Basic Copy Cataloging (Books)

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Include little tutorial on how to set up computer to show notes/not show notes to presenter.
Goals

• Participants will:
  - Understand the cataloging climate in Illinois
  - Understand the organizing principles of catalogs
  - Understand descriptive cataloging rules and how to assign access points
  - Understand basic MARC coding and OCLC searching
  - Be able to identify “appropriate” copy and needed edits
  - Be introduced to subject analysis and classification

These are the goals for the entire 11 sessions of the workshop. If you are presenting only the first session, you should remove this slide.
Introductions

• Who are you?
• Where do you work?
• What do you do there?
• How long have you been cataloging?
• What do you do for fun?

You should introduce yourself first by answering these questions.

Then review agenda; amenities here; hotel, etc.
Review all handouts, folders, etc.
• What are your expectations for this workshop?
• What do you hope to learn?
• We will put these on the flipchart, and we'll check off as we go and review before we finish the workshop

If you are teaching with a partner, the person not presenting can write the information on the flipchart as the participants say it.
• Let’s look at the handouts
  - Agenda
  - Binder
  - Sample book
  - Title page examples
  - MARC record examples

If you are not presenting the entire workshop, you might modify or delete this slide. This might be a good time to tell the class that they should ask questions during the presentation, and not wait until the end.
Session 1: Introduction

- What is the cataloging climate in Illinois?
- What types of libraries are there and how do they differ?
- What is the difference between catalogs and cataloging?
- Brief history of catalogs
- Brief history of cataloging
- Organizing principles of catalogs

This is what we will be covering in Session 1.

Session 1 is designed as an overview of the entire workshop. We will be just touching on points, and then expanding on those ideas later in the workshop.
Cataloging Climate in Illinois

- Illinois Regional Library Systems
  - Formed in 1965 to provide services to participating libraries
  - Multi-type (includes academic, public, school and special libraries)
  - Currently nine Regional Library Systems

We are going to start with the cataloging climate in Illinois so that you have an understanding of how things fit together, and why the cataloging in their local OPAC is important to the entire state.

Illinois is a very unique state. Resource sharing is very important, and most of these structures were put in place to enhance resource sharing.

Library systems incl school, academic, public, special
Cataloging Climate in Illinois

• LLSAP (Local Library System Automation Program)
  - Consortial catalogs operated by the Illinois Regional Library Systems
    • (Not all System members are LLSAP members)
  - Contain bibliographic and holdings records from member libraries
    • All bibliographic records come from OCLC
  - Each LLSAP is independently run
    • Variety of automation vendors
      - Innovative Interfaces, Inc., Sirsi/Dynix, Voyager, etc.

LLSAPS began in the 80s.
LLSAPs are managed by the Regional Library Systems and all are managed and funded differently.
The one constant that we now have is that all the records that go into an LLSAP, must come from OCLC.

Might want to expand on the local situation, at this point.

Add slide about IOUG, cataloging standards comm., etc., & how they relate to *this* training.
Cataloging Climate in Illinois

• SILC (Statewide Illinois Library Catalog)
  - Illinois’ first all inclusive statewide union catalog that integrates WorldCat and the Illinois Regional Library Systems’ LLSAP catalogs
  - Provides both shelf status and interlibrary loan capabilities in a single searchable interface
  - LLSAP catalogs are available thru SILC
Cataloging Climate in Illinois

- Illinois Statewide Cataloging Standards
  - A document that provides Illinois libraries with a concise, yet inclusive cataloging reference tool
  - Designed to enforce uniform control over the bibliographic records that comprise the Regional Library Systems’ LLSAPs
  - Provides the groundwork to ensure that SILC will work

If you have an Internet connection you should click on this link.
Only LLSAP catalogs must conform to these standards, but all Illinois libraries should be aware that these standards are out there.

