Cataloging Manual

Technical Services Department
Lauinger Library
Georgetown University

TABLE OF CONTENTS

WORKFLOW AND PROCEDURES 3
- PROMPTCAT SHELF-READY (APPROVALS) WORKFLOW
- PROMPTCAT / NOT SHELF-READY (FIRMS) WORKFLOW (IN PROCESS)
- SEARCH DISTRIBUTION FOR WESTERN LANGUAGE MONOGRAPHS
- LC/CIP AND MEMBER COPY CHECKLIST
- COPY CATALOGING DESCRIPTIVE PRACTICE RULES
- THESES AND DISSERTATIONS
- FASCICLES

SATELLITE LIBRARIES **17**
- ALANYA / FIESOLE
- CERES LIBRARY
- DAHLGREN MEDICAL LIBRARY
- KENNEDY INSTITUTE OF ETHICS (KIE)

SPECIAL FORMATS **26**
- AUDIO-VISUAL MATERIALS
  - VIDEORECORDINGS
    - CHECKLIST FOR COPY CATALOGING VIDEORECORDINGS
    - ASSIGNING CALL NUMBERS TO VIDEOTAPES
    - COMMON SUBJECT HEADINGS FOR VIDEORECORDINGS
  - SPOKEN RECORDINGS (TAPES or CDs)
- MUSIC COMPACT DISCS
- ELECTRONIC DISCS
- DISCS AS ACCOMPANYING MATERIALS
- DISC REFERENCE CHARTS

SUPPLEMENTARY INSTRUCTIONS **40**
- CARROLLTON PRESS RECORDS
- NAME AUTHORITY CONTROL WORKFLOW
- SERIES PROCEDURES
- 505 FORMATTED CONTENTS NOTE
- 533 PHOTO REPRODUCTION NOTE
- 856 FIELDS
- 949 & 035 COMMAND FIELDS

DATABASE MANAGEMENT **53**
- ADDED COPIES
- ADDED VOLUMES
- BOOK REPLACEMENT
- BOUND THESES REPLACEMENT
- REPLACEMENT PROCEDURES (Electronically copied decrepit books)

TRANSFERS
DISCARDS
ON THE FLY

APPENDIX **65**
APPENDIX A **MAT TYPE (b2) CODES**
APPENDIX B **LOCATION (bn) CODES**
APPENDIX C **I TYPE CODES**
APPENDIX D **LOCATION (l) CODES (Item records)**
APPENDIX E **ITEM STATUS (s)**
APPENDIX F **SPINE LOCATION LABELS**
APPENDIX G **STANDARD TERMS 949 SUBFIELD D ($d) – (item)**

WORKFLOW
AND
PROCEDURES

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT – CATALOGING

PROMPTCAT SHELF-READY (APPROVALS) WORKFLOW

1. Books are brought to Cataloging on a truck arranged alphabetically by title with accompanying invoices.

2. Receiving assistant goes through each invoice making sure the correct number of books are received for each.

3. Receiving assistant separates books with labels from those without.

    - Send books with labels to Access Services for shelving
    - Put books without labels on shelf for Copy Catalogers II
    - Put down statistics for 1. shelf-ready, and 2. Not shelf-ready

4. Books without spine labels – Copy cataloger IIs
    - Search in Connexion at end of week to avoid mix-up with following week's shipment; search for var. ed. that can be used as pattern; verify call nos., etc.; process like regular member copy
        - No call no. in OCLC record, no full bib:
          Put in 099 (call no.) IN PROCESS on item record (III)
          Print OCLC record, date and initial, put on 2nd search shelf
    - If you are using another OCLC record, overlay what is in III and delete holdings (delh) of the old record from OCLC

THINGS TO WATCH FOR:

1. Call nos. starting with PJ and PL – change item location and send to Pre-processing for re-labeling
2. Oversize books (Quarto, folio, etc) – change item location and send to Pre-Processing for re-labeling
3. Books with accompanying CD – Access Services will create an on-the fly record for the CD when the book is charged out and we will correct record when the book is returned
4. Some books will have notes saying CLS NOS in the item and status s (searching) Give to Gary Tee in Access Services
5. Discard order and processing slips from books before pushing book truck to Access Services
6. Books that look like Ref. or Science books. Put on SHOW REF or SHOW SCIENCE shelves

9/14/06 lv

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT – CATALOGING

PROMPTCAT / NOT SHELF-READY (FIRMS) WORKFLOW

UNDER REVISION

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

SEARCH DISTRIBUTION FOR WESTERN LANGUAGE MONOGRAPHS

When searching, DLC variant records should be searched for any non-DLC records. The searcher should also initial and date the rider if the item is going through interval searches.

FIRST SEARCH SHELVES

All materials placed on the First Search shelves are searched by copy catalogers II

Copy catalogers II will process all full-level member-copy records.
Exceptions:

A. **LAW** in the 050 should be given to the Social Science cataloger
B. **PZ3** should have the name authority record for the author searched. If there is an author number, copy catalogers will process the item, making sure the call number is completed. If there is no author number, give the item to the Humanities cataloger.

SECOND SEARCH SHELVES

After the initial search, materials with less than full level cataloging or no records will be placed on the Second Search shelves except for Reference and books with Hold/Notify which will go directly to appropriate subject cataloger. Materials placed on the Second Search shelves will be searched again after 2 months. If a full-level record is retrieved for an item after **2** months, copy cataloger II will process the item. Materials that still have less than full level cataloging record or no record will be placed on the Final Search shelves.

FINAL SEARCH SHELVES

Materials on the Final Search shelves will be searched again after **4** months. After the final search, materials that are still non-hits or have records that have less than full cataloging, do not have call numbers or subject headings will be given to the appropriate subject cataloger.

CATALOGERS' SHELVES

Susan Leister

K	Law
L	Education
M	Music
Q-V	Science, Medicine and Technology

Other areas: Audiovisual materials

Jenny Lobb

C-F	History
G	Geography, Anthropology
H	Social Sciences
J	Political Science

Other areas: Government Documents

Louis Reith

B	Philosophy, Psychology
P	Linguistics
PA-PZ	Literature

Other areas: Special Collections

In addition: Any A (general works) or Z (bibliographies) corresponding to their specific areas.

10/05 lv

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT – CATALOGING

LC/CIP AND MEMBER COPY CHECKLIST

I. Introduction

This document is to be used to ensure accuracy in LC/CIP and full-level member contributed records cataloging.

II. Procedures

Make sure you have the correct record. The Copy Cataloger should read through the record and watch out for typographical errors and other obvious anomalies. While editing, make sure to follow the Copy Cataloging descriptive practice rules.

1. **Fixed fields.**
   a. **EncLvl.** If the value is not I, L, 8 or blank, forward to appropriate cataloger.
   Exception: If the EncLvl is one of the above but information is not complete (i.e. lack of call numbers & subject headings) forward to appropriate cataloger.
   b. **Language code.** The language code should appear in the fixed field, language element. If the piece is a translation or contains more than one language an 041 field is required.
   c. **Dates.** Verify that the dates in the fixed field, 050 or 090, 260 |c, and the item match.

2. **1XX author.** When there is a 1XX field, the first named author on the title page should appear in it.

3. **240 uniform title.** Provide uniform title if necessary (for translations, etc.)

4. **245 title.** Add author statement (subfield c) to the 245 field if not present in the record. Transcribe responsibility information from title page.

5. **260 publication, distribution, etc.** Make sure information is correct. Pay close attention to dates. Use record that carries the Publication date, not printing date.

6. **300 physical description.** Fill in the pagination, illustration statement, and dimensions. Note oversize materials.

7. **Series treatment (Consult also <u>Series Procedures</u> for more detailed information).**
   a. Accept series AS IS (as they are tagged in the record).

b. Give records with classed together numbers to an original cataloger to class separately.

8. **500 general note and 504 bibliography note.** Add if necessary, i.e. Title from cover, index, bibliographical references.

9. **505 contents note (Consult separate section on 505 Contents Notes procedures for more detailed information).**

a. Proof- read the contents listed for typos. Make sure that all volume titles for multi-volumes in hand are listed in the contents note. Do not list titles which the library does not own. Add contents note for collections of literary works if under 10 titles.

b. If **505** and **856** fields are both present, keep both.

10. **546 language note**. Add when not clear from the title.

11. **Subject headings (6XX _0 and 6XX_2)**

a. Biographies, diaries, journals, correspondence and personal narratives

Add subject headings for biographies and correspondents if not present.

12. **7XX added entries.** Verify and/or provide appropriate added entries when necessary.

a. Ensure that all names of persons or bodies responsible for the work (if less than 3) are traced in the 7xx fields (editors, compilers, authors, sponsors)

b. Translators.

Make an added entry under the heading for a translator if the main entry is under the heading for a corporate body or under title.

If the main entry is under the heading for a person, make an added entry under the heading for a translator if:

1. Translation is in verse, or
2. Translation is important in its own right (the work is literature, philosophy, a religious work, etc.), or
3. Work has been translated into the same language more than once, or
4. Wording of the chief source of information of the item being catalogued implies that the translator is the author

c. Added entries for correspondents (when not the main entry) should be present.

13. **Call numbers**. Accept LC call (050, 1st indicator 0). Verify all other call numbers against the online catalog and make sure the subject fits the class. For first occurrence or call number discrepancies, check appropriate LC

schedule. If work has a classed together number without a treatment flag, give to original cataloger to class separately. Take out workmark (x) after year.

III. Add 949s for bibliographic and item records.

IV. Review record and download into GEORGE.

LV 11/06

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

COPY CATALOGING DESCRIPTIVE PRACTICE RULES

- Do not alter descriptive fields 300-5xx when the information is correct and consistent with the cataloging rules at the time the work was cataloged, specifically AACR2/rev (code a in Desc fixed field).
- "Updating" description in one field arbitrarily creates revision requirements in all fields to maintain consistency in quality. In all cases, updated information can be readily judged non-essential.

EXAMPLES:
Do not add pagination of plates to pre-AACR2 records.
Do not change illus. to ill. or add types of illustration.
Do not change punctuation in the 245, 260 and 300 fields, e.g. adding space, removing brackets from dates, etc.
Do not change bibliography notes or add index notes.

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

THESES AND DISSERTATIONS

I. Introduction

One paper copy of each Georgetown thesis or dissertation accepted by the Graduate School is sent to the library and received in the Pre- and Physical Processing Unit. Masters theses are processed by the Unit and sent out to be bound before each title is cataloged. Ph.D. dissertations are photocopied by Copy Services. The copy is placed in a temporary binder, cataloged, and sent to Reserves. The original is sent to UMI to be copied and archived. Once UMI returns the original, it is sent out to be bound. A microfiche reproduction comes at a later time from UMI. After the bound original is received in the library, the photocopy is pulled from Reserves and the original sent to Copy Cataloging—See **Bound Thesis Replacement** procedure.

II. General Procedures

A. OCLC workform:
   1. Use Books (BKS) format, Type code "t."
   2. See *Bibliographic Records and Standards*, Special Cataloging Guidelines section 3.1, Theses and Dissertations for OCLC inputting instructions.

B. Description and subject access.
   1. Ph.D. dissertations are fully described in conformity with AACR2/rev, Library of Congress practice and OCLC level I standards for description and are assigned LC subject headings as appropriate.
   2. Masters theses are given minimal level cataloging as prescribed by OCLC level K standards for description and are not assigned subject headings.

