

R.A. Williams Library

Cataloging Handbook: Workflows & Procedures

This handbook includes workflows, procedures and policies.

The R.A. Williams Library collections are cataloged using the RDA Toolkit (Resource, Description and Access) rules and the OCLC Bibliographic Formats and Standards, except as indicated in this handbook. OCLC's "[Dewey Cutter Program](https://www.oclc.org/support/services/dewey/program.en.html) v1.10.6" is used to create Cutter numbers for library materials (utilizing the "Cutter Sanborn Four-Figure Table" selection).

<https://www.oclc.org/support/services/dewey/program.en.html>

This handbook serves to both identify where Library cataloging practice differ from RDA and the OCLC Bibliographic Formats and Standards and to review the application of RDA and the OCLC Bibliographic Formats and Standards in situations common to the Library's collections.

Our current Integrated Library System (ILS) is Sarsi Symphony by Sirsi-Dynix.

Our current Discovery Service is Summon by ProQuest.

Our current link resolver is 360 Link by ProQuest.

Types of items purchased by the Library:

The Library purchases a variety of items in various formats:

Types of material: books (monographs); serials --- journals, magazines, newsletters, newspapers; video, models, and equipment.

Format of material: print, electronic / digital, DVD and CD.

Background on books (monographs).

ADU orders books in print and in electronic format (ebook). Each format has a workflow. As of 2014, we order more electronic books than print books and approximately 60 % of our collection is electronic books (ebooks). Separate MARC records are created for print and electronic materials. ADU also participates in Patron Driven Acquisition or PDA. Books are selected by the Collection Development team and loaded into our Integrated Library System (ILS), Sirsi Symphony, but are not "purchased" until certain criteria are met such as viewing a title a certain number of times.

ADU orders from the following companies:

Print Companies/Vendors As of 2014	Ebook Companies/Vendors As of 2014	PDA Companies/Vendors As of 2014
Amazon	Ebrary/ProQuest/Gobi	Ebrary
Gobi	ECM/EBSCO	Rittenhouse (R2). This is a medical focused vendor.
Specific Publisher	Elsevier	
	OVID	
	R2 Digital	
	STATRef (subscription)	

WorkFlow for Ebooks:

Incoming ebooks

1. Acquisitions librarian loads the records into the ILS from various companies/vendors. Before vendor-records are loaded ---
Tag lines removed from records as they are pulled into Sirsi Symphony using MARC Edit:

Tags REMOVED:

- 016
- 19
- Extra 050 or 060
- 650 #7
- 655 #7
- 938
- 29

Tags ADDED:

- 336
- 337
- 338
- 506

2. The acquisitions librarian adds a (loaded “date”) descriptor next to the PO Order line that the Collection Development team maintains in Microsoft Excel. The cataloging librarian reviews the Excel sheet periodically for “loaded” orders.
3. The cataloging librarian maintains a Microsoft Excel sheet that lists the PO “loaded” orders with all purchased titles. The date reviewed is added. Records are reviewed to

make sure certain tag fields are listed or are correct. (see Cataloging procedures for ebooks).

4. PDA ebook records that are “medical” are reviewed for MESH headings by a Library Student worker.

Outgoing/Deselected ebooks

1. eBooks are removed from Sirsi Symphony by the cataloger and by members of the Collection Development team.
2. The Collection Development Team receives emails when PDA titles are archived and marks Sirsi MARC records appropriately to remove.

Workflow for Print/Hardcopy Items:

Incoming items:

1. Items (print books, DVDs) come into the library and student works compare invoice to items received. The circulation manager adds items to the ILS. Collection Development librarian reviews the books to confirm items to keep.
2. Items are sent to Cataloging for MARC record review and add Call numbers, subject heading etc. as needed.
3. Items are returned to student workers to print labels and process items.
4. Circulation Manager will review items for accuracy/quality control. Add items as necessary to Reserves.
5. Items are discharged and shelved.

GENERAL GUIDELINES – All materials

The following guidelines apply to all materials cataloged, regardless of format.

Leader and fixed fields: apply the OCLC Bibliographic Formats and Standards in all cases.

001: All records should have a key number. This is a unique ID number for the record. If a record does not have one then create one. Type in 001, then select Control tab in the cataloging module and use the **Title control number**.

