Basic cataloging manual for NEKLS

by
Laura Carroll, Jessi Harris, Robin Hastings,
Pam Miller, Kathryn Shaffer, Max Wirestone

March 2024 edition

Production baby:

Calvin Eugene

Preface

Overview

This manual describes the basic cataloging rules for libraries that are part of the NEKLS consortium. Users should refer to this manual in conjunction with information that is available on the NEXT website.

https://staff.nextkansas.org/cgi-bin/koha/mainpage.pl

Training resources > Cataloging training (updated) >Basic cataloging guide

Philosophy

The library catalog assists patrons to discover materials, research specific subjects or topics, and to locate and access every item available.

The goal of good cataloging is to create records that accurately describe each item available in a consistent, uniform manner. Additionally, these records should be inclusive and responsive to minority voices and appropriate terminology.

🐱 Let's begin

If you are adding a new item to the bibliographic index (the library catalog), first make sure that there is not already a bibliographic record in the bibliographic index for this **exact** item. Search by ISBN, author, *and* title.

If there is, just add your library's item to the existing bibliographic record following the instructions found on the Koha main page.

Training resources > Basic cataloging guide > Step 3: Adding an item to a bibliographic record.

Do not edit an existing bibliographic record.

If you believe an existing record is incorrect or incomplete, contact NEKLS at nexthelp@nekls.org.

Adding a new bibliographic record to the catalog

If your item is new and unique to the bibliographic index, you will need to import (add) a bibliographic record from another library's bibliographic index (catalog).

You have three resources to search for a new record:

1. z39.50
2. Share-IT
3. OCLC WorldCat Service (Record Manager)

The instructions for searching and importing a record can be found on the Koha main page

Training resources > Basic cataloging guide

Your search may yield several records for the same exact item, each created by a different library. Sometimes, a search will display multiple records for the same item from the same library.

Preview and import a *good record* that requires little or no editing.

What is a *good record*?

In order of importance.

    -ISBN is exactly the same
    -Title, author and format are exactly the same
    -Publisher and copyright date are exactly the same
    -Number of pages (discs, etc.) is exactly the same

What is a *very good* record?

All of the above with information in the 500 and 600 fields.

Max says:

After importing, make sure that the framework is set to Default.

You will find this under the Settings drop down menu.

Editing the record

After importing, you must proof the record and make any changes needed to align the record with NEKLS standards. This is called editing the record.

This manual gives you step-by-step, field-by-field instructions on editing a bibliographic record. There are three levels in editing.

✓   Green—Fields that are required.

     Blue—Fields that provide extra information and make the record more complete. Nice, but not necessary.

     Red—Fields that require no editing. Please do not change, delete or add any information in those fields.

MARC field 0
Control and coded fields

🛑 000-007 - These fields are automatically filled.

✓ 008 – If this field is blank, click on it to autofill.

🛑 010-016 – These fields are automatically filled.

✓ 020 $a - This field contains the ISBN-10 and/or ISBN-13, without hyphens, dashes or spaces, for all **printed** materials. This line should be automatically filled from your imported record. If your printed book item does not have an ISBN (some self-published works lack an ISBN) leave this field blank.

EXAMPLE

020 _2_ ☐ ☐ - INTERNATIONAL STANDARD BOOK NUMBER 🔗 ❌
  a   International Standard Book Number | 0738215619

020 _2_ ☐ ☐ - INTERNATIONAL STANDARD BOOK NUMBER 🔗 ❌
  a   International Standard Book Number | 9780738215617

+ OPTIONAL 020 $q - This field allows the cataloger to add more information about the item such as paperback or hardcover.

024 $a- This field is for **non-printed** materials. The number may be an ISBN or a UPC.

E-book ISBN

If the 020 or 024 field contains an ISBN for an ebook format, delete those lines.

✔ 082 - Dewey Decimal Classification Number

This field sometimes contains the Dewey classification number for the item.

If the item is a non-fiction item, leave as is.

If the item is a fiction, this field should be blank. Delete any 800 numbers, [FIC] or [F].

Do not edit or remove any other fields in this section.

For all MARC fields 1-9

Kathryn says:

For all MARC fields throughout the entire record, capitalize only the first word in a sentence and proper names.

Pam says:

The indicator boxes are the two boxes located next to the field number. They are in every section and most fields. They are referred to as the first indicator and second indicator. These instructions will simply note if there is something needed in one or both boxes.

If no indicator instructions are given, do not edit any existing values in either indicator box.

MARC field 1 - Main entry

Personal name

✓ *Indicators - 1 and blank*

100 $a Author's (or creator's) name written in this order:

Last name, first name. Example: Grisham, John.

Remove any relator term in the 100 $e, usually "author".

100 ? 1 - MAIN ENTRY--PERSONAL NAME
- a — Personal name — Lynch, Paul,
- d — Dates associated with a name — 1977-
- 0 — Authority record control number or standard number — (DLC)n 2013036882
- e — Relator term — author.
- 9 — 9 (RLIN) — 235451

EXAMPLE

100 ? 1 - MAIN ENTRY--PERSONAL NAME
- a — Personal name — Lynch, Paul,
- d — Dates associated with a name — 1977-
- 0 — Authority record control number or standard number — (DLC)n 2013036882
- e — Relator term —
- 9 — 9 (RLIN) — 235451

Section 1 - Main entry

100 ? 0 - MAIN ENTRY--PERSONAL NAME
- a — Personal name — Cher,
- d — Dates associated with a name — 1946-

Cher says:

Authors that go by a single name like Prince, Madonna or me (!), the first indicator is always a zero.

🛑 Do not edit or remove any other fields in this section.

Do not add any personal names in the 100 field for video recordings of any type.

Who is the author?

For some books, that is a very good question. Some dead authors (Clive Cussler, Tom Clancy, for example) appear to keep publishing books. In reality, other authors are writing new stories using their characters. For cataloging purposes, the 100 field displays the item's actual (living) author. A 700 field will acknowledge the original creator.

Red winter /

Author(s): Cameron, Marc [author.].
Additional author(s): Clancy, Tom [creator.].
Series: Jack Ryan ; 22.
Publisher: New York : G.P. Putnam's Sons, 2022
Description: x, 419 pages : maps ; 24 cm.
ISBN: 9780593422755; 0593422759 .
Other title: At head of title: Tom Clancy Red winter.