We should have a copy of the standards in the packets?
Cataloging Climate in Illinois

• **OCLC (Online Computer Library Center)**
  - Founded in 1967, OCLC is a nonprofit, membership, computer library service and research organization
    - 53,548 member libraries in 96 countries
    - 60+ million bibliographic records
  - Provide a variety of services:
    - Cataloging and metadata, Collection management, Digital collection & preservation, eContent, Reference, and Resource sharing

• **OCLC is the backbone behind SILC**

LLSAPs get their OCLC records a variety of ways. We will cover that a little later.
Cataloging Climate in Illinois

• Why are all these organizations necessary?
  - To ensure that Illinois library patrons find the materials they are looking for in the most efficient manner and to enhance resource sharing

And to enhance resource sharing!!
Cataloging Climate in Illinois

• How do these organizations affect the daily operations in your library?
  - Items must be cataloged correctly and consistently and holdings set in OCLC in order for SILC to work correctly
  - With SILC, your patrons can request materials from across the state and receive those materials in a timely manner
    • This gives the patrons at the smallest Illinois library access to materials they would never have without the resource sharing network in Illinois
Cataloging Climate in Illinois

• How do these organizations affect the daily operations in your library?
  - Bibliographic records appearing in LLSAPs are visible not only in the LLSAP, but in SILC, so that Illinois patrons anywhere have access to those materials
  - And because OCLC is worldwide, these bibliographic records are visible worldwide and the materials available worldwide.

If you don’t catalog something correctly, or leave off necessary access points, it is not only affecting your patrons, it is affecting all Illinois patrons.
Why do we need libraries?
People have informational, educational, and recreational needs

- When was the White House built?

- How do you calculate the radius of a circle

- Where is the best place to go camping in the Rocky Mountains?

Why do we need libraries?
• Libraries collect materials to satisfy these needs
• What is a library?
  - A collection of books for reading or borrowing
  - A room or building where these collections are kept
  - A collection of sound recordings, films, etc.
Types of libraries

- Academic
- School
- Public
- Special

Just read these. We will go into more detail in the next slides.
Academic Libraries

- State institutions
- Private
- Community colleges

School Libraries

- Public
- Private

Not only are there different types of libraries, there are different types within each type.

There are also different sizes, which greatly influences the type of service, etc. provided by the libraries.

Each of these types may be run differently, but they all fundamentally have the same goals.
Public Libraries

• Large
• Medium
• Small
• County
• District
• Municipal (City)

Size and jurisdiction is very important for public libraries. District and city libraries are managed very differently; they get their funding from different sources, etc.
Special Libraries

- Corporate (Business libraries)
- Government
- Hospital
- Law
- Museums
- Etc.

Again, special libraries are very different based on their type, but they all have the same fundamental goals.
Library Organizational Functions

- No matter what their size or their type, the organizational structure of all libraries incorporate these functions in some way, shape, or form:
  - Administration
    - Overall operations of the library
  - Public services
    - Reference, collection development, library instruction, circulation
  - Technical services
    - Acquisitions, cataloging, processing
  - Information technology
    - Running the library automation system and maintaining all the library computers

They may also be grouped a different way, but they are usually present in some form.
Library Organizational Functions

• In large libraries, these are often separate departments
• In a small library, one or two people may perform all the functions previously outlined
Different types of libraries collect different types of items

- Academic libraries collect materials that support the curriculum of the institution
  - Scholarly journals, online resources, books and electronic books

Need to add an etc. here
Different types of libraries collect different types of items

- School libraries collect materials to support the needs of the classroom
  - Books, curriculum materials, periodicals, accelerated reader materials, videos and DVDs, electronic resources, etc.
Different types of libraries collect different types of items

- Public libraries tend to primarily collect materials that support the recreational and informational needs of their patrons
  - Fiction, how-to-do-it materials, videos and DVDs, sound recordings, audiobooks, kits, puppets, toys, etc.
Different types of libraries collect different types of items

• Special and corporate libraries collect materials to support their organizational needs
  - Often very specialized depending on the type of library
A collection is

