



The Black Gold Cooperative Library System provides cost effective resource sharing and support, thus enabling member libraries to deliver optimal services to their respective communities.

CATALOGING MEETING

Santa Maria Public Library

March 21, 2018
10:00 am – 12:00 pm

1. 10:00 A.M. WELCOME & INTRODUCTIONS - Teresa Van Doren, Black Gold System Cataloger

Welcome everyone! We really appreciate you attending. Today's meeting will be a 2-hour meeting broken up into a 50-minute section and a 10-minute break, and another 50 min section and a wrap up and plan for the future.

Before we get started, let's quickly go around the table and say our names, our title and library, how long we've worked in that library, and something you've read or listened to or watched lately that you've enjoyed.

2. CATALOGING RESOURCES

Cataloging resources that we have linked on the Black Gold ATS site:

Meeting Calendar

- March 7 - ATS Ops - Santa Maria
- March 23 - Admin Council - Lompoc
- April 4 - ATS Ops - Webinar
- April 18 - Youth Services - Goleta
- April 27 - Admin Council - Santa Barbara

Cataloging Resources & Tutorials

- [Dewey Cutter Program](#)
- [How to Find Records in the Z39.50 Database \(Video\)](#)
- [Library of Congress Authorities](#)
- [Luna Digital Collections](#)
- [MarcEdit](#)
- [MARC Help - MARC 21](#)
- [NoveList](#)
- [OCLC Classify](#)
- [Title Source 360](#)
- [World Cat](#)

When you are cataloging bib records for formats such as **Music CD, Audio Book on CD, Video Games, Fiction, or donations older than the current year and back 2 years** you will need to rely on these resources. Sometimes it's the only way to find the names in the authorized version, subjects, series, cutters, or call numbers.

Go to the Black Gold ATS online at <http://ats.blackgold.org>

Log-in **staff** **bgats**

Cataloging - Tab: Tutorials & Resources

Cataloging Resources & Tutorials

- a) **Dewey Cutter Program** – This link is to the instructions on how to download and use the Dewey Cutter Program. Copy and paste the name exactly as it appears in the 600 or 610 field, click Copy Cutter and Close, and enter the cutter up to 3 digits after the letter in the 099 field after the call#.
- b) **How to Find Records in the Z39.50 Database (Video)** – This video is for new cataloging helpers demonstrating how to search the Z39.50 databases in Polaris to find bib records.
- c) **Library of Congress Authorities** – Click Search Authorities – Name Authority Headings. Copy and paste in the name to search for the authorized version of the name.
- d) **MarcEdit** – These are instructions on how to download and use the MarcEditor which allows you to edit MARC records before they are loaded into Polaris. (Contact Teresa at Black Gold if you need to use MarcEdit.)
- e) **MARC Help** – This is a very useful website that describes every code and field in the MARC record. For example, click **Leader** to see what every letter and number in the Leader of the bib record correlates to.

[Library of Congress >> MARC >> Bibliographic >> Leader](#)

Leader (NR)	
MARC 21 Bibliographic - Full	
Indicators and Subfield Codes Has no indicators or subfield codes; the data elements are positionally defined.	
Character Positions 00-04 - Record length	
05 - Record status a - Increase in encoding level c - Corrected or revised d - Deleted	n - New p - Increase in encoding level from prepublication
06 - Type of record a - Language material c - Notated music d - Manuscript notated music e - Cartographic material f - Manuscript cartographic material g - Projected medium i - Nonmusical sound recording	j - Musical sound recording k - Two-dimensional nonprojectable graphic m - Computer file o - Kit p - Mixed materials r - Three-dimensional artifact or naturally occurring object t - Manuscript language material
07 - Bibliographic level a - Monographic component part b - Serial component part c - Collection d - Subunit	i - Integrating resource m - Monograph/Item s - Serial

- f) **Novelist** – Use Novelist to find series names and numbers.
- g) **OCLC Classify** – Put in ISBN, Author, Subject Heading and Search to find the most used call#.
- h) **Title Source 360** – Link to Baker and Taylor's Title Source 360.
- i) **WorldCat** – Search WorldCat online for bib records not found in Z39.50 or SkyRiver. You can find publishers, summaries, subjects, in the record, and you can click through to the listed library holdings to see what call#s other libraries use.

