

# Basic Cataloging

SENYLRC, Highland, NY

October 16, 2003

Denise A. Garofalo




# Topics for today

- Quick overview of cataloging
  - Review of access points
  - MARC
    - Overview
    - Anatomy
    - Examples
  - Authority control
- 



# Objectives for today


- Understand relationship between access points and MARC records
  - Become familiar enough with MARC records to identify their basic structure
  - Feel comfortable enough with MARC to enter basic bibliographic information into an online automation system
  - Gain an awareness of authority control in order to perform basic authority tasks
- 

# Quick overview of cataloging






# How librarians think

- To consistently impose control on and retrieve information, librarians must
    - Think logically
    - Understand the ways information is organized for retrieval
    - Communicate their knowledge of these structures to the library users
- 



# Thought patterns


- Librarians look at a book or a question and think subliminally, “To which category of knowledge and information does the answer to this question or the shelf location of this book belong?”
  - Librarians proceed from the general to the specific
- 

Bibliographic description  
+ Classification =  
Cataloging

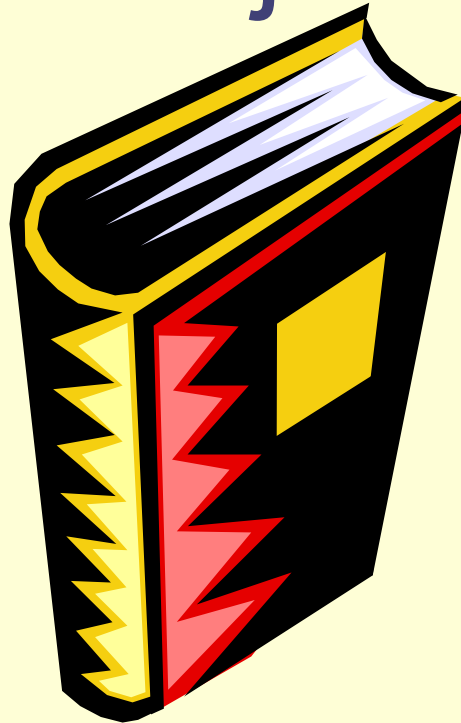




# Which is which?

- Descriptive cataloging attempts to deal with the physical nature of the work
    - Who is the author? What is the title?
    - How many cassettes? Any illustrations?
  - Subject analysis attempts to deal with the intellectual nature of the work
    - one classification number so it exists in only one place on the shelf
    - many subject headings to provide multiple access points
- 

Descriptive cataloging is  
**NOT** concerned with the  
item's subject matter



Descriptive cataloging  
pertains only to describing and  
identifying the item



# Descriptive cataloging provides access points to locating the item



Subject analysis deals with  
discovering the subject



# and locating subject access points



# Review of access points





# Access points

- Users locate information in a catalog through access points
  - The more access points, the easier it is for the user to locate what they're searching for
  - Keyword searching is not a substitute for access points—KW searching relies on the data entered in a MARC record
- 



# Access points and MARC


- Once access points and main entry are determined filling in a MARC record becomes less complicated
  - Access points include author, title, series, notes, and subject headings
- 

# Introducing MARC





# MARC background

- MARC stands for MAchine Readable Cataloging
  - Developed in the 1960s for English language monographs
  - The format has evolved and changed to accommodate different formats, etc.
- 

# MARC infobits






# What does MARC mean?

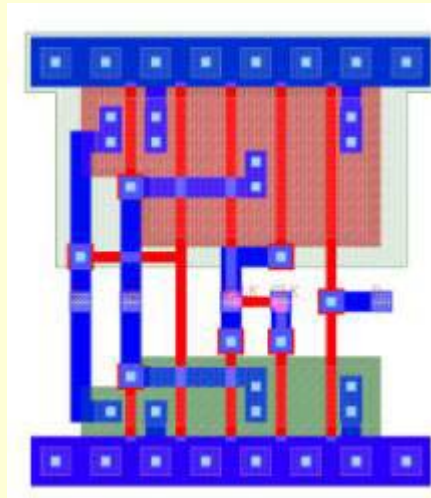
- "***Machine-readable***" means that a particular type of machine, a computer, can read and interpret the data in the cataloging record.
  - "***Cataloging record***" means a bib record, or the information traditionally shown on a catalog card. The record includes:
    - a description of the item
    - main entry and added entries
    - subject headings
    - the classification or call number
- 



