Virtual AskQC Office Hours
Enriching WorldCat bibliographic records

OCLC Metadata Quality
Housekeeping

• This session is being recorded
Housekeeping

- This session is being recorded
- All session recordings, slides, and notes are available at oc.lc/askqc
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- This session is being recorded.
- All session recordings, slides, and notes are available at [oc.lc/askqc](http://oc.lc/askqc).
- After the session, you will be directed to a quick, optional survey.
On the call today

Laura Ramsey  
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BEST PRACTICES FOR ENRICHING WORLDCAT BIBLIOGRAPHIC RECORDS
Definitions

• **Edit** = correct cataloging errors

• **Enrichment & Enhancement** = upgrading a record to add quality and value

Image by PDPics from Pixabay
What’s in a name?

- Enhancement – Upgrading a bibliographic record from one encoding level to another
- Enrichment – Adding fields that are not present in the bibliographic record

Image by Jon Tyson on Unsplash
Principles of the Expert Community

• Do no harm
  – Never remove correct and accurate information
  – Never change the basic nature of a master bibliographic record
  – Avoid including local data or local practices

• If in doubt, don’t
  – Do not replace a record solely to change an element that is a matter of cataloger's judgment
  – Consider data within the context of the whole record, rather than in isolation
  – Please behave responsibly concerning each other's records
ENHANCEMENT
Overview of levels of cataloging

• Full-level cataloging
  – ELvl blank, 1, and I

• Minimal-level cataloging
  – ELvl 7, K, and M

• Abbreviated-level cataloging
  – ELvl 3 and M
Overview of encoding levels

- 3 - Abbreviated level
- M - Added from a batch process
- K - Minimal level input by OCLC participants
- I - Full level input by OCLC participants
**Enhancement**

<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>Enrich as needed</td>
<td>I</td>
</tr>
<tr>
<td>K</td>
<td>Minimal-level input by OCLC participants</td>
<td>Upgrade to full-level</td>
<td>I</td>
</tr>
<tr>
<td>M</td>
<td>Added from a batch process</td>
<td>Upgrade to full-level</td>
<td>I</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>K or I</td>
</tr>
<tr>
<td>3</td>
<td>Abbreviated level</td>
<td>Upgrade to minimal-level or full-level</td>
<td>K or I</td>
</tr>
<tr>
<td>4</td>
<td>Core-level (without <a href="#">field 042</a>)</td>
<td>Upgrade to full-level</td>
<td>I</td>
</tr>
<tr>
<td>5</td>
<td>Partial (preliminary) level</td>
<td>Upgrade to minimal-level or full-level (except CONSER-authenticated continuing resources)</td>
<td>K or I</td>
</tr>
<tr>
<td>7</td>
<td>Minimal-level</td>
<td>Upgrade to full-level (except CONSER-authenticated continuing resources)</td>
<td>I</td>
</tr>
<tr>
<td>J</td>
<td>Deleted record</td>
<td>Upgrade to minimal-level or full-level</td>
<td>K or I</td>
</tr>
</tbody>
</table>

Please note that prepublication level records (identified with encoding level 8) cannot have their encoding level changed.
Pre-enhancement:

Elvl 3
040 XXX $b eng $e rda $c XXX
100 1 Pigman, George, $e author.
245 10 Conceptions of Dreaming from Homer to 1800.
264 1 [Place of publication not identified]: $b Anthem Press, $c 2019.
300 1 online resource
650 4 Electronic books.

Post-enhancement:

Elvl K
040 XXX $b eng $e rda $c XXX
100 1 Pigman, George, $e author.
245 10 Conceptions of Dreaming from Homer to 1800 / $c G.W. Pigman III.
264 1 London : $b Anthem Press, $c 2019.
300 1 online resource
505 0 The period of the admonitory dream -- The ancient world -- The Middle Ages -- The early modern period -- Freud and De Sanctis.
650 4 Electronic books.
## Enhancing M to K

### Pre-enhancement:

<table>
<thead>
<tr>
<th>Elvl</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>040</td>
<td>XXX $b$ eng $e$ rda $c$ XXX</td>
</tr>
<tr>
<td>100 1</td>
<td>Cramp, Jess, $e$ author</td>
</tr>
<tr>
<td>245 10</td>
<td>Captain Aquatica</td>
</tr>
<tr>
<td></td>
<td>awesome ocean / $c$ Jess Cramp with Grace Hill Smith and Joe Levit.</td>
</tr>
<tr>
<td>300</td>
<td>126 pages : $b$ color illustrations</td>
</tr>
</tbody>
</table>

