

# Fast-Cataloging (LTS Procedure #3c - FOLIO)

**Scope:** This document outlines fast-cataloging procedures for eligible books across all LTS units. Before following the below steps, it is VITALLY IMPORTANT that staff make sure the books do not meet any of the Exclusion criteria outlined in Section A of [LTS Procedure 3b](#), and that any pre-fastcat adjustments have been made if the book falls in any of the Special Considerations categories (section B) of that procedure. See also [Distribution of Non-Fastcat Books after Receiving/Inputting \(LTS Procedure #53\)](#) and [Fastcat Cheatsheet](#).

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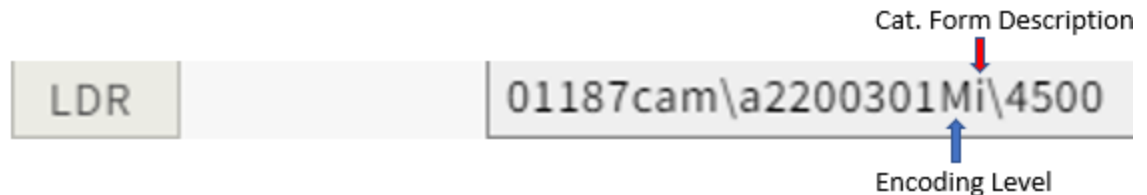
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**I. Verifying Required elements in the Instance record:** The following elements of the bibliographic information can best be verified either in the “**Edit in Quickmarc**” screen, or the “**View Source**” screen in FOLIO, both of which are available from the Actions menu of the Instance record. They can also be viewed in OCLC Connexion before exporting the record to FOLIO. **Note:** The **Edit in Quickmarc** screen should NOT be used to make any changes in the Instance record. If there is any inaccurate information, typos, or other errors in the record, the book cannot be fast-cat, and it should be routed to copy-cataloging with the appropriate information filled out on the flyer.

## 1. Fixed Field info:

- **Encoding Level** must be: \, 1, 4, 8, I, L, or M - the Encoding level is in the **Leader** field, and is usually the 18th character in the string.
- **Descriptive cataloging form** (or Cat. Form Description) – should be a, c, i, or blank - This byte is located next to the Encoding level in the **Leader** string.



- **Language (Lang)** – should match the primary language of the book
- **Country of Publication (Ctry)** – should match the info in the book.
- **Publication date (Start Date)** – should match publication or copyright date

008	Src	Audn	Ctrl	Lang	Form	Conf	Biog	MRec	Ctry	Cont	GPub	LitF	Indx	Ills	Fest	DtSt	Start date					
008	d	\		rus	\	0	\	\	ru\	\	\	\	\	0	0	h	o	q	\	0	s	2020

**2. English language-of-cataloging:** check the 040 field in Quickmarc or View Source. The subfield 'b' in that field should either say “eng”, or be absent altogether.

040	\	\	\$a EVIEW \$b eng \$e rda \$c EVIEW \$d TEF \$d OCLCO \$d NIC
040	\	\	\$a DLC \$c DLC \$d BTCTA \$d YDXCP \$d C#P \$d NIC

*Note: this field reflects the language that the book was cataloged in, not the language it was written in. For example, a Spanish (spa) language-of-cataloging record will have the word "paginas" instead of "pages" in the 300 field, or the subject headings may be in Spanish, etc.).*

## 3. Full LC-Type call number

This can be determined in the **Quickmarc/View Source** screens by the presence of an **050**, **090**, or **950** field, with second indicator **0**, OR in the main **Instance** pane, where the **Classification identifier type** will show “LC”, followed by the call number in the **Classification** field.

**Quickmarc** view:

050	0	0	\$a HV40.32.N93 \$b A3 2018
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**Main Instance** View (near bottom of screen):

Classification identifier type	Classification
LC	HV40.32.N93 A3 2018

Typically, an LC-type call number consists of separate components, (subfields "a" and "b" in Quickmarc/View Source), with the publication date OR conference date at the end. The following LC call numbers represent less typical formats and have a different appearance, but they are valid and can be used for fastcating a book. If you have any questions about whether a call number is valid, or if you find multiple call number fields, or combinations of full or partial call numbers, consult your supervisor/trainer to determine how best to proceed.

*Examples of unusual call numbers that are suitable for fastcating:*

**BS2091.A1 2001 |b .P7**

**BS140 |b 2000**

**E527.5 |b 101st**

**PZ7.R1084 |b Cur 2007**

**QA251 |b .M15 v.57**

#### 4. Valid Subject Headings assigned by Library of Congress (LC).

In the **Quickmarc** or **View Source** screens, there should be at least one subject heading in a **600,610,630,650, or 651** field, with second indicator **"0"** (Zero).