Scroll down to Tips & Tricks

- a. **Authorized Names** – Open the Authorized names document to read about author, contributor authorizations, and for instructions on how to locate authorized versions of names bib records.

- b. **Codes in Bib Records** – This document shows the exact letter codes you need in the Leader and fixed fields of 006, 007, 008 in each bib so it will display as the correct format.
- c. **DVDs/BLU-RAYS with Title Treatment** – Current list of titles we've changed the titles to TV program – title, if you want to relabel your DVDs or Blu-rays to be shelved under TV program.
- d. **List of Genres** – This List of Genres is a word doc to download to your own computer. Copy and paste the genre into the bib record when you are cataloging donations or older materials. Includes fiction, music, film, materials in other languages, graphic novel and other genres.
- e. **Macros for Cataloging** – The Macros document has instructions on how to create macros on your computer, so you don't have to retype something you use a lot such as the 099 Fiction field, the 908 note, or commonly used genres, notes, etc.

SkyRiver Cataloging

These sections help you download the SkyRiver client and get started using it. The SkyRiver client is the easiest way to check authorized names, series, and subjects. (Contact Black Gold if you have any questions about downloading or using the SkyRiver client.)

Cataloging- Tab: Tutorials & Resources

PowerPoint Presentation – if you start at page 20 of the PowerPoint Presentation from October's meeting you can view the screenshots about these resources, or you can contact me if you have questions about how to use any of them. These March meeting notes will also be posted here.

Standards Manual

- Section 7.1 **Dewey Call Numbers for Nonfiction Items** – For more information on call#s and cutters, refer to this section of the Standards Manual.
- Section 7.2. **Dewey 23 Call Numbers for Specific Subjects** – For an updated list of commonly used call#s, save and refer to this document. It is periodically updated.

3. SEARCH – BIB RECORDS

It's important to understand the new PAC capabilities to narrow the searches which are all based on DATA IN THE BIB RECORDS and Item Records! We need to make sure the bib records have all the important information in them when we add them to the catalog. There are old and new bib records in our catalog with missing data, or incorrect codes, and if we don't check them and correct them when we add them, these materials won't be found in the new PAC searches.

Keyword search in the PAC: Cats as pets

The **Narrow your search** bar on the left shows more searchable facets based on codes in the bib records.

Narrow your search

Availability

☐ Available Now (53)


Type of Material


☐ Book (74)
☐ Electronic Resources (24)
☐ Ebook (21)
☐ Projected Medium (9)
☐ Videorecording (9)
☐ Visual Materials (9)
☐ DVD (8)
☐ Audio Books (3)
☐ Large Print (3)
☐ Nonmusical Sound Recording (3)
☐ Sound Recording (3)
☐ Eaudiobook (2)
☐ Audio Book on CD (1)
☐ Streaming Video (1)


Type of Material is based on the codes in the **Leader** and Fixed fields of **006**, **007** and **008** in the bib record. If you save or import a record without the correct codes, the material won't display or be searched correctly. Check the **Codes in Bib Records** to see what codes need to be present for each type of material.


Codes in Bibliographic Records- Material Types


LDR - Leader
006 - Fixed-Length Data Elements
007 - Fixed-Physical Description
008 - Fixed-Length Data Elements


Atlas 
LDR: Type of record e - Cartographic material
007: Category of material a - Map / Specific mat'l design d - Atlas
008: Type of carto material e - Atlas


Audio Book on CD 
LDR: Type of record i - Nonmusical sound recording
007: Category of material s - Sound recording / Specific mat'l design d - Sound disc / Speed f - 1.4 m. per sec


Book 
LDR: Type of record a - Language material / Bibliographic level m - Monograph


Book + CD 
CD + book
LDR: Type of record i - Nonmusical sound recording
006: Form of material a - Language material
007: Category of material s - Sound recording / Specific mat'l design d - Sound disc / Speed f - 1.4 m. per sec


Braille 
LDR: Type of record a - Language material
008: Form of item f - Braille

Blu-ray 
LDR: Type of record g - Projected medium
007: Videorecording format s - Blu-ray disc
008: Type of visual mat'l v - Videorecording

DVD 
LDR: Type of record g - Projected medium
007: Videorecording format v - DVD
008: Type of visual mat'l v - Videorecording

