Virtual AskQC Office Hours

Bibliographic Formats and Standards (BFAS), the early chapters
OCLC Metadata Quality
February 2023
Housekeeping

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Previous AskQC office hours

Find past AskQC office hour recordings and supporting materials.

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Enter questions in chat to “Everyone” at any time during the presentation
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“Everyone” at any time during the
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After the session, you will be
directed to a brief, optional
survey
On the call today

Shanna Griffith
Senior Data Analyst

Robin Six
Senior Data Analyst

Charlene Morrison
Senior Data Analyst

Jay Weitz
Senior Consulting
Database Specialist

Laura Ramsey
Senior Metadata
Operations Manager

Virtual AskOCO Office Hours: Bibliographic Formats and Standards (BFAS), the early chapters
Bibliographic Formats and Standards (BFAS), the early chapters

Robin Six
Senior Data Analyst

Charlene Morrison
Senior Data Analyst

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

oc.lc/bfas
Chapter 1

Introduction

- 1.1 MARC Bibliographic Records
- 1.2 Input Standards
- 1.3 Bibliographic Formats
- 1.4 WorldCat Bibliographic Records
- 1.5 Cataloging Documentation

Last revised 2022

Chapter 1

Introduction

• 1.1 MARC Bibliographic Records
• 1.2 Input Standards
• 1.3 Bibliographic Formats
• 1.4 WorldCat Bibliographic Records
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https://www.oclc.org/bibformats/en/introduction.html#section1.1
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https://www.oclc.org/bibformats/en/introduction.html#section1.2
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https://www.oclc.org/bibformats/en/introduction.html#section1.3
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https://www.oclc.org/bibformats/en/introduction.html#section1.4
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https://www.oclc.org/bibformats/en/introduction.html#section1.5
Chapter 2

Online Cataloging

- 2.1 Types and Levels of Cataloging
- 2.2 Creating Bibliographic Records
- 2.3 Transcribing Cataloging Copy
- 2.4 Full, Minimal, and Abbreviated-Level Cataloging
- 2.5 PCC Standard Records

Last revised 2019, 2022

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https://www.oclcv.org/bibformats/en/onlinecataloging.html#types
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https://www.oclc.org/bibformats/en/onlinecataloging.html#create
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https://www.oclc.org/bibformats/en/onlinecataloging.html#transcribe
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https://www.oclc.org/bibformats/en/onlinecataloging.html#levels
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https://www.oclc.org/bibformats/en/on linecataloging.html#pccstandardrecords
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https://www.oclc.org/bibformats/en/onlinecataloging.html#languageofcataloging
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https://www.oclc.org/bibformats/en/onlinecataloging.html#characters
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https://www.oclc.org/bibformats/en/onlinecataloging.html#punctuation
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https://www.oclc.org/bibformats/en/onlinecataloging.html#controlling
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https://www.oclc.org/bibformats/en/onlinecataloging.html#catalogingpractices
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• 3.1.2 Photocopies and Print-on-Demand Reproductions

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• 3.2.4 Parts of a Multipart Monograph or Serial

https://www.oclc.org/bibformats/en/specialcataloging.html#provideneutralcataloging
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https://www.oclc.org/bibformats/en/specialcataloging.html#inanalytics
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https://www.oclc.org/bibformats/en/specialcataloging.html#offprintsanddetachedcopies
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https://www.oclc.org/bibformats/en/specialcataloging.html#supplementarymaterial
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https://www.oclc.org/bibformats/en/specialcataloging.html#partofamultipartmonographorserial
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- 3.3.3 Local Recordings
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3.4 Local Information in Records

- 3.4.1 Copy- or Institution-Specific Information

https://www.oclc.org/bibformats/en/specialcataloging.html#electronicresources
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https://www.oclc.org/bibformats/en/specialcataloging.html#integratingresources
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https://www.oclc.org/bibformats/en/specialcataloging.html#localrecordings
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https://www.oclc.org/bibformats/en/specialcataloging.html#microforms
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https://www.oclc.org/bibformats/en/specialcataloging.html#technicalreports
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https://www.oclc.org/bibformats/en/specialcataloging.html#thesesanddissertations
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https://www.oclc.org/bibformats/en/specialcataloging.html#copyorinstitutionsspecificinformation
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4.2 Field-by-Field Guidelines for New Records

Last revised 2021

https://www.oclc.org/bibformats/en/input.html
Chapter 4

4.1 General Guidelines

4.2 Field-by-Field Guidelines for New Records

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  • 1xx Main Entry Fields
  • 2xx Title, Edition, Imprint, etc., Fields
  • 3xx Physical Description Fields
  • 4xx Series Statement Field
  • 5xx Note Fields
  • 6xx Subject Access Fields
  • 7xx Added and Linking Entry Fields
  • 8xx Series Added Entry, Holdings, Location, etc., Fields
  • 9xx Local Use Fields

https://www.oclc.org/bibformats/en/input.html#generalguidelines
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https://www.oclc.org/bibformats/en/input.html#fieldbyfield
BFAS Chapter 5

