

# Welcome to Minerva Cataloging

an introduction for new Minerva members

May 13, 2022



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## **Introduction**

If you have previous cataloging experience, but are new to the Minerva system, this training has been prepared with you in mind. Although Minerva complies with current international cataloging standards, the unique challenges of cataloging in this consortial environment require the relaxation of certain practices and the introduction of others.

If you are new to cataloging in general, this guide should help you navigate your way to an understanding of the mechanics of our shared catalog, but it is not intended to be a manual for beginners.

However, when used along with the Sierra cataloging manual, <https://www.maineinfonet.org/minerva/support/cataloging-serials/cataloging-rules-and-instruction/sierra-cataloging-manual-for-minerva/>

our guide to original cataloging, [https://drive.google.com/file/d/1mw0ELwccPkJJ3Jh8QI\\_iz0ldr9rtgZH/view](https://drive.google.com/file/d/1mw0ELwccPkJJ3Jh8QI_iz0ldr9rtgZH/view)

and the other policies and procedures that are posted at <https://www.maineinfonet.org/minerva/support/cataloging-serials/cataloging-rules-and-instruction/>

this training should help accustom you to the standards and practices required for the creation of accurate and acceptable bibliographical records contributing to the Minerva catalog.

*Ellen Conway  
Maine Infonet Cataloging Consultant  
May 13, 2021*

## **Minerva Cataloging goals**

The Minerva consortium is committed to coordinating a database of high-quality bibliographical records for collective use by member libraries.

These bibliographic records are the shared property of the consortium.

Maintaining the quality and integrity of each bibliographic record is an interest and a responsibility shared by all member libraries.

Specific rules have been established to ensure that Minerva catalogers are informed of important issues:

- Every member library in Minerva must have a representative that attends or views 3 of 4 Cataloging Roundtable meetings each year.
- Every member library must have at least one representative that subscribes to Minervacats, the cataloging information listserv. It is recommended that *anyone* who catalogs in Minerva should subscribe to Minervacats.

To sign up for Minervacats, go to <https://www.maine.gov/msl/libs/listservs.htm>

## **A Vocabulary Lesson**

A variety of terms and acronyms are used frequently in discussions of cataloging in the Minerva system, and it is important for the cataloger to have an understanding of these terms. The following is a brief introduction to and definitions of these frequently used words and phrases.

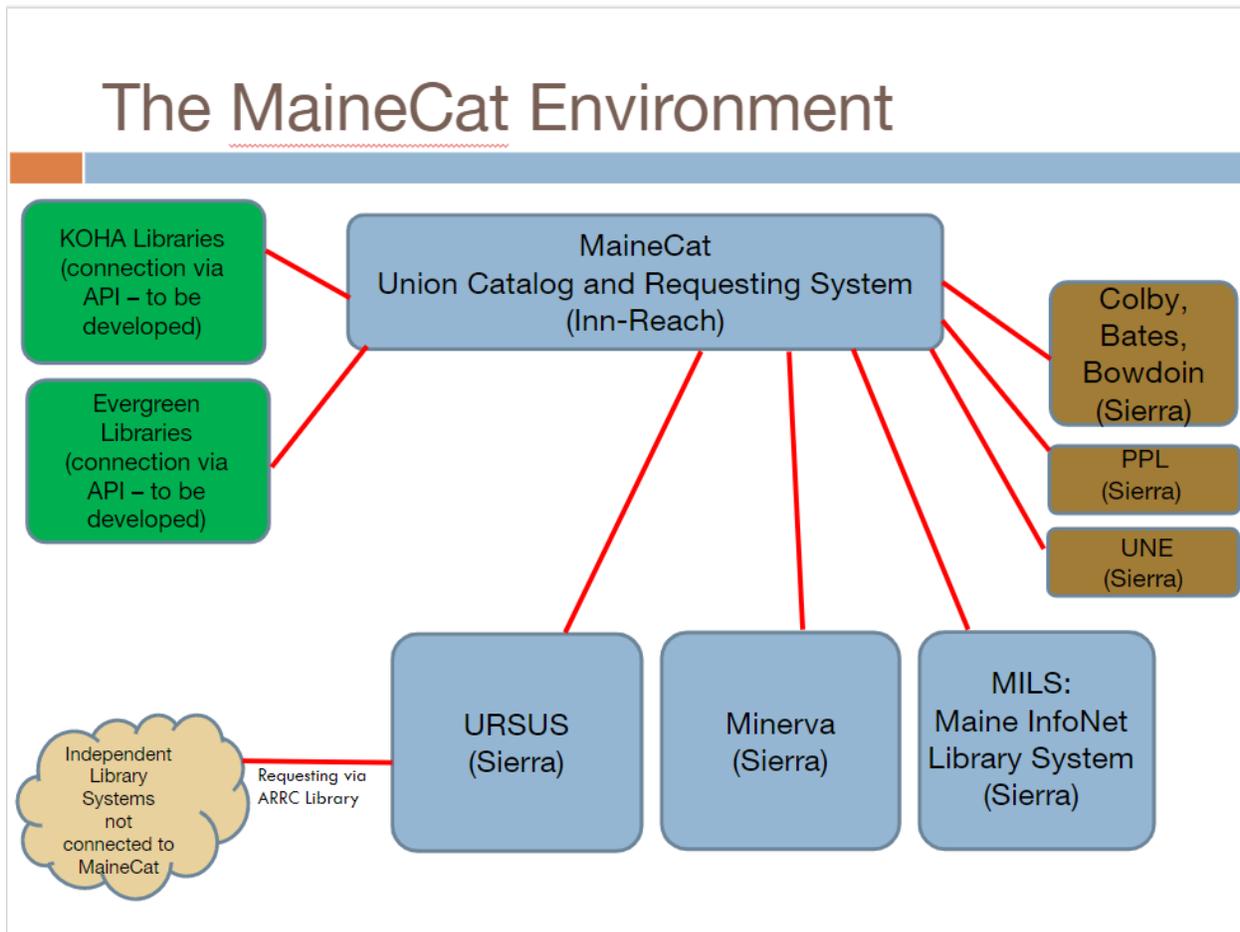
**Maine Infonet:** a collaborative of academic, public, school, and special libraries that provides leadership in resource sharing and promotes solutions for library information services. Maine Infonet supports and maintains our statewide Integrated Library System services.

**MaineCat:** our statewide catalog combines and links more than 100 library collections that are contained in 7 large online library systems. A single search scans more than 4.6 million unique titles and nearly 8.9 million items.

*Who contributes to MaineCat?*

- **URSUS:** the University of Maine library system, Bangor Public Library, Maine State Library, Maine State Law and Legislative Reference Library and Maine State Archives.
- **Single library systems:** Portland Public Library, University of New England, and CBB -- the Colby, Bates, and Bowdoin College libraries.
- **Minerva:** a consortial catalog system with libraries of all types.
- **MILS:** Maine Infonet Library System, a shared library system of small libraries across the state.

The graphic below illustrates the MaineCat Environment:



**Sierra:** the Integrated Library System computerized program that integrates circulation, cataloging, and acquisitions into one package. This is the library “software” used by Minerva and many other Maine Infonet libraries.

**OPAC:** the online public access catalog – the patron’s view.

**OCLC:** “Online Computer Library System”, a nonprofit membership organization that promotes cooperation among libraries worldwide. More than 54,000 libraries in 109 countries use OCLC services to locate, acquire, catalog, lend and preserve print and electronic library materials.

