Virtual AskQC Office Hours

With Great Power Comes Great Responsibility: Editing Bibliographic Records

OCLC Metadata Quality
September 2022
Housekeeping

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After the session, you will be directed to a brief, optional survey
On the call today

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Senior Consulting Database Specialist

Robin Six
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September 2022

Virtual AskQC Office Hours: With Great Power Comes Great Responsibility: Editing Bibliographic Records
With Great Power Comes Great Responsibility: Editing Bibliographic Records

Megan Johnson
Associate Data Analyst

Jay Weitz
Senior Consulting Database Specialist
Fifty Years of OCLC Member Editing

- CONSER
- Enhance
- Minimal-Level Upgrade
- Database Enrichment
- National Level Enhance
- Expert Community

The Expert Community

Originally experimental, and permanent since 2009, OCLC's Expert Community provides the ability to make changes (additions, corrections, deletions of data) to almost all WorldCat bibliographic records.
You, the member library catalogers, are the experts!
Power and Responsibility

Who:
• Connexion users who have a Full or higher cataloging authorization level
• Record Manager users with the Cataloging Full role

May:
• Edit and replace non-PCC and non-CONSER records
• Change encoding levels except “8” for CIP
• Edit any fields with a few minor exceptions
Principles for the Expert Community

Do No Harm

If In Doubt, Don't
Elements That Cannot Be Edited

- **Field 019**, OCLC Control Number Cross-Reference
- **Field 029**, Other System Control Number
- **Field 040**, Cataloging Source, subfields $c$, Transcribing Agency, and $d$, Modifying Agency
- **Field 066**, Character Sets Present
- **Field 850**, Holding Institution
- **Field 938**, Vendor-Specific Ordering Data

```
019  5985534 †a 1063393139
029 0  NLM †b 15730190R
029 1  UKMGB †b 011109083
040  NLM †b eng †c NLM †d NOH †d IAX †d CUN †d UKMGB †d OCLCF †d OCLCO †d EUW †d OCLCO †d OCLCQ †d OCLCO †d NLM †d OCLCO †d OCLCA †d P@N †d OCLCO †d OCL
066  †c Deva †c $1 †c $(N †c (3
850  DLC †a InU †a MiU †a WaU
938  Puvill Libros †b PUVL †n
8466309845 †c $4.77
```
Cataloging Best Practices: Verify and Control

• Verify that the record meets its Encoding Level requirements
• Check coding and tagging of all fields, subfields, and indicators
• Verify all name/title access points in the appropriate authority file
• Verify classification numbers, as well as subject and genre/form access points, in schemes that your institution uses
• Control access points when possible

Photo by Patrick Robert Doyle on Unsplash
Cataloging Best Practices: Do Not (1)

• Do not alter a record to represent a different bibliographic entity
• Do not necessarily assume that your information must be correct and the existing record must be incorrect when cataloging differs
  • When in doubt, report apparent errors

Photo by Héctor J. Rivas on Unsplash
Cataloging Best Practices: Do Not (2)

- Do not change records from one language of cataloging to another
  - Language of Cataloging: field 040 subfield $b$
  - See BFAS 2.6 for details, including how to identify and deal with records that seem to mix languages of cataloging
  - Languages of subject access points are not a factor in determining language of cataloging
- Do not add descriptive elements in your language of cataloging to a record in a different language of cataloging

Photo by Brett Jordan on Unsplash
Cataloging Best Practices: Do Not (3)

- Do not replace a record solely to change elements that are a result of cataloger’s judgment
- Do not delete data entered by another institution unless it is incorrect in substance
- Do not delete classification numbers or subject access points not used by your institution
- Do not add purely local information to a WorldCat record
  - See BFAS 3.4 for details
Editing Non-PCC Records: *Type* and *BLvl*

- In all records, you can locally edit *Type* and *BLvl*.
- You can change *Type* and *BLvl* in less than full records.
- You can change *Type* and *BLvl* in full-level records you input where your holding symbol is set and there are no other holdings.
- You cannot change *Type* and *BLvl* in full-level records or CONSER records unless the bibliographic format remains the same.

