

Copy Cataloging Standards (LTS Procedure #26a)

Scope: This document provides guidelines for LTS Olin staff for the processing of material with copy that is not eligible for fastcat treatment.

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Unit: Cataloging

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In pursuit of quality control and specifically what information on bibliographic records must be correct, the chart below is a concise guideline. Patron accessibility and the avoidance of duplication are the primary focus.

- Fixed fields should be accurate.
- Local authority validation is not necessary.
- Watch for series statements that are actually multivol. titles.
- 6XX's should not be added unless you are deriving from an existing record (e.g. earlier edition). All others aside from fiction should be treated as original cataloging.
- Unless something looks obviously wrong or suspicious, don't over think it.

This chart reflects the fields necessary for patron access and avoidance of duplicate items. **Do not delete or change fields that are not incorrect.** If in doubt, ask.

020	<i>yes, if pertinent</i>
040	‡b <i>no non-English</i>
050	<i>properly constructed</i>
1XX	<i>yes, if pertinent</i>
245	‡a
246	<i>yes, if pertinent</i>
250	<i>yes, if pertinent</i>
260/264	‡b & ‡c
300	‡a & ‡b
490	‡a ; ‡v <i>(if pertinent)</i>
505	<i>yes, if pertinent</i>
6XX	<i>yes, if pertinent</i>
7XX	<i>yes, if pertinent</i>
Transaction data note	