5-Step Cataloging Process

1) **Use the Item Search and Display wizard to <u>search the library catalog first</u>.**

   a) **Right click on the Item Search and Display wizard to preset your Properties**.
      - Index = General; Library = ALL; Type = Keyword (The General Index lets you do both numeric and combination keyword searches)
      - Index = Title; Library = ALL; Type = Browse (This is best used when searching for titles that contain stop words)
      - Index = Periodical Title; Library = ALL; Type = Browse (This is best used when searching for serial titles)

   b) **Numeric search** (ISBN, LCCN, ISSN, Other standard identifier, or publisher number)
      - Do NOT rely solely on ISBN searches, as the ISBN is NOT a unique number. It can be recycled!
      - Searching by ISSN is good for serial titles. The ISSN is also not a unique number.
      - Searching by LCCN is good for older titles, but is also good for new titles, as it points the way to DLC copy. It is not a unique number, however. NOTE: DLC copy is best to use if you want to be sure your record contains: classification numbers, subject headings and added entries, table of contents, summaries/abstracts, etc.
      - Look on the containers of AV titles for other standard identifiers or publisher numbers. These numbers are also not unique, but they often make it easier to locate matching records.
      - Only the OCLC control number is unique.

   c) **Combination keyword search** (author surname AND keywords from title AND publisher name AND pub year)

   d) **<u>Go directly to Step 4 if a matching record is located</u>.** Report incomplete or poorly done records to Birch (think Baker & Taylor or Yankee Book Peddler records) so he can upgrade the record for you BEFORE you import it to the catalog.

2) **Search <u>WorldCat</u> or <u>Connexion</u> if no matching record is found in the catalog.**

   a) **Note any pertinent information that will help you locate the correct record**.
      - Author, title, edition statement, place of publication, publisher, date published, copyright date, pagination, and numeric keys (ISBN, LCCN, ISSN, Other standard identifiers, or publisher numbers)
      - Pertinent information should be obtained from the source itself. Ex. For monographs this would be the title page and verso. For visual materials (i.e., DVDs, VHS, Blu-Ray), this would be the title that appears *in the opening credits, and the information that appears in the end credits of the film **when viewed**, not the container. However, publisher numbers can be found on the VHS or DVD containers.*

   b) **Numeric search** (ISBN, LCCN, ISSN, Other standard identifier, or publisher number)

   c) **Combination keyword search** (author surname AND keywords from title AND publisher name AND pub year) NOTE: It is entirely possible to do a numeric search for a title in WorldCat, have no hits, and then do a combination keyword search for that same title and have the title magically appear, or vice versa. In short, a title indexed one way in OCLC may not be indexed another. **Therefore, using multiple search strategies is vital! Refer to <u>OCLC Connexion basics</u> for best ways to search Connexion.**

   d) **Ask yourself, does the record meet core-level criteria?**
      - Core-level criteria = pertinent information (author [100 field], title [245 field], edition statement [250 field], place of publication [260$a field], publisher name [260$ field], date published or copyright date [260$c field], pagination [300 field]. Numeric keys are good to have, too, as we *share* bibliographic

records in our consortium catalog. Having numeric search keys in your records helps your colleagues at other colleges locate matching records in the catalog easily. NOTE: In RDA-compliant records, you'll often see the publication information in the 264 field rather than the 260 field.

- Contact Birch if the record doesn't meet core-level criteria. As your agent, he can beef up incomplete WorldCat records BEFORE you import the record to the catalog!
- If the record meets core-level criteria and matches your title, then you're ready to move on to Step 3. Highlight the OCLC# in the WorldCat record, right click and select Copy. Or you can use **<CTRL C>** (copy command) to copy the OCLC#.

3) **Retrieve the record using the SmartPort wizard**

   a) **Preset your SmartPort Properties <u>for your school!</u>**
   - Right click on the SmartPort wizard (yellow lightning bolt icon) and select Properties. It is the third wizard under **Common Tasks.**
   - Under **Bibliographic Record Load Options**, click on the **Match and load** radio button.
   - Enter **o/o** for the **Title control number source.** <u>DO NOT USE THE GADGET TO DO THIS.</u> **Remember**: Only use the lower-case letter "o", not the upper-case O or the number 0 (zero) or the % (percent symbol).
   - For **Call sources**, LC libraries should enter **LC,50,,N/LC,90,,N** (Yes, there are supposed to be two commas!); Dewey libraries should enter **DEWEY,82,a,N/DEWEY,92,a,N**. <u>DO NOT USE THE GADGET TO DO THIS.</u>
   - For **Library**, click on the *gadget* and **select your library name** from the drop-down list.
   - For **Gateway timeout**, 900 seconds is the recommended amount of time. This keeps the SmartPort portal open 15 minutes before closing due to inactivity.
   - For **Formatted full display**, select **No** to view records in MARC format or **Yes** to display records with descriptive labels in place (Ex. Author instead of 100). You can always switch the view by checking/unchecking the **Format** checkbox when viewing records that you are importing to the catalog.
   - <mark>Click on the **OK button** when done to SAVE YOUR PROPERTY SETTINGS!</mark>

