



Matching an OCLC Record to Your Book Cheat Sheet

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This cheat sheet is available here: <https://support.librariesofrsa.org/project/matching-an-oclc-record-to-your-book/>.

There is a video to accompany this cheat sheet which can be found here: <https://youtu.be/7d-O-NloZAk>.

If you have questions about this cheat sheet, please contact the RSA Help Desk at help@librariesofrsa.org or 1-866-940-4083.

Below is a chart of the fields to compare between the OCLC record and your book. **The most important fields to compare appear in bold.**

<u>FIELD</u>	<u>FUNCTION</u>
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 the 040 field.</p> <p>Example: 040 __ DLC beng erda cDLC dGMPMT dCCPLG dHRF dGL4 dOCLCF</p> <p>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 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>Example: 040 __ DLC beng erda cDLC dGMPMT dCCPLG dHRF dGL4 dOCLCF</p>

	<p>If you are unable to find an English language record that matches your book, please create a brief record following the instructions in this guide.</p>
<p>020</p>	<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 hardcover ISBNs may appear on the same record, but mass market paperback ISBNs should be on separate records.</p> <p>The ISBN may appear as 10 or 13 digits or both.</p> <p>Examples: 020 __ 9781419718427 020 __ 1419718428</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>If you find an ISBN on your book, such as a library binding ISBN, that needs to be added to the existing record in WorkFlows, either brief or OCLC, email help@librariesofrsa.org.</p>
<p>1XX (usually 100)</p>	<p>Author This field may or may not be present on the record.</p> <p>Compare the author on the record to the author printed on your book's title page.</p> <p>Do not use the author on the book's front cover or spine as the point of comparison unless there is no title page.</p> <p>Example: 100 1_ Hirschmann, Kris, d1967- eauthor.</p>
<p>245</p>	<p>Title This field should always be present on the record.</p> <p>Compare the title on the record to the title printed on your book's title page.</p> <p>Do not use the title on the book's front cover or spine as the point of comparison unless there is no title page.</p>

	<p>Example: 245 10 Hello Kitty beach day / cby Kris Hirschmann.</p>
<p>250</p>	<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 printed on your book’s title page verso.</p> <p>Example: 250 __ First edition.</p>
<p>260</p>	<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> <p>Example: 260 __ New York : bMinotaur Books, c2009, c2008.</p>
<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 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>Examples:</p>

	<p>264_1 [Place of publication not identified] : bKokolo Home & Gift, c[2020] 264_4 c©2020</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.</p> <p>Example: 300 __ x, 241 pages : billustrations ; c22 cm</p> <p>Create a brief record following the instructions in this guide 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.</p> <p>The most frequently used carrier term for a book is: volume with the corresponding code: nc</p> <p>Example: 338 __ volume bnc 2rdacarrier</p>
<p>505</p>	<p>Contents Note This field may or may not be present on the record.</p> <p>Check this field to verify the chapters or stories match that of your item.</p> <p>Example: 505 00 tPoets square -- tMy tiny tender heart -- tHunger -- tMen call cats sluts -- tSad Boy & Lola -- tMothering -- tBubbles -- tViral cat videos & the American dream -- tIn this one the cats don't survive -- tTrash -- tLetting myself go -- tThe hotdog man -- tThe pigeon house -- tAn incomplete list of names I've given cats.</p>

<p>520</p>	<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> <p>Example: 520 __ "Join Pete the Cat as he makes a new friend, goes camping, saves money, and more in this collection of five Pete-tastic stories bound up into one groovy book! This bind-up includes the following favorite Level One I Can Reads starring Pete the Cat."--Provided by publisher.</p>
<p>6XX (usually 650 or 651)</p>	<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>
<p>655</p>	<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. 2lcgft</p>