010: Normalize LCCN according to LC rules found here <http://www.loc.gov/marc/lccn-namespace.html>

016 [#7]: Natl bibliog ctrl #, ok to remove.

019: remove all 019 fields.

029: remove all 029 fields.

130 [Uniform Title]: Some medical titles come in with a foreign language translation i.e. German. Ok to consider removing. Not helpful to our users. Often Thieme publisher.

245: GMD in subfield h is obsolete in RDA. There is a transition period occurring within records. It is expected that GMD will discontinue in 2016. We will keep records that come in with a GMD for ebook, but we will not be adding any GMD to our records. After 2016 we will readdress completely removing subfield h (“|h”).

264 #1: for place of publication, abbreviate US states using the postal abbreviations

Subfield c (|c) is for the publication date. If a publication date is not given then the copyright date can be used in [brackets].

Example: Bethesda, MD :|b AOTA Press, |c [2014].

264 #4: |c Place copyright date here. Use the copyright symbol – ALT 0169 will place symbol in Sirsi.

336: all incoming records will have – this is part of RDA and replaces 245 subfield h

337: all incoming records will have – this is part of RDA and replaces 245 subfield h

338: all incoming records will have -- this is part of RDA and replaces 245 subfield h

Follow rules according to RDA toolkit and OCLC Bibliographic Formats.

440: do not use 440 field. Replace with 490 and 8xx (often an 830 tag).

500: If a title is published by a Seventh-day Adventist publisher, add in a 500 note field: “A Seventh-day Adventist publication.” If you know an author to be a Seventh-day Adventist, add a 500 note field that says: “[Author] is a Seventh-day Adventist.”

If a title is associated with Florida Hospital, add in a 500 note field: “A Florida Hospital Publication.”

590: This tag is used for local notes—in the case of a course reserve, place the course number and program indication if applicable. Example: Part of DPT program, used in DPT 220. If an item has been donated, place a note here: “Donated by [whoever donated the title]”

591: This is a 2nd local note field. Indexed in Sirsi and NOT SHOWN ON PUBLIC SIDE. Allows library staff to make notes to share with all library staff as needed. Example: Notes will be placed here for ebooks that need to remain in catalog and NOT BE WEEDED per Collection Development. 7/15/2015

598: Leave these tags—they are Sirsi generated for new items.

650: For materials on health or medical topics, include both LCSH and MeSH subjects ensuring that the heading is encoded with the proper first and second delimiter (LCSH=_0, MeSH=_2). All other materials should receive LCSH subjects.

655: remove all 655 fields.

776: remove all 776 fields.

856: remove all 856 fields.

938: remove all 938 fields.

948: Look at this tag and if say No Holdings in FCH record needs to be added to OCLC (if print). You can remove “no” to keep track that it was added to OCLC.

949: remove all 949 fields.

952: remove all 952 fields.

OCLC: Add print holdings to OCLC. Do not add media and electronic holdings.

Cataloging Procedures for Ebooks

PDA Titles:

Books purchased from PDA vendors: R2 (Rittenhouse) and Ebrary.

If a book is purchased via the PDA system, the record must be slightly altered adding a price and removing PDA indication.

Ebrary sends an email with an attached excel file to the Director/cataloger indicating which books have been purchased. Only the 100% category is changed in Sirsi Symphony. The email is titled: PDA Trigger Report for fhchs

PDA Trigger Report is saved on the S Drive under Library >>Cataloging >> 2015 Cataloging

Ebrary -- Steps for editing eBrary records from PDA to OWN title:

1. Save email received Excel file to the S drive.
2. Open and review excel sheet (PDA Trigger Report for fhchs) and look for 100 % under the heading Purchased Multiplier. These titles have been purchased and records need to indicate price and vendor in the Item cat2 should no longer say Vendor-PDA (example: Ebrary – PDA).

3. Go to Call Number/Item tab and put in price and change from PDA to regular vendor name.
4. You can confirm having the right title by comparing the ebrary DocID # with the key 001 tag number (ex. ebr10602314).

R2 Procedures

R2 PDA records are converted to regular purchase if a trigger occurs and goes into a cart for purchase AND the Collection Development team decides to order the item. This item is then ordered and placed on the Orders excel sheet that Collection Development Librarians maintain.

