

# Indonesian Cataloging Pilot Project

**Scope:** *This procedure outlines cataloging performed using information provided by a non-cataloger with language expertise.*

**Contacts:** [Laura Daniels](#)

**Unit:** CMS

**Date last updated:**

**Date of next review:**

## Non-cataloger:

Search OCLC to identify any existing records. If someone else has already input a record into FOLIO, search OCLC again for any updates or new records. Perform fast-cataloging as appropriate.

For non-fast-catalogable items, if no record is found, follow instructions for working with Metadata Maker.

If a record is found, print it [maybe we can come up with a less paper-intensive process?]

Verify that the title information is correct. Note any discrepancies found.

On the printout, write the following information:

- Name(s) and role(s) of author(s) or editor(s); if appropriate, note if a name should be entered directly (as opposed to the western Surname, Forename convention)

If the record does not include subject terms (650, 651 fields),

- A summary (usually 1-3 sentences or phrases) of the main points of the book. How would you describe what this book is about?
- Alternately or in addition, provide one or more keywords you would use to describe the subject matter
- If the book is a work of literature (for example, a novel, poems, or short stories), subjects are not needed, but we need to know what type of literary work it is.

Put the annotated printout in the book and place the book on the designated truck/shelf.

## Cataloger:

Verify that the record matches the piece in hand and re-search OCLC to double-check that no other/better copy can be found.

Review and update the record as you would any other for the descriptive elements.

If an authority record exists for the author(s) or contributor(s), use the authorized form.

If no authority record exists, trace the name(s) in the appropriate form to the best of your knowledge. Make additions to the preferred name if needed to resolve conflicts. (In rare cases you may wish to establish a name or update a name authority.)

Based on the summary provided, assign FAST headings and an LC call number.

Use encoding level 7 (minimal level cataloging).

\*In FOLIO, in addition to the usual, assign a statistical code to the instance: **Temp: indo-proj – Indonesian Project**

This code allows us to track and assess the results of this pilot.

**Instance record**

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**Administrative data**

Record last updated: 11/14/2023 11:04 AM

☐ Suppress from discovery    ☐ Staff suppress    ☐ Previously held

**Instance HRID**    **Source\***

15584960    MARC

**Cataloged date**

2023-11-13

**Instance status term**

Cataloged (folio: cat)

**Mode of issuance**

single unit

**Statistical code**

Source of acquisition: npac - NPAC

Temp: Indo-proj - Indonesian Project

(Add statistical code)

## Working With Metadata Maker

### Non-Cataloger:

The Metadata Maker tool allows us to generate formatted metadata (such as a MARC record) from bibliographic information entered into a form.

This URL links to a version of the tool that is configured specifically for Cornell:

<https://tinyurl.com/mmcornell>

Long version of URL

(<https://metadatamaker.library.illinois.edu/?&marc=NIC&physicalLocation=Cornell%20University%20Library&recordContentSource=COO&lc=n%20%2085179829%20&n=Cornell%20University%20Library>)

Enter all information available to the best of your knowledge. Use question marks (?) to indicate any information about which you are uncertain.

Elements with a red asterisk (\*) must be filled in.

For optional elements that are not populated the "Unlisted" box *must* be checked.

There is no way to enter a name in direct order. If you believe a name should be entered directly, put the full name in the "Family Name" box and enter N/A in the "Given Name" box.

In the Keywords box, do not use the look-up feature.

Use the Notes to the Cataloger box to enter your summary of the text.

In "Save as" enter the barcode that is on the piece (you can scan it in).

Select the format: MARC

Once the form is complete, select the "Make" button.

Save the file to a designated folder on the workstation.

Upload saved files at the end of your shift to Box in the appropriate folder: [Indonesian](#)

Place the books on the designated truck/shelf.

