



# Getting Started with Cataloging

**A Self-Paced Lesson for Library Staff**



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# About This Lesson

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The purpose of this lesson is to provide you with basic information to help you get started managing new materials added to the library's collection. Once you have completed this lesson and explored your library's catalog, it is strongly recommended you complete the full Technical Services Sequence in the Adult Basic Library Education (ABLE) program available at <http://libraries.idaho.gov/page/able>.

This lesson is your starting place to get control of the newly arrived materials needing immediate attention in your library. It will cover the last half of the collection management process, which includes:

- Collection Development
- Acquisitions
- The Integrated Library System (ILS) or Catalog
- Cataloging and Classification

Follow the lesson page-by-page to learn how to address newly acquired library materials. It will use books as examples to allow you to focus on core cataloging concepts. You will learn about the functions of the catalog, how materials are described, and how match materials to copy cataloging records.

## Learning Objectives

By the end of the lesson, you will be able to:

- list four reasons why cataloging is an important function in the library,
- identify the key descriptors of a book using the title page and verso, and
- match a MARC record to the book it represents.

## Cataloging Contacts

Should you have questions during or after completing this lesson, you are encouraged to contact the Technology and Access Services Consultant at the Idaho Commission for Libraries (ICfL):

Gina Persichini  
gina.persichini@libraries.idaho.gov  
208-334-2150

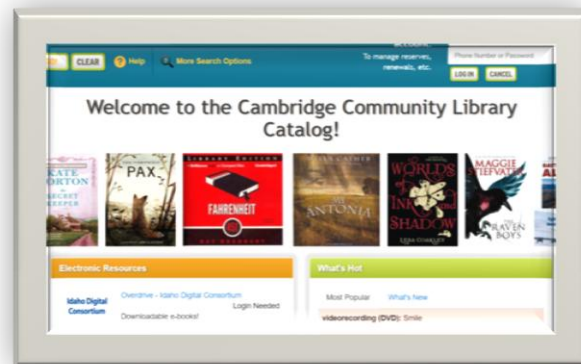
# Why Catalog?

Cataloging is the process used to describe items and add them to the library's catalog. It is a very important function for managing the library's collection. Why Catalog?

1. Discovery: So users can identify what the library has available,
2. Location and Access: So materials can be found in the library building and/or electronic storages,
3. Inventory: So there is an accurate representation of library's inventory, and
4. Circulation: So staff can track usage of items over time.

Each item in the library collection, including electronic items, should be described and inventoried. Where this was once done using 3" x 5" cards, most libraries now use computer software to inventory the collection. The software is commonly known as the library *catalog*, but may also be referred to as the *Library Management System (LMS)* or the *Integrated Library System (ILS)*. As technology evolves, the terminology used may also evolve. For purposes of this lesson, we will use the terms *catalog* and *ILS* interchangeably.

**OVER TIME, THE LIBRARY CATALOG EVOLVED FROM A SET OF CARDS STORED IN NARROW DRAWERS TO AN ONLINE DATABASE OF ELECTRONIC RECORDS.**



# About the ILS

The library catalog is the tool used for inventory and tracking of library materials. What started as a printed, card-based system has become the Integrated Library System (ILS). The ILS is the source of a number of library functions.

Not unlike an automobile, the make and model of your ILS will determine what special features are available to you and your users. Still, whether you have a Toyota Corolla or a Jeep Grand Cherokee, some basic functionality will be standard in your vehicle. Things like an engine, speedometer, muffler, and tires will be present in all vehicles. The same holds true for the ILS. Following is a description of basic functionality that will be present with your ILS.

## Inventory

**Bibliographic records** are the inventory function of the system. Each bibliographic record describes an item. For example, the bibliographic record for a book will include the title, author, publisher, number of pages, materials type (book, ebook, audio recording, etc.), physical size, the ISBN, and subjects that describe the content. Bibliographic records in the ILS are most commonly in a standardized format known as MARC, which will be covered in a later section of this lesson.

**Item records**, sometimes referred to as holdings records, are the next step to a bibliographic record. Where the bibliographic record describes an item, the item record describes the location of the item and unique features that make it distinguishable from similar items. This is easiest to grasp when you consider multiple copies of the same book. Each physical book will have its own item record, with each of those item records connected to the same bibliographic record.