- Materials owned by the library and organized in such a way that they can be easily retrieved

If you just have materials sitting on a shelf in a haphazard way you don’t really have a collection or a library. Ease of retrieval is the key to a collection.
Materials are, for example:

- Books, electronic resources, videos and DVDs, music CDs, albums, cassettes, CD-ROMS and software, maps, puzzles

And we are getting new formats everyday: MP3s, etc.
These materials have to be organized so that people can find them

- Cataloging is the process that turns accumulations of materials into a library collection

And cataloging is what we are going to be focusing on for the rest of the workshop.
Overview of providing and organizing materials in a library

- We choose materials
- We order materials
- We process materials
- We catalog materials and provide a catalog
- We shelve materials
- We circulate materials
- We provide reference services, etc.

Depending on the size and type of your library, you might have several people in several departments taking care of these functions, or one or two people doing everything.
• These materials are accessed through the catalog

Just read the slide, we will be talking about these in a minute.
A catalog is

- A list of library materials contained in a collection, a library, or a group of libraries, arranged according to some definite plan
  - The catalog forms the basis for access to the library’s collection

AACR definition
Why do we need catalogs?

• For retrieval
  - Most collections are too large for someone to remember every item in the collection, and where all those items are

• For inventory
  - Catalogs serve as a record of what is owned and as a reminder of what has been acquired, lost, replaced, etc.

These are the same needs whether you have a card catalog, or an online catalog
Why do we need catalogs?

- Charles A. Cutter defined the objects of the catalog in his *Rules for a Printed Dictionary Catalogue* published in 1876
  - To enable a person to find a book of which either the author, the title, or the subject is known
  - To show what the library has by a given author, on a given subject, and in a given type of literature
  - To assist in the choice of a book as to its character (literary or topical)

Ask the class if these principles still hold true today. Amazing how appropriate these goals still are!
Are there any new ones? Might want to include formats
• We are concentrating on the catalog as a primary way of providing and organizing materials

• We provide bibliographic information about the materials in our collections in catalogs
We will be covering bibliographic description in Session 2.
Is the item large print? Does it have illustrations? Is it more than 100 pages (for students that have to do a book report and there is a page restriction), etc.
Bibliographic information is the bibliographic description and access points for an item

- An access point is a name (person or corporate body), subject term, title, call number, standard number, etc., under which a bibliographic record may be searched and identified.
- Access points are used by the patron to find the items that meet the patron's needs.

Access points are what we search by. They are the most important part of the bibliographic record. If we don’t put in the appropriate—*accurate*—access points, it doesn’t matter how good our bibliographic description is.

Mis-filed cards also resulted in “lost” info/access.
• A bibliographic record is a record (catalog card or electronic) that contains the bibliographic information about an item

• Bibliographic records are collected in a catalog
Brief history of catalogs

• Handwritten books
• Handwritten cards
Brief history of catalogs

• Typed cards/books
• Computer-produced microfilm/books/cards

Gates, Bill, 1956-
7572 The road ahead / Bill Gates, with Nathan Myhrvold
G38 1995 xiv, 286 p. ; ill. ; 24 cm. + 1 computer laser optical
disc (4 3/4 in.).

Includes index.
System requirements for accompanying computer disc:
Microsoft Windows.
ISBN 0670772895 : $29.95

-- United States. 4. Information technology -- United States. 5. Information superhighway -- United States. I.
Rinearson, Peter, 1954-  II. Myhrvold, Nathan. III. Title.

95-43803

When libraries started buying card sets from the Library of Congress, it meant that the catalog cards in their local card catalogs were standardized.
This is the very same information as in the card displayed in slide 40. It has just been put into MARC coding.
• Catalogs have changed over the years, but they still provide the same basic information, just in different ways.

