catalog

Original cataloging records may be created in the database for items of local interest or local use.

Examples:

- Locally-produced audio or video recordings
- Archival copies of obsolete media
- Vertical files
- Other items of strictly local interest

For all other items, a record should be imported from a bibliographic utility. If no appropriate record exists, one should be created in the bibliographic utility, then imported into the catalog.

3.2 How to Create an Original Record

Original cataloging may be accomplished in one of the following ways:

- Directly in the online catalog, by choosing the appropriate template for the format of the item in hand.
- By copying an existing catalog record and editing it.

3.3 Standards for Original Cataloging

The following standards apply when performing original cataloging:

- Use the appropriate online template for the item in hand.
- All access points must conform to national authority files if an appropriate heading exists.
- International Standard Bibliographic Description punctuation must be used. (See [International Standard Bibliographic Description, 2011](#) for further guidance.)
- All applicable mandatory MARC21 fields and associated elements must be completed for the chosen templates.
- The primary subject thesauri are the *Library of Congress Subject Headings (LCSH)* and *National Library of Medicine Medical Subject Headings (MeSH)*. Subject headings in the 6xx field must be formatted in accordance with LC or NLM practice.
- Locally assigned subject headings must be tagged with the appropriate MARC21 field (69x). Do not assign the 69x field to headings established as valid LC subject headings.
- Records that are derived from an existing catalog record must be edited to match the item in hand. MARC21 fields, which contain unique numerical access points (i.e., OCLC number, LCCN, ISBN, ISSN, etc.), must be changed or deleted on the new record. Do not retain local holdings fields such as 049, 59x, or 9xx.

4.0 Brief Records

Brief records may be added to the catalog for acquisitions, course reserves, or temporary records. Provide enough description to distinguish the item from other items. At the minimum, the record should include author, title, publisher, publication year, and ISBN/ISSN, if known.

4.1. Author

The author's name may be the actual author, an editor, a compiler, a corporate body, etc. Enter the last name then the first name, separated by a comma. Only one name is entered. If more than one name is listed, enter the first one as the author. If a name is not listed, do not enter any information in this field. For non-book items, use the most prominent name on the item or container.

4.2. Title

Enter as much of the title as will fit. Do not enter initial articles ("the," "a," "an," or foreign language equivalents). Title information is indexed in the database and is retrievable.

4.3 Using another Institution's Brief Record

Holdings may be added to another institution's acquisitions record, but not a course reserves or temporary record.

4.4 Overlay of Brief Acquisitions Records

When the item is received, the order record should be moved to a full record for that item. If a full record is not already in the database, the brief record should be overlaid with a record from OCLC.

4.5 Deleting Brief Records

Each institution is responsible for database maintenance of their own brief records. Brief records created for Course Reserves should be deleted upon removal of the item from Course Reserves. Temporary records should be deleted or overlaid with full catalog records, as appropriate.

5.0 Cataloging Remotely Accessed Electronic Resources

This section pertains to the cataloging of remotely accessed electronic resources (available via the Internet.)

5.1 General Guidelines for Bibliographic Record Description of Electronic Resources

5.1.1 Verifying Links

FALSC libraries should verify links to Internet resources found in catalog records to ensure that the link is correct and valid.

5.1.2 Vendor Records

Do not add holdings to vendor-supplied records unless your library has purchased the identical set of records. Vendor-supplied records can usually be identified by the *absence* of (OCoLC) in the 035 field for OCLC records. If you have questions about a record, please contact FALSC before adding holdings.

5.1.3 856 Fields

When creating 856 fields, follow the [Guidelines for the use of field 856](#) from the Library of Congress. A separate 856 field is created for each access method specified for a particular electronic resource.

- Provide the second indicator to show the relationship between the linked information and the resource described in the record. Indicators should be corrected or added appropriately:

856:40: = URL to actual resource being described.

856:41: = URL to electronic version of material (used in a record describing a print version)

856:42: = URL applies to other related material (e.g. tables of contents, author descriptions, etc.)