<b>Title:</b>	Harry Potter and the sorcerer's stone by J.K. Rowling ; illustrations by Mary Grandpré.										
<b>Author:</b>	Rowling, J. K.										
<b>Accelerated Reader™:</b>	Points: 12 Reading level: 5.5 Quiz: 26759										
<b>Subjects:</b>	England — Juvenile fiction Fantasy Schools — Juvenile fiction Witches — Juvenile fiction Wizards — Juvenile fiction cs-c 05/06										
<b>Add'l Author:</b>	Harry Potter 1 Utah children's book award nominee, 1999-2000										
<b>Number:</b>	ISBN: 978-0-590-35340-3 ISBN: 978-0-590-35342-7 ISBN: 978-0-439-36213-9 LCCN: 97039059 IAC										
<b>Publication:</b>	New York, Arthur A. Levine Books, 1998 ©1997										
<b>Edition:</b>	1st American ed.										
<b>Length:</b>	vi, 309 p., 24 cm., ill.										
<b>Note:</b>	<b>General:</b> Published by arrangement with Bloomsbury Pub. Plc. <b>General:</b> Harry Potter's first adventure. <b>Summary:</b> Rescued from the outrageous neglect of his aunt and uncle, a young boy with a great destiny proves his worth while attending Hogwarts School for Wizards and Witches.										
<b>Holdings:</b>	<table border="1"><thead><tr><th>ID</th><th>Location</th><th>Status</th></tr></thead><tbody><tr><td>107654</td><td>J FIC ROW</td><td>Out</td></tr><tr><td>107653</td><td>J FIC ROW</td><td>In</td></tr></tbody></table>	ID	Location	Status	107654	J FIC ROW	Out	107653	J FIC ROW	In	
ID	Location	Status									
107654	J FIC ROW	Out									
107653	J FIC ROW	In									

Bibliographic record for Harry Potter and the Sorcerer's Stone describes the book's publication information and subject matter.

Connected item records describe the **unique ID** (barcode) for the two copies, **locations**, and **inventory status**.

The item record ties to the ILS's circulation functions to let the library staff and users know where a book is supposed to be and the item's availability. The item record contains the unique identifier for an item (barcode), identifies the location usually with a call number (fiction, non-fiction, reference), and communicates the inventory status (available, checked out, lost)

## Circulation

Because most library items are meant for use by library patrons, the ILS will also include patron records, policy settings, and tracking functions to facilitate the process of loaning and returning library materials.

**Patron records** work in the circulation system to track who is in possession of library materials. An individual customer of the library, or sometimes a family group, will have a patron record in the ILS. The patron record contains information about the person who will be responsible for the items they check out from the library. Generally, this means name, contact information, and a status identifier. Sometimes library policies will have different details for different users like adults, children, staff, non-residents, etc. By identifying the status, the system can be set up to automatically carry out different functions depending on the user. Each patron record will also have a unique identifier, usually a patron barcode.

**Policy settings** set the rules the system will follow for transaction like due dates and fines for late fees. The ILS will have options to set policies for different user groups or materials types. A library may choose to have a 4-week checkout period for most materials, but only allow 2 weeks for the most recently released titles. Similarly in academic settings, there may be different check-out periods for teachers and students. If patron status and material types are identified in the patron and item records, the ILS will be able to assign due dates automatically.

Description	Code	Circulate	Loan Period	Renewals	Fines
Reference	REF	No			
A/V (VHS, DVD, CD)	MEDIA	Yes	14 days	Once	.50 / day
Books – General	BKS	Yes	21 days	Twice	.10 / day
Periodicals	PER	No			
Large Print	LGPT	Yes	14 days	Twice	.10 / day

## Acquisitions

The ILS has optional features that tie to library acquisitions – the process of adding materials to the library through subscriptions or purchases. Some acquisitions modules tie to the vendors through which library staff will purchase materials. When this happens, some bibliographic information is added to the ILS even before the item is received allowing staff to see the full collection content in progress and allowing users to place holds on new materials even before they arrive.

## Reports

Reports are used to evaluate how well the library is doing in terms of meeting organizational goals. Reports might show the number of items checked out in a period of time, the number of library card holders that have used library materials, the balance of inventory across different subject areas, totals of overdue fines, and more information that is used to make decisions and to submit annual reports required by the State.

