Original Cataloging: Knowledge Check
Test Your Knowledge

1. What are two reasons libraries would want to contribute original records to WorldCat?

2. Why is it important to search WorldCat thoroughly before creating a new record?

3. In *Bibliographic Formats and Standards*, find the section that:
    a. Lists the current cataloging rules that must be applied to WorldCat records section ____

    b. Says that headings in current original cataloging must conform to the OCLC Authority File or be constructed according to AACR2 or RDA section ____

    c. Lists guidelines for integrating resources section ____

    d. Lists codes for the 007 field (Physical Description Fixed Field) section ____

4. What are the two Encoding Levels (ELvl) most commonly used by OCLC member libraries when adding new records to WorldCat, and what do they mean?

5. True or False: When cataloging an electronic serial, it should be coded as record Type **m**.

6. Use section 4.1 of *Bibliographic Formats and Standards* (https://www.oclc.org/bibformats/en/input.html) to answer these two questions:
    a. True or False: If the book you are cataloging has an ISBN that is not in the record you found in WorldCat, you should input a new record.

    b. True or False: If you are cataloging an audio compact disc but the closest match you can find in WorldCat is for an audio cassette, you should input a new record.

7. For each of the following fields, write R or O to indicate if it is Required if applicable (R) or Optional (O) for Encoding Level I (full-level) and Encoding Level K (Minimal level) records:

Field	Encoding Level I (Full-level)	Encoding Level K (Minimal level)
Call number (050, 082, etc.)		
1xx (Main entry)		
240 (Uniform title)		
246 (Varying form of title)		
260/264 (Publication, distribution, etc.)		

8. You have searched WorldCat, and the only record that matches your item reads in part:

   040   UAB ǂb fre ǂc UAB
   020   0205605451
   020   9780205605453
   050 4 PE1417 ǂb .O57 2009
   090   ǂb
   049   TQ@A
   245 00 One world, many cultures / ǂc [édité par] Stuart Hirschberg, Terry Hirschberg.
   250   7th ed.
   260   New York ; ǂa Toronto : ǂb Pearson Longman, ǂc c2009.
   300   xvi, 527 p. : ǂb ill., cartes ; ǂc 23 cm.
   504   Comprend des réf. bibliogr. et des index..

   a. What is the language of cataloging for this record?

   b. If your library catalogs primarily in English, can you use this record or create a new one?
      i   Use this record
      ii Create a new (parallel) record

9. True or False: When you create original records in Connexion, you must enter your OCLC symbol in field 040, subfields ǂa and ǂc.

10. Every time you create a new record, there's an 049 field with the letters TTQA. You did not enter this, and you are not sure how it got there. Your OCLC symbol is TTQ, so you do not know what that 4th character is. Besides that, the 049 field always displays after the 090 or 092 fields. You move it to the correct position, but when you validate, Connexion puts it back where it was before. Should you worry about this?

11. Write an "i" in front of the items that should be coded with Bibliographic Level (BLvl) i because they are integrating resources. Write an "s" in front of the items should be coded with Bibliographic Level (BLvl) s because they are serials:

_____ A loose-leaf service that is updated weekly with new information. As new pages are filed, old pages are discarded according to filing instructions that come with the updates.

_____ A Web site that contains digitized versions of a printed monthly historical society newsletter that is still being published. Each issue is added to the Web site as it becomes available.

_____ The Web site of a daily newspaper that is constantly updated as news occurs.

12. When do you need a 006 field in a record?

13. What are three ways to create a new record in Connexion client?

Test Your Skills

1. Open *Bibliographic Formats and Standards.*

2. Sign in through Connexion client and search for OCLC #180190918. From this record, derive a new master record for an audiobook. Enter these values in the fixed field:
   Type: i
   Comp: nn
   Part: n
   TrAr: n
   FMus: n
   LTxt: f

   Close the new record without saving it.

3. Sign in through Connexion client and search for OCLC #984497.
   Add a 006 field for a sound recording, with these values:
   Comp: nn
   LTxt: o

   Close the record without saving it.

4. Sign in through Connexion client and search for OCLC #213525701. In the 245 field, add an acute accent over the first e in Quebec. Close the record without saving it.

<u>See next page for answers</u>

Answers

Test Your Knowledge

1. Possible answers include:
   - Member libraries make a commitment to contribute to OCLC all current metadata and holdings information, which represents items in their collections.
   - Contributing records facilitates interlibrary loan
   - Contributing records allows a library's own patrons and the public to discover unique materials through WorldCat Discovery
   - If a library uses OCLC Collection Evaluation, the analysis will be more useful if the library has contributed bibliographic records and holdings for its unique materials

2. Catalogers should search WorldCat before adding records to avoid adding duplicate records, and if a record for a similar item exists, they may choose to derive a new record from it, rather than creating a new record from a blank workform.

3. *Bibliographic Formats and Standards*

   a. 1.4

   b. 2.1

   c. 3.11

   d. Field 007 Values table https://www.oclc.org/bibformats/en/0xx/field007table.html   and Physical Description Fixed Field sections for each type of material (for example, https://www.oclc.org/bibformats/en/0xx/007motio.html)

4. Encoding levels K (Minimal level) and I (full-level). Answer found in *Bibliographic Formats and Standards*, ELvl (Encoding Level).

