Cataloging tips: How to fill in a work form / Colleen Turnage (last updated 8/2/18)

	Short Work Form	1 title per sheet, with up to 30 titles per batch. Please do not rename sheets. Email form as attachment to barnesb@nccommunitycolleges.edu. Suggested file name: schoolname-date (ex. Craven-27apr2016)
CCLINC	Title control key no.	If the record is already in CCLINC, enter the title control key no. here (ex. o00123456)
	Classification no.	If you already know the call number for your title, put it in this cell.
	Barcode no.	Enter the item ID (i.e., barcode) number that you've assigned your title here
	Item type	Enter the item type here (ex. BOOK, DVD, REFERENCE). Hint: use the System Policies lists!
	Home location	Enter the home location here (ex. STACKS, REFERENCE). Hint: use the System Policies lists!
	Price	Enter the price here (ex. $14.99)
OCLC	Control no.	If you think you found a possible matching record on WorldCat, enter the OCLC# here.
010	LCCN	Enter the Library of Congress Control Number here. It's generally found on the title verso page as part of the CIP (Cataloguing-in-publication) data. (ex. 200214516)
020	ISBN	Enter the ISBN (International Standard Book Number) here. It can either be found on the back cover or on the title verso of the book
022	ISSN	If your title is a serial or periodical, enter the ISSN here. (ex. 0101-4585)
100/110	Author	Enter the author's name here (ex. Mitchell, Margaret)
245	Title : subtitle	Enter the title **as it appears on the title page** here (ex. Gone with the wind)
250	Edition	If your title shows that it is a particular edition, note it here (ex. 2nd edition; Widescreen edition)
260	Publication info	Note the place of publication, the publisher's name, and the date published and/or copyright date here (ex. New York : McGraw-Hill, 2018)
300	Physical description	Note the # of pages or volumes (if it is a volume set) : whether or not it has illustrations ; and the height of the book in cm. (or its size in inches if a DVD)- (ex. 340 pages : illustrations ; 23 cm)
504	Bibliography	If your title includes a bibliography and/or an index, note that information in this cell.
	Additional comments?	Did you find your title on Amazon? If it has a "look inside" feature, you may want to include the link to it here.

You can add rows of cells by right clicking on a cell and selecting "Insert." You'll want to assign the appropriate MARC tag number and name when you do this. I suggest you refer to the Cataloging MARC 101 handout or use OCLC's Bibliographic Formats and Standards to do this. **The more complete your work form, the better the odds for a full, complete, and accurate record being located or created, then added to the CCLINC catalog.**