Archived titles:

R2 will often remove titles available on PDA and this is called archiving. Emails are sent to the Collection Development team for notification.

Steps to archive a title:

1. From Sirsi Symphony >> Cataloging tab >> Under Titles widget click Modify Title.
2. Type in title and search.
3. Select proper title.
4. Select Call Number/Item tab.
5. Change **Item cat 2** to DELETE.
6. Check the **Shadow call number** box.
7. Save.
8. The cataloger also keeps a list of ebooks archived in an excel worksheet.

Example of an R2 Archived title from an email.

Archived Titles

The following titles have been archived and are no longer available for purchase, but your current licenses remain unaffected. If a title was a PDA selection it is no longer available.

Have questions about the R2 Digital Library? Email customer service at customerservice@r2library.com or call Rittenhouse Customer Service at 800.345.6425. Thank you for using the R2 Digital Library.

Want to stop receiving these alerts? [Click here](#) to login and update your preferences.

Details		User
 <p>PERIOPERATIVE STANDARDS AND RECOMMENDED PRACTICES 2014 EDITION ACRN</p> 		PDA
<p>Publisher: Association of periOperative Registered Nurses Publication Date: 2014 R2 Release Date: 10/31/2014 Edition: 1st</p>	<p>Practice Area: N/A Specialties: N/A ISBN 10: 1888460830 ISBN 13: 9781888460834 EISBN: N/A</p>	

R2 – Rittenhouse

- Not typical book format on platform, more like a web page
- Only have information from Front Matter – see example

Regular orders -- ELECTRONIC BOOKS (EBOOKS) AVAILABLE BY REMOTE ACCESS

Minimum Review:

1. Add price of ebook under the Call Number Tab.
2. Check title for accuracy, add subtitle if not indicated. Possibly add a 246.
3. Check Subject Headings (650's) make sure MESH heading, if appropriate. Add as needed.
4. Copyright/Publication Date.
5. Propose subject headings.

Ideally, the title page and CIP of the book should be used, however, a few vendors do not give this option --- i.e. OVID and R2 (Rittenhouse).

Start by input all needed **fixed length fields** at the beginning of the bibliographic record:

Rec_Type : a
 Desc : a or i
 Lang : eng
 Bib_Lvl : m
 Ctry : should be filled in
 Dat_Tp : s or t
 Source :
 Enc_Lvl : I is fine, others need closer review
 Date1 : must be added

Date2 : may be added – if use Dat_Tp : t

Location (for e-books should always be *aeebk*, i.e. online access e-book)

Cataloging date (current date)

Bibliographic level (for e-books should always be *e computer files*)

Material type (for e-books should always be *d e-resource*)

006

007 [Fixed field data]: cr*cn

020 ISBN : Input ISBN for original e-books and reproduction from print e-books if there is any. If the e-book record has no ISBN, add one (preferably from the e-book itself if one appears there, otherwise from the print if applicable). It is not necessary to add multiple ISBNs. Do not add qualifiers after ISBNs. Retain qualifiers after ISBNs if present on the copy already. If there is an electronic ISBN (e-ISBN) as well as other ISBNs, record the e-ISBN in field 020 |a as the first ISBN, record other ISBNs in 020 |z, and copy the print ISBN (p-ISBN) to field 776 |z. If it is unclear which format the ISBN represents—as often occurs with simultaneously issued versions—then use |z for any ISBN in the e-version record

020 9780387894683 (Online)

020 |z9780387098241 (Print)

1XX: Describes the main entry responsible of the e-book (e.g. personal name, corporate name, meeting name).

245: Describes the main title of the e-book. Subfield codes “b” (for subtitles) and “c” (for author(s) responsibility) are described as usual.

You may see Subfield “h” in some records that are still AACR2 format. This subfield is being replaced by 336,337,338 in RDA records. This subfield will be gone completely in coming years – after 2016.

264 [#1, 2 or 3]: Describes the e-book publication and/or distribution responsibility. Tag 264 is described as usual, as for a print book. Subfield codes “a” (place of publication, distribution, etc.), “b” (name of publisher, distributor, etc.), and “c” (date of publication) usual as for a print book. If publication is not given, use the copyright date in [brackets].

