



**SHARE**

# Reminders and Updates

*SHARE Catalogers*

Cataloger's Training Session – April 9, 2024

# Topics

- 020 Field - Paperback and Hardbacks in Polaris
- 082 Field - Dewey Dates
- 245 Field - GMDs
- 264 Field - Dates
- 300 Field – Pagination, runtime, extent, etc.
- 504 Field – Index and bibliographical references
- 650 vs. 655 Fields – Subject vs. Genre Headings
- 650/655 Fields - Subject Headings to Change
- 650/655 Fields - Subject Headings to Remove
- Bootlegs, Pre-Pubs, ARCs
- Volume Field Usage in Polaris
- On-Order Records
- Constant Data & Text Strings in Connexion Client
- Policies and Procedures

# 020 Field: Paperbacks and Hardbacks in Polaris

- Hardbacks and paperbacks can be on the same record if certain conditions are met.
  1. All searching and matching criteria are met (size, pagination, publication year, etc.)
    - **Exception:** In cases where the presence of a hardback or paper edition statement is the only difference, both edition statements may be included in the Polaris record

250 \_\_ \$a First hardback edition, 1<sup>st</sup> paperback edition

- An ISBN on a matching item should be added to the bibliographic record if not already present.

# 082 Field - Dewey Dates

- If you assign a Dewey Decimal Classification number according to the DDC schedules or to LC practice, use field 082 with (typically) 1<sup>st</sup> indicator 0 and 2<sup>nd</sup> indicator 4.

082 04 \$a

- \$2 Edition Information
  - Assigned from a **printed edition** (edition/language of edition/pub year of edition):

\$2 23/eng/2012

- Assigned from an **electronic version** (edition/language of edition/date on which the number was assigned by the cataloger):

\$2 23/eng/20240403

# 1XX Fields – Main Entry

- \$0 Authority record control number or standard number
  - System control number of the related authority or classification record, or a standard identifier such as an International Standard Name Identifier (ISNI)
- \$1 Read World Object URI
  - Identifies an entity, sometimes referred to as a Thing or Real World Object (RWO), whether actual or conceptual.
- OCLC is adding these.
- Do not remove if in the record, but it is not necessary to add them in if it is not present.

# \$0 & \$1 Examples

100 1 Obama, Michelle, #d 1964- #e author #1 <http://viaf.org/viaf/81404344>

100 1 Jemison, Mae, #d 1965- #e author #1 <http://id.loc.gov/rwo/agents/n95004729>

100 1 Childress, Eric, #e author #1 <https://isni.org/isni/0000000043605828> #1 <https://orcid.org/0000-0002-7442-635X> #0 (viaf)36648407  
*[Item cataloged in English (i.e., 040 #b eng) with an uncontrolled access point with ISNI, ORCID, and VIAF standard identifiers]*

348 score #2 rdafnm #0 <http://rdaregistry.info/termList/formatNoteMus/1007>  
*[Vocabulary term with a link to RDA Format of Notated Music list]*

650 7 Local transit #x Ridership #2 fast #0 (OCoLC)fst01001631  
*[FAST topical subject access point with the control number of the related FAST authority record]*

655 7 Life simulation video games #2 olacvgtt #0 <http://metadataregistry.org/uri/olac/1041>  
*[Genre term with a link to OLAC's Videogame Genre Form Terms]*

700 1 Park, Robert Ezra, #d 1864-1944 #0 (NL-LeOCL)069017557  
*[Item cataloged in Dutch (i.e., 040 #b dut) with an access point controlled to a record in the NTA Names (Dutch) authority file]*

# 758 Field – Resource Identifier

- An identifier for a resource that is either described in the bibliographic record or a resource to which it is related.
- Resources identified can include, but are not limited to:
  - FRBR works
  - Expressions
  - Manifestations
  - Items

245 1 0 Policy proposal for intercity passenger transport / #c Shigeru Morichi and Surya Raj Acharya  
758 #i has work: #a Policy proposal for intercity passenger transport (Text) #1  
<https://id.oclc.org/worldcat/entity/E39PCGBJ3khghHc98cpKkG9g4y> #4 <https://id.oclc.org/worldcat/ontology/hasWork>

- If found in a record, you can leave it in, but it is not necessary to add it (at this time) if not in the record.
- See PDF Handout on L2 for additional explanation.

