FASTCATTING RE-VIEW

OR

A FASTCATTING REFRESHER

The Fastcat Procedure made easy.

Fastcat cheatsheet	
Type title from title page in search box to bring up bib record	
First glance-Reject *UNLESS* :	
Full record?	
Encoding level	blank, 1, 4, 8, I, L, M
Call number?	050, 090, 950 - full LC-type
Subject heading(s)? (non-fictional works)	600, 610, 630, 650, 651 ; second indicator 0, or 7 for those with ‡2 fast
Automatic reject:	
Accompanying material?	‡e in the 300 field? Errata? Always flip through text
Multi-vols	Volume designation in the 300 field
Non-book formats	DVDs, CD-ROMs, sound discs, etc.
Next: Closer inspection.	
Scan the fields for problems with filing indicators or typographical errors.	
Fixed fields - 008	Publication and/or copyright date(s) match book & 260/264 field
Fixed fields - 008	Place of publication matches book & 260/264
Fixed fields - 008	Language code is correct
020	ISBN matches ISBN in book or barcode
040	Add ‡d NIC if you modify the record, e.g. typo or title in a CIP record
050 or 090	Complete call number
245, 250, 260, 362, 440, 490	**Descriptive field**s considered "core"
245	Compare title page to the record
245 ‡n, ‡p	Look for multivol record in Voyager or OCLC, if uncertain ask. Exception: television seasons, some religious texts and classics
250	Edition statement, different or lacking?
260	Place of publication and date match 008 and book
300	Verify pagination and dimension(s) for full records
Call numbers - non-fastcattable	
No <PS8001-8599> Canadian literature	Canadian classification system
No FC	Canadian classification system
No 055 field	LC based call number assigned by LAC (Library and Archives Canada)
Music	ML410-ML422; MT100-MT145; ML134
Call number reminders	
Locs	Olin: A-P ; Uris: Q-Z
Asia K	Go to Annex
Don't fastcat: see links below or in Fastcat Procedure #4 General exclusions Special considerations	Accuracy of **Access Points**: A name, term, code, etc., under which a bibliographic record may be searched and identified.

FASTCATTABLE?

- ENCODING LEVEL: BLANK, 1, 4, 8, I, L, M

- NORMAL LOOKING CALL NUMBER?

- REAL (AUTHORIZED) SUBJECT HEADINGS, 600, 610, 630, 650, 651, SECOND INDICATOR **"0"** OR SECOND INDICATOR **"7"** AND **$2 FAST** (UNLESS IT IS A WORK OF FICTION, SUCH AS A NOVEL, POETRY, SHORT STORIES, ETC.)

ENCODING LEVELS – BLANK, 1,4, 8, I, L, M
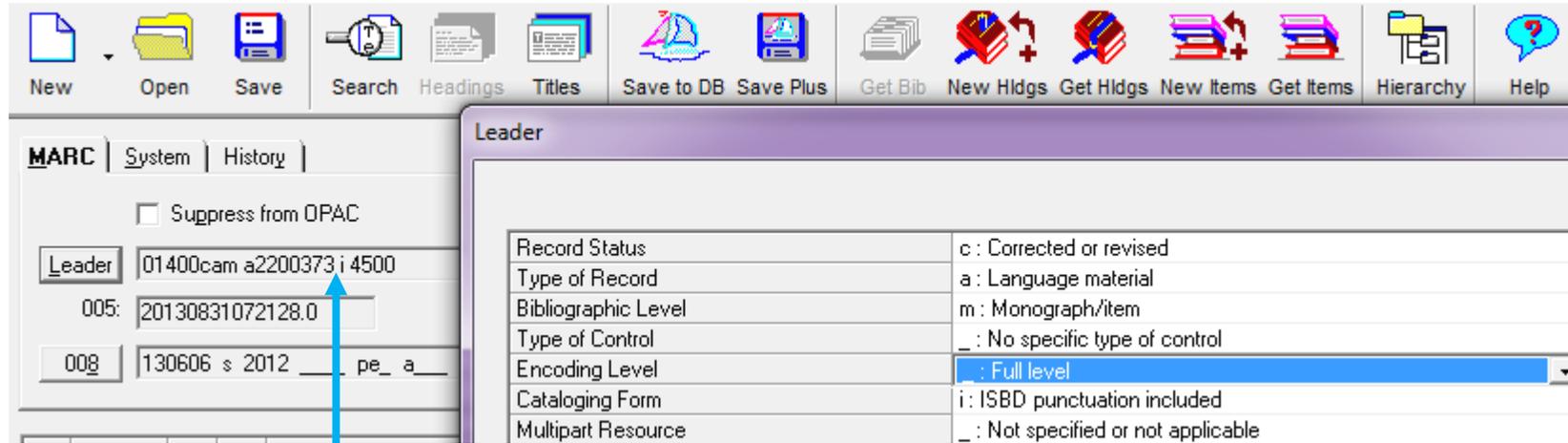
JUST BECAUSE IT HAS A GOOD ENCODING LEVEL, THAT DOESN'T MEAN IT'S A GOOD RECORD

The acceptable:

blank	Full level	Most complete MARC record created from an inspection of the physical item.
1	Full level, material not examined	Next most full record after the full level created from information derived from a description of the item (e.g., a printed catalog card.) Used primarily in the retrospective conversion of records.
4	Core level	Less-than-full but greater-than-minimal level cataloging record that meets core record standards for completeness.
8	Prepublication level	This includes a record created through the Cataloging-in-Publication (CIP) program
I	Full-level input by OCLC participants	A record that conforms to OCLC's level I input standards
L	Full-level input added from a batch process	Batchloaded from an institution other than LC, NLM, BL, NLC or NLA.
M	Less-than-full added from a batch process	A less-than-full record batchloaded from institutions other than LC, NLM, BL, NLC or NLA.

NORMAL vs. ABNORMAL LOOKING CALL NUMBERS

Title: Using Tecghnology in the Classroom

Author: Bitter, Gary G.

Call Number: LB 1028.5. B47 2008

LB	The first two lines describe the subject of the book.
1028.5	LB1028 = Computer-assisted Instruction
B47	This line often represents the author's last name. (if not the author then the title)
2008	The year the book was published

MORE ON THIS LATER …

VALID SUBJECT HEADINGS REQUIRED FOR NON-FICTION WORKS

LC subject headings second indicator **0**

0	Library of Congress (LC) subject heading
1	LC Annotated Card Program (AC)/Subject Heading for Children's Literature
2	National Library of Medicine (NLM) subject heading
3	National Agricultural Library (NAL) subject heading
4	Source not specified
5	Canadian subject heading/NLC authority file
6	Repertoire des vedettes-matiere/NLC authority file
7	Source specified in subfield 2
8	Sears subject heading

FAST subject headings second indicator **7**

Library of Congress subject headings

600	1	0	‡a Twain, Mark, ‡d 1835-1910.
610	2	0	‡a Cornell University.
630	0	0	‡a Talmud ‡x Theology.
650		0	‡a Knights and knighthood ‡v Drama.
651		0	‡a Athens (Greece) ‡v Drama.