264 [#4] : Describes the copyright date of item. In Sirsi Symphony you can display the copyright symbol by pressing and hold down the ALT key and type 0169 or you can type the word copyright is symbol is not possible.

Example: 264 #4 |ccopyright 2015.

If you see a 260, it is usually indicating an AACR2 record.

300 : Describes the physical details of the e-book. Descriptive field 300 is coded as in the original print version for e-books that are print reproductions and have bibliographic record in library catalog in print format. However, subfield codes “**b**” and “**c**” are omitted in original e-books, because it is difficult to determine the number of pages and size. For downloadable e-books in PDF, Text free, or Word document, give the file size instead. Examples:

300 # # |aOne html e-book.

300 # # |aOne pdf e-book (351KB)

300 # # |aOne word doc e-book (230KB)

Use “1 online resource” in \$a. *If available*, include the pagination in parentheses followed by any illustrative matter, e.g., 1 online resource (25 p.) : \$b ill. Exclude the original subfield “c”. Examine any subfield “e” in the record, to make sure it is still applicable

Example: 300 1 online resource (xix, 345 pages) : |b illustrations

336: text|2rdacontent

337: computer|2rdamedia

338: online resource|2rdacarrier

505: Describes any content notes that the cataloger deems to be important. Cut and paste 505 notes from the print record, if and when they seem useful.

506 [access restriction]: Online access restricted to ADU students, faculty, and staff.

520: Describes a summary of the e-book. Try to give a brief description of the document so the user can get a glimpse of the contents.

530: Additional physical form available note; use this MARC field for **original e-books** (not print reproductions).

Examples: 530 # # |a Available in computer file accessed online. Or 530 # # |a Available via WWW.

If in html and located in the *Web* = Available via WWW ; if located in the library server in any file format =

Available in computer file accessed online.

533: Describes an e-book **reproduction of original print** (i.e. an electronic version of a print book). Reproduction is given as a note in field 533 when it differs from the information describing the original.

The most important subfields are:

|a Type of reproduction

|b Place of reproduction

|c Agency responsible for reproduction

|d Date of reproduction

|e Physical description of reproduction

Example:

533 # # |aE-book. |bWashington, DC : |cNational Academy of Sciences, |d2000. |eHtml online access

NB: 530 and 533 are not used together in the same bib record; omit field 533 for original e-books, or omit 530 for e-books that are reproductions of print.

538 [Technical details]: For system requirements (only if there are any system requirements).

Example: 538 # # |aRequires Acrobat Reader. ADU puts >> Mode of access: World Wide Web.

For mode of access. Omit this information for both types of e-books. Omit for e-books that are print reproductions, because this information will be supplied in field 533, subfield code “e”, and omit for original e-books, because this information can be referred in field 530.

540: Terms governing use and reproduction. In this field we describe all the known and relevant issues related to intellectual responsibility and reproduction.

588 [undefined] : Description based on print version record.

6XX: Subject access entries and terms (Subject Headings). For e-books that are not reproductions, always add the free-floating subdivision “|x Electronic information resources” to the respective subject heading.

655 #4 [Genre index term]: Electronic books. (do we need? Read some removed)

7XX: Describes one or more secondary responsibilities of the e-book (e.g. personal name, corporate name, meeting name).

710 2# [Added Entry – Corporate Name]: Name of vendor

Examples: EBSCO Publishing (Firm)

856 Electronic location and access; this field contains the information needed to locate and access an electronic resource. It should be added in a bibliographic record when that resource is available electronically.

Required indicators:

Indicator 1: access method

Indicator 2: relationship

First indicator 4: HTTP access method.

Second indicator 0: core resource.

Second indicator 2: related resource.

Required subfields:

u Uniform Resource Identifier

z Public note

yDisplays on catalog

Example:

856 [40] [HTTP] : |yFULL TEXT

ONLINE |u<http://resource.adu.edu/login?url=http://search.ebscohost.com>

856 40 |yFULL TEXT

ONLINE |u<http://resource.adu.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=209686&site=ehost-live>

ADU proxy -- <http://resource.adu.edu/login?url=>

900 bibload Info lists Online/*vendor* – PDA

Example: ONLINE |c1|zECMEBSCO

Final remarks

e-Book bibliographic records do not need attached item records.