# More MARC infobits


- A MARC record can have 999 fields, the majority of which are variable in length and content
  - It is the MARC record upon which all standard library automation is built
- 

# Why MARC?






# Why not use Access or Excel?

- “Home-grown” systems isolate your library, limiting its options, and creating much more work for yourself.
  - Using MARC prevents duplication of work and allows libraries to better share bibliographic resources.
- 




# Why choose MARC?

- Libraries can acquire cataloging data that is predictable and reliable, taking advantage of an industry-wide standard whose primary purpose is to foster communication of information.
- 



# Why choose MARC?

- Libraries can make use of commercially available library automation systems to manage library operations.
    - Many systems are available for libraries of all sizes and are designed to work with the MARC format.
    - Systems are maintained and improved by the vendor--libraries can benefit from the latest advances in computer technology.
    - The MARC standard allows libraries to replace one system with another with the assurance that their data will still be compatible.
- 

Any questions?




# MARC tags





# Common MARC tags

- **010 tag** for the **Library of Congress Control Number (LCCN)**
  - **020 tag** for the **International Standard Book Number (ISBN)**
  - **100 tag** for a **personal name main entry** (author)
  - **245 tag** for the **title information** (title, other title information, and the statement of responsibility)
  - **250 tag** for the **edition**
- 



# Common MARC tags

- **260 tag** for the **publication information**
  - **300 tag** for the **physical description** (called the "collation" when describing books)
  - **440 tag** for the **series statement/added entry**
  - **520 tag** for the **annotation or summary note**
  - **650 tag** for a **topical subject heading**
  - **700 tag** for a **personal name added entry** (joint author, editor, or illustrator)
- 



# Sample MARC field


- 100 1# \$a Salvatore, R.A.
  - *100* is the field name
  - *1#* are the indicators
  - *\$a* is the delimiter and subfield
  - *Salvatore, R.A.* is the data
- 

# General MARC rules






# General MARC rules

- Two character positions follow each tag (except for Fields 001 through 009). One or both of these character positions may be used for indicators.
    - In some fields, only the first or second position is used; in some fields, both are used; and in some fields, like the 020 and 300 fields, neither is used.
    - When an indicator position is not used, that indicator is referred to as "undefined" and the position is left blank. It is the convention to represent a blank, or undefined, indicator position by the character "#".
- 




# Indicators

- Each indicator value is a number from 0 to 9.
  - Although the MARC 21 rules say it can be a letter, letters are uncommon.
  - Even though two indicators together may look like a 2-digit number, they really are two single-digit numbers.
- 




# Subfields and delimiters

- Most fields contain several related pieces of data. Each type of data within the field is called a **subfield**, and each subfield is preceded by a **subfield code**. Fields 001 through 009 have no subfields.
- 




# Subfields and delimiters

- Subfield codes are one lowercase letter (occasionally a number) preceded by a delimiter.
  - A delimiter is a character used to separate subfields.
  - Each subfield code indicates what type of data follows it.
- 