- Subfield |u contains the URL. This is necessary for public display.

Subfield |y (link text) should begin with an institutional identifier.

Subfield |3 (material specified for the resource) is preferred for any additional notes for public display.

Subfield |z (public note) may also be used for public notes relating to the electronic resource at a particular location.

- Either the 856 link text or public note for proprietary access should begin with the institution's initials.

Examples (substitute your institution's initials):

|y UF: Off-campus access limited to current UF students & employees

|y USF ONLINE ACCESS

|y Read this e-book |z FGCU: Off-campus access limited to current FGCU students and employees.

|z FSU: Connect to online content

- Add your institution's identifier in a |5. (Use the [MARC Code List for Organizations](#).)
Examples:
Florida State University: |5 FTaSU
Valencia College: |5 FOV

5.2. Items with Multiple Formats

If an item is available in both print and electronic form, some legacy print records (specifically government documents) may have an 856 41 for the electronic form. New records, however, should be created separately.

5.3 910 Fields

The 910 field is reserved for use by FALSC. It contains the unique identifier of an eBook and is used to link the bibliographic record to the resource, to match bibliographic records, and as a filter for OPAC searching. **This field should never be edited by library staff!**

910 __ |x Do not edit this field. |a NL164186

910 __ |x Do not edit or delete this field. |a GVCX3421999999

910 __ |x Do not edit this field. |a GRGR3415

5.4 Library of Congress Subject Headings and Genre/Form Headings

Leave all subject headings in the record. In addition to the appropriate topical subject headings for the item being cataloged, Library of Congress genre/form headings may be present. **Please retain these headings.**

EXAMPLE

650 0 |a Legal research.

655 7 |a Web sites. |2 lcgft

A list of genre/form headings is available at [Library of Congress Genre/Form Terms PDF Files](#). It is also available in *Classification Web*.

5.5 Maintenance of Remote Electronic Resource Links

Maintenance issues concern changes in the bibliographic MARC21 856 field links (e.g., URL, URN, PURLS) and to the content of an electronic resource. It is the responsibility of all FALSC libraries in collaboration with FALSC to identify and correct broken links in electronic resource records.

5.5.1 Verification of Links

When manually adding or editing a record for an electronic resource, it is the responsibility of the library to verify the link. (NOTE: This is not expected when batch-loading records.)

5.5.2 FALSC and Libraries' Maintenance of 856 Fields

FALSC will run URL reports to identify and resolve broken and redirected links. When applicable, FALSC will consult with library staff on any issues that arise.

5.5.3 Guidelines for the Maintenance of 856 Fields

If a library discovers a problem link in a record, library staff should correct the link if possible. If this is not possible, report the problem link to FALSC. When FALSC cannot resolve a broken link to an electronic resource, FALSC will contact libraries with holdings on the record.

5.6 Guidelines for Adding Electronic Resource Records

- These guidelines apply only to individually cataloged electronic resources, not batch-loaded vendor records.
- Follow general rules for bibliographic description, as outlined in the above sections.
- If entering individual OCLC records for an online resource, make sure to choose a record for the online version of the resource, not the physical carrier. Look for 337 |a computer and 338 |a online resource.
- In legacy (pre-RDA) records, look for the 245 |h [Electronic Resource].
- In addition, 006 and 007 fields should be present.
- The best practice for cataloging electronic resources is to use a provider-neutral approach for equivalent content (originating from the same publisher, but distributed through multiple sources). (University guidelines, section 4.2.1)
- Legacy records may deviate from these standards. There is no need to edit them to conform to current practices unless they do not display correctly. Please bring these records to the attention of FALSC.

- The preferred format for most electronic resources is the Integrating Resource format (see section 6.3, below.)
- **For further guidance, please consult the resources in Appendix C.**

5.7 Deleting Records for Freely Available Electronic Resources

If a freely available resource (such as a government document or non-profit web site) is no longer accessible and a valid link for the resource cannot be found, the bibliographic record should be removed. If other libraries have holdings on the record, please notify the FALSC Help Desk (help@flvc.org).