600	1	0	\$a Nyaupāne, Vāsudeva, \$d 1951-
650	\	0	\$a Social workers \$z Nepal \$v Biography.
650	\	0	\$a Educators \$z Nepal \$v Biography.

**EXCEPTION:** Works of fiction such as novels, plays, poetry, or short stories do NOT require subject fields, and can be fastcatted if the records fit all other fastcat criteria.

**NOTE:** There may be other subject fields in the Instance record, such as **653** or **655**, but these are not valid, and can cause confusion. If you have any questions about whether a subject is valid, ask your supervisor.

#### Descriptive information

The next several descriptive elements should be verified against the book in-hand. **If any of these elements contains typographical errors or other inaccuracies, OR the editions don't match, do not fastcat.** Instead, create a new record to match the book-in-hand, according to the inputting guidelines in [LTS Procedure #3a](#).

#### 5. Title Data: verify that the title fields match the book in-hand.

- In Quickmarc, the title information can be found in the 245 and 246 fields (for primary and alternative titles, respectively).
- Main title and alternative titles will appear in **Resource title** and **Alternative title** fields in the instance, respectively.

### ^ Title data

#### Resource title

MLA handbook for writers of research papers.

Alternative title type	Alternative title
Other title	Handbook for writers of research papers

6. **Identifiers:** Verify that the **ISBN**, **LCCN**, or any other identifiers in this section correctly match the book in-hand. There is no need to verify OCLC numbers or System Control numbers if they appear here.

In **Quickmarc**, the **ISBN** will be in the **020** field, and the **LCCN** (if present) will be in the **010** field. In the FOLIO instance screen, they will each be listed as **Resource identifier type**:

#### ^ Identifiers

Resource identifier type	Resource identifier
ISBN	1603290249 (pbk. : alk. paper)
ISBN	1603290257 (large print : pbk. : alk. paper)
ISBN	9781603290241 (pbk. : alk. paper)
ISBN	9781603290258 (large print : pbk. : alk. paper)
LCCN	2008047484
OCLC	(OCoLC)276228865
System control number	(POOF1)39875
System control number	6540776

7. **Contributor(s):** Verify that any authors or other contributors to the book are reflected accurately in the instance. In **Quickmarc**, contributors will appear in a 100 field (for primary author) or in 700 fields (other contributors, if applicable).

#### ^ Contributor

Name type	Name	Type	Free text	Primary
Personal name	Gibaldi, Joseph, 1942- MLA handbook for writers of research papers	Contribut or	Contributor	-
Corporate name	Modern Language Association of America	Contribut or	Contributor	-

8. **Descriptive Data:** Verify that the **Publisher**, **Place**, and **Publication Date** fields match the book. In **Quickmarc**, this information will appear in a **264** field, or occasionally in a **260** field (for non-RDA MARC records).

#### ^ Descriptive data

Publisher	Publisher role	Place of publication	Publication date
Modern Language Association of America	-	New York	2009

9. **Editions, Physical Description:** Edition statement must match the book in-hand. See [Edition statement examples](#) if necessary to determine whether you have a different edition. Pagination, physical dimensions, etc. must also match book in hand. In **Quickmarc**, the Edition Statement and the Physical Description of the book occur in the **250** and **300** fields, respectively.

#### Edition

7th ed

#### Physical description

xxi, 292 p. : ill. ; 23 cm.

10. **Vernacular script Information:** Books written in non-Roman alphabets often have records which include bibliographic information in both transliterated form, and in the characters of the original language. The main resource title and other fields will appear in the transliterated /Romanized form, for example, and corresponding information in the original vernacular characters is listed as an alternative title. In the **Quickmarc View** Source screens, the fields containing vernacular characters will be grouped at the bottom, in **880 fields**. Each 880 field is paired with the corresponding bibliographic information in the standard fields above. In addition, there will likely be an **066 field**, and the paired fields will also be denoted by a **subfield 6** in the 880 fields, which is used for linking data at the head of traceable fields (see Quickmarc view below). If staff are familiar with the language in which the book is written, they should proof-read the material for errors in the same way they do the other information.

#### Instance View:

#### ^ Title data

##### Resource title

1900 god v neizvestnoĭ perepiske, stat'ïakh, rasskazakh i ĭumoreskakh Vasiliĭa Rozanova, Ivana Romanova-Rt'sy i Petra Pert's podgotovili Andreĭ Dmitriev i Denis Fedorov.

Alternative title type	Alternative title
Other title	1900 god v sochineniĭakh Vasiliĭa Rozanova, Ivana Romanova-Rt'sy i Petra Pert'sova
Other title	1900 год в неизвестной переписке, статьях, рассказах и юморесках Василия Розанова, Ивана Романова-Рцы и Петра Перцова

#### Quickmarc view:

880	0	0	\$6 245-01/(N \$a 1900 год в неизвестной переписке, статьях, рассказах и юморесках Василия Розанова, Ивана Романова-Рцы
880	1	4	\$6 246-02/(N \$a 1900 год в сочинениях Василия Розанова, Ивана Романова-Рцы и Петра Перцова
880	\	1	\$6 264-03/(N \$a Санкт-Петербург : \$b ООО "Родник", \$c 2014.