# 245 Field - GMDs

- **SHARE Local Practice Only**
- A general material designation (GMD) should be added to all records for braille, large print material, larger print material, and all non-print formats.
- Add in before the \$b or \$c field
  - 245 10 \$a Charlotte's web \$h [text (large print)] \$b a novel / \$c by E. B. White.

Use of General Material Designation (gmd) | SHARE  
(illinoisheartland.org)



# Currently Available GMDs

- Braille
  - \$h [braille]
- Electronic resource
  - \$h [electronic resource]
- Filmstrip
  - \$h [filmstrip]
- Flash card
  - \$h [flash card]
- Game
  - \$h [game]
- Kit
  - \$h [kit]
- Microform
  - \$h [microform]
- Microscope slide
  - \$h [microscope slide]
- Model
  - \$h [model]
- Realia
  - \$h [realia]
- Slide
  - \$h [slide]
- Sound recording
  - \$h [sound recording]
- Text (large print)
  - \$h [text (large print)]
- Toy
  - \$h [toy]
- Transparency
  - \$h [transparency]
- Videorecording
  - \$h [videorecording]

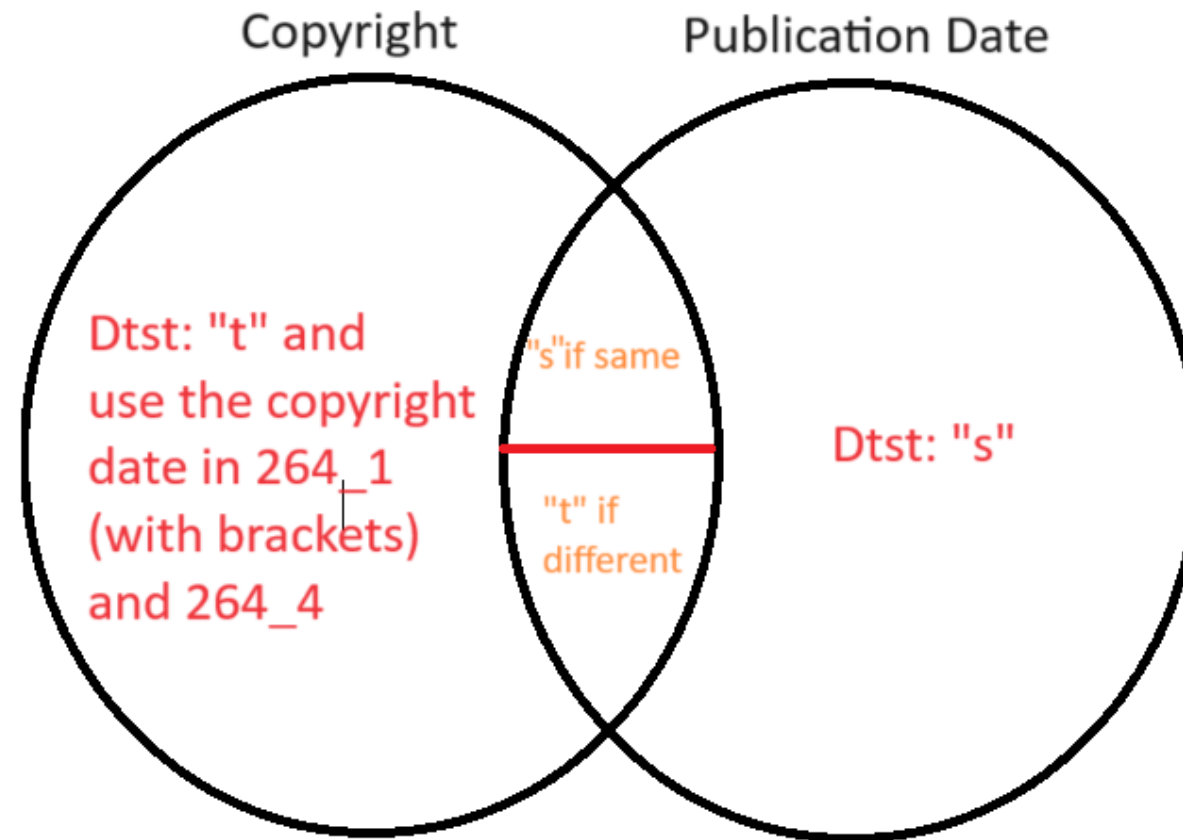
# 264 Field - Dates

- If publication date stated
  - 264\_1 \$a City, State : \$b Publisher, \$c year. (period)
  - 264\_4 \$c ©year (no period)
- If publication date not stated, look for implied date, and use brackets
  - Ex: ©2020
    - 264\_1 \$a City, State : \$b Publisher, \$c [year] (No period)
    - 264\_4 \$c ©year (no period)

# To bracket or not to bracket, that is the question

- What does the 264\_1 look like for:
  - ©2020 only date given?
  - Publication 2020 only date given
  - Publication and Copyright both 2020
  - Publication 2017, Copyright 2020
  - No publication date given.

# Dtst Fixed Field



# What's the Dtst?



Publication date 2020, copyright date 2020?



Publication date 2020, copyright date 2021?



Copyright date 2020, no publication date given?



Publication date 2020, no copyright date?

# 300 Field – Physical Description - Books

- \$a Extent
  - use for the number of pages and/or number of volumes
  - Use last **numbered** page
  - If no numbered pages:
    - use 1 volume (unpaged)
    - If the book is short, you can count pages and say “\_ unnumbered pages”
