

Do Not Use a Record When... Cheat Sheet

Revised March 1, 2023

When you've found a potential record for your item in WorkFlows or OCLC Connexion, keep the following in mind before adding your item to the record. Remember, a record that only somewhat matches is not a good fit for your item.

You do NOT want to use a record if:

- The pagination differs by more than 3 pages
- The size differs by more than 3 cm
 - It is okay for paperback and hardback books to be on the same record if all other match points are the same and the dimensions vary by no more than 3 cm
- The record includes bonus content, but your item does not—and vice-versa
- The record has the wrong publication date and/or publisher, even if everything else matches
- The runtime differs by more than 10 minutes for audiobooks or DVDs and Blu-rays
- The record lists the wrong number of discs

Keep in mind, the above “quick hitters” are not a comprehensive list of possible differences between your item and a potential record match. Please see below for more detailed lists of core match points:

- *Matching an OCLC Record to Your Book:* <https://rb.gy/1isjhl>
- *Matching an OCLC Record to Your Video or Sound Recording:* <https://rb.gy/ue2no4>

Even with the more detailed match point lists, there may be other discrepancies between your item and a record that might justify using a different, better matching record. If you ever have any questions about which record to use, are unsure if a record is a good fit for your item, or simply cannot find a matching record, please create a brief record in WorkFlows to get your item circulating. For instructions on how to create a brief record, see here: <https://rb.gy/pfw2ut>

As the RSA Cataloging Department does brief record cleanup, we will take a closer look at your item, determine whether a matching record exists (or we'll create one!), and then overlay the brief record with a full-level OCLC record. We want to make sure your items are on the best possible records to better serve your patrons and all RSA libraries.

Questions?

Please contact the RSA Help Desk at either help@rsanfp.org or 866-940-4083 and ask to speak to a cataloger for assistance.