Title*	Insert Description	Subtitle	Insert Description
Sample title	<input type="text"/>	to illustrate Metadata Maker	<input type="text"/>
ISBN	<input type="text"/>		
Unused <input checked="" type="checkbox"/>			
Edition statement	Insert Description		
Unused <input checked="" type="checkbox"/>			
Language*	<input type="text"/>		
Indonesian			
Names	Insert Description	Insert Description	
Name Of Person	N/A	author	<input type="text"/>
Unused <input type="checkbox"/>			
Name of publisher	Insert Description		
Publisher	<input type="text"/>		
Unused <input type="checkbox"/>			
Place of publication	Insert Description		
Jakarta	<input type="text"/>		
Unused <input type="checkbox"/>			
Country/State/Province of publication	<input type="text"/>		
Indonesia	<input type="text"/>		
Unused <input type="checkbox"/>			
Date of publication	Copyright date		
2023	<input type="text"/>		
Unused <input type="checkbox"/>	Unused <input checked="" type="checkbox"/>		
Number of pages			
120	<input type="text"/>		
Unused <input type="checkbox"/>			
Dimensions*			
22	<input type="text"/>	cm	<input type="text"/>
Is this item literature?			
<input type="radio"/> Yes <input checked="" type="radio"/> No			

Does the item include illustrations?

☒ Yes ☐ No

Keywords\*

Dogs; Chocolate; Sample records

Notes to the Cataloger

This book is about some of Laura's favorite things. They include various breeds of dogs, dark chocolate and chocolate ice cream, and cataloging using sample records.

Save as Sample

Choose record formats:

☒ MARC

☐ MARCXML

☐ MODS

☐ BIBFRAME

☐ HTML

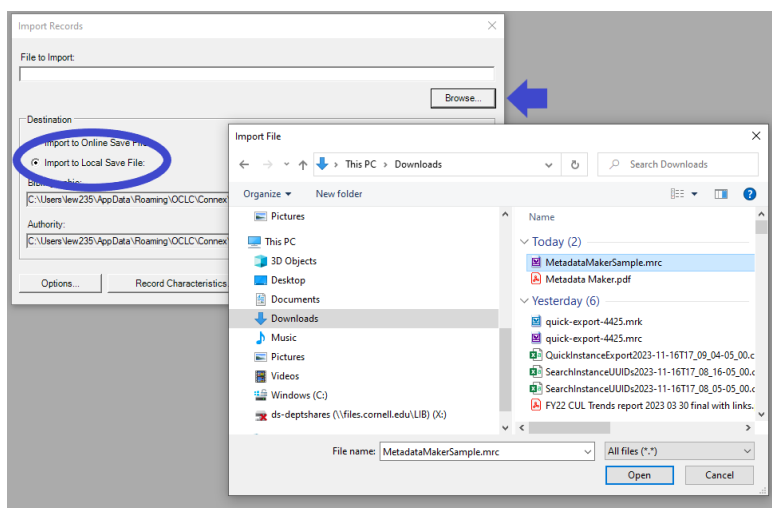
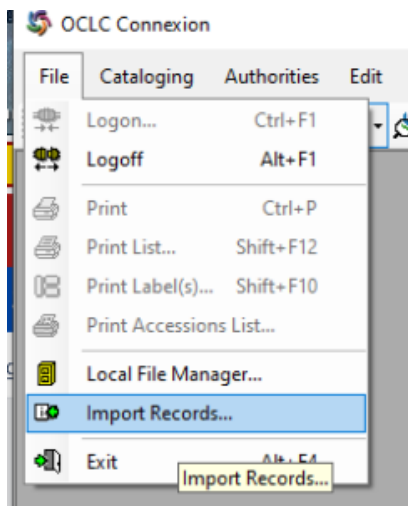
Make Clear

\* Required field

## Cataloger

Retrieve the .mrc file(s) from the Box folder.

Import the file(s) into OCLC save file. (There are detailed instructions for this as part of the [Inventory export procedure](#).)



Then proceed as above--

Verify that the record matches the piece in hand and double-check that no other/better copy can be found.

Review and update the record as you would any other for the descriptive elements.

If an authority record exists for the author(s) or contributor(s), use the authorized form.

If no authority record exists, trace the name(s) in the appropriate form to the best of your knowledge. Make additions to the preferred name if needed to resolve conflicts. (In rare cases you may wish to establish a name or update a name authority.)

The metadata maker tool will put the summary into a 520 field and may also provide proposed FAST headings. Use this summary to determine appropriate FAST headings (which may not be the ones initially populated in the record) and LC classification. After subject analysis and call number assignment, delete (or revise) the 520.

Use encoding level 7 (minimal level cataloging -- the Metadata Maker template populates this as "K"; change it to "7").

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