

Checklist for importing/editing bibliographic records into the Minerva catalog

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Records imported into the Minerva catalog from an outside source must be carefully reviewed to see if they meet RDA requirements and acceptable minerva cataloging standards. If a record does not include RDA specific fields you will need to add missing fields.

- If no matches comes up in Minerva after searching ISBN, title, & author then import
 - Warning: SKYRIVER records come in with extra spaces- be sure to REMOVE all extra spaces.
- Double click "Location" in the fixed fields and enter your library's 3 letter code. Click OK?
- Correct the initials for the INPUT LIBR field if your library has a unique code. Otherwise use " - "
- Is the material type in the fixed fields correct? Double click in the MAT TYPE box to see a complete list.
- Is the language correct (must match 008 entry) in the fixed fields?
- Is the SKIP field correct for non-filing characters? (a, an, the) Research non-filing characters in other languages.
- Is the BIB CODE 3 set to "0" for pre-publication items not in hand? Otherwise it should be " - "
- Expand the MARC Leader.
 - Is the "CAT FORM" coded "i"?
 - Is the "CHAR ENC" blank?
 - If the item is a serial is the BIB LEVL set to "s"? Double click to get a complete list.
 - Is the ENC LEVL set to pre-pub if appropriate? (8)
 - Is the ENC LEVL changed to "complete" (no number) if the item is now in hand?
- Verify, using WorldCat, the 001 number and change the 003 to OCoLC.
- Retain the 003 as imported if no OCLC# can be found (examples: SKY, DLC).
- Is an 006 field present for appropriate types of non-print material?
- Is the 007 field present for the appropriate type of non-print material?
- Is 008 complete?
 - language code and country code (should match the FIXED FIELDS entries)
 - Date entered? IF this is original cataloging it should match the CAT DATE in the fixed field. If you imported it leave the date as it came in
 - illustrations? Other non-text information (maps, charts, etc.)
 - Look over all the other parts of the 008
 - If the item is a continuing resource are there 2 dates present and is the 2nd date "9999"?
- The LC Card # (010) often has extra spaces in front of the number, if they are there, please retain.
- When importing/original cataloging keep only the 020 ISBNs from the item in hand, delete all others. If editing a record do NOT delete other ISBNs without checking with other libraries on the record.
- If a 040 field is present, does it include subfield "ljerda"? If no 040 is present the minimum is Me|jerda
- Have you deleted 019 and 049 fields? (they should show red)

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- Have you removed or changed the 09x fields that import? To retain the CALL # in the record, change the 09x to 082 and/or 050, save, then change the MARC TAG code from “c” to “y”, then save again.
- Does the 1XX include the relationship designator in subfield |e? Have you verified?
- If the record has extra descriptors (Best-selling author, etc.) in the 245 field, have you removed them?
- Minerva follows the “rule of three” for authors in the 245 - add “and others” and list them in 700 #1 entries
- Is there a 250 edition statement and does it match your item? If not, be sure you have the correct bib!
- Did you delete a 263 field if it exists? (Expected Publication Date)
- Is the publisher information described in a 264 #1 field instead of a 260? 260 is now obsolete.
- In the 264 #1 field there is no © symbol used.
- If a 264 #4 field is included it must have the © symbol after the |c.
- Review information and remove abbreviations in the 300? Include a period after cm if 490 present.
- Do the required RDA fields 336 content, 337 media, and 338 carrier fields exist in the record?
 - Are they appropriate for the material type?
- Do series statements appear in a 490? 440 is obsolete.
- Examine 5xx notes - review their content and order (see Minerva RDA Cataloging document)
- Is the 520 field in the **general range of 50 words** and is it **free of subjective adjectives** (like “Best-selling author, superb illustrations, etc.)? Rewrite or go find a shorter one if it's too long.
- Is the 504 field, if present, giving specific pagination in parentheses for bibliographical references?
- If there are 532 (Accessibility Note) and 546 (Language Note) fields for video recordings are they appropriate?
- Are the subject fields verified & NOT duplicated in the record? It is the Minerva standard to use 650 #0 adult subject headings with |vJuvenile fiction instead of 650 #1 children’s subject headings with |vFiction unless the children’s subject heading is unique and an adult heading of equivalent clarity is not available.
- Are the 655 genre fields verified?
- Do the 7XX added entries include a relationship designator (subfield |e”) and verified?
- Do the 8xx fields match what is allowed in the authority record for the series? 800 for author series, 830 for title series? Check the Series Cheat Sheet for tracing in the authority record.
- Did you add a 929 field for your “initials” (library 3 letter code+first initial+last initial) as the importer of the record? If editing a record and there is no 929 field add one. If one already exists add your signature after the last one present separated by a /.
- Verify all fields when done (use upper right icon “Verify” - or do so individually while editing using the right click - Verify Heading function).

- Use the “View Public Display” function to proofread your bib and item record in the OPAC. Make edits for spelling, grammar, etc. along with display of information related to spacing, punctuation, capitalization, etc.