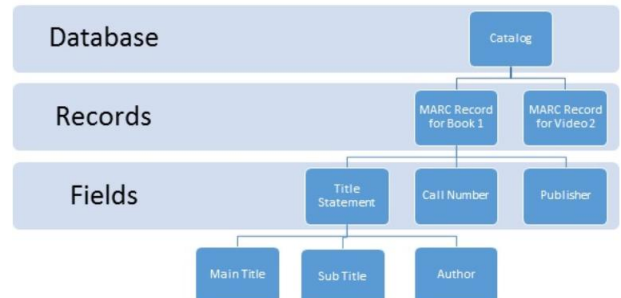
In summary, the ILS is the tool that helps the library to identify its inventory, track where materials are at any given time, and create efficiencies for library patrons and staff for managing the library collection.

# Cataloging Library Materials

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Each item in the library collection should be described and inventoried. This was once done using 3 x 5 inch cards, but most libraries now use computer software. The catalog, then, is really more of a database.

A database (the catalog) is made up of records. Each record has fields and, possibly, sub-fields. The fields each represent a characteristic about the item being described.



Libraries use MARC as the accepted format for the records in library catalogs. MARC is how the library industry refers to Machine Readable Cataloging. It was developed in the 1960s as a standard – a set of rules that defines the structure of a bibliographic record.

The rules create a template that puts particular information in the same place from record to record. When machines go through the record, the machine knows that the title is going to be in a consistent location. Having a standard record form allows libraries to move bibliographic records from one system to another regardless of the vendor.

Consider the placement of lights on an automobile. Because the automobile industry has agreed-upon standards, we can be assured that headlights will be both left and right of the car’s grill, the color of tail lights will be red, and white lights will illuminate when the vehicle is in reverse regardless of the vehicle make and model. In much the same way, it doesn’t matter which ILS software your library uses. If it is compliant with MARC standards, you can be assured that the title will always be in the 245 field and the author in the 100 field.

## Cataloging Options

While some libraries have Technical Service or Cataloging departments with staff dedicated to the tasks of processing newly acquired materials, you are more likely to include this task among many others assigned to you in the management of library services. For this reason, many libraries opt for efficiency to take care of the cataloging. There are a few options to consider.

**Original cataloging** is the most time consuming option. While it ensures that materials will be described in terms most accessible to the local community served, it is recommended that original cataloging be saved for items unique to your library. The ILS will provide an option to create a new record using a template for which you will fill in the details.

**Purchasing records** is an option with a number of book sellers. When you purchase materials, you may have an option to include the bibliographic record at the same time. The records are usually transmitted electronically to you by email or download. While it save some staff time, item records and local information like call number, bar code, and location will still need to be added. Cost is usually a factor.

**Copy cataloging** is the most common way to add records to the ILS. With this method, staff acquire the MARC records from other sources, then modify the existing record to fit with the local call number and bar code. Records for copy cataloging are available through membership in library consortia, vendors like OCLC, and through bibliographic services that may be optional with your ILS.



# MARC for Copy Cataloging

Below is an example of a MARC record for the 1998 print edition of *Harry Potter and the Sorcerer's Stone*. When copy cataloging, staff will search a shared database of bibliographic records to find a record that most closely matches the physical item being cataloged. The library should have access to such a bibliographic database through the ILS (such as a VersaCat™ through the Biblionix Apollo system), a subscription cataloging service (such as OCLC's Connexion™ service), or a library consortium (such as LCEI, the Library Consortium of Eastern Idaho).

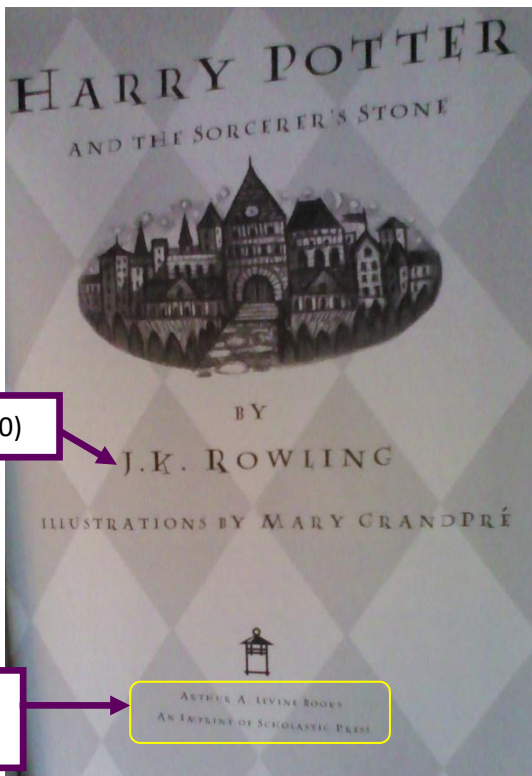
The cataloger should