C. Call Numbers
   1. The bound volumes are assigned an accession number by staff in the Pre- and Physical Processing Unit when the work is received. This serves as the call number by which theses and dissertations are shelved.
   2. Microforms are assigned the same accession number preceded by the term Mfilm or Mfiche.

D. Accompanying materials.
   1. Accompanying materials such as CDs or DVDs are described on the same bibliographic record as the thesis or dissertation.
   2. Bibliographic information specific to the accompanying material is recorded in a note and, if appropriate, a separate access point is added.
   3. Accompanying material is classified by the accession number assigned to the thesis or dissertation, with an appropriate descriptive term, (i.e. CD, DVD, suppl., etc.)
   4. The thesis or dissertation will have two barcodes: one for the piece itself and another for the accompanying material.

5. Holding information for accompanying materials is indicated in a separate item record.
6. The item record for the thesis or dissertation will have an Imessage coded "r" which alerts the circulation staff to check for the accompanying material at checkin.

See also Section E, Item records.

E. Item records.

1. Item information is coded in the 949 field of the OCLC record prior to downloading into George. It includes location, material type, and call number. The location and call number are displayed in the online public access catalog. A separate item statement is created for each copy of the thesis or dissertation, (including the microform copy) as well as any accompanying material.

   a. Location. Most theses and dissertations are housed in Lauinger Stacks. Those written for the Departments of Biology and Chemistry are housed in the Science Library. All archival microform copies of Georgetown theses and dissertations are housed in the Microforms Reading Room.

      Locations and the corresponding codes for theses and dissertations including accompanying CD-ROMs and DVDs are:

Lauinger Stacks	thes
-Accompanying CD-ROM, etc.	thes
Science Library	scthe
(Biology and Chemistry only)	
-Accompanying CD-ROM, etc.	scthe
Microforms Reading Room	gvmf

   b. Item type.

      i. Item type information is not displayed in the online public access catalog.

      ii. Item types and the corresponding codes are:

Unbound thesis	034
Bound thesis	033
Microfiche	006
<u>Accompanying materials</u>	
CD-ROM or CD	043
DVD	044

      (see also Appendix C for complete code list)

F. Labeling.

1. Call numbers labeled on individual thesis and dissertations are composed of:
   a. location designation
   b. the term Thesis
   c. accession number

d. specific part, etc. Examples of call numbers are:

THESIS	THESIS	THESIS	THESIS	SCI
6578	6578	6578	6578	THESIS
	vol. 1	Suppl.	MFICHE	1760
				MFICHE

2. The call number is penciled on each microform item.

G. Barcoding.

1. All thesis and dissertations, including microforms and accompanying material are barcoded.

III. **OCLC Workforms for Masters Theses**.

A. The following sequence calls up the OCLC workform with constant data applied for masters theses:**C** (cataloging) → **S** (search) → **C** (Local Constant Data) → <Enter> or click <OK>.
Elements in the fixed field and the 099, 260, 502, 690, and 949 fields have been supplied.

B. Type in author and title word for word as given on title page of thesis.

C. Supply date of publication in fixed field and 260 field to correspond with publication date of thesis.

D. Add thesis number in 099 and 949 fields, e.g. Thesis 6284.

E. Type in correct collation in 300 field. If thesis has illustrations, portraits, etc., update illus element in fixed field.

F. Next update 502 field paying special attention to whether it is a Master of Arts, Master of Science (Biology, Chemistry) or Master of Arts in Teaching (M.A.T.). Supply publication date.

Thesis (M.A.)—Georgetown University, 1992
Thesis (M.S.)—Georgetown University, 1991
Thesis (M.A.T.)—Georgetown University, 2006

G. Update information in 690 field. Give correct department or program of study. Supply publication date.

Liberal Studies Program ǂx Masters dissertations ǂy 1991
Dept. of English ǂx Masters dissertations ǂy 1994
Dept. of Biology ǂx Masters dissertations ǂy 1993

H. 949 fields on workform read as follows:

For Lauinger Thesis:

949 ♭♭ *recs=b;bn=thes;
949 ♭1 ǂi 390200_____ ǂt 33 ǂl thes ǂz 099 ǂa Thesis xxxx

For Sci Thesis :

035 ♭♭ SCI
949 ♭♭ *recs=b;bn=sci;
949 ♭1 ǂi390200_____ ǂt33 ǂlscthe ǂz099 ǂa Thesis xxxx

Be sure to verify that SCI is written above the call number on the piece. If not, please write it in.

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

FASCICLES

I. Introduction

A fascicle is one of the temporary divisions of a printed item that is issued in small installments, with continued pagination. It is distinguished from a part by being a temporary division of a work rather than a formal component unit. (AACR2/1988 definition).

A. Physical Processing
   1. Stamp covers
   2. No barcode or pocket
   3. Cut pages (if folded together)

B. Locations
   1. Reference. Both complete and incomplete volumes are housed in the Reference stacks
   2. Stacks. Completed volumes are bound and sent to stx. Incomplete volumes are housed in the Technical Services Department

II. Procedures

When the first fascicle arrives a bibliographic record is added to GEORGE.

A. Description
   1. Contents note (505) is added whenever possible
   2. Temporary information is enclosed in angle brackets < >
      Ex. 505 t. 1. A-H -- t. 2. K-O -- t. 3. P-R -- t. 4. <S-TS>
   3. Add a Local note (910) that says:
      UPDATE CONTENTS NOTE & ITEM RECORD AS EACH FASC. IS ADDED
   4. Bib location (03) is the location for the completed set (i.e. rf, stx)

B. Holdings
   1. Item record:
      a. Each complete volume is recorded in a separate item record
      b. Loose fascicles are recorded by vol. no. and parts (if applicable) together in an item record enclosed in angle brackets < >
         Ex. VOLUME t. 4 <fasc. 36-48>
   2. Item information for the <u>incomplete</u> vol. will be:
      a. location = tecat
      b. status = u (ASK REFERENCE)
      c. I TYPE = 1 (NON-CIRC)
      d. Temporary information is enclosed in angle brackets: < >

C. For completed volumes:

1. When the title page arrives for the volume, examine existing fascicles to make sure it is complete.
2. Link completed volume and send to be bound.

LV 11/06

SATELLITE LIBRARIES

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

ALANYA / FIESOLE

I. Introduction

The Cataloging Dept. receives books ordered by and gift books given to the Georgetown University School of Continuing Education at the Villa le Balze in Fiesole, Italy and McGhee Center for Eastern Mediterranean Studies in Alanya, Turkey for cataloging. Books processed are shipped to Fiesole and Alanya at a later date. Fiesole and Alanya materials are not barcoded, but are labeled. Cataloging also receives photocopied title pages of books from Fiesole. They are processed as regular books and sent back with corresponding labels for them to attach to the pieces.

II. Procedures

It is essential to search GEORGE first when processing these materials. If book in hand has a matching bibliographic record, then it is an added copy/volume. Proceed to A in this section. If book has an order record or no record in GEORGE, then it is a new book. Proceed to B.

A. Added Copies

1. Retrieve record from GEORGE and verify that bibliographic record matches book in hand.
   a. If record in GEORGE is a CarP (Carrollton Press) record, overlay CarP record with OCLC record. Make sure item information for Fiesole or Alanya books are provided before overlaying a CarP record.
2. Check Summary of Attached Records <S>. If more than one item record is retrieved, choose the item that corresponds to the book in hand.
3. Create a new item.
4. Change the following on the item record:
   a. location = villa or alany
   b. status = o
   c. I type = 1
   d. Do not add a barcode.
5. Add volume if necessary.
6. Insert a note with the month/year and your initials (e.g. 9/95 cv).
7. Write call number on title page verso.
8. Make correction to bibliographic record location. If the location of the new item differs from the old location, change the bibliographic location to multi and then enter the multiple locations, e.g. stx, villa; rf, etc.
9. Print the record and put the printout in the book.
10. Finish process and forward book to Pre- and Physical Processing Unit for labeling.

B. New Books

1. Retrieve OCLC record.
2. Edit the record with the following fields:
   949 ƀƀ *recs=b;ov=.b_____;bn=villa; or bn=alany;
   949 ƀ1 ǂl villa or alany ǂt 001 ǂ s o ǂ z 090 ǂ a (call number)
3. Do not add a barcode in 949 field.
4. Add volume numbering if necessary. Use ǂd (volume number, e.g. vol. 1, Bd. 1, etc.)
5. Write call number on title page verso.
6. Print the record and update holdings in OCLC. Export record into GEORGE.
7. Forward book to Pre- and Physical Processing Unit for labeling.

C. If there is no OCLC record or record retrieved has no Library of Congress call number, no subject headings or other inconsistencies, give materials to professional catalogers for review and/or further searching.

LV 11/06

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT – CATALOGING

CERES LIBRARY CATALOGING PROCEDURES

I. New acquisitions are pre-processed (received, stamped, tattle-taped and barcoded, and searched in GEORGE Millenium) by CERES staff.

Search Millenium for piece in hand

- If added copy. Make sure copy in hand matches bib record in GEORGE
- Change bib location to include location for CERES (multi)
- Go to Summary
- Create a new item record
- Change status = ; Itype = ; location = accordingly
- Label

If Not in GEORGE, send to Lauinger Cataloging. Delivery and pick-up every Monday. NOT MORE THAN 25 TITLES PER DELIVERY; RUSH books are processed immediately and CERES staff notified for timely pick-up

II Books already in CERES Library are retrospectively converted to machine-readable form.

Search III for piece in hand

- If added copy. Make sure copy in hand matches bib record in III
- Change bib location to include location for CERES (multi)
- Go to Summary
- Create a new item record
- Change status = ; Itype = ; location = accordingly
- If new, send to Lauinger Cataloging
- RUSH books are processed immediately and CERES staff notified for timely pick –up

III. Lauinger staff Log on to OCLC Connexion

- Add 599 (xx 8/06)
- Add 949s
  1. 949 *recs=b;ov=.b_____; (if there is an order record for Lauinger);bn=ceres;
  2. 949 _1 # i (barcode) # l (location = ceres (ceres stacks), or cerrf (ceres ref)) # t (Itype) # s (status) ,etc
- Delete 653; Keep 650_0 and 650 _2
- Update and download (xpo) record
- Print record and insert in book
- Cross-out label if label needs to be corrected

IV. To cataloger

- No call numbers, less than full level cataloging
- Non-hits

V. Record statistics

VI. Get box ready for pick up. Tell Gary Tee (Access Services) every Monday

9/05/06 lv

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT – CATALOGING

DAHLGREN MEDICAL LIBRARY CATALOGING PROCEDURES

I. Books delivered to and picked up from Lau every 2nd and 4th Tuesday.
RUSH books are processed immediately and Dahlgren notified for timely pick-up
List of books delivered included in shipment with location and Itype codes for each title

II. Search III for piece in hand
If added copy:
- Change bib location to include location for Dahlgren (multi)
- Make sure there is/are 650 _0 (MeSH). Add if none. (Check OCLC record for subject headings)
- Go to Summary:
  -Create a new item record
  -Change status = ; Itype = ; location = accordingly
  -Print record
  -Update holdings in OCLC for GTUM

If new:
- Go to III

III. OCLC. Log on to OCLC Connexion using GTUM authorization.
If added copy:
- Retrieve OCLC record
- Update holdings in OCLC for GTUM

If new:
- Add 599 (xx 3/97)
- Add 949s
  (ov=.b_____ if there=s an order record for Lauinger)
- Delete 653; keep 650_0 and 650 _2
- Update and download (xpo) record
- Print record and insert in book

IV. To cataloger
- No call numbers, less than full-level cataloging
- Non-hits

V. Mark list accordingly. Keep list. Record statistics

VI. Get box ready for pick up.

7/31/06 lv

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

KENNEDY INSTITUTE OF ETHICS

I. Introduction

The Department does cataloging for the Kennedy Institute of Ethics (KIE). Shipments come from Kennedy Institute weekly, generally about 20 to 25 items. Processed materials are picked up in turn when they deliver new materials.