- \$b Other physical details
  - Use for any illustrative matter
  - Must match codes in Ills field
- \$c Dimensions
  - Use for the size of the item
    - Measure in cm.
    - For books that are wider than tall, measure both width and height

# 300 Field – Physical Description – Sound recordings

- \$a Extent
  - Use for the number of physical units
  - Enter the playing time in parentheses following the carrier type when appropriate
    - 300 \_\_ 2 audio discs (1 hr., 8 min., 57 sec.)
- \$b Other physical details
  - Prefer use of 344 for recording sound characteristics
- \$c Dimensions
  - Use for the size of the item
    - \$c 4 3/4 in.

# 300 Field – Physical Description – Visual materials

- **\$a Extent**
  - Use for the number of physical units
  - For motion pictures and videorecordings, enter the playing time or number of frames in parentheses following the carrier type.  
300 \_\_ \$a 3 videodiscs (60 min.)
- **\$b Other physical details**
  - Use for the other physical details appropriate to the material
  - use for aspect ratio and special projection characteristics, sound characteristics, color characteristics, and projection speed  
\$b sound, black and white  
\$b sound, color
- **\$c Dimensions**
  - Use for the size of the item  
\$c 4 3/4 in.



# 490 Field – Series Statement

300		485 pages ; ꞑc 23 cm.
336		text ꞑb txt ꞑ2 rdacontent
337		unmediated ꞑb n ꞑ2 rdamedia
338		volume ꞑb nc ꞑ2 rdacarrier
490	1	Path of the ranger ; ꞑv 20

- If a 490 is present -> 300 field MUST end in period.
  - Otherwise NO PERIOD at end of 300 field

# 504 Field – Index and bibliographical references

- 504 field does not necessarily mean includes index.
- Book w/Bibliographical References
  - 504 ## Includes bibliographical references (pages X-Y).
  - 504 ## Includes bibliographical references (pages X-Y) and index.
- Book w/Index Only
  - 500 ## Includes index.
- Don't forget to change Cont->b and Index->1

# 650 vs. 655 Fields – Subject vs. Genre Headings

- 650 field -> Item is ABOUT this topic
- 655 field -> Item IS this topic
- What does "650 10 Romance fiction" mean?
- What does "655 #7 Romance fiction" mean?