EXAMPLE

Section 1 - Main entry

100 ? 1 ☐ - MAIN ENTRY--PERSONAL NAME

≡ a	Personal name	Cameron, Marc.
≡ 0	Authority record control number or standard number	(DLC)no2011172719
≡ 9	9 (RLIN)	294184
≡ 4	Relator code	

Section 7 - Added and linking entry

≡ **700** ? 1 ☐ - ADDED ENTRY--PERSONAL NAME

≡ a	Personal name	Clancy, Tom,
≡ d	Dates associated with a name	1947-2013,
≡ e	Relator term	creator.
≡ 9	9 (RLIN)	169171
≡ 3	Materials specified	

Robin says:

Established name authority determines exactly how the author's name is written. Do not edit the author's name without consulting NEKLS.

MARC field 2 - Title and edition

245 - Indicators

First indicator is always a 1, *if there is an author in the 100 field*.

First indicator is always a 0, *if there is not an author in the 100 field*.

Second indicator tells how many non-filing characters and spaces there are before the proper title begins. Non-filing characters include the articles (a, an, the) that are skipped when alphabetizing.

Items with an author in 100 field.

245 ? 1 0 - TITLE STATEMENT
≡ a   Title   Harry Potter and the goblet of fire /
≡ c   Statement of responsibility, etc   J.K. Rowling ; illustrated by Jim Kay.

245 ? 1 2 - TITLE STATEMENT
≡ a   Title   A step from heaven /
≡ c   Statement of responsibility, etc.   An Na.
≡ b   Remainder of title

245 ? 1 3 - TITLE STATEMENT
≡ a   Title   An apple a day! /
≡ c   Statement of responsibility, etc.   by Jennifer Storey Gillis ; illustrated by Patti Delmonte.
≡ b   Remainder of title

245 ? 1 4 - TITLE STATEMENT
≡ a   Title   The history of medicine /
≡ c   Statement of responsibility, etc.   Anne Rooney.
≡ b   Remainder of title

An item without an author in the 100 field.

100 ? ☐☐ - MAIN ENTRY--PERSONAL NAME 🗙
≡ a   Personal name   ☐

245 ? 0 0 - TITLE STATEMENT 🗙
≡ a   Title   Fourteen days :
≡ b   Remainder of title   a literary project of the Authors Guild of America /
≡ c   Statement of responsibility, etc.   edited by Margaret Atwood and Douglas Preston.

EXAMPLE

✔️   245 $ a - Title

This field contains the main title of the book as written on the title page. Capitalize the first word of the title and proper nouns only.

Disregard any stylized capitalization on the book's cover or title page.
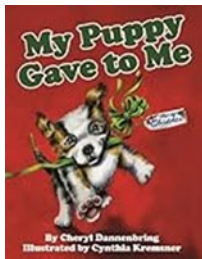
My puppy gave to me /

By: Dannenbring, Cheryl 🔍

Contributor(s): Kremsner, Cynthia [illustrator.] 🔍

Gretna, Louisiana : Pelican Publishing Company, 2014

1 volume (unpaged) : color illustrations ; 29 cm
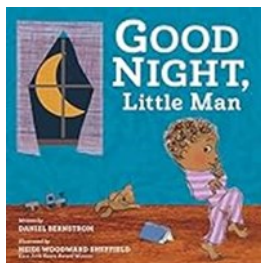
Good night, Little Man /

By: Bernstrom, Daniel 🔍

Contributor(s): Sheffield, Heidi Woodward [illustrator.] 🔍

New York : HarperCollins Children's Books, 2023

First edition

1 volume (unpaged) : color illustrations ; 27 x 27 cm

Little Man is the proper name of the main character.

Close the 245 $a line with a <space> and a slash.

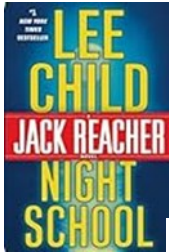
EXAMPLE

✓ **245 $b - Remainder of title**

The remainder of the title is also known as the subtitle. If using a $b, close out the 245 $a with a <space> and a colon. The <space> and the slash will close the 245 $b field.

EXAMPLE

Note: Series designations are not part of the title and are not included in the 245 fields.

Example: Night school : A Jack Reacher novel by Lee Child

Jack Reacher is the series title, so it will be placed in the 490 field.

245 ? 1 0 - TITLE STATEMENT

	Title	Night school /
a		
c	Statement of responsibility, etc	Lee Child.

490 ? 0 - SERIES STATEMENT

	Series statement	Jack Reacher ;
a		
v	Volume number/sequential designation	21

EXAMPLE

As imported:

245 ? 0 - TITLE STATEMENT

a	Title	MIDNIGHT CREED: (RYDER CREED K-9 MYSTERY #8)
b	Remainder of title	
c	Statement of responsibility, etc.	
h	Medium	
n	Number of part/section of a work	
p	Name of part/section of a work	

Correct-

EXAMPLE

245 ? 1 0 - TITLE STATEMENT

| a | Title | Midnight Creed / |
| c | Statement of responsibility, etc. | Alex Kava. |

490 ? 0 - SERIES STATEMENT

| a | Series statement | Ryder Creed K9 mystery ; |
| v | Volume/sequential designation | 8 |

✓ 245 $h - Medium (GMD)

If the item is anything other than a regular print item or graphic novel, you will need to identify the format in the 245 $h. See the addendum for the approved GMDs.

For example, the story "All that glitters" by Danielle Steel, has three different formats in the catalog: regular print, large print and a CD audio book. Each format will have its own record.

The field that immediately proceeds the 245 $c is closed with a <space> and a slash.

245 ? 1 0 - TITLE STATEMENT ✏✖

≡ a	Title	All that glitters /
≡ c	Statement of responsibility, etc	Danielle Steel.
≡ b	Remainder of title	

245 ? 1 0 - TITLE STATEMENT ✏✖

≡ a	Title	All that glitters
≡ h	Medium	[text (large print)] /
≡ c	Statement of responsibility, etc	Danielle Steel.

245 ? 1 0 - TITLE STATEMENT ✏✖

≡ a	Title	All that glitters
≡ h	Medium	[sound recording (CD)] /
≡ c	Statement of responsibility, etc	Danielle Steel.
≡ b	Remainder of title	

✓ **245 $c - Statement of responsibility, etc.**

This field has the name of the author who was listed in the 100 field. In the 245 $c the name is written exactly as it appears on the title page. Also included in the field are any additional authors, illustrators, translators, photographers, narrators, etc. Any person (other than the first author) who is included in the 245 $c field will have a 700 listing.

Close out the 245 $c with a period.