Go back to slide 40 and 41 and emphasize that it is the same information, just displayed in a different way.
TODAY’S CATALOGS ARE NEARLY ALL ON COMPUTERS

• Now called OPACs (Online public access catalog)

• Advantages
  - Easier to update
  - Very flexible
  - More searchable data (more access points, keywords)
  - Powerful searching tools

• Disadvantages
  - Large learning curve for staff and patrons because searching methods and retrieval displays are not uniform from library to library

When we had card catalogs, patrons could go to different libraries, but the card catalogs would be essentially the same. They would be searched the same way, and the cards would essentially look the same.

This is not at all true for OPACs. Every OPAC is probably set up a little differently, and many patrons still don’t understand the basics of searching.
Different types of OPACS

• Stand alone
  - The catalog is only for the items held by that library
    • Arlington Heights Public Library
    • A school’s Follett system
Different types of OPACS

• Shared
  - Two or more libraries share a single OPAC
    • There is one bibliographic record with item records for each library
    • Single type
      - All the libraries sharing the OPAC are the same type
        » I-SHARE - primarily academic
    • Multi-type
      - Different types of libraries sharing the OPAC
        » Illinois LLSAPs - public, school, academic, special

CARLI—Illinois academic cat.
Challenging to meet all needs with single catalog.
• OPACS display MARC records
• Depending on what automation vendor powers your OPAC, and how you have configured your OPAC, the same MARC record can look very different in different OPACs
• In Illinois, many libraries get their MARC records from OCLC

• The OCLC record is imported into the local database
• In the old days, every card catalog was basically the same
  - Patrons could go from library to library and know how to read a card
• Now, each library or LLSAP can make decisions on displays, indexing, etc., so even libraries using the same automation vendor may not have the same OPAC display

Indexing means what you have made searchable.
This is a Connexion client version of this record. The rest of the record is on the next slide.

Point out the fixed field, and lack of a leader.
### OCLC record for

**Lincoln, a Photobiography**

<table>
<thead>
<tr>
<th>002</th>
<th>b07370004x.a.b0-0132110</th>
</tr>
</thead>
<tbody>
<tr>
<td>049</td>
<td>IEUA</td>
</tr>
<tr>
<td>100</td>
<td>Friedm, Russell</td>
</tr>
<tr>
<td>245</td>
<td>0 Lincoln, b: a photobiography / b: Russell Friedm.</td>
</tr>
<tr>
<td>300</td>
<td>159 p.; b: ill.; b: 24 cm.</td>
</tr>
<tr>
<td>504</td>
<td>Includes bibliographical references (p. 142-143) and index.</td>
</tr>
<tr>
<td>520</td>
<td>Photographs and text trace the life of the Civil War President.</td>
</tr>
<tr>
<td>505</td>
<td>0 The mysterious Mr. Lincoln — A bloodbath in b: law and politics — Half slave and half free — Emancipation — This dreadful war — Who is dead in the b: White House? — A Lincoln sampler — In Lincoln’s footsteps.</td>
</tr>
<tr>
<td>600</td>
<td>1 0 Lincoln, Abraham, Ed 1863-1865 b: Juvenile literature.</td>
</tr>
<tr>
<td>650</td>
<td>0 Presidents &amp; United States &amp; Biography &amp; Juvenile literature.</td>
</tr>
<tr>
<td>660</td>
<td>1 1 Lincoln, Abraham, Ed 1863-1865.</td>
</tr>
<tr>
<td>650</td>
<td>1 Presidents.</td>
</tr>
<tr>
<td>956</td>
<td>4 2 b: Publisher description b: <a href="http://www.loc.gov/catdir/description/bob021003389.html">http://www.loc.gov/catdir/description/bob021003389.html</a></td>
</tr>
</tbody>
</table>

Point out the spacing and subfield indicators.

