

# Cataloging

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## Minerva

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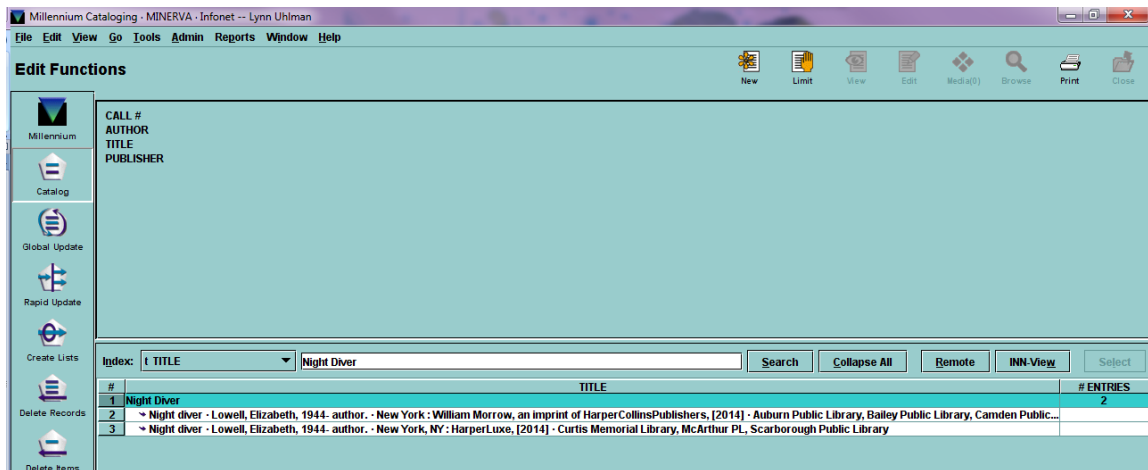
Rev. 05-02-2014

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## Searching for a Record

1. Select cataloging mode Search/Holds.
2. Change the Index of your search to **Title, Author** or **ISBN**.



3. Review the results for an item that matches your item in hand.
  - a. Double click on a title to view the record.
  - b. Verify if the record is a match by clicking on the **View** button.

### Evaluate the following areas for similarity to your item.

020 – ISBN : You will find this number on the back of the item, on the t.p. verso, or within the first several pages of the item.

100 - Author : Verify that the author is the same. Verify the timeframe if dates are listed.

245 - Title : The title must match the title on the title page.

264 - Publication Information : Verify the place of publication, publisher and date of publication.

300 - Physical Description : Does the physical description match the number of pages, height, etc.?

If the item does not match, continue searching. If you are unable to find an existing record in Minerva, resort to a Z39.50 search.

## Adding Item Records

1. After reviewing the Bibliographic record for accuracy, select the **Edit** icon.
2. Double click on the location box.
3. Select the **Add Location** button and add your library location code (i.e. cam, etc.) and hit **Enter**.
4. Click the **OK** button.
5. Select the **Save** button.
6. Select the **Summary** button.
7. Click the **Attach New Item button**.

b29327179

File Edit View Go Tools Window Help

Save All View Edit Media(0) Summary Browse Export Print Close

b29327179

MAT TYPE a

AUTHOR Lowell, Elizabeth, 1944- author.

TITLE Night diver / Elizabeth Lowell.

LOCATIONS apl , bai , cam , cml , edl , gpl , jml , lpl , lud , pfl , rkd , sca , ski , spp , tml , wlk , wpl , wel , wit , ypl

Summary Record i63524429 0 Item-Level Holds 3 Bib-Level Holds

View ITEM

Attach New Item Delete Move Select

#	Record Number	LOCATION	BAR CODE	VOLUME
1	63524429	aplff	30129500198065	
2	63517310	balff	36397000909380	
3	63166422	camff	31896001204548	
4	63511939	cmlaf	34011003949390	
5	63521234	edlan	34444001598317	
6	6349730x	gplff	34039000880961	
7	6354359x	jmlfi	34609000679405	
8	63479783	plne	34240004095990	
9	63479813	plne	34240004096006	
10	63571766	ludfi	34224001954417	
11	63429913	pflnb	31847002224902	
12	63467680	ludff	34841002561015	

8. Choose a location specific item record template.

New ITEM

File Edit View Go Tools Window Help

Insert View Edit Media(0) Summary Browse Export Print Close

b29327179

LOCATIONS apl , bai , cam , cml , edl , gpl , jml , lpl , lud , pfl , rkd , sca , ski , spp , tml , wlk , wpl , wel , wit , ypl