   b) **Use SmartPort to capture and import the record into the CCLINC catalog.**
   - Click on the **SmartPort wizard.**
   - The **SmartPort: Connect to Databases** window opens. Click on **Select All button** <u>or</u> check the **OCLC-DATABASE** checkbox to connect to OCLC.
   - Click on the **Connect button**.
   - Enter your OCLC authorization and password in the **Input authentication ID** window.
     Ex. 123-456-789/password
   - Click on the **OK button** when done.
   - Use the **<CTRL V>** (paste command) in Java Client to paste the OCLC control in the *Search for* window.
   - Click on the **Display button** to view the record. (This is your chance to check the 040 field to see if the record you selected is DLC copy or not.
   - Click on the **Capture button**. This "takes a picture" or makes a copy of the record.
   - Click on the **OK button.**
   - If a Warning window pops up, stating in part that "A Matching record found…", **then you are about to import a duplicate record to the catalog! STOP.** Click on the **OK button** to acknowledge this message. Click on the **Close** button, then click on the **No** button when asked if you want to save the record to the database.

- If no Warning window pops up when importing a record, **CLICK ON THE SAVE and CLOSE BUTTONS,** then move on to Step 4.

4) **Attach holdings for your school.**
- Right click on the **Call Number and Item Maintenance** wizard and select Properties. This is the first wizard under **Common Tasks.** (Useful tip: You'll find that is easier to group your titles by format, item type, home location, etc., so that you don't have to continually reset your Properties for wizards during the cataloging process).
- Click on **Add Call number** when you locate a matching record in the catalog. You also click on **Add Call Number** when adding additional volumes to a set, such as a 30-volume set of encyclopedias.
- Click on **Add Item** when you import a record to the catalog; otherwise, other schools won't be able to attach holdings to the record you just imported! You also click on **Add Item** when adding additional copies of a title to the catalog, such as a second identical copy of a title.
- Click on the **Call Number and Item Maintenance** wizard to open that wizard.
- Then click on the blue hyperlink that appears next to **Current.** (It will be the title you just imported/saved to the catalog).
- Click on the **Add Item** button to create a copy. NOTE: SmartPort pulls the call number from the MARC record. If the imported record has no 050, 090, 082, or 092 field in it, then you will need to add a call number in the **Call Number** window now. (A system-generated call number beginning with XX will be assigned if you do not provide a classification number. NOTE: XX call numbers are good to use for some collections. Ex. eBook titles). Otherwise, verify that the call number displayed is the one that you want to use.
- Enter the price of the title, if that information is required by your library (Entering a price is recommended should you ever want to run a report to find out the worth of your collection for insurance purposes, or to determine the average cost of titles in your collection). Home location and item type should already be taken care of because the **Call Number and Item Maintenance** wizard's Properties have been preset.
- If you want to enter copy- or library-specific notes (Public, Circ, Staff) under **Extended Information**, do it now.
- Enter or scan the item ID # (i.e., barcode number) last. You will know if your barcode scanner is pre-programmed to automatically save when the barcode is scanned if your **Save** button grays out.
- Click on the **Close button** to complete the process. If your barcode scanner is not pre-programmed to automatically save, then you will need to click on the **Save** button first, then the **Close button.**

5) **Send it to Birch in Raleigh if you're unable to find a matching record.**
- **Submit a [work form](#) and send it via email attachment first.** Blank work forms are available for download on the [Library Services web page](#). The more complete the work form is, the more accurate the located or created record will be.
- It is *strongly* advised that you provide the following additional information for every title submitted via work form: 1) Include branch campus library, if applicable; 2) Home location; 3) Item type; 4) Price, if applicable; 5) Barcode number; 6) CCLINC title control number if it is a short bib you wish to have replaced; 7) OCLC control number for the record you think it may be, or one you think could be used as a template; 8) URL for images that you've located online via Amazon or Barnes & Noble web sites that you believe match your title (Often those images provide additional information, such as the table of contents, that can be added to the record that is located or created); and 9) also submit scanned images of the title, verso, and table of contents pages.

- Volume sets or multiple copies of titles require only one work form sheet for the set. Just be sure you note which barcode number goes with which volume or copy number, and if home locations differ (For example, one may go in STACKS and a duplicate copy may go in REFERENCE)
- Email the work form to Birch Barnes. Please follow protocol when naming the files you submit: waketech-28aug2019-1 (shows me the file is from Wake Tech, the date of the file, and the batch # -- you only need to include the batch # if you send more than 1 file per day). It is also helpful to attach scanned images of the title and verso pages for each title submitted. You only need to submit table of contents pages if you need them to be part of the record.
- Work forms will only be returned if additional information needs to be provided or the titles need to be sent to Birch. Comments/notations are generally noted in **red** font.
- Average turnaround time depends on the workload here. NOTE: Spine labels are no longer provided as part of our service.
- Sheets highlighted in **green** indicate a matching record was located, imported to the catalog, and your holdings were attached on OCLC and in the CCLINC catalog.
- Sheets highlighted in **yellow** indicate titles we have questions about or require additional information.
- Sheets highlighted in **red** indicate titles that need to be sent to Birch for original cataloging.
- **If all else fails, mail the materials to Birch in Raleigh.** Some schools opt to use courier service; some use the regular mail or UPS. It is entirely up to you which you use. Average turnaround time depends on the workload here. The correct mailing address to use is below:

Attn: Birch Barnes
Director of Library Services
Technology Solutions & Distance Learning
NC Community Colleges
200 W. Jones St.
5006 Mail Service Center
Raleigh, NC 27669-5000