FAST subject headings

600	1	7	‡a Shakespeare, William, ‡d 1564-1616. ‡2 fast ‡0 (OCoLC)fst00029048
610	2	7	‡a Cornell University. ‡b Laboratory of Ornithology ‡2 fast ‡0 (OCoLC)fst00564344
630	0	7	‡a Bible. ‡p Old Testament. ‡2 fast ‡0 (OCoLC)fst01808092
650		7	‡a Oaths ‡2 fast ‡0 (OCoLC)fst01042646
651		7	‡a England ‡z Milton Keynes. ‡2 fast ‡0 (OCoLC)fst01213353

FAST SUBJECT HEADINGS
(FACETED APPLICATION OF SUBJECT TERMINOLOGY)

- FAST terminology is derived from the Library of Congress subject headings (LCSH). The development of FAST has been a collaboration of OCLC research and the Library of Congress and began in late 1998.

- FAST has been developed in large part to attempt to meet the perceived need for a general-use subject terminology scheme which is:

- Simple to learn and apply
- Faceted-navigation-friendly
- Modern in its design

600	1	7	‡a Shakespeare, William, ‡d 1564-1616, ‡2 fast ‡0 (OCoLC)fst00029048
610	2	7	‡a Cornell University. ‡b Laboratory of Ornithology ‡2 fast ‡0 (OCoLC)fst00564344
630	0	7	‡a Bible. ‡p Old Testament ‡2 fast ‡0 (OCoLC)fst01808092
650		7	‡a Oaths ‡2 fast ‡0 (OCoLC)fst01042646
651		7	‡a England ‡z Milton Keynes ‡2 fast ‡0 (OCoLC)fst01213353

Our original catalogers who create these records give them an encoding level of 7.

Leader 02242cam a22003617i 4500   Encoding Level   7 : Minimal level

653's AND 655's ARE NOT VALID SUBJECT HEADINGS

653	Index Term - Uncontrolled

655	Index Term--Genre/Form

BIB RECORDS CONTAINING SOLELY **653** AND **655**:

FASTCAT ONLY WORKS OF FICTION

SUCH AS ***NOVELS, POETRY, SHORT STORIES***, ETC.

AND WHILE WE'RE ON THE SUBJECT …

JUST BECAUSE
THE RECORD
HAS A GOOD
ENCODING
LEVEL

THAT DOESN'T
MEAN IT'S A
GOOD RECORD

Not fiction and no 600, 610, 630, 650, 651, second indicator 0, or 7 for those with ‡2 fast

but it was fastcatted!!!

YOU HAVE TO EXAMINE THE RECORD AND THE BOOK
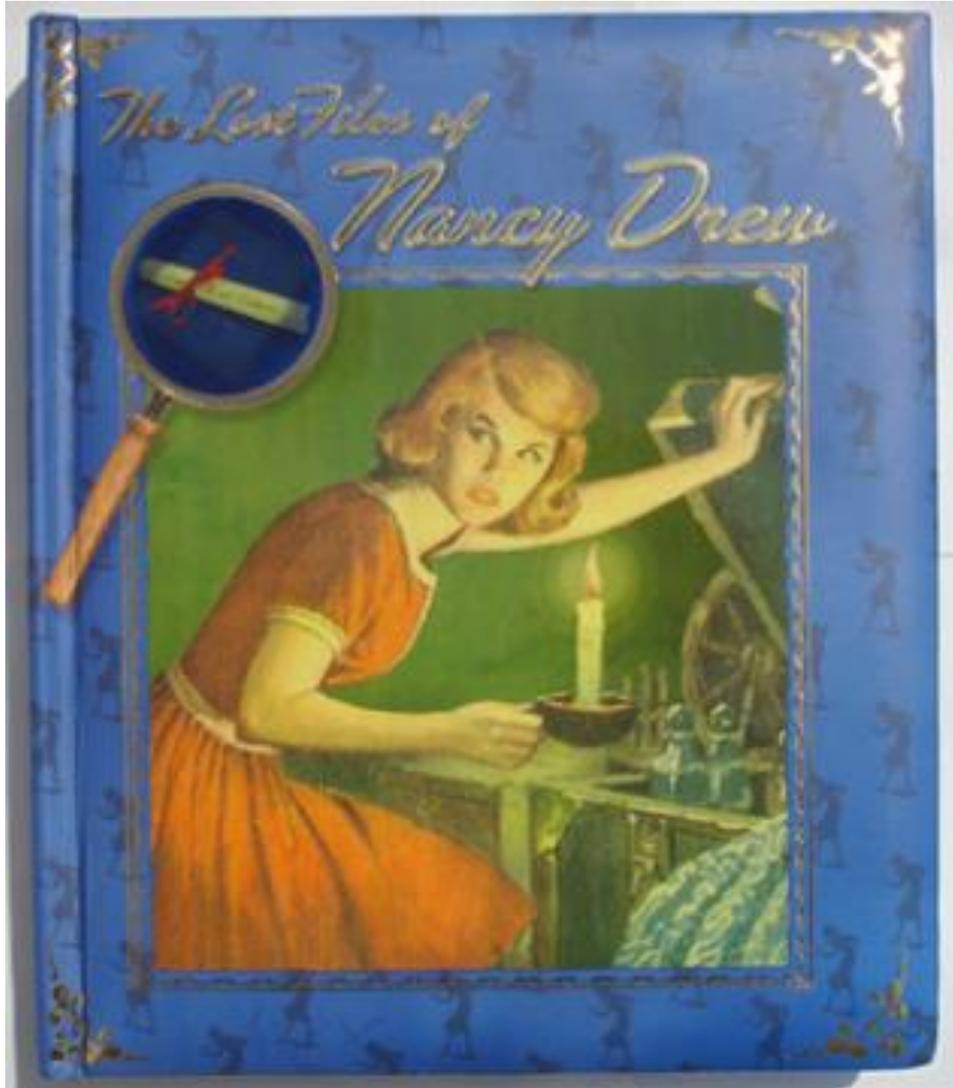
MARC | System | History

