

February 2020

# Virtual AskQC Office Hours

## Enriching WorldCat bibliographic records

**OCLC Metadata Quality**

# Housekeeping

- This session is being recorded



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Last updated: Jul 12, 2019



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### May 8, 2019 :: Small errors with big consequences

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### April 10, 2019 :: An overview of OCLC training resources

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### March 13, 2019 :: Intro to the Virtual International Authority File (VIAF)

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- This session is being recorded
- All session recordings, slides, and notes are available at [oc.lc/askqc](https://oc.lc/askqc)

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- After the session you will be directed to a quick, optional survey

## Virtual AskQC Office Hours feedback survey

Please take moment to provide feedback on today's office hour session. The responses are for informational purposes only and optional. Thank you for attending today's session!

1. Did you find today's session useful?

- Yes
- No
- Sort of

2. Why did you choose the answer you did in question 1?

Enter your answer

3. Are there topics you would like us to cover in the future?

Enter your answer

# On the call today



Laura Ramsey  
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Operations Manager



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Cynthia Whitacre  
Senior Metadata  
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Jay Weitz  
Senior Consulting  
Database Specialist



Robert Bremer  
Senior Consulting  
Database Specialist

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# BEST PRACTICES FOR ENRICHING WORLDCAT BIBLIOGRAPHIC RECORDS

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# 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

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# ENHANCEMENT

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# 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



Image by [Tartila](#) on [Shutterstock](#)

# 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



Image by [Markus Spiske](#) on [Unsplash](#)

# Enhancement

Encoding Level	Definition	Action	Edit Encoding Level to
I	Full-level input by OCLC participants	Enrich as needed	I
K	Minimal-level input by OCLC participants	Upgrade to full-level	I
M	Added from a batch process	Upgrade to full-level	I
2	Less-than-full level, material not examined	Upgrade to minimal-level or full-level	K or I
3	Abbreviated level	Upgrade to minimal-level or full-level	K or I
4	Core-level (without <a href="#">field 042</a> )	Upgrade to full-level	I
5	Partial (preliminary) level	Upgrade to minimal-level or full-level (except CONSER-authenticated continuing resources)	K or I
7	Minimal-level	Upgrade to full-level (except CONSER-authenticated continuing resources)	I
J	Deleted record	Upgrade to minimal-level or full-level	K or I

Please note that prepublication level records (identified with encoding level 8) cannot have their encoding level changed

# Enhancing 3 to K

## Pre-enhancement:

EIvl 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:

EIvl 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:

Elvl M  
040 XXX \$b eng \$e rda \$c XXX  
100 1 Cramp, Jess, \$e author  
245 10 Captain Aquatica  
awesome ocean / \$c Jess Cramp  
with Grace Hill Smith and Joe  
Levit.  
264 1 Washington, DC : \$b National  
Geographic Kids, \$c 2019.  
300 126 pages : \$b color illustrations

## Post-enhancement:

Elvl K  
040 XXX \$b eng \$e rda \$c XXX  
100 1 Cramp, Jess, \$e author.  
245 10 Captain **Aquatica's** awesome ocean / \$c  
Jess Cramp with Grace Hill Smith and  
Joe Levit.  
264 1 Washington, DC : \$b National  
Geographic  
Kids, \$c 2019.  
**264 4 \$c ©2019**  
300 126 pages : \$b color illustrations, **color  
maps ; \$c 27 cm**  
**504 Includes bibliographical references  
(page 126) and index.**

# Example of enhancing M to I

## Pre-enhancement:

EIvl 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:

EIvl 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 1 Hoboken, NJ : \$b John Wiley & Sons, Inc., \$c [2020]  
**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:

EIvI 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:

EIvI 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**

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# ENRICHMENT

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# 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 ELv: *blank*, *1*, *4* (with [field 042](#) coded *pcc*), or *1*. 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

Tag	Add field if not present	Add another field if already present	Edit if present
<a href="#">006</a>	Yes	Yes	No
<a href="#">007</a>	Yes	Yes	No
<a href="#">020</a>	Yes	Yes	No
<a href="#">022</a>	Yes	Yes	No
<a href="#">024</a>	Yes	Can be added if the field has a different value in subfield #2	No
<a href="#">027</a>	Yes	Yes	No
<a href="#">028</a>	Yes	Yes	No
<a href="#">030</a>	Yes	No	No
<a href="#">037</a>	Yes	No	No
<a href="#">041</a>	Yes	Yes	No

