

Cataloging Options/Levels: Requirements (LTS Procedure #152)

Scope: This chart is a quick checklist for what cataloging actions are required for what level of cataloging in LTS.

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Unit: Cataloging

Date last reviewed: July 2023

Date of next review: July 2024

Requirements	Fastcat (#4)	Copy (#35)	C-O-R (#53)	MLC (#22)	Full Non-PCC	PCC Full (#42)
Process full and LC prepublication records with call number	X					
MARC editing:						
Scan fields for problems with filing indicators or typographical errors. Correct obvious typos	X					
Scan fields for problems with tags or filing indicators, and typographical errors. Correct only obvious mistakes that would affect access.		X				
Your editing is quick and limited because you expect it to be overlaid.			X			
Your editing is permanent. Use judgement about the lengths to which you go.				X		
Strive for maximum fullness and accuracy.					X	X
Handle multiple pieces, errata slips		X	X	X	X	X
Work with non-book formats		X	X with judgment	X	X	X (CUL cleared by PCC for books, maps, serials)
Provide subject access terms, if needed:						
Keyword 653s, if not English			X only if FAST not possible	X prefer FAST		
FAST subject headings (LTS Procedure #127)			X	X		
LCSH subject headings					X	X
Requirements	Fastcat (#4)	Copy (#35)	C-O-R (#53)	MLC (#22)	Full Non-PCC	PCC Full (#42)
Assign call number		X	X	X	X	X
Authority work:						
Search access points against the NAF. Formulate any access points without NAF records in RDA compatible style.		X with judgment	X	X	X	X
Create NAF records or update NAF records as needed.				X with judgment	X with judgment	X
Final coding of records:						

Leader>Encoding level	blank, 1, 4, 8, I, L or M	Start with anything. End with anything except 3	3	7	blank	blank
008>Cataloging source	blank, c, d	blank, c, d	blank, d	blank, d	d	c
042						pcc
948	„f	„C	„Z	„O	„O	„O

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