☐ Suppress from OPAC

Leader | 01165cam a2200277Ia 4500 | 006

005: | 20140710205126.0 | 007

008 | 070510 s 2007 ____ nyu a__ b _ ____ _ 0 0 0 _ 1 _ eng _ _

Tag	I1	I2	Subfield Data
020			‡a 9780448446479
020			‡a 0448446472
035			‡a 6046769
035			‡a (OCoLC)124147881
040			‡a MLY ‡c MLY ‡d MLY ‡d BAKER ‡d LEO ‡d NIC
050		4	‡a PZ7.K26 ‡b Z7 2007
245	0	4	‡a The lost files of Nancy Drew / ‡c created, designed & produced by Brainwaves Limited UK.
260			‡a New York : ‡b Grosset & Dunlap, ‡c 2007.
300			‡a 1 v. (unpaged) : ‡b col. ill. ; ‡c 30 cm.
500			‡a Includes lift-the-flap illustrations, postcards, removable notes and letters.
504			‡a Includes bibliographical references.
520			‡a Purports to be the journals of Nancy Drew, the teenage girl sleuth. Read about Nancy's favorite mysteries, meet the creators of Nancy Drew, and see the art from the 77-year history of the series
600	1	0	‡a Keene, Carolyn. ‡t Nancy Drew mystery stories.
650		0	‡a Drew, Nancy (Fictitious character)
650		0	‡a Diaries ‡v Juvenile fiction.
650		0	‡a Toy and movable books ‡v Specimens.
710	2		‡a Brainwaves Ltd. UK.
902			‡a pfnd ‡b Rothenstein

AUTOMATIC REJECTS

REJECTED

- **ACCOMPANYING MATERIAL:** IS THERE A ‡e IN THE 300 FIELD? ERRATA? DISC? ALWAYS FLIP THROUGH TEXT TO CHECK FOR EXTRA ITEMS.

- **MULTIVOLS:** IS THERE A VOLUME DESIGNATION IN THE 300 FIELD ?

- **NON-BOOK FORMATS:** DVDs, CD-ROMs, SOUND DISCS, etc.
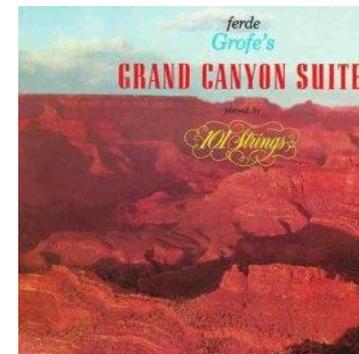
UPON CLOSER INSPECTION ...
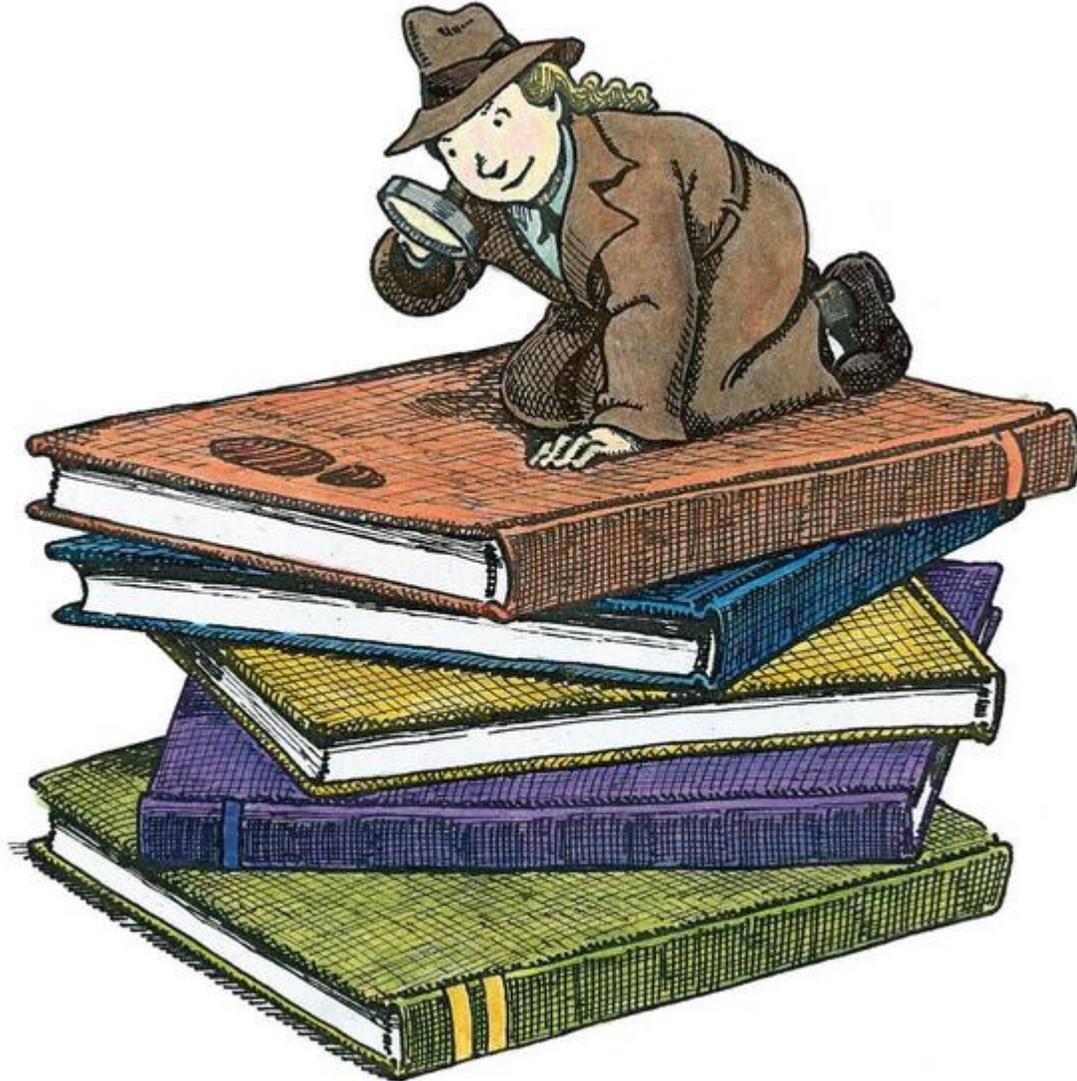
Scan the fields for problems with filing indicators, typographical errors, anything that doesn't look right. We're all detectives.

The title page is our source, not the cover.

The Annotated

NORTHANGER
ABBEY

JANE AUSTEN

ANNOTATED AND EDITED BY DAVID M. SHAPARD

FIXED FIELDS

VERIFY ISBN NUMBERS (020)

Library of Congress Cataloging-in-Publication Data

Austen, Jane, 1775–1817.
The annotated Northanger Abbey / by Jane Austen ; annotated
and edited, with an introduction, by David M. Shapard. —
First Anchor Books edition.
    pages cm
Includes bibliographical references.
ISBN 978-0-307-39080-6 (pbk.)
1. Austen, Jane, 1775–1817. Northanger Abbey.
2. Young women—England—Fiction.
3. Horror tales—Appreciation—Fiction.
4. Gentry—England—Fiction.
5. Marriage—Economic aspects—Fiction.
6. England—Social life and customs—19th century—Fiction.
7. Satire. 8. Gothic fiction. 9. Love stories.
I. Shapard, David M.   II. Title.
III. Title: Northanger Abbey.
        PR4034.N7 2013
        823.7—dc23
        2013004497

CIP is not a valid source for anything EXCEPT the LCCN number (010)

Only the LCCN is valid in CIP

Try to verify with barcode number on back cover

AN EXAMPLE OF AN LCCN ERROR FROM A CIP

Tag	I1	I2	Subfield Data
010			‡a 2014012795 ‡z 2013050602
100	1		‡a Perloff, Jeffrey M., ‡e author.
245	1	0	‡a Microeconomics / ‡c Jeffrey M. Perloff.
250			‡a Seventh edition.