### Post-enhancement:

<table>
<thead>
<tr>
<th>Elvl</th>
<th>K</th>
</tr>
</thead>
<tbody>
<tr>
<td>040</td>
<td>XXX $b$ eng $e$ rda $c$ XXX</td>
</tr>
<tr>
<td>100 1</td>
<td>Cramp, Jess, $e$ author.</td>
</tr>
<tr>
<td>245 10</td>
<td>Captain <em>Aquatica's</em> awesome ocean / $c$ Jess Cramp with Grace Hill Smith and Joe Levit.</td>
</tr>
<tr>
<td>264 4</td>
<td>$c$ ©2019</td>
</tr>
<tr>
<td>300</td>
<td>126 pages : $b$ color illustrations, <em>color maps</em> ; $c$ 27 cm</td>
</tr>
<tr>
<td>504</td>
<td>Includes bibliographical references (page 126) and index.</td>
</tr>
</tbody>
</table>
Example of enhancing M to I

Pre-enhancement:

Elvl  M
010  2019948325
040  XXX $b eng $e rda $c
XXX
100 1 Steinberg, Joseph, $e author.
245 10 Cybersecurity
   for dummies / $c by
   Joseph Steinberg.
264 1 Hoboken, NJ : $b John Wiley & Sons Inc.,
   $c [2020]
300 1 volume

Post-enhancement:

Elvl  I
010  2019948325
040  XXX $b eng $e rda $c XXX
100 1 Steinberg, Joseph $c (Cybersecurity expert), $e author.
245 10 Cybersecurity / $c by Joseph Steinberg.
246 14 Cybersecurity for dummies
264 4 $c ©2020
300  xvii, 346 pages : $b illustrations ; $c 24 cm.
490 1 For dummies
505 00 Getting started with cybersecurity …
520  Protecting your business and family against cyber
   attacks…
650 0 Computer security.
650 0 Computer networks $x Security measures.
830 0 --For dummies.
Example of enhancing K to I

Pre-enhancement:
Elvl K
040 XXX $b eng $e rda $c XXX
100 1 Pyron, Bobbie, $e author.
245 12 A pup called Trouble / $c Bobbie Pyron.
264 1 New York, NY : $b Harper Audio, $c [2018]
264 4 $c ©2018
300 4 audio discs (4 1/4 hr.)
500 Title from container.
500 Unabridged.
511 0 Read by Kirby Heyborne.
500 Compact discs.

Post-enhancement:
Elvl I
040 XXX $b eng $e rda $c XXX
100 1 Pyron, Bobbie, $e author.
245 12 A pup called Trouble / $c Bobbie Pyron.
250 Unabridged.
264 1 New York, NY : $b Harper Audio, $c [2018]
264 4 $c ©2018
300 4 audio discs (4 1/4 hr.) : $b CD audio, digital ; $c 4 3/4 in.
336 spoken word $b spw $2 rdacontent
337 audio $b s $2 rdamedia
338 audio disc $b sd $2 rdacarrier
344 digital $2 rdatr
347 audio file $2 rdatr
347 $b CD audio
500 Title from container.
511 0 Read by Kirby Heyborne.
650 0 Dogs $v Juvenile fiction.
650 1 Dogs $v Fiction.
700 1 Heyborne, Kirby, $e narrator
ENRICHMENT
Purposes of enrichment

• Adding additional value to a bibliographic record
• Helping your end users
• Helping other catalogers and libraries
• Sharing the cataloging load!

Image by Clark Tibbs on Unsplash
Overview of enrichment

Database enrichment is covered in BFAS, chapter 5.2: Member capabilities
Specifically view this section on enriching PCC records in 5.2:

Enriching PCC records

Catalogers with replace capabilities can enrich Program for Cooperative Cataloging (PCC) master records, except CONSER-authenticated continuing resource records, by adding or editing the fields in the table below. A full-level record has one of these values in $ELvl$: blank, 1, 4 (with field 042 coded pcc), or I. The various conditions for adding these fields are given after the table below.
Fields you can add include:

- 006, 007, 020, 022, 024, 027, 028, 030, 037, 041, 043, 046, 050, 055, 060, 070, 072, 080, 082, 084, 086, 088, 090, 092, 096
- 246
- 300, 344, 345, 346, 347, 348, 370, 380, 381, 382, 383, 384, 385, 386, 388
- 490
- 505, 506, 520, 526, 530, 538
- 600, 610, 611, 630, 650, 651, 655, 656, 657
- 740
- 8XX, including 856
# Editing or adding fields in PCC records

<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>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>007</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>020</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>022</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>024</td>
<td>Yes</td>
<td>Can be added if the field has a different value in subfield ≠2</td>
<td>No</td>
</tr>
<tr>
<td>027</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>028</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>030</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>037</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>041</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
Pre-enrichment:

Elvl  #
010    2016304552
040    XXX $b eng $e rda $c XXX
042    pcc
050 00 JC319 $b .M2744 2015
100 1  Marshall, Tim, $d 1959- $e author.
245 10 Prisoners of geography : $b ten maps that explain everything about the world / $c Tim Marshall.
264 1 New York : $b Scribner, $c 2015.

Post-enrichment:

Elvl  #
010    2016304552
040    XXX $b eng $e rda $c XXX
042    pcc
050 00 JC319 $b .M2744 2015
082 04 320.12 $2 23
100 1  Marshall, Tim, $d 1959- $e author.
245 10 Prisoners of geography : $b ten maps that explain everything about the world / $c Tim Marshall.
246 3   Ten maps that explain everything about the world
246 3   10 maps that explain everything about the world
264 1 New York : $b Scribner, $c 2015.
Call Numbers/Subject Headings

• For "pcc" records, note that you may only add call numbers and subject headings in schemes not already present.
  – Dewey number added when not present in the first example
  – Genre/form terms for "lcgft" added when not present in the second example
  – Adding additional call numbers/subject headings in the schemes already present will fail
Can a cat do that? / Eric Carle.


1 volume (unpaged) : color illustrations ; 24 cm.

Shows different animals behaving as they normally do, such as running or pinching, and asks if a cat can do the same. Includes word list and follow-up questions.
Pre-enrichment:

Elvl      #
040      XXX $b eng $e rda $c XXX
042      pcc
245 00   Voces 8 : $b a cappella songbook 2 : eight songs for four-part vocal groups.
300      1 score (79 pages) ; $c 30 cm
546      English, Japanese and Latin words.
500      With underlaid keyboard reduction for rehearsal.
500      Notes about the songs in English and German.
505 0    Vocal quartets, Unaccompanied.
505 7    Art music. $2 lcgft

Post-enrichment:

Elvl      #
040      XXX $b eng $e rda $c XXX
042      pcc
245 00   Voces 8 : $b a cappella songbook 2 : eight songs for four-part vocal groups.
300      1 score (79 pages) ; $c 30 cm
546      English, Japanese and Latin words.
500      With underlaid keyboard reduction for rehearsal.
500      Notes about the songs in English and German.
505 0    Atlantic Avenue -- Danny Boy -- Edo Lullaby -- My love is like a red, red rose -- Pie Jesu -- Price Tag -- Strong -- Underneath the stars.
505 7    Vocal quartets, Unaccompanied.
505 7    Art music. $2 lcgft
PCC record enrichment

- We recommend you add your enrichment fields, then replace the record.
- Do local edits or other edits (such as correcting typos) as a second step and then update the record to add holdings.
- This will help you avoid the "not authorized" messages.
- If you cannot edit something, report it to bibchange@oclc.org, and we'll correct the record.
Resources

- Bibliographic Formats & Standards (BFAS): oc.lc/bfas
  - Elvl: Encoding Level
  - 2.1 Types and Levels of Cataloging
  - 2.4 Full, Minimal, and Abbreviated-Level Cataloging
  - 5.1 OCLC Member Quality Assurance
  - 5.2 Member Capabilities

- Expert Community Guidelines:
  - https://help.oclc.org/WorldCat/Expert_community/Guidelines_for_experts

Photo by Alfons Morales on Unsplash
Questions?

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Please submit questions through chat
Thank you!

Send cataloging policy questions at anytime to: askqc@oclc.org

Session links available at: oc.lc/askqc

March Virtual AskQC Office Hours:

Punctuation updates and policies

Tuesday, March 3 at 9:00 AM Eastern
Thursday, March 12 at 4:00 PM Eastern

Registration available at oc.lc/askqc