Section 1 - Main entry

EXAMPLE

100 ? 1 ☐ - MAIN ENTRY--PERSONAL NAME

     a   Personal name   Betru, Yodit

245 ? 1 0 - TITLE STATEMENT

     a   Title   Becoming a social worker /

     c   Statement of responsibility, etc.   by Yodit Betru, LCSW, DSW.

     b   Remainder of title

Two authors:

EXAMPLE

100 ? 1 - MAIN ENTRY--PERSONAL NAME

a   Personal name   Kroc, Ray,

d   Dates associated with a name   1902-1984,

0   Authority record control number or standard number   (DLC)n 79091893

9   9 (RLIN)   154212

245 ? 1 0 - TITLE STATEMENT

a   Title   Grinding it out :

b   Remainder of title   the making of McDonald's /

c   Statement of responsibility, etc.   by Ray Kroc ; with Robert Anderson.

700 ? 1 - ADDED ENTRY--PERSONAL NAME

a   Personal name   Anderson, Robert,

d   Dates associated with a name   1930-

0   Authority record control number or standard number   (DLC)n 85157629

e   Relator term   author.

9   9 (RLIN)   173064

Illustrator:

EXAMPLE

100 ? 1 - MAIN ENTRY--PERSONAL NAME

a   Personal name   Dannenbring, Cheryl.

0   Authority record control number or standard number   (DLC)n 2009042782

9   9 (RLIN)   228614

245 ? 1 0 - TITLE STATEMENT

a   Title   My puppy gave to me /

c   Statement of responsibility, etc.   by Cheryl Dannenbring ; illustrated by Cynthia Kremsner.

b   Remainder of title

700 ? 1 - ADDED ENTRY--PERSONAL NAME

a   Personal name   Kremsner, Cynthia,

0   Authority record control number or standard number   (DLC)n 2014002036

e   Relator term   illustrator.

9   9 (RLIN)   236305

d   Dates associated with a name

Narrator of an audio book:

100 ? 1 ☐ - MAIN ENTRY--PERSONAL NAME

☰	a	Personal name	Archer, Jeffrey,
☰	d	Dates associated with a name	1940-
☰	0	Authority record control number or standard number	(DLC)n 79115945

245 ? 1 0 - TITLE STATEMENT

☰	a	Title	Nothing ventured
☰	h	Medium	[sound recording (CD)] /
☰	c	Statement of responsibility, etc	Jeffrey Archer, narrated by George Blagden.
☰	b	Remainder of title	

700 ? 1 ☐ - ADDED ENTRY--PERSONAL NAME

☰	a	Personal name	Blagden, George,
☰	d	Dates associated with a name	1989-
☰	e	Relator term	narrator.
☰	9	9 (RLIN)	302444

Jessi says:

Never add publisher marketing information such as "New York Times Bestselling Author John Sandford" or "Rebecca Yarros, author of the Legacy Series" to the 245 $c.
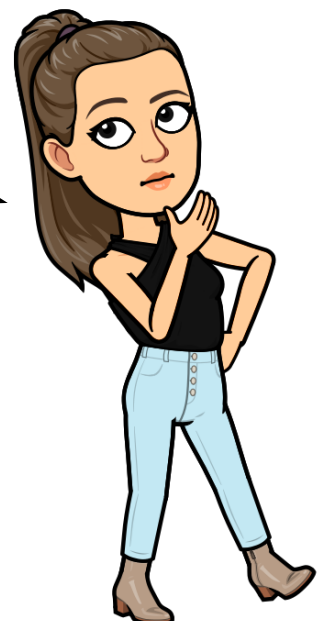
Special rules for video recordings

Video recordings have unique 245 rules.

Movies

✓ 245 $a - Name of the movie. Do not use any punctuation to close out this line.

✓ 245 $h - Appropriate GMD. Close this field with a <space> and a slash.

✓ 245 $c - Director of the work.

+ OPTIONAL 245 $c – It is optional to provide additional information in this line such as the producers and studio.

245 _?_ [1] [0] - TITLE STATEMENT

≡ a	Title	Becoming Jane
≡ h	Medium	[videorecording (DVD)] /
≡ c	Statement of responsibility, etc.	director, Julian Jarrold.
≡ b	Remainder of title	

EXAMPLE

TV series or multi-part shows

✓ 245 $a Name of the show, a comma, and the word "season" and the number. Do not use any punctuation to close this line.

✓ 245 $h Appropriate GMD. Close out this field with a period.

The director is not noted in the record for TV shows as there are usually multiple directors.

EXAMPLE

245 _?_ [1] [0] - TITLE STATEMENT

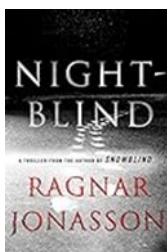|		
≡ a	Title	Call the midwife, season 6
≡ h	Medium	[videorecording (DVD)].
≡ b	Remainder of title	

246 Varying Title

Adding an alternative title offers additional ways to search for an item. As the cataloger, you try to anticipate how a patron might search for an item. Do not use any punctuation to close this field.

245 ? 1 0 - TITLE STATEMENT
- a — Title: 12 angry men
- h — Medium: [videorecording (DVD)] /
- c — Statement of responsibility, etc.: directed by Sidney Lumet.
- b — Remainder of title:
- n — Number of part/section of a work:
- p — Name of part/section of a work:

246 ? 3 - VARYING FORM OF TITLE
- a — Title proper/short title: Twelve angry men

245 ? 1 0 - TITLE STATEMENT
- a — Title: Traitors Gate /
- c — Statement of responsibility, etc.: Jeffrey Archer.
- b — Remainder of title:
- h — Medium:
- n — Number of part/section of a work:
- p — Name of part/section of a work:

246 ? 3 - VARYING FORM OF TITLE
- a — Title proper/short title: Traitor's Gate

246 ? 3 4 - VARYING FORM OF TITLE
- a — Title proper/short title: Traitors Gate :
- b — Remainder of title: 24 hours to stop the crime of the century
- h — Medium:
- i — Display text:

245 ? 1 4 - TITLE STATEMENT
- a — Title: The big bang theory, season 5
- h — Medium: [videorecording (DVD)].
- b — Remainder of title:
- c — Statement of responsibility, etc.:
- n — Number of part/section of a work:
- p — Name of part/section of a work:

246 ? 3 - VARYING FORM OF TITLE
- a — Title proper/short title: The big bang theory.
- n — Number of part/section of a work: The complete fifth season

EXAMPLE

Sometime titles are broken apart in the cover artwork, but are one word on the title page.

