Classification on Receipt (COR) (LTS Procedure #38)

Scope (Policy): *Classification on Receipt (COR) is an abbreviated form of cataloging that reflects limited bibliographic description, subject analysis, and (in most cases) no authority work. This procedure is to be applied to printed monographic materials that require original cataloging, but have a reasonable chance of being cataloged by another institution. Such items are handled in the manner outlined below, assigned full call numbers, and sent to the stacks to await overlay by our Batchmatch processing routine. This procedure does not apply to non-book formats (serials, microforms, videos, scores, maps, or electronic resources).*

Along with PCC and non-PCC full, collection-level cataloging, and minimal level cataloging, COR is one of the options for catalogers to provide bibliographic control to library materials. Catalogers should use COR for materials that, in their best judgment, warrant that treatment.

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Policy

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Inputting

Export the preliminary record in Voyager to OCLC and modify the record there to bring it up to the LTS standard for COR abbreviated level, as defined in this procedure. Any record input by LTS should be described according to RDA. If the record is based on AACR2 preliminary copy input by LC or another member library, leave the record as AACR2. For the most part, retain data elements that are already present in the record you are modifying unless they are clearly in error.

Fixed Field Values

MARC21 Definition	Voyager label	LTS Abbreviated Level Requirement
Encoding level	Encoding level	Enter value "3"
Descriptive cataloging form	Cataloging form	Should be value "i" (RDA) or "a" (AACR2)
Cataloging source	Cataloging source	Should be value "d" (default). LC preliminary records should be left as "blank."
Place of publication	Place of publication	Mandatory
Language	Language	Mandatory
Type of Date Code	Publication status	Mandatory
Date 1, Date 2	Date 1, Date 2	Mandatory (Date 2 mandatory if applicable)

All other fixed field positions are optional at abbreviated level. Catalogers may fill in such fields as Contents or Literary Form at their discretion, as long as they do no agonize over the choice.

Variable Fields

Use the following table to determine what data elements should appear in the record. **All other MARC variable fields are optional** for abbreviated level records defined by this procedure. If other fields appear in the Voyager in-process record, use judgment to determine whether to revise or delete such fields. The guiding principles are these:

- Focus on the data elements spelled out in this procedure as mandatory or mandatory if applicable.
- Accept what is present on DLC or copy to the extent possible. Do not delete or change DLC or copy information unless it is clearly inaccurate or egregiously misleading.
- Do not agonize over data elements in a record. Make a quick decision in most cases.

MARC 21 Definition	Tag	LTS Abbreviated Level Requirement
Library of Congress control no.	010	Mandatory if applicable. Enter any DLC label mounted on the cover.
ISBN	020	Enter |a if it appears on the item (|z if you know it can't possibly be valid, for example if it's not 10 or 13 digits long)
System control number	035	Retain the OCLC control number if present. Do not include an OCLC control number for a different manifestation. Do not include an OCLC control number for a non-English record (that is, 040 |b must be blank or "eng").
Cataloging source	040	Subfields |a, |b, |c mandatory; |e rda and |d if applicable
LC call no.	050	Mandatory; see guidelines in this procedure
Authorized access point	1xx	Mandatory if applicable (includes 100, 110, 111, 130)
Preferred title	240	Enter a preferred title if known or readily inferred from the item; otherwise, omit
Title area	245	Subfield |a is mandatory; |b and|c if applicable
Varying form of title	246	Optional ; use judgment. Record parallel titles.
Edition area	250	Mandatory if applicable
Imprint	264: 1: (RDA); 260 (usually AACR2)	Mandatory if applicable; |a, |b and |c should be present
Physical description	300	Subfields |a and |c are mandatory; all other subfields are optional
Content, Media, Carrier	336, 337, 338	Mandatory on RDA records. Use macro #r1 for print monographs.
Series	490:0 :	Transcribe series if present. Do not trace the series in an 830. Remove an 830 if one happens to be present on the in-process record.
FAST subject access or Uncontrolled subject terms	6xx	Mandatory if applicable; see guidelines in this procedure
Added entries	7xx	All added entries are optional

Guidelines for LC Call Numbers

Classify items according to the LC classification schedules, unless one or more of the exceptional cases listed in LTS Procedure 11, "Shelflisting," apply. Use the schedules on the Catalogers Desktop. Add the call number to the bib record in the 050 field, 1st indicator blank, and 2nd indicator 4 (050: 4:).

