

# CJK Cataloging and Record Maintenance (LTS Procedure #36)

**Scope:** *The following guidelines are to provide the LTS searcher/cataloger with an explanation of the workflow of CJK materials, for creating and maintaining CJK records both in OCLC and FOLIO.*

**Contact:** [Laura Daniels](#)

**Unit:** Cataloging

**Date last updated:** 03 Jan 2024

**Date of next review:** January 2024

---

[Criteria for an item to be processed as CJK](#)  
[What to do if you have a CJK book in hand](#)  
    [For Departmental Libraries](#)  
    [For LTS Olin staff](#)  
[MARC information in OCLC Connexion](#)  
[Creating CJK records](#)  
    [Receiving](#)  
    [Cataloging](#)  
[Maintenance of CJK records](#)

---

## Criteria for an item to be processed as CJK

"Cataloging Service Bulletin" no. 57, p.37-38 provides guidelines for determining materials cataloged as CJK. *"Input a [new] record ... if the language is a JACKPHY language /[Japanese, Arabic, Chinese, Korean, Persian, Hebrew, or Yiddish/] and most of at least two of the following are in nonroman script regardless of the language of the script:"*

- 245 (Title and statement of responsibility area)
  - 250 (Edition area)
  - 260 (Publication, distribution, etc., area)
  - 4xx (Series area)
- 

## What to do if you have a CJK book in hand

- **For Departmental Libraries**  
Search in OCLC WorldCat. If full copy is found (and the language of cataloging is English (i.e. 040 |b eng) with an 066 field, subfield c \$1, make updates as needed in OCLC, import the record, and complete the cataloging in FOLIO. Do not strip the 066 or 880 fields from CJK records. If no usable record is found, send the item to Olin Library receiving unit for processing. If the item already has a record in FOLIO, print out the record to accompany the book before distributing for CJK processing.
  - **For Olin LTS Staff**  
If an item is discovered to be CJK on receipt, or a CJK item is received as a gift, the item should be processed by CJK receiving or cataloging staff. If the item already has a record in FOLIO, send a printout to accompany the book before distributing to CJK staff.
- 

## CJK information in OCLC Connexion

- Logon to OCLC
  - Navigate to the **HELP** menu
  - Click on **Client help**, then **International Cataloging**
  - Choose **Chinese, Japanese and Korean (CJK) scripts**.
- 

## Creating CJK records

CJK records are not created directly in FOLIO.

- Search in OCLC. If exact match is found, import record into FOLIO.
  - If no record is found, a new record needs to be created or derived in OCLC.
- 

## Receiving

- If the item has a fastcattable record in FOLIO, complete the processing.
- If the item requires further searching, search in OCLC and import new record to FOLIO as appropriate.
- If no matching record is found, route to the appropriate cataloging team or member according to Receiving guidelines.

---

## Cataloging

CUL's database of record is FOLIO, but any changes to the MARC data other than local fields (856, 9xx) should be made in OCLC, following national standards. If in doubt about making changes to a record in OCLC, consult a cataloging supervisor.

Handling CJK records in FOLIO:

- Fastcatting: the 066 field subfield c \$1 and the 880 fields are essential fields in a CJK record.
- If a record's language of cataloging is not English, do not use the record. (For example, 040 field subfield b chi, jpn or kor; fields 300 or non-quoted notes in 5xx fields are not in English.) Derive and create a new, English language record in OCLC.
- Please consult OCLC: Navigate to **Help**, then **Tutorial**, then search OCLC tutorial for Bibliographic Formats and Standards, in Chapter 3, Special Cataloging Guidelines.

---

## Maintenance of CJK records

All copy and volume information is updated in FOLIO. Corrections and bibliographic updates that apply to all copies of the resource will be made to the OCLC record.

For RDA practice, applied to CJK cataloging, please consult: <http://rdaandcjkworkshop.pbworks.com/w/page/49260024/Home>

### Also consult:

[FOLIO Inventory: Holdings Records](#)

[FOLIO/OCLC Relationships \(LTS procedure #154\)](#)

[Inputting For Print Monographs \(LTS procedure #3\)](#)

[CMS OCLC Training Materials from 2019](#)