245 ? 1 0 - TITLE STATEMENT
- a — Title: Nightblind /
- c — Statement of responsibility, etc: Ragnar Jónasson ; translated by Quentin Bates.
- b — Remainder of title:
- h — Medium:
- n — Number of part/section of a work:
- p — Name of part/section of a work:

246 ? 3 - VARYING FORM OF TITLE
- a — Title proper/short title: Night blind

EXAMPLE

246 ? 3 - VARYING FORM OF TITLE
- a — Title proper/short title: Night-blind

✓ **250 $a Edition statement**

If there is one, you can usually find an edition statement on the verso of the title page. Transcribe the information exactly as it is written. Close out the edition statement with a period.

Some examples:

HarperCollins first paperback edition.
Third edition.
Revised edition.
First American edition.
Widescreen edition.

✓ **260 – Publication, distribution, etc. (Imprint)**
This field is not used. Delete any information in this field.

✓ **263 - Projected publication date**
Delete any information in this field.

✓ **264 - Production, Publication, Distribution, Manufacture, and Copyright Notice**

This field identifies the location of the publisher, the publisher of the work and the copyright date. For print materials, you will find the information on the front and verso side of the title page. For sound recordings and video recordings it can be very difficult to determine who is the publisher.

If there are two 264 fields and one has the indicators <blank> and 4, delete this field. This is pre-publication information.

264 $a - Place of publication as written in the book. List no more than two locations in the United States if more than one is given. The format is the city name followed by a two letter state abbreviation. If the city is well-known, you do not need to designate the state. Close this line with a <space> and a colon.

> Examples:
> Boston, New York :
> Topeka, KS :
> Chicago :

264 $b - Name of the publisher. Transcribe exactly as written. Close this line with a comma.

Examples:

John Wiley & Sons, Inc.,

Lone Oak Publishing,

Wheeler Publishing, a part of Gale, a Cengage company,

246 $c - Date of copyright.

A bracketed date means that the copyright date was unconfirmed when the record was created. If the copyright date is printed in the item, you can correct it, if necessary, and remove the brackets. Close this line with a period.

Example:

[2023] to 2023.

[2024] to 2023.

Do not edit or remove any other fields in this section.

MARC field 3
Physical description

✓ The 300 field contains the physical description of the item.

The $a gives the extent of the item. For example, in a book, the number of *numbered* pages, in a film, TV show or sound recording the number of discs and the length of the recording. The $a is closed with a <space> and semicolon if there is NOT a $b. If there is a $b, use a <space> and colon.

The $b subfield gives other physical details such as illustrations, maps or charts. Please note if the illustrations are color. This line is closed with a semicolon.

The $c subfield gives the dimension of the item measured in centimeters from the top to the bottom. Round up to the nearest whole number. This line is closed with a period.

The $e gives information about any accompanying items. This line is closed with a period.

Robin says:

Never catalog a book just looking at the cover. Verify everything. For example, a different number of pages can indicate a different ISBN. Make sure your cataloging is accurate and describes the item in hand.

Section 3 - Physical description

300 ? - PHYSICAL DESCRIPTION

a	Extent	xii, 349 pages, 16 unnumbered pages of plates :
b	Other physical details	illustrations, maps ;
c	Dimensions	25 cm.
e	Accompanying material	

Section 3 - Physical description

300 ? - PHYSICAL DESCRIPTION

a	Extent	481 pages (large print) ;
c	Dimensions	23 cm.
b	Other physical details	
e	Accompanying material	

Section 3 - Physical description

300 ? - PHYSICAL DESCRIPTION

a	Extent	1 audio disc (75 min.) :
b	Other physical details	CD audio, digital ;
c	Dimensions	4 3/4 in. +
e	Accompanying material	1 booklet

EXAMPLE

Kathryn says:
Children's books often have unnumbered pages. If the book is longer than it is tall, put the height and length in the $c.

Section 3 - Physical description

≡ **300** ? ☐ ☐ - PHYSICAL DESCRIPTION 🖭 🗙

≡ a	Extent	1 volume (unpaged) :
≡ b	Other physical details	color illustrations ;
≡ c	Dimensions	26 cm
≡ e	Accompanying material	

Section 3 - Physical description

≡ **300** ? ☐ ☐ - PHYSICAL DESCRIPTION 🖭 🗙

≡ a	Extent	1 volume (unpaged) :
≡ b	Other physical details	illustrations ;
≡ c	Dimensions	25 x 29 cm
≡ e	Accompanying material	

EXAMPLE

Pam says:

Don't guess the measurements of a book. Use a ruler to be sure.

Video recordings and sound recordings

The length of the recording can be in minutes or hours. Spell out sound, color rather than sd., col. ;

Section 3 - Physical description

300 ? ☐☐ - PHYSICAL DESCRIPTION 🗔 🗙
- a   Extent   1 DVD videodisc (114 min.) :
- b   Other physical details   sound, color ;
- c   Dimensions   4 3/4 in.
- e   Accompanying material

Section 3 - Physical description

300 ? ☐☐ - PHYSICAL DESCRIPTION 🗔 🗙
- a   Extent   3 DVD videodiscs (9 hours, 27 minutes) :
- b   Other physical details   sound, color ;
- c   Dimensions   4 3/4 in.
- e   Accompanying material

EXAMPLE

Section 3 - Physical description

300 ? ☐☐ - PHYSICAL DESCRIPTION 🗔 🗙
- a   Extent   1 Blu-ray videodisc (1 hour, 48 minutes) :
- b   Other physical details   sound, color ;
- c   Dimensions   4 3/4 in.

If you have a film or TV show that has both the Blu-ray and a DVD packaged together, separate these into individual items with unique records.

Max says:

Contact NEKLS for help creating two records for the same title.

Sound recordings

Audio book

Section 3 - Physical description

300 ? [ ][ ] - PHYSICAL DESCRIPTION

a	Extent	9 audio discs (11 hr. 15 min.) :
b	Other physical details	CD audio, digital ;
c	Dimensions	4 3/4 in.

Playaway - self-contained audio book

Section 3 - Physical description

300 ? [ ][ ] - PHYSICAL DESCRIPTION

a	Extent	1 audio media player (3 hours) :
b	Other physical details	digital, HD audio ;
c	Dimensions	3 3/8 x 2 1/8 in. +
e	Accompanying material	1 AAA battery.
f	Type of unit	

Sound recording

300 ? [ ][ ] - PHYSICAL DESCRIPTION

a	Extent	1 audio disc :
b	Other physical details	CD audio, digital ;
c	Dimensions	4 3/4 in.

🛑 Do not edit or remove any other fields in this section.

