Book Cataloging

Presented by

SHARE
SHARING HEARTLAND'S AVAILABLE
RESOURCES EQUALLY

Illinois Heartland Library System

Cataloging

- Three types of cataloging
  - **Descriptive cataloging** -- Describing an item in a unique way
    - Discussed in detail today

  - **Subject analysis** -- Determining the subject of a work

  - **Classification** -- Assigning a call number

What is descriptive cataloging?

- The process of:
  - Describing an item in a cataloging record *and*
  - Identifying and formatting access points
  - Based on:
    - *Resource Description and Access (RDA) or*
    - *Anglo-American Cataloguing Rules (AACR)*

RDA and AACR

- Instructions for entering descriptive elements and name-and-title access points in a catalog record
- Records look different depending on which guidelines were used to create the record
- Catalogers need to be familiar with both
  - Many libraries have adopted RDA, but some still use AACR
- Hybrid records are AACR records with RDA elements added
- Polaris database has RDA, AACR, and hybrid records

SHARE local practice

- *All new records brought into the Polaris database must be full-level RDA*
- *OCLC records that are AACR or hybrid records must be changed to RDA for use in Polaris*
  - *Changes may be done in OCLC before export, or in Polaris after the record is brought in*
- *It is optional to convert existing records in Polaris to RDA*

RDA Toolkit

- Available as print or online subscription (www.originalrdatoolkit.org) – annual fee for online
- Divided into sections with instructions that apply to all formats
  - Sections on recording attributes
    - Descriptive elements, access points, subjects, etc.
  - Sections on recording relationships
    - Relationship of persons, corporate bodies, etc. to the work being described, i.e., author, illustrator, etc.
    - Relationship of the work to another work, i.e., a novel that is adapted from a screenplay
- Appendices with instructions on capitalization, abbreviations and symbols, initial articles, etc.

Basic elements of descriptive cataloging

- Title
- Statement of responsibility, such as author, illustrator, editor, etc.
- Publication information, such as name of publisher, place of publication, and date
- Edition information, when present
- Physical description
- Series statement, when present
- Identifiers, such as ISBN, LCCN

Preferred sources of information

- Title page—always look here first!
- If there is no title page, check: (in order of preference):
  - Title page verso
  - Cover
  - Caption (first page of print, often the table of contents page)
  - Other preliminary pages before the title page
  - Colophon (page often at the end of the book with information about the author)

Preferred sources of information—cont.

- If there is no source in the book, check (in order of preference):
    - Container not issued as part of the book
    - Published description of the book
    - Any available source, i.e., website
- If there is no title available from any source, the cataloger devises the title

Title proper

- The title minus any subtitle or other title information
- Taken from the preferred source of information
  - Usually the title page
  - If taken from source other than title page or from a source outside the resource itself, include a note to indicate source
  - If a title is not available from any source, cataloger should devise title

245 $a Title proper

588 $a Title devised by cataloger.

Recording the title

- Transcribe wording as it appears on the source
  - **RDA**—Commonly entered as in AACR; optionally, may transcribe capitalization as it appears on the source
    - *SHARE local practice*: *If title is in all capitals, change to AACR format to distinguish from on-order records*
  - **AACR**--Only first word and proper nouns are capitalized
  - Don't record introductory phrases in the title proper, i.e., Walt Disney presents
    - Add as a variant title

Title punctuation

- Transcribe punctuation as it appears
  - Punctuation may be added if needed for clarity

- In older records you may see … replaced with -- and [ ] replaced with ( )
  - *SHARE local practice: Change to RDA*

Recording the title—errors

- Transcribe as it is on the source; add variant title with correct form

  On title page: Songs for sumner fun

  - **245 10 $a**Songs for sumner fun.
  - **246 3 $a**Songs for summer fun

- In older records you might see [sic] or [i.e. with corrected form] added with a variant title field for the correct form

  - ***SHARE local practice****: Change to RDA*

Title--indicators

1st indicator

0   No added entry-Used when 1XX field is not present

1   Added entry for the title

2nd indicator – Non-filing characters

0   No initial article to ignore

1-9   Number of characters, spaces and punctuation to ignore because of initial articles

International Standard Bibliographic Description (ISBD) punctuation

- Punctuation that precedes some subfields or ends a field—used to separate elements of description

- Prescribed punctuation
  - Colon before subtitle
  - Equals sign before parallel title
  - Slash before statement of responsibility
  - Ending punctuation

International Standard Bibliographic Description (ISBD) punctuation—cont.