Item Type: Ensure that the **item type** and the “**Item Cat1**” (or Item Category 1) are set to “E-BOOK” (on the “Call Number/Item” tab of the Modify Title wizard in Sirsi).

Home Location: Set to “ONLINE”.

Item cat2: Set to the vendor from which the record/item was purchased.

- Before you load: MarcEdit
- Loading script/profile
- Reports created by MarcEdit or vendors
- After you load: Global editing capabilities of your ILS
- Correction of individual records using reports

PDA Orders -- ELECTRONIC BOOKS (EBOOKS) AVAILABLE BY REMOTE ACCESS

1. PDA records “medical” related are reviewed by a library student worker for MESH headings.

PRINT BOOKS

Catalog print books according to the general guidelines.

OCLC: Add print holdings to OCLC. Do not add media and electronic holdings.

DONATED: If a title has been donated, place a note in a 590 field: “Donated by [whoever donated the title]”

020: list the ISBN that appears on the item in the first 020 field.

050: if the item will be shelved by LC Call #, include a 050 field with the call number. When assigning the call #, generate the cutter number using the LC Cutter tables <http://www.loc.gov/catdir/pcc/053/table.html>. Follow the LC rules in assigning call numbers except as necessary to shelve titles with similar titles in the collection. When dealing with publications on Adventism, see the SDA Classification Scheme (<http://www.asdal.org/sdaclass/index.html>). Books should also be **cataloged according to topic**, not format (i.e. handbooks). Also, all bibliographic lists should be classed in “Z”.

060: If the item will be shelved by NLM Call #, include a 060 field with the call number. When assigning the call #, generate the cutter number using the OCLC’s “Dewey Cutter Program v1.10.6”. Use a period before the cutter number. Follow the NLM classification rules in assigning call numbers except as indicated in the ADU Guide to NLM Classification or as necessary to shelve titles with similar titles in the collection. Books should also be cataloged according to topic, not format (i.e. handbooks). All bibliographic lists should be classed in “Z”. Please use OCLC’s “[Dewey Cutter Program v1.10.6](#)” is to create Cutter numbers for library materials (utilizing the “Cutter Sanborn Four-Figure Table” selection). .

ADU Library has chosen to not use workmark indicators in an NLM cutter unless necessary.

LC (Library of Congress) uses dots “.” In front of the Cutter so all our print items with a Cutter will have a “dot”. Example: WB 555 .B345 2015

-- indicates a blank space for the delimiters.

Just to be clear, RDA will affect most of the content of bibliographic records but has nothing to do with subject headings and call numbers. We will continue to use LC, MESH, and other subject heading systems like we always have. Similarly, LC, Dewey, and SUDOC call numbers will not change due to the new code (Polanka, 2012, p. 104).

Special Collections:

Conductive Education Certificate @ ADU (via OT Dept) – almost all books are cataloged in:

LC 3969 – Exceptional Children – General Special

(books for this program are cataloged in same area)

Historical Collection (found in compact shelving) – books that are older that the library wants to have, but may be “outdated” for current research papers etc.

DVD VIDEO RECORDINGS

Catalog DVD video recordings according to the general guidelines and the following guidelines:

060: The word Media is placed in front of all Call Numbers.

Example: Media WB 555 .B234 2015

007: add a 007 Videorecording field

500: If the title proper is not taken from the title frame of the video, add a 500 note field giving the source of the title proper in the form: “Title from [source of title proper].”

540: If the video includes public performance rights, add a 540 field with the note: “ADU has purchased public performance rights.”

Item cat2: Set to the vendor from which the record/item was purchased.

Vendors we purchase from:

- Midwest Tape
- Injoy
- Amazon

STREAMING VIDEOS

Catalog streaming videos according to the general guidelines and the following guidelines:

Leader and fixed fields: Use “v” (videorecording) Type of visual material (field Type_Mat in Symphony). Do not use “e” (electronic videorecording), as “e” is not used with the current rules.

007: add a 007 Videorecording field and a 007 electronic resource field. Subfields g and after are not required for the electronic resource 007.