MARC field 4

Series

Authors often write books in a series. The books are either linked by a common character (such as Harry Potter in the Harry Potter series by J.K. Rowling) or a common theme (such as Anne Perry's Christmas mystery series).

How do you know if a book is in a series?

And what number it is in the series? (Series are usually numbered and sometimes the series needs to be read in order, so it is important to provide this information to patrons.)

 Check one of these resources to be sure.

> The book cover or title page - "A Lincoln Rhyme novel" "Painted Pony Creek, book 4"
> Fantastic Fiction (website)
> KDL.org - What's next database (website)
> Author's website
> Goodreads (website)

✓ Series information

> Indicators - 0 and <blank>.

> 490 $a - series statement. Close this field with a <space> and a semicolon.

> 490 $v - number. There is no final punctuation in this field.

- If you are creating a new series statement, leave off any leading articles, such as A, The, An. Leave off nonessential information like "novel", "book", "part" or "series."

- Capitalize only the first word in the series title and proper names.

The last example—A prequel that was published years after the series was started.

✓ 440 - This field is not used. Delete any information you find here.

Laura says:

Series: They can be a tangled, never finished job.

- Sometimes newly published books can be sequels, or prequels, to an existing series that was started and abandoned years earlier. Watch for cover notes that promote the book as such. Be sure to check one of the resources to make sure.

- It is important to keep series statements as complete and uniform as possible. The search features in our catalog are not as powerful as something like Google or Amazon. Small discrepancies in a series statement from record to record will keep a complete list of titles from appearing with a series search. A lost title may mean a patron does not know the book is available or even exists. So, if the publisher or author suddenly decides to rename a series (and this happens), don't steer a new course. Keep using the established series statement and add a duplicate series statement, if needed. You can always add a 500 note to explain the new information. Retroactive corrections to bibliographic records can happen at any time.

- Sometimes a book will have two series statements and two 490$a and $v fields because a character from an earlier series pops up in a new one.

  Example: Michael Connelly's Rene Ballard series includes a character from his earlier Harry Bosch series and each new book is numbered within their respective series differently.

The night fire /
Author(s): Connelly, Michael [author.].
Series: Renee Ballard ; 3; Harry Bosch ; 22.
Publisher: New York : Little, Brown and Company, 2019
Edition: First edition.
Description: 405 pages ; 25 cm.

490 ? 0 - SERIES STATEMENT

a Series statement Renee Ballard ;

v Volume number/sequential designation 3

490 ? 0 - SERIES STATEMENT

a Series statement Harry Bosch ;

v Volume number/sequential designation 22

MARC field 5
Notes

The 500 fields are the place in the bibliographic record where a cataloger can add a variety of information about the item. For **print materials**, all the 500 notes are optional except the 520.

+ OPTIONAL 500 - General note

Examples of 500 notes:

"A Jove book"--Title page verso.
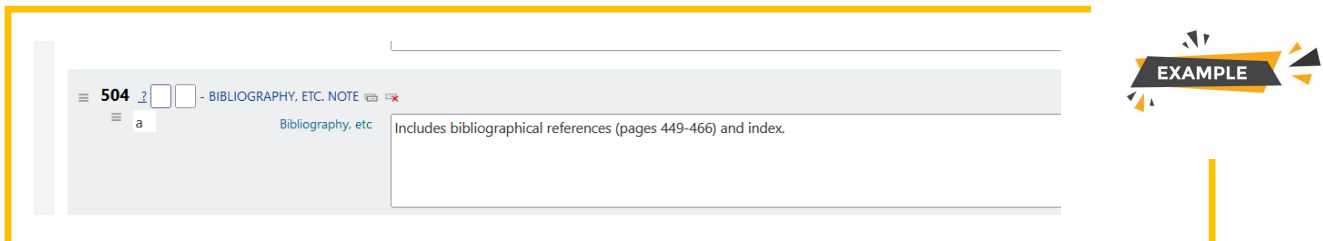
Includes index.

Includes readers guide and recipes.

Contains an excerpt of "A Holiday Gathering."

Previously published by Portfolio Publishing, 2020.

✓ Delete any street dates written in the 500 General note field.
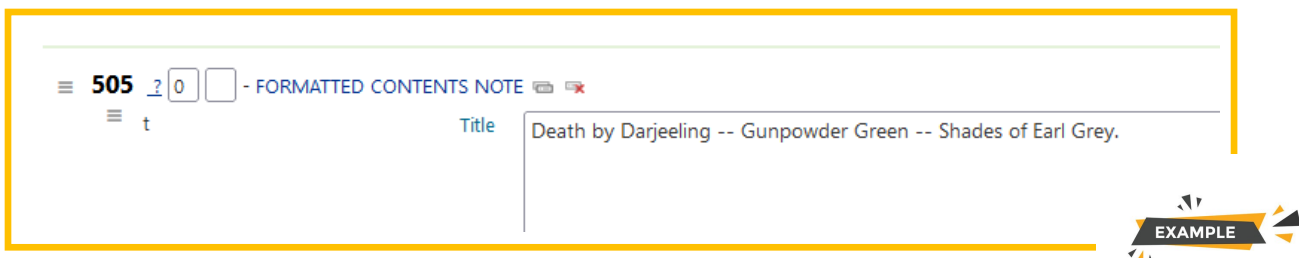
+ OPTIONAL 504 – If there is both a bibliography and an index, note this in the 504 field.

≡ **504** ? ☐☐ - BIBLIOGRAPHY, ETC. NOTE 🗎 🗙
  ≡ a   Bibliography, etc   Includes bibliographical references (pages 449-466) and index.

EXAMPLE

+ OPTIONAL 505 – This contains the table of contents copied from the book. It is a nice addition, especially in a collection of short stories. This field is searchable. It is always a good idea to proofread this field for errors, omissions and odd formatting.