Eaudiobook 
LDR: Type of record i - Nonmusical sound recording
006: Form of material m - Computer file
007: Category of material c - Electronic resource
008: Form of item s - Electronic

Ebook 
LDR: Type of record a - Language material
006: Form of material m - Computer file / Form of item o - Online / Type of computer file d - Document
007: Category of material c - Electronic resource / Specific mat'l design r - Remote
008: Form of item o - Online

Electronic Resources (LearningExpress) 
LDR: Type of record m - Computer file
006: Form of material m - Computer file/Electronic resource / Form of item o - Online
007: Category of material c - Electronic resources / Specific mat'l design r - Remote
008: Form of item o - online

If an Audio Book on CD doesn't have the code **i** in the Leader, and **s, d, f** in the 007 field:

Audio Book on CD



LDR: Type of record **i** – **Nonmusical sound recording**

007: Category of material **s** – **Sound recording** / Specific mat'l design **d** – **Sound disc** / Speed **f** – **1.4 m. per sec**

Then it won't display as an Audio Book on CD in the PAC:



2005

7. The secret life of *pets*
by Abraham (Spirit)

... -- Your cat's health and you (12:00) -- Humans and beasts (1:41) -- *Pets* and reincarnation (1:13) -- Tuning in to dog talk (3:55) -- Why *cats* quarrel (3:28) -- When good *pets* go bad (12:47) -- Beasts *as* spiritual teachers (5:02) -- Animal consciousness (8:55). ...

Publisher, Date: [San Antonio, TX] : Jerry & Esther Hicks, c2005.

Description: 1 CD (67 min.) : digital ; 4 3/4 in.

Series: [Art of allowing ; v14.](#)

Local Availability: 3 (of 4)
System Availability: 3 (of 4)
Current Holds: 0

 WHERE IS IT?

 MORE INFORMATION

 PLACE REQUEST

[Add to My List](#)

And it won't be able to be narrowed by **Audio Book on CD** in the **Type of Material** search

Type of Material

- ☐ Book (74)
- ☐ Electronic Resources (24)
- ☐ Ebook (21)
- ☐ Projected Medium (9)
- ☐ Videorecording (9)
- ☐ Visual Materials (9)
- ☐ DVD (8)
- ☐ Audio Books (3)
- ☐ Large Print (3)
- ☐ Nonmusical Sound Recording (3)
- ☐ Sound Recording (3)
- ☐ Eaudiobook (2)
- ☐ Audio Book on CD (1)

In Polaris, the bib record for “The secret life of pets” has the **code i** **Type of record – i Nonmusical sound recording** in the Leader:

Bibliographic Record 599521 - MARC21 - Polaris

File Edit View Links Tools Help

Control number: 599521

Owner: Black Gold Cooperative Library System (sys)

Items: 4

Re: ☒

Title: The secret life of pets

Tag	Ind	Data
LDR		nim a22 4a 45
001		599521
003		Pol
005		20180315121443.0
007		sd fungnn led
008		110820s2005 xxuu
028	02	aACD-14
099		a133.93
100	0	aAbraham+c(Spirit)
245	14	aThe secret life of
260		a[San Antonio, TX]
300		a1 CD (67 min.) : digital ; 4 3/4 in.

LEADER - BIBLIOGRAPHIC DATA

Record status (05)

n - New

Type of record (06)

i - Nonmusical sound recording

Bibliographic level (07)

m - Monograph/item

Type of control (08)

- No specific type

Character coding scheme (09)

a - UCS/Unicode

Encoding level (17)

4 - Core level

Descriptive cataloging form (18)

a - AACR 2

Multipart resource record level (19)

- Not specified or not applicable

OK

Cancel

Help

And **s, d, f** in the 007 fields **Category of material, Specific mat'l designation** and **Speed**:

Control number:	599521	Owner:	Black Gold Cooperative Library System (sys)	Items:	4
Title:	The secret life of pets				

Tag	Ind	Data
001		599521
003		Pol
005		2018031512144
007		sd fungnn ed
008		110820s2005
028	02	+aACD-14
099		+a133.93
100	0	+aAbraham+c(S
245	14	+aThe secret life
260		+a[San Antonio,
300		+a1 CD (67 min
490	1	+aArt of allowin
500		+aCompact disc
505	00	+tThe art of all
		and beasts+g(1
		+tWhen good p