**Worldcat:** the global computer catalog of library collections provided by OCLC. WorldCat gives people the ability to view library collections from anywhere in the world.

**RDA:** “Resource Description and Access”. The current set of internationally established rules for cataloging.

**AACR2:** the cataloging rules in effect prior to the introduction of RDA. Many of the rules are still applicable, and familiarity with AACR2 is extremely helpful.

**ISBN or ISSN:** International Standard Book Number or International Standard Serial Number. These are essential means for identifying unique manifestations of works.

**Authority record:** Authority records are MARC records in the catalog that contain the standardized forms of names for people, corporate bodies (societies, businesses, institutions, etc.), meetings, titles, and subjects. In doing this, authority records provide **authority control**. Authority control means establishing a recognized form for an entity name and using that form whenever the name is needed as an access point in a bibliographic record.

Author, subject, uniform title, and series title entries are controlled, recognized forms of name and subject headings that are contained in separate authority records and used as access points in the bibliographic record.

**MARC21:** “Machine Readable Cataloging” is the format that uses a set of codes and content designators defined for encoding machine-readable records. Formats are defined for bibliographical and authority data. MARC formats emerged from the Library of Congress about 50 years ago, and MARC21 has been in use since 1999. MARC provides the mechanism by which computers exchange, use, and interpret bibliographical information, and its data elements make up the foundation of most library catalogs in use today.

An understanding of MARC21 is essential to the creation of acceptable catalog records. Many resources are available to one who wishes to learn more about the topic. One such resource may be found on the Library of Congress website, at <https://www.loc.gov/marc/umb/> (*Please note that this document has not been updated with RDA information*)

## Understanding MARC Format

The MARC record is a coded file in which every field provides specific details to the ILS either about the record itself or the material being cataloged. It is essential that the fields in the MARC record are filled in correctly for a catalog search to be successful. Correct punctuation, spelling, and spacing are also crucial.

Minerva catalogers are expected to have an understanding of MARC bibliographic records and be familiar with current cataloging standards in use by the Library of Congress.

b39048706 Last Updated: 02-12-2021 Created: 07-30-2020 Revisions: 947

LANG	eng English	CAT DATE	07-30-2020	BIB CODE 3	----
SKIP	4	INPUT LIBR	m MCARTHUR PL	COUNTRY	nyu New York
LOCATION	multi	MAT TYPE	a PRINTED MTL		

MARC Leader##### c a m 2 2 ##### l 4 5 0 0

LOCATIONS apl .asd .asc .bai .bml .bfi .bbh .cam .hob .cml .edl .ell .fml .fre .gar .gpl .jml .kbb .lpl .lit .lud .mca .yar .nor .otp .opl .pfi .plt .ric .rkd .roc .rpl .sca .ski .spp .swh .tml .tpl .wik .wpl .wel .win .wit .ypl

o 001	1146553756
y 003	OCoLC
y 005	202007301040.0
y 008	200730 s 2020 nyu 0 0 0 1 eng d
i 020	9780735224650
y 035	(OCoLC)1146553756
y 040	Me eng erda c Me

a 100 1	French, Tana. eauthor.
t 245 1 4	The searcher / cTana French.
p 264 1	New York : bViking, c[2020]

r 300	451 pages : c24 cm
r 336	text btxt 2rdacontent
r 337	unmediated bn 2rdamedia
r 338	volume bnc 2rdacarrier

n 520 **1** "Cal Hooper thought a fixer-upper in a bucolic Irish village would be the perfect escape. After twenty-five years in the Chicago police force and a bruising divorce, he just wants to build a new life in a pretty spot with a good pub where nothing much happens. But when a local kid whose brother has gone missing arm-twists him into investigating, Cal uncovers layers of darkness beneath his picturesque retreat, and starts to realize that even small towns shelter dangerous secrets."--|cAmazon.com.

d 650 0	Missing persons vFiction.
d 650 0	Villages zIreland vFiction.
d 650 0	Family secrets vFiction.
d 651 0	Ireland vFiction.
d 655 7	Detective and mystery fiction. 2lcgft
y 907	.b39048706 bmulti cm
y 902	200817
y 995	Load Profile m2btabs.kbfix

This is an existing, complete bib record for a print item.

**FIXED FIELDS:** contained in the blue outlined section

LANG	eng English	CAT DATE	07-30-2020	BIB CODE 3	- ---
SKIP	4	INPUT LIBR	m MCARTHUR PL	COUNTRY	nyu New York
LOCATION	multi	MAT TYPE	a PRINTED MTL		

This section appears at the very top of every bib record. These fields should be reviewed and corrected if necessary when creating a new record.

- *Language = eng (English)*
- *Cataloging Date = today's date (ddmmyyyy)*
- *Bib Code 3 = record sharing status*
- *Skip = nonfiling characters (initial article of title: 4= the, 3= an, 2=a)*
- *Input library = your library's 3 letter code or –*
- *Country = 3 letter code for the publisher's State, Province, or Nation*
- *Material type = select from the drop down the code that applies to your item*

**MARC LEADER:** in the yellow outline.

MARC Leader ##### c a m 2 2 ##### i 4 5 0 0

This is a mandatory field. The Leader contains codes that tell Sierra important information about the Marc record itself, rather than the item being cataloged. NOTE: if you have selected the generic bib templates, this field should already be filled in correctly.

To examine the MARC leader, place the cursor on the field and press CTRL R, or right click, and select **Expand Field**.

MARC Leader	REC LENGTH	#####	REC STAT	n	REC TYPE	a
	BIB LEVEL	m	ARC CTRL		CHAR ENC	
	IND CNT	2	SFLD CNT	2	BASE ADDRESS	#####
	ENC LEVEL		CAT FORM	i	MULTIPART	
	LEN FIELD	4	LEN START	5	LEN IMPL	0
	UNDEFINE	0				

Editing the MARC Leader for an imported record:

REC STAT:

REC TYPE: *a = language material (print book, serial, ebook)*

*g = projected medium (dvd, bluray, etc.)*

*i = nonmusical sound recording*

*j = musical sound recording*

*m = electronic resource (software, games, etc.)*

BIB LEVEL: *m = monograph*

*s = serial*

*l = integrating resource*

ARC CTRL: *blank*

CHAR ENC: *blank*

ELVL: *blank (Encoding level indicates the fullness of the information in the record. Blank means full level—you have the item in hand. If you are creating an original record it is assumed that the item is present and has been fully examined for complete description, subject analysis, and classification.)*

CAT FORM = *i (RDA)*

MULTIPART = *leave blank (unless you are cataloging a set; if so, click the drop-down and choose the appropriate code.)*

**MARC TAGS:** The section outlined in red contains **MARC tags or codes**, the numbers assigned to each field in the MARC record. MARC fields are numbered with a 3-digit numeric “tag.” Each tag represents a specific part of the material’s description.