5.8 Deleting Records for Purchased Resources

If your institution no longer has access to a resource, you may delete the 856 field (url) for your institution only. ***Do not remove links or records for purchased electronic resources which are held by other institutions.*** Notify the FALSC Help Desk (help@flvc.org) if there is any change to the record which affects other institutions.

6. Serials/Continuing Resources

6.1 General Guidelines for Serial Titles

- Serials cataloging is a complex process, different from cataloging books and other monographs.
- Serials should be cataloged on continuing resource format records.
- FALSC libraries should follow national standards. For serials, this standard is the CONSER Cataloging Manual. For further assistance, please contact the CONSER cataloger at the University of Florida, the SUL (Universities) Serials Listserv, or FALSC.

6.2 Distinguishing Serials from Monographic Sets or Series

A serial is a continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Usually serials share the same title, and individual issues are numbered. These go together on the same bibliographic record. If individual issues have different titles, they can be cataloged individually as monographs.

A monographic set has a pre-determined number of volumes, which may not be issued in order. These should be cataloged on monograph records, with volumes listed in the contents note.

A series is a set of individual monographs which share a common title. A series can be cataloged together on a serial title or cataloged separately as individual titles (analyzed.)

Serial or Monographic Set vs. Individual Piece Treatment

The decision to catalog a series on a serial record vs. individual monograph records is made by each institution. This is a local decision. Therefore, both types of records may reside in the database.

6.3 Integrating Resource Records

Integrating resources include web sites, databases, and loose-leaf publications.

Some loose-leaf publications cataloged before 2011 may be on monographic records and should not be updated.

New web sites should be cataloged on integrating resource records, not monographic records.

Do not change choice of entry for an integrating resource record unless it has been changed in OCLC.

For more information, please consult the following resources:

- [Cataloging Online Integrating Resources \(Yale University Library\)](#)
- [Enhancing & Editing RDA Integrating Resource Records \(Library of Congress\)](#)
- [Enhancing & Editing non-RDA Integrating Resource Records \(Library of Congress\)](#)

6.4 Successive Entry Cataloging vs. Latest Entry Cataloging

Successive entry: A new record is created each time a title changes or a corporate body used as a main entry or uniform title qualifier changes. The fixed field value in S/L is a 0 (zero).

Latest entry: A serial record is cataloged under its latest (most recent) title or issuing body. All former titles and/or issuing bodies are given in notes (fields 247, 547 and 550). The fixed field value in S/L is a 1 (one).

Prefer successive entry PCC records for serial titles, unless the only PCC record available is a latest entry record. Add records to reflect major changes in titles. The bibliographic database should contain a record for each serial title change, unless the only available record is a latest entry record.

6.5 Adding New Serial Records:

New bibliographic records should be input, at a minimum, when the following changes occur:

- When there is a title change. Generally a title change has occurred when one of the first five words, six if there is an initial article, changes. If the cataloged serial uses a main entry heading, and the main entry changes, then it is a title change.
- When the qualifier for a preferred title changes.

- If a publication changes formats (for instance, from physical print to electronic), or is available in an additional format from the one described in the catalog record, a new record is required. Be aware that some legacy records may contain information describing more than one format.

For more information about changes that require a new record, see [CONSER Cataloging Manual, Module 16](#).

6.6 Closing out Serial Records

Once a new record is created because the format has changed or the title has either changed or ceased, the old record should be “closed.” The following fields may be affected when a title has ceased:

Fixed field 008/11-14	Ending date of publication
Fixed field 008/06	Publication status
260/264 a and c	Date of publication (tag depends on RDA status)
300 a	Extent of item
362 1	Ending designation
246, 310, 5xx	Dates in notes
785	Succeeding entry

For questions about which bibliographic record to use, please consult FALSC.