Category of material (00)	s - Sound recording
Specific mat'l design (01)	d - Sound disc
Speed (03)	f - 1.4 m. per sec.
Config of playback channels (04)	u - Unknown
Groove width/pitch (05)	n - Not applicable
Dimensions (06)	g - 4 3/4 in. or 12 cm.
Tape width (07)	n - Not applicable
Tape configuration (08)	n - Not applicable
Kind of disc/cylinder/tape (09)	- No attempt to code
Kind of material (10)	- No attempt to code
Kind of cutting (11)	- No attempt to code
Special playback char (12)	e - Digital recording
Capture/storage technique (13)	d - Digital storage

OK Cancel Help

So it displays correctly as **Audio Book on CD**:



2005

1. The secret life of pets by Abraham (Spirit)

Publisher, Date: [San Antonio, TX] : Jerry & Esther Hicks, c2005.

Description: 1 CD (67 min.) : digital ; 4 3/4 in.

Series: [Art of allowing ; v14.](#)

Local Availability: 0 (of 0)

System Availability: 3 (of 4)

Current Holds: 0

And can be narrowed **Type of Material** – Audio Book on CD.

Type of Material

- ☐ Book (22)
- ☐ Electronic Resources (13)
- ☐ Ebook (12)
- ☐ Projected Medium (4)
- ☐ Videorecording (4)
- ☐ Visual Materials (4)
- ☐ Audio Books (3)
- ☐ DVD (3)
- ☐ Nonmusical Sound Recording (3)
- ☐ Sound Recording (3)
- ☒ Audio Book on CD (2)

In the PAC, **Subjects, Authors, Series:**

Subjects ▲

- Cats
- Pets
- Electronic books.
- Dogs
- Human-animal relationships

More...

Authors ▲

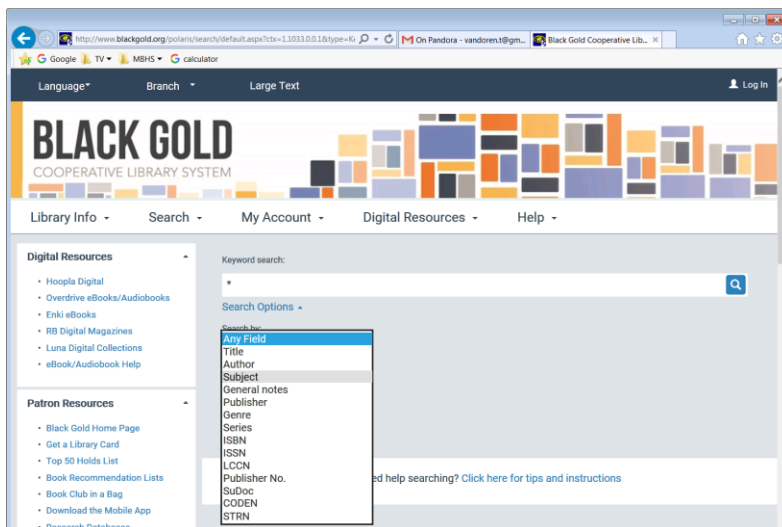
- Schuh, Mari C., 1975- author.
- Schuh, Mari C., 1975-
- hoopla digital.
- Bradshaw, John, 1950-
- Morrison, Grant

More...

Series ▲

- Favorite cat breeds
- Schuh, Mari C., 1975- Favorite cat breeds.
- Pet care
- Thorndike Press large print nonfiction
- Thorndike Press large print nonfiction series

And all the Search by terms such as **Notes, Publisher, Genre** are found in the data in the fields and subfields in the bib records.



Publication Date, Target Audience, Language and Literary form are found in the codes in the **Leader** and Fixed fields **006, 007** and **008**.