Microeconomics
SEVENTH EDITION
Jeffrey M. Perloff

JOHN MULLINS, PHD
CO-AUTHOR OF
GETTING TO PLAN B
START, FINANCE,
OR GROW YOUR
COMPANY WITH YOUR
CUSTOMERS' CASH
THE
CUSTOMER-
FUNDED
BUSINESS
WILEY
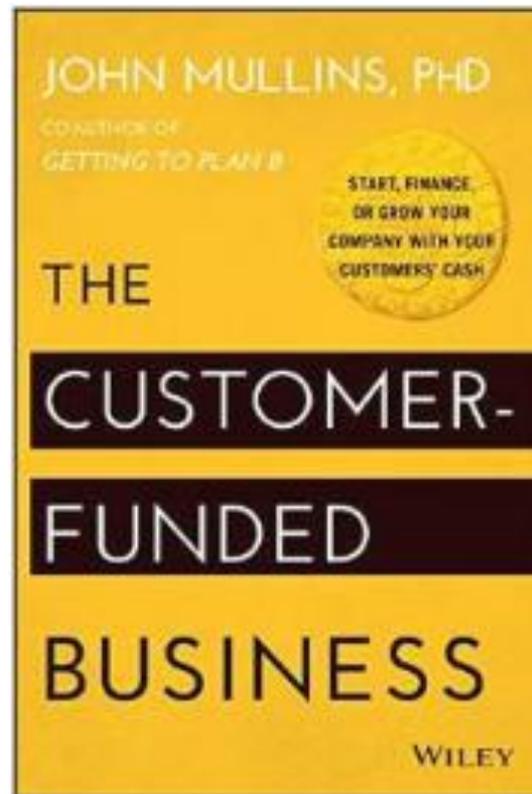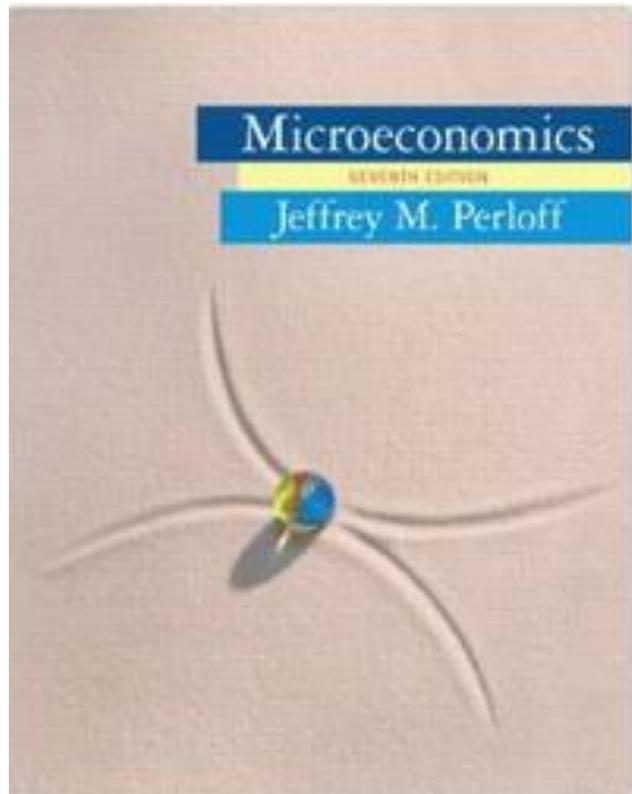
Library of Congress Cataloging-in-Publication Data:

Mullins, John W. (John Walker)
   The Customer-Funded Business: Start, Finance, or Grow Your Company with Your Customers' Cash/John Mullins, PhD
      pages cm.
   ISBN: 978-1-118-87885-9 (cloth); ISBN: 978-1-118-87913-9 (ebk);
   ISBN: 978-1-118-87904-7 (ebk)
   1. New business enterprises—Finance. 2. Venture capital. 3. Customer relations.
4. Entrepreneurship. I. Title.
   HG4027.6.M65 2014
   658.15'224—dc23

2013050602

040 FIELD

Add a ‡d NIC if you change *anything at all* on the record, even if you just add a period " . "

Descriptive fields considered "core" 245, 250, 260, 362, 440, 490 and need to **match**

245 - Title Statement: Title and statement of responsibility area of the bibliographic description of a work.

250 - Edition Statement: Information relating to the edition of a work as determined by applicable cataloging rules.

260 - Publication, Distribution, etc. (Imprint): Information relating to the publication, printing, distribution, issue, release, or production of a work.

362 - Dates of Publication and/or Sequential Designation: Beginning/ending date(s) of an item and/or the sequential designations used on each part. (We see this with serials.)

490 - Series Statement (440 is obsolete but still used by some institutions): Series statement for a series title.

245 Field: ANOTHER REMINDER
ALWAYS …

YES, ALWAYS

SEARCH BY THE TITLE
~USING THE TITLE PAGE!~

(YES, YOU REALLY HAVE TO KEY IT IN.)

AND THIS IS WHY!
DON'T TRUST THE ISBN
DON'T TRUST THE ENCODING LEVEL

Cover

On title page

SHOCKING!!!

HANDMADE HOLIDAY CARDS
from 20TH-CENTURY ARTISTS

HANDMADE HOLIDAY CARDS
from 20TH-CENTURY ARTISTS

Full level record

Cover and title page don't match on an LC record!!!

ELvl			
040			DLC ‡b eng ‡e rda ‡c PUL ‡d OCLCO ‡d OCLCQ ‡d OCLCF
245	1	0	Handmade holiday cards from twentieth-century artists : ‡b from the collections of the Smithsonian's Archives of American Art / ‡c Mary Savig ; foreword by Faythe Levine.
264		1	Washington, DC : ‡b Smithsonian Books, ‡c [2012]

And there's not even a 246 for the title variation!!!

THE **BOOK** _**HAS TO MATCH**_ WHAT IS IN THE **RECORD.**
IT'S AS EASY AS **PROOFREADING.**

245 ‡n, ‡p

REJECT & CONSULT
a cataloger or trainer !

245	n	Number of part/section of a work
	p	Name of part/section of a work

Exceptions: television seasons (DVD), some religious texts and classics. Can lose richness of subject headings so it's tricky.

We may already have a multivol bib record and then need to delete a record, or may need to import multivol record from OCLC. You're welcome to ask.

250 - EDITION STATEMENT

The edition statement in the book and bib record must match.