6.7 Records for Electronic Serials and Databases

Most serial electronic resource records are supplied through vendor-supplied files. Serial electronic resources which are cataloged on a one-off basis (not as part of a package) should be cataloged according to CONSER module 31. For further guidance, see <https://www.loc.gov/aba/pcc/conser/issues/E-serials.html>.

6.8 Same Title in Multiple Formats

If a title is or has been received in more than one format (print, microform, online, CD-ROM), separate records should be created for each format.

If the format of the serial is replaced by another format (e.g., no longer issued in paper, now only issued electronically), create a successive entry record to reflect the new format.

Be aware that some legacy records may have multiple formats on one record. Existing records of this type should be left as is.

Appendix A: Glossary

AACR2 — *Anglo-American Cataloguing Rules*, second edition. This was formerly the preferred standard for bibliographic description, but has been superseded by **RDA** (Resource Description and Access).

Access point — The elements from which a bibliographic record may be searched and retrieved. These may include subject terms, titles, etc.

Analytics — Information used to compile data or statistics.

Audiovisual materials — Works in a medium that contains both sound and visual images (ex.: motion pictures with sound tracks). Records for these were previously referred to as moving image records.

Authority record — A record intended to establish one form of an access point and to link that form to all other variant forms so that all bibliographic records related to the heading may be retrieved using one command. Sometimes informally referred to as “see” and “see also” records. Authority records are used in cataloging for the online verification process and to produce cross references in the public access catalog.

Bibliographic record — A record that describes the intellectual content and physical characteristics of a resource. See also **Brief record** and **Full record**.

Bibliographic standards — Rules or sets of rules used in the description of resources (example: **RDA**).

Bibliographic utility — A source, such as OCLC or Sky River, that provides electronic MARC cataloging records as one of its functions.

Brief record — A bibliographic record that is abbreviated by omitting some of the less essential fields and subfields.

CIP — Cataloging-in-publication records created by the Library of Congress (LC) from information provided to LC by publishers for pre-publication titles. These records lack descriptive elements (e.g., pagination). Other supplied elements may change by the time the title is published, such as the title, authors, publisher, etc.

Computer file — See **Electronic resource**.

Consecutive numbers — Continuous numbers that do not repeat (i.e., go back to “1”). Examples are serials that have numbered issues (e.g., no. 1, no. 2) and most volume numbers.

CONSER — Cooperative Online Serials Program, the most-followed authority for serials cataloging.

Course reserves — Materials given a shorter loan period for a limited time at the request of an instructor and held separately from the general collection. May be library-owned or personally owned materials.

Cross reference — Refers to *see* and *see also* references. See **Authority record**.

Delimiter — A symbol that separates data elements (subfields) within a MARC record. Represented in Connexion by a pipe symbol (|), while other resources use a dollar sign (\$). Examples: |t or \$a.

Designation — The numeric or chronological designation, or combination of both, as recorded in MARC field 362 or 500 of the bibliographic record.

DLC — The symbol found in the 040 field of a MARC record denoting that the record was produced by the Library of Congress (LC).

Electronic resource — Program or data in machine-readable format to be read by a computer or remotely via a network, such as the internet.

Encoding level — The degree of completeness of a MARC record as symbolized in the fixed field section of the MARC record. Sometimes referred to as **Full-level cataloging**, **Partial-level cataloging**, or **Minimal-level cataloging**.

Field — A location of fixed or variable length in a MARC record that is reserved for specific information about the item the record represents.

Filing indicator — The indicator associated with a MARC title field. The value for this indicator identifies to the computer the number of characters and spaces to skip before indexing the field. It is used to skip initial articles (e.g., a title with the first word of “The” would have a filing indicator of 4 to identify to the computer that the title begins in the fifth position of the field).

Full-level cataloging — See **Encoding level**.

Full record — The most complete bibliographic record, including all fields and subfields needed to identify and describe the item.

Gap — A break or discontinuity in the sequence of enumeration or chronology, or both, of a serial held by a reporting institution. This term does not refer to a break or discontinuity in the serial’s publication pattern. See also **Nongap break**.