Publication Date ▲

☐ 2017 (14)
☐ 2016 (5)
☐ 2015 (3)
☐ 2014 (5)
☐ 2013 (6)

More>>

Popularity ▲

☐ High (32)
☐ Medium (21)
☐ Low (33)

Target Audience ▲

☐ Unknown or not specified (47)
☐ Juvenile (20)
☐ Primary (6)
☐ Adult (5)
☐ General (5)

More>>

Language ▲

☐ English (86)

Literary Form ▲

☐ Non-fiction (55)
☐ Fiction (14)
☐ Humor, satires, etc. (1)

If the codes are not in the LDR, 006, 007, 008 or are incorrect, the bib will not be searchable by Date or Literary Form, Language, target Audience, etc.

a. FORMATS – DVD, Blu-ray, Music CD, Video Game, Audio Book on CD

DVD

Without the **g** in the Leader, and missing the 007 or an 007 without the **v**, these bibs will not display as



DVD.

Blu-ray



Without the **g** in the Leader, and missing the 007 or an 007 without **s**, these bibs will not display as



Blu-ray.

Music CD

Without the **j** in the Leader, a missing 007 or 007 without **s, d, f** these bibs will display as Musical Sound

Recording  and not the new format  Music CD.

Video Game

Without the **m** in the Leader, and missing 007 or an 007 without **c, o** these bibs will not display as



Video Game.

Audio Book on CD

Without the **i** in the Leader, a missing 006, a missing 007 or 007 without **s, d, f** these bibs will not



display as

Audio Book on CD.

Book + CD

Without the **i** in the Leader, or a missing 007 or the 007 without **s, d, f** these bibs will not display as



Book + CD.

The same goes for other Formats: **Atlas, Braille, Score, Map, Large Print, Magazine, Newspaper, Book Club Kit**, will not display correctly if the codes in the Leader, 006, 007, 008 are not there or are not correct.

Make a point of checking the bib you are cataloging, or the record set of bibs to make sure the materials are displaying in the correct Format/Material type. If they aren't check the **Codes in Bib Records** sheet for the full codes and fields necessary for each material type and correct the bib.

Use the **Codes in Bib Records** to help you correct the codes if your bib is not displaying correctly. Our goal is to have an updated and correct catalog!

4. CATALOGING ISSUES

Reminder: Send Baker & Taylor carts, Amazon & Midwest or other vendor orders, record sets, emails of titles and ISBNs to Black Gold Cataloging, or add the 908 note to materials: Non-fiction books, atlases, scores, maps, DVDs, Blu-rays, open-entry serials, graphic novel sets, blanket records, classics, and all Book club kits, magazines, newspapers, etc., that are current- which is the current year, 2 years back and the year ahead.

Even if you are adding a bib you think you will be the only jurisdiction with this material, think of bib records as records that will be shared with all the patrons, staff and other libraries. The bibs should follow our local policies so everyone can share the same record. Keep your customization for your item records.

a. Cataloging Issues/ Errors/ Missing Information

We always want to try to find an existing bib record from a vendor or Z39.50 or SkyRiver. These bibs have varying degrees of quality; a lot of vendor bibs are minimal or acquisitions bibs. Bibs from SkyRiver or other databases may be very good and just need a call# to complete, but some are riddled with errors or are missing information and need quite a bit of editing to save to our catalog. If there isn't a bib and one has to be created from a bib template there can be several errors.

Top Errors and Missing Fields in Bib records

1. Missing call#.
2. Names entered incorrectly or incompletely.
3. Incorrect codes in Leader, 006, 007, 008 fields.
4. Missing series in the 800 & 830 fields.
5. Incorrect or missing subjects and genres.
6. Incorrect indicators (the work won't be found by title search).
7. Missing publication date.
8. Missing audience, especially for juvenile materials and DVDs/Blu-rays.