MARC Leader		##### c a m 2 2 ##### i 4 5 0 0
LOCATIONS		
apl ,asd ,asc ,bai ,bml ,bfl ,bbh ,cam ,hob ,cml ,edl ,ell ,fml ,fre ,gar ,gpl ,jn sca ,ski ,spp ,swh ,tml ,tpl ,wlk ,wpl ,wel ,win ,wit ,ypl		
o	001	1146553756
y	003	OCoLC
y	005	202007301040.0
y	008	200730 s 2020 nyu 0 0 0 1 eng d
i	020	9780735224650
y	035	(OCoLC)1146553756
y	040	Me beng erda cMe
a	100	French, Tana, eauthor.
t	245	4 The searcher / cTana French.
p	264	1 New York : bViking, c[2020]
r	300	451 pages : c24 cm
r	336	text btxt 2rdacontent
r	337	unmediated bn 2rdamedia
r	338	volume bnc 2rdacarrier
n	520	"Cal Hooper thought a fixer-upper in a bucolic Irish village would be the perfect escape to build a new life in a pretty spot with a good pub where nothing much happens. But v layers of darkness beneath his picturesque retreat, and starts to realize that even si
d	650	0 Missing persons vFiction.
d	650	0 Villages zIreland vFiction.
d	650	0 Family secrets vFiction.
d	651	0 Ireland vFiction.
d	655	7 Detective and mystery fiction. 2lcgft
y	907	.b39048706 bmulti cm
y	902	200817
y	995	Load Profile m2btab.kbfix

**FIELD GROUP TAGS:** the letters found in the far left margin of the bib record are **Field group tags**. These tags are a function of Sierra and work in combination with MARC tags to control indexing and display.

			sca ,ski ,spp ,swh ,tml ,tpl ,wtk ,wpl ,wel ,win ,wit ,y
o	001		1146553756
y	003		OCoLC
y	005		202007301040.0
y	008		200730 s 2020 nyu 0 0 0 1 eng d
i	020		9780735224650
y	035		(OCoLC)1146553756
y	040		Me beng erda cMe
a	100	1	French, Tana, eauthor.
t	245	1 4	The searcher / cTana French.
p	264	1	New York : bViking, c[2020]
r	300		451 pages ; c24 cm
r	336		text btxt 2rdacontent
r	337		unmediated bn 2rdamedia
r	338		volume bnc 2rdacarrier
n	520		"Cal Hooper thought a fixer-upper in a bucolic Irish village build a new life in a pretty spot with a good pub where no layers of darkness beneath his picturesque retreat, and s
d	650	0	Missing persons vFiction.
d	650	0	Villages zIreland vFiction.
d	650	0	Family secrets vFiction.
d	651	0	Ireland vFiction.
d	655	7	Detective and mystery fiction.  2lcgft
y	907		.b39048706 bmulti cm
y	902		200817
y	995		Load Profile m2btab.kbfix

**NOTE:** When adding record fields, don't attempt to set the codes for the Field Group Tags. The best practice is to **tab** over the space, and enter the MARC tag and the rest of the field. When you move on to the next line in the record, the field group tag will be automatically filled in. Alternatively, you can go to the top of the record, select **insert**, and choose the field to be entered. This method also will fill in the code for you.

**INDICATORS:** the two numeric digits following the MARC tag are “indicators.” The spaces occupied by indicators may be blank or may contain a number. Indicators are mandatory if the field requires them. Their function is similar to that of the field group tags; they inform the system to index or display the fields’ data in a specific way.

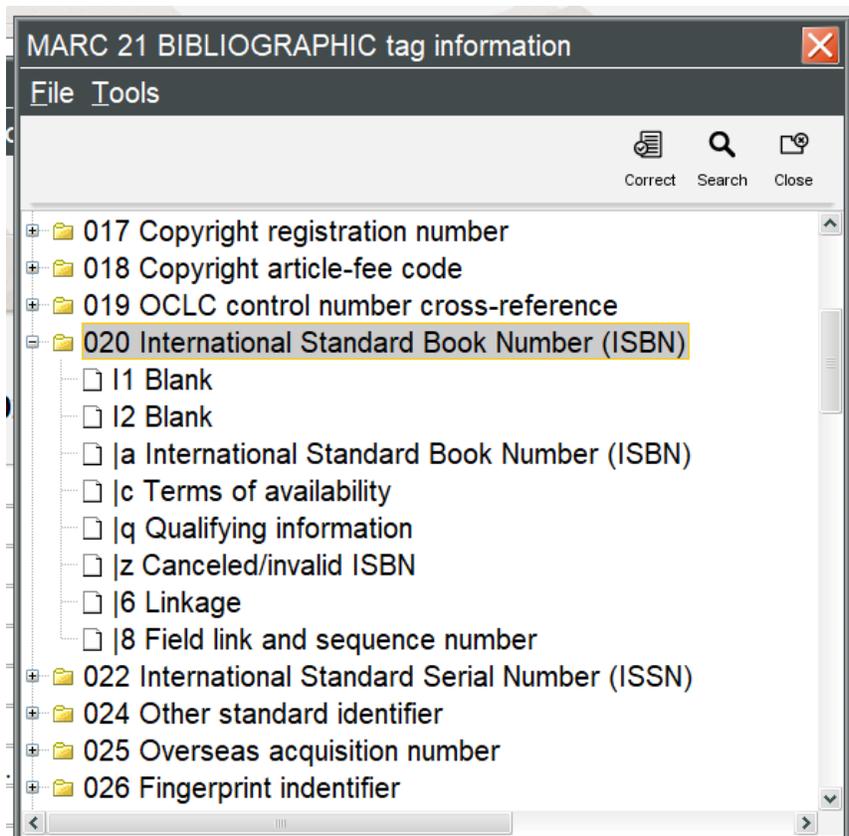
o	001			146553756
y	003			0CoLC
y	005			02007301040.0
y	008			00730 s 2020 nyu 0 0 0 1 eng d
i	020			0780735224650
y	035			0CoLC)1146553756
y	040			Me beng erda cMe
a	100	1		French, Tana. eauthor.
t	245	1	4	The searcher / cTana French.
p	264		1	New York : bViking. c[2020]
r	300			51 pages : c24 cm
r	336			Text btxt 2rdacontent
r	337			Unmediated bn 2rdamedia
r	338			Volume bnc 2rdacarrier
n	520			Cal Hooper thought a fixer-upper in a bucolic Irish village would be the perfect escape. After twenty-five years he would build a new life in a pretty spot with a good pub where nothing much happens. But when a local kid whose parents are layers of darkness beneath his picturesque retreat, and starts to realize that even small towns shelter da
d	650		0	Missing persons vFiction.
d	650		0	Villages zIreland vFiction.
d	650		0	Family secrets vFiction.
d	651		0	Ireland vFiction.
d	655		7	Detective and mystery fiction. 2lcgft
y	907			039048706 bmulti cm
y	902			00817
y	995			Load Profile m2btab.kbfix

**Note:** if you neglect to fill in the indicators when they are required, Sierra will let you know by displaying the MARC field with clearly empty spaces where the indicators belong.

a	100			French, Tana. eauthor.
t	245	1	4	The searcher / cTana French.
p	264			New York : bViking. c[2020]

**Note:** It is not acceptable to leave indicator spaces blank. If you are unsure of what indicators belong in the field, use the **right click > marc tag info** function.

**Sierra tip:** For a quick check on the use of any field, place your cursor anywhere in the field, right click, and select **Marc Tag Info**. This will explain the purpose of each field, along with the options for indicators and subfields.



## **Getting started in Minerva**

The most basic function of cataloging in Minerva is Copy Cataloging. The following explanation of copy cataloging is borrowed and adapted from the Evergreen Indiana library system's online manual:

### **What is Copy Cataloging?**

In Minerva, copy cataloging means finding a bibliographic record that matches the item you wish to catalog and attaching your item to that record. Minerva catalogers refer to the item to be cataloged as "the item in hand" and the process of adding it to the bibliographic record as "attaching your holding".