II. Procedures

A. Reception of KIE materials.

Each KIE shipment comes with a shipping list. The shipping list has a brief bibliographical description of each item with author, title, publication information, date, collation, ISBN, series title (if present), and list of CL (Classification) numbers. Each item also is numbered by document number.

Unpack items and put them in order by document number. It is important that this document number order be adhered to as it facilitates processing of the materials. It is also very helpful for uncovering inconsistencies or mistakes in the transmission of wrong items.

B. GEORGE preprocessing.

It is essential to search GEORGE first when processing these materials to see if it is an added copy, added volume or a new book.

1. If it is an "Added copy", proceed as follows:
   a. Make correction to bibliographic record
      i. Change bib location to include KI
      ii Add 599 (accession number [found on t.p verso] h/p initials month/year
      iii Add CL (Classification) numbers as 690 fields in order as they appear on book pocket

   b. Create a new item record
      status = o; Itype = 1; location = kiee

   c. Print record, mark it added copy and leave printout in book.

2. If document is an added volume, proceed as in B.1 using added volume procedures. If the added volume happens to be one for KIE also, mark printout to say "do not order cards".

NOTE: For both cases, mark each document on shipping list accordingly (Added copy or Added volume).

3. If document is not in GEORGE, consider new and lay aside, all the while maintaining the document number order of items on the shipping list. Proceed with checking all items against GEORGE

C. OCLC Preprocessing.

1. Added copies.
   (a) Retrieve OCLC record.
   (b) Add 599 field as given on GEORGE record.
   (c) Make sure call number from GEORGE item record matches the one in OCLC; if not, change either call number on GEORGE record or OCLC record so that the call number on the cards to be ordered matches the one the book will be using; lower case letters after the dates (for reprints, UMI photocopies, etc.) are deleted. Editions should have the same class numbers, differentiated by the year of publication.
   (d) Delete 653s; keep both 650 _0 and 650 _2.
   (e) Delete 505 contents note if present.
   (f) Make sure first ISBN is for the piece in hand (paperback or hardback).
   (g) Print and save record for card production.

2. Added volumes.
   If the item is a first time KIEE added volume to a GEORGE record, proceed as in C.1 above. If there are earlier KIEE added volumes in GEORGE record, DO NOT order (produce) cards; set aside and go to next document on list.

3. New items.
   (a) For acceptable OCLC records (DLC/non-DLC)
      (i) Add 599 (acc. no. h/p initials mo/yr).
      (ii) Add 690s (CL numbers) in order as given on book pocket.
      (iii) Add 949 *recs=b;ov=.b____;bn=ki;
      949 _1 ≠t 1 #s o ≠l kiee ≠z 090 (call no.)
      (iv) Delete 653s.
      (v) Download (xpo) record. DO NOT UPDATE OR PRODUCE CARDS at this time.
      (vi) After downloading, delete 505 contents notes.
      (vii) Print and save record for card production.
      (viii) Mark on shipping list beside item “New, xpo, today’s date.”

(b) For OCLC records requiring professional attention, please give to a cataloger with enough time for completion before producing a card. Mark beside item on shipping list ToCat." Cataloger will return completed work to copy cataloger for downloading and saving before card production date. He/she will also mark "xpo, today's date" underneath on "ToCat" on shipping list.

(c) For new items that are non-hits, return to KIE with non-hit riders with the search date. Mark document on shipping list as such.

D. OCLC card production.
On designated card production day, call up records out of save file on OCLC and produce (p) card sets. Leave all printouts in items.

E. Repack week's processing in KIE box with shipping label on box, dated and initialed. Also be sure shipping label reads: "To Bioethics Library, 406 Healey". "From Lauinger Library, Cataloging."

F. Statistics.
Compile weekly and monthly statistics using the following categories: "New – DLC, non-DLC", "Added copies", "Added vols.", "ToCat", "Non-hits". Enter these categories on the general monthly statistics form.

LV 11/06

SPECIAL FORMATS

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

AUDIO-VISUAL MATERIALS

I. INTRODUCTION

The Georgetown Library acquires a variety of materials for the Gelardin New Media Center such as videorecordings (DVD and VHS), CD-ROMs and DVD-ROMs, CDs, etc. AV materials are fully cataloged for the online catalog according to standard practices. Cataloged materials are housed in the Gelardin New Media Center. Guides accompanying AV materials are housed with the set. AV materials are received and cataloged before pre-processing. After cataloging, they are placed on the FastCat truck in the Pre-Processing Unit for preliminary processing and labeling.

II. VIDEORECORDINGS

A. New Videorecordings

1. Search in OCLC by the title. When searching, you can limit the search by format (i.e. visual materials).
2. If there is no record in OCLC, make sure title is correct, and give to AV Cataloger in Original Cataloging.
3. If a record is retrieved, check if the record matches the item in hand (e.g. title, year of publication etc.).
    i. If the OCLC record says Held In DGU, proceed to B.
    ii. If OCLC says NO HOLDINGS IN DGU print the record. Go to 4.
4. Save records to local save file for editing and exporting.
5. Copy Cataloger makes necessary corrections in bibliographic record.
6. Verify that a series statement on the piece matches information in record.
7. Add to the record:

949 ***recs=b;ov=.b_____;b2=v;bn=gmc;**
949 1 **| i390200____ |t 44 |s - |l gmcir |z 099 |a DVD__**

OR

949 ***recs=b;ov=.b_____;b2=v;bn=gmc;**
949 1 **| i390200____ |t 45 |s - |l gmcir |z 099 |a VHS _**

8. Add volume number (**|d pt. xx)** if there is one.

B. Added Copies and other Versions

Some videos will come to the Dept. labeled as "added copy" but may require a separate cataloging record. The first step is to determine whether the video is a true added copy or a different edition (equivalent or variant editions).

1. "True added copies". Item must match the bibliographic record. These will be assigned the same call number.
    a. Create a new item record

b. Barcode and link the tape
c. Place on the FastCat truck for pre-processing and labeling

2. "Equivalent versions". These require a separate record and are assigned the same call number as the first copy followed by a work letter, i.e. DVD 35B
"Equivalent versions" have the following characteristics:
    a. Only difference is that distributor has changed
    b. The presence or absence of trailers
    c. The presence or absence of a publisher/distributor series statement (i.e. TNT Home Version)

3. "Variant versions". These require a separate record and are assigned a completely new call number.
"Variant versions" have the following characteristics:
    a. Different format (e.g., DVD vs. VHS)
    b. Screen format, i.e. wide screen, letter box
    c. Edition-like statements, i.e. Director's cut, Anniversary edition
    d. Sound/language additions, i.e. dubbed, subtitled

C. GMC sends uncataloged titles for complete cataloging (retrospective conversion)
1. Search for a bibliographic record in OCLC by the title. When searching, you can limit the search by format.
    a. If there is no record in OCLC, give the item to a cataloger for original cataloging.
    b. If a record is retrieved, check if the record matches the item in hand (e.g. title, year of publication etc.).
        i. If the OCLC record says Held In DGU, proceed to II.B.
        ii. If OCLC says NO HOLDINGS IN DGU, save record to the Local Save File for editing and exporting.
            - Accept series statements as they appear on the item.
            - Make necessary corrections.
            - Add to the record:
              ***recs=b;ov=.b_____;b2=v;bn=gmc;**
              Add the volume number if there is one
            - Export record and place item on Pre-Processing truck for labeling.

CHECKLIST FOR COPY CATALOGING VIDEORECORDINGS

1. Check ISBN to make sure it matches the video.

2. Verify title and sub-title on container and labels. Although the chief source of information for the title of a video is the title frame, followed by the label on the video and the container, only check frames when necessary to resolve conflicts or to verify information in title fields. This is especially important to keep in mind when cataloging foreign-language films, where the title frame may contain the foreign language title with a parallel English title and the videocassette label and container may only use the English title.

Example:
Title on videodisc label and container: The tin drum
Title frames: Die Blechtrommel = the tin drum

245 04 Die Blechtrommel |h[videorecording] = |b The tin drum
246 31 Tin drum

3. Make sure the **General Material Designation (GMD**) says **|h [videorecording]** The GMD comes after the title proper and before the sub-title (if there is one).

Example: The Civil War |h [videorecording] : |b war between the states

4. Verify that the **260** field (Place of publication/distributor, publisher/distributor and date of publication/distribution) matches the videotape in hand.

5. Check the **300** field. Most will be: 1 **videodisc** (__ min.) :|b sd., col. ; |c4 3/4 in. **or**
1 **videocassette** (__ min.;|b sd., col. ;|c1/2 in. Silent films are si. Black and white films are b&w. Some videos will contain both: |csd., col and b&w)

6. Verify that series is transcribed correctly in the **4XX** field.

7. Make sure there is a **500** note for **DVD** or **VHS format**. Change any **538** format notes to 500 notes.

8. If the film is based on a novel, short story, or play, make sure there is a **500** note containing this information.

9. Make sure that the **508** credits note includes the producer, director, screenwriter, editor, and music.

10. Make sure that the **511** cast note includes the major actors and actresses in the film.

11. Make sure there is a **520** note that briefly describes the movie, preferably without giving away the ending!

12. SUBJECT HEADINGS – Make sure that all fiction films over 40 minutes have the subject heading **Feature films**. Fiction films under 40 minutes should have the heading **Short films**.

Non-fiction films will need subject headings that reflect the topic of the movie. If it is a documentary, use the subject heading **Documentary films**. All subject headings should be verified in the Library of Congress Subject Headings books or the online OCLC LC subject authority files.

Delete subject headings that Georgetown University does not use (i.e. Videorecordings for the hearing impaired; Motion pictures, [qualifier]; and most subject headings with the subdivisions |v Fiction or |v Drama). |v Drama headings of a biographical or historical nature should be retained and verified in the authority file.

13. Usually accept all added entries (**700** and **710** fields containing actors, production companies, producers, distributors, producers, directors, screenwriters, etc.). Check the online authority file and make sure that the correct form of name is used. If the name cannot be found, use form as given in record. **Do not** give it to the AV cataloger to establish.

14. If the film is based on a book, make sure that an **author-title** tracing is made and verify the form(s) in the LC name authority file. If the title of the book is the same as the movie, only trace the author.

15. Make sure the **007** field is present and correctly describes the video in hand.

16. Add **599** and **949** fields.

Note: Be careful when overlaying order records as Acquisitions often attaches an order record to a variant edition. In this case, the order record should be transferred to the bibliographic record after downloading.

949 *recs=b;ov=.b _____;b2=v;bn=gmc;
949 1 |i 390200_____|s- |t 24 |l gmcir |z 099 |a VHS
OR **|a DVD**

ASSIGNING CALL NUMBERS TO VIDEOTAPES

Videotapes are given accession numbers for call numbers, based on the order in which they are cataloged, unless they are deemed to be equivalent editions. This number is placed in the **099** local call number field.