- New guidelines from Program for Cooperative Cataloging (PCC) makes ISBD punctuation optional in new PCC records
  - May see records without it
  - Most catalogers still include it
- *SHARE local practice: Include ISBD punctuation in all records (original or copy cataloging) imported into Polaris*

On title page:

Most common formatting in RDA records:
245 10 $a Nonviolent communication companion workbook

Optional formatting:
245 10 $a Nonviolent COMMUNICATION Companion Workbook

Let's practice

#1:

On title page: THE BEST DAY EVER!

(record according to SHARE local policy)

Let's practice

#2

On title page: Tips and tricks for decorating welding cakes

Other title information

- **Subtitle**--Information used to qualify a title
  - Usually smaller font, not as prominent

245 _ _ $a Title proper **:$bsubtitle**

- **Parallel title**--The title proper in another language

245 _ _ $a Title proper **=$bParallel title**

- **Alternative title**--Usually follows the word "or"
  - More common in books published before the 20th century

245 _ _ $a Title proper, *or*, **Alternative title**

Spring

New Life Everywhere

By Janet McDonnell

245 10 $a Spring :**$b**new life everywhere

Statement of responsibility

- Those responsible for intellectual and creative content
- 245 subfield c—precede with /
- Separate functions by space ; space
- Transcribe wording from source
  - In older records titles of nobility, address, honor, and distinction (with some exceptions) are omitted
    - *SHARE local practice: Change to RDA*
  - **In RDA records**: include titles

Statement of responsibility— SHARE local practice

- *Follow Library of Congress practice if practical*
  - *LC practice: generally, do not abridge a statement of responsibility*
  - *Exceptions for SHARE cataloging:*
    - *When recording names, titles should be included (i.e., Dr., Ph.D.) but it is optional to include affiliations (i.e., Johns Hopkins Hospital, University of North Carolina)*
    - *All names listed in the statement of responsibility will be recorded in the record as creator (1XX) or contributor(s) (7XX)*
    - *Names recorded as creator or contributor(s) must be justified in the body of the record*

Statement of responsibility—more than three names for one function

- Options:
  - Transcribe all names   *or*
  - Transcribe the first name, and others if desired, then add phrase "[and … others]" with appropriate number (may be a number or spelled out)

  Example: /**$c**by Stephen King [and four others].

- In older records the first name is recorded and the phrase "… [et al.]" is added

  Example: /**$c**by Stephen King … [et al.].

  - ***SHARE local practice****: Change to RDA*

Let's practice— format the statement of responsibility

245 10 $a Click :**$b**one novel, ten authors /**$c**David Almond, Eoin Colfer, Roddy Doyle, Deborah Ellis, Nick Hornby, Margo Lanagan, Gregory Maguire, Ruth Ozeki, Linda Sue Park, Tim Wynne-Jones.

Or (first name only)

245 10 $a Click :**$b**one novel, ten authors /**$c** David Almond [and nine others].

Or (first name, and any other name(s))

245 10 $a Click :**$b**one novel, ten authors /**$c** David Almond, Deborah Ellis [and eight others].

Statement of responsibility—grammatically linked noun or noun phrase indicating form

- Treat as part of statement of responsibility—record in subfield c

245 10 $a Winter in Alaska /**$c**poems by Mary A. Reed.

- In older records a grammatically linked noun or noun phrase indicating form was recorded in subfield b

245 10 $a Winter in Alaska :**$b**poems /**$c**by Mary A. Reed.

- *SHARE local practice*: Change to RDA

Variant titles

- Variations of the title proper (i.e., spell out symbols or numbers, record a portion of the title, etc.)
- Cover titles
- Spine titles
- Running titles
- Container titles
- Added title page titles

246 _ _ $aVariant title (2nd indicator designates source of variant title)

Variant title--indicators

- **1st Indicator** (Note=displays in the PAC; Title added entry=title is searchable in Title index)

1	Note, title added entry
3	No note, title added entry

- **2nd Indicator** (generates label in PAC)

Blank	No information provided
0	Portion of title
1	Parallel title (title in another language on item)
2	Distinctive title (title for issue of a serial)
3	Other title
4	Cover title
5	Added title page title
6	Caption title
7	Running title (on each page of print, usually top)
8	Spine title

Recording variant titles

- **DO** record as many variant titles as needed
  - MARC tag 246 is repeatable; subfields may or may not be repeatable

- **DON'T** go crazy!
  - Don't record every possible variation
    - Only add variant titles that may be useful for finding the resource

Recording variant titles—cont.

