

Editing DLC or Good Member Copy or CIP

Editing DLC or Good Member Copy

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Editing Library of Congress copy (DLC)

The bibliographic record is edited to provide the most accurate description of the book in hand. Fondren Library follows [OCLC Bibliographic Formats and Standards](#).

If you come across what is a duplicate, refer to the [Duplicate guidelines](#) to determine how to handle the material.

If the item has a RUSH and/or NOTIFY flag attached to it, refer to these [guidelines](#).

Locate bibliographic record in Sirsi

Search by

- control number
- author
- title
- ISBN number
- ISSN number (for serials)
- OCLC number

Verify that you have the correct bibliographic record. Match all these elements:

- author
- title
- ISBN
- ISSN (**serials**)
- publisher
- date of publication
- edition
- DtSt (fixed field) – for current **serials**, make sure this = 'c'.

Edit bibliographic record

Fixed fields

When cataloging DLC or GMC copy it is only necessary to edit the fixed fields listed here. Any other fixed fields can be skipped.

Enc_Lvl ([Evl](#), Encoding Level)

- blank = full level
- 4 = core level
- 7 = minimal level
- 8 = CIP

Desc (Description) : must be 'i' if RDA

Dat_Tp ([DtSt](#), Type of Date)

- s = single date
- r = reprint
- t = pub date and copyright date
- c = currently published (**serials**)
- d = ceased (**serials**)
- m = multiple dates

*Date1, Date2 ([Dates](#))

Date of publication, copyright or printing date (latest date). This date will also be in |c of the 260 field and the date in the call number (with the exception of conferences with a 111 Main Entry, where actual date of conference appears in call number). (NOTE*: for serials*, Date 1 matches the first date in 362 field instead of 260 |c.)

Ctry (Country of Publication)

The first listed place of publication. Use the code found in [MARC Code List for Countries](#).

fr = France
it = Italy
txu = Texas, USA
enk = England, UK
onc = Ontario, Canada

Lang

The main language of book in hand. Use the codes found in [MARC Code List for Languages](#).

Variable fields

Verify and edit the variable fields:

010

LC control number

020

ISBN number: the number on the cover of the book takes precedence over the one on the title page verso. If it is a dual publication, there should be a field for each ISBN number. There may be separate ISBNs (both 10 & 13-digit versions) for: dual publishing houses, hardback & paperback, as well as E-books. In some instances the 10-digit ISBN will appear on both book cover and t.p. verso, whereas the 13-digit ISBN will only appear on the cover. Some libraries continue to place 13-digit ISBNs in an 024 field, with a first indicator of 3. These should be changed to 020 (no indicator).

022

ISSN number: standard number for serial (may appear on front or back cover, masthead, title page verso, etc.).

024

See **020** above

050

Library of Congress call number

082

Dewey Decimal call number (this field may be deleted, although it does not show in the OPAC)

086

Government Documents Classification Number. If the book is about an individual state, cataloger can receive it. If the book deals with the federal government, check with Government Publications to see if they will receive a copy. If so, the book in hand should be returned.

090

Local call number

100

Main Entry -- Personal name (verify ,|eauthor, when present)

100 0_ forename
100 1_ surname
100 3_ family name

110

Main Entry -- Corporate name

111

Main Entry -- Conference name.

Name Authority -- Names must be in exactly the same form as in the Name Authority record.

130

Main entry -- Uniform title - title by which a work is identified for cataloging purposes when the work has appeared under varying titles. When the work is a translation add a subfield |l with the language of the translation. When the main entry is an author (100, 110, or 111 field), use field 240 for the uniform title.

Filing indicators -- Check filing indicator, whenever present, for accuracy. The first indicator in field 130 shows the number of nonfiling characters. The number of nonfiling characters is equal to the number of characters in the article, plus spaces, punctuation, and diacritics that precede the first significant word. If the title does not begin with an article, the first indicator is 0. Current practice is to enter a uniform title without articles and use 0.

130 _0 Blaue Engel.

240

Uniform title – title by which a work is identified for cataloging purposes, when the work has appeared under varying titles. As in the 130 (Main Entry) field above, if the work is a translation there must be a subfield l with the language of the translation. In the 240 field the second indicator shows the number of nonfiling characters; current practice, as in the 130 field, is to enter the uniform title without article and use second indicator 0.

245

Title statement

|a title as it appears on the title page of the book in hand.

|a [**serials**] if title on piece differs, replace 245 with newer title and move old title to a 247 note.

|b subtitle(s) - use a colon to separate subtitle elements; use = to separate parallel titles.

|c statement of responsibility - authors, editors, photographers, translators, anyone who contributed to the book - separate elements with semicolons.

|c [**serials**] if issuing body on piece differs, replace 245 with current name and include superseded information in a 550 note.