For Georgetown University's purposes, **equivalent editions** are variant editions which may have different distributors, trailers, or a new series statement. These receive the same call number with a **B cutter**.

Examples:

a. VHS 313
42nd Street. Livonia, MI : CBS/Fox Video, c1987

b. VHS 313B
42nd Street. Culver City, CA : MGM/UA Home Video : Turner, 1989

Non-equivalent **variant** editions have **version** or **edition** information that makes the videotape a different entity. Look for terms such as:

Director's cut
Wide screen
Letter box
Anniversary
Restored footage
Dubbed
Sub-titled

Examples:

a. VHS 278
2001, a space odyssey. New York : MGM/CBS Home Video, 1980.

b. VHS 3991
2001, a space odyssey. Santa Monica, Calif. : MGM/UA Home Video, 1993, c1968.
25th anniversary ed., letterbox format.

COMMON SUBJECT HEADINGS FOR VIDEORECORDINGS

Georgetown University does not currently use 655 genre headings. Instead, apply a 650 heading to reflect the nature of the film. The most commonly used subject headings for our collection are:

Feature films (for fiction films over 40 minutes)
Short films (for fiction films under 40 minutes)
Adventure films
Biographical films
Comedy films
Detective and mystery films
Documentary films
Fantasy films
Historical films
Motion picture serials
Musical films
Religious films
Science fiction films
Silent films

Spy films
War films
Western films

III. SPOKEN RECORDINGS (TAPES or CDs)

Spoken recordings are shelved separately in the Gelardin New Media Center even though they may have accompanying books or videocassettes.

A. New Spoken Recordings
   1. Search in OCLC by the title. When searching, limit the search by format. For example: sound recordings
      a. If there is no record in OCLC, or old record in GEORGE, give to cataloger.
      b. If a record is retrieved, check if the record matches the item in hand (e. g. title, year of publication etc.).
         i. If the OCLC record says Held In DGU, proceed to B.
         ii. If OCLC says NO HOLDINGS IN DGU process as new. Go to 2.
   2. Edit the record
   3. Add to the record:

      949 *recs=b;ov=.b_____;b2=x;bn=gmc;
      949 _1 i390200____ t009 lgmcir z099 a Tape___
      OR **CD_____**
   4. Add volume if necessary.

B. Added Copy Spoken Recordings
   1. Retrieve the item by title or OCLC number.
   2. Make sure item matches the bibliographic record.
   3. Verify if item in hand is an added copy or replacement.
   4. If more than one record is retrieved, choose the record that corresponds to the piece in hand.
   5. Create a new item in GEORGE.
   6. Put a barcode on the item and enter online. Do not cover the label.
   7. Add volume if necessary.
   8. Insert a note with the month/year and initials (e.g. 2/02 sm)
   9. Check that the I type, location and status are correct.
   10. Place the item on the FastCat truck for pre-processing and labeling.

Lv 11/2/2006

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

MUSIC COMPACT DISCS

I. Introduction

Music material issued in compact disc format is selected by staff in the Gelardin New Media Center in conjunction with faculty. The discs are fully cataloged according to AACR2 and LC practice. Appropriate LC subject headings are provided, accession numbers assigned as call numbers.

II. Procedures

A. Cataloging record.

1. K, M, 5, and 7 level OCLC records are acceptable for cataloging music compact discs only if they have essential elements such as music subject headings, 7XX added entry fields, etc.
2. **007 field.** Order of subfields should read as follows: ǂas ǂbd ǂdf ǂes ǂ fn ǂgg ǂhn ǂin
   a. Elements in ǂe may vary,
      s stereo
      m mono
      q quad
      u unknown
      z other
   b. When editing 007 field, delete extra subfields starting at ǂj.
3. **028 fields.** The 028 indicators should be set to 01 unless the publisher's number (e.g. 422 406-2) is put in a 500 note. In that case, the second indicator should be changed to "3".
4. 1XX Main entry
   a. For classical works, the main entry is the composer.
   b. For popular and other contemporary works, the main entry is the performing group.
   c. For a collection of music by several performers or groups, the main entry is the collective title.
5. 240 Uniform title
   a. For classical works give the original title of the work in a 240 field when the title proper is different from the composer's original title. To determine the original title, first look for an authority record for the composer in George. If none is found, check the LC authority file on OCLC under the composer.
   b. For classical works with titles that include the name of one type of composition, the uniform title is the type stated in the 245 title proper. For example, the uniform title for "Symphony etchmiadzin : symphony 21 is: Symphonies ... For the type of composition, the following elements should appear as appropriate:

Medium of performance, (i.e. the musical instruments)
Key
Parts of a work

c. Collective title. The 240 contains the collective title: Selections when the disc contain various types of compositions for various instruments and vocal media by a single composer.

d. Note: the 240 field should never include ǂh, the general material designation.

6. 245 Title proper should match the title as written on the disc.

a. If more than one title by one composer is listed on the disc, they should be written in the order that they appear on the piece, separated by semicolons:

Clock symphony ǂh sound recording ; Surprise symphony : no. 94 / ǂc Haydn.

b. If there is more than one title on the disc by different composers, the title and the author statements should be transcribed in the order in which they appear. ISBD punctuation is used to separate the title and statement of responsibility (ǂc) and periods are used to separate the individual works.

Saudades do Brasil ǂh sound recording : ǂb suite de danses pour orchestre / ǂc Darius Milhaud. Symphonie concertante pour trompette et orchestre / Henry Barraud.

7. 300 Physical description.

a. The physical description includes the number of sound discs, the playing time, the type of the recording, (i.e. digital), the sound channels, (mono., stereo, quad.), and the dimensions: 1 sound disc (30 min.) : ǂb digital, stereo. ; ǂc 4 3/4 in.

b. +ǂe, Accompanying material. Generally, do not consider program notes that fit inside the container as accompanying material. Consider material that does not fit inside the container (jewel box) to be accompanying material.

8. 4XX fields. Do not trace series statements. Use 490 indicators for them.

9. 5XX Notes. Many notes about the works described are routinely added to a bibliographic description for musical works. In addition to these notes, GU catalogers will add a note stating the format and the recording type. This information is usually coded on the disc or the case in a small box.

a. If the code: "ADD" appears, make the following note:
500 Compact disc, analog recording

b. If the code: "DDD" appears, make the following note:
500 Compact disc, digital recording

10. 505 Contents notes. List the titles of the music recorded on the disc if not already recorded in the 245 field. Include the duration of each piece if it can be easily determined.
11. 6XX Subject headings. Use genre subject headings based on the type of composition and the instruments played or the voices used.
12. 7XX Added entries.
    a. Make added entries for all persons or groups associated with the work, (i.e. conductors, orchestras, performers, performing groups)
    b. For classical works, make added entries for all works recorded. Added title entries should include the authorized form of the composer's name and the uniform title for the work. Do not make added entries for titles that are included in the ǂt portion of a 700 field. Do not make added entries for variant forms of title added entries.

B. Call numbers. Assign accession numbers in sequence to each disc and record each number assigned on the Local Call No. notebook. Each number is preceded by the type code "CD" in the item record and on the container.

C. Barcodes are affixed to the back of the container, in a space that does not cover important information.

D. 949 fields. Code the 949 fields as follows:
949 ♭♭ *recs=b;bn=avlrc;b2=j;ov=b._____;
949 ♭1 ǂi390200_____ ǂt21 |s- ǂlgmcav ǂz099 ǂa[CD accession no.]

E. Update holdings in OCLC and export record to GEORGE.

F. Place on truck for labeling.

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

ELECTRONIC DISCS

I. Introduction

Georgetown University Library acquires a variety of digital materials on CD, CD-ROM, DVD and DVD-ROM. These items are fully cataloged by the Department and housed in the following locations: Systems, Reference, Gelardin, Government Documents and Science Library.

II. Locations

Systems – CD-ROMs for the Lauinger CD-ROM Network are entered in an item record without a barcode or call number and sent to Systems.

Reference – Discs for Reference are assigned an accession number; e.g., CD-ROM-xxx. Check Media local call numbers notebook for the number.

Gelardin – Discs for Gelardin are assigned an accession number (MMCD-xxx). Check the notebook for the number. Accompanying printed guides are assigned the same number followed by the appropriate term; e.g. "guide". Both pieces are sent to Gelardin.

Government Documents

A. Discs from GPO Depository are assigned a SuDoc number and sent to Gov. Docs.
B. Discs from other sources are assigned an LC number and sent to Gov. Docs.

Science Library

Discs for Science are assigned LC number and sent to Science.

See: DISC REFERENCE CHARTS

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT- CATALOGING

DISCS AS ACCOMPANYING MATERIALS

I. Introduction

Books and accompanying CDs, CD-ROMs and DVDs in Georgetown University Library are kept together with a few exceptions: i.e., if the disc will not fit in the cover of the book. Discs are usually tattle-taped and placed in a pocket inside the back cover of the book. A second barcode is added directly below the one for the book or on the pocket for the disc. In the catalog record, the Imessage is coded "r" in the item record for the book (949 field). This code will activate a "pop-up" box to alert Access Services staff while checking in/out both pieces.

II. Locations

Stacks

A. New books and added copies for Stacks with accompanying discs are sent to Stacks with an LC number. The accompanying disc is kept with the book and assigned the call number for the book + CD, CD-ROM or DVD depending upon format.

B. If the disc does not fit inside the cover of the book, a label is affixed to the inside of th back cover that states: "CD(s) (or CD-ROM(s), or DVD(s) accompanying this work are assigned the call number: CD____ (or CD-ROM____, or DVD____) are shelved in the Gelardin New Media Center." Place the accompanying disc in a bar-coded jewel case and send to Gelardin with an accession number. Check the notebook for the correct number.

Reference

Books for Reference with accompanying disc(s) are sent to Reference with an LC number. The accompanying disc is kept with the book and assigned the call number for the book + CD (or CD-ROM, or DVD).

Gelardin

Books for Gelardin with accompanying discs are sent to Gelardin with an LC number. The accompanying disc is kept with the book and assigned the call number for the book + CD (or CD-ROM, or DVD).

Government Documents

Books for Gov. Docs. with accompanying discs are assigned either LC number or SuDoc no. The accompanying disc is placed in the book and assigned the call number for the book + CD (or CD-ROM, or DVD). Both pieces are sent to Gov Docs.

Science

Books for Science with accompanying discs are sent to Science with an LC number. The accompanying disc is kept with the book and assigned the call number for the book + CD (or CD-ROM, or DVD).