- **DO** capitalize the first word
  - **245 10 $a**Judy Gorman's vegetable cookbook
  - **246 30 $a**Vegetable cookbook
- **DON'T** include initial articles

  On title page: The guide to Barbie doll collecting

  On cover: The complete Barbie collecting guide
  - **245 04 $a**The guide to Barbie doll collecting.
  - **246 14 $a**Complete Barbie collecting guide
- **DON'T** add ending punctuation

Miss Etta and Dr. Claribel
Bringing Art to America
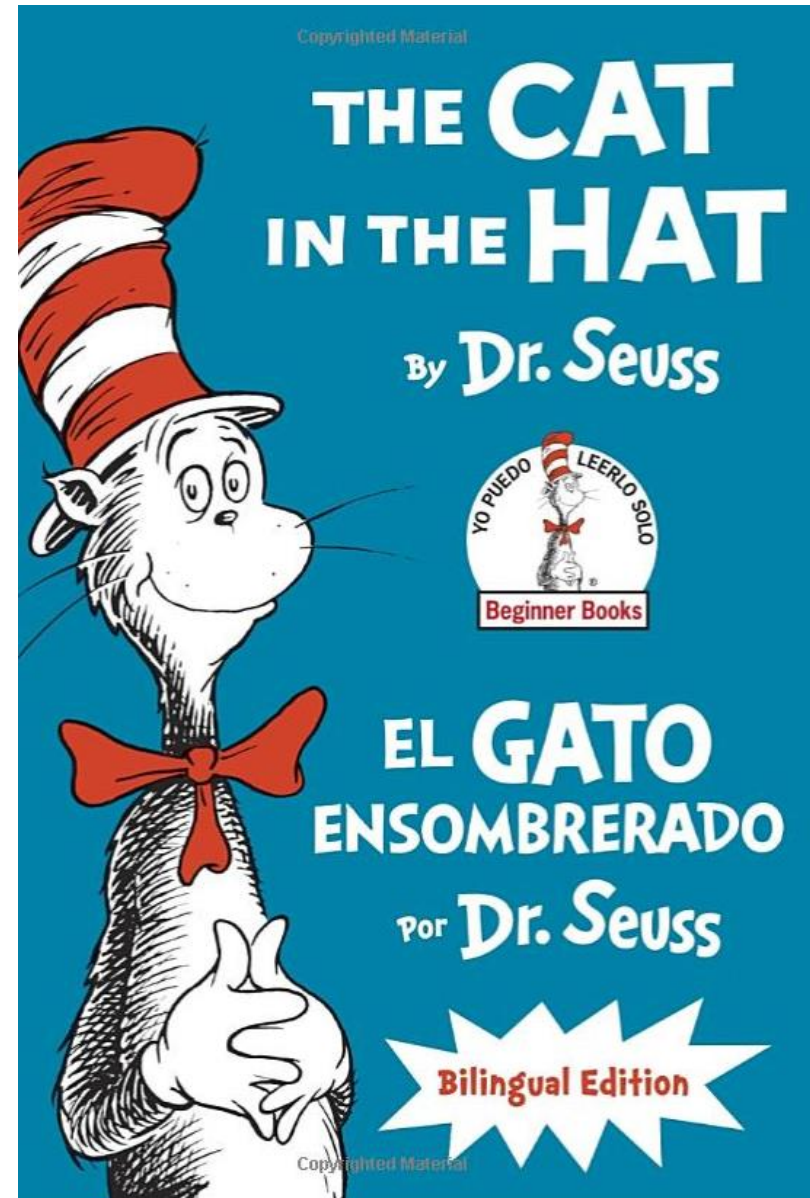
SUSAN FILLION

245 10 $a Miss Etta and Dr. Claribel :**$b**bringing art to America /**$c**Susan Fillion.
246 30 $a Bringing art to America

Let's practice— record the variant title

245 14 $a The cat in the hat =**$b** El gato ensombrerado

246 31 $a Gato ensombrerado

Edition statement

- Source is anywhere on the item

- Transcribe from the source, including capitalization and abbreviations

- Multiple edition statements may be recorded in separate 250s, or in one 250, separated by commas

  On item: Sixth Edition; In record: **250** _ _ **$a**Sixth edition.