Edition Statement Examples	
Arabic:	
al-Ṭabʻah 1.	1st edition
Czech:	
Vyd. 1.	1st ed.
Vydání první	First edition
Dutch:	
Eerste druk	First edition
Tweede druk	Second edition
English:	
Ed. 2013	
1st revision	
French:	
édition	edition
German:	
Erste Auflage dieser Ausgabe	First edition of this edition
Originalausg.	Original ed.
Originalausgabe	Original edition
1. Aufl.	1st ed.
Erstausgabe	First edition

Indonesian:	
Cet. 1.	1st ed.
Cetakan Pertama	First edition
Italian:	
Prima edizione	First edition
Portuguese:	
2. edição	2nd edition
Spanish:	
Primera Edición	First Edition
1. ed.	1st ed.
Swahili:	
Toleo la Kwanza	First Edition
Toleo la 5	5th edition
Turkish:	
31. baski	31st edition
Special cases:	
Export edition:	Export edition on a book means that it was meant to be shipped to another country, there will be no difference in text.

Scan cover, title page or t.p. verso for edition statement. RDA reflects exactly what is printed in the text.

260/264 FIELD

Place of publication and date match 008 and book

008 | 091015 s 2010 ____ alu ____ _ _ _ ____ s 0 0 0 _ 1 _ eng _ _

Tag	I1	I2	Subfield Data
100	1		‡a Gray, Amelia, ‡d 1982-
245	1	0	‡a Amelia Gray's Museum of the weird.
246	3	0	‡a Museum of the weird
250			‡a 1st ed.
260			‡a Tuscaloosa : ‡b FC2/University of Alabama Press ‡c 2010.

Copyright © 2010 by Amelia Gray
The University of Alabama Press
Tuscaloosa, Alabama 35487-0380
All rights reserved
First edition

Published by FC2, an imprint of The University of Alabama Press with support provided by the Publishing Program at the University of Houston–Victoria.

260/264 Field continued ...

AACR2

Valid Values 260 - 2nd indicator

_	Undefined
0	Publisher, distributor, etc. is not same as issuing entry (OBSOLETE)
1	Publisher, distributor, etc. is not same as issuing entry (OBSOLETE)

Valid Values 260 ‡

a	Place of publication, distribution, etc.
b	Name of publisher, distributor, etc.
c	Date of publication, distribution, etc.
d	Plates of publisher's number for music (Pre-AACR 2)
e	Place of manufacture
f	Manufacturer
g	Date of manufacture

RDA & AACR2

Valid Values 264 - 2nd indicator

0	Production
1	Publication
2	Distribution
3	Manufacture
4	Copyright notice date

260	‡a Roma : ‡b Artemide, ‡c c2013.
260	‡a Saint-Julien : ‡b Petite Montagne, ‡c 2012.

Publication Status	t : Publication date and copyright date
Date 1 (yyyy)	2013
Date 2 (yyyy)	2013
Place of Publication	gw : Germany

008	130717 t 2013 2013 enk

264	1 ‡a London : ‡b Oberon Books, ‡c 2013.
264	4 ‡c ©2013

Not bracketed so publication date was on piece

008	131011 t 2013 2013 gw_

264	1 ‡a München : ‡b C. Bertelsmann, ‡c [2013]
264	4 ‡c ©2013.

Bracketed - old RDA rules, no publication date
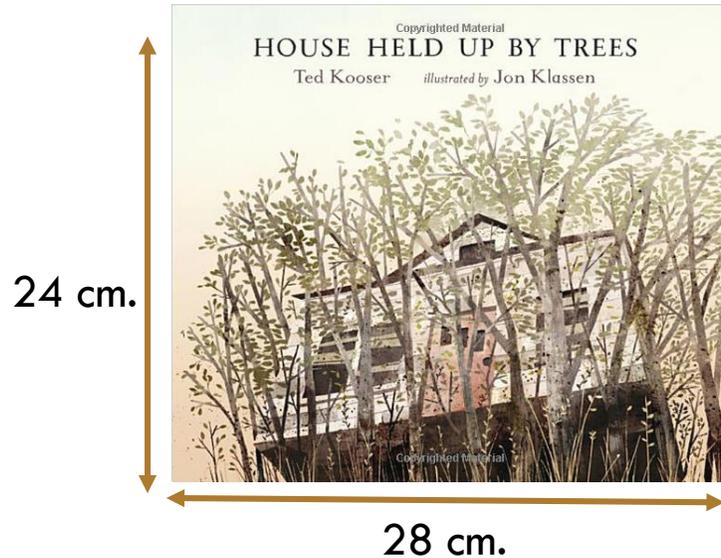on book so established by copyright date

008	130514 s 2013 ____ dcu

264	1 ‡a [Washington, D.C.] : ‡b U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, ‡c 2013.
264	2 ‡a Washington, DC : ‡b For sale by the Superintendent of Documents, U.S. G.P.O.

Note: You may see both 260's and 264's in the same record. That's ok!

300 FIELD
Verify pagination and dimension(s) for full records

We all know in Olin/Kroch/Uris libraries for example, if the width is over 26 cm. the book is considered oversize.

050	1	4	‡a PZ7.K835775 ‡b Ho 2012
100	1		‡a Kooser, Ted.
245	1	0	‡a House held up by trees : ‡b not far from here, I have seen a house held up by the hands of trees, this is its story / ‡c Ted Kooser ; illustrated by Jon Klassen.
250			‡a 1st ed.
260			‡a Somerville, Mass. : ‡b Candlewick Press, ‡c 2012.
300			‡a 1 v. (unpaged) : ‡b col. ill. ; ‡c 24 x 28 cm.

24 cm.

28 cm.

BUT DID YOU KNOW?

Items for O/K/U stacks which have a width greater than **20 cm.** require an oversize designation. Library "regular-size" shelves will handle no more than 20 cm. in width.

Keep an eye out!

300 ‡e
Accompanying Material

An Access query of OKU bib records with a disc-type mention in the ‡e in the 300 field but no 867 for supplemental material in the holdings.

Of the **218** records addressed **10%** had issues:

- Thirteen or 5.96% were lacking marking and tattle tape
- Nine or 4.13% were now lacking the disc which may have needed to be claimed or has now gone missing!

Let's examine the book regardless of whether or not there's a ‡e.

Discs in the back of a hardcover book get missed the most.