See: DISC REFERENCE CHARTS

12/06 sel

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

DISC REFERENCE CHARTS

CD-ROMs (Main item)

Destination	Bib Loc.	Item Loc.	I-type	Status	Call no.	Spine Loc.
Reference	rf	rfcd	39	o	CD-ROM xxx	REF
Ref Network	rf	rfcdn	39	o		
Gelardin	gmc	gmcir	43	-	MMCD-xxx	
Gov. Docs.	doc	sdcc	39	o	SuDoc/.	SuDoc
Gov. Docs.	doc	gvdcd	39	o	LC no.	GOV DOC
Science	sci	scres	43	-	LC no.	SCI

CD-ROMs (Accompanying material)

Destination	Item Loc.	I-type	Status	Call no.	|d Value
Reference	rf	39/43	o or -	LC	CD-ROM
Stacks	stx	43	-	LC no.	CD-ROM
Science	scstx	43	-	LC no.	CD-ROM

CDs (Main item) – Music or spoken sound recordings

Destination	Bib Loc.	Item Loc.	I-type	Status	Call no.	Spine Loc.
Reference	rf	rfcd	39	o	CD xxx	REF
Gelardin	gmc	gmcir	21	-	MMCD-xxx	GELARDIN
Gov. Docs.	doc	sdcc	39	o	SuDoc/.	SuDoc
Gov. Docs.	doc	gvdcd	39	o	LC no.	SCI
Science	sci	scres	43	-	LC no.	SCI

CDs (Accompanying material) – Music or spoken sound recordings

Destination	Item Loc.	I-type	Status	Call no.	|d Value
Reference	rf	39	o	LC	CD
Gelardin	gmc	39		LC no.	CD
Stacks	stx	43	-	LC no.	CD
Science	scstx	43	-	LC no.	CD

DVDs (Main item) - Videorecordings

Destination	Bib Loc.	Item Loc.	I-type	Status	Call no.	Spine Loc.
Reference	rf	rf	44	o	CD-ROM xxx	REF
Gelardin	gmc	gmcir	44	-	DVD-xxx	GELARDIN
Gov. Docs.	doc	sdcc	44	o	SuDoc/.	SuDoc
Gov. Docs.	doc	gvdcd	44	o	LC no.	SCI
Science	sci	scres	44	-	LC no.	SCI

DVDs (Accompanying material) - Videorecordings

Destination	Item Loc.	I-type	Status	Call no.	|d Value
Reference	rf	44	o or -	MMCD-xxxx	
Gelardin	gmc	44		LC no.	CD
Stacks	stx	44	-	LC no.	CD
Science	scstx	44	-	LC no.	CD

DVD-ROMs (Main item) – Videorecordings

Destination	Bib Loc.	Item Loc.	I-type	Status	Call no.	Spine Loc.
Reference	rf	rf	123	o	DVD-ROM xxx	REF
Gelardin	gmc	gmc	123	-	DVD-ROM-xxx	GELARDIN
Gov. Docs.	doc	sdcc	123	o	SuDoc	SuDoc
Gov. Docs.	doc	gvdcd	123	o	LC no.	SCI
Science	sci	scres	123	-	LC no.	SCI

DVD-ROMs (Accompanying material) - Videorecordings

Destination	Item Loc.	I-type	Status	Call no.	|d Value
Ref	rf	123	o or -	DVD-ROM-xxxx	DVD-ROM
Gelardin	gmc	123		LC no.	DVD-ROM
Stacks	stx	123	-	LC no.	DVD-ROM
Science	scstx	123	-	LC no.	DVD-ROM

SEL 12/06

SUPPLEMENTARY INSTRUCTIONS

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

CARROLLTON PRESS RECORDS
|cCarP

Editing instructions:

- Search for good OCLC record
- Add our holdings to OCLC record
- Either overlay record or edit Carrollton Press record in III:
    - Adding an "x" to the symbol in the 040 field: |cCarPx
    - Adding the OCLC number for the record with our holdings to the record in III
    - Upgrading information in the record using a full OCLC record for information

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

NAME AUTHORITY CONTROL WORKFLOW

The following procedures have been instituted in order to accommodate changes in the name authorities workflow caused by the unsuppression of existing order records, the loading of full PromptCat approval records and full-level bibliographic records for serials and e-serials. These changes will help streamline the name authority review process by eliminating redundancy in the FTU (First-Time-Use) report.

From now on, name headings will be reviewed on all FTU order-level records, many of which are now downloaded as full level bibliographic records rather than keyed in as minimal level.

Procedures for unsuppressed brief order records that will be overlaid with full bibliographic records will be integrated into the new workflow.

1. The Authority Control Specialist, working from the FTU report, will download all FTU name authority records that are available in OCLC whether there is a 4xx in the record or not. Previously, name records without 4xx's were not downloaded.
2. Original catalogers will continue to download only those records that have 4xx's. NACO participants will download records without 4xx's if there is a change in the form of a name that would cause the name to appear on the FTU report.

sel 11/05

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

SERIES PROCEDURES

Effective August 1, 2006:
1. Series authority records will not be checked, modified or created.
2. Changes will not be made retrospectively to series already existing in the catalog.
3. Series tagged 490 0_ are in the title and keyword indexes and are retrievable by searching either index.

Prompt Cat/Shelf-Ready books

Accept records. Do not review series.
-**Exception:** Give books labeled with classed together numbers to an original cataloger to class separately.

Copy cataloging

Perform descriptive cataloging on each record.
Accept series AS IS (as they are tagged in the record).
Exception: Give records with classed together numbers to an original cataloger to class separately.
Do not:

a. Check series in George or OCLC
b. Export series from OCLC into George
c. Ask original catalogers to create a provisional series authority records in George
d. Change 440 and/or 490 1 to 490 0 or delete the 830 field.

Original cataloging

- Input all series as 490 0
- **Do not**:
  a. Check series in George
  b. Export series from OCLC into George
  c. Create a provisional series authority in George

Classed together series:

- **Do not** create classed together series unless specifically requested by the bibliographer or by the Head, Electronic Resources and Serials Unit.
- Existing classed together items will be flagged in Serials check-in; otherwise, class separately.
- Added volumes will continue to be classed together.

Classed together sets on one record in numbered series:

- Trace series title and corresponding volume numbers individually each in its own 830 field.

sel 9/06

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

505 FORMATTED CONTENTS NOTE

I. Introduction

The 505 field contains the titles of separate works or parts of an item. It may be encoded at one of two levels: basic or enhanced. In the basic level, all data is in |a. The enhanced level uses three new repeatable subfields, i.e. |g Miscellaneous information, |r Statement of responsibility, |t Title.

II. Policy and Procedures

A. Keep the **basic** contents notes or change the enhanced to basic contents notes if the OCLC record has them in the following cases:

1. Contents notes with generic and/or non-distinctive titles for the multi-volume sets.

2. Chapter headings for individual monographs.

Example:

505 0 To live & act as I please -- To guide and encourage other women in business – A field that is their own province – The cleverest women have entered most of the business fields – Go ahead, go ahead, go ahead.

B. Update or add the **enhanced** contents notes in the following cases:

1. Multi-volume sets where individual volumes bear distinctive titles. Do not retrieve the older volumes from the stacks for this purpose. Do no list titles which the library does not own.

2. The parts have previously been published separately and the work has a collective title. Include the case of short films compiled onto one videocassette or DVD.

3. Individual track titles in scores and sound recordings.
Example:
505 00 |g pt. 1. Carbon / |r M. Jones – |g pt. 2. |t Nitrogen / |r D. Smith

Note: place |t after the initial article so that the title files properly in the index.
Example:
505 00 |g v. 1. A |t tale of two cities – |g v. 2. The |t Pickwick papers

Remember also,
505 **10** for a formatted incomplete contents note (i.e. GU has some (but not all) of the volumes or the volumes in the set are still being published).

505 **00** for a formatted contents note in which all the volumes are held by GU.

jl 5/10/04
minor rev. 06/08/05
minor rev. 11/14/06

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

533 PHOTO REPRODUCTION NOTE

I. Introduction.

This document refers to cataloging of paper reproductions. Use this document to verify elements of an existing 533 field or to determine that a 533 field should be included in a bibliographic record. Give records for photo reproductions which lack the 533 field to the appropriate Cataloger for revision.

II. Definitions.

A. A photo reproduction can be a photocopy, microfiche copy or microfilm copy of a work originally published in book or manuscript form.

B. "On demand reprint" refers to a work that is a PHOTO REPRODUCTION reprinted at the time a copy of the work was ordered by a library or individual. Please note the following peculiarities in on demand reprints:

1. The date of reproduction can vary from one copy to another;
2. The work reprinted can exist in the original (paper) format, as well as in microform, microfilm, and paper photocopy at the same time.

III. General rules.

A. A photo reproduction is described as though it was the original. The 245, 250, 260, 300, 4XX contain bibliographic information as it appeared on the original item. Therefore, the 260 field contains the publication information and 300 field contains the physical description (except size) of the original -- not the reproduction.

B. The 533 Reproduction note provides the description of a work that has been reproduced in microform or as a photocopy. See the description of the 533 tag in Bibliographic Formats and Standards for more information.

C. Reprints of an original work in different mediums are considered to be a different edition. Do not use a record describing a microfilm version for a microfiche copy.

D. Use date of original work in call number plus workmark a.

IV. A matching record

A. Consider a member copy record to be matching if:

1. The description of the original work described matches the title, author, edition, publisher, and date in the member copy record.
2. Each of the following descriptive elements in the 533 field must match the item in hand exactly:
   a. ǂa type of reproduction
   b. ǂb place of reproduction
   c. ǂc agency responsible for reproduction
   d. ǂe physical description of reproduction, (i.e. number of fiche, reels, size)

3. ǂd, date of reproduction does not need to match. If the date in the 533, ǂd does not match, change the date on the member copy in both the 533 field and in the fixed field, date 1 element.

V. No match for the item in hand is found in the OCLC database.

A. DO NOT USE A RECORD FOR ONE FORMAT TO REPRESENT ANOTHER. You may not use the record describing the microfiche for the photocopy version.

B. Do not add a 533 field to a record which describes the original. If no record can be found in OCLC describing the work in the form in hand, give the record for the variant edition and the item to a Cataloger for original cataloging.

2/02

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

856 FIELDS

A. Procedures for dealing with Internet 856 fields that accompany **MONOGRAPHS** and **SERIALS:**

Check that the 856 field is a valid URL by placing it in your browser.
If a website is not found, delete the 856 field.
If a website is found, make sure that the site corresponds to the bibliographic entity being cataloged.
Delete publisher's listings or websites that are only for the organization.
If the URL is restricted to paying customers and Georgetown did not pay for the item, delete the URL.

B. If the URL is for a **MONOGRAPH**

- Add **INET** to the location field in the Bibliographic record.
- Edit the 856 field.
- Eliminate any unnecessary notes in the |z portion of the 856 field (i.e. Adobe Acrobat reader required).
- Change |**3** notes to the appropriate **|z** note.
- For most **MONOGRAPHS**, use |**z CONNECT TO ONLINE RESOURCE**
- If the monograph is a **Text File**, use |**z CONNECT TO ONLINE RESOURCE (TEXT VERSION)**
- If the monograph is a **PDF File**, use |**z CONNECT TO ONLINE RESOURCE (PDF VERSION)**
- Add and **INET ITEM** record. Use the item record default for Internet resources to add an **inet** item record (Itype =22; status=0 (zero), and location=inet) or edit the already existing item record to match these qualifiers.

C. If the URL is for a **SERIAL**

- Add **INET** to the location field in the bibliographic record.
- Edit the 856 field.
- Eliminate any unnecessary notes in the |z portion of the 856 field (i.e. Adobe Acrobat reader required).
- Use the following notes in the 856 |z subfield:
- For most **SERIALS**, use |**z CONNECT TO ONLINE ISSUES**
- If the serial is a **Text File**, use **|z CONNECT TO ONLINE ISSUES (TEXT VERSION)**
- If the serial is a **PDF version**, use **|z CONNECT TO ONLINE ISSUES (PDF VERSION)**
- E-mail the title and bibliographic record number of serials to Young Moon so he can create a **CHECK-IN** record for the Internet serial holdings.
- However, if the serial is a government document, print out the bibliographic record and send it to Rachel Donelson.

