

Matching an OCLC Record to Your Book

Revised February 25, 2021

Compare the fields in the chart below for the OCLC record and your book. **The most important fields to compare between the record and your book are in bold.**

| <u>FIELD</u> | <u>FUNCTION</u> |
|---|--|
| ELvl (OCLC) <i>or</i> Enc_Lvl (WorkFlows) | <p>Encoding Level This field should always be present on the record.</p> <p>The encoding level indicates the level of detail used in the record's bibliographic description.</p> <p>Avoid using a record with an encoding level value of 3, which indicates a "bare bones" record with minimal bibliographic description. Catalog your book on the level 3 record if it is the only match available. Then submit an RSA cataloging request to report the level 3 record to RSA so it can be improved.</p> |
| 040 DLC | <p>Library of Congress as Cataloging Source This field may or may not be present on the record.</p> <p>When possible, use a record created by the Library of Congress, indicated by DLC in its 040 field. The Library of Congress, however, does not create a record for every book published in the United States.</p> |
| 040 b eng | <p>English Language Records This field may or may not be present on the record.</p> <p>If present, the 040 subfield b should contain eng, or the 040 b will not be present at all. 040 b eng and the lack of it both indicate certain fields on the record, such as the physical description in the 300 field, will appear in English.</p> <p>If you are unable to find an English language record that matches your book, please submit an RSA cataloging request.</p> |

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| 020 | <p>ISBN This field may or may not be present on the record.</p> <p>When comparing a record to your book, check the ISBN on your book's title page verso. Do not use the ISBN on the book's back cover as the point of comparison unless there is no ISBN on the verso.</p> <p>Trade paperback and hardback ISBNs may appear on the same record, but mass market paperback ISBNs should be on separate records.</p> <p>ISBN should <i>not</i> be the only field considered. Be sure to look at the rest of the fields in bold in this chart.</p> <p>Submit an RSA cataloging request to add the ISBN from your book to the record if the record matches, but it lacks your book's ISBN.</p> |
| 1XX (usually 100) | <p>Author This field may or may not be present on the record.</p> <p>Compare the author on the record to the author on your book's title page. Do not use the author on the book's front cover or spine as the point of comparison.</p> |
| 245 | <p>Title This field should always be present on the record.</p> <p>Compare the title on the record to the title on your book's title page. Do not use the title on the book's front cover or spine as the point of comparison.</p> |
| 250 | <p>Edition This field may or may not be present on the record.</p> <p>Compare the edition statement on the record to the edition statement on your book's title page verso.</p> |
| 260 | <p>Publication Information This field may or may not be present on the record.</p> <p>Check your book's title page and verso for the publisher location, publisher name, and publication year.</p> <p>If there are multiple publication or copyright dates, use the latest date when comparing your book to the record. Ignore reprint dates.</p> |

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| <p>264</p> <p>264 _0 264 _1 264 _2 264 _3 264 _4</p> | <p>Production, Publication, Distribution, Manufacture, or Copyright Information This field may or may not be present on the record.</p> <p>The 264 field only appears on records created according to the RDA (Resource Description & Access) cataloging rules. The second number (or “indicator”) that appears to the right of the 264 on the record specifies the type of information described by that 264 field:</p> <p>Production information Publication information Distribution information Manufacture information Copyright notice date</p> <p>Check your book’s title page and verso for the publisher location, publisher name, and publication year.</p> <p>If there are multiple publication or copyright dates, use the latest date when comparing your book to the record. Ignore reprint dates.</p> |
| <p>300</p> | <p>Physical Description This field should always be present on the record.</p> <p>Compare the last numbered page of your book to the pagination mentioned on the record. Ignore any unnumbered pages at the end of the book.</p> <p>Estimate your book’s dimensions: 18 cm = paperback 22 cm = hardcover 29-30 cm = oversized</p> <p>If the pagination varies by more than 3 pages, <i>or</i> the dimensions vary by more than 3 cm, search for another record that matches your book. Submit an RSA cataloging request if no other record is available.</p> |
| <p>338</p> | <p>Carrier Type This field may or may not be present on the record.</p> <p>The carrier type indicates the physical format of the resource. Carrier type only appears on records created according to the RDA (Resource Description & Access) cataloging rules or hybrid records that use both the AACR2 (Anglo American Cataloging Rules) and RDA cataloging rules.</p> <p>The most frequently used carrier term for a book is: volume with the corresponding code: nc</p> |

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| 505 | <p>Contents Note This field may or may not be present on the record.</p> <p>The contents note lists chapters or stories in the book.</p> |
| 520 | <p>Summary This field may or may not be present on the record.</p> <p>The summary is a description of the book's content.</p> |
| 6XX (usually 650 or 651) | <p>Subject Headings These fields may or may not be present on the record.</p> <p>Subject headings indicate what the book is about. Retain all subject headings regardless of their source.</p> <p>Examples: 650 _0 Presidents zUnited States vBiography vJuvenile literature. 651 _0 San Diego (Calif.) vFiction.</p> |
| 655 | <p>Genre Headings These fields may or may not be present on the record.</p> <p>Genre headings indicate what kind of book it <i>is</i>, not what it is <i>about</i>. Retain all genre headings regardless of their source.</p> <p>Examples: 655 _7 Christian fiction. 2gsafd 655 _7 Western fiction. 2lcfg</p> |