5. False. Only computer software (including programs, games, fonts), numeric data, computer-oriented multimedia, and online systems or services should use Type code m (Computer files). Electronic resources that are primarily text should use Type code a (Language material). When cataloging an electronic resource that has a Type code other than m, use code s in Form for electronic resource.

6. Use section 4.1 of Bibliographic Formats and Standards to answer these two questions:
   a   False. "Absence or presence of field does not justify a new record. A difference in field alone does not justify a new record."
   b   True. "Specific technical differences justify a new record (e.g., analog versus digital, black and white versus color, mono versus stereo, sound versus silent, 33 1/3 rpm versus 78 rpm, etc.). Compare fields 344, 345, 346, 347, and 5xx for other differences to justify a new record."
   c   https://www.oclc.org/bibformats/en/input.html#3xx

7. Required and optional fields (refer to *Bibliographic Formats and Standards*, section 2.3 >
    Comparison of cataloging level guidelines), and the sections for each field)

Field	Encoding Level, I (full-level)	Encoding Level K (Minimal level)
Call number (050, 082, etc.)	R	O
1xx (Main entry)	R	R
240 (Uniform title)	R	O
246 (Varying form of title)	R	O
260/264 (Publication, distribution, etc.)	R	R

8. Parallel records (refer to *Bibliographic Formats and Standards*, section 3.10 (Parallel records for
Language of Cataloging).

   a. The 040 field has a subfield ‡b with a code other than eng, and the 300 and 504 fields have
      non-English words.

   b. Yes.

9. False. Connexion automatically supplies your OCLC symbol in field 040, subfields ‡a and ‡c,
    based on your authorization (or offline cataloging setup).

10. No. Connexion supplies your library's default Holding Library Code in field 049, subfield ‡a. 049 is
    always the last 0xx field.

11. Write an "i" in front of the items that should be coded with Bibliographic Level (BLvl) i because they
    are integrating resources. Write an "s" in front of the items should be coded with Bibliographic
    Level (BLvl) s because they are serials:

    _**I**___ A loose-leaf service that is updated weekly with new information. As new pages are
       filed, old pages are discarded according to filing instructions that come with the updates.

    _**S**___ A Web site that consists solely of digitized versions of a printed monthly historical society
       newsletter that is still being published. Each issue is added to the Web site as it becomes
       available.

    __**I**__ The Web site of a daily newspaper that is constantly updated as news occurs

12. A record needs an 006 field whenever the item it represents has multiple characteristics, for
    example, a sound recording issued as a serial; or an item with accompanying material, such as a
    book with accompanying map or DVD. Field 006 allows OCLC and other systems to limit searches.

 The four ways to create a new record in Connexion browser are:
- From a blank workform
- By deriving a new record from an existing record
- By extracting metadata
- By importing from another source, such as an Integrated Library System

Test Your Skills

1. To navigate to Bibliographic Formats and Standards with your Web browser, either

   - Go to the OCLC support page (https://help.oclc.org), select Librarian's Toolbox and then under Cataloging tools, select Bibliographic Formats and Standards,
   - Go directly to https://www.oclc.org/bibformats/en.html

2. To derive a new record, from the **Edit** menu, select **Derive New Master Record**. To display the fixed field elements for sound recordings, change the record type from the drop-down list in the upper left part of the fixed field. This change will then display: Comp, Part, TrAr, FMus, and LTxt elements for completion.

3. To add an 006 field for a sound recording, open Edit > Guided Entry and select **Create 006.** From this menu, select **Sound Recording**.

4. Locate the record OCLC #213525701. Position the cursor after the letter to be modified in field 245.
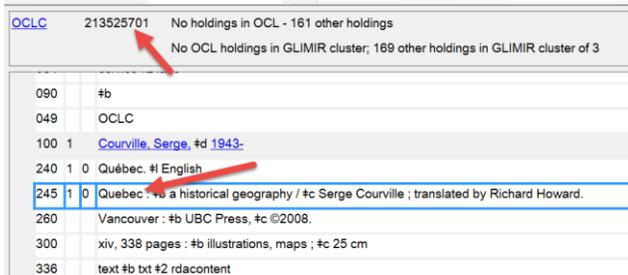
2. Click ALA in the toolbar or open Edit > Enter diacritics or press <CTRL> + E.

3. Click the acute accent, then click **Insert and Close**.
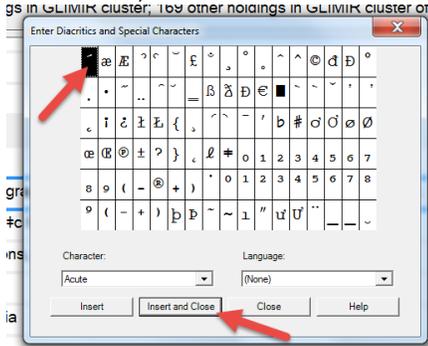
4. The acute appears above the letter "e"