490/440

WATCH FOR SERIES STATEMENTS

THEY CAN BE HIDING IN PLAIN SITE
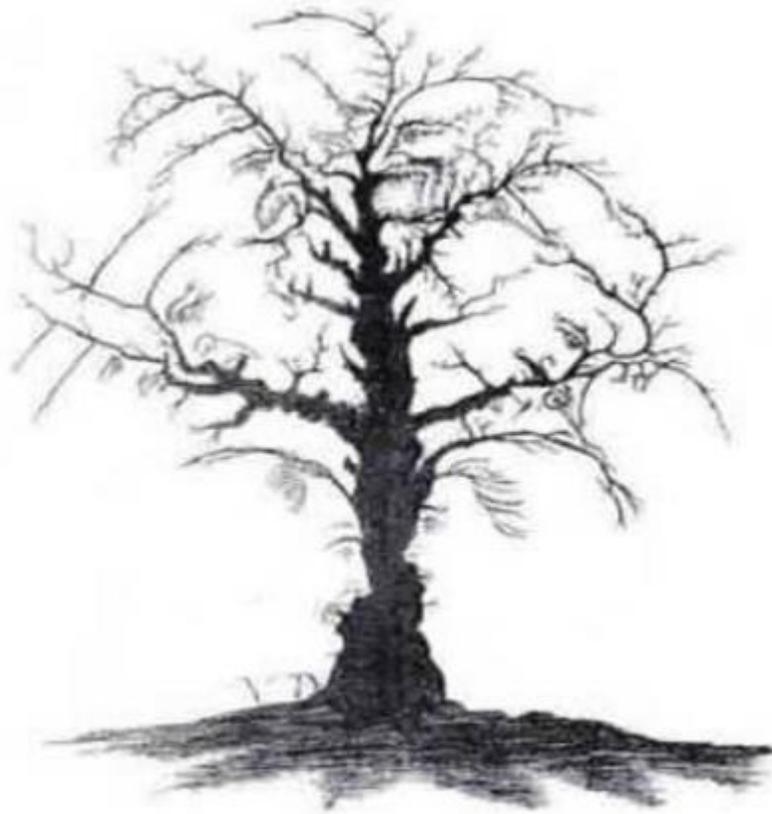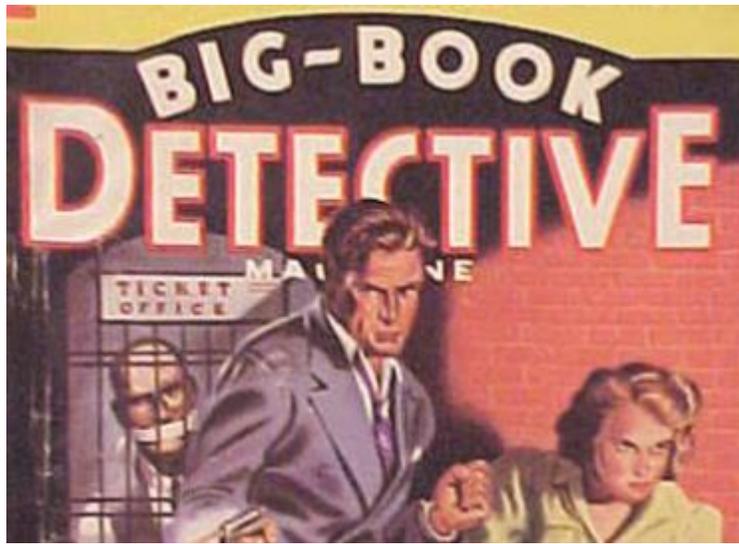
It's our job.

Scan the fields for problems with filing indicators or typographical errors. Correct **obvious** typos and d NIC. Reject questionable items (and annotate flyer or printout) or return to supervisor for clarification.

And if something in the book doesn't match the record:

Look in OCLC for a matching record or ask if uncertain.
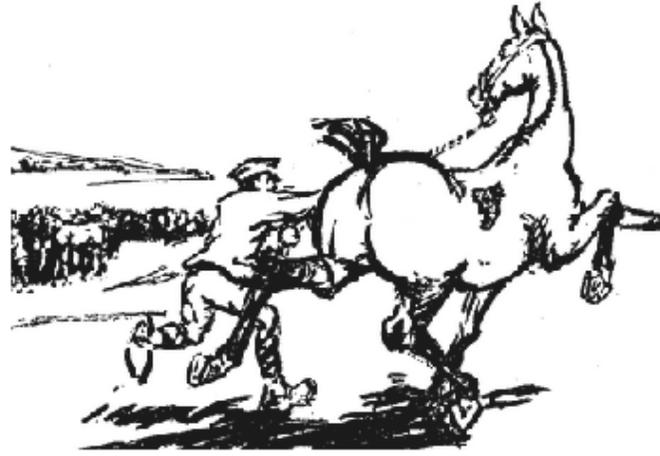
Hold your horses …

Does it match exactly?

- Title variation?
- Different statement of responsibility?
- Different place of publication?
- Different publisher?
- Different publication date?
- Different edition?
- Different pagination?
- Different size?
- Differing series statement?

IT MAY BE AN ENCODING LEVEL "M" BUT IT ALSO MAY BE A LOUSY RECORD. CODING MESS. LOOK OVER THE RECORD.

Leader | 02728cam a2200361Mi 500 | 006
005: | 20140804134710.0 | 007
008 | 140523 s 2014 ___ be_ ___ __ _ 0 0 0 _ 0 _ fre _ d

Tag	I1	I2	Subfield Data
520	8		‡a Ce volume contient les textes de la plupart des communications effectuées lors de trois journées d’etude tenues a l’Université de Lille3 à l’automne 2010. Ces journees avaient pour but de presenter les recherches en cours sur la topographie religieuse des villes épiscopales, de mieux faire connaître les espaces ruraux, objets de nombreux et récents travaux archéologiques et historiques, tout en étudiant les changements intervenus au cours de ces six siècles dans le domaine des normes et comportements sociaux. Les vingt contributions ici offertes entrainent le lecteur de la législation constantinienne à la normalisation carolingienne, des premiers signes archéologiques de la présence du christianisme aux prémices de la paroisse médiévale, des premiers monastères aux communautés cénobitiques strictement cadrées par les réformes carolingiennes, des plus hauts lieux du christianisme gaulois ou gallo-franc à des sites moins illustres mais tout autant chargés d’histoire. Les auteurs ont inscrit leurs réflexions dans les grandes problématiques qui animent aujourd’hui l’archéologie et l’historiographie des débuts du christianisme en Occident, ce qui permet d’apprécier, à chaque étape de ce long itinéraire, l’empreinte du0christianisme en Gaule aux premiers siècles de son histoire.

There can be diacritic or punctuation coding issues. You can remerge with the record or a field from OCLC and fastcat accordingly. Or if easier replace with the correct diacritic if not too overwhelming and you feel confident. This is not really a dNIC situation because it's a glitch in our database, not a problem with the record.
We're working on this.

GOT A LOUSY RECORD?
DIG IN OCLC FOR A BETTER ONE.