Filing indicators – In a 245 field the first indicator shows whether there is to be an **added** entry for title, i.e. whether a 1XX field is present. The second indicator shows the number of nonfiling characters. NOTE: Check filing indicator, whenever present, for accuracy.

The filing indicator shows the number of nonfiling characters. The number of nonfiling characters is equal to the number of characters in the article, plus spaces, punctuation, and diacritics that precede the first significant word. If the title does not begin with an article, the filing indicator is 0.

245 00 Essays on Kant.

(no 1XX field, no beginning article)

100 1_ Kant, Immanuel,|d 1724-1804.

245 10 Notes and fragments.

(1XX field, no beginning article)

246

Varying Form of Title – Enter varying forms of the title: portion of title, cover title, etc. Do not enter initial articles in subfield a. For a title with an ampersand or numeral in the first 5 words of the 245 field, there must be a 246 with "and" or the numeral spelled out.

245 00 Me & my shadow

246 3 Me and my shadow

245 00 1001 Arabian nights

246 3 One thousand one ...

Second filing indicators (246):

_0 = portion of title

_1 = parallel title

_2 = distinctive title (**serials**)

_3 = other title (**serials**)

_4 = cover title

_5 = added title page

_6 = caption title

_7 = running title

_8 = spine title

260

Publication, Distribution, Etc.

|a place

|b publisher/distributor - taken from the title page, t.p. verso, or colophon

|c date of publication

|c [**serials**] if place and/or publisher differs, update 260 and include superseded information in a 500 note.

263

Projected date of publication (month & year)

300

Physical Description

[a pagination - number of consecutively numbered pages; 1 v. (various pagings) for non-consecutively numbered pages. Plates are noted here, following pagination, with the number of plates in brackets if unnumbered in the book, or unbracketed if numbered

300 xvi, 250 p., [8] p. of plates ...

[b ill. – any illustrations (with maps noted specifically)

[c size of the book in centimeters. If size is 42 cm or larger, item type is OVERSIZE

[e [# and type of computer disk]:

;|c24 cm. +|e1 computer disk (3 ½ in.)

or:

;|c24 cm. +|e1 laser optical disc (4 ¾ in.)

For **CIP** cataloging, fill in required elements of the 300 field as above.

310. Current Publication Frequency [Serials] – Make sure frequency matches that described in item; if different, put current frequency in 310 and move old frequency to 321; add subfield [f to both notes to indicate dates each frequency was in effect.

362

Dates of Publication and Volume Designation [Serials] – Check numeric/chronological designation against item; if different, either add new numbering to this field or describe in a 515 note.

362 0 Vol. 1, no. 1 (June 1962) – v. 29, no. 4 (Mar. 1991); no. 116-

First filing indicators (362):

0_ = formatted

1_ = unformatted

400, 410, 411

Series Statement / Personal, Corporate or Conference Names.

440.

Series Statement / Added Entry – Obsolete field. Use 490 field now for all series statement.

490

Series Statement – Title is not traced or is traced differently. First indicator shows whether series is not traced or is traced in a different form.

First filing indicators (490):

1_ = Series title traced differently - there is an 8xx field.

0_ = Series title not traced

500

General Note: Any notes which will further describe features of this particular work (see [Useful 5XX Notes](#)).

504

Bibliography, Etc. Note

505

Contents Notes: titles and authors of articles or chapters in the book.

515

Numbering Peculiarities Note [Serials] – For frequency changes too complicated for the 362 field.

546

Language notes.

586

Awards notes.

590

Gift notes, notes indicating temporary locations, status ("Currently on CD STO-decision shelf" ; "defective copy"), or notes for accompanying materials (see [Mixed Media](#)).

6XX

Subject fields are checked for typos and egregious errors.

600, 610, 611

Names must meet guidelines for name authorities (See 100 field discussion),

7XX

Authors, editors, contributors to the book. Names must meet name authority guidelines or print-outs must be sent to DBM (See 100 field discussion).

780, 785

[Serials]. If a previous or later title is included in a linking field, search Sirsi for these titles also; if earlier or later holdings are found, consider treating as a title change rather than as an entirely new record.

800

Series added entry, personal name. Traced form of series title from 490. Indicators are same as for 100 field.

830

Series added entry, uniform title. Traced form of series title from 490. Second indicator shows number of non-filing characters.

Save the record**Editing Good Member Copy (GMC)**

Follow same procedures as above. Special care should be paid to both call numbers and subject headings for validity and accuracy. Also, any purely local subject headings (easily identifiable by unusual indicators or by language other than English) should be deleted.