

Copy Cataloging, Non-Fastcat (LTS Procedure #26)

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

Contact: [Laura Daniels](#)

Unit: Cataloging

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- [A. Items lacking usable LC-type call numbers \(core and full level cataloging\) and Items in non-book formats and microforms](#)
 - [B. Multivolume works and books with accompanying material \(for added volumes, see LTS Procedure #5\)](#)
 - [C. Items rejected from fastcat for other reasons \(e.g. access problems on LC CIP\)](#)
 - [D. Final steps](#)
 - [LTS Olin Conventions](#)
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A. Items lacking usable LC-type call numbers (core and full level cataloging) and Items in non-book formats and microforms

1. In OCLC, verify that the bibliographic record matches the item in hand (including format). If the record does not match, an original record needs to be created.
 2. Scan the bibliographic record for mistakes in tags or filing indicators, and typographical errors. Correct only obvious mistakes which would affect access. Consider the cataloging rules under which the record was created (e.g., AACR2, RDA) when determining if something is truly an error. **Err on the side of not making changes if there is judgment involved.**
 3. Verify access points and perform authority searching for additional access points if needed.
 4. If there is no LC call number in the OCLC bib record, if there is only a series classed call number which we will not be using, or if the call number in OCLC is noticeably incorrect, you may add the LC call number we will be using. The 050 is repeatable in OCLC; use first indicator blank and second indicator 4. Do not delete any existing call numbers in the OCLC record.
 5. If you add or update any fields, you must replace the OCLC record in order for these changes to be imported to FOLIO. **Do not delete any fields** unless they are truly erroneous. If in doubt, consult a cataloging supervisor before making changes to the OCLC record.
 6. Follow the standard [cataloging workflow](#) in FOLIO, coding statistics for copy cataloging.
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B. Multivolume works and books with accompanying material (for added volumes, see [LTS Procedure #5](#))

1. In OCLC verify that the bibliographic record matches the item in hand (including format). If the record does not match, an original record needs to be created.
 2. Scan the OCLC bibliographic record for mistakes in tags or filing indicators, and typographical errors. Be alert for additional bibliographic information appearing in later volumes that may not have been included in the bibliographic record at the time of original cataloging, for example -- a change in editor or publisher in subsequent volumes. Additional 260 or 264 fields may be on records, particularly PCC records, reflecting imprint variations with a first indicator of 3 being the most current. 500 notes reflecting imprint variations are still acceptable.
 3. If the multivol was originally cataloged as a monograph, do **not** convert the record in OCLC to a multivol record. If no multi-vol record is found in OCLC, derive a new record for the multivolume work.
 4. Verify access points and perform authority searching for additional access points if needed.
 5. OCLC will automatically add |dCOO to the 040 field if you make any changes to (replace) the OCLC record.
 6. Follow the standard [cataloging workflow](#) in FOLIO.
 7. Add [holdings statements in holdings records](#) and enumeration to item records as appropriate.
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C. Items rejected from fastcat for other reasons (e.g. access problems on LC CIP)

1. In OCLC, verify that the bibliographic record matches the item in hand (including format). If the record does not match, an original record needs to be created.
 - a. Additionally, if there is a \$n in the 245 field, the item generally should be treated as a multi volume work and cataloged on an appropriate multi-vol bib record. There may be exceptions, for example, if cataloging as a multi-vol will impede subject access. If in doubt, consult a cataloging supervisor.
 - b. If there are egregious errors in a CIP or PCC record, route it to a cataloging supervisor.
2. In OCLC, scan the bibliographic record for mistakes in tags or filing indicators, and typographical errors. Fix the problem that excluded the item from fastcat treatment, doing authority searching for headings you may need to add or change. Correct only obvious mistakes which would affect access, or cause possible duplication. Consider the cataloging rules under which the record was created (e.g., AACR2, RDA) when determining if something is truly an error. If in doubt, do not delete anything.

3. Two check records, that is those items requiring an original record to be derived from another full record in which an element does not match, such as date, edition, pagination, place of publication, etc., should be created according to the rules of cataloging from which the item is derived, e.g. AACR2 or RDA. Create these records using the Derive function in OCLC Connexion. Always add 336, 337, and 338 fields (using macros) even for records that are not coded RDA.
 4. Update the Holdings record in FOLIO, assigning a call number based on [LTS Conventions](#) for the location in question (e.g. LC-type call number, accession number, etc.). Add holdings statements in holdings records and enumeration to item records as appropriate.
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D. Final steps

1. In FOLIO, make sure you have added the appropriate instance status and cataloged date (if applicable) and Transaction data notes (see [Inventory: 948 replacements](#) and [LTS Procedure #21, Recording statistics](#)).
 2. Create an item record if there isn't one already (see [Inventory: Item records](#)) and follow [LTS Olin Conventions](#) for pre-physical processing of the piece(s) in hand.
 3. Write the call number in pencil on the inside cover in the top left corner for hardcover books or in the center of the t.p. verso for paperbacks, making sure to consider legibility and allow for binder's trimming. Adjust as necessary. For examples of how to write call numbers in items, see [Call Number Examples](#).
 4. When sending items that should be bound together to Conservation for treatment, note the treatment in the appropriate area of the location flyer.
 5. Place all items on the appropriate Physical Processing trucks.
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LTS Olin Conventions

[Barcodes on Monographs \(LTS Procedure #12\)](#)

[Classification and Shelflisting \(LTS Procedure #9\)](#)

[Collection-Level Cataloging \(Procedure #1\)](#)

[Computer Disk Processing \(LTS Procedure #20\)](#)

[Copy Cataloging Standards \(LTS Procedure #27a\)](#)

[Fastcatting Exceptions and Special Cases \(LTS Procedure #3b\)](#)

[Microform Guides in the Olin/Kroch Collections \(LTS Procedure #22\)](#)

[Oversize Chart](#)

[Preservation Reproductions \(LTS Procedure #8\)](#)

[Rare and Special Items Processing \(LTS Procedure #50\)](#)

[Audio Recordings Processing \(Procedure #14\)](#)