# Tags are divided by hundreds

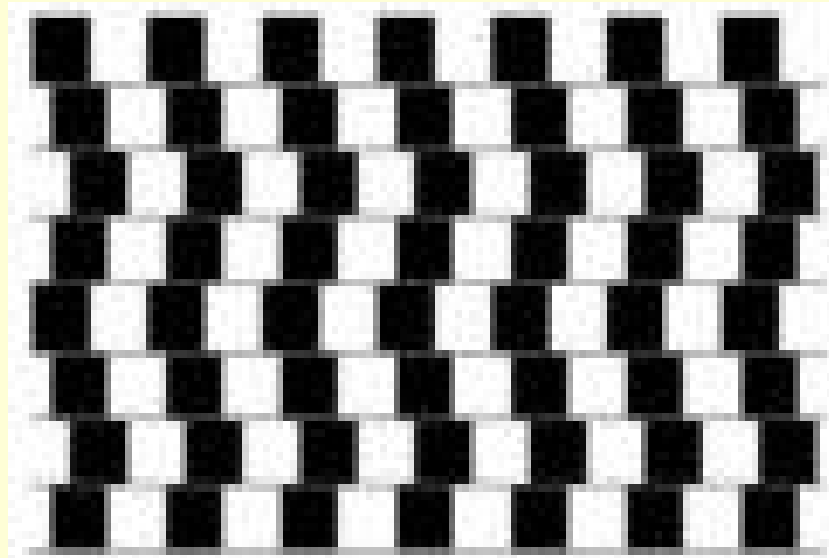
- The basic divisions of the MARC 21 bibliographic record are:
  - 0XX Control information, numbers, codes
  - 1XX Main entry
  - 2XX Titles, edition, imprint (in general, the title, statement of responsibility, edition, and publication information )
  - 3XX Physical description, etc.
  - 4XX Series statements (as in the book)
- 



# Tags are divided by hundreds

- 5XX Notes
  - 6XX Subject added entries
  - 7XX Added entries other than subject or series
  - 8XX Series added entries (other authoritative forms)
  - 9XX Locally-defined data and uses
- 

# Parallel content or structure






# Parallel tag structure

- The fields requiring authority control are also the fields that use parallel tag construction.
  - In general, in the 1XX, 4XX, 6XX, 7XX and 8XX fields, a personal name will have the last two digits 00. Therefore, for a main entry (1XX) that is a personal name (X00), the correct tag is 100. For a subject heading (6XX) that is a personal name, the tag is 600, and so on.
- 




# Parallel content/structure

- X00 Personal names
  - X10 Corporate names
  - X11 Meeting names
  - X30 Uniform titles
  - X40 Bibliographic titles
  - X50 Topical terms
  - X51 Geographic names
- 



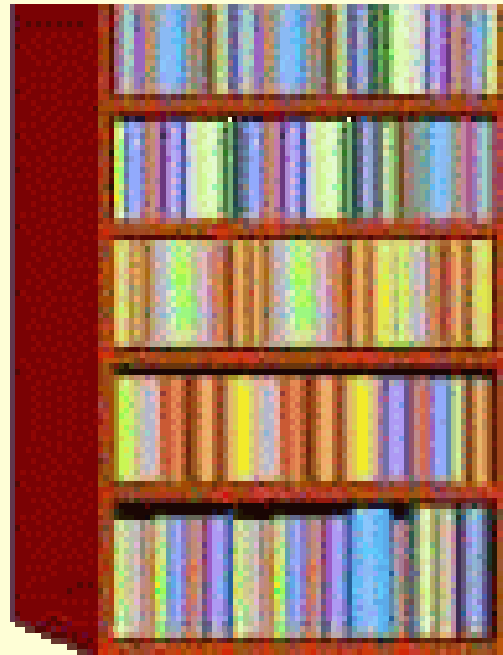
# Using parallel tag structure

- If the subject of a book (6XX) is a person (Adams, John), the tag will be 600
  - If the subject of the book is a corporation (IBM), the tag will be 610
  - If the subject of the book is a topic (Cars), the tag will be 650
  - If the subject of a book is a place (United States), the tag will be 651
  - An added entry (7XX) for a joint author (a personal name) will have tag 700.
- 

Take a short break....



# MARC record anatomy





# What is a record?

- A **record** is a collection of fields
  - A **field** contains a single unit of information within a record
  - A field may have one or more **subfields**
  - Tags (3-digit numeric codes) identify each field
  - Each field ends with a field terminator
  - Each subfield is preceded by a delimiter sign followed by a single character code
  - Each record has the same components: leader, record directory, control fields--fixed fields, and variable fields
- 




# Anatomy of MARC

## LEADER

- The leader identifies the beginning of a new record
- The leader is fixed in length
- The leader contains 24 characters


## RECORD DIRECTORY

- Contains a series of fixed length entries which identify the tag, length and starting position of each field in the record
- 



