

## Original Cataloging: Key Takeaways and Reminders

### Standards and policies for creating records in WorldCat

WorldCat Principles of Cooperation:

<https://www.oclc.org/content/dam/oclc/worldcat/catalog/principles/principles.pdf>

Guidelines for Contributions to WorldCat:

<https://www.oclc.org/content/dam/oclc/worldcat/documents/guidelines-for-contributions-to-worldcat.pdf>

Bibliographic Formats and Standards (BFAS or Bib Formats): <https://www.oclc.org/bibformats/en.html>

- Section 1.5: Bibliography of cataloging documentation
- Chapter 2: Descriptive conventions and other standards approved by ALA or LC
- Section 2.2: All headings and uniform titles for current original cataloging must be in AACR2 or AACR2-compatible forms. Verify forms of entry through the OCLC Authority File or construct them using AACR2 or RDA guidelines and standards.
- Section 2.3: Full, Core, Minimal, and Abbreviated levels defined;
  - Common encoding levels for OCLC members: ELvI I (full); ELvI K (minimal)
- Section 3.3.1 (Electronic Resources): include Tangible electronic resources, which include DVD-ROMs, CD-ROMs, etc. and online resources
- Chapter 4: When to Input a New Record

RDA and OCLC: <https://www.oclc.org/en/rda.html>

RDA resources page: <https://www.oclc.org/en/rda/about.html>

OCLC RDA policy statement (effective March 31, 2013): <https://www.oclc.org/en/rda/new-policy.html>

Post-RDA implementation guidelines and standards:

<https://www.loc.gov/aba/pcc/rda/PCC%20RDA%20guidelines/Post-RDA-Implementation-Guidelines.html>

Field 007 Values Table:

<https://www.oclc.org/bibformats/en/0xx/field007table.html>

## Methods to Create Original Records

- From workform:  
**Create Options**>Single Record; choose format and workform type  
Setup to display RDA fields in workform: **Tools** > Options > RDA  
Check box to “Use RDA workforms when creating new bibliographic records”
- Derive from existing record:  
**Edit** > Derive New Master Record  
Setup for Derive Record: **Tools** > Options > Derive records: to select fields to transfer when using derive command
- Extract metadata from digital resource:  
Cataloging > Create > Extract Metadata
- Import records from ILS: **File** > Import Records
- Browse to locate the file to import and select the destination, either online or local save file.

When new record is completed, use Update or Produce command to add record to WorldCat:

- **Action**> Holdings > Update Holdings or press <F8>
- **Action** > Holdings > Produce and Update Holdings or press <SHIFT> + <F7>

## Advanced Editing

- Create 006 field:
- Open Edit > Guided entry > insert 006 > (select format for 006)
- Insert diacritic or special character:
  - Position cursor after letter where diacritic should be
  - Open Edit > Enter diacritics
  - In pop-up box, select the diacritic and click Insert (or Insert and close)
  - Diacritic should appear above letter before cursor position in record.
- Press <CTRL> + <E> or click the **ALA toolbar button** to open ALA diacritics pop-up box.