FOREIGN LANGUAGE RECORDS – BAD BECAUSE …

☐ Suppress from OPAC **It's only full if you're French.**

Leader 01352cam a2200 37Ia 500   006

005: 20140509134105.0   007

008 140210 s 2014 ____ fr_ ab__ f _b___ _ 1 0 0 _ 0 d fre _ d

Our holdings are on a foreign language record

ti=Coloniser, pacifier, admini:

Rec...	Title	N	Publisher	Date	L	Held	CatL
1	Coloniser, pacifier, administrer :		CNRS Éd.,	2014			ger
2	Coloniser, pacifier, administrer :		CNRS éd.,	2013			fre
3	Coloniser, pacifier, administrer :		CNRS éditions,	201	D		eng
4	Coloniser, pacifier, administrer :		CNRS,	2 14		Hel…	fre

Tag	I1	I2	Subfield Data
035			‡a 8438940
040			‡a ZWZ ‡e ncafnor ‡b fre ‡c ZWZ ‡d UAB
020			‡a 9782271079763 (br)
020			‡a 2271079764 (br)
035			‡a (OCoLC)869288711
050		4	‡a JV185 ‡b .C65 2014
245	0	0	‡a Coloniser, pacifier, administrer : ‡b XIXe-XXIe siècles / ‡c sous la direction de Samia el Mechat.
260			‡a Paris : ‡b CNRS, ‡c c2014.
300			‡a 377 p. : ‡b ill., cartes ; ‡c 23 cm.
500			‡a Ouvrage issu du colloque international "Les administrations coloniales et la pacification XIXe-XXIe siècles" tenu à Paris les 23 et 24 mars 2012.
504			‡a Comprend des réf. bibliogr.
650		6	‡a Colonisation ‡x Histoire ‡v Congrès.
650		6	‡a Colonies ‡x Administration ‡x Histoire ‡v Congrès.
650		6	‡a Postcolonialisme ‡v Congrès.
650		7	‡a Colonisation ‡x Histoire ‡x Actes de congrès. ‡2 ram
650		7	‡a Colonies ‡x Administration ‡x Histoire ‡x Actes de congrès. ‡2 ram
650		7	‡a Colonialisme (idée politique) ‡x Actes de congrès. ‡2 ram
700	1		‡a El Méchat, Samya.

… but here is the LC record ☹

… NO ENGLISH SUBJECT HEADINGS FOR SEARCHING PURPOSES!!!
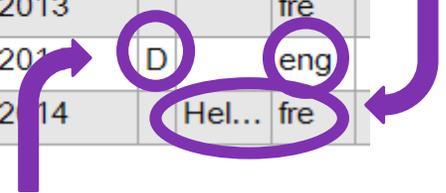
BAD BRITISH RECORDS, LOOK LIKE RDA BUT ...

Leader 01233cam a22003 8Ma 4 00   006

005: 20140704073025.0   007

008 131203 s 2013 ____ io_ b__ _ _ ____ _ 0 0 0 _ 0 _ eng _ d

If they're fastcattable, that's ok, just leave them as they are because ...

Tag	I1	I2	Subfield Data
010			‡a 2013463310
016	7		‡a 016606836 ‡2 Uk
020			‡a 9786028864954 (paperback)
020			‡a 6028864951 (paperback)
035			‡a (OCoLC)872973413
035			‡a 8513495
040			‡a UKMGB ‡b eng ‡c UKMGB ‡d OCLCO ‡d DLC
041	1		‡a eng ‡h ind
049			‡a COOO
100	0		‡a Trinity ‡c (Travel writer), ‡e author.
240	1	0	‡a Naked traveler. ‡n 1-4. ‡l English
245	1	4	‡a The naked traveler / ‡c Trinity ; translator: Alan Llewelyn ; editor: Alan Llewelyn.
246	1	4	‡a Naked traveler : ‡b across the Indonesian archipelago
264		1	‡a Yogyakarta : ‡b B First, ‡c [2013]
300			‡a 183 pages : ‡b 1 map (black and white) ‡c 21 cm
336			‡a text ‡2 rdacontent
337			‡a unmediated ‡2 rdamedia
338			‡a volume ‡2 rdacarrier
500			‡a Translated from the Indonesian.
546			‡a In English.
650		0	‡a Voyages and travels.
650		0	‡a Women travelers ‡z Indonesia.
700	1		‡a Llewelyn, Alan, ‡e editor, ‡e translator.

No ‡e rda

IT'S NOT JUST BAD BRITISH RECORDS ANYMORE

OCLC HAS GOTTEN IN ON THE ACT

It's ok to have mixed AACR2 and RDA elements.

MACHINE MANIPULATION OF EXISTING WORLDCAT RECORDS AS OF MARCH 31, 2013

AMONG THE CHANGES:

- ADDING 336, 337, 338 FIELDS

- SPELLING OUT NON-TRANSCRIBED ABBREVIATIONS IN 300, 500, 504 AND OTHER FIELDS

- CONVERTING LATIN ABBREVIATIONS TO ENGLISH EQUIVALENTS IN 245, 260, AND OTHER FIELDS

- CONVERTING DISSERTATION NOTES IN 502 FIELD TO MULTIPLE SUBFIELDS

- HEADING CHANGES IN ACCORDANCE WITH RDA

- HEADING CHANGES ARE ANTICIPATED TO SPELL OUT ABBREVIATIONS IN HEADINGS LIKE "DEPT." AND TO CHANGE BIBLE AND KORAN HEADINGS IN ACCORDANCE WITH RDA PRACTICE.

CALL NUMBERS
& HOW THEY WORK (IN GENERAL)

Chemistry—Alchemy—Periodicals, societies, congresses, serial publications

Subject letter with subclass	QD	
Number division	23	
Number division with decimal	.3	
Cutter for main entry	.A43	
Publication date (optional)	1990	

QD22.A-Z   Individual, A-Z

e.g.

QD23   Directories
QD23.3-26.5   Alchemy
    Cf. BR115.A57 Alchemy and Christianity
QD23.3   Periodicals, societies, congresses, serial publications
QD23.4   Collected works (nonserial)
QD23.5   Dictionaries and encyclopedias
    History see QD13
QD24.A2-Z   Biography
QD25   Early works through 1800
QD26   General works, treatises, and textbooks
QD26.5.A-Z   Special topics, A-Z
QD27   Early works through 1761
QD28-31.2   General works, treatises, and advanced textbooks

245	0	0	‡a Alchemy revisited

650		0	‡a Alchemy ‡v Congresses.

Q=Science
QD=Chemistry

How is Cuttering Used in LCC?