When that OCLC record is transported into your OPAC it will probably look different.
This is the patron view of that record in SILC. The rest of the record is on the next screen.
In the patron display, MARC coding has been replaced with labelled displays, but the field information displays basically the same, with the punctuation, and without the subfields.
Lewis & Clark has an Innovative catalog. Rest of the record on the next screen.
The MARC record behind this is the same record that is behind the SILC display, but because of the way the OPAC is configured, the display is in a different order, has different labels, etc.
LCLS version of *Lincoln, a Photobiography* (III)

<table>
<thead>
<tr>
<th>Description</th>
<th>150 p. : ill. ; 24 cm.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Series</td>
<td><em>Newbery awards, 1988.</em></td>
</tr>
<tr>
<td>Bibliography</td>
<td>Bibliography: p. 142-143.</td>
</tr>
<tr>
<td>Note</td>
<td>Includes index.</td>
</tr>
<tr>
<td>Summary</td>
<td>Photographs and text trace the life of the Civil War President.</td>
</tr>
<tr>
<td>Audience</td>
<td>Accelerated reader 6.3</td>
</tr>
<tr>
<td>Subject</td>
<td>Lincoln, Abraham, 1809-1865 -- Juvenile literature.</td>
</tr>
<tr>
<td></td>
<td>Presidents -- Juvenile literature.</td>
</tr>
<tr>
<td>ISBN</td>
<td>08999193803 : $15.95</td>
</tr>
<tr>
<td></td>
<td>0395518482 (pbk.) : $7.95</td>
</tr>
<tr>
<td>Standard no.</td>
<td>9780395518489</td>
</tr>
</tbody>
</table>

55
Arlington Heights also has an Innovative catalog, and theirs is set up differently than the LCLS catalog. So even the same automation vendors don’t necessarily display the information the same way.

It all depends on how the local OPAC has been configured.

This must be very confusing for patrons.
This is from the Shawnee Library System. They have a Dynix system. Very same MARC record, but again a different display.
This is from one of the Prairie Area Library System LLSAPs. They have a Sirsi catalog, and again, a different display.

All powered by same MARC record—none are right or wrong—just different.
Alliance Library System

Lincoln, a Photobiography (CARL)

Title: Lincoln, a photobiography / Russell Freedman.
Author: Freedman, Russell.
Paging: 150 p. : ill. ; 24 cm.
Notes: Includes index.
Contents: The mysterious Mr. Lincoln -- A backwoods boy -- Law and politics -- Half slave and half free -- Emancipation -- This dreadful war -- Who is dead in the White House? -- A Lincoln sampler -- In Lincoln's footsteps.
Summary: Photographs and text trace the life of the Civil War President.
Other: Alfred Whall Stem Collection of Lincolniana (Library of Congress) DLC
Authors: Alfred Whall Stem Collection of Lincolniana (Library of Congress) DLC
Subject(s): Lincoln, Abraham, 1809-1865 -- Juvenile literature.
Lincoln, Abraham, 1809-1865 -- Presidents United States Biography -- Juvenile literature.
Presidents.

This is from the Alliance Library System, with their CARL catalog. Again, same OCLC record, different public display.
### Matching exercises

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>OCLC</td>
</tr>
<tr>
<td>B</td>
<td>Bibliographic description</td>
</tr>
<tr>
<td>C</td>
<td>SILC</td>
</tr>
<tr>
<td>D</td>
<td>Bibliographic record</td>
</tr>
<tr>
<td>E</td>
<td>Library collection</td>
</tr>
<tr>
<td>F</td>
<td>Bibliographic information</td>
</tr>
<tr>
<td>G</td>
<td>OPAC</td>
</tr>
<tr>
<td>H</td>
<td>Library catalog</td>
</tr>
</tbody>
</table>

1 - online public access catalog
2 - nonprofit, membership, computer library service and research organization
3 - descriptive information provided in a bibliographic record to identify that item as to title, edition, publication information, physical description and any necessary notes
4 - catalog card or electronic record that contains the bibliographic information about an item
5 - bibliographic description and access points
6 - a list of library materials contained in a collection, a library, or a group of libraries, arranged according to some definite plan
7 - Illinois' statewide union catalog
8 - materials owned by the library and organized in such a way that they can be easily retrieved