Indicator — The first two character positions at the beginning of each MARC variable data field containing values which interpret or supplement the field tag definition. For example, a 0 [zero] as an indicator in the subject heading field identifies the data that follows as being a Library of Congress (LC) subject heading. Each indicator is interpreted independently.

Institutional identifier — A unique 3-digit code used to represent an institution; denotes that a field/link is attached to/used by that particular institution.

Integrating resource — A resource that is added to or changed over time by updates that are incorporated into it (Example: loose-leaves, databases, web sites).

ISBD — International Standard Bibliographic Description. Punctuation convention used for entering data into a bibliographic record. The usage of punctuation is determined by the International Standard Bibliographic Description committee.

ISBN — International Standard Book Number. A unique number that identifies a specific edition of a title.

ISSN — International Standard Serial Number. A unique number that identifies a specific serial publication title.

LC — Library of Congress.

LCCN — Library of Congress Control Number. A system control number used by the Library of Congress (LC) to identify its own cataloging records. This number is found in the 010 field of a MARC record.

LCSH — Library of Congress Subject Heading online or print thesaurus of headings. This also includes all subject headings that may be created by combining headings and subdivisions to create new headings that do not appear as a single heading in LCSH.

MARC record — Machine Readable Cataloging record. For purposes of this document, MARC is the MARC21 format maintained by the Library of Congress.

MeSH — Medical Subject Heading thesaurus maintained by the National Library of Medicine.

Minimal-level cataloging – See **Encoding level**.

Monograph – A publication in one volume or a finite number of parts that contains a single work or collection of works.

Nonfiling indicator – See **Filing indicator**.

Nongap break — A gap between the recorded enumeration and/or the chronology units caused by unpublished units or discontinuity in the publisher's enumeration or chronology. See also **Gap**.

OAK – Online Access to Knowledge, the statewide bibliographic database.

Overlay — The process of replacing an existing bibliographic or authority record with a record transferred from another database or bibliographic utility.

Partial-level cataloging – See **Encoding level**.

Pattern record — Describes a serial title's publishing frequency (e.g., monthly, annual) and the levels of enumeration/chronology of the issues of the title.

PCC (Program for Cooperative Cataloging) – A cooperative cataloging effort that provides bibliographic records and related information that meets the accepted standards of its member libraries around the world".

Public display – The information/fields in the MARC record that displays to the public in a library's OPAC.

Qualifiers – Elements used to compare records for the purposes of matching. These might include such things as language of material, material type, or publication date.

RDA – Resource Description and Access, the current standard for bibliographic description. This supersedes Anglo-American Cataloging Rules, 2nd ed., 2002 revision (AACR2).

See and See also references —See **Authority record**.

Serial — A publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely.

Series — A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered.

Subfield code — Code that precedes data elements within a MARC field that requires separate manipulation. A subfield code consists of a delimiter and a lower case alphabetic or numeric character. Subfield codes are defined independently for each field. The order of the subfields is determined by the field in which they are assigned.

Successive entry cataloging — Cataloging of serial titles in chronological order of title or main entry changes. The rules for creating a new record for a serial each time the entry changes are found in *AACR2* 21.2C1 and 23.3B1. Fields on serial records provide linking references to each change. The fixed field element S/L is 0 to indicate that the record is successive entry cataloging.

Summary holdings record — Details holdings of a serial title for each institutional location.

Supplement — An item that is related to, but usually issued separately from, a published title. The supplement brings up-to-date or otherwise continues the original by containing a special feature not included in the original. The supplement has a formal relationship with the original as expressed by common authorship, a common title or subtitle, and/or a stated intention to continue or supplement the original.

Tag – Sometimes used as an alternative term for **Field**.

Title proper — The chief name of an item, including any alternative title.

Uniform title — A title that is used for cataloging purposes to bring together the same works published with variant titles.