If there is a 505 field, the first indicator is 0 and the second indicator is <blank>.
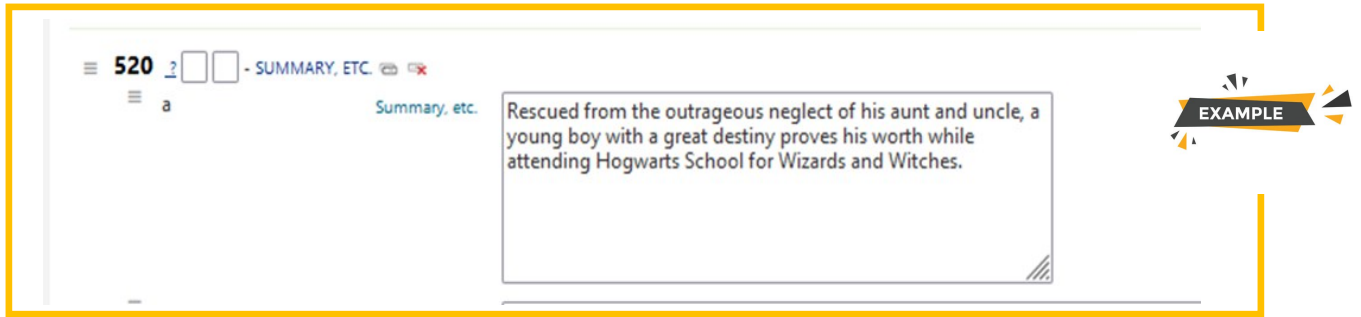
≡ **505** ? 0 ☐ - FORMATTED CONTENTS NOTE 🗎 🗙
  ≡ t   Title   Death by Darjeeling -- Gunpowder Green -- Shades of Earl Grey.

EXAMPLE

✓ **520 - Summary, etc.**

The 520 field contains a short summary of the work. This is a required field for all items.

If this field is blank, you will need to write or copy and paste a summary note from another source. Good sources are Amazon, Fantastic Fiction and GoodReads.

Always read through the 520 summary. They occasionally have misspelled words, grammatical errors, and nonsensical sentences. Try to limit the summary to just a description of the work. Delete any publisher marketing information.
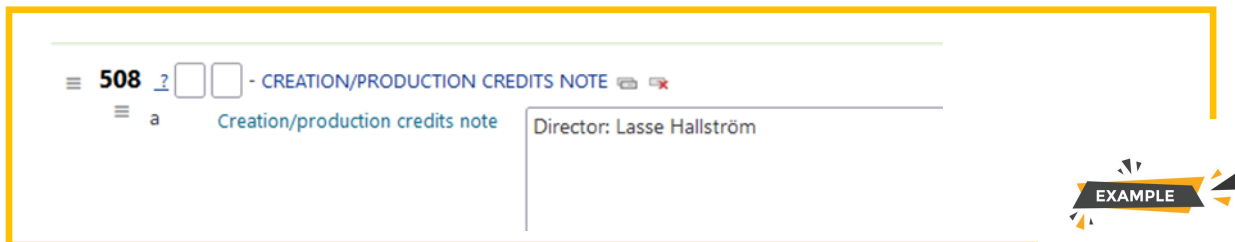
≡ **520** 2 ☐☐ - SUMMARY, ETC. 🔗 ✗
  ≡ a   Summary, etc.   Rescued from the outrageous neglect of his aunt and uncle, a young boy with a great destiny proves his worth while attending Hogwarts School for Wizards and Witches.

EXAMPLE

Video recordings

Video recording bibliographic records should include the following 500 fields.
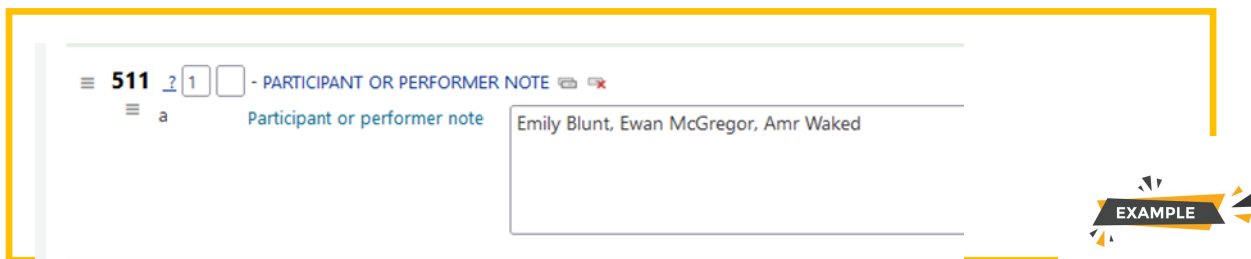
✓ 500 – Remove any street dates.

✓ 508 - Director's name and any other significant contributors to the film.
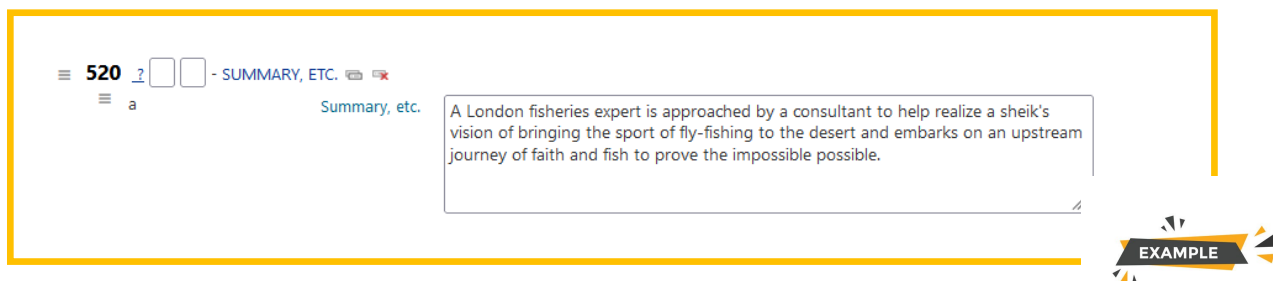
✓ 511 - Main actors. The principle actors' names are usually listed on the front of the DVD.

✓ 520 - Summary of the show.

✓ 521 - MPAA rating.
Do not include the MPAA rating for the film. Delete any information in this field.

Robin says:

We can't add MPAA ratings to records because they are copyrighted content that we can't legally use!
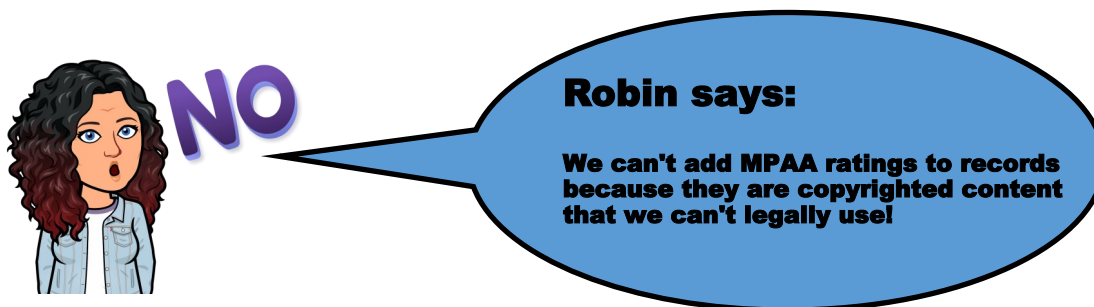
+ OPTIONAL 538 - Technical specifications of the recording.