b. Cataloging Requirements

Adult Non-fiction Book

1. Every bib record needs a **call#**. Copy and paste the 082/092 call# into the 099 call# field. If you aren't sure that the call# is correct, or if your bib doesn't have a call#, check the title in WorldCat, or the subject in OCLC Classify, or look up the subject on the **Call Numbers for Specific Subjects**, or email Black Gold Cataloging for a quick call#. Ideally the bib has the Dewey 22 or 23 call#, but if not if you have the time use WorldCat or OCLC Classify to check it.
2. Scan the record for correct indicators – The indicators relate to the initial articles: 0 for no article, 4 for *the, los, las*, 2 for *a*, 3 for *an, lo, la, il*, etc.
3. Remove any pdf, ebook, or other format ISBNs from a Book bib.
4. The author's name should appear after /|c if it's on the title page of the work.
5. Scan record for spelling errors.
6. Check the name(s) in SkyRiver or Library of Congress authorities if it looks incorrect or is backwards, or is missing punctuation, dates, or has only the name. Copy and paste it in to check it, and copy and paste the correct version in if it's different.
7. Remove 856 if the link is broken or if it's a jpg for a cover image and remove any fields that are from a specific library- library collection, or foreign subjects.
8. Add a genre or genres for fiction; make sure it has the Mystery fiction, War stories, Thrillers, Adventure fiction etc., genres in the bib record so it can be searched by these terms. For non-fiction there may be a genre for Biographies, Poetry, Essays, etc. See the **List of Genres**.
9. If the book is in a series, check the correct format for the 800, 830 field of the series in SkyRiver or Library of Congress so it will be in the authorized version, and will link to the correct Authority Record, and be able to be searched in the Browse by series in the PAC.
10. View in PAC view to see if year and correct Type of material appears. If it is a book bib but doesn't appear as a book, double click the LDR Leader and change Type of record to **a – Language material**, Bibliographic level **m – Monograph/item**. See the **Codes in Bib Records** sheet on the ATS site for the exact codes for each type of material.
11. If the year is missing, double click to open the 008 and add the year in Date 1.
12. Save the record and add your item record!

Juvenile Book

1. Add call# with macro, by copying and pasting, or by adding in bulk (see the sheet on how to insert fields using the Bulk Change feature in Polaris).
2. Scan the record for correct indicators and spelling errors.

3. Check the name or names in SkyRiver or Library of Congress authorities if it looks incorrect or is backwards, or is missing punctuation, dates, or has only the name.
4. Check the series. Many juvenile titles are part of a series. Check the correct format for the 800, 830 field of the series in SkyRiver or Library of Congress so it will be in the authorized version, will link to the correct Authority Record, and be able to be searched in the Browse by series in the PAC.
5. Add a genre or genres. It's very important to add juvenile genres like Counting Books, Picture books for Children, Children's Stories, Beginning Readers, Young adult fiction, Mystery fiction, War stories, Thrillers, Adventure fiction genres in the bib record so it can be searched by these terms. Most bibs have one or more subjects, and one or more genres in them, but scroll down and check and add one if you can quickly tell that it needs the genre. You can copy and paste from the **List of Genres** document.
6. View in PAC view to see if year and correct Type of material appears. See the **Codes in Bib Records** sheet on the ATS site for the exact codes for each type of material.
7. If the year is missing, double click to open the 008 and add the year in Date 1.
8. Check the Audience code in the 008. The Audience code isn't necessary for general adult books but is very important for juvenile and young adult materials. If the code isn't in the 008 Audience field, it will not be searchable by Target Audience in the PAC.
9. Save the record and add your item record!

Audio Book on CD

1. If you have a minimal vendor record, look for a full bib in Z39.50 and save it and replace the partial record.
2. Follow the same rules as the other format. Add a call#. If it's a non-fiction title, you may check to see if a matching full book record exists and use the same call#.
3. Scan the record for correct indicators and spelling errors.
4. Change 300 field *sound discs* to **CD**.
5. Check the name(s) in SkyRiver or Library of Congress authorities.
6. Remove 856 links unless they are working links.
13. Add series if it's part of one, and genres: *Audiobooks* or *Children's audiobooks*, and *Books on CD*. See the **List of Genres**.
7. Check the year in the 008 and the codes in the Leader and 007. View in PAC view to see if it displays correctly.
8. Save the record and add your item record!

DVD

1. Same cataloging rules apply. Add the call#. Most are 099 Fiction, but if it's a non-fiction and isn't in the bib record, you can look it up in WorldCat or OCLC Classify.
2. Scan the record for correct indicators and spelling errors.
3. Change 300 field from *videodisc* to **DVD**.
4. Remove 856 links or information about other catalogs or libraries.
5. Check for series, genres, subjects and add if needed.
6. Remove the partial 100 field for all Fiction titles. The name is usually correctly entered in full in a 700 field.