### **Copy Cataloging Work Flow**

Search Minerva for a record that matches the item in hand, using the matching guidelines below. If a matching record is found, attach your local holding.

### **Bibliographic Matching Guidelines**

When searching for a bibliographic record that matches the item you wish to catalog, carefully compare the record to the item you have. The following fields, if present, must match your item. If they do not match, do not attach your holdings. Instead, you should search for a matching record that can be imported from either the Z39.50 or SkyRiver databases. If no matching records are found this way, you will need to create an original record.

<b>Field</b>	<b>Description</b>
010	LC control number
020/022	ISBN/ISSN
024	UPI/UPC code
028	Publisher number
100	Author
245	Title Statement
250	Edition statement
264	Publication, Distribution, etc.
300	Physical description
505	Contents

## **Importing bib records**

When an appropriate bib record can't be found in the Minerva catalog, the cataloger should look for a match from one of two resources that are available: the Z39.50 databases and the SkyRiver database. Directions for importing records are posted online at

<https://www.maineinonet.org/minerva/support/cataloging-serials/cataloging-rules-and-instruction/sierra-cataloging-manual-for-minerva/#z39>

and

[https://www.maineinonet.org/wp-content/uploads/2018/09/MinervaSkyRiverInstructions\\_2018.pdf](https://www.maineinonet.org/wp-content/uploads/2018/09/MinervaSkyRiverInstructions_2018.pdf)

## **Importing from Z39.50**

1. After verifying that the record doesn't exist in the system, select the drop-down menu next to the **Search** button and choose **Remote**.

The screenshot shows a search interface with a search box containing 't TITLE' and 'Frogs are'. To the right of the search box is a 'Search' button and a dropdown menu currently set to 'Remote'.

- 2.
3. On the **Select Databases** screen, choose the databases to search by clicking on the checkbox next to its name.

The screenshot shows a 'Select Databases' dialog box with a list of databases and their corresponding catalog types. The 'U. of California Melvyl Periodical catalog' checkbox is checked.

Database Name	Catalog Type	Selected
A. Library of Congress Databas	Books	<input type="checkbox"/>
B. URSUS Database	URSUS	<input type="checkbox"/>
B. URSUS Database	MULS	<input type="checkbox"/>
C. MaineCat	MaineCat	<input type="checkbox"/>
SOLAR	solar	<input type="checkbox"/>
D. Prospector (Colorado)	Prospector Database	<input type="checkbox"/>
U. of California Melvyl	CDL90	<input type="checkbox"/>
U. of California Melvyl	Periodical catalog	<input checked="" type="checkbox"/>
Duke University	Library catalog	<input type="checkbox"/>
OhioLINK (INNOPAC)	Statewide Union Catalog	<input type="checkbox"/>
Michigan State Univ. (INNOPAC)	Library Catalog	<input type="checkbox"/>
Penn State University	Library catalog	<input type="checkbox"/>
Univ. of Wisconsin, Madison	Library Catalog	<input type="checkbox"/>
Z39.50 Access to URS2 database	Z39.50 ACCESS TO URS2 D	<input type="checkbox"/>
Boston University	Library Catalog	<input type="checkbox"/>
CISTI (Canada)	INNOPAC	<input type="checkbox"/>
Leeds University UK	INNOPAC	<input type="checkbox"/>

Buttons: OK, Clear, Cancel

4. Click **OK**.

5. Select the search index (i.e. Title, ISBN, Author, etc.) and enter the corresponding information.
6. Select **Search**.
7. The Searching Remote Databases pop-up dialog box will appear. When done, select Close.

SERVER	DATABASE	FOUND	RECVD	STATUS
C. MaineCat	MaineCat	1	1	Done
D. Prospecter (Col...	Prospector Datab...	2	2	Done
OhioLINK (INNOPAC)	Statewide Union C...	2	2	Done
Milwaukee P.L.	Milwaukee P.L.	0	0	No records found
Tulsa P.L.	Tulsa P.L.	1	1	Done

8. Review the **Results** list by double-clicking on the record name.

#	Description	Database	# of Entries
1	Earthquake babies / L.A. Heberlein	OhioLINK (INNOPAC)	1
2	Frogs are funny! : the most sensational, inspirational, celebrational, mappetal	D. Prospecter (Color...	2
3	Frogs are funny! : the most sensational, inspirational, celebrational, mappetal	D. Prospecter (Color...	2
4	Frogs are funny! : the most sensational, inspirational, celebrational, mappetal	Tulsa P.L.	2
5	Frogs are in fear that the sun should marry.	OhioLINK (INNOPAC)	2
6	A warning to the world : frogs are facing extinction.	C. MaineCat	1

9. After reviewing the list and having found a bib record that matches, insert your bib location into the Location field box by double clicking on it.

LANG  CAT DATE   
 SKIP  MAT TYPE   
 LOCATION  INPUT LIBR

10. You can start typing your bib location once the Edit Data pop-up dialog box appears, or double-click on the zzzz line and find your bib location from the list.

--OR--

11. Review the bib record for any deletions or additions that may be necessary.
12. Click the Save icon.

## Importing from SkyRiver

If an existing record doesn't exist in Sierra or in the Z39.50 MaineCat database, use SkyRiver to find and export a matching record. Use this method when you want to create a new record in Sierra.

1. First, verify that an existing record does not already exist in Sierra by doing an ISBN, title, and then author search for the material in hand. Double check that there isn't one in the Z39.50 MaineCat database, as well. Do these steps prior to exporting a record from SkyRiver.
2. If a record can't be found, then go to SkyRiver and search for the material via the Search screen.
3. Once you have found a title that looks appropriate, click the Select button or the title to view the record.
4. If the record looks like a match for your material, select Macros in the navigation bar and click Create.
5. In the Export Record dialog box leave the Load table set to **bcreate**. Leave the Hide from MaineCat/Suppress in OPAC box blank if you don't want to hide or suppress the bib record. Otherwise, enter "n" to suppress or "0" to hide from MaineCat. Enter your library's bib location code that applies to this material (ex. xyz, xyzj) in the Bib Location box. Please do not use an item location code here.
6. Click OK when you are ready to export the record.
7. Another dialog box will appear indicating that a new record has been created and inserted into Sierra. Make a note of the bib record number, then go to Sierra and bring up the record using the Catalog function.
8. Review the record in Sierra, and edit as needed.

## How to overlay

At times your search for a matching bib record in the Minerva catalog may result in finding an existing, but incomplete, record. If the record lacks important information or is otherwise incomplete, and you are not able or willing to actually insert that information manually, the existing record can be improved by overlaying -- the process of importing a new bib record from one of the remote databases, and actually applying it to a bib record that is already in the Minerva catalog.

Catalogers frequently overlay when they find that the records are missing subject headings, physical information, OCLC numbers, etc. When you overlay, the data in the existing record will be completely replaced by the data in the new record, except for the MARC 929 cataloger identification field. Care should be taken to preserve certain other specific fields as described in Step 4, below.

If you are sure that your item is exactly the same as the one in Minerva, you can and should overlay the existing record with a better one imported from a remote database. By doing this you and the other library will be attached to a better record and you will not create a duplicate.