# More MARC anatomy

## CONTROL FIELDS

- carry alphanumeric, often encoded, data elements
  - always begin with a 0
  - many are fixed in length
  - they include: 007, 008, 010, 010, 022, 040, 041, 043, 045, 050, 082, 090, 092
- 



# And more MARC anatomy

## ● FIXED FIELDS


- The two fixed length control fields which are commonly called fixed fields are 007 and 008
  - 007 carries encoded data about the physical description of bibliographic items and is used predominantly for nonbook materials
  - 008 carries general information about the content of the bibliographic record and is usually displayed in a single paragraph at the top of the screen with mnemonic tags. There are 40 character positions in this field





# Still more MARC anatomy

## VARIABLE FIELDS


- carry alphanumeric data of variable length which is the traditional cataloging data elements
  - three-digit number tags from 100-999 identify the variable fields
  - discussion of variable fields is generally done in groups--the 1xx fields, the 2xx fields, the 6xx fields, and so on
- 

# Typical MARC record display





# MARC record display

- The descriptors in the left-hand column of the example that follows are not stored in a MARC record. They are part of most online library system software program's screen display.
  - Most systems are designed so that records can be edited to add additional fields containing local info.
- 

Leader 01041cam 2200265 a 4500  
Control No. 001 ###89048230  
Control No. ID 003 DLC  
DTLT 005 19911106082810.9  
Fixed Data 008 891101s1990 maua j 001  
0 eng  
LCCN 010 ## \$a ###89048230  
ISBN 020 ## \$a 0316107514 :  
\$c \$12.95  
ISBN 020 ## \$a 0316107506 (pbk.) :  
\$c \$5.95 (\$6.95 Can.)  
Cat. Source 040 ## \$a DLC  
\$c DLC  
\$d DLC

LC Call No. 050 00 \$a GV943.25  
\$b .B74 1990

Dewey No. 082 00 \$a 796.334/2  
\$2 20

**ME:Pers**

Name 100 1# \$a Brenner, Richard J.,  
\$d 1941-

Title 245 10 \$a Make the team.  
\$p Soccer :  
\$b a heads up guide to super soccer! /  
\$c Richard J. Brenner.

Variant Title 246 30 \$a Heads up guide to super soccer

Edition 250 ## \$a 1st ed.

Publication 260 ## \$a Boston :  
\$b Little, Brown,  
\$c c1990.



# MARC to card





GV943

. 25 Brenner, Richard J., 1941-

.B74 Make the team. Soccer : a heads up guide to super soccer! / Richard  
1990 J. Brenner. -- 1st ed. -- Boston : Little, Brown, c1990.

127 p. : ill. ; 19 cm.

"A Sports illustrated for kids book."

Summary: Instructions for improving soccer skills. Discusses dribbling, heading, playmaking, defense, conditioning, mental attitude, how to handle problems with coaches, parents, and other players, and the history of soccer.