- **In AACR records:**

  - Edition statements are abbreviated, even if spelled out on the item

  - If multiples, the most prominent is in the 250, others in note field

  On item: Sixth edition; In record: **250** _ _ **$a**6th ed.

  On item: Second revised ed.; In record: **250** _ _ **$a**2nd rev. ed.

  - *SHARE local practice: Change to RDA*

Edition statement—SHARE local practice

- *Multiple edition statements should be recorded in one 250*
  - *Separate by commas*

- *In cases where the resource lacks an edition statement, but is known to contain significant changes from other editions, supply an edition statement, if considered important for identification and access*
  - *Edition statement should be entered in brackets*

Publication information— MARC tag 264 (AACR--260)

Includes

- Place of publication, distribution, manufacture ($a)
- Name of publisher, distributor, manufacturer ($b)
- Dates ($c)

Source of information

- Preferred source first, then anywhere on the item

ISBD punctuation

- Semi-colon before place of publication if multiple
- Colon before publisher name
- Comma before date

Publication, distribution, etc.

- May have multiple 264s for different functions—denoted by 2nd indicator

264 _0 $a Place of production :**$b**Producer,**$c**Production date.

264 _1 $a Place of publication :**$b**Publisher,**$c**Publication date.

264 _2 $a Place of distribution :**$b**Distributor,**$c**Distribution date.

264 _3 $a Place of manufacture :**$b**Manufacturer,**$c**Date of manufacture.

264 _4 $c Copyright date

- **AACR--**all information is in a single 260

260 _ _ $a Place(s) of publication, distribution, etc. :**$b**Publisher, distributor, etc.,**$c**Date(s).

  - *SHARE local practice: Change to RDA (MARC tag 264)*

Place of publication

- Record as it is on the item
- If not on the item, add name of the country, state or province in brackets if needed for clarity
  - Spell out names in brackets
- Record all places named on the item *or*
- Record only the first named place

Place of publication—cont.

- Transcribe as it appears. If adding a place, put in brackets and spell out

- In older records abbreviated places are recorded as they appear. Spelled out places may be abbreviated
  - *SHARE local practice:* Change to RDA. Transcribe as appears

No place of publication

- Cataloger researches place and enters it in brackets, or enters the phrase "[Place of publication not identified]"
  - Preferred option is to record a place, even if it's only a country
- In older records you may see the abbreviation "[S.I.]"
  - **SHARE local practice**: *Change to RDA*

Publisher

- Transcribe as it appears on resource
  - Windmill Books, an imprint of Rosen Publishing
- Prefer publisher on title page, but may be taken from other source on the item if needed

- In older records the name is recorded in the shortest possible form that still clearly identifies the entity. Some terms may be abbreviated or omitted
  - *SHARE local practice*: *Change to RDA*

Publisher name unclear or absent

- Probable name may be entered in brackets, or enter the phrase "[publisher not identified]"

- If no publisher is listed, but there is a distributor, record distributor

- In older records probable names may be entered in brackets, or may have the abbreviation "[s.n.]"
  - **SHARE local practice**: *Change to RDA*

Dates

- **Publication date** – use the most recent publication date
  - If no publication date, use the copyright date as an implied publication date, in brackets

  On item: no publication date, copyright 2012. In record: **$c**[2012]

- **Copyright date** – Use as implied publication date if there's no publication date on the item; may be added along with the publication date but not required

- In older records you might see a lower case "c" for copyright, change to copyright symbol or spell out
  - Transcribe from item

- ***SHARE local practice****: Change to RDA*

- **Printing dates** do not matter unless it is "first" printing

- Preceded by comma

Dates—
SHARE local practice

- *If publication and copyright dates are the same:*
  - *Record only the publication date*
- *If resource lacks a publication date, but has a copyright date:*
  - *Record copyright date in brackets as implied publication date*
  - *Also record the copyright date*
- *If publication and copyright dates are different*
  - *Record both*

Dates examples—
SHARE local practice

On resource: Publication date and copyright date of 2013

264 _1 $a**[Sacramento, California] :**$b[Knitting for Fun],
 $c2013.

