

Steps in Cataloging

A. If there is a matching record in CONSORT:

1. If there are already attached item and/or holdings/checkin records from another library, assume item has been 'cataloged' by that library. We simply need to
 - a. Check for woo order record
 - i. Fill in CDate in order record
 - ii. Change location if necessary
 - b. Check bib record quickly for typos, etc.
 - i. If no 050 field check that the 090 call number has an appropriate class number & cutter
 - ii. Copy the call number in the bib record (050 if there, otherwise 090)
 - c. Attach new item record - Should be prompted for specific fields – if not, just fill in the fields.
 - i. Itype: 180 for circ items
 - ii. Location: wm for most items
 - iii. Status: p/in process
 - iv. Call number: paste no. copied from bib. Be sure it has YEAR as last line
 - v. Barcode: affix barcode to item and scan in
 - d. Write call number in book (and location information if necessary)
 - e. Do NOT need to update holdings in OCLC for PromptCat "records matched" or "shared local catalog records;" or for Cataloging Partners records – update is done as part of the record delivery process.
 - f. Note OCLC no. (001 field) to update holdings on OCLC – this can either be done in real time or batch mode in CONNEXION
 - g. Check that oclc no. matches no. on PromptCat Isit.
2. If there are no attached items and/or holdings/checkin records, assume item has NOT been cataloged by any library. Then need to pay more attention:
 - a. If a DLC record (040 field) or pcc record (042 field), follow steps in **Quick Checklist for Cataloging**.
 - i. Do NOT check for later 'replaced date' record in OCLC unless you deem the existing record as inadequate (possible **Enclvl** less than **I** or incomplete **cip** record)
 - b. If NOT a DLC record or pcc record,
 - i. Use record in CONSORT unless existing record is inadequate. Normally do NOT check OCLC for a DLC or other record.
 - ii. Follow full cataloging steps below (No. C)

B. If NO matching record in CONSORT

1. Search in CONNEXION
 - a. A money saving tip, especially for 'difficult to search' items, is to search in WorldCat first, find the OCLC accession number, then search by that number in Connexion
2. If a record is found, check EncLvl, 040, and 042
 - a. If a DLC record (040 field) or pcc record (042 field), follow steps in **Quick Checklist for Cataloging**.
 - i. Update holdings
 - ii. Export record (overlay or not as appropriate)
 - b. If NOT a DLC or pcc record, Follow full cataloging steps below (no. C), then
 - i. Update holdings
 - ii. Export record (overlay or not as appropriate)
3. If NO record is found, give to TS librarian for original cataloging or set aside to do later.

C. Full Cataloging - (May be done in CONSORT or in Connexion)

1. Compare all descriptive points as outlined in the latest edition of cataloging rules
 - a. title & statement of responsibility
 - b. Imprint – place of publication, publisher, date
 - c. edition
 - d. physical description
 - e. series and other forms of title – 4XX and 246 fields
 - f. isbn, music number or other standard numbers
 - g. Fixed fields
 - h. Contents note only as described in **Contents Note** procedures.
2. Subject access
 - a. Are there appropriate and adequate subject headings? [if working in Connexion can run headings check]
 - b. 050 or 090 – class number, cutter appropriate? Include publication date in WOO call number
3. Name & title access
 - a. Check appropriateness of 1XX, 7XX, and 8XX fields. [if working in Connexion can run headings check]
5. If working with older copy or 'recon', no need to update to isbd punctuation.
6. Update holdings
 - a. If working in CONNEXION, do immediately
 - b. If working in MILLENNIUM, can do in real time or in batch mode
7. Add 949 field – modify it if record needs to overlay existing CONSORT record.
8. Export record if working in CONNEXION.
9. Add item record as in 1.c above
10. Pencil call number in back of book and send on to Prep.