7. Check the year in the 008 and Audience. Edit to fix them. **j** for Juvenile, a **g** for G, PG, PG-13, **e** for R-rated, and **a** for Preschool, **b, c, d** for Primary, Pre-adolescent and Adolescent if the material targets that audience.
8. Check the codes in the Leader and 007. DVD has **v – DVD** in the 007. View in PAC view to see if it displays correctly.
9. Make sure the TV program is listed in the 130 or 730 field so the bib can be found by a TV program search.
10. Save the record and add your item record!

Blu-ray

1. Same rules as above- Add the Call#. Most are 099 Fiction, but if it's a non-fiction and isn't in the bib record, you can look it up in WorldCat or OCLC Classify.
2. Scan the record for correct indicators and spelling errors.
3. Change 300 field from *videodisc* to **blu-ray**.
4. Remove 856 links or information about other catalogs or libraries.
5. Check for series, genres, subjects.
6. Remove the partial 100 field for Fiction titles.
7. Check the year in the 008 and Audience. Edit to fix them. **j** for Juvenile, a **g** for G, PG, PG-13, **e** for R-rated, and **a** for Preschool, **b, c, d** for Primary, Pre-adolescent and Adolescent.
8. Check the codes in the Leader and 007. Blu-ray has **s – Blu-ray disc** in the 007. View in PAC view to see if it displays correctly.
9. Make sure the TV program is listed in the 130 or 730 field so the bib can be found by a TV program search.
11. Save the record and add your item record!

Music CD

1. Add the Call# - **MUSIC CD**
2. Change 300 field from *audio disc* to **CD**.
3. Scan the record for correct indicators and spelling errors.
4. Check the names in SkyRiver or Library of Congress authorities.
5. Check for or add: 500 #aCompact disc.
6. Remove 856 links unless they are working links.
7. Check the year in the 008 and the codes in the Leader and 007. View in PAC view to see if it appears correctly.
8. Check for at least one subject and add one if needed.
9. Add genre Music CDs from the **List of Genres** so it can be searched under Subject Music CDs
655 7 #aMusic CDs.#2local
10. Add other music genres relating to the type of music from the **List of Genres**.
11. Save the record and add your item record!

c. Call Numbers

There are missing Call#s in a lot of added older bibs. If you are cataloging the bib and it isn't going to get a 908 note, or be sent to Black Gold, or come from Midwest or Baker and Taylor, then you are responsible for adding the correct Call#.

1. If you are adding multiple bibs that have the same call# you can put them into a record set and add the call# as a bulk change. For example if you are adding Fiction books, Audio Books on CD, or DVDs, Blu-rays, you can put them into a record set make a change using Bulk Change.

Add Same Call# to Bib Records in a Record Set:

- ✓ Open the record set
- ✓ Click Bulk Change icon > Click Data Fields tag > Operation: Insert a new tag
- ✓ Enter **099 \$ a Fiction** > Add > Add Change To Queue > OK
- ✓ Click Continue > OK
- ✓ Click Utilities > Cataloging Processing > Bibliographic Bulk Change Queue

- ✓ When the status is Completed > Open record set and view Call Number column to see if it added the call# correctly.

Title	Author	Format	Link...	Holds	Publi...	Call Number	Control N...	Status
Buster and the baby	Hest, Amy, author.	Book	5	0	2017	Fiction	1004029	Final ...
By a thread	Estep, Jennifer.	Book	2	0	2012	Fiction	1004023	Final ...
Dark shadows : yes, another misadventure	Cronin, Doreen, a...	Book	2	1	2017	Fiction	1003999	Final ...
Dead man's blues : a novel	Celestin, Ray, aut...	Book	1	0	2017	Fiction	1004026	Final ...
Dear Martin	Stone, Nic, author.	Book	14	0	2017	Fiction	1004011	Final ...
Death at Thorburn Hall	Deering, Julianna, ...	Book	1	0	2017	Fiction	1004013	Final ...
Everything is Mama	Fallon, Jimmy, aut...	Book	8	0	2017	Fiction	1004035	Final ...
The first to know	Johnson, Abigail, ...	Book	3	0	2017	Fiction	1004010	Final ...
Gimme shelter : misadventures and misinforma...	Cronin, Doreen, a...	Book	11	0	2017	Fiction	1004018	Final ...
The great race : story of the Chinese zodiac	Corr, Christopher,...	Book	3	0	2018	Fiction	1004037	Final ...