**Leader/06 - Type of Record**

a - Language material  
c - Notated music  
d - Manuscript notated music  
e - Cartographic material  
f - Manuscript cartographic material  
g - Projected medium  
i - Nonmusical sound recording  
j - Musical sound recording  
k - Two-dimensional nonprojectable graphic  
m - Computer file  
o - Kit  
p - Mixed materials  
r - Three-dimensional artifact or naturally occurring object  
t - Manuscript language material

**Leader/07 - Bibliographic Level**

a - Monographic component part  
b - Serial component part  
c - Collection  
d - Subunit  
i - Integrating resource  
m - Monograph/Item  
s - Serial
Editing Non-PCC Records: ELvl

- You can upgrade any less than full Encoding Level record to a higher ELvl.
  - Currently prefer the use of MARC Encoding Levels over the OCLC-defined ELvl.
- Exceptions for editing Encoding Level:
  - BIBCO records, which are coded “pcc” in field 042
  - CONSER continuing resources records, which are coded pcc, msc, or one of the other CONSER codes in field 042
  - Encoding Level “8” prepublication records
    - You can add or edit almost any field, but the Encoding Level “8” itself cannot be changed

<table>
<thead>
<tr>
<th>Encoding Level</th>
<th>Definition</th>
<th>Action</th>
<th>Edit Encoding Level to</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Full level input by OCLC participants</td>
<td>Edit as needed</td>
<td>blank</td>
</tr>
<tr>
<td>J</td>
<td>Deleted record</td>
<td>Upgrade to minimal level or full level</td>
<td>7 or blank</td>
</tr>
<tr>
<td>K</td>
<td>Minimal level input by OCLC participants</td>
<td>Upgrade to full level</td>
<td>blank</td>
</tr>
<tr>
<td>M</td>
<td>Added from a batch process</td>
<td>Upgrade to full level</td>
<td>blank</td>
</tr>
<tr>
<td>blank</td>
<td>Full level</td>
<td>Edit as needed</td>
<td>blank</td>
</tr>
<tr>
<td>1</td>
<td>Full level, material not examined</td>
<td>Upgrade to full level</td>
<td>blank</td>
</tr>
<tr>
<td>2</td>
<td>Less-than-full level, material not examined</td>
<td>Upgrade to minimal level or full level</td>
<td>7 or blank</td>
</tr>
<tr>
<td>3</td>
<td>Abbreviated level</td>
<td>Upgrade to minimal level or full level</td>
<td>7 or blank</td>
</tr>
<tr>
<td>4</td>
<td>Core level</td>
<td>Upgrade to full level</td>
<td>blank</td>
</tr>
<tr>
<td>5</td>
<td>Partial (preliminary) level</td>
<td>Upgrade to minimal level or full level</td>
<td>7 or blank</td>
</tr>
<tr>
<td>7</td>
<td>Minimal level</td>
<td>Upgrade to full level</td>
<td>blank</td>
</tr>
</tbody>
</table>
Editing Non-PCC Records: Non-Latin Scripts

Non-Latin script fields in full level records can be added or changed

If your institution does not have the expertise to work with non-Latin scripts, you may wish to leave that activity to institutions with the appropriate language and script skills.

If you do work on records containing non-Latin scripts, please use care to maintain appropriate relationships between Latin and non-Latin scripts fields, especially when changes such as the following are made in the Latin field:

- If personal name headings are controlled to an authority record with date qualifier
- If a geographic name heading contains a Latin script qualifier
- If a traced series contains a Latin script qualifier

Library of Congress topical subject terms and non-geographic subdivisions are not to be linked to non-Latin script terms. Field 650/0 can be linked to a non-Latin script 650/4 only to express a component place name in a non-Latin script. All LCSH terms are in English even if derived from native words or phrases in other languages.
Editing Non-PCC Records: Local Data

- You can add local information as part of the editing that you do before replacing the record
  - BFAS 5.2.2 includes a chart under “Replacing Records with Local Information” that lists all of the local fields to which this applies
- The local information is not added to the WorldCat record as part of the replace transaction, but it is retained in your working copy of the record
- If you complete editing before replacing the record, you can add your holdings immediately after completing the replace transaction