### Procedure for overlaying with Sierra:

1. Have both the Minerva record and the one you are importing open on your screen. Do not save the new Z39.50 record yet.
2. Go to the "windows" tab and select "tile vertically"
3. Edit your remote record as needed, and remember to verify the material type in the fixed fields. Change the location from zzzzz to your own library's 3 letter code.
4. If the existing record has a different ISBN, or any special local notes or subject headings, remember to copy these and paste them into the remote record before overlaying. Be sure to copy 545 Maine author notes and Accelerated Reader and Lexile ranks if they are present. Some libraries are allowed to insert a MARC 791 field in their bibs to indicate a special collection. This practice is no longer permitted in Minerva, but certain collections have been allowed to continue, such as CML's Cornerstones of Science. When you see a 791 in a record that is going to be overlaid, copy and paste it into the new record before you take the overlay step. Also, check for Medical Subject Headings; MESH headings have 2nd indicator 2 and should be retained. Be sure to do this **before** saving.
5. When you are sure that the new record has been prepared completely, go to "edit", select "overlay", and select the exact bib number of the existing record. The overlay will be completed, then "save".

## Procedure for overlaying with SkyRiver

If your search for a record to use for overlaying is unsuccessful in Z39.50, you may try to find one in the SkyRiver database. The procedure for using SkyRiver for overlaying is posted online at [https://www.maineinonet.org/wp-content/uploads/2018/09/MinervaSkyRiverInstructions\\_2018.pdf](https://www.maineinonet.org/wp-content/uploads/2018/09/MinervaSkyRiverInstructions_2018.pdf) and follows below.

1. In Sierra via the Catalog function, navigate to an existing record that matches the material by searching for ISBN, title, or author. Note (or copy) the bibliographic record number in the upper left hand corner of the record.
2. Go to SkyRiver and search for a record that matches the material.
3. Go to Macros and select Overlay. The Overlay macro dialog box will appear. Enter the bib record number in the Overlay record field. \*\*Please note: If a bib record number isn't entered in the macro, the load profile will export the record and overlay any record that has a matching 001 or 020. Please avoid leaving this field blank, since it can inadvertently overlay a record that has a bad 001/020, or has another format's ISBN listed in a 020.
  - a) Leave the Hide from MaineCat/Suppress in OPAC box blank if you don't want to hide or suppress the bib record. Otherwise, enter "n" to suppress or "0" to hide from MaineCat.
  - b) Next, enter your library's bib location code that applies to this material (ex. xyz, xyzj). Please do not enter an item location code here.
  - c) Click OK when you are ready to export the record.
4. A message box will appear with information regarding the record overlay, such as the bibliographic record # and the old title.
5. Go back to Sierra and open the record again in the Catalog function. Edit the record in Sierra, as needed. We recommend editing bibliographic records in Sierra, instead of in SkyRiver, so that catalogers don't have to edit a record twice (to make sure all fields are correct after the export).
6. Review the record, correcting and editing it as you would if overlaying in Sierra.

## **Rules for Minerva Cataloging**

Cataloging in Minerva requires the creation and maintenance of a catalog of bibliographic records that are entered according to the most currently accepted rules, that include all required fields and descriptions, and that do not duplicate other unique records.

It has already been mentioned that new bibliographic records may need to be edited, whether they were imported from a remote database or they are the products of overlays. This process is necessary to ensure that new catalog records meet Minerva standards. When editing a record, please take the following steps:

- Review the Fixed Fields section, making sure that each position is coded correctly. Enter your library's 3 letter code in "location", and confirm that material type, language, non-filing characters, country, input library, and Bib Code 3 are appropriate. (If your library doesn't have a code programmed in "input library", enter a hyphen.)
- Examine the MARC leader and verify the accuracy of record type, status, and Cat Form (i indicates RDA rules).
- If a 001 field appears in the record, it must contain the OCLC control number. Usually, if the value in the 001 is truly an OCLC number, it will be followed by a 003 field stating "OCoLC" or a 035 field that contains the same number. If the 003 states "DLC" or "Sky", the number given in 001 is not OCLC, and therefore the 001 field should be removed. Likewise, if the 001 contains letters, it is not OCLC and should be removed. NOTE: for more information about OCLC numbers and the 001 field, go to <https://www.maineinfonet.org/minerva/support/cataloging-serials/cataloging-rules-and-instruction/oclc-numbers/>
- Review the entries for ISBN in the MARC 020 fields. When adding a new and unique bib to the catalog, there should only be one ISBN in the record, the one that applies to the item in hand. Any other ISBNs found in the record must be removed. The title page verso is the preferred source for ISBN. Currently, ISBNs are composed of 13 digits. Any other characters in the field must be removed, including subfields, punctuation, prices, or other descriptive text.
- Nonprint, audiovisual material records should include a 007 field that is filled in accurately.
- Expand and verify the accuracy of codes in the 008 field, and complete if necessary.

- 08X and 09X call number fields that use **Field Group Tag “c”** should be removed from the record.
- The record must include a 1XX field for the main entry if applicable, with correct indicators and the correct LC authority record form of the entry.
- Verify that the title is entered in the 245 field as it appears on the item in hand. Correct indicators and subfields should be present, and correct punctuation and spacing should be observed.
- Include edition statements in the 250 field if present on the item. Non-musical sound recordings must include a 250 noting if the item is an abridged version or unabridged. New editions or revisions of a previously published work should also be noted in this field.
- Remove the 263 field (expected publication date) if the item is in hand.
- Review the 264 field for accuracy of the publisher’s location, name, and publication date, using the appropriate indicators and subfield codes. If the item’s publication date is not provided, enter a second 264 field providing the copyright date, using second indicator 4.
- Examine the MARC 300 field containing the physical description. Correct any errors and complete missing information.
- The record should include 336, 337, 338 MARC fields for content, media, and carrier description; 336 field stating “|still image|bsti|2rdacontent” when applicable; 340 field stating “|nlarge print” when applicable.
- If the item is part of a series, and the series title is given on the item, enter this in a 490 field exactly as it appears.
- If a bibliography is present in the item, it should be noted in a 504 field. Supply missing pagination details.
- Whenever possible the record should include a summary note in a 520 field. The summary should not exceed 50 words in length; the content should be objective and non-judgmental in nature, and should not include excessive plot detail.
- Review the 6xx subject headings. Library of Congress subject headings (2<sup>nd</sup> indicator 0) and LC Children’s headings (2<sup>nd</sup> indicator 1) will be used except where MeSH medical subject headings (2<sup>nd</sup> indicator 2), and LCGFT genre headings are required. If Minerva

membership has determined that certain LC subject headings are offensive, biased, outdated, incorrect, or have otherwise been updated by established cataloging committees, locally established subject vocabulary terms will be used. Minerva does not use BISAC, OCLC “fast”, Sears, or foreign language headings. These subject headings should be removed from the record when importing.

- 7XX added entry fields are included when applicable; the correct authority form of names should be used.
- Check 8xx series entry: use 800 for author series, 830 for title series. If the bib has a 490 field series statement that is traced , it should also have a corresponding 8xx field.

**Note:** *Minerva policy requires that all new bibliographical records added to the catalog, including those imported from Z39.50 and SkyRiver, must be compliant with RDA cataloging rules. Make certain that new records include all required RDA elements and fields as defined by the official policy.*

If an imported record isn't compliant with RDA, the cataloger must update it according to RDA rules. If a record does not include RDA specific fields, or if it appears to be a “hybrid” (contains both AACR2 and RDA elements), you will need to edit the record and add missing fields. Refer to this checklist when updating a record to RDA:

- Is the material type in the fixed fields correct?
- Expand the MARC Leader. Is the “cat form” coded “i”?
- If a 040 field is present, does it include subfield “|erda”?
- Does the 1XX include the relationship designator in subfield |e?
- If the record has a GMD in the 245 field, have you removed it?
- Is the publication area described in a 264 field instead of a 260?
- Do outdated abbreviations appear in the record, especially in the 300?
- Do the required 336 content, 337 media, and 338 carrier fields exist in the record?
- Do the 7XX added entries include a relationship designator (subfield |e)?