+ OPTIONAL 546 - Language of the film if other than English and if the film is subtitled.

≡ **546** ? ☐☐ - LANGUAGE NOTE 📷 ✖

   ≡ a   Language note   English, French, Spanish audio; French, Spanish subtitles. English subtitles for the deaf and hard of hearing.

≡ **546** ? ☐☐ - LANGUAGE NOTE 📷 ✖

   ≡ a   Language note   Spanish ; optional English subtitles.

EXAMPLE

🛑 Do not edit or remove any other fields in this section.

MARC field 6

Subject access

The 600's contain the subject tracings for the work. Subject tracings are one or two word descriptors or keywords about the main subject and are used for both fiction and nonfiction works. Subject tracings are a controlled vocabulary and follow strict rules.

🛑 **STOP** For the purpose of this manual, ignore all subject tracings. Either use what is already on the bibliographic record or leave them blank.

➕ **OPTIONAL** 655 - Index term––Genre, form

The information in the 655 $a answers the question "what type of book is this?" or "what genre is this book?"

Books, films, and sound recordings often have multiple 655 $a's.

There is not a controlled vocabulary for the 655's like there is for subject tracings, but try to use terms that already exist in the catalog. You will find a list of 655 genre terms in the addendum.

🛑 **STOP** Do not edit or remove any other fields in this section.

MARC field 7
Added and linking entry

Indicators - 1 and <blank>.

Books and sound recordings

The 700 field is where persons (other than the main author) that were first noted in the 245 $c are entered. The form follows the 100 $a, last name, first name. In the 700 fields, you do complete the $e - relator term. This describes the person's contribution to the work.

✓   700 $a - Personal name
✓   700 $e - Relator term

100 _?_ 1 ☐ - MAIN ENTRY--PERSONAL NAME

≡ a — Personal name — Cameron, Marc,

≡ 0 — Authority record control number or standard number — (DLC)no2011172719

EXAMPLE

≡ e — Relator term — author.

≡ 9 — 9 (RLIN) — 294184

245 _?_ 1 0 - TITLE STATEMENT

≡ a — Title — Code of honor /

≡ c — Statement of responsibility, etc — Marc Cameron ; Tom Clancy, creator.

≡ b — Remainder of title —

≡ **700** _?_ 1 ☐ - ADDED ENTRY--PERSONAL NAME

≡ a — Personal name — Clancy, Tom,

≡ d — Dates associated with a name — 1947-2013,

≡ e — Relator term — creator.

≡ 9 — 9 (RLIN) — 169171

100 ? 1 ☐ - MAIN ENTRY--PERSONAL NAME

≡ a   Personal name   Patchett, Ann,

EXAMPLE

245 ? 1 0 - TITLE STATEMENT

≡ a   Title   Tom Lake

≡ h   Medium   [sound recording (CD)] /

≡ c   Statement of responsibility, etc.   Ann Patchett ; narrated by Meryl Streep.

≡ b   Remainder of title

≡ **700** ? 1 ☐ - ADDED ENTRY--PERSONAL NAME

≡ a   Personal name   Streep, Meryl,

≡ e   Relator term   narrator.

---

100 ? 1 ☐ - MAIN ENTRY--PERSONAL NAME

≡ a   Personal name   Bernstrom, Daniel,

≡ e   Relator term   author.

≡ 9   9 (RLIN)   239277

EXAMPLE

245 ? 1 0 - TITLE STATEMENT

≡ a   Title   Good night, Little Man /

≡ c   Statement of responsibility, etc.   written by Daniel Bernstrom ; illustrated by Heidi Woodward Sheffield.

≡ **700** ? 1 ☐ - ADDED ENTRY--PERSONAL NAME

≡ a   Personal name   Sheffield, Heidi Woodward,

≡ e   Relator term   illustrator.

≡ 9   9 (RLIN)   🔒 244471

Video recordings

The 700 fields are reserved for the actors who were listed in the 511 field. Names are written as last name, first name. Do not add any relator terms ($e). Do not add any directors, producers, screenwriters, studios, etc.

Example: The movie "An affair to remember."

700 _?_ 1 [ ] - ADDED ENTRY--PERSONAL NAME
- a — Personal name — Grant, Cary
- d — Dates associated with a name — 1904-1986.
- 0 — Authority record control number or standard number — (DLC)n 50031212
- e — Relator term — [ ]
- q — Fuller form of name — [ ]

700 _?_ 1 [ ] - ADDED ENTRY--PERSONAL NAME
- a — Personal name — Kerr, Deborah
- d — Dates associated with a name — 1921-2007.
- 0 — Authority record control number or standard number — (DLC)n 86143681
- 9 — 9 (RLIN) — 178206

+ OPTIONAL If you choose to expand the 700's to include directors, producers, and others involved in the creation of a film or TV show, you must identify the role of each individual.

Example: The movie "The king and I."

EXAMPLE

700 2 1 - ADDED ENTRY--PERSONAL NAME

a	Personal name	Benson, Martin,
d	Dates associated with a name	1918-2010,
0	Authority record control number or standard number	(DLC)n 87860149
e	Relator term	actor.
9	9 (RLIN)	180019
q	Fuller form of name	

700 2 1 - ADDED ENTRY--PERSONAL NAME

a	Personal name	Brackett, Charles,
d	Dates associated with a name	1892-1969.
0	Authority record control number or standard number	(DLC)n 85151724
9	9 (RLIN)	172909
e	Relator term	producer.
q	Fuller form of name	

700 2 1 - ADDED ENTRY--PERSONAL NAME

a	Personal name	Lang, Walter,
d	Dates associated with a name	1898-1972,
0	Authority record control number or standard number	(DLC)n 87911812
e	Relator term	director.
9	9 (RLIN)	180766
q	Fuller form of name	

700 2 1 - ADDED ENTRY--PERSONAL NAME

a	Personal name	Lehman, Ernest,
d	Dates associated with a name	1915-2005,
0	Authority record control number or standard number	(DLC)n 82057047
e	Relator term	screenwriter.
9	9 (RLIN)	163835
q	Fuller form of name	

700 2 1 - ADDED ENTRY--PERSONAL NAME

a	Personal name	Robbins, Jerome.
0	Authority record control number or standard number	(DLC)n 85173002
d	Dates associated with a name	
e	Relator term	choreographer.