D. 856 TABLE OF CONTENTS NOTES

- Retain 856 Table of Contents notes.
- Edit the 856 field to read: |**zCONNECT TO TABLE OF CONTENTS**
- Change |**3** to |**z**
- **Do NOT** add INET to the Bibliographic location.
- **Do NOT** add INET item record.

jl 01/27/03
sel 11/10/06

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

949 & 035 COMMAND FIELDS

I. Introduction.

The **949** fields added to the OCLC record before downloading are used to set values in the III bibliographic, item and order records. This document will discuss codes and values used in bibliographic and item records.

II. Macros.

- Macros are programmed in Connexion on individual workstations, with each assigned its own unique function key.
- Each macro corresponds to a specific location.
- Macros are USUALLY assigned on workstations in the following order and with the corresponding function key:

Location	**Function key**
stx	F1
ref	F2
sci	F3
sci ref	F4
dvd	F5
Qatar dvd	F6
Action	
UPDATE/EXPORT	F9

Fixed field codes in III are derived from the Marc bibliographic record including: Language, bib (b1) level, material type (b2), skip, and country of publication.

III. Bibliographic records.

The first 949 contains values to be set in the bibliographic record. The system recognizes this 949 as a field containing commands for the bibliographic record because of the fact that both indicators are blank and field always begins with the command:

*recs=b;

Each instruction or value is separated by a semi-colon, including the last command. The fixed length fields that can be set in this 949 are:

MAT Type	b2	(bcode 2, i.e. book, microform, video, periodical) (See Appendix A)
LOCATION	bn	(bibliographic level location) (See Appendix B)
OVERLAY	ov	(Overlay existing record)

B14312013 Last updated: 01-17-96 Created: 06-07-93
Example: **949 __ *recs=b;b2=s;bn=per;bn=inet;ov=.b14312013;**
will become:

LANG	**eng**	**CATDATE**	**6-07-93**	**SUPPRESS**	**-**
SKIP	**0**	**BIB LVL**	**m**	**COUNTRY**	**ohu**
LOCATION	**multi**	**MAT TYPE**	**s**		

Some books will need spine location labels, e.g REF., SCI. The label appears in the **035** field of the bibliographic record and is generated by the macro used for that location. Occasionally it may be necessary to manually insert or add a 035 field to the bibliographic record. The 035 tag enables a location label to print with the call numbers. (See Appendix G for Spine Location Labels).

IV. Item records.

The subsequent 949 fields contain instructions for the creation of item records. The system recognizes these 949 fields by the indicators, _1. To convey each command, we use subfield codes.

Below is a list of the item level codes:

i barcode

t item type, this is a number code conveying the item type (See Appendix C)

l item level location code (See Appendix D)

d volume/chronology (See Appendix H)

s status (See Appendix E)

z MARC tag for the call number

a call number

n shelflist note

x local note (initials, date)

u pop-up note

y donor note

j binding note

w public note, (does not display in OPAC at this time)

11/06 lv

DATABASE MANAGEMENT

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

ADDED COPIES

I. Introduction

This document shows how to attach additional copies of materials already found in GEORGE. Paperbacks which are added copies are no longer sent to the bindery. If more than one copy already exists in the system (with the exception of Reserve materials), forward to Head of the Dept.

II. Procedures

A. Retrieve record in GEORGE by title or OCLC number (if you have it.)

1. If a full bibliographic record is present, go to B.
2. If only an order record is retrieved, write "new" and the order bib. number on the rider. Process as a new book.
3. If there is no record in GEORGE, write "new" on the rider and process as a new material.

B. Verify that the item matches the bibliographic record exactly.

1. If only one record is found, add a New item.
2. If more than one record is retrieved, choose the record that best corresponds to the piece in hand and add a New item.

C. Adjust the record as needed. Verify and update the location, status, call number, and I-type. Insert volume information, as necessary. Add barcode.

1. When using a stxq record as a template, make sure to verify that the original copy should be in the quarto section. If the height is less than 31 cm., retrieve the original copy and transfer it to stx.
2. If the original copy is from Woodstock or Bioethics, you will have to supply the appropriate LC call number. Note the OCLC number and search it on OCLC and update our holdings. If the call number is DLC, accept it. Otherwise, verify call no. or give to cataloger.
3. When using an item record with reserv location, make sure that the new item reflects the location and I-type of a circulating stx book.
4. Adjust bibliographic location if necessary (e.g. multi)

D. Insert a note with the month/yr and your initials (eg. 7/95 sm). Finish the process.

E. Print a copy of the new item record and place it in the book. Forward to Pre-Processing Unit for labeling.

12/06

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

ADDED VOLUMES

I. Introduction

When adding a new volume to a set the bibliographic record is retrieved and necessary information added. Then, a new item record will be created for the volume. The following are the instructions needed for this to occur.

II. Procedures

A. Pull up the existing bibliographic record in GEORGE for the volume in hand. If the existing record cannot be located in GEORGE, write NEW on the rider and process as a new book.

1. Verify that the bibliographic record in GEORGE corresponds to the piece in hand. Check 245 and 260 tags. The entry should be open. Check 008 and 300. (If it is closed, pull up the correct record using the OCLC number from the 780 tags.) IDENTIFY TITLE CHANGES.
2. Make appropriate additions to the 505 field by entering the title/subtitle of the volume at hand.
3. Make appropriate changes to the 8xx field if the volume is part of a traced series.
4. If Acquisitions has noted that this is the last volume to complete a set, make the necessary changes to the bibliographic record.
5. Make note of 910 field (Processing Instructions), if any and follow instructions.
6. Delete old 590 fields (Holdings note)

B. Locate and then pull up the most recent item record from the Summary of Attached Records.

1. Create New item record. Check that the status, location, and I types are correct and change as needed.
2. Insert new volume number. Type correct volume information as it appears on the book. (Use abbreviated forms like vol. for volume, Bd. for band, etc.)
3. Insert barcode.
4. Insert a note with the month/year and your initials (e.g. 2/02 sm).
5. Finish the process.
6. Print the item record added, and insert the printout in the volume.
7. Place on truck in Pre-Processing Unit for labeling.

10/25/06

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

BOOK REPLACEMENT

I. Introduction

The purpose of the book replacement procedure is to identify titles which are lost or no longer in the collection, so that they may be reviewed for replacement, and the corresponding bibliographic records tagged to show that the copy is not available. When a book is determined lost, Access Services will change the status area in the OPAC item display to "missing" or "searching". After eight weeks of searching, records for books not found will be given to Cataloging Department for change of location (see STACKS-REPL), and reported to Collection Development for review.

Titles selected will be forwarded to Acquisitions Department for searching and reorder. This procedure consists of two major sections: Stacks to Repl and Replacement.

II. Procedures

A. STACKS-REPL.

1. Retrieve record in GEORGE. Make sure the item is the last copy attached to the bibliographic record.
   a. If it is the last copy:
      -change LOCATION from STACKS to REPL
      -insert X (note): x/xx (month/year) and initials
      -SUPPRESS bibliographic record.
   b. If there are other items attached (multi-copies):
      -bibliographic record should not be suppressed.
      -lost ITEM only is to be suppressed: change ICODE2 to <n>
2. Finish process.
3. Discard printouts for multi-copies and forward last copy printouts to LV.

   LV will compile printouts and give to the Ordering Unit Head to be forwarded to Collection Development at the end of the month.

B. Replacement process

1. Retrieve record: make sure bibliographic record matches book in hand.
   a. If the book matches bibliographic record (title, author, publisher, date of publication, paging, etc.):
      i. Retrieve item record. In case there are multi-copies, retrieve only item record that says REPL.
      ii. Create a new item record.
         1. Change location from REPL to STX (or whatever location is appropriate).
         2.. Insert the new <B> barcode. Add volume no. if necessary.
         3. Insert a note: R x/xx (month/year) and initials

4. UNSUPPRESS new item record.
5. Change status to <->.

iii. If there is only one item record attached
1. Unsuppress bibliographic record by changing "07" from <n> to <->.
2. Suppress item that has location repl
3. Follow II.B.1.a.ii.1-5

b. If the replacement book does not match the lost title, it will be a VAR. ED. and will be searched and processed as a new book. In this case:
i. Leave bibliographic record suppressed (07 = n) if it is a last copy.
ii. Leave item record suppressed (ICODE2=n) if it is a multi-copy.
iii. insert note: R VAR. ED. x/xx (month/year) xx (initials) to item record of lost title.
iv. Treat replacement copy as a new book, and add to item record (949 1) this note:
ǂn R x/xx (month/year)

C. Books Found

If the items lost are found, or returned by patrons, they will be sent to Cataloging to be reinstated in the collection, by changing the status from <S>, <M>, or <A> to <->, unsuppressing the record and adding a note to the item record: F x/xx (month/year) and initials.

SEL 9/06

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

BOUND THESES REPLACEMENT

I. Introduction

This document outlines the procedures for removing temporary theses when their bound replacements arrive from the bindery. Since the procedure differs for Lauinger theses and Science theses, the document is divided into two parts. For instructions on original cataloging of Masters and Ph.D. theses, see—**Theses and Dissertations**.

II. Lauinger Theses

When the bound theses are received, staff from Pre- and Physical Processing pull the temporary theses from Reserves and give both copies to the Copy Cataloging Unit.
Copy catalogers:

A. Retrieve item record from GEORGE. Verify that the correct record is pulled up.
B. Update the following information in the item record:
    1. location: thes
    2. I-type: 33
C. Replace the temporary thesis' barcode by wanding the barcode of the bound thesis over the old one.
D. Insert a note with the month/year and your initials (e.g. 8/06 sm).
E. Finish the process.
F. Put the bound thesis on the labeling truck.
G. Recycle the pages in the temporary binder and return the empty binder to Pre- and Physical Processing Unit.

III. Science Theses

Temporary Science theses are housed in the Science library.
Copy catalogers:

A. Retrieve record from GEORGE.
B. Use the item record for the temporary thesis as a template to create a new item record.
C. Add the barcode. Update and verify the following information in the item record:
    1. location: scthe
    2. I-type: 33
D. Insert your initials followed by the date in the note field (e.g., sm 8/06).
E. Finish the process.
F. Put the bound thesis on the labeling truck.
G. Science staff will remove item records for unbound theses when they receive the bound copies. Binders will be returned to Pre-and Physical Processing Unit.

5/15/96;8/01;9/06

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

REPLACEMENT PROCEDURES FOR DECREPIT BOOKS THAT ARE ELECTRONICALLY COPIED

I. Introduction

The following shows how to process materials that are in decrepit conditions and were electronically copied before being made available to patrons.

II Procedures

A. Retrieve record

B. Make sure bibliographic record matches book in hand

C. Retrieve item record

1. Change status to - (dash)
2. Change ICode2 to - (dash) to unsuppress item from OPAC
3. Change location to stx (or whatever location is appropriate)
4. Insert binding note (J) PPC xx/xx (month/year) xx (initials)
5. Replace barcode on record with a new barcode

D. Finish processing bibliographic record

1. Change 03 (location) to what is appropriate
2. Change suppress to - (dash)

III. For materials that have been electronically copied before cataloging. Process the material like a new book and add a binding note (J) PPC xx/xx(month/year) and xx (initials) in the item record (e.g. PPC 2/02 sm).