Union records – Catalog records that are shared among multiple libraries that share the same catalog/bibliographic database.

Verification — An online process of comparing a heading in a bibliographic record against headings in the authority file to ensure uniformity and consistency. Also, the manual process of confirming valid information for inclusion in supplier records.

Vertical file – A collection of loose items (such as pamphlets, clippings, and photographs) that is maintained by a library in file cabinets for easy retrieval to answer ready reference or local interest questions.

Volume — A major division of a work, regardless of designation by the publisher, distinguished from other major divisions of the same work by having its own inclusive title page, half title, cover title, or portfolio title, and usually independent pagination, foliation, or signatures. This major bibliographic unit may include various title pages and/or pagination.

Volume title page — A page that contains the title and designation for an entire volume, rather than the designation for a specific issue. Volume title pages are often issued separately once the volume is complete.

APPENDIX B: Guidelines for Correcting and Enhancing Catalog Records

Typographical Errors

Typographical errors in a bibliographic record should be corrected. Errors in access points should be verified against the item in hand before corrections are made.

Fixed Fields

Fixed field elements are used to limit retrieval of titles by type of material, language, or date. Errors in the fixed field should be corrected and missing information should be entered.

Field Tags and Subfield Codes

All MARC21 field tag and subfield code errors must be corrected.

Indicators

Errors in assigning indicators should be corrected. Particular attention should be paid to filing indicators used in title fields.

Call Numbers

Call numbers must not be changed or deleted from an existing record. Missing LC-supplied call numbers (fields 082 and/or 050) should be added, if available, from an LC cataloging source and appropriate second indicators used.

Name Headings

The form of the heading may be changed to conform to RDA or to an authority record. Choice of entry for a record is not to be corrected.

Preferred Titles

The form of entry for preferred titles should be corrected. Choice of entry for a record is not to be corrected.

Series Statements

Series tracing status (traced vs. untraced) may be changed to conform to LC tracing practice. The form of entry may also be changed to conform to LC practice, as verified by an authority record. Untraced series (MARC21 field 490, first indicator 0) require minimum maintenance by FALSC libraries to preserve the descriptive nature of the heading.

Topical Subject Headings

Subject headings are sorted and indexed in the catalog by the thesauri that produced the heading. An online authority file is maintained only for LC subject headings. The following guidelines apply:

LC subject headings (field 65x, second indicator 0) may be corrected or changed and must conform to current LC practice. Consult online authority files and LC documentation for guidance.

If a locally assigned subject heading (69x tag) is identical to a valid LC subject heading, change the 69x field tag to 65x and the second indicator to zero (0), so the associated bibliographic record will appear in the LC index list. **No changes, other than corrections of obvious typographical errors, may be made to local subject headings.**

Names Used as Subject Headings

The following guidelines apply when formulating or modifying names used as subject headings in the bibliographic record:

- Personal name headings used as subject headings have a MARC21 field tag of 600. Corporate names have a MARC21 field tag of 610. Conference names have a MARC21 field tag of 611. Follow the form of the heading used in the FALSC or LC authority file. If the heading is not found in the online authority files, formulate the heading according to RDA rules. Follow LC practice for the assignment of form and topical subdivisions.
- Geographic names used as subject headings have a MARC21 field tag of 651 and may appear in either the subject or the name authority file or both. If the heading is not found in the online authority files, formulate the heading according to RDA. Follow LC practices for the assignment of subdivisions.

Genre or Form Terms

The following guidelines apply when modifying genre or form terms in the bibliographic record:

MARC Field 655

Genre or form terms are found in field 655 of a MARC bibliographic record. Genre terms represent the literary form for text material. For graphic materials, genre terms represent vantage point, intended purpose, etc. A form or physical characteristic term represents the physical character, the intellectual content, or the order of information of a title. **Do not change a 655 field to a 650 or 651 MARC field.**

Subfield v of MARC Fields 600, 610, 611, 650, or 651 — Subfield v is used in subject heading fields to indicate what the item is (i.e., its form, genre). If the subdivision indicates what the item is about, subfield x is used. Generally, the form subdivision will be the last in the string. FALSC libraries may change current subfield x genre or form terms to subfield v in those cases where the term indicates the format, or genre, of the material. For more information, refer to [Use of |v Subfield for Form Subdivisions in Subject Headings](#).