Summary New ITEM 0 Item-Level Holds 3 Bib-Level Holds

Select Template

- otpfi: otp fiction
- otpge: otp genealogy
- otpja: otp juv audio cd
- otpbj: otp juv. bio
- otpbj: otp juv. dvd

Select Cancel

New ITEM Last Updated: 05-02-2014 Created: 05-02-2014 Revisions:

COPY #	1	LCHKIN	-	LOCATION	otpfi

9. Then you will then be prompted for values from your item record template. Generally, for the following:

- Copy#
- Price
- Itype
- Status
- Call #
- Barcode
- Note field

10. When finished with the prompts, select the Save button.

## Editing Item Records

1. Search for the item within cataloging mode Search/Holds.
2. Double click on the title with your attached item record from the search list.
3. Edit the fields necessary and select the **Save** icon.

i63429913

File Edit View Go Tools Window Help

Insert

View

Edit

Media(0)

Summary

Browse

Export

Print

Close

b29327179

MAT TYPE a PRINTED MTL

AUTHOR Lowell, Elizabeth, 1944- author.

TITLE Night diver / Elizabeth Lowell.

LOCATIONS apl , bai , cam , cml , edl , gpl , jml , lpl , lud , pfl , rkd , sca , ski , spp , tml , wlk , wpl , wel , wit , ypl

Summary

Record i63429913

0 Item-Level Holds

3 Bib-Level Holds

i63429913

Last Updated: 04-22-2014

Created: 03-28-2014

Revisions: 6 (Not In Scope)

COPY #	1	LCHKIN	- -	LOCATION	pflnb Patten Free New
ICODE1	0	INVDA	- -	LOANRULE	19
ICODE2	-	IN LOC	0	STATUS	-
I TYPE	1 Book	# RENEWALS	0	INTL USE	0
PRICE	\$32.00	# OVERDUE	0	COPY USE	0
OUT DATE	04-22-2014 12:51PM	ODUE DATE	- -	IMESSAGE	
OUT LOC	111	IUSE3	0	OPACMSG	
DUE DATE	05-13-2014	RECAL DATE	- -	YTDCIRC	1
PATRON#	1319203	TOT CHKOUT	1	LYCIRC	0
LPATRON	0	TOT RENEW	0		

c 092

b ROM Low

x 31847002224902

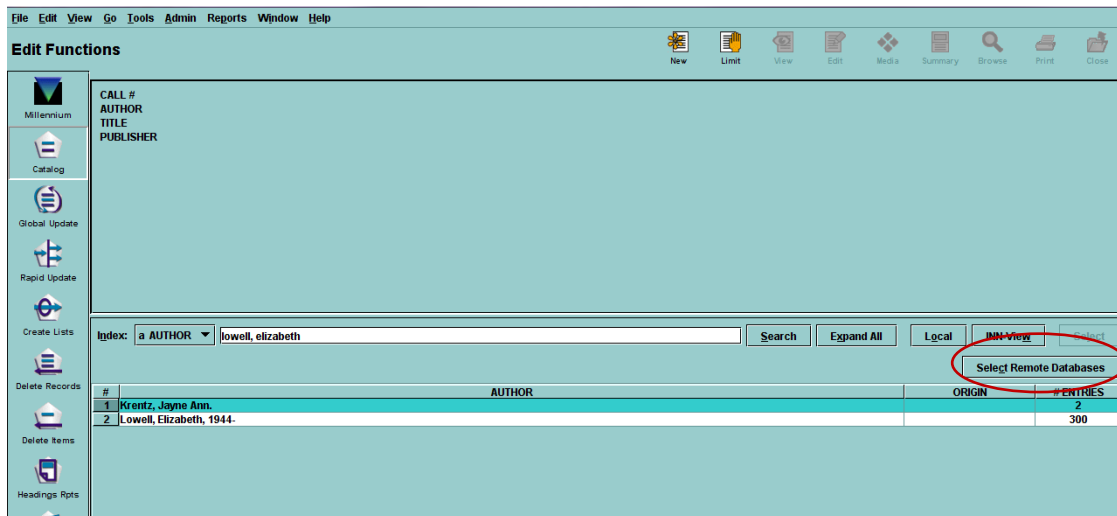
4/14 B&T

i63429913 Checked out on 04-22-2014 12:51 to Spiegelman-Boyd, Donnie due on 05-13-2014