# 650/655 Fields - Subject Headings to Change

- 650 10 Children stories. (used for children stories)
- 650 10 Large print books (used for large print books)
- 650 10 Cookbooks (used for cookbooks)
- 655 #7 Picture books. \$2 lcgft (for all children's books)
  - Note: In picture books, illustrations are as important as—or more important than—the words in telling the story.
- 655 #0 is used in limited situations. Change to 655 #7 for controlled genre/term headings.
  - 655 #7 Large print books. \$2 lcgft
  - 655 #0 Young adult fiction. (LC Headings Used as Genre Terms)



# 650/655 Fields - Subject Headings to Remove

- Local Changes!
  - FAST Headings
  - Sears Headings
  - BISACSH
  - MIGFG (Moving Image Genre-Form)
  - Foreign language subject headings if different than the language of the item being cataloged.
  - Juvenile subject headings when they are the same as LC adult

## EXAMPLE

```
650 _ 0 #aPuppies#vJuvenile fiction.
```

## Not

```
650 _ 1 #aPuppies#vFiction.
```

# 8XX Fields

- For records with a 490 field, there can be three options for the 8XX fields:
  - If the series is written by one author and the authority record exists for that one author's series
    - 800 1# Author LN, Author FN. \$t Series title.
  - If the series is written by multiple authors or by a publishing company
    - 830 #0 Series title.
  - If the series does not exist, use a 490 #0
  - NOTE: If the series has more than three books, email us and we can create a local series authority record.

# Bootlegs, Pre-Pubs, ARCs

- The following resources cannot be added to the SHARE catalog:
  - Advance reading copies (ARCs) or uncorrected proofs of books
  - Advance screening copies of videos
  - Pirated or illegal copies in any format

\*Items that are considered to be of historical significance may be retained but should be marked as non-circulating.

# Volume Field Usage in Polaris

- The volume field in item records is only to be used in specific circumstances:
  - Serials Module – individual issues
  - Serial bibliographic record for items that DO NOT circulate in Polaris
    - Reference materials, year books, etc.
  - Monographic set record for complete works in multiple volumes that are published in the same year with the same title.



# On-Order Records

- **DO NOT** circulate on on-order records!
- Creation
  - Barcoding libraries not using the acquisitions module may request on-order bibliographic records be created by Bibliographic Services staff
  - Cataloging libraries not using the acquisitions module can create a short bibliographic record using one of the on-order bibliographic record templates created by SHARE staff
  - Acquisition libraries will generate records after importing orders.

# On-Order Record Requirements

- The full list of on-order record requirements can be found at the link below:
  - [On-order records | SHARE \(illinoisheartland.org\)](https://illinoisheartland.org/share/on-order-records)
- Applies to on-order records created through Acquisitions module and an on-order template.
- Missing information from the required list should be added manually if not included in the record after importing through the acquisitions module or after using an on-order template.

# On-Order Bib Records and Item Records

- Circulation status must be **In-Process or On-Order ONLY**.
- On-order item records **MUST** be marked as Holdable with no limits even if the library intends to make the item holdable only by their patrons when it is received
- **DO NOT** enter a barcode in any item record attached to an on-order bibliographic record

# Constant Data & Text Strings in Connexion Client

- Constant data great for saving static fields (ex. 007 fields and 3XX fields for books/videos/etc.)
  - Shortcut for constant data "Ctrl + b"
  - Cataloging -> Create -> Constant Data -> Action -> Save Record to Local File -> Make a memorable name
    - If you forget the name you made, look up all Constant Data by Cataloging -> Search -> Local constant data -> Enter
- Text string great for adding phrases into fields that are repetitive (like GMDs or \$e author.).
  - Text strings -> Add -> Write your repetitive text and name it -> Ok -> Highlight your new text string -> Keymaps -> Highlight your text string -> Enter your keyboard shortcut -> Ok.

# Searching for LCSH/Authority Names/Etc.



Search LC Names and Subjects

Command Line Search  
Enter keyword, numeric, derived, or browse search here...

Keyword/Numeric Search

Search for:

in Titles (ti:)

OR in Personal Names (pn:)

OR in Personal Names (pn:)

OR in Titles (ti:)

OR in Topicals (sp:)

Show See References in Results  Retain Search

Show See Also References in Results

OK Cancel Enter Diacritics... Clear Search Help

Browse Authority File

Browse for:

holy bible

in: LC Names

Expanded Term:

Clear Search Enter Diacritics...

OK Cancel Help

# Resources and Links

- [Resources | SHARE \(illinoisheartland.org\)](#)
  - SHARE editing checklists
- [Bibliographic & Cataloging Standards | SHARE \(illinoisheartland.org\)](#)
  - Policies and Procedures
- [OCLC Bibliographic Formats and Standards](#)