

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 field
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 fields 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.