**II. Steps to Fast-cat the book:** When you have verified that the record matches the book, perform the following steps to complete Fast-cataloging:

#### A. Instance screen:

1. In the **Actions** menu of the **Instance Record**, select **Edit**.
2. In the **Administrative** data section, enter the **current date** in the **Cataloged date** field.
3. In the **Instance status term** menu, select **Cataloged (folio:cat)**
4. In the **Statistical Code** section, enter the appropriate **source of acquisition** code for the book in-hand

#### Instance HRID

8869180

#### Cataloged date

2021-07-12

#### Instance status term

Cataloged (folio: cat)

#### Mode of issuance

single unit

#### Statistical code

Source of acquisition: appr - Approval/Blanket order

Add statistical code

5. Near the bottom of the **Instance**, locate the **Classification section**, and **copy the call number** from the **Classification** field. You will need to paste it into the Holdings record in a later step of the procedure.

**NOTE:** You can also copy the call number from the **Quickmarc or View Source** screen (**050** or **090** field, occasionally in a **950** field), but you will have to DELETE subfields and spaces, so it's recommended that you copy it from the **Classification** field instead.

## ^ Classification

Classification

Classification identifier type \*

LC

Classificati

DK189.2 .A

6. Click **Save and Close**.

### B. Create or update the Holdings Record:

1. After saving the changes to the Instance record, we'll move to the Holdings. If a holdings already exists for the piece in-hand, click **View Holdings**, then click on **Actions Edit**. If no Holdings record exists yet for the book, click the large **Add Holdings** button instead. This will take you to the Edit screen of the new Holdings.
2. In the **Holdings Record**, make sure the **Holdings type** is set to **Monograph**

## Holdings type

Monograph

3. In the **Location** section, select the appropriate Permanent Holdings Location, which should match the flyer in the book.

## ^ Location

Holdings location

Permanent

Select location

Please select to continue

## Location look-up

4. Also in the **Location** section, in the sub-section called "Holdings Call Number", set the **Call number type** to "Library of Congress classification", then **paste** the call number into the **Call number** field.

**Note:** if the book is OVERSIZE, fill in the the **Call number prefix** and **Call number suffix** fields as appropriate, following the guidelines in the [LTS Oversize chart](#). If the book in-hand is an **Added Copy**, the **Copy Number** field will also need to be modified (See [Procedure 4d](#))

Call number type	Call number prefix	Call number	Call number suffix
Library of Congress classification		DK189.2 .A15 2014	

5. Further down in the Holdings, locate the **Holdings Notes** section, and click **Add Note**.

6. Set the **Note type** to **Transaction data**, and in the **Note** box, enter the appropriate transaction information for Fastcatting (**ttype:f**), OR for **Added Location** (**ttype:l**) or **Added copy** (**ttype:a**) (see [procedure 4d](#))

7. Make sure to check the Staff only box at the end, to suppress the transaction data from public view.

## ^ Holdings notes

Note type

Transaction data

Note

date:20210712 ttype:f userid:pcal ploc:its

**Note:** If you also input the Instance record, create an ADDITIONAL staff-only Holdings note (Transaction data type), with the Inputting transaction type (**ttype:i**)

**Macros:** LTS has created macros to enter the above Holdings notes. To activate the macros, put the cursor in the **Note** field, and type in the appropriate command from the list below:

- · Inputting= „i
- · Fastcatting= „f
- · Added copies= „a (see [procedure 4d](#))
- · Added locations= „l (see [procedure 4d](#))

### C. Creating an Item record

1. After the Holdings for the book has been created, click **Save and Close**, and from the Instance in the 3rd pane, click the **Add Item** button.
2. Barcode the item according to [LTS procedure #15](#), and in the **Item Record**, enter the barcode number that you've attached to the book.

☐ Suppress from discovery

Item HRID	Barcode
	31924865239785 

3. In the **Item Data** section, set the **Material type** to **Book**

^ **Item data**

**Material type \***

Book ▼

4. In the **Item Availability** section, set the **Permanent loan type** to **Circulating**, UNLESS the book is for a **Reference** location, in which case it should be set to **Non-circulating**.

^ **Loan and availability**

**Permanent loan type \***

Circulating ▼

5. Click **Save and Close**.

### D. Final Steps:

1. Write the call number in pencil in the top left corner of the inside cover for hardcover books, or in the top left corner of the t.p. verso for paperbacks. Adjust as necessary. For examples of how to write call numbers in books, see [Call number examples](#).
2. Put all items on the appropriate trucks in the Cataloging or Physical Processing units.