EXAMPLE (A periodical publication on Florida History):

Florida |x History |x Periodical

Should be changed to: Florida |x History |v Periodical

Cataloging-in-Publication Records (CIP)

FALSC libraries should upgrade CIP records (set the Encoding level to 8 and delete the 263 field) for all formats to full-level cataloging, to reflect information appearing on the published item. Changes in title and/or other access points may occur when the record is upgraded because of differences between pre- publication and final publication information.

LC Partial or Minimal-level Records

FALSC libraries should upgrade LC partial- or minimal-level cataloging records (Encoding level 5 or 7) for all formats to full-level cataloging. Follow instructions for CIP records above.

“On Demand” and University Microfilm (UMI) Publications

Publications that are reproductions and manufactured “on demand” (i.e., not as part of a regular print run) should have the manufacturing details recorded in the notes area. The note should be

introduced with the appropriate material designation for the item. The date of manufacture should not be included in the reproduction note or in the date element of the fixed field; rather, add a separate note stating that the manufacture date may vary.

EXAMPLE

533: :|a Photocopy. |b Ann Arbor, Mich. : |c University Microfilms.

500: :|a Manufacture date of reproduction varies.

MARC Field Indicators for Print Constants, Display, and Note Generation

Indicators in some fields of OCLC MARC21 records may be intended to trigger a print constant, generate a note, or display a field in the online catalog. Catalog the materials using appropriate MARC21 field tags and indicators. Do not add additional explanatory text or fields to the FALSC MARC21 record since that may cause redundancy.

Audio-Visual Material Records (Compact Discs, LPs, Cassette Tapes, Videotapes, Motion Pictures, DVDs, etc.)

When adding catalog records for audio and visual materials, each physical format requires its own record, even if the content is the same.

Library of Congress Information

LC cataloging records should be edited to delete LC copy- or holding-specific information.

EXAMPLE

710;21; \$a LC Purchase Collection (Library of Congress).

Vertical File Records

Use an existing vertical file bibliographic record if the subject heading matches your institution's needs. However, if the subject heading does not match, then a new record may be added.

Appendix C: Additional Guidelines for Cataloging Electronic Resources

[ISBD\(ER\): International Standard Bibliographic Description for Electronic Resources](#)

[PCC Provider-Neutral Guidelines](#)

[PCC Provider Neutral E Monograph MARC Record Guide](#)

For streaming audiovisual media: [OLAC's Best Practices for Cataloging Streaming Media Using RDA and MARC21](#)

[Best Practices for Electronic Resources \(SUL Guidelines\)](#)

Appendix D: Additional Guidelines for Cataloging Serials

Identifying Serials:

Successive, discrete parts When we get many parts of a continuing resource at the same time, it is easier to see them. When we get only one piece at a time, we have to look for clues.

Numbering is the most important clue. Numbering may be a volume, or a number. For annual or less-frequent serials, years are often used.

But not everything numbered is a serial! Many government documents have a date of issuance; that doesn't automatically make them serials. Look for further internal evidence that a document has **no predetermined conclusion**.

How we buy a serial doesn't affect how we catalog it. The quality of the copy and the type of publication define whether an item is a serial, not its budget code.

Fixed Fields 006/007/008 and Leader Codes in CONSER Records [ISBD\(ER\): International Standard Bibliographic Description for Electronic Resources](#) should also be consulted as a resource for cataloging electronic resources in FALSC.

In addition, FALSC libraries should consult [Use of Fixed Fields 006/007/008 and Leader Codes in CONSER Records](#) for guidance in the use of coding the fixed field, 006 and 007 fields in electronic serial records.