## **OCLC number & ISBN**

### *Why do these fields require special attention?*

Although the majority of libraries in Minerva are not members of OCLC, our system is designed to use the OCLC control number for record matching. The failure to use a valid OCLC number in the 001 field can cause mismatching or duplication in MaineCat.

When records from Minerva (or MILS or URSUS) move into MaineCat, the very first point the system tries to match to an existing record is the 001 field. If a bib record with an OCLC number in MARC 001 is compared to a record with a Library of Congress number in MARC 001 ("DLC" in the 003), the records will not match, even though they represent the same item. Instead, a duplicate entry in MaineCat is created. In the same vein, records imported from SkyRiver have a unique code in 001 that is not OCLC.

For the reasons stated above, a non-OCLC number found in the 001 field of an imported record should be removed.

Records found in Z39.50 often contain multiple ISBNs in the MARC 020 fields, when only one of those numbers pertains to the item in hand. When importing a record, any ISBNs that do not refer specifically to the item in hand must be removed. *(This isn't true when attaching to a record that already exists in the catalog. In that case, ISBNs may be added to the record under certain conditions.)*

In addition, if the field containing an ISBN includes any text such as a subfield, description of format, or price, that extraneous text must be removed. The system doesn't recognize that information as anything other than more characters, and this also will cause mismatching or duplication.

## **Minerva Cataloging Webpages**

The most essential resource for Minerva catalogers is the Minerva website, and the pages for cataloging rules and instruction are found here:

<https://www.maineinfonet.org/minerva/support/cataloging-serials/>

This page provides links to cataloging policies, and clicking on the link titled “Cataloging Rules, Standards and Instruction” will bring the user to an index of all documents that describe the procedures and practices required in Minerva.

For more detailed information about editing new bib records, please refer to the Acceptable Cataloging Policy, posted online at <https://www.maineinfonet.org/minerva/support/cataloging-serials/acceptable-cataloging-for-minerva-libraries/>

and the guidelines for importing records document at <https://www.maineinfonet.org/minerva/support/cataloging-serials/cataloging-rules-and-instruction/importing-records-from-z39-50/>

### Fields that require editing in an imported record:

The screenshot shows a software window titled "New BIBLIOGRAPHIC · D. Prospector (Colorado)". The interface includes a menu bar (File, Edit, View, Go, Tools, Reports, Window, Help) and a toolbar with icons for Browse, Insert, Save, View, Edit, Verify, Overlay, Export, Print, and Close. The main area contains several input fields for record metadata:

- LANG: eng English
- CAT DATE: 04-22-2022
- BIB CODE 3: - ---
- SKIP: 0
- INPUT LIBR: - -
- COUNTRY: nyu New York
- LOCATION: none
- MAT TYPE: a PRINTED MTL

Below these fields is the MARC Leader: ##### p a m 2 2 ##### i 4 5 0 0. The main body of the record consists of MARC fields, with several highlighted in yellow to indicate fields requiring editing:

- o 001 BK0028749633
- y 003 DLC
- y 005 20220412125151.5
- y 008 220201 s 2022 nyu 0 0 0 a eng
- l 010 2021062280
- i 020 9781324006237 : HRD
- i 020 1324006234 : HRD
- i 020 9781324008942
- y 040 DLC|beng|erda|cDLC|dGCmBT
- y 050 0 0 HD6073.A43|bH66 2002
- y 082 0 0 387.7/42092
- y 082 0 0 B|223/eng/20220201
- a 100 1 Hood, Ann.|d1956-|eauthor.
- t 245 1 0 Fly girl :|ba memoir /|cAnn Hood.
- e 250 First edition.
- p 264 1 New York, NY :|bW.W. Norton & Company.|c[2022]
- r 300 xvi, 269 pages :|c22 cm
- r 336 text|btxt|2rdacontent
- r 337 unmediated|bn|2rdamedia

The status bar at the bottom indicates "New BIBLIOGRAPHIC Record" and "Edit Mode (INS)".

n	520			"An entertaining and fascinating memoir of "gifted storyteller" (People) Ann Hood's adventurous years as a TWA flight attendant. In 1978, in the tailwind of the Golden Age of air travel, flight attendants were the epitome of glamor and sophistication. Fresh out of college and hungry to experience the world, Ann Hood joined their ranks. She carved chateaubriand in the first-class cabin, found romance on layovers in London and Lisbon, and walked more than a million miles in high heels, smiling as she served thousands of passengers. She flew through the start of deregulation, an oil crisis, massive furloughs, and a labor strike. As the airline industry changed around her, Hood began to write-even drafting snatches of her first novel from the jump-seat. She reveals how the job empowered her, despite its roots in sexist standards. Packed with funny, moving, and shocking stories of life as a flight attendant, Fly Girl captures the nostalgia and magic of air travel at its height, and the thrill that remains withevery takeoff"-- cProvided by publisher.
d	600	1	0	Hood, Ann. d1956-
d	650		0	Flight attendants vBiography.
d	650		6	Agents de bord vBiographies
d	600	1	7	Hood, Ann. d1956- 2fast 0(OCoLC)fst00188983
d	650		7	Flight attendants. 2fast 0(OCoLC)fst00927306
d	655		7	Biographies. 2fast 0(OCoLC)fst01919896
q	776	0	8	iebook version : z9781324006244
	Z39.50	907		.b461540563
y	995			Load Profile m2btab.bov
New BIBLIOGRAPHIC Record				Edit Mode (OVR)

When importing the above record the following edits should be made:

- Add your library's location code to the fixed field.
- Remove the 001 (non-OCLC number).
- Remove the unwanted text from 020.
- Delete the 020 that doesn't apply to item in hand.
- Shorten the 520 summary note to approximately 50 words or less.
- Remove subject headings that are not used by Minerva.

## **Authority Control**

Unlike bibliographic records, authority records do not represent materials in a library's collection. Rather, they are tools used by librarians to achieve consistency among bibliographic records and provide a linking framework for related names and subjects in a catalog -- thus organizing the catalog to assist users in finding resources.

An authority record includes three basic components:

**1) Heading:** The standardized "authoritative" form of a name, subject, or title that is used for access points in bibliographic records. The purpose of using standardized names and subjects is to help related records be retrieved together.

**2) Cross references:** References that direct a user from a variant form of a name or subject to the authoritative form (this is called a see reference) or from one authoritative form to another authoritative form because they are related to one another (this is called a see also reference).

**3) Notes:** Notes contain general information about standardized headings or more specialized information, such as citations for a consulted source in which information is either found or not found about a heading.

An example of the use of an authority-type cataloging record in the catalog is one for the well-known French Romantic writer, George Sand. Users may approach the catalog with knowledge of either her real name, Amandine Aurore Lucie Dupin, or her pen name, George Sand. The authority record assures that all bibliographic records use her most commonly known name in its most frequently used form so that all of her works can be efficiently retrieved together -- and that there is a cross reference in the catalog from the other names and forms not used to the one used. The cross references enable either an end user to adjust a search to the correct form or the system to automatically adjust the search.

There are numerous indexes of authority headings that are used by different library systems. However, Minerva maintains authority control in the catalog by utilizing Library of Congress headings, LOC Children's headings, and MeSH headings (Medical subject headings).

