

Cataloging Best Practices for RSA Member Libraries

May 16, 2018

(Revisions since the September 15, 2016 version appear in red.)

Questions about these best practices?

Please contact the RSA Cataloging and Database Department at rsahelp@railslibraries.info or 1-866-940-4083.

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Consistent Call Number Prefixes

Check call number prefixes to ensure they are entered consistently according to your library's local practices.

Examples:

- "FIC" rather than the "F" prefix for fiction call numbers (may vary depending on your local practices)
- Dewey Decimal Classification numbers with consistent lengths and author names

XX Auto-Generated Call Numbers

Ensure no call numbers for permanent items in your collection use the auto-generated XX prefix, followed by a variable number of digits.

Use the advanced search screen in the Call Number and Item Maintenance wizard to search by "XX" (without quotes), limited to your library, using the browse search type.

"Change Me" Placeholder Call Numbers

See if any "change me" placeholder call numbers, which are used to process your RSA and CMC cataloging requests, are waiting to be edited to reflect your library's actual call number/item information.

Use the advanced search screen in the Call Number and Item Maintenance wizard to search by "change me" (without quotes), limited to your library, using the browse search type, and the call number index.

"Change me" call numbers not edited by the submitting library within 30 days of the date the item was cataloged will be deleted from WorkFlows by the RSA Cataloging and Database Department.

Call Numbers with Hyphenated Last Names

In call numbers that use hyphenated last names of authors, ensure those call numbers are entered under the first portion of the hyphenated name.

Example: For a title by Mary Cocca-Leffler, the call number would be entered under COC.

Call Numbers with Compound Last Names

If an author has two names (also called a “compound name”) that appear to be last names, but they are not hyphenated, you would enter the call number under the final name.

Example: For a title by Harriet Beecher Stowe, the call number would be entered under STO.

Call Numbers with Incorrectly Inserted |Z

Edit call numbers with the |Z (“pipe Z”) analytic incorrectly inserted into them, most often when author names in the call number are misinterpreted as seasons or months. The underscore entered in place of |Z will prevent unnecessary insertion of the |Z into the call number.

Example: An FIC|ZMAR call number for a *Babysitter’s Club* title by Ann M. Martin would be corrected to FIC_MAR. WorkFlows misinterprets the MAR of Martin as March and inserts the |Z as though it were a multi-part call number.

Call Numbers Missing the Z in |Z

Edit call numbers that contain a | (“pipe”) but are missing the preceding Z to include the Z. This edit will ensure the call number correctly displays as a volume drop-down menu on the RSAcat place holds screen, from which patrons are able to select the appropriate piece of the multi-part set on which to place their hold.

Example: An R 973.3 M|VOL. 3 call number for the third volume of the *Milestone Documents in American History* would be corrected to R 973.3 M|ZVOL. 3

Class Scheme

Most likely DEWEY but possibly other schemes if your library uses other call number and classification systems, [such as NLM for National Library of Medicine](#).

Shadowed Status

Check to ensure no items are inadvertently shadowed at either the call number or item level, preventing visibility to patrons in the OPAC.

Invalid Item IDs

Correct invalid item IDs. Frequent problems with item IDs:

- Too long
- Too short
- Contain incorrect spaces
- Do not begin with "A," except Quincy Public Library, in which invalid item IDs do not begin with "3344"

UNKNOWN Cataloging Parameters

Correct UNKNOWN to the valid parameter if UNKNOWN is assigned as any of these values:

- Home location
- Item type
- Item cat 1
- Item cat 2
- Item cat 3
- Item cat 4
- Item cat 5

UNDEFINED Cataloging Parameters

Correct UNDEFINED to the valid parameter if UNDEFINED is assigned as any of these values:

- Item cat 1
- Item cat 2
- Item cat 3

Number of Pieces

Check multi-piece items, such as multi-disc DVD sets and books with accompanying discs, which circulate as one barcoded unit, to ensure they have the appropriate number greater than 1 entered into the number of pieces field to alert circulation staff to check for multiple pieces upon check-in.

Edit items assigned number of pieces greater than 1 back to 1 if a number greater than 1 in this field interferes with self-checkout transactions at your library.

Item Price

Correct items that lack prices if your library does not have default prices configured for its item types.

Contact James Campbell, the RSA System Manager, at the RSA Help Desk if you are interested in configuring default prices for your library's item types.