**Answers**

A = 2
B = 3
C = 7
D = 4
E = 8
F = 5
G = 1
H = 6
Matching exercises

A - OCLC
B - Bibliographic description
C - SILC
D - Bibliographic record
E - Library collection
F - Bibliographic information
G - OPAC
H - Library catalog

1 - online public access catalog
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Answers
A = 2
B = 3
C = 7
D = 4
E = 8
F = 5
G = 1
H = 6
LET'S TAKE A BREAK

If this isn't the appropriate time for a break just go on.
Catalogs vs. cataloging

- Cataloging is the process that puts bibliographic information about our collections into the library catalog.
- Catalogers use cataloging tools that are agreed upon international rules and standards (currently AACR2R and ISBD).
Brief history of cataloging

• The first cataloging was a list of titles or incipit (first few words, no titles)
• Greeks – first began with titles, personal authorship and alpha order
• Romans – first bibliography by categories, e.g., grammar, rhetoric, music, etc.
• 1545 – first bibliography with subject index

Just read these, don’t elaborate – not enough time
Brief history of cataloging

• 1791 – first international cataloging code, card catalog with title page information, listed by author
• 1839 – Panizzi at the British Museum came up with 91 rules
• 1850 – Smithsonian developed stringent rules
• 1876 – Cutter - rules with some leeway for dictionary catalog, cutter tables
Brief history of cataloging

- 1967 - *Anglo-American Cataloguing Rules* (AACR) published
- 1978 - AACR2 published - not effective until 1981
- 1988 - AACR2R
- 1998 - AACR2R, 1998 revision
- 2002 - new set of amendments
- 2008? - RDA (Resource description and access)

Talk a little about RDA – expected out in 2008 – will finally recognize that most people are no longer using cards, we now have online catalogs
Is supposed to be simplified approach to the rules – is supposed to not have library jargon - not just aimed at the library community
Will have a separate section on authority control
Is being developed as an online tool, but there will also be a print version.
Types of cataloging

• Your library may use different terms for these types
  - Adding items or holdings/linking/barcoding
  - Copy cataloging
  - Original cataloging

Just read these, we will explain in the next slides. But basically all libraries go through these steps.
Adding items or holdings/linking/barcoding

- Search in the local catalog for a matching bibliographic record
- If a matching record is found, create an item (a holdings record)
- If a matching record is not found, pass to a copy cataloger
Copy cataloging

• A matching record is not found in the local catalog
• Go to an outside source to find a matching record (in Illinois, that outside source is usually OCLC)
• Bring the matching record into your catalog
• Do any appropriate editing (corrections, or adding additional access points)
Original cataloging

- A matching record does not exist for your item
- You must create a matching record for your item (in Illinois this is usually done in OCLC)
- Very expensive and time consuming
- Requires extensive and continuing training

Many avoid original cataloging at all costs!
Sources for bibliographic records

- Bibliographic utilities
  - You pay to be a member and you can purchase MARC records
    - OCLC/RLIN

- Vendors
  - Sell bibliographic records to libraries
    - Library Corporation, Autographics, Marcive, etc.
  - Some book vendors now provide free (or very cheap) MARC records when you purchase books from them (many are now OCLC PromptCat providers)
    - Follett, Quality Books, Baker & Taylor, and many more
Sources for bibliographic records

- Z39.50 software access
  - Can be provided by vendors
    - Bookwhere, EZCat, and others
  - Many web catalogs allow downloading of records
- Library of Congress
  - Allows free access to their records
  - Disadvantages
    - Have only a limited number of available ports
    - Only have access to records for items they catalog. They do not catalog many non-print items

For most Illinois libraries these are not important, but we just wanted to mention that these sources are out there.