300: Do not include a 300 field in a record for a streaming video. Instead, put applicable information into a 500 note field.

500: If the title proper is not taken from the title frame of the video, add a 500 note field giving the source of the title proper in the form: "Title from [source of title proper]." Add a 500 note field with the number of files followed by: "streaming video file" or "streaming video files." Record the running time afterwords in parentheses. Example: |a1 streaming video file (35 min.).

506: if the streaming video is access restricted, add in a 506 field with an indicator 1 of 1: "Online access restricted to ADU students, faculty, and staff."

538: Add in a 538 field: "Mode of access: World Wide Web."

Call number: create an LC or NLM call number and add to the MARC bib record. Only the classification part of the number is required; a cutter and date are not. Then assign a call number of: "ONLINE".

Item Type: Ensure that the **item type** and the "**Item Cat1**" (or Item Category 1) are set to "STREAMING" (on the "Call Number/Item" tab of the Modify Title wizard in Sirsi).

Home Location: Set to "ONLINE".

Item cat2: Set to the vendor from which the record/item was purchased.

SERIALS

Catalog serials according to the general guidelines and the following guidelines:

Leader and fixed fields: (symphony names for fields are given in parentheses) BLvl (Bib_Lvl): "s" ; DtSt (Dat_Tp): "c" ; SrTp (Ser_Type): "p" for journals, "n" for newspapers. Code other fields as given in the OCLC Bibliographic Formats and Standards.

Call Number: Serials are shelved by title, so for the call # put "Journal Shelved by Title"

SERIALS (JOURNALS)

PRINT Journals

Catalog print according to the following guidelines:

Download journal MARC record from OCLC as needed.

Leader and fixed fields: (symphony names for fields are given in parentheses) BLvl (Bib_Lvl): "s" ; DtSt (Dat_Tp): "c" ; SrTp (Ser_Type): "p" for journals, "n" for newspapers ; Form (Phys_Med): "s" ; Orig (Repr): do not code.

Include the following fields:

336: text|2rdacontent

337: unmediated|2rdamedia

338: volume|2rdacarrier

Do not add any other fields, other than any 500 note fields that may be appropriate for the specific title.

Call number/ Item Tab in Sirsi:

Call number: Journal shelved by title. **Class Scheme:** LCPer **Type:** Journal

Home Location: Stacks **Item cat1:** Journals

ELECTRONIC Journals

Download record from OCLC and catalog according to the following guidelines:

Leader and fixed fields: (symphony names for fields are given in parentheses) BLvl (Bib_Lvl): "s" ; DtSt (Dat_Tp): "c" ; SrTp (Ser_Type): "p" for journals, "n" for newspapers ; Form (Phys_Med): "s" ; Orig (Repr): do not code.

007: add a 007 Electronic Resources field. Subfields g and after are not required.

300: Do not include a 300 field in a record for an ejournal.

336: text|2rdacontent

337: computer|2rdamedia

338: online resource|2rdacarrier

506: If the ejournal is access restricted, add in a 506 field with an indicator 1 of 1: "Online access restricted to ADU students, faculty, and staff."

538: Add in a 538 field: "Mode of access: World Wide Web."

856 [40] [HTTP] : |yFULL TEXT ONLINE|uhttp://resource.adu.edu/login?url=

Call number/ Item Tab in Sirsi:

Call number: "Online". **Class Scheme:** LCPer **Type:** E-Journal

Home Location: "ONLINE". **Item cat1:** E-Journal

System Specific Information

When cataloging in Symphony, enter information using the following guidelines:

Cutter Numbers will be 1-2 alpha, 3 numbers unless otherwise necessary (i.e. W345), and will be taken from OCLC's Dewey Cutter Program v1.10.6 using the "Cutter Sanborn Four-Figure Table" selection.

No space is needed before or after a subfield delimiter. Symphony automatically replaces the delimiter with a space when displaying the record.

Symphony automatically adds a subfield a ("|a") before the first word in a field, so it is not necessary to manually add the subfield a delimiter.

If an item is contained in a "crowded" call number range (i.e. Occupational Therapy) and is written by editors (and will therefore have an identical call number to other items in that range), use a workmark (a single letter) comprised from the last name of the editor with the highest precedence on the title page.