RSA recommends that whenever possible, the price should be entered at the time of cataloging to reflect the specific price of the item, rather than relying solely on default prices.

Extended Information

Edit existing notes attached to items to ensure consistency in entry style (e.g., all caps or sentence case). RSA does not require a particular entry style for notes, but consistent entry determined by local library policy helps provide a clean display.

Remove item notes that are no longer needed, such as those for series information that is already entered into the description on the bibliographic record. Item notes must be removed manually in the Call Number and Item Maintenance wizard and cannot be removed in batch via the Item Group Editor wizard.

Prefer RDA Bibliographic Records

Prefer RDA (Resource Description and Access) over AACR2 (Anglo American Cataloging Rules) records when selecting bibliographic records to use in WorkFlows and OCLC Connexion (if your library uses Connexion). Check the beginning of the 040 field on the record for subfield |e containing the "rda" code.

Prefer Library of Congress Bibliographic Records

In the case of duplicate OCLC records, either in WorkFlows or OCLC Connexion, that seem to describe the same item based on the core description (author, title, edition statement if present, publication information, and physical description), and one of the duplicate records is assigned an encoding level value of 8, and the other duplicate record is assigned an encoding level value other than 8, RSA recommends the following:

Check the 040 field of the duplicate record assigned the encoding level 8. If this record contains DLC in its 040 field, the record was created by the Library of Congress and is the best record to use to catalog the item. Each time an RSA library uses an encoding level 8 record to catalog an item, the library should submit an RSA cataloging request so that the bibliographic description can be enhanced from incomplete pre-publication, indicated by the encoding level 8, to full level description.

If the other duplicate record is assigned an encoding level value besides 8, yet it lacks DLC in the 040 field, do not use the record to catalog your item.

Whenever possible, RSA libraries should use an OCLC record created by the Library of Congress and contains DLC in its 040 field.

Use English Language Bibliographic Records

Only use English language bibliographic records. Check the 040 field on the record. Subfield |b should either contain the “eng” code, or 040 |b will not be present at all. 040 |beng 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.

For bibliographic records that describe English language items, the 040 |b will either be “eng,” or 040 |b will be omitted entirely. The “Lang” code in the fixed fields at the top of the record will be “eng.”

For bibliographic records that describe foreign language items, such as Spanish, the 040 |b will still be “eng,” or 040 |b will be omitted entirely. The “Lang” code in the fixed fields at the top of the record will represent the language of the item, such as “spa” for Spanish.

If you are unable to find an English language record that matches your item, please submit an RSA cataloging request.

Encoding Level Values to Report to RSA

When possible, avoid using records in WorkFlows or OCLC Connexion that are assigned one of these encoding level values: 3, M, or 8

Select the record that matches your item and has the fullest bibliographic description, usually indicated by an encoding level value of blank, 1, 4, I, or L. Remember to also prefer records created by the Library of Congress, indicated by DLC in the 040 field on the record.

Use the RSA cataloging request form to ask for assistance in cases when only an encoding level 3, M, or 8 record is available for your item in WorkFlows or OCLC Connexion. **In that case, catalog your item on the encoding level 3, M, or 8 record to allow your item to begin circulating before RSA has improved the record.**

Multiple ISBNs on a Bibliographic Record

If ISBNs for hard cover, paperback, and e-book editions all appear on a print book, the ISBNs for all of those editions can appear on the record in WorkFlows or OCLC Connexion.

If the ISBN describes an edition other than that described by the record, subfield |z should precede the ISBN and qualifying information should be provided.