On resource: No publication date, copyright date of 2013

264 _1 $a Paris, [Texas] :**$b**Ranching, Inc.,**$c**[2013]

   264 _4 $c©2013

On resource: Publication date of 2015, copyright date of 2014

264 _1 $a New York, NY :**$b**Back Bay Books, an imprint of Little, Brown and Company,**$c**2015.

   264 _4 $c©2014

Multiple copyright dates

- When a copyright renewal date is present (most often found in older items):
  - If the 1st copyright date is before 1978, use the earliest and ignore renewals
  - If the 1st copyright date is after 1977, use the latest copyright date

- If multiple copyright dates with no renewal date, use the latest date

Fictitious/incorrect date— SHARE local practice

- If the date on the resource is known to be fictitious or incorrect:
  - *Record the correct date in subfield c in brackets*
  - *Add a 500 note about the incorrect date*

Example: On resource: Publication date of 2041. Resource was received in 2014. Date is obviously a typo.

264 _1 **$a**Chicago, Illinois :**$b**University of Chicago Press,**$c** [2014]

500 _ _ **$a**Publication date on resource is incorrect. Resource was published in 2014.

No date available on item

- Cataloger estimates a date (preferred) or enters the phrase "[date of publication not identified]"

  Examples: [2010]—inferred or probable year

  [2010?]—questionable year

  [between 1990 and 1999]—possible decade

  [between 1900 and 1999]—possible century

- ***SHARE local practice***
  - *Always supply an estimated date or range of dates, in brackets*
- In older records the cataloger estimates a publication date, entered in brackets or uses dashes for unknown date
  - ***SHARE local practice****: Change to RDA*
    - *Ex. Change [199-] to [between 1990 and 1999]*

Example of complete 264

Quick Practice Writing Skills
Grades 4-5

by Marcia Miller and Martin Lee

Scholastic Teaching Resources
New York Toronto London Aukland Sydney

Publication date on title page verso: 1988, copyright 1987

RDA: 264 _1 $a New York :**$b**Scholastic Teaching Resources,**$c**1988.

264 _4 $c©1987

Optionally, could record all the listed places in 264 _1

Physical description area--300

Includes

- Extent of item ($a)
- Illustrations ($b)
- Dimensions ($c)
- Accompanying material ($e)

Source of information

- Entire item

ISBD punctuation

- Colon before illustrations ($b)
- Semi-colon before dimensions ($c)
- Plus sign before accompanying material ($e)

Indicators: both are blank

Pagination

- Record the last numbered page in each sequence – xii, 27 pages
- If many sequences – 1 volume (various pagings)
- If unnumbered sequence makes up a large part of the whole – 125 pages, 40 unnumbered pages
- For a set of volumes – 26 volumes
- Pages printed on only one side are called leaves
- If large print—45 pages (large print)
- **300 _ _$aPagination**

Pages not numbered

- Enter phrase "[number] unnumbered pages"--do not put in brackets   *or*
- Enter phrase "1 volume (unpaged)"

- **In older records:**
  - Supplied number will be entered in brackets   *or*
  - Phrase "1 v. (unpaged)" will be entered
  - ***SHARE local practice****: Change to RDA*

Illustrations

- Disregard illustrated title page and minor illustrations

- Disregard tables containing only words and/or numbers

- If illustrations are one or more of these types, use: *charts, coats of arms, facsimiles, forms, genealogical tables, graphs, maps, music, photographs, plans, portraits, samples*

Illustrations--cont.

- Optionally, can use general term *illustrations* without specifying type
- If all illustrations are color – *color illustrations*
- If some illustrations are color – *illustrations (some color)*
- For graphic novels – *chiefly illustrations* or *chiefly color illustrations*
- In older records terms will be abbreviated
  - **SHARE local practice**: *Change to RDA*

- *Some OCLC records may leave out 300 $b*
- **SHARE local practice**: *Include $b with illustrations*

- **300 _ _$aPagination :$b illustrative content**

Dimensions

- Give height in centimeters
- Always round up
- If width is greater than height, give both height and width – 18 x 30 cm
- If width is less than half the height, give both height and width – 24 x 11 cm
- Record as cm—considered a symbol
- Punctuation
  - Period after cm only if 300 is followed by 490

Accompanying material

- Give details as you would describe the item in an individual record (do not include subfields)
  - **300** _ _ **$a**450 pages :**$b**color illustrations ;**$c**28 cm **+$e**1 videodisc (32 min. : sound, color ; 4 ¾ in.)

