

# 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 I). 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)