For example, for a print book with an e-book ISBN on its title page verso:

```
020 0198702345 $q (pbk.)  
020 $z 9781100216249 $q (electronic bk.)
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Hardback versus Paperback Bibliographic Records

A trade paperback may be cataloged on a hardback record, and a hardback may be cataloged on a trade paperback record, if the record matches the book based on the author, title, publication information, pagination, and physical dimensions.

Hardback and trade paperbacks should never be cataloged on records that describe mass market paperbacks due to differences in pagination and physical dimensions.

Musical Composers versus Performers on RDA Records

Under RDA cataloging rules, only composers of musical works should now appear as the creator, in the 100 field on the bibliographic record, while performers who have no composing role, should appear in the variant access points, in the 700 fields. Neither the RDA rules nor RSA cataloging policy determine how musical recordings should be classified or shelved in the library collection.

RSA recommends considering the container, as well as the musical work's physical carrier (compact disc, cassette, LP, etc.) when assigning a call number.

The performer should be prominently mentioned on the container and physical carrier. RSA recommends checking to ensure the performer is entered into a 700 field on the bibliographic record if he/she has no composing role in the musical work.

If the performer is missing from the 700 field, report it to the RSA Help Desk for the RSA Cataloging and Database Department to add to the master record in OCLC and then import it into WorkFlows.

The RDA record should never be edited to include a 100 field for a performer who has no composing role in the work.

Prefer 264 Fields for Publication Information

Prefer records that use the 264 instead of 260 fields to describe publication and copyright information.

Example for a book:

264 _1 New York :|bPrinceton Architectural Press,|c[2018]
264 _4 |c©2018

Example for a DVD:

264 _1 [Place of publication not identified] :|bPBS Distribution,|c[2017]
264 _4 |c©2017

Prefer the Latest Date When Matching Bibliographic Records

If there are multiple publication or copyright dates on your item, use the latest date to compare your item to the OCLC record. Ignore reprint dates.

Pagination Discrepancy: Book versus Bibliographic Record

Verify the pagination is entered into the 300 field and matches that of your item with no more than a 3 page difference.

If the difference in pagination between your item and the record differs by more than 3 pages, search for a record that is a better match in WorkFlows and OCLC Connexion (if your library uses Connexion). If no matching record is available, submit an RSA cataloging request. The RSA Cataloging and Database Department may need to create an original OCLC record for your item.

If the pagination is incomplete or entirely missing on the record, and the record is the best match for your item, please use the record to catalog your item but submit an RSA cataloging request. The RSA Cataloging and Database Department will use the request to edit the 300 field on the OCLC record to include the missing pagination.

Physical Dimensions Discrepancy: Book versus Bibliographic Record

Verify the physical dimensions are entered into the 300 field and matches that of your book with no more than a 3 cm difference.

If the difference in dimensions between your item and the record differs by more than 3 cm, search for a record that is a better match in WorkFlows and OCLC Connexion (if your library uses Connexion). If no matching record is available, submit an RSA cataloging request. The RSA Cataloging and Database Department may need to create an original OCLC record for your item.

Missing physical dimensions in the 300 field are especially problematic for OCLC records that describe large print titles. The lack of dimensions causes the RSA item cat 3 script, which automatically runs each week to verify item cat 3 assignments by RSA member libraries, incorrectly assigns BOOK as the item cat 3 for all items attached to a large print bibliographic record

The RSA item cat 3 script considers books under 18 cm larger print and assigned the BOOK item cat 3, while books over 18 cm are considered true large print and assigned the LARGEPRINT item cat 3.

Playing Time Discrepancy: Audiovisual Item versus Bibliographic Record

Verify the playing time is entered into the 300 field and matches that of your sound or video recording with no more than a 10 minute difference.

If the difference in playing time between your item and the record differs by more than 10 minutes, search for a record that is a better match in WorkFlows and OCLC Connexion (if your library uses Connexion). If no matching record is available, submit an RSA cataloging request. The RSA Cataloging and Database Department may need to create an original OCLC record for your item.

If the playing time is incomplete or entirely missing on the record, and the record is the best match for your item, please use the record to catalog your item but submit an RSA cataloging request. The RSA Cataloging and Database Department will use the request to edit the 300 field on the OCLC record to include the missing playing time.

