RESOURCE SHARING ALLIANCE

OF THE ALLIANCE LIBRARY SYSTEM

Bibliographic Database Standards

PREPARED BY
THE
RSA DATABASE
MANAGEMENT COMMITTEE

Revised 1999

I.   <u>Purpose</u>

These standards have been adopted by the libraries of the Resource Sharing Alliance (RSA) of the Alliance Library System (ALS) to promote the development and maintenance of a bibliographic database that will serve the purposes of all RSA members. We feel that a high quality database will make the following activities possible; a database which does not meet these standards will make them difficult, and in the long run, more expensive.

1. <u>Patron access to local library resources.</u> The implementation of an online bibliographic database allows any library to place, in effect, a complete catalog of all its holdings in any location where a terminal can be installed. The effectiveness of this online access to resources depends on accurate, timely and consistent entry of information.
2. <u>Enhanced circulation services to patrons.</u> Services like holds, and inquiry into a book's status can only be accomplished if the entry for the book is accurate and access points are provided. Additional information on the format of the book (such as print size and special editions) can also be helpful in processing a patron's request accurately.
3. <u>Resource sharing.</u> The exchange of information among libraries requires consistency of entry. The RSA considers it imperative for all member libraries to provide cataloging and access information consistently and accurately for the benefit of other libraries, as well as for local patrons, searching for materials.
4. <u>Item conversion and maintenance.</u> Rapid, accurate conversion and maintenance of item information is greatly enhanced by accurate and complete cataloging information.   This provides that the bibliographic record for an item can be quickly retrieved from a large database and examined for accuracy by comparison to the item itself. In this regard, avoiding duplication in the master database is particularly important.

5. <u>Future uses.</u> A consistent, properly coded database has versatility in use with other systems, and great potential for future use to create and support library services. Examples of such uses include linking with other databases, producing offline catalogs and creating standard bibliographies. Inconsistent or inaccurate data entry will limit flexibility in taking advantage of opportunities.

It is EXTREMELY important to do everything possible to have correct entries going into the database. Even libraries not currently using the Public Access Catalog (PAC) function may want to consider doing so at some future time. Incorrect entries in the database frustrate and confuse users, thus prohibiting access to materials – which is in direct opposition to the purpose of the RSA!

II.   <u>Levels of Cataloging</u>

The RSA standard for levels of record input are defined by the document <u>OCLC Bibliographic Formats and Standards</u>. Accurate input of information is required.

1. <u>Full cataloging.</u> Libraries are required to use this level of cataloging for all materials whenever possible.

    ? ELvl b [b = blank]. Full cataloging input by the Library of Congress.
    ? ELvl I. Full cataloging input by OCLC member libraries.

2. <u>Basic cataloging.</u> Libraries are permitted to attach or export at this level only if full cataloging is inappropriate or impossible.

    ? ELvl 8. Basic cataloging input by the Library of Congress.
    ? ELvl K. Basic cataloging input by OCLC member libraries.

The ELvl is located in the 17th position of the 000 tag. Examples of this location:

```
000:   00000nam  2200000I   4500
                         ✍

000:   00000cam  2200000    4500
                         ✍

000:   00000nam  22000008   4500
                         ✍
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The appropriate code should be placed in the fixed field element "ELvl." Proper coding will allow less-than-full cataloging to be replaced by a full record if the full record is loaded into the database at a later time. If a library encounters a basic

record in OCLC and manually upgrades it to a full record, the encoding level code should be changed to an I.   OCLC libraries that upgrade CIP records on OCLC should change the encoding level from 8 to I before producing, updating, or otherwise downloading the record.

Libraries still using OCLC for production of catalog cards should export the full record prior to editing notes and deleting access points for local purposes.

III.   <u>Cataloging standards</u>

It is important to make the database the best possible database for current and easy-to-find information. Therefore, it is essential that every member library cooperate in inputting only accurate and standard cataloging. Since the computer cannot distinguish between good and substandard cataloging, each library has to accept the responsibility of abiding by the standards. For the form and content of the information fields, the following standards will be used.

1. <u>Anglo-American Cataloging Rules, 2nd ed. current revision</u>. For bibliographic description and form of heading it is expected that libraries with OCLC will verify names and subjects through the OCLC authority file.
2. <u>Library of Congress Subject Headings. Current ed.</u> LCSH should be used whenever possible. Local and non-LC subject headings should be tagged accordingly.
3. <u>OCLC Bibliographic Formats and Standards. Current eds.</u> Full MARC coding (tags, indicators and subfield codes) is required on all fields input.

IV.   <u>Duplication</u>

It is the policy of the RSA to have in its database only one bibliographic record for each bibliographic entity. Differing practice in the choice or form of entry may be covered by added entries to the bibliographic record. It is not acceptable to input duplicate records to cover differences in cataloging practice.

The batch loading process will attempt to eliminate duplicates being added based on OCLC number.

See appendix A, "When to Input a New Record", for further details.

NOTE: Adapting an existing record to fit a different edition without inputting a new record violates this standard. Both RSA and OCLC policy require that

completely new records be entered for variant editions. DLC records are preferred.

Separate bibliographic records are input for different physical carriers of the same title (eg., regular print, large print, and audio cassette versions of the same title).

A bibliographic record for the simultaneous publication of the hardback and paperback editions of the same title by the same publisher can contain the ISBNs for both editions. Both these ISBNs need to be preserved so that RSA members with either edition can attach to the record and prevent duplication of bibliographic records for that title in the database.

V.   Error Correction

The RSA Office accepts printouts of records with cataloging errors from member libraries. The RSA Office will correct errors, and consult the Database Management Committee to arrive at guidelines to ensure quality of the database. Libraries not in compliance with RSA standards will be notified.

From time to time, the Database Management Committee will undertake clean-up projects (e.g. duplicate records) to make sure that the quality of the database meets RSA Bibliographic Database Standards.

Errors found in OCLC records should be reported to the RSA and also to OCLC. Consult <u>OCLC Bibliographic Formats and Standards</u> for further details on how to report errors to OCLC.   For non-OCLC libraries, the RSA will forward the necessary information to OCLC.

VI.   Training

Library staff members who input or revise cataloging are encouraged to have appropriate training such as cataloging courses offered by accredited library schools, LTA courses, and Illinois OCLC User's Group (IOUG) workshops. ALS training sessions are recommended and helpful supplements.

VII.   Completeness of the Database

Since the main rationale of the RSA is resource sharing, all members are required to input all holdings not ephemeral or temporary into the database.

Creation of temporary item records inhibits resource sharing. Every attempt should be made to create or attach to a full record for permanently held items.

VIII.   <u>Supplies</u>

Item labels/Bar code labels must be ordered through the RSA office. Contact the RSA office for further details.