Catalogers participate in the process of authority control by ensuring the accuracy of name and subject headings in the bibliographic record. When a new record is created or imported into the catalog, or when an existing record is being improved, verify the entries for author, subject, and series titles by placing the cursor in each of those fields.

Right click on the field and select “Verify heading”. This will open another window that displays all the entries in the catalog using the heading. Expand the selection and look for an entry labelled “authority record” (shown below):

☐ Ginsburg, Ruth Bader, 1933-2020	
→ Ginsburg, Ruth Bader, 1933-2020 --> Authority Record	
→ Conversations with RBG : Ruth Bader Ginsburg on life, lo...	
→ Conversations with RBG Ruth Bader Ginsburg on life, lov...	

Select and open the authority record (AR). If the AR matches your entry you will know that it is correct. If it does not, you must edit your heading to match.

If an AR for your heading can't be found in the catalog, in the “verify heading” window, go to the Search value and change it to INN-View. This will search Sierra's proprietary database for authority records. If you find one in this search, select it and save it. If no AR exists in Inn-View, then leave your heading as is in the expectation that a new one will be created at a later date.

## Authority Processing

Minerva uses the authority processing vendor Marcive to keep our headings correct and up-to-date. When a cataloger prepares to edit a bib record in the catalog, they should look for a MARC 949 field stating “IN AUTHORITY PROCESSING”. If this field is present, you may attach your holding to the bib record, but do not edit the bib itself because your edits will not be saved.

### Authority processing workflow

Every 2 weeks a file of bib records is transferred to Marcive. The file contains all the newly created bibs over a 2 week period in Minerva. These are new bibs dating after the previous processing load. There are usually from 1000 to 2000 new bibs every 2 weeks.

When they receive the file, Marcive examines all the headings (author, subject, etc.) to check for accuracy. If a heading is incorrect, they will fix it, and if a heading exists but isn't in our catalog, they provide it.

When the updated file is returned to Minerva, it is loaded back into the catalog and the corrected records will overlay the existing ones. They also send a file of new headings that aren't already in the catalog--author, subject, MeSH--related to the bibs that they worked on. These files are then uploaded, too.

In addition to the processing described above, Marcive provides Minerva with a monthly notification of new author, subject, and MeSH authority records that are uploaded to the catalog along with headings that have been changed or cancelled by LC. This is how the headings for authors or persons who have died get updated with death dates, etc.

### **Guidelines for On-Order Records**

A bibliographical record that is saved in the Minerva must be as accurate as possible, unless it is suppressed for some reason. When prepublication records are created and saved with invalid information or without sufficient details, it will cause confusion and can result with library users not receiving the right material.

On-order records should include as much correct information as the cataloger is able to provide. An on-order record should include the title and the author whenever possible, and the material type must be correct.

Physical descriptions of the item should reflect the actual material type.

If an ISBN (020), or UPC (024), or OCLC number is known, it should be in the record.

Access points (author & subject headings) included in an on-order record should be verified against the authority database.

If an on-order record is created without verified headings or is extremely minimal, the title should be typed in **all upper case letters**. This will help prevent sending this record for authority processing.

If an on-order record is nearly complete, with verified headings, the title may be typed in upper and lower case letter per usual.

When catalogers attach to existing bib records, the bib should be examined for accuracy. Errors must be corrected and missing information should be completed. If you have the actual item in hand, do not attach to a minimal bib record without improving it as needed. Do not leave this work for someone else to do.

### **BIB CODE 3**

If an on-order record is incomplete and unverified, the BIB CODE 3 in the record's fixed fields should be set at "0". This means that the record will be visible to Minerva OPAC users, enabling them to place holds on an upcoming release, but it will not contribute to MaineCat. Once the item is in hand and the record is completed and updated, the cataloger should then change BIB CODE 3 to "-" allowing the record to merge with MaineCat.

### **On-order DVDS/Blu-Ray/4K**

Minerva policy prohibits the use of on-order records for DVDS, Blu-Ray, and 4K formats.

## **Minerva Exceptions and Special Situations**

Owing to the size and nature of Minerva itself and the MaineCat environment, certain practices are allowed that may not align with standards belonging to other library systems. These practices are allowed in Minerva in order to reduce unnecessary duplication of records and to ensure that our catalog contributes to MaineCat in a problem-free manner. These issues are addressed on the Minerva cataloging webpages, but the most frequently discussed procedures are outlined below.

### **Paperback and hardcover books on the same record**

You may attach a paperback item to a record for a hardcover and vice versa if the number of pages is within 5 pages more or less than the original. Likewise, if the height of the book is within 5 cm of the original, you may attach. However, revised editions or those with additional content should be cataloged on separate records.

Variations in publisher name may be acceptable when there is a known connection (e.g., Penguin and their children's paperback line, Puffin). Acceptable variations include:

- Penguin & Puffin Books
- Scarecrow Education & Rowman & Littlefield Publishing Group
- HQN & Mira

It can be useful to check the publisher's website or Google when all the information in a record is a match except the publishing company.

Trade paperbacks are often able to share records with hardcover books. However, mass-market paperbacks seldom can be attached to a record for a hardcover copy.

### **Variation in ISBN because of new binding**

Sometimes a paperback edition is rebound by another company, such as BWI, Turtleback, or Paw Prints. Although the rebound item is assigned a new ISBN, the content of the book hasn't changed. If the ISBN from the original publisher matches the ISBN in the record, you may attach the holding. You can find the original ISBN on the inside of the book, usually on the title page verso.

Occasionally books, particularly paperbacks, are re-released with a new cover. If the art work date for a new binding is the only difference, you may attach your holding.

**Audiobooks on CD**

Audiobooks with different publishers or distributors may be combined on the same bib record if the duration, number of discs, and narrator are the same. If you find such a matching record in the catalog, add the ISBN of your copy to the record, along with any differing publisher number in the 028 field.

**Book club edition vs. regular edition**

Attach a Book Club edition to a record for a regular edition if the edition statement is the only difference. If the Book Club edition has a different ISBN, it may be added to the record in another 020 field.

**Advanced Readers' copies**

An Advanced Readers' copy of a book should not be attached to a record for the final version of the published material. Minerva does not allow the addition of Advanced Readers' copies to the catalog.

**Monographs cataloged as serials**

Monographs are cataloged as serials if appropriate. For example, Fodor's travel guides and several reference books come out on a yearly basis. When cataloging a new resource that is published annually or at another regular interval, always check the catalog for a serial record before adding a new monograph record.

**Bootleg material**

Minerva libraries will not add to the catalog any bootleg DVDs, Blu-Ray, 4K, audio discs, or any other formats. Adding any of these formats to the catalog is a copyright infringement, which could open the consortium to liability. It is also a disservice to our patrons who rely on us to give them the legal form of an item they want.

Bootlegs may contain incomplete material, or grainy or otherwise substandard recordings. If you discover that your material is a bootleg (UPC code matches a previous season, for example, or cover art looks "off"), please notify the listserv so that other libraries can know not to buy specific titles. If a bootleg item is discovered in the Minerva catalog, please notify the cataloging committee as they will take the necessary steps in removing the item from Minerva.

### Resources with multiple volumes or parts

A single bibliographic record should be used for resources containing multiple volumes or parts. Generally, if a set or multivolume monograph can be described sufficiently by a single bibliographic record, use that record.

If the work is published as a set (e.g. kits, multivolume encyclopedias), prefer cataloging on a single record.