  - **300** _ _ **$a**50 pages :**$b**illustrations, maps, portraits ;**$c**30 cm **+$e**1 teacher's guide (10 pages : illustrations ; 18 cm)

MARC tags 3XX

- Present in RDA records and hybrid records

- In all book records:

  336   Content type

  336 _ _**$a**text**$b**txt**$2**rdacontent

  337   Media type

  337 _ _**$a**unmediated**$b**n**$2**rdamedia

  338   Carrier type

  338 _ _**$a**volume**$b**nc**$2**rdacarrier

- ***SHARE local practice***: *Add if not present*

MARC tags 3XX—cont.

- Include if applicable
- If book is large print or larger print
   340   Physical medium
   340 _ _ **$n**large print**$2**rdafs
- If book is print and braille
- 341   Accessibility content
- **341 0** _ **$a**text**$e**braille

Series—490/8XX

- Includes
  - Series statement ($a)
  - Series numbering ($v)
- Source of information
  - Title page
  - Series title page
  - The rest of the publication—cover, etc.
- ISBD punctuation
  - Semi-colon before series numbering
  - 490-no ending punctuation
  - 8XX-ends in period

Series

- **MARC tag 490**
  - Series statement as it appears on the resource
  - 1st ind 1—traced series—add 8XX
  - 1st ind 0—untraced series—no 8XX

- **MARC Tag 8XX—830 or 800**
  - Series as it is established in the series authority record
    - May or may not be the same as the 490
    - 830—series established under title
    - 800—series established under author's name

Series examples

- **Author/title series**
  - **490 1**_ **$a**Goosebumps
  - **800 1**_ **$a**Stine, R. L.**$t**Goosebumps.
- **Title series**
  - **490 1**_ **$a**Rebels with a cause
  - **830 _0 $a**Rebels with a cause.

  - **490 1 _ $a**Pilot
  - **830 _ 0 $a**Pilot (Bellweather Media)

Notes

- Additional information about the resource

Source of information

- The item itself, or other sources

ISBD punctuation

- Most notes have ending punctuation; a few do not

- Many notes fields have blank indicators but some have numbers; check each

- In older records notes will be entered in order of importance, not numerically

  - *SHARE local practice: Do not need to change. Polaris saves fields in numerical order*

Some common note fields for books

- **500 General note**
  - "Based on" note
  - Index (if not included in 504)
    - Standard wording: *Includes index.*
  - Series-like phrase
- **504 Bibliography, etc. note**
  - Standard wording: *Includes bibliographical references (pages 150-155).*
    - Include pages if bibliography is in one section
  - If book has index and bibliography—standard wording:
    - *Includes bibliographical references and index.*
    - *Includes bibliographical references (page 25) and index.*

Some common note fields for books—cont.

- **505 Contents note**
  - ☐ Titles of poems, short stories, etc.
- **520 Summary, etc. note**
  - ☐ Brief description of contents of work
- **521 Target audience note**
  - ☐ Reading level
  - ☐ Grade level
  - ☐ Audience
- **588 Source of description note**
  - ☐ Source of title (previously in 500)
- **546 Language**
  - ☐ Record language of text (if other than English)

Quoted notes--500

- Direct quote from item
- If taken from title page, end with period inside closing quotation mark
  - "A Borzoi book."
- If taken from elsewhere on item, give source, end with period
  - "Based on a true story"—Cover.
- In older records you may see the back cover referred to as "P. [4] of cover"
  - ***SHARE local practice****: Change to RDA—use "Back cover"*

Subject headings

- Terms that describe what the work is about
  - Topical
  - Geographic
  - Names
  - Genre
- MARC tags that start with 6

Standard numbers

- **010**-Library of Congress Control Number (LCCN)

- **020**-International Standard Book Number (ISBN)

- **050, 090, 082, 092** Call numbers

Other MARC tags

- **041 – Language code**
  - Coded information on languages noted in 546

- **043 – Geographic area code**
  - Coded information on geographic areas noted in subject headings

Fixed field elements

- Will always be present in the record, but may or may not contain data
- Will only accept code or data that is valid for that field
- Different formats of material have different fixed field elements
- Data can be used to limit searches
- Some are system-supplied; some are coded from data in the variable fields

Dates examples— SHARE local practice

On resource: Publication date and copyright date of 2013

 008 DtSt: s Date 1: 2013 Date 2: ####

 264 _1 $a**[Sacramento, California] :**$b[Knitting for Fun], **$c**2013.