After completing a record, verify that it is not shadowed. For Print items, ensure that the items are added or contained in OCLC.

ADDING BOOK PICTURES in Classic Catalog (Sirsi) – many of the ebooks do not come with a book picture showing in Classic. Currently our ebooks do not have ISBN numbers in the 020 field. You can take the print ISBN for the a book and put it in **024 1# Print ISBN. Sirsi will look at that field and display picture.** UPC = ISBN in the 024 tag.

AUTHORITY CONTROL

The Library maintains authority control using LC and NLM authority files. Authority records are downloaded as needed, and updated as time allows. ADU Library has contracted Backstage to maintain our authority file with a once a year authority "run" for the next 3 years – 2015-2017.

Authorize every heading in each record. If no authorized heading exists in the Symphony, propose a provisional record.

Item cat2: Set to the vendor from which the record/item was purchased for any digital material -- electronic books, streaming video etc.

Special Rules unique to our library:

1. All books published by a Seventh-day Adventist publisher should have the statement: A Seventh-day Adventist publication in the 500 tag. If you know an author to be a Seventh-day Adventist, add a 500 note field that says: “[Author] is a Seventh-day Adventist.”

2. OT

- Practice guidelines are to be placed in reference. Call number should be:

WB 555

AOTA

(author cutter)

Year

- Books that are used by the OT program, but are not “OT” are still placed in the correct corresponding number. Example an education title would be placed in education section. Students will need to use the catalog to find titles. Long ago we “forced” non-OT requested titles into the WB 555 section, this practice has been discontinued.

3. Florida Hospital Publications: See general note regarding the 500 field when cataloging these items.
4. Items imported with an “R” call number shall be converted to an NLM call number.
5. Heading changes for ADU:
 - a. If an item is classed in **WB 555**, add the MeSH term: “Occupational Therapy”
 - b. If an item is classed in **WN**, add the MeSH term: “Diagnostic Imaging”
 - c. If an item is classed in **WY**, add the MeSH term: “Nursing”
 - d. If an item is classed in **WY 86**, add the MeSH terms: “Nursing Theory” & “Philosophy, Nursing.”
 - e. If an item is classed in **WY 105**, add the MeSH terms: “Nursing Services” & “Nursing, Supervisory”
 - f. If an item is classed in **WY 151**, add the MeSH term: “Nurse Anesthetists”
 - g. If an item is classed in **WB 460**, add the MeSH term: “Physical Therapy Specialty” or “Physical Therapy Modalities” or “Physical Therapists” as appropriate.
6. Diagnostic Imaging titles – ie. Sonography are not cataloged by “body part” instead ADU Library chooses to place in WN because we have several Diagnostic Imaging programs.
7. Nurse Anesthetist titles are placed in appropriate areas usually WY 151 or WO’s.

It is the goal of the Cataloging Department to “process” and/or review materials within 15 “work days” of receiving the print books in the cataloger’s office or ebooks being loaded into Sirsi.

References

Polanka, S., & American Library Association. (2012). *No shelf required 2: Use and management of electronic books*. Chicago: American Library Association.

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Information about cataloging non-print:

The Streaming Guide to Cataloging Remote Access Multimedia:
A How-to Virtual Manual for Catalogers
by Marielle Veve
<http://newfoundpress.utk.edu/pubs/veve/index.html>

Cataloging Electronic Resources: OCLC-MARC Coding Guidelines
<http://www.oclc.org/support/services/worldcat/documentation/cataloging/electronicresources.en.html>

NCSU E-book cataloging
<https://staff.lib.ncsu.edu/confluence/display/MNC/E-Book+Cataloging>

Yale University Library – E-Monographs <http://web.library.yale.edu/cataloging/e-resources/e-books>

OhioLink Cataloging Electronic Resources
<https://platinum.ohiolink.edu/dms/DMSdocs/ercatstandards.htm>

Leigh University -- Tech Services (nice outline)
<https://confluence.cc.lehigh.edu/display/LTSTS/Home>

Penn State Cataloging and Meta Data Services --
<https://www.libraries.psu.edu/psul/cataloging.html>

Shelflisting Procedures for Monographs and Classed Serials
<http://www.nlm.nih.gov/tsd/cataloging/shelf.html>