(Library of Congress Classification)

- Author's last name

  UH30 **Military Cyclists**
  .F87 = Fürstenberg

  U=Military science
  UH=Other services

- Topic words

  TS755 Gemstones
  .P3 = Pearls

  T=Technology
  TS=Manufactures

- Geographical Place Names

  G2972 Atlas
  .T3 = Tahiti

  G=Geography,
  anthropology, recreation

- Subarranging Types of Works

  GV884 Basketball players
  .J63 Magic Johnson
  A3 = Autobiography

  GV=Recreation,
  leisure

- A Library of Congress call number may have one, two, or three cutter numbers
  - Rarely: none
  - Three are used only in Class G for maps
- The first one is always preceded by a period
- Subsequent ones are not
- One letter + one or two digits
  - Rarely: three or more
- LC Cutters file decimally, with or without the period in front of them
- There are no work marks

Cheryl Tarsala - Building cutter numbers

GOOD CALL NUMBERS

TK 7867 .B66 1996   (one cutter, <u>with or without a date</u> are OK)

BX 7795 .F7 R6   (two cutters, <u>with or without a date</u> OK)

TS 557 .R87492   (long Cutters OK)

PN 3443 .D4 M97 Suppl.   (extra word OK)

KJC 2690 .6 .F54 1995   (K's often have 3 subject letters)

PK2916 .S53x 2000   (OK to use, but remove any extra work letters)

PZ7.M3393 Way   (PZ call numbers may have a different style Cutter--accept these)

Other examples of unusual call numbers that are suitable:

BS2091.A1 2001 ‡b .P7

BS140 ‡b 2000

E527.5 ‡b 101st

PZ7.R1084 ‡b Cur 2007

QA251 ‡b .M15 v.57   (series classed)

Note: Conference proceedings use the date of the conference, not the publishing date, in the call number.

LESS COMMON CALL NUMBER SITUATIONS …

Other uncertain dates in call numbers. If:

Imprint date ⌄	Call number date
197-?	1970
197-	1970
19--?	1900
19--	1900

SERIES CLASSED CALL NUMBER

These are similar to the previous slide, except they are based on the subject of the <u>series</u>, so they are more general. They have a label (no., V., Bd., Heft, etc.) and number at the end which comes from the 4xx ‡v field. Reject if the label is missing.

Examples:

- HM15.W67 no.176

- BM45.K2513 vol.3

- HD74.O38 vol.2, no.79

- HB31.E85 no.95/12

- BC34.A7 v.10-3

- P945 .S65 heft 41 (or any equivalent foreign term for volume or number)

- PB879.I6 A3 N.F. Bd.22

- HB5.V42 N.S. v.250

- HJ9777.N42 N47 no.2000-11

- DA670.D49 D43 ser.2 v.41

- AS222.R645 ser.9, v.13, fasc.1

CHOOSING A CALL NUMBER IF MORE THAN ONE:
(PREFERENCE OF CALL NUMBERS IF WITHIN THE SAME RECORD)

	1st choice	2nd choice
By supplier	LC 050::00	member: 050: 4: or 090
By type	Subject specific: **HG1642.I5 S37 1992**	Series classed: **HM15 .W67 no.176**
By completeness	Complete: **BX5037.A2 1977 vol.6**	Partial: **BV649 (reject)**

Unless historically done as series classed – search other parts of the series first to check or search call number

BAD CALL NUMBERS

DON'T BE DUPED BY CANADA

- **NO 055** - CANADIAN CALL NUMBERS

- **NO FC** CLASS - WHICH CANADA USES

- **NO** <**PS8001-8599**> - CANADIAN LITERATURE

Library of Congress based call numbers assigned by Library and Archives Canada (LAC)

MORE BAD CALL NUMBERS

090::Doc US y 3.SE 4:10-2 T 22/2 (are Gov. docs.)

Class letters wrong. Only K's can have 3 initial letters.
   BQV551 .M35

Cutter wrong or missing
   JK526 2000f
   HD9744.N83**Un**4 1994
   PQ2621.**L6 Z8 D45** 1997
   PL4209.N **(XL:.xA61-Z458L)**
   HF5415

Missing label in series class number
   HA155 .I3 6360

LAW

A FEW NOTES …

COPY 2's

Use the same call number as copy 1and change to copy 2 in the item record.

	Tag	I1	I2	Subfield Data
✛	852	0	0	‡b olin ‡t 2 ‡h PR6068.O924 ‡i H36 1999

Copy: 2   Pieces: 1   Price: $0.00

Self Check
☐ Magnetic Media   ☑ Sensitize

NON-ROMANIZED FIELDS

سعيدة

행복

ARABIC, BURMESE, CHINESE, HEBREW, HINDI, JAPANESE, KOREAN, TIBETAN, ETC.

TRY TO LEAVE THE NON-ROMANIZED FIELDS IF POSSIBLE

快乐

खुश

שמח

ハッピー

WORKS OF FICTION, SUCH AS A ***NOVELS, POETRY, SHORT STORIES***, ETC.
DO NOT REQUIRE SUBJECT HEADINGS

FASTCATTING M'S

IF YOU'RE NOT MAKING ANY CHANGES TO THE RECORD DON'T CHANGE ENCODING LEVEL, LEAVE AS "M"

COPY CATALOGERS SHOULD ONLY CHANGE THE ENCODING LEVEL TO FULL IF THEY ARE MAKING CORRECTIONS ON THE RECORD

ONLY ONE OCLC NUMBER PER RECORD

Voyager Cataloging - [Bib 8614409 : Domestic fiction in colonial Australia and New Zealand / edited by Tamara S. Wagner.]

File   Edit   Record   Display   Options   Window   Help

New   Open   Save   Search   Headings   Titles   Save to DB   Save Plus   Get Bib   New Hldgs   Get Hldgs   New Items   Get Items   Hierarchy   Help

MARC | System | History

☐ Suppress from OPAC

Leader | 03251cam a2200553 i 4500 | 006
005: | 20140917105825.0 | 007
008 | 140512 t 2014 2014 enk a__ _ _ b__ _ 0 0 1 _0 _ eng _ _

Tag	I1	I2	Subfield Data
035			‡a (OCoLC)ocn890002355
035			‡a 8614409
040			‡a AU@ ‡b eng ‡c AU@ ‡e rda ‡d OCLCO ‡d BTCTA ‡d BDX ‡d UKMGB ‡d YDXCP ‡d CDX ‡d NIC
019			‡a 879605056
020			‡a 9781848935167 (hardback)
020			‡a 1848935161 (hardback)
035			‡a (OCoLC)890002355
035			‡a (OCoLC)885412371
042			‡a anuc
050		4	‡a PR9605.6.I45 ‡b D65 2014
245	0	0	‡a Domestic fiction in colonial Australia and New Zealand / ‡c edited by Tamara S. Wagner.
264		1	‡a London ‡b Pickering & Chatto, ‡c 2014.
264		4	‡c ©2014

our bib number

Two different OCLC numbers = kickout

Possibly attached to the wrong record in OCLC.

REMINDER:

OUR PROCEDURES ARE REVIEWED AND OFTEN CHANGED ANNUALLY

OR MORE FREQUENTLY AS THE NEED ARISES;

DON'T TRUST PAPER COPIES

PLEASE NOTICE

AT THE BOTTOM OF THE CHEAT SHEET THERE ARE TWO LINKS, EXCLUSIONS AND EXCEPTIONS.

Don't fastcat: see links below or in **Fastcat Procedure #4** General exclusions Special considerations	Accuracy of **Access Points**: A name, term, code, etc., under which a bibliographic record may be searched and identified.

Don't forget your stat code!
It makes more work for other people.

I HAVE MADE A HUGE MISTAKE

Without a cataloging stat the records don't get uploaded to OCLC and someone has to add a stat so it will upload.