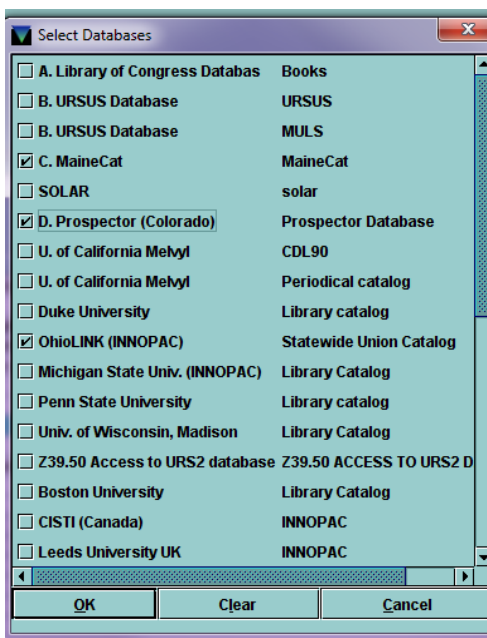
Edit Mode (OUTSIDE OF SCOPE)

## Z39.50 or Importing Records

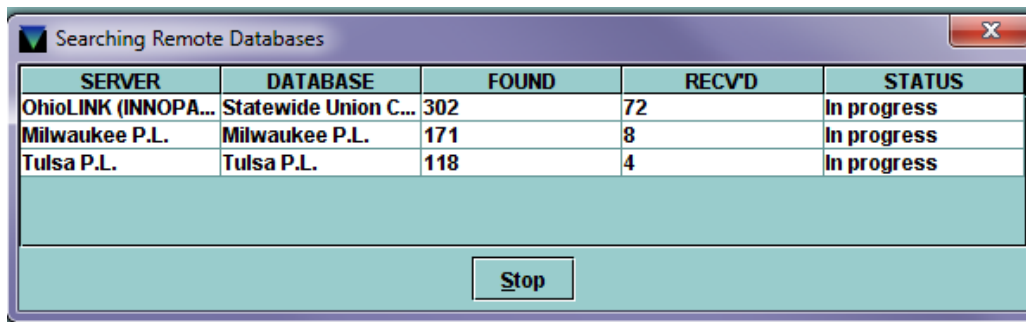
1. Choose the cataloging mode Search/Holds icon.
2. Search for the ISBN and then the title of the item to catalog.
3. If you can't find either, click the **Select Remote Databases** button.



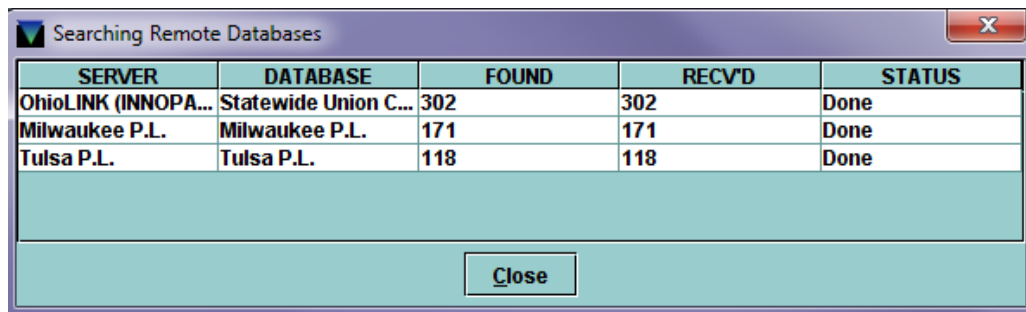
4. Select the databases to search and click the **OK** button. Some suggestions are: MaineCat, D. Prospector, OhioLINK, Duke University, Milwaukee PL, and Tulsa PL.



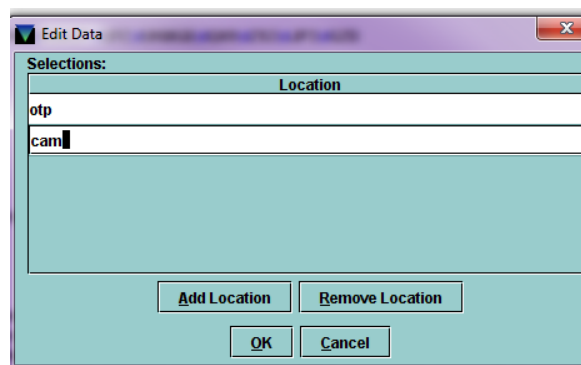
5. Click on the **Search** button. A progress screen will appear.



6. Select the **Close** button.



7. Review the list of records from the other databases for a match to your item.
8. Once you find a good match, edit any fields according to Minerva policy and standards.
  - a. Double click the location field and add your library.