If you find an actual LC cutter for an individual literary author, artist, geographic area, or subject, use it. Otherwise construct a cutter using Library of Congress practice for cuttering, as described in the LC Shelflisting Manual, available on Cataloger's Desktop.

Guidelines for Subject Acess (FAST or 653s)

Starting on July 1, 2019, LTS uses FAST subject headings on class on receipt records in most cases. If the subject access necessary cannot be adequately expressed with FAST terminology, use uncontrolled keywords (653s) as before.

Consult **LTS Procedure #127, FAST Headings for Cataloging** for guidance on the use of FAST.

If the record for a foreign-language work has been supplied by LC with an informative, keyword-rich 520 in English, do not add FAST or 653s.

Add FAST terms or keywords (in English), translated generally from the title, to foreign language items without 520s and to English-language books with titles that do not reflect their subjects. For example, the English title *The high road and the low road*, which is about bookmobiles, does not reflect the subject of the work, so assign a FAST or 653 field.

However, do **not** apply these instructions to works of the imagination (novels, stories, poetry, plays).

If you use a subject phrase, keep it brief. Capitalize the first word of each 653 field. Both indicators should be blank. There is no official limit to the number of "|a" you can string together in a single 653, but in practice, more than three "|a" becomes unwieldy. Do not end the field with punctuation unless punctuation is part of the data.

When selecting FAST or subject keywords, follow these guidelines:

1. Use the title of the work, translated into English, as the primary source for words or phrases.

Examples:

245 10 Cinco lecciones sobre el humanismo

(Five readings on humanism)

653 Humanism

245 13 La caravana del hambre

(The caravan of hunger)

653 Hunger

2. If the title field does not contain words about the subject of the work, quickly examine the cover, tables of contents, and preface to select appropriate FAST or subject keywords.

3. If it is not possible to determine useful terms quickly, omit FAST or the 653. **Do not analyze the book in depth** and **do not agonize** over the selection of terms.

4. Do not duplicate a term that appears in another keyword-searchable field of the record. To learn what is indexed in the Voyager keyword index, see "Voyager Keyword Search Configurations" in the Voyager Manual.

5. When assigning subject keywords, use natural word order, and concentrate on words that are rich in meaning (e.g., use "Breach of promise" not "Study of the impact of breach of promise").

6. Use foreign words that have no English equivalent, if they would provide useful keyword access (e.g., if the work is about glasnost, assign 653 Glasnost).

7. If the work is about a person, place or corporate body, you may give the name in direct order in the 653 field if there is not a FAST heading for the name. For corporate names, make a quick judgment whether an English translation would provide useful keyword access (if not, omit it). If it is quicker to perform a search of the Voyager authorities index and use the NAF authorized form of the name, it is acceptable to do so.

Examples:

245 10 My name is Hilda 653 Hilda Kramer

245 13 La Habana, ciudad Antigua

653 Havana

245 10 Historia del Sindicato de Culinarias

653 Culinary Syndicate

LTS Statistics Code for Abbreviated Level Records

When finished with the cataloging in OCLC, export the record to Voyager and merge with the preliminary record there.

Add a 948 field for statistics tracking (macro: **,,z**). Use first indicator **1** for cataloging transaction and subfield b **z** for classification on receipt. COR statistics are defined by the **z** (classification on receipt) from the 948 field and **3** (abbreviated level) from the encoding level field of the Leader.