Another disadvantage to Z39.50 is often no OCLC # as common match point, to prevent dups added to your catalog.
• No matter where you get your records, or if you must create them yourself, there are some organizing principles of catalogs that must be considered.

• We are going to look at these organizing principles very briefly now as an overview.

We will be covering all these topics in much more detail over the next 4 days.
There is a slide that has the organizing principle that is being covered. As we progress on, we will continue to show this slide, with the new principle added at the bottom. Just read the organizing principle, the next slides will explain it.

For most of this, you won’t have to add much, just read the slides.
Standardized descriptive cataloging

- Use AACR2R rules to describe item as to:
  - Title
  - Statement of responsibility (who wrote it, edited it, illustrated it, etc.)
  - Edition statement
  - Imprint (where it was published, who published it, and when it was published)
  - Physical description (for a book, the number of pages, what type of illustrations, and the size)
  - Notes – does it have an index, bibliography, ISBN, etc.
  - Is it in a series?
  - Main and added entries
Standardized descriptive cataloging

- Descriptive cataloging helps you to distinguish among different:
  - Editions
  - Publishers
  - Physical manifestations of an item (large print, board book, large display book, etc.)
- The use of standardized rules insures that all catalogers describe an item the same way
Standardized descriptive cataloging

- Descriptive cataloging also provides access points
- Access points are what you search by to retrieve a particular record
- Access points provided by descriptive cataloging:
  - Names (main and added entries)
  - Numbers (ISBN, EAN, ISSN)
  - Titles (uniform titles, series, variant titles, added titles, etc.)
Organizing Principles of Catalogs

- Standardized descriptive cataloging
- Classification by call number
Classification by call number

- Classification is grouping similar library materials together in an organized fashion to provide access to those materials
Classification by call number

• Call numbers are made up of a classification number and a shelf designation
• The most common classification systems are Library of Congress Classification (LCC) and Dewey Decimal Classification (DDC)
• The shelf designation is often called a Cutter and is usually assigned based on the main entry

LCC is usually used by academic libraries, and DDC is usually used by school and public libraries.
Classification by call number

- The Cutter is used to alphabetize the book within the classification number on the shelf
- Classification by call number serves two purposes:
  - To help users locate an item through a call number
  - To group like subjects together

This is good for browsing
Organizing Principles of Catalogs

• Standardized descriptive cataloging
• Classification by call number
• Classification by subject analysis
Classification by subject analysis

- Subject analysis uses controlled vocabulary
- Controlled vocabulary is a list of established headings that can be used to describe the subject of a work
- These lists are also called thesauri
- Each controlled vocabulary is aimed at a specific audience and can be general or specific
Classification by subject analysis

• The controlled vocabularies used by most Illinois libraries are:
  - LCSH (Library of Congress subject headings)
  - Annotated Children’s headings (Library of Congress subject headings for juvenile materials)
  - Sears
  - MeSh (Medical subject headings)
Classification by subject analysis

- Sometimes the same topic is represented differently in different controlled vocabularies
  - Cookery, French – LCSH
  - French cooking – Sears
  - Quick and easy cookery – LCSH
  - Quick and easy cooking – Sears

MeSH capitalizes a lot more
Classification by subject analysis

- Diabetes – LCSH
- Diabetes Mellitus – MeSH
- Self-care, Health – LCSH
- Self Care – MeSH
Classification by subject analysis

- Infants - LCSH
- Babies - Annotated Children’s
- Swine - LCSH
- Pigs - Annotated Children’s
Classification by subject analysis

- Subject analysis also provides additional access points for the users to find the materials they are looking for
Organizing Principles of Catalogs

- Standardized descriptive cataloging
- Classification by call number
- Classification by subject analysis
- MARC structure of bibliographic records
MARC structure of bibliographic records

- A MARC record is a machine-readable cataloging record
  - Machine-readable means that a computer can read and interpret the data in the cataloging record
MARC structure of bibliographic records

• *Understanding MARC bibliographic* is an excellent introduction to MARC coding.