On resource: No publication date, copyright date of 2013

 008 DtSt: t Date 1: 2013 Date 2: 2013

 264 _1 $a Paris, [Texas] :**$b**Ranching, Inc.,**$c**[2013]

 264 _4 $c©2013

On resource: Publication date of 2015, copyright date of 2014

 008 DtSt: t Date 1: 2015 Date 2: 2014

 264 _1 $a New York, NY :**$b**Back Bay Books, an imprint of Little, Brown and Company,**$c**2015.

 264 _4 $c©2014

Access points

- Names or terms used to locate the resource
  - Creator
  - Contributor(s)
  - Title (title proper & variants)
  - Series
  - Subjects
  - Standard numbers
  - Keyword

Creators (MARC tag 1XX)

- Author (100)
    - If more than one author, record the first in 100
    - Includes fictitious characters credited as author
- Adapter (100)
- Compiler (in some cases) (100)
- Corporate body, in limited cases (110)
    - Must meet the criteria in RDA 19.2.1.1.1
- Illustrator, in limited cases (100)
    - For books that are primarily pictures, very little text
- Family name (100)
- When 1XX is present, MARC tag 245 1st indicator will be 1
- When 1XX is absent, MARC tag 245 1st indicator will be 0

Contributors (MARC tag 7XX)

- Additional author(s) (700)
  - If adapter is recorded in 100, record original author in 700
  - If fictitious character is recorded as creator in 100, record actual author in 700 if available
  - In older records if more than three authors, the first named author is recorded in a 700 and the 100 is omitted
    - **SHARE local practice**: *Change to RDA*
- Illustrator (700)
  - For graphic novels, includes pencillers, inkers, colorists, etc.
- Editor (700)
- Compiler, if not recorded in 100 (700)
- Translator (700)
- Corporate body, if not recorded in 110 (710)

Form of name in access points

- Form of name is entered in access point as established in an authority record
  - May be different than form of name on the piece

- Standard format: Last name, first name, possible middle name or initial, dates associated with the name, if available

Relationship designators

- Indicates the relationship of the entity to the resource being cataloged
- Used with 1XX and 7XX fields
- MARC coding:
  - Subfield e with relationship designator *or*
  - Subfield 4 with relator code
- ***SHARE local practice***: *Add subfield e with relationship designator to all 1XX and 7XX fields*
  - *If subfield 4 is present, change to subfield e with relationship designator*
  - *If subfield e is present with abbreviation ill., change to spelled-out term illustrator*

SHARE cataloging workflow

- Search Polaris first!
  - If a match is found, edit as needed
- If no Polaris record, search Connexion
  - Look for a full-level record, edit if needed
  - If less than full-level record is found, upgrade
  - Make local edits either in OCLC before export or in Polaris after import
- Options if no record in Connexion
  - Hold and search again after a time
  - Send to IHLS cataloging center ($10/item) or utilize the $3 bib record option
  - Create original record in Connexion, export to Polaris
    - Local edits as above

SHARE catalogers

- Become familiar with SHARE cataloging standards
  - On SHARE website: Cataloging tab>Policies and Procedures
  - Updated frequently!
- Find helpful links and documents at Cataloging tab>Resources
- Subscribe to SHARE-Cat listserv
  - On SHARE website: Connect>Listservs
- Attend SHARE online catalogers training sessions, or listen to recording
  - 2nd Tuesday (10 times per year), 9-11 am

SHARE catalogers--cont.

- Bring cataloging questions/problems to in-person cataloging workdays
  - Work individually with SHARE Bibliographic Services staff
    - Various dates, locations—watch L2
- For current catalogers: Obtain 15 hours of cataloging-related continuing education each fiscal year (July 1 – June 30)

Contact information

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