Specific conditions that require single-record treatment:

- Each part is numbered but does not have its own volume title.
- The content of each part is sequential and cannot easily be understood on its own.
- Each part is numbered and all of the parts taken together form a single unit when complete.

**Note:** Numbered series of graphic novels are an exception to the above rule. Minerva requires individual volumes of graphic novels to be cataloged individually, “one book, one record”.

In the Minerva catalog, there must be only one treatment for identical material—either all libraries' holdings on a single multivolume record or all libraries' holdings split up across multiple records, but never both at once.

### Single Format Multi Disc Sets

For sets that are sold with multiple discs in one package, the cataloger should create a single bibliographic record for the set and a single item record. Libraries will abide by the original packaging and not break these sets into multiple items. For example, when a season of a TV series is sold as three discs in one package, libraries should catalog and circulate the set as one item with one barcode.

Exceptions may be made:

a) if the discs in a set are on completely different topics and will be assigned different call numbers, then individual bib records for each disc are permitted.

b) if the individual discs have their own ISBNs (e.g., a multi-movie box set), then individual bib records for each disc are permitted.

Minerva policy does not allow the practice of separating the special features/bonus disc from the movie disc(s) and circulating them independently. This policy refers only to non-episodic titles from a single package that contains the film itself and material not present in the theatrical release (interviews, deleted scenes, etc.). A DVD/MP3/4K set of this description will be circulated as a single item.

Do not create separate item records for bonus discs on bibliographic records for non-episodic DVD titles.

### **Split DVD/Blu-Ray Discs combination packages**

Combination packages may be circulated as a single unit if that is a library's choice, but Minerva allows libraries to circulate these discs separately. If your library purchases a DVD/Blu-Ray combination package and intends to circulate the 2 (or more) discs separately, it is likely that you will not find existing bib records for the individual discs outside of the Minerva catalog. Each disc must have its own bib record according to the specific format.

If you are the first to add these items to the catalog, you will need to create original bib records. It is possible to do this by creating new bibs based on existing ones or from a bib in Z39.50.

The process for cataloging the discs separately is available at <https://www.maineinonet.org/minerva/support/cataloging-serials/cataloging-rules-and-instruction/split-dvdblu-ray-discs/>

## Cataloger identification

Minerva catalogers who either import a bib record from a remote database or create a new record from “scratch” are required to identify the library originating the record in one of two ways. If the library of origin is one of the few in Minerva who have coded initials that can be entered in the “input library” area of the fixed fields, the cataloger should be sure to do so.

*Example:*

LANG	eng English	CAT DATE	02-25-2022	BIB CODE 3	- ---
SKIP	0	INPUT LIBR	LEWISTON PL	COUNTRY	nyu New York
LOCATION	multi	MAT TYPE	a PRINTED MTL		

However, if the cataloger’s library does not have a pre-set code for this field, the field should have the value set as “-“. The cataloger is then required to enter a MARC field 929 at the bottom of the bib record that provides the library’s and the cataloger’s initials.

*Example:*

y	929	fmlec
---	-----	-------

All entries in the 929 field are to be entered in lower case.

If a cataloger makes any corrections to an existing record, it must be noted in the 929 field.

If there an existing 929 field, please put a “/” next to the existing code, then add the library’s three letter code and the cataloger’s two initials.

*Example:*

y	929	fmlec/gpljt
---	-----	-------------

Additional changes should be added onto the string.

If there is an input library in the header field and you edit a record, insert a 929 field and add your five-letter code.

## **Item records**

### **When to use an Item Volume Field**

- The item is part of a series or set cataloged all on one BIB record.
- The item is missing a component or has some other characteristic that must be noted, such as a missing map, or a disc missing from a book with cd.

**Note:** When the bib record uses a volume number in either the 245 title field or in a 490/8xx field, **DO NOT** use an item volume field.

### **Item Price Field**

Minerva libraries enter the publisher's full suggested retail price (rounded up or exact) in an item record's price field. This price can be obtained from the item itself or from other sources such as the publisher's own price list/online catalog and Amazon.com.

## **Online trainings**

<https://www.maineinfonet.org/minerva/support/cataloging-serials/cataloging-rules-and-instruction/>

### **Training Presentations**

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- **Attaching vs. Creating New Bib-Record** – Lindsey Ryer at March 26, 2021 Cataloging Round Table
    - [Presentation](#)
    - [Recording](#)
  - **Series Authorities** – Carin Dunay and Laura Meservey
    - [Presentation](#)
    - [Worksheet](#)
  - **Cataloging DVDs & Blu-rays** – Robin Lowell and Josh Tiffany
    - [Presentation](#)
    - [Resources](#)
  - **Cataloging Graphic Novels Without Fear** – Tyla Schaefer, Lindsey Ryer, and Ann Russell
    - [Presentation](#)
    - [Quick Guide](#)
- 

### **Creating original records**

<https://www.maineinfonet.org/supportportal/training/cataloging/>

## **Helpful online resources**

Each of these online resources provides useful and valuable information for catalogers, and each one is worthy of bookmarking in your browser for quick reference.

*Minerva rules & procedures:*

<https://www.maineinfonet.org/minerva/support/cataloging-serials/cataloging-rules-and-instruction/>

<https://www.maineinfonet.org/wp-content/uploads/2018/05/RDA-February2018-update.pdf>

*MARC format documentation:*

<https://www.loc.gov/marc/bibliographic/>

<https://www.oclc.org/bibformats/en.html>

*Relationship designators (relator terms)*

<https://www.loc.gov/aba/pcc/sct/documents/rel-desig-guide-bib.pdf>

*Cataloging videorecordings*

[https://digitalscholarship.unlv.edu/cgi/viewcontent.cgi?article=1483&context=lib\\_articles](https://digitalscholarship.unlv.edu/cgi/viewcontent.cgi?article=1483&context=lib_articles)

*Cataloging musical sound recordings:*

<https://web.library.yale.edu/cataloging/music/sound-recording-cataloging>

*Cataloging streaming media:*

<https://cornerstone.lib.mnsu.edu/olac-publications/17/>

*Record examples:*

<https://www.loc.gov/catworkshop/RDA%20training%20materials/SCT%20RDA%20Records%20TG/index.html>

<https://www.maineinfonet.org/wp-content/uploads/2018/05/RDA-February2018-update.pdf>

(pages 16-30)

*Content/media/carrier (336-337-338) documentation:*

<http://www.loc.gov/standards/valuelist/rdacontent.html>

<http://www.loc.gov/standards/valuelist/rdamedia.html>

<https://www.loc.gov/standards/valuelist/rdacarrier.html>

[http://www.ccslib.org/Catalogers/index.php/Content, Media, and Carrier Types cheat sheet](http://www.ccslib.org/Catalogers/index.php/Content,Media,andCarrierTypescheatsheet)

*Subject headings (pdf files):* <https://www.loc.gov/aba/publications/FreeLCSH/freelcsh.html>

*Subject subdivisions:* <https://loc.gov/aba/publications/FreeLCSH/SUBDIVISIONS.pdf>

*Form subdivisions:*

<https://library.princeton.edu/departments/tsd/katmandu/reference/formsubdiv.html>

*LOC genre headings:* <https://www.loc.gov/aba/publications/FreeLCGFT/GENRE.pdf>

*Punctuation and spacing:*

[https://www.loc.gov/catdir/cpsol/lcri01\\_0c.pdf](https://www.loc.gov/catdir/cpsol/lcri01_0c.pdf)

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