02/02

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

TRANSFERS

I. Introduction

When materials are transferred from one location to another within the library system, their location and possibly item type and status need to be changed in GEORGE.

II. Procedures

A. Retrieve corresponding item record for the book.

B. Verify that the item record matches the book in hand.
1. Change to new location as prescribed on the green rider.
2. Check that the I type and status reflect the location change.
3. Make sure to follow instructions in 910 if present.
4. Add a note with the date and initials to the item (e.g. 9/95 cv)

C. Go to bibliographic record.
1. Change bibliographic location to correspond to new item location.
2. If the location of the new item differs from the old location, and other item/s remain in the old location, change the bibliographic location to `multi' and then enter the appropriate locations (using the bibliographic location code See Appendix B)) as shown on the green rider. Take out any 590s.

D. Finish process.

E. Print the record. Put the printout in the book.

F. Make sure location stamps are erased /applied to label and back cover of the book if necessary.

G. Put on truck for labeling in the Pre- and Physical Processing Unit if new labels are needed.

3/26/07

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT – CATALOGING

DISCARDS

I. Introduction

Some items will be discarded from the library due to bad condition, out datedness, or excessive number of copies in the collection. Therefore, GEORGE needs to be updated to reflect the removal of these materials.

II. Procedures

A. Pull up the existing bibliographic record for the book.

B. Check 100, 245, and 300 fields to ensure a correct match. (If the item was mislinked, investigate, and make necessary adjustments).

C. Check all notes for any "helpful" information. There may be a possibility that this is a transfer and not a discard. (e.g. "Current in ref., earlier in stx")

D. Verify how many copies are available.

1. If there are multiple copies, pull up the item record for the book in hand and delete item.
2. If this is a last copy, make a printout of the bibliographic and item records
   Delete item record.
   Mark bib record as "d" (i.e., suppressed)

E. On the title page of the book, stamp "withdrawn".

F. Place the book in box to be recycled.

G. For last copy discards, cancel our library's holdings from OCLC.

3/26/07

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

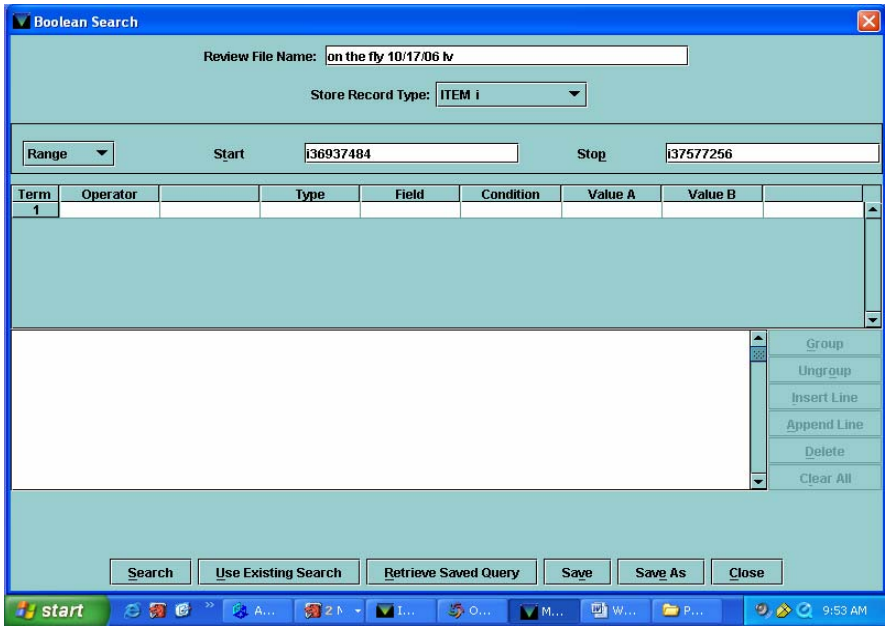
ON THE FLY

I Introduction

Some materials are checked out by patrons but no records are found in the system for them. Access Services staff will input them into GEORGE with the Imessage f (on the fly) to enable them to check the material out to a patron. Cataloging staff will compile a list of these records once a week in order to provide full bibliographic records or to link the items to already existing bibliographic records. Each item is analyzed individually and a proper course of action is determined on a case by case basis.

II Procedures

- Go to CREATE LISTS in MILLENIUM,
- Find the "on the fly" file within the list,
- Call up the earlier file and "empty" it and "create" the new one in its place.
- Select SEARCH RECORDS.



- On Review File Name, type on the fly, date, initials,
- On Store Record Type, click on I ITEM,
- On Range, Start, type i (item no. from the first item in the last file to the STOP (end of the database)
- On TYPE, choose ITEM,
- On FIELD, choose 97 IMESSAGE,
- On CONDITION, choose EQUAL TO,
- On VALUE A choose F(Fly SEND TO CAT)

Click on APPEND LINE,

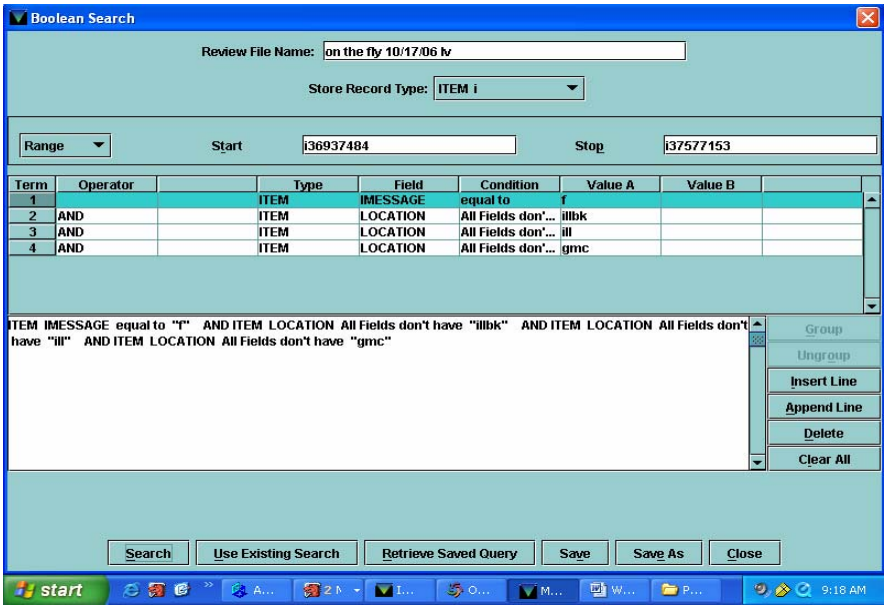
- On TYPE, click on I ITEM,
- On FIELD, choose 79 LOCATION,
- On CONDITION choose A ALL FIELDS DON'T HAVE,
- On VALUE A put ILLBK

Click on APPEND LINE,

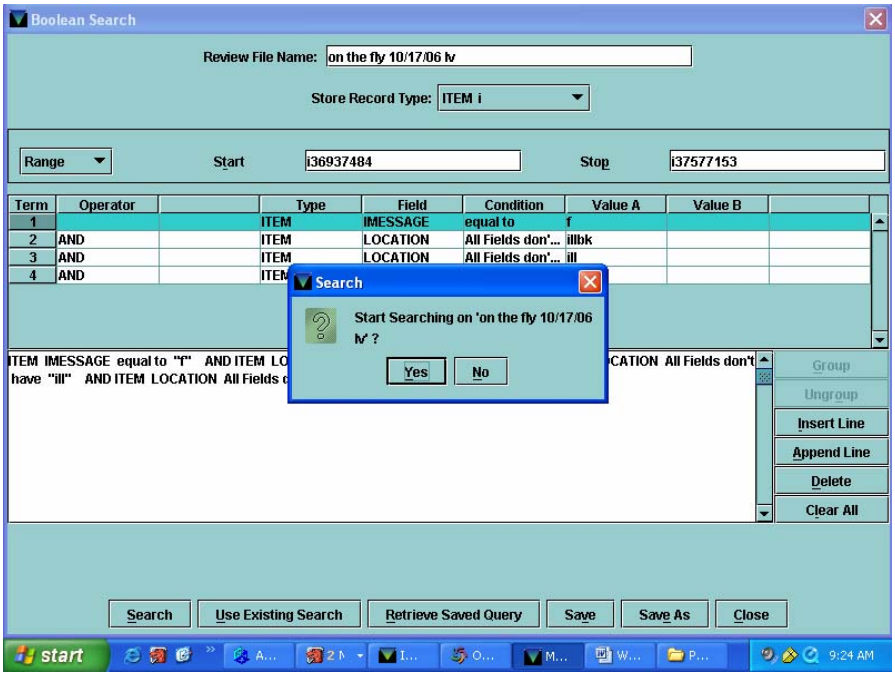
- On TYPE, click on I ITEM,
- On FIELD, choose 79 LOCATION,
- On CONDITION choose A ALL FIELDS DON'T HAVE,
- On VALUE A put ILL,

Click on APPEND LINE, on TYPE,

- Click on I ITEM, on FIELD,
- Choose 79 LOCATION,
- On CONDITION choose A ALL FIELDS DON'T HAVE,
- On VALUE A put GMC



- Choose SEARCH, on START SEARCHING ON,
- Click YES … The process starts.



- Remember to name, date and initial the file.
- Record number of new records listed for the week.
- There will be records that are remainders from the previous week. Do not include those in the statistics.

III. Processing (Go to CATALOG)

1. Search for full bibliographic record using title or call number. Make sure call number matches the "on the fly" record. If found, make note of bib. record no. (to be the "destination" record). Do the same for all records on the list.
2. When all records have been searched, transfer (merge) the "on the fly" record to the "destination" record. Make corrections to the "on the fly" item information - Imessage = blank, call numbers and barcodes in correct form.
3. If no full bibliographic record is found, leave records as is.
4. Wait for book to be returned and do retrospective conversion.
5. After necessary transfers and corrections are made, go back to the LIST and remove items that have been cleared of the "f" code.

IV. Make sure to check the "ON THE FLY" shelf in Access Services periodically for materials that have been returned or any other discrepancies that they find.