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5.2 Member Capabilities
5.3 National Cooperative Programs
5.4 WorldCat Metadata Quality Activities
5.5 Requesting Changes to Records

Last revised 2021

BFAS Chapter 5

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5.3 National Cooperative Programs

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https://www.oclc.org/bibformats/en/quality.html#oclcmemberqualityassurance
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February 2023

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https://www.oclc.org/bibformats/en/quality.html#membercapabilities
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https://www.oclc.org/bibformats/en/quality.html#cooperativeprograms
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https://www.oclc.org/bibformats/en/quality.html#worldcatmetadataqualityactivities
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https://www.oclc.org/bibformats/en/quality.html#requestingchangestorecords
Previous VAOH 2018

Cataloging defensively with edition statements

- February 2018
- Chapter 4
  - The edition statement is a field that is heavily used in OCLC’s matching and merging algorithms and through all formats. Chapter 4 has long served to provide a common basis for decision making in the creation of WorldCat bibliographic records by the participants in the OCLC Cooperative.

Processing change requests

- March 2018
- Chapter 5
  - This session focuses on how WorldCat Metadata Quality staff sort, analyze, handle error reports, and how they are categorized to give members a better understanding of the volume of requests processed and the care we take in processing each request.

February 2018::Cataloging defensively with edition statements
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/100_2018_AskQC_office_hours#February_2018::Cataloging_defensively_with_edition_statements

March 2018::Processing change requests
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/100_2018_AskQC_office_hours#March_2018::Processing_change_requests
Previous VAOH 2019

When to input a new record

- January 2019
- Chapter 4
- OCLC’s When to Input a New Record, chapter 4 of Bibliographic Formats and Standards (BFAS) has long served to provide a common basis for decision making in the creation of the WorldCat bibliographic database by participants in the OCLC cooperative. When to Input has also been the public reflection of how OCLC’s matching algorithms, including Duplicate Detection and Resolution (DDR), and automated loading of records are intended to work.

Provider-Neutral cataloging

- February 2019
- Chapter 3
- Provider-Neutral Cataloging overview along with a history of how Provider-Neutral cataloging has evolved and explanation of the single bibliographic record concept to describe all instances of the same manifestation of a resource, what information to include, and what information not to include.

January 2019::When to input a new record
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/095_2019_AskQC_office_hours#January_2019::_When_to_input_a_new_record

February 2019::Provider neutral cataloging
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/095_2019_AskQC_office_hours#February_2019::_Provider_neutral_cataloging
January 2020::Best practices for editing WorldCat bibliographic records
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/090_2020_AskQC_office_hours#January_2020_:::Best_practices_for_editing_WorldCat_bibliographic_records

February 2020::Best practices for enriching WorldCat bibliographic records
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/090_2020_AskQC_office_hours#February_2020_:::Best_practices_for_enriching_WorldCat_bibliographic_records
### Previous VAOH 2021

#### Local data in WorldCat records
- April 2021
- Chapter 3
- How members can keep their local data out of the shared bibliographic record, by either using other types of locally maintained records or in fields not retained in the WorldCat record.

#### Medley of popular topics
- August 2021
- All Chapters
- Popular topics gleaned from previous AskQC VAOH included brief takes on authorities, controlling headings, non-Latin script in WorldCat records, Duplicate Detection and Resolution (DDR), and Faceted Application of Subject Terminology (FAST). All the topics presented are from frequently asked questions received in the past.

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**April 2021: Local data in WorldCat records**

[https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/085_2021_AskQC_office_hours#April_2021__Local_data_in_WorldCat_records](https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/085_2021_AskQC_office_hours#April_2021__Local_data_in_WorldCat_records)

**August 2021: Medley of popular topics**

[https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/085_2021_AskQC_office_hours#August_2021__Medley_of_popular_topics](https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/085_2021_AskQC_office_hours#August_2021__Medley_of_popular_topics)
March 2022:: Bibliographic Formats & Standards chapter 3: A deep dive
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/080_2022_AskQC_office_hours#March_2022_:::_Bibliographic_Formats_.26_Standards_chapter_3:_A_deep_dive

April 2022:: Editions annotated, collected, corrected, and expanded: The varieties and roles of Edition Statements
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/080_2022_AskQC_office_hours#April_2022_:::_Editions_annotated.2C_collected.2C_corrected.2C_and_expanded:_The_varieties_and_roles_of_Edition_Statements

September 2022::With Great Power Comes Great Responsibility: Editing Bibliographic Records
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/080_2022_AskQC_office_hours#September_2022_:::_With_Great_Power_Comes_Great_Responsibility:_Editing_Bibliographic_Records
On the call today

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Robin Six
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Charlene Morrison
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Jay Weitz
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Laura Ramsey
Senior Metadata Operations Manager
Thank you!

The Next Virtual AskQC Office Hours
Languages, Non-Latin Scripts and Mysterious MARC 880 fields

Tuesday, 14 March at 10:00 AM Eastern
Thursday, 23 March at 4:00 PM Eastern

Registration and session links available at oc.lc/askqc

Send cataloging policy questions at any time to askqc@oclc.org

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