Prefer Separate Blu-ray and DVD Records

Prefer records that describe each disc separately if you purchase Blu-ray/DVD combination packages, and if your library barcodes and circulates each disc separately.

Check the 347 (digital file characteristics) and 538 (technical details) fields to ensure the Blu-ray or DVD format described by the OCLC record matches that of your item. Not all OCLC records contain both fields.

Examples:

347 ___ video file|bBlu-ray|region A|2rda
538 ___ Blu-ray; region A; 5.1 DTS-HD master audio; requires Blu-ray player.

Prefer Comprehensive Records for TV series

Prefer a single comprehensive record that describes a complete season of a TV series, with the multi-disc set assigned a single item ID, rather than each disc assigned its own item ID.

The practice of assigning each disc its own item ID risks placement of holds on the incorrect disc and frustration for both library staff and patrons when the incorrect disc fills the hold.

If assigning each disc of a TV series its own item ID is the preferred method for an RSA library, that library should catalog each disc on separate OCLC records that describe each specific disc, rather than on a single comprehensive record.

Prefer Analytical Records for Graphic Novels

Prefer analytical records that describe each title separately in a graphic novel series, rather than a single comprehensive record that describes the entire graphic novel series.

Prefer Bibliographic Records with 336, 337, and 338 Fields

Prefer records that use the content, media, and carrier types in the 336, 337, and 338 fields rather than the GMD in 245 subfield |h.

Example for a book:

336 __ text|btxt|2rdacontent
337 __ unmediated|bn|2rdamedia
338 __ volume|bnc|2rdacarrier

Example for a DVD:

336 __ two-dimensional moving image|btdi|2rdacontent
337 __ video|bv|2rdamedia
338 __ videodisc|bvd|2rdacarrier

Prefer Bibliographic Records with 344, 345, 346, and 347 Fields

Prefer non-print records that contain sound, projection, video, and digital file characteristics in the 344, 345, 346, and 347 fields.

Example for a DVD:

344 __ digital|boptical|h5.1 Dolby digital (Spanish)|2rda
345 __ anamorphic widescreen (2.39:1)|2rda
346 __ |bNTSC|2rda
347 __ video file|bDVD video|eregion 1|2rda

Example for a Blu-ray:

344 __ digital|boptical|gsurround|h7.1 DTS-HD Master Audio, DTS-HD 5.1, Dolby Digital EX 5.1, 2.0 Audio described|2rda
345 __ Wide screen|b1080 dpi HD|3enhanced for 16x9 televisions|2rda
346 __ Blu-ray HD|2rda
347 __ video file|bBlu-ray video|eregions A, B, C|2rda

Prefer Bibliographic Records with Series Statements

Prefer records that use the 490 and corresponding 8XX fields for series information.

Example:

490 1_ Diary of a wimpy kid ;|v[12]
800 1_ Kinney, Jeff.|tDiary of a wimpy kid (Series).|sSpoken word (Recorded Books, Inc.) ;|v12.

Prefer Bibliographic Records Enriched with Notes

Prefer records that contain a table of contents, summary, MPAA rating, or another note in a 5XX field to provide rich description for library staff and patrons.

Examples:

505 00 |tGreen|r(Vincent's tune) (featuring Roomful of Teeth)|g(4:21) --|tO'Neill's Cavalry march (featuring Martin Hayes)|g(2:43) --|tLittle birdie (featuring Sarah Jarosz)|g(2:49) --|tIchichila (featuring Toumani Diabate and Balla Kouyate)|g(6:31) --|tSadila jana (featuring Black Sea Hotel)|g(3:26).

520 __ To escape the stress of the holidays, the Heffleys decide to get out of town and go to a resort instead of celebrating Christmas at home. But what's billed as a stress-free vacation becomes a holiday nightmare.

521 8_ MPAA rating: G.

Retain All Subject and Genre Headings

Retain all subject headings regardless of the source of the headings and even if they appear as “unauthorized” in WorkFlows.

Examples:

650 _0 Automobile racing|vJuvenile films.
650 _2 Drug Therapy|xnursing.|0(DNLM)D004358Q000451|?UNAUTHORIZED

Retain all genre/form headings regardless of the source of the terms and even if they appear as “unauthorized” in WorkFlows.

Examples:

655 _7 Automobile racing.|2fast|0(OCOLC)fst00823132|?UNAUTHORIZED
655 _7 Animated films.|2lcgft

What if there is no matching or only a minimal bibliographic record?

If you are unable to find a matching bibliographic record for your item in WorkFlows or OCLC Connexion (if your library uses Connexion), or if a bibliographic record with only minimal description is available (most often assigned an encoding level value of 3, M, or 8), please use one of these cataloging services:

Cataloging Maintenance Center: <https://www.illinoisheartland.org/cmc>

- Use for local history, genealogy, and other special collection materials.
- Contact for questions:
Vince Andrzejewski
vandrzejewski@illinoisheartland.org
(618) 656-3216 ext. 430

RSA cataloging request form: <https://support.alsrsa.org/cat-request>

- Use for books, movies, audiobooks, periodicals, etc., in your collection that lack matching records and fall outside the scope of the CMC cataloging service.
- Contact for questions:
RSA Help Desk
rsahelp@railslibraries.info
1-866-940-4083.