## 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.

## Pre-enrichment:

Elvl #  
010 2018045423  
040 XXX \$b eng \$e rda \$c XXX  
042 pcc  
100 1 Winspear, Jacqueline, \$d 1955- \$e author.  
245 10 The American agent : \$b a Maisie Dobbs  
novel / \$c Jacqueline Winspear.  
264 1 New York : \$b Harper, \$c [2019]  
650 0 World War, 1939-1945 \$v Fiction.  
650 0 Murder \$x Investigation \$v Fiction.  
650 0 Journalists \$x Crimes against \$v Fiction.

## Post-enrichment:

Elvl #  
010 2018045423  
040 XXX \$b eng \$e rda \$c XXX  
042 pcc  
100 1 Winspear, Jacqueline, \$d 1955- \$e author.  
245 10 The American agent : \$b a Maisie Dobbs novel  
/ \$c Jacqueline Winspear.  
264 1 New York : \$b Harper, \$c [2019]  
650 0 World War, 1939-1945 \$v Fiction.  
650 0 Murder \$x Investigation \$v Fiction.  
650 0 Journalists \$x Crimes against \$v Fiction.  
**655 7 Detective and mystery fiction. \$2 lcgft**  
**655 7 Historical fiction. \$2 lcgft**



# 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 "lcfgt" added when not present in the second example
  - Adding additional call numbers/subject headings in the schemes already present will fail

## Pre-enrichment:

Elvl #  
010 2017054280  
040 XXX \$b eng \$e rda \$c XXX  
042 pcc  
100 1 Carle, Eric, \$e author, \$e illustrator.  
245 10 Can a cat do that? / \$c Eric Carle.  
264 1 New York : \$b Simon Spotlight, \$c  
2018.  
300 1 volume (unpaged) : \$b color  
illustrations ; \$c 24 cm.  
490 1 Ready-to-read. Ready-to-go! Stellar  
starter!  
650 0 Cats \$x Behavior \$v Juvenile fiction.  
650 1 Cats \$x Habits and behavior \$v  
Fiction.  
830 0 Ready-to-read. \$n Ready-to-go! \$p  
Stellar starter!

## Post-enrichment:

Elvl #  
010 2017054280  
040 XXX \$b eng \$e rda \$c XXX  
042 pcc  
100 1 Carle, Eric, \$e author, \$e illustrator.  
245 10 Can a cat do that? / \$c Eric Carle.  
264 1 New York : \$b Simon Spotlight, \$c 2018.  
300 1 volume (unpaged) : \$b color illustrations ; \$c 24 cm.  
490 1 Ready-to-read. Ready-to-go! Stellar starter!  
**520 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.**  
650 0 Cats \$x Behavior \$v Juvenile fiction.  
650 1 Cats \$x Habits and behavior \$v Fiction.  
830 0 Ready-to-read. \$n Ready-to-go! \$p Stellar starter!

## 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.  
260 London : \$b Peters Edition Ltd., \$c [2018]  
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.  
650 0 Vocal quartets, Unaccompanied.  
650 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.  
260 London : \$b Peters Edition Ltd., \$c [2018]  
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.**  
650 0 Vocal quartets, Unaccompanied.  
650 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](mailto:bibchange@oclc.org)**, and we'll correct the record

# Resources

- Bibliographic Formats & Standards (BFAS): [oclc.org/bfas](https://oclc.org/bfas)
  - EIV: 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](https://help.oclc.org/WorldCat/Expert_community/Guidelines_for_experts)



Photo by [Alfons Morales](#) on [Unsplash](#)

# Questions?



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Charlene Morrison  
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Patty Treboni  
Database Specialist II



Jay Weitz  
Senior Consulting  
Database Specialist



Robert Bremer  
Senior Consulting  
Database Specialist

## Please submit questions through chat

# Thank you!

Send cataloging policy questions  
at anytime to:

[askqc@oclc.org](mailto:askqc@oclc.org)

Session links available at:

[oclc.org/askqc](https://oclc.org/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 [oclc.org/askqc](https://oclc.org/askqc)

**Because  
what is  
known must  
be shared.®**