Editing, Upgrading & Enriching Master Records

Test your Knowledge

1) True or False: You can edit master records with a full-level cataloging authorization.

2) Which of the following is not a reason to improve master records?
   - A. Contributing to the library cooperative
   - B. Improved sales for “library friends” bookstores
   - C. Improved discovery experience for users

3) What is the difference between upgrading a record, enriching a record, and enhancing a record?

4) Where should you look to determine the encoding level of a record?

5) What is the basic difference between abbreviated-/minimal-level records and full-level records?

6) Where can you find complete definitions of abbreviated-, minimal-, and full-level records?

7) Which values in the ELvl fixed field indicate less-than-full-level cataloging?

8) Which values in the ELvl field indicate full-level cataloging?

9) Which OCLC document is the authoritative source for information about the rules for editing master records?

10) The procedures for replacing a master record are

    1 - ________________, 2 - ________________, 3 - ________________
11) Respond to each situation below, assuming you have a full-level cataloging authorization (for extra credit, find and cite the authoritative section in Bib Formats):

A. You find a record coded level K, which is missing the appropriate 240, 246, and 6XX fields. Can you “fix” this record yourself?

B. You find a record coded level 3, with an incomplete title and missing several useful fields. Can you “fix” this record yourself?

C. You find a record coded level I, with a typo in the 520 field. Can you “fix” this record yourself?

D. You find a record coded level I with a typo in the 246 field. Can you “fix” this record yourself?

See next page for answers
Answers

Test your Knowledge

1) True. You need can edit most master records with a Full Level authorization (PCC-BIBCO and CONSER are excluded).

2) B. Improved sales for “library friends” bookstores

3) An upgrade is an appropriate change in the encoding level of a record (e.g. from 3 to 1). An enrichment is the addition of information to a full-level record. Enhancement is quality control work done to a record by a library with a special “Enhance” authorization.

4) In the ELvl (Encoding Level) fixed field

5) Abbreviated- and minimal-level records represent a less complete level of cataloging. These records are candidates for upgrading.

Full-level records represent a more complete level of cataloging. These records are candidates for enrichment.

6) Bibliographic Formats & Standards (Bib Formats), Chapter 2

7) 2, 3, 5, 4 (without 042), 7, K, M

8) (blank), 1(one), I (eye), L, 4 (with 042)

9) Bibliographic Formats & Standards (Bib Formats), Chapter 5

10) 1 - Lock the record; 2- make the appropriate edits; 3 - replace the record

11) A. Yes (Bib Formats Chapter 5.1)  
    B. Yes (Bib Formats Chapter 5.1)  
    C. Yes (Bib Formats Chapter 5.3, enrichment table, 520 field)  
    D. Yes, if the record is not PCC (BIBCO or CONSER) (Expert Community Guidelines)