ISBN 0316107514 : \$12.95

1. Soccer--Juvenile literature. 2. Soccer. II. Title: Heads up guide to super soccer. II. Title.

Dewey Class no.: 796.334/2 -- dc 20

89-48230

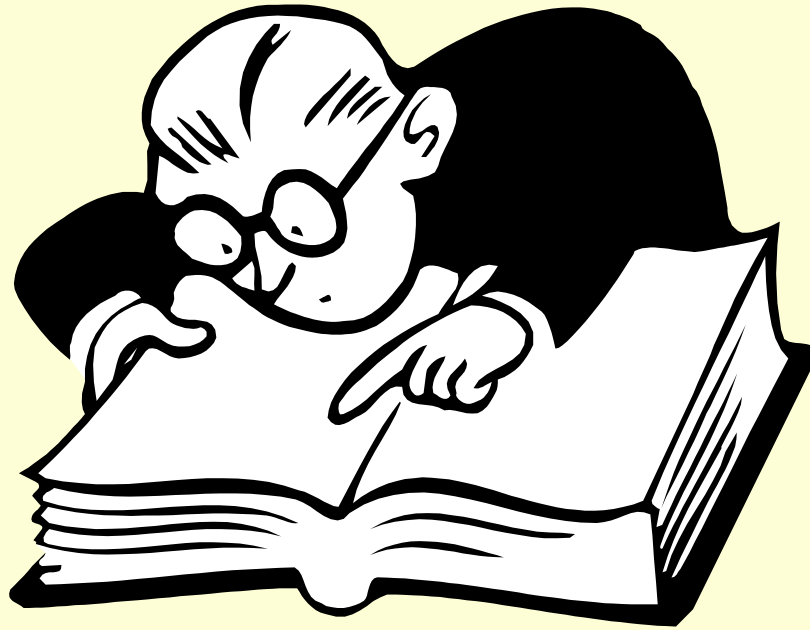
*MARC*



Any questions?




# Authority control






# Authority control is

- A means of maintaining consistency among access points in a catalog
  - The process of indicating relationships among names, works and subjects
  - Used to make sure that the same form of a heading is used whenever that heading is found
- 




# Authority and bib control

- Bibliographic control in tandem with authority control ensures that a controlled vocabulary is established and maintained
  - A controlled vocabulary aids the user in accessing information by ensuring consistency in access points
- 



# Why use authority control?


## For identification

- Authority control enhances the identifying or locating function of the catalog
  - Consistent forms of access points (headings) aid in the locating function
  - References from headings not used to headings used helps the user
- 




# Why use authority control?

## For gathering or collocating

- Links consistent headings in a syndetic structure (connective or connecting)
  - references to and among headings help connect headings
  - names are collocated by having one form of the name
  - works are collocated through uniform titles
  - subjects are collocated through consistent headings and the use of references
- 




# Authority control is not perfect

- Note that just because there is authority control does not mean:
    - the database is clean--that depends upon quality of entry of the bibliographic records
    - all works on a subject will be found together--that depends upon the subject headings assigned through subject analysis
    - that all terms a user thinks of will match a heading or reference
- 



# Authority control is not perfect

- Variations on a term or phrase may not have references
    - use of singular in the heading without reference from plural to singular
    - users may not have correct spelling of a term or phrase or name
    - some online systems have enhanced search capabilities to aid in locating matches
- 



# If authority control is missing

- Users need to try all possible variations of a term, phrase, title, or name, or rely solely on keyword searching
  - Users need to evaluate the matches found while searching and eliminate those that are not appropriate
    - same name, different person
    - same term, different meaning
- 




# What's involved?

- When you perform authority control:
    - Investigate all available information regarding the name/form of the name of a person, body, work, topic, etc.
    - Select one form of the name to be the heading
    - Choose the forms which will be references to the correct heading
    - Create the authority record
- 





# Performing authority control

- Names, uniform titles and series require different steps than subjects
    - verify
      - determine the existence of an author and the accepted form of the heading
      - usually performed through the form of the name appearing on the title page
    - check if heading already established in catalog
    - if not check LC's authority file (LCAF)
    - if not there follow *AACR2Rev2002* rules to create heading
- 




# Subject authority

- Verify a heading as being the latest terminology in the official list used by the library (usually Sears or LCSH)
  - If it's a new heading in the library indicate such following whatever practice the library uses
  - Ensure that all necessary cross references are in the catalog
- 




Subject heading consistency  
=  
good subject authority





# MARC authority records

- A MARC authorities format exists for authority records
  - **Authorized headings** have a 1XX tag
  - *See from* headings (x) have a 4xx tag
  - *See also from* headings (xx) have a 5xx tag
  - **Notes** have a 6xx tag
- 



# MARC authority from LC


- Search the Library of Congress online authority files at

<http://authorities.loc.gov/>






# Creating authority files

- After the authority record is created the record must be added to the authority file
  - The authority file must be linked in some way to the bibliographic file in order for it to be useful
- 