10/06 lv

APPENDIX

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT – CATALOGING

APPENDIX A
[A] MAT TYPE (b2) CODES

Codes	**Material Type**
a	BOOKS
s	SERIAL
z	MICROFORM
v	VIDEO RECORDING
j	SOUND RECORDING
h	SLIDE/FILMSTRIP
b	ARCHIVE & MSS
f	16MM FILMS
m	COMPUTER SOFTWARE
g	PROJECTED MEDIA
x	MULTIMEDIA
y	EQUIPMENT
@	EBOOKS
q	model
r	DML reserves

sel 12/05

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING
APPENDIX B

[B] LOCATION (bn) CODES

Codes	Location
stx	Lauinger stacks
thes	Lauinger theses
per	Lauinger periodical stacks
rf	Reference Department
sci	Blommer Science Library
gmc	Lauinger Gelardin New Media Canter
sp	Special collections
doc	Lauinger Government Documents Department
gvmf	Microforms Reading Room
tecat	Lauinger Cataloging Department
tecaq	Lauinger Acquisitions Department
villa	Villa Le Balze
alany	Alanya Turkey
wdst	Woodstock
kiee	Kennedy Institute
ceres	CERES
qatar	Qatar

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

APPENDIX C

[C] I TYPE CODES

Code	Item type
000	Books
001	Non-circulating books
002	Unbound periodicals
003	Periodicals
004	Science periodicals
005	Mfilm
006	Mfiche
007	Mprint
008	Mcard
009	Spoken cassette
010	Music cassette
011	Filmstrip
012	Sound filmstrip
013	Motion picture
014	Motion picture loop
015	Multimedia kit
016	Overhead transparency
017	Slide
018	Sound slide
019	Newspaper
020	Videodisc
021	Audiodisc
022	Computer software or websites
023	Video 3/4
024	Video VHS
025	Video Beta
026	Phonodisc
027	Guides
028	Equipment
029	AVMaster
030	Vertical file
031	MLC
032	MLCA
033	Thesis
034	Thesis-Unbound
035	2-hour reserve, overnight
036	4-hour reserve, overnight
037	24-hour reserve
038	3-day reserve

Code	Item type
039	CD Rom-Reference
040	4-hour reserve, no overnight
041	2-hour reserve, no overnight
042	CJK
043	CD-Circulating
044	DVD
045	VHS, Circ
046	Locker key
047	E-Reserve
048	Reserve CD-ROM
049	C-Pen
050	Digital camera
051	Slide scanner
052	DML 28 days
053	DML one week
054	DML 2 hours
055	DML Non-circulating
056	DML OVERNIGHT UNTIL 2:00 PM
057	DML OVERNIGHT UNTIL 4:30 PM
058	DML 2 hrs till 4:30pm. O'nite
059	DML Journals
060	DML OVERNIGHT CLOSED RESERVES
061	DML STUDY ROOM
062	Headphones
063	VHS Camcorder
064	DML Unbound journals
065	DML E-BOOK
066	DML Audiovisual_CDs
067	VHS Camcorder
068	VHS Camcorder Charger
069	Mini DV Camera
070	Mini DV BAttery
071	Mini DV Charger
072	Memory Stick
073	Graphics Tablet
074	Hard Drive
075	Tripod
076	Streaming Server
077	ILLBK
078	Remote Control
079	GMC 2hr
080	GMC 2hr No Overnight
081	GMC 4hr
082	GMC 4hr No Overnight
083	GMC 24hr

Code	Item type
084	GMC 3 Days
085	AU GMC Loan
086	GM GMC Loan
087	Howard GMC Loan
088	Galludet GMC Loan
089	Marymount GMC Loan
090	CU GMC Loan
091	GW GMC Loan
092	UDC GWM Loan
093	Trinity GMC Loan
094	HoyaCD
095	Mini Dv Mic
096	Physics PRS
097	Biol Curriculum
098	Periodical CDROM
099	Marantz Audio Recorder
100	Video Light
101	Lavalier Microphone
102	Lavalier Receiver
103	GMC RESERVE 1 WEEK
104	Checkout Sheet Class
105	Mini DV Charger Class
106	Mini DV Camera Class
107	Mini DV Battery Class
108	Tripod Class
109	Microphone Class
110	Light Kit Class
111	Boompole Class
112	Headphones Class
113	Lavalier Microphone Class
114	Field Audio Mixer Class
115	Extension Cord
116	Cassette Recorder
117	Boompole
118	Shotgun Microphone
119	Field Audio Mixer
120	Stereo Microphone Clip
121	Microphone Clip
122	Digital Audio Recorder
123	Accompanying DVD
124	DML Models
125	DML A/V Boxes
126	DML PDAs
127	Periodical DVD
128	Mini DV Deck

129 Sound Reel
130 Web Cam

APPENDIX D
[D] LOCATION (l) CODES (Item records)

A complete listing of Location Codes for Item records can be found in III

Codes	Location
stx	Lauinger stacks
ncstx	Non-circulating Lauinger stacks
stxq	Lauinger quarto (31-34 cm.)
stxf	Lauinger folio (35-41 cm.)
Stxff	Lauinger flat folio (42+ cm. or 29+ cm. Wide)
Durk	Durkin collection (Pierce)
durkq	Durkin quarto
stxpj	PJ
stpjq	PJ quarto
stpjf	PJ folio
stxpl	PL
stplq	PL quarto
stplf	PL folio
stora	Riggs storage
mlcar	Riggs storage Arabic
car	Computer software/LAU current periodicals
bind	Bindery decision
cdoff	Collection Development office

circ	Circulation
mcghe	McGhee library (ICC)
repl	Lauinger replacement
reser	Lauinger reserves
tecaq	Lauinger acquisitions
tecat	Lauinger cataloging
thes	Thesis
per	Periodical stacks
rf	Ref stacks
rfbio	Ref biography
rfccc	Reference College Collection
recdn	CD-Rom Network
rfdsk	Reference Desk
rfdic	Reference Dictionary
rfatl	Reference Atlas Case (Class G & 41+ cm.)
rfind	Reference Index table
rfmap	Reference Map Case
rfmf	Ref Micro
rfnab	National bibliographies
rfoff	Reference office
rfefl	Reference EFL collection
rfcjk	Chinese/Japanes/Korean Reference
pierc	Pierce Reading room

scstx	Science stacks
sref	Science reference
srdic	Science reference dictionaries
srind	Science reference index table
srdsk	Science reference desk
sratl	Science reference altas case
scstq	Science quarto (28+ cm.)
scthe	Science theses
srepl	Science replacement
scrga	Science storage A
scrgb	Science storage B
srtec	Science technical services
scper	Science periodicals
scres	Science reserves
scav	Science AV
scat	Science technical services
scvf1	Science
scvf2	Science
srmic	Science microforms
srnew	Science new book shelf
gmcav	AVLRC materials
gmcrs	AVLRC reserves
gmc	Electronic Information Resource Center

gmcrf	Gelardin Ref
gmcir	Gelardin Circulating
spec	Special collections
spsh	Shea collection
spshf	Shea folio (31+ cm.)
spdi	Dickens collection
spdif	Dickens folio (31+ cm.)
Spra	Ransome collection
spde	Detroit collection
spdef	Detroit folio (31+ cm.)
spdff	Detroit flat folio (51+ cm.)
spri	Riedel collection
sprif	Riedel folio
spgtc	GTC collection
spne	Newman collection
spes	Easby-Smith collection
sple	Levy collection
spen	Endicott collection
spef	Endicott folio
spbow	Bowen collection
spfo	Forest collection
spge	Gersten collection
spgr	Greene collection

splc	Special Collections general LC
gvdc	Government Documents LC stacks
gvdcr	Goverment Documents LC Reference
gvdco	Government Documents office
sudc	Government Documents Su Doc stacks
sdcr	Government Documents Su Doc reference
sdcp	Goverment Documents Su Doc per
sdcs	Government Documents Su Doc storage
sdcm	Goverment Documents Su Doc microform
sdcc	Government Documents Su Doc compact discs
sdcf	Government Documents Su Doc folio
sdcn	Government Documents Su Doc non-circulating stx
gvmf	Microforms Reading Room
alany	Alanya, Turkey
villa	Villa le Balze
wdpam	Woodstock pamphlets
wdres	Woodstock reserves
wdstf	Woodstock folios
wdstg	Woodstock folios
wdstx	Woodstock stacks
wdsty	Woodstock stacks
wrar	Woodstock Special Collections
wras	Woodstock Special Collections folio

wrat	Woodstock Special Collections
wratl	Woodstock atlases
wrau	Woodstock Special Collections folio
wref	Woodstock Reference
wreg	Woodstock Reference
wrind	Woodstock indexes
wrmcr	Woodstock microforms
wrper	Woodstock periodicals
kiee	Kennedy Institute stacks
kier	Kennedy Institute reference

APPENDIX E

[E] ITEM STATUS (s)

Code	Status
-	In library
m	Missing (Missing not affiliated with patron)
$	Missing (Lost, paid for by patron but not sent to Student Accounts)
z	Searching (Patron claims returned)
t	In transit
s	Searching (Not charged, being searched)
o	LIB USE ONLY (Non-circulating materials)
l	Missing (Reported lost, but not paid for yet
p	Pres. backlog
r	Missing (Replacement consideration)
w	Missing (Withdrawn, not available)
u	Ask reference (brittle books)
b	Damaged book (Preservation repair)
c	At bindery (Commercial bindery)
g	Missing
e	Searching (Patron claims never checked out)
!	On Holdshelf (Hold ready for pickup)
k	Check shelves (Woodstock only)

Code	**Status**
a	*Long overdue (Sent to Student Accounts)*
n	Long overdue *(Not sent to Student Accounts yet)*
i	In repair
5	SPC USE ONLY (Special Collections use only)
d	Deacidifying
q	Reprinting
f	In Storage
@	In transit
6	Damaged
7	In transit
8	New Book Shelf
9	In transit
10	Bindery/Prep

APPENDIX F
[F] SPINE LOCATION LABELS

Item Location	**Spine label**
stxq (31-34 cm.)	QUARTO
stxf (35-41 cm.)	FOLIO
stxff (42+ cm. or 29+ cm. wide)	FLAT FOLIO
durk	DURKIN
durkq	DURKIN QUARTO
stxpj (only those items whose call numbers do not begin with PJ)	PJ
stpjq (only those items whose call numbers do not begin with PJ)	QUARTO PJ
stpjf (only those items whose call numbers do not begin with PJ)	FOLIO PJ
stxpl (only those items whose call numbers do not begin with PL)	PL
stplq (only those items whose call numbers do not begin with PL)	QUARTO PL
stplf (only those items whose call numbers do not begin with PL)	FOLIO PL
stora	STORAGE

Item Location	**Spine label**
mlcar (only those items whose call numbers do not begin with PJ)	PJ
car	CIRC
rf	REF
rfbio	REF BIOG
rfccc	REF COLL CAT
rfdsk	REF DESK
rfdic	REF DICT
rfatl	REF ATLAS CASE
rfind	REF INDEX
rfnab	REF NAT BIB COLL
rfoff	REF OFFICE
rfefl	REF EFL TEXT COLL
rfmf	REF MICROFICHE

Item Location	**Spine label**
cjkrf	CJK REF
pierc	PIERCE
grad	GRAD READ ROOM
scstx	SCI
sref	SCI REF
srdic	SCI REF DICT
srind	SCI REF INDEX
srdsk	SCI REF DESK
sratl	SCI REF ATLAS CASE
scstq (28+ cm.)	SCI QUARTO
gmc (for books)	GELARDIN
sudc, sdcn	SUDOC
sdcr	SUDOC REF
gvdc	GOV DOCS

Item Location	**Spine label**
gvdcr	GOV DOCS REF
gvdco	GOV DOCS OFFICE
any Special Collections	SPEC COLL
tecaq	TECAQ
tecat	TECAT
gvmf	MFORMS READING ROOM
cdoff	COLL DEV OFFICE
office	LIB OFFICE

SEL 11/05

LAUINGER LIBRARY
TECHNICAL SERVICES DEPARTMENT - CATALOGING

APPENDIX G

[G] STANDARD TERMS 949 SUBFIELD D ($d) – (item)

vol.
no.
pt.
suppl.
bk.
ser.
index
new-ser.
abstract
Abt.
addendum
appendix
atlas
Bd.
case
CD
CD-ROM
ch.
class
deel.
disc
Drtbd.
DVD
fasc.
fiche
guide
Halbd.
Heft
items
Jahrg.
kn.
level
lfg.
libro
manual
maps
n.F.
nr.
pars.
plates
Reihe
reviews
sect.
sess.
summary
t.
tables
Tafeln
Teil
Teilbd.
VHS
vyp.
workbook

SEL 12-05