We will be using this as a text in the MARC section. They have a copy of it in their binders.
MARC structure of bibliographic records

• *Understanding MARC* is written by Betty Furrie in conjunction with the Data Base Development Dept. of Follett Software Company
• Available on the web at [www.loc.gov/marc/umb](http://www.loc.gov/marc/umb)
• Single copies available free at ALA, SLA, and from the Library of Congress - 1-800-255-3666
MARC structure of bibliographic records

- There are different types of MARC
  - MARC bibliographic
  - MARC authority
  - MARC holdings
  - MARC classification
  - MARC community information

These different types of MARC regulate different types of information.
MARC structure of bibliographic records

• The MARC record is just the vehicle for the cataloging information
  - Various sources are used to select what information goes into the MARC record
    • AACR2R tells what information goes in the description and what access points are chosen
    • DDC or LCC is used to determine classification number
    • LCSH, Sears, MeSH, etc. are used to determine what subject headings are assigned
This is a MARC record from OCLC's Connexion.
• **OPACS** take the MARC record and display it based on how the OPAC has been set up as to:
  - Labels for MARC fields
  - Display order
  - What MARC fields are displayed

• We saw earlier how the same MARC record looks very different in different OPACS

MARC records themselves look different when presented by different vendors—not just the public display.
Organizing Principles of Catalogs

- Standardized descriptive cataloging
- Classification by call number
- Classification by subject analysis
- MARC structure of bibliographic records
- Authority control applied to headings
Authority control applied to headings

- Authority control is the function of providing established headings as access points in bibliographic records and linking those headings to authority records that display with appropriate cross references, in an OPAC

palm reading vs. palmistry; palm tree vs. palms
Authority control applied to headings

• Why do we need authority control?
  - People change their names
  - People write under more than one name
  - Users don’t always know the correct term when searching by subjects
  - Etc.

You don’t need to give examples of these. The next slides do that.

What about keywords?
Authority control applied to headings

- A user searches in the catalog for Roseanne Barr
- Because this catalog has authority control they see the following display:

<table>
<thead>
<tr>
<th>Author</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barr, Roseanne, 1952-</td>
<td>0</td>
</tr>
<tr>
<td>* See Roseanne, 1952-</td>
<td>9</td>
</tr>
</tbody>
</table>

Barr, Roseanne is not longer the correct form of her name.
If this catalog did not have authority records, and the patron searched for Barr, Roseanne, they would not find anything.
The authority record puts the cross reference in the catalog.
Authority control applied to headings

- A user searches the catalog for works by Jean Plaidy
- Because this catalog has authority control they see the following display:

<table>
<thead>
<tr>
<th>AUTHOR (1-5 of 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plaidy Jean 1906</td>
</tr>
<tr>
<td>1 See Also Cam. Philippa, 1906:</td>
</tr>
<tr>
<td>2 See Also Ford. Elbur, 1906:</td>
</tr>
<tr>
<td>3 See Also Holt. Victoria, 1906:</td>
</tr>
<tr>
<td>4 See Also Kellow, Kathleen, 1906:</td>
</tr>
<tr>
<td>5 See Also Tate. Ellalice, 1906:</td>
</tr>
</tbody>
</table>

Again, without authority records, these messages would not display.

WHY LISTED TWICE?
Authority control applied to headings

- A user in a different OPAC searches the catalog for palm trees
- Again, authority control results in the following display:

  Palm Trees is not used in this library’s catalog.
  Palms is used instead.
  Search for Palms

Without authority records there would be nothing to lead the patrons to palms from palm trees.
Organizing Principles of Catalogs

- Standardized descriptive cataloging
- Classification by call number
- Classification by subject analysis
- MARC structure of bibliographic records
- Authority control applied to headings

This is the complete list of the Organizing principles of catalogs.
Organizing Principles of Catalogs

This course will be concentrating on exploring these organizing principles, and discovering how they work together to build a catalog.