✓ 776 - Delete all ebook entries. If an ISBN is present in the 776 field, be sure to delete it in the 020 or 024.

🛑 Do not edit or remove any other fields in this section.

MARC field 8

Series added entry and electronic access
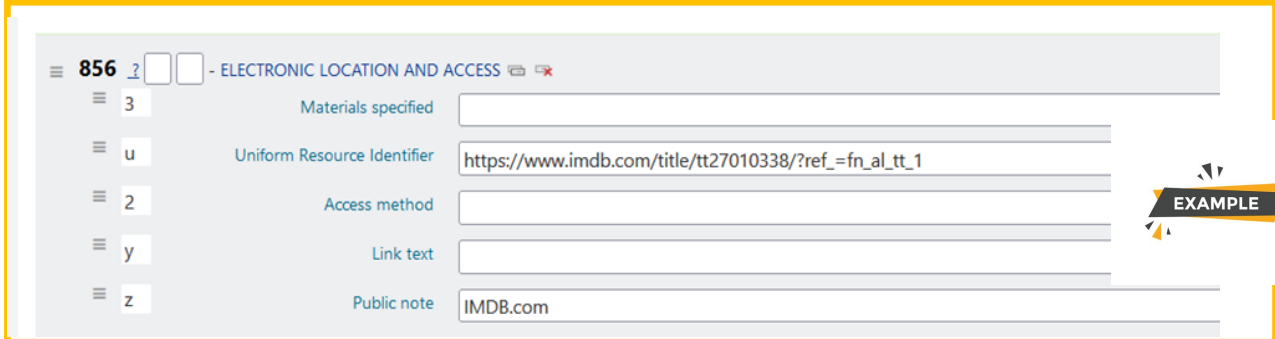
800 Series added entry – personal name

✓   Delete all series information in the 800. This is a duplicate entry of the 490.

856 Electronic location and access

This field allows you to offer website links that can give the patron additional information that is not included in the bibliographic record.

For video recordings, a link to the website IMDB.com can be helpful. This website provides extensive information about films and TV shows that is not feasible to add to the bibliographic record.

+ OPTIONAL 856 $u - Insert the link to the specific URL in the IMBD website for the film or TV show.
        856 $z - (Write) IMDB.com

Laura says:

Be sure to check all the URLs in the record after saving your work.

🛑   Do not edit or remove any other fields in this section.

MARC field 9

Koha related

The fields in section 9 are specific to Koha (NEXT). Fill out only the 942 fields $e, $c, $h.

You will not be able to save your record if these fields are not completed.

942 $ e - select the location -Adult, Childrens, Young Adult

942 $c - select the appropriate item type

942 $h - select the appropriate collection code

Do not edit or remove any other fields in this section.

Save your record. *

*(You are almost done!)

Adding your item

Refer to the instructions on adding a new item located on the Koha main page.

Training resources > Basic cataloging guide > Step 3: Adding an item to a bibliographic record

Jessi says:

If a Dewey call number was present in the 082 field, this number will autofill in the call number box on the Add item page.

These call numbers often have a slash in them. To use this number, simply remove the slash and then edit the call number to your library's specification.

The final look!

Take a moment to review your work.

1. Is everything spelled correctly? Is the capitalization correct?
2. Does the information in the record describe the item exactly? Is the physical description of the item correct?
3. Have you provided a GMD if the item is not a regular print book or graphic novel?
4. Is the series information correct?
5. Have all the authors, illustrators, creators, actors, etc. been added to the record in either the 100 or 700 fields?
6. Has your library's item been added to the record? Is the call number and barcode correct? Do you have the correct item type and collection codes?

Laura and Cataloging Cat say:

Good job!
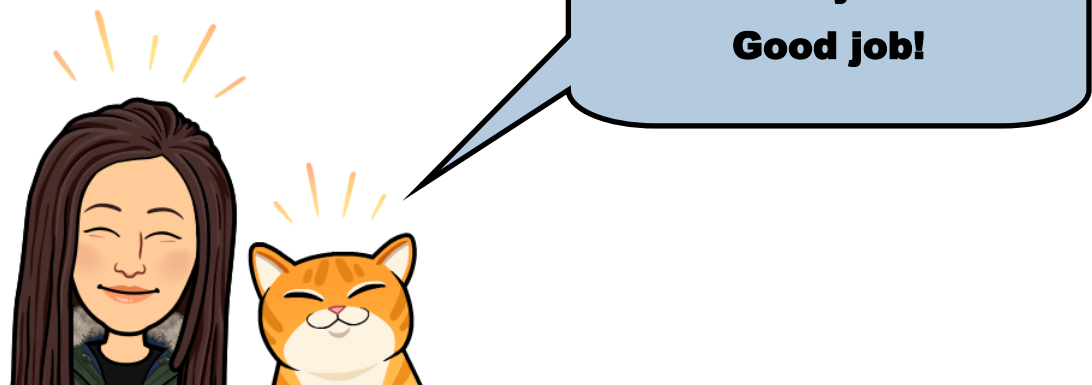
Addendum

Glossary

The following terms are used throughout this manual.

Bibliographic index – the library catalog. A list of all the items available for use at the library.

Bibliographical record (MARC record, bib record or record) - a bibliographic record is an entry in a bibliographic index (the library catalog) which represents and describes a specific item.

Controlled vocabulary – a list of standardized words or terms.

Extent - the amount of something. The extent of a book is the number of pages.

Field – a place in the bibliographic record that is designated for a specific unit of data or information.

Format - the way an item is presented, such as large print, sound recording, or DVD.

GMD – General Materials Description - a list of standardized terms that describe the material of the item.

ISBN - International Standard Book Number. A 13-digit or 10-digit numeric book identifier that is intended to be unique. Publishers purchase or receive ISBNs from an affiliate of the International ISBN Agency. Privately published books sometimes do not have an ISBN.

Item - an individual book, DVD, audio book, etc.

MARC - A MARC record is a MAchine-Readable Cataloging record. A computer is able to read and interpret the data in a MARC bibliographic record.

Street date - publication date. The date an item is available for sale or checkout.

Subfield – a distinct subset of a larger field. In this manual, subfields are designated by $.

Subject tracings (or subject headings) - specific words or phrases used to describe the topic of items. Subject tracings are a controlled vocabulary determined by the Library of Congress.

UPC code - Universal Product Code – A series of black lines that help identify a product. Also called a bar code.

Verso - a left-hand page of an open book. The back or reverse of a page.