You don't need to save the record set unless you need to make more edits to the bibs or to save it for your own use, so it's ok to delete it.

2. If you are adding Music CDs, or Video Games or Kits, you can also put them into a record set and bulk add the call#. Or create a macro, or copy and paste the 099 field from another bib record of the same format and use the following terms in all caps for all the bibs:

MUSIC CD

VIDEO GAME

KIT

3. For many bibs you can check the **Preferred Dewey Call Numbers** sheet on the ATS site. Standards Manual – Section 7.2. [Dewey 23 Call Numbers for Specific Subjects - Updated!](#)

For example, if the material has the first 650 subject of **Raspberry pi**, check the list and use the standard call# 005.133. There are many other call#s for commonly used subjects for **LEGOs, Quick and easy cooking, Ketogenic cooking, Minecraft**, etc.

4. Add the 099 call# field by creating a Macro to insert the field such as 099 #aFiction

When you are adding a Dewey Call# there are some Local Call Number Policies:

- Extend call number to 5 digits after the decimal, unless it is a zero. For example the 082 call number for *American sniper* is 956.7044/342, the 099 call number is 956.70443. The 082 call number for *The red web* is 303.48/330947, but the 099 call number is 303.4833.
- Travel call numbers can cut off after the 04. For example, the 082 call number for Route 66 is 917.8/0434 but the 099 call number is 917.804.
- Books like auto repair books can use 629.287. Check the **Call Numbers for Specific Subjects** sheet.

Cutters

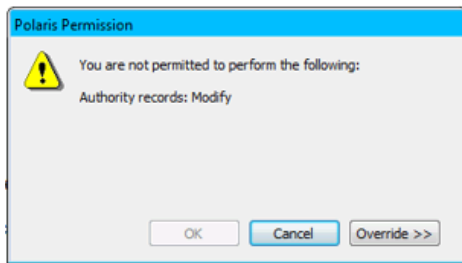
1. Add a cutter to the 099 field if there is one person/family/band, or multiple names with same last name and cutter, in the 600 or 610 field. Copy and paste in the name as it appears in the 600 field.
2. Make sure the OCLC Dewey Cutter Program is using the Cutter Sanborn Four-Figure Table – then click **Copy Cutter – Close**. Enter the name exactly as it is displayed in the 600 field, but you can remove diacritic marks and subfield codes and delimiters if they are displaying as question marks in the Text: field.
3. After you paste the cutter into the 099 field, be sure to cut off cutter at 3 numbers after the letter. For example, the cutter for Roosevelt, Eleanor is R7815 – cut it off at R781.
4. When you are adding any bib to the catalog, scroll down when you are looking at all the fields we mentioned earlier, and note if there is a name in the 600 or 610 field. Then add the cutter to the 099 call# field. Then you can put in the cutter in the item record in whatever format your library has specified, but the bib records should follow these standard requirements.
5. Literary criticism and works on Shakespeare should be cuttered by the author, and don't cutter for Jesus or Shakespeare by their name, the call# is for them already.
6. For more on Cutters, see the Cataloging Input Standards Manual on the ATS site – **Section 7.1 [Dewey Call Numbers for Nonfiction Items](#)**

5. Check Authority Records linked

We have Authority Records for all the records we sent to LTI, so we can check to see if the Name, Series, Subjects and Genres are correct by double clicking the tag to see if the name, subject, or genre is in the authorized format and is linked to the Authority Record.

You can also check Series or Subject Authorities.

You will get a message that says: “You are not permitted to modify Authority records,” but you can click **Cancel** to view the record.



The **Name** or **Subject**, **Genre**, **Series** should match the name or term in the 100, 150, 155 field. It is one way to quickly check to see that the terms are correct.

If you see an Authority Record that looks incorrect or odd, let me know.

6. CONCLUSION – QUESTIONS

Does anyone have any questions or anything you’d like us to go over?

7. NEXT MEETING – FUTURE TOPICS

Are there any topics you’d like to see covered at the next meeting?

We can meet yearly or twice a year- or do one meeting and one Webinar. Votes?

4 votes for 1 in person/1 webinar

2 votes for 2 in person meetings

1 vote for 2 webinars

8. 12:00 ADJOURNMENT – LUNCH?

We are adjourning at 12:15pm. Thank you everyone for coming!