- b. Designate a material type.
  - c. Delete any unnecessary or inaccurate fields.
  - d. Verify the 020 ISBN field. Delete any that do not match your item.
  - e. Delete any 09x fields or change them to a 082 field. Remember to change the Marc tag code from "c" to "y" if you change to a 082 field.
  - f. Verify the 245, 264, 300, 4xx, 5xx, 7xx, and 8xx fields.
  - g. If there is an 856 field, change the subfield |3 to |z.

File Edit View Go Tools Reports Window Help			
<div style="text-align: right;">  Insert            Save            View            Edit            Media(0)            Browse            Verify         </div>			
New BIBLIOGRAPHIC    Last Updated: 05-02-2014    Created: 05-02-2014    Revisions: 0			
LANG	eng English	CAT DATE	05-02-2014
SKIP	0	MAT TYPE	a PRINTED MTL <b>b</b>
LOCATION	otp Old Town Public Library <b>a</b>	INPUT LIBR	-
INITIALS - --- COUNTRY nyu New York			
<b>MARC Leader</b> #####cam 22##### i 4500 o 001 855581384 y 003 OCoLC y 005 20140422121826.0 y 008 140227s2014 nyu 000 1 eng i 010 2014007544 o 019 857966994 i 020 9780062132826 (hbk.) <b>d</b> i 020 0062132822 (hbk.) y 035 (OCoLC)855581384(z(OCoLC)857966994 y 040 DLC bengl erda cDLC dIG# dBTCTA dBDX dO2C dFN4 dYDXCP dUPZ dUKMGB dQX9 dZS3 dJP3 dGZD y 043 nwxm--- y 049 GZDA  ls* y 082 0 0 813;.54 223 c 099 ROM Z39.50 099 ROM <b>C</b> a 100 1 Lowell, Elizabeth, d1944. t 245 1 0 Night diver / cElizabeth Lowell. e 250 First edition. p 264 1 New York, NY : bWilliam Morrow, an imprint of HarperCollinsPublishers., c[2014] r 300 351 pages : c24 cm. r 336 text btxt 2rdacontent. r 337 unmediated bn 2rdamedia. r 338 volume bnc 2rdacarrier. n 520 Former British military diver Holden Cameron must investigate the suspicious activity surrounding a Donnelly dive to recover treasure from the ancient wreck of When equipment, treasure, and even divers begin to disappear, owner Kate Donnelly and Holden form an uneasy alliance to uncover the truth. But the deeper the they come to each other. Soon they are sharing their deepest fears and darkest secrets --and a combustible chemistry too hot to ignore. d 650 0 Family-owned business enterprises vFiction. d 650 0 Deep diving vFiction. d 651 0 Saint Vincent vFiction. d 655 7 Romantic suspense fiction. 2gsafd.			

9. Select **Save**.

10. Attach an Item Record by following the directions from **Adding an Item Record**.

## Original Cataloging

1. Select the **New** icon.
2. Choose a template if your library has created one, otherwise move on to step 3.
3. Enter the data into the fixed-fields by double clicking on them.
4. To enter the MARC fields use the Insert Icon or insert your cursor into the white expanse.
5. Follow the cataloging guidelines set by the Minerva Cataloging Standards Committee for your material type.
6. When done, select Save.
7. Insert an Item Record by following steps 6-10 of Adding Item Records.



## Cataloging Resources

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Library of Congress Cataloging and Acquisitions Home

- <http://www.loc.gov/aba/>

Library of Congress MARC guide

- <http://www.loc.gov/marc/marc.html>

Maine InfoNet Minerva Support website

- <http://www.maineinfonet.org/minerva/support/>

Partial list of RDA resources

- <http://www.maineinfonet.org/supportportal/training/cataloging/rda-resources/>

Minerva Cataloging Guidance Website (content moving to maineinfonet.org slowly)

- <https://sites.google.com/site/minervacats/>

Minerva Cataloging Standards = the most important page on the Minerva Cataloging site!

- <https://sites.google.com/site/minervacats/home/minerva-cataloging-standards>

Guidelines on When to Create a New Record

- <http://www.ala.org/alcts/sites/ala.org.alcts/files/content/resources/org/cat/differences07.pdf>

MARC info from OCLC

- <http://oclc.org/bibformats/en.html>

AMAZING list of useful cataloging cheat sheets: must be seen to be believed

- <http://www.special-cataloging.com/cheats>

Online Professional Development: including cataloging

- [www.libraryjuiceacademy.com](http://www.libraryjuiceacademy.com)

Online Course MARC basics for New Catalogers

- <http://alanis.simmons.edu/cweb/workshop.php?id=7>