SECTION 19.0

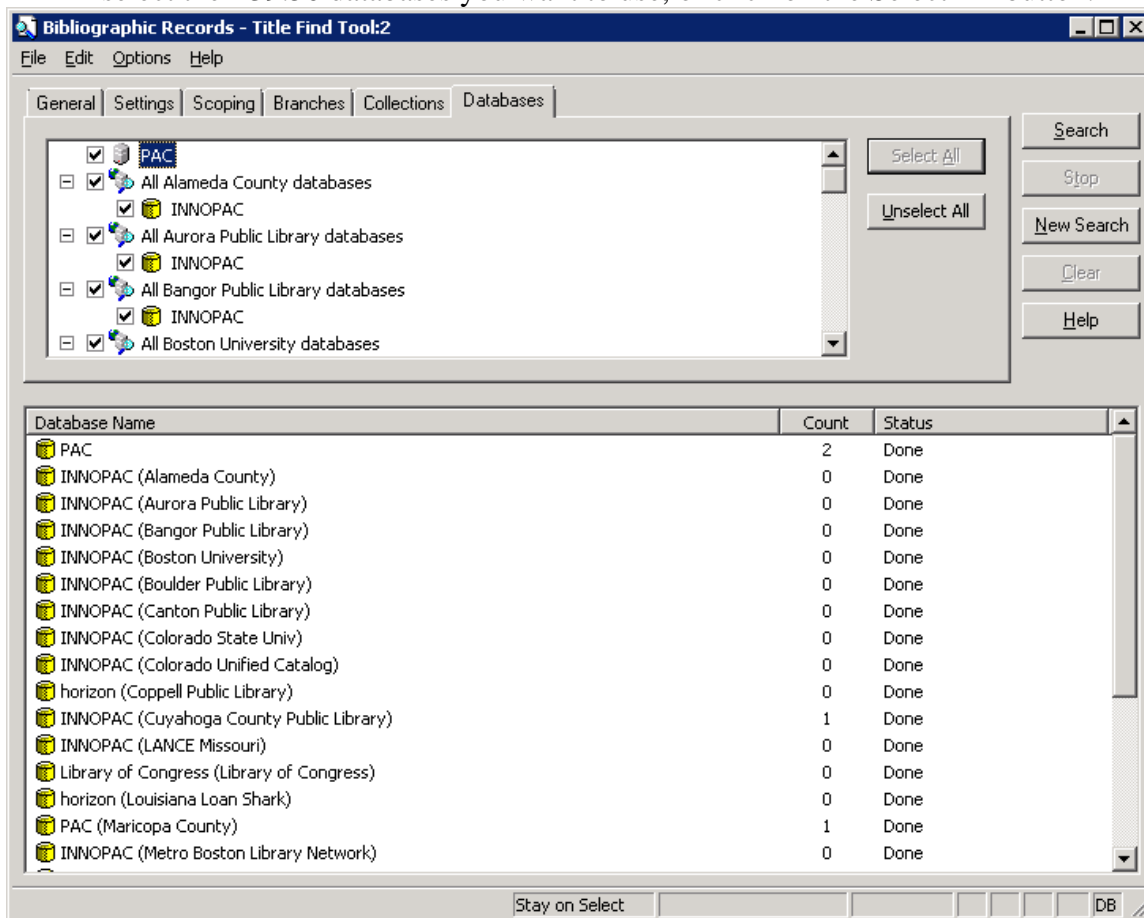## Appendix Z: Z39.50 Bibliographic Records:

Editing to Conform to Cataloging Input Standards

Purpose:

If no matching bibliographic record is found in the local catalog for your book or other material, you have the option to do a Z39.50 database search to find a matching bibliographic record from another database. The record needs to be edited to meet the minimal requirements established in the *Cataloging Input Standards Manual*. The SkyRiver database is recommended.
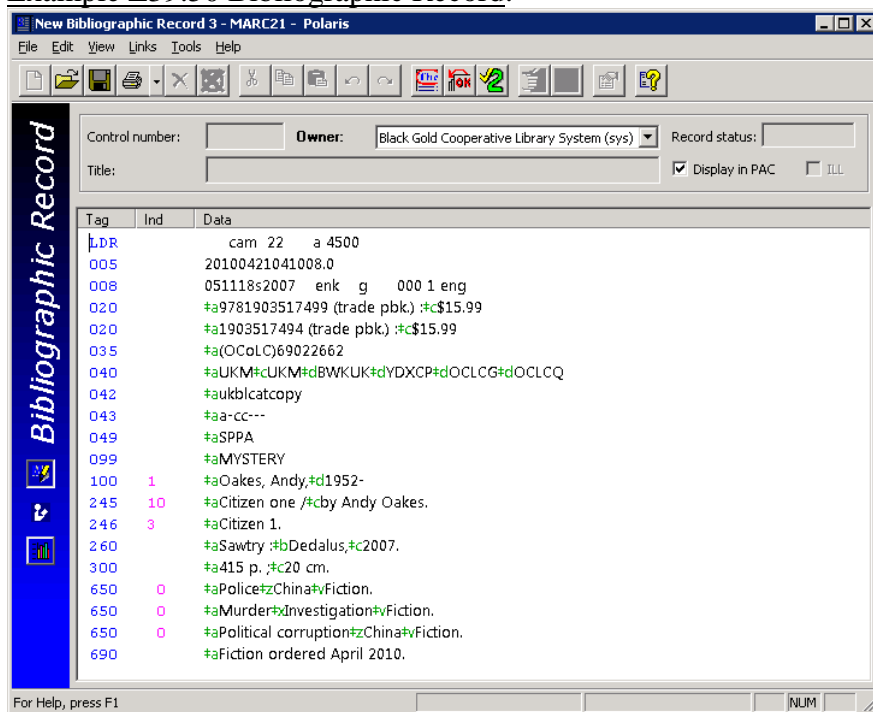

Directions:

1. In Polaris, select the Bibliographic Records find tool. Click on the "Databases" tab and select the Z39.50 databases you want to use, or click on the Select All button.

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2. Click on the "General" tab and enter your Z39.50 database search for a specific title, ISBN, etc. Some standard searches don't work for Z39.50 so may need to try another.

3. Open up a bibliographic record from the results list and determine if it's a bibliographic record that matches your book or other item. For books, the 010 LCCN (if exists), 020 ISBN (if exists), 100/110 author, 245 title, 250 edition, and 260 publisher/year must match. Exceptions: "blanket" records for classics and some existing fiction records can be used for the same work. If in doubt, ask the Bibliographic Unit staff.

4. Make sure the Z39.50 bibliographic record has at least the minimum information required for the format as stated in the *Cataloging Input Standards Manual*. You can add commonly used genre or other fields, including local fields, as found in bibliographic record templates. A GMD (general material designation) may appear in the 245 subfield h field for specific formats in records created based on the *Anglo-American Cataloguing Rules*, 2nd edition revised (AACR2R). Records created based on the new *Resource Description and Access* (RDA) rules should have 336 content/337 media/338 carrier fields instead of the 245 |h subfield.

5. Remove any existing 099 call number fields for non-fiction materials to be cataloged by the Bibliographic Unit. For fiction materials, make sure there is a "099 Fiction" call number field in the bibliographic record. Only one 099 field should remain in the record.

6. Remove local or unneeded fields from the bibliographic record that do not apply to Black Gold records; e.g., 59X local notes, some 6XX fields (2nd indicator 4, for example; 69X fields or local 655 genre fields that we don't use), 9XX fields.

Example Z39.50 Bibliographic Record:

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In this record, you should change the 099 local call number from "MYSTERY" to "Fiction". You would also remove the 690 field because it's a local subject field only relevant to the Z39.50 library, not our libraries. You can add a 655 genre like "655_7Mystery fiction.|2gsafd" if relevant.

7. If the series statement appears in the obsolete 440 field, change the 440 tag to the 490 tag (first indicator 1) and add the series in the authorized form in the 8XX field (usually an 800 or 830 field).

8. Add the 599 data entry field (abbreviated library location and cataloger's initials); e.g., OD/bw

9. Add the appropriate 908 field if you want the book (or DVD) fully cataloged by the Bibliographic Unit; e.g. for non-fiction book, 908_ _ |dMAT TYPE:a|eCAT NOTE:p

10. When you're done editing the Z39.50 bibliographic record, save it to our catalog. If you are prompted to correct any MARC 21 format or heading problems, you may need to edit the record again before closing it.

11. After saving the record, search it again in the catalog and verify the correct format displays. You may need to correct fixed field codes in the Leader, 006, 007, or 008 fields, or add a fixed field (006, 007 fields) to get the correct format to display.

Help:

Refer any cataloging questions or suggestions for changes to the Z39.50 database choices to the Supervising Cataloger.

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