# Authority links

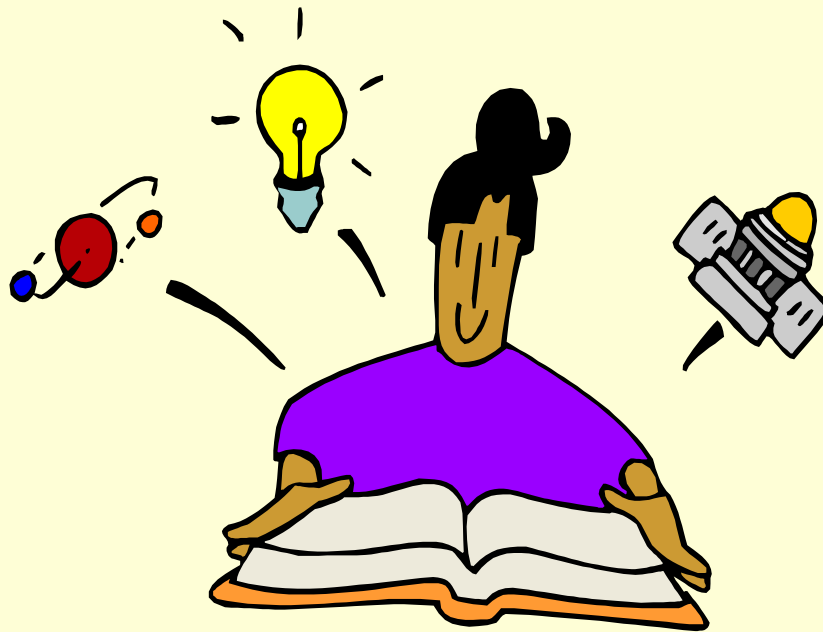
- In print systems the link is in the mind of the staff member who sees the same heading on a card entry and in the authority file
  - In online systems the link may be
    - in the mind of the staff member who knows to consult the authority file to check on a heading
    - a direct connection between a heading in the bibliographic records and the same heading in the authority file
- 



# Online authority control


- In sophisticated online authority control
    - headings for every new record entered into the bibliographic database are checked against the authority file automatically
    - new or changed headings are flagged for review by staff
    - references are displayed from unused terms to used ones, used terms to narrower terms, and also to related terms (ones to broader terms generally not displayed)
- 

# Authority issues






# Authority issues

- If the link is not direct but depends upon the user:
    - the system itself cannot aid in identifying headings with typographical errors
      - complete loss of access
      - no way to locate except through randomness
    - generally will not have the extra references involving related and broader terms
  - online systems generally have global change capability when headings change, which aids in maintenance
- 




# Manual authority files

- In the past the card catalog served as the authority file
    - the heading in the catalog is presumed to be the verified heading
    - references used were listed on the back of the main entry card
    - difficult method if notes are needed or card set is withdrawn
- 




# Online authority files

- If the headings flagged are not then processed the user may believe the heading in the bib record is a verified heading when it isn't
  - Notes may not be as extensively used as in card catalogs
- 



# Maintaining authority control

- Routine error checking between authority files and bibliographic files is needed
  - Routine error checking among authority records is needed to maintain consistency
  - Updating is required as headings change to reflect name changes, update terminology, added references and new headings
- 




# Why do names change?

- Name headings can change
    - if the person dies (dates need to be closed)
    - if it is determined that a particular form of the person's name is used more frequently than the current established form (use or not of middle name or initials)
    - if it is determined that a person is writing under several pseudonyms and additional references are needed
- 




# Why do series change?

- The publisher, author or some other power-that-be changes the series name or order of the words of the series name
  - The series has evolved to include less or more than the original name
- 



# Why do subjects change?


- Headings are seen as outdated
  - Headings are seen as politically incorrect
  - Terms are no longer used in the connotation the heading portrays
- 

Any questions?






# Review of today's objectives

- Do you understand relationship between access points and MARC records?
  - Do you feel comfortable enough with MARC records to identify their basic structure?
  - Do you feel comfortable enough with MARC to enter basic bibliographic information into an online automation system ?
  - Have you gained an awareness of authority control in order to perform basic authority tasks?
- 



# Next session

- Review of MARC record
  - Searching for MARC records
  - Exporting MARC records
  - Editing MARC records
  - Hands-on time, so bring a few “real-life” examples to search for
- 

Good-bye...

