

Preparing Records for a Union Database such as LoanSHARK

Please follow current cataloging practice as outlined *Anglo-American Cataloguing Rules (AACR2)** and the *MARC 21* formats. (*Resource Description and Access (RDA)* will replace AACR2 in the near future. Please continue to follow AACR2 rules until RDA is implemented.)

The following are cataloging and record handling tips that will increase the chances of your library record's merging with others that describe the same item.

Standard Numbers

Do not remove standard numbers from catalog records. Standard numbers include LCCNs (field 010), ISBNs (field 020), ISSNs (field 022) and OCLC control numbers (prefix "ocm or ocn"), normally found in field 001, which is the field that holds the system control number of the agency creating, using or distributing the record. Sometimes your local automated system will place its own control number in 001 and move the number of the introduced record to 035. Do not remove field 035 from your records. Standard numbers are used to merge records.

Preventing False Merges

To prevent false merges, it is best to avoid using a record for an item in one format (e.g. print) to describe an item in another format (e.g. video). The same holds for earlier and later editions of a work, as well as for large print and standard print editions. If you must modify a record for one format or edition to fit another, you should remove the record's standard numbers, then assign a local control number to the modified record. To ensure that your own system control number is not mistaken for the control number of another institution, make sure your catalog record contains field 003 with your library's code. Field 003 identifies the agency whose system control number is present in field 001. Your library's code can be found in the *Code List for Organizations*, maintained by the Library of Congress and accessible from the MARC home page, at <http://www.loc.gov/marc/>.

Original or Locally Modified Records

Your locally modified records may or may not merge with others that describe the same item. The same holds true for any original records you might produce. In the absence of standard numbers, the merge will depend on how you have recorded the author, title, publishing information and edition. Any variation can result in a failed merge. To minimize failed merges, try not to alter the descriptive fields or the MARC coding in records you have purchased from reputable cataloging agencies, especially if these records have been created by the Library of Congress. Of course, if the descriptions or coding are faulty and you need to correct them, then do so, being careful always to follow the instructions found in the latest edition of the *Anglo-American Cataloguing Rules (AACR2)* and the *MARC 21* standard.

GMDs for Non-Book Materials

Use the General Material Designation field (245\$h) to identify non-print materials. Choose the correct GMD term and place square brackets around it. Valid terms are:

activity card	flash card	picture
art original	game	realia
art reproduction	kit	slide
braille	manuscript	sound recording
cartographic material	microform	technical drawing
chart	microscope slide	text
diorama	model	toy
electronic resource	motion picture	transparency
filmstrip	music	videorecording

Minimal Records

Most library catalogs have their share of minimal catalog records. These range from temporary "fast-adds," created to allow uncataloged items to circulate, to more permanent records that for one reason or another have not been upgraded. Currently, such records are not routinely added to the LoanSHARK database unless they contain a minimal set of descriptive fields. These include the fixed field (008), system control number (001), author (1XX), if present, title (245), edition (250), and publishing information, including date (260).

To maintain the quality of the database, Auto-Graphics runs a filtering program to isolate brief/minimal level records. At a later date, the isolated records will be run against the database to check if they match newer, fuller entries. If so, holding information from the brief record will be attached to the fuller record.

If you would like a text listing of your isolated records, please contact Ramiro Castillo (contact information is listed below). This listing can be used for bibliographic maintenance of your library's online catalog.

In the event that you wish to include your brief records in the interlibrary loan database, send an e-mail to Ramon Castillo at Auto-Graphics asking him not to filter your brief records. His e-mail is rcr@auto-graphics.com. You can also reach him by phone at 800-776-6939 ext 1511.