<table>
<thead>
<tr>
<th>Tag</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>049</td>
<td>Local Holdings</td>
</tr>
<tr>
<td>059</td>
<td>Local Processing Information</td>
</tr>
<tr>
<td>090</td>
<td>Locally Assigned LC-type Call Number</td>
</tr>
<tr>
<td></td>
<td>Special condition: For all except continuing</td>
</tr>
<tr>
<td></td>
<td>resources, 090 is retained if record contains no</td>
</tr>
<tr>
<td></td>
<td>050. For continuing resources, 090 is retained if</td>
</tr>
<tr>
<td></td>
<td>record contains no 050, or if 050 contains a word</td>
</tr>
<tr>
<td></td>
<td>or phrase instead of a call number.</td>
</tr>
<tr>
<td>092</td>
<td>Locally Assigned Dewey Call Number</td>
</tr>
<tr>
<td></td>
<td>Special condition: 092 is retained if record</td>
</tr>
<tr>
<td></td>
<td>contains no 082.</td>
</tr>
<tr>
<td>096</td>
<td>Locally Assigned NLM-type Call Number</td>
</tr>
<tr>
<td></td>
<td>Special condition: 096 is retained if record</td>
</tr>
<tr>
<td></td>
<td>contains no 060.</td>
</tr>
<tr>
<td>098</td>
<td>Other Classification Schemes</td>
</tr>
<tr>
<td>099</td>
<td>Local Free-Text Call Number</td>
</tr>
<tr>
<td>100</td>
<td>Local Note</td>
</tr>
<tr>
<td>109</td>
<td>Differentiable Local Note</td>
</tr>
<tr>
<td>690</td>
<td>Local Subject Added Entry--Topical Term</td>
</tr>
<tr>
<td>691</td>
<td>Local Subject Added Entry--Geographic Name</td>
</tr>
<tr>
<td>695</td>
<td>Added Class Number</td>
</tr>
</tbody>
</table>
Editing Non-PCC Records: Continuing Resources

Only those WorldCat users with CONSER level authorizations or account roles can alter CONSER-authenticated continuing resource records, which are identified by any of these field 042 codes:

- isds/c  ISSN Canada
- lc  Library of Congress
- lcac  Library of Congress Children’s and Young Adults’ Cataloging Program
- lccopycat  LC Copy Cataloging
- lcd  CONSER Full Authority Application
- msc  CONSER Minimal Authority Application
- nlc  Library and Archives Canada CONSER and Authority
- nsdp  United States ISSN Center
- nst  New Serial Titles
- pcc  Program for Cooperative Cataloging
- premarc  LC PreMARC Retrospective Conversion Project

With a full-level authorization or role, you can close-out, link, edit, and/or correct any non-CONSER continuing resource record.
Editing PCC Records (1)

**BIBCO Records in WorldCat**

- Non-PCC participants with full authorizations may edit and/or add any of more than 90 MARC fields
- Fields and circumstances listed in BFAS 5.2.3 under “Enriching BIBCO Records”

![Image of a painting](https://example.com/painting.png)

*William Henry Holmes, Maryland Wheat Fields, n.d., watercolor and pencil on paperboard, Smithsonian American Art Museum, Gift of Dr. William Henry Holmes, 1930.12.10*
Editing PCC Records (2)

• BIBCO record requires every access point to be backed up with authority record
  • Fields 1XX and 700-730 can be neither added nor edited

• May be edited and/or added:
  • Most classification and subject fields in schemes not already present
  • Many 33X, 34X, 38X fields
  • Many 5XX fields
  • Many 76X-77X linking fields
  • Series fields 490 and 800-830
  • Field 856

<table>
<thead>
<tr>
<th>Tag</th>
<th>Add field if not present</th>
<th>Add another field if already present</th>
<th>Edit if present</th>
</tr>
</thead>
<tbody>
<tr>
<td>006</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>007</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>008</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>020</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>024</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>027</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>028</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>031</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>033</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>034</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>037</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>041</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>042</td>
<td>✓ if authorized</td>
<td></td>
<td>✓ if authorized</td>
</tr>
</tbody>
</table>
Avoiding the Dreaded “Not Authorized” Response

• Add any new fields you are authorized to add
• Edit any existing fields you are authorized to edit
• Try to make all your changes as part of a single replace transaction
• Do any local edits as a next step and update the record to add your holdings
• If all else fails, report the record to bibchange@oclc.org

Photo by Jasmin Sessler on Unsplash
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Thank you!

**October Virtual AskQC Office Hours**
411 on FAST: The what, why, and how of Faceted Application of Subject Terminology (FAST)

Tuesday, 11 Oct. at 10:00 AM Eastern
Thursday, 20 Oct. at 4:00 PM Eastern

Registration and session links available at [oc.lc/askqc](oc.lc/askqc)

Send cataloging policy questions at any time to [askqc@oclc.org](mailto:askqc@oclc.org)

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