



Black Gold Cooperative Library System

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For the most recently updated version of the Input Standards Manual sections, check online at www.ats.blackgold.org > “Departmental Resources” > Cataloging.

Cataloging Input Standards Manual for Entering Bibliographic Records in Polaris (Cataloging Module)

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SECTION 1.0

Introduction

This manual is a replacement for Black Gold's *Cataloging Input Standards Manual for Entering Bibliographic Records in ITS-I*. It is designed to assist library staff with the creation of short bibliographic records in Polaris' cataloging module. Following standards ensures the quality and integrity of the Black Gold library catalog, making it more useful for staff and patron alike. Input standards are included for all formats of materials acquired by Black Gold at the time of writing. Separate instructions are given for records to be overlaid by the Black Gold Bibliographic Unit, and for records that are not intended for overlay.

Purpose

The *Cataloging Input Standards Manual* provides cataloging assistance to Black Gold library staff. It is designed to clarify the process by which new records are created and also to encourage a higher standard and greater uniformity across Black Gold libraries. Proper use of the standards for records to be overlaid by the Bibliographic Unit will simplify work in the unit and reduce the necessity of further consultation or calling in material.

Questions

Library staff are encouraged to contact the Black Gold Bibliographic Unit if they have any questions pertaining to the creation of a bibliographic record. The Bibliographic Unit is there to assist the library staff with any cataloging questions.

Contact the Bibliographic Unit staff by:

Phone: 805.543.6082

Fax: 805.543.9487

E-mail: ktubbsneslon@blackgold.org

If the Bibliographic Unit staff is unavailable, contact the Black Gold Executive Director for assistance at:

Phone: 805.543.1093

Fax: 805.543.9487

E-mail: mtheobald@blackgold.org

See also the Black Gold website at www.ats.blackgold.org (login = staff, password = bgats) for additional resources that may help answer your questions.

Cataloging Standards

The Black Gold Cooperative Library System follows the national cataloging rules used by the Library of Congress, with some local exceptions. Library of Congress fully implemented the new cataloging rules, *Resource Description & Access* (RDA), on March 31, 2013. Previous to March 31, 2013, Library of Congress followed the *Anglo-American Cataloguing Rules*, second edition, 1988 revision (AACR2R). As of April 1, 2013, the Bibliographic Unit and all cataloging staff will

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create new bibliographic records based on RDA. To save time, staff searching for matching records that already exist from a vendor, the Skyriver bibliographic utility, or Z39.50 catalog will choose to use the fuller, more complete existing bibliographic record, whether it is based on AACR2R or RDA.

Preference order for selection from available records:

- (1) Full-level Library of Congress records (Encoding level blank)
- (2) Full-level records created by other national agencies/ OCLC participants (Encoding level I)
- (3) Core-level records (Encoding level 4)
- (4) Less-than-full input by OCLC or other participants (Encoding level K)

Instructions for Searching

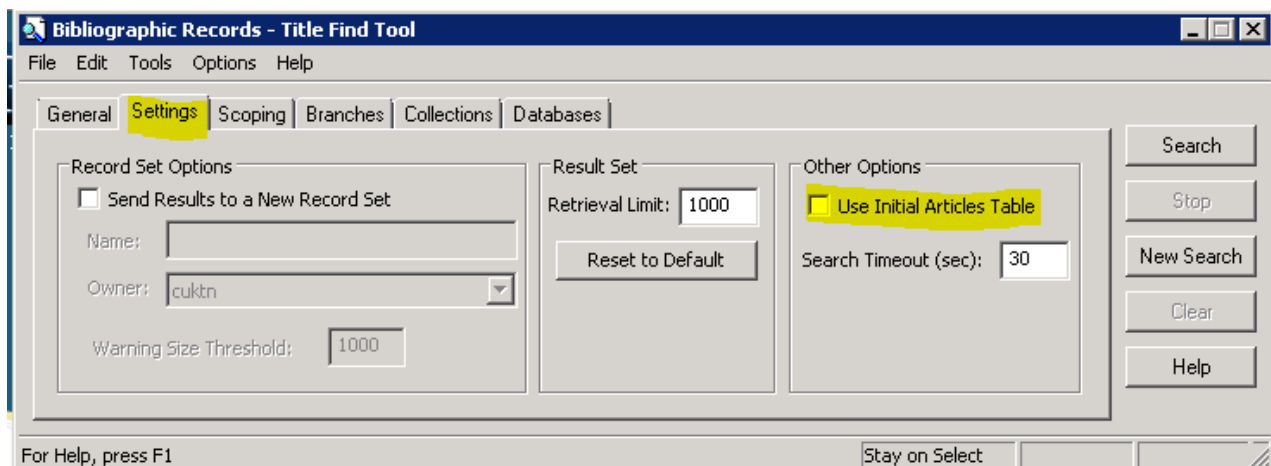
All titles need to be searched by *title* using a Title or Keyword search in the catalog before entering a new record. An ISBN search is not always adequate, since not all records contain ISBNs. Make another search when the ISBN search results in no matches.

If a matching record is found (pay particular attention to title, publisher, and publication date), attach the new item to the record. If the item is a DVD or a non-fiction book, a new brief record may be input at this point. If no match is found for materials that the Bibliographic Unit will not overlay, initiate a Skyriver or Z39.50 search. If an exact match is found, import the record, and edit it to conform to the input standards. If nothing is found with a Skyriver or Z39.50 search, input a new record based on the standards in this manual.

Finding “A” Titles in Polaris:

To find titles beginning with “A” in Polaris (examples: “A is for alibi” ; “A la carte”) which are cataloged with the correct non-filing “skip” value in the 245 2nd indicator position, follow the procedure below.

1. Click on the *Bibliographic Records - Title Find Tool*.
2. Click on the *Settings* tab and uncheck the “Use Initials Articles Table”:



3. Enter your title into the “For” box and click on the Search button.

Example:

Title	Author	Format	Lin...	Holds	Publi...	Call Number	Contro...
"A" is for alibi	Grafton, Sue.	Nonmu...	3	0	1997	BOOK ON CD	50051
"A" is for alibi	Grafton, Sue.	Large ...	2	0		Fiction	165374
A is for alibi : a Kinsey Millhone mystery	Grafton, Sue.	Book	21	0	1982	Fiction	165377
A is for alibi	Grafton, Sue.	Nonmu...	2	0	1993	BOOK ON CD	269555
Three complete novels	Grafton, Sue.	Book	5	0	1999	Fiction	319228
"A" is for alibi	Grafton, Sue.	Audio ...	1	0	2004	DOWNLOAD ...	560846
A is for alibi	Grafton, Sue.	Book	1	0	2008	Fiction	680158

Choice of Template

It is very important that the correct bibliographic record template be chosen, so that the Leader and other fixed field coding, which determine format, date, and language search limits, will be correct. The Supervising Cataloger provides bibliographic record templates in the catalog for fiction and nonfiction, for adult and juvenile materials, and for Spanish materials. Refer questions and corrections for the templates to the Supervising Cataloger.

Format Types in Black Gold

Atlas

Blu-ray

Book (including board book, lease, pamphlet, paperback, non-magazine serial)

Book on CD (audiobook; including CD with book, MP3)

Book on tape (audiobook; including cassette with book)

Braille book

Cassette with book

CD-ROM

Downloadable audiobook

DVD

Ebook

ILL

Kit

Large print

Magazine

Map

Microfiche

Microfilm

Music cassette

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Music CD (including MP3)
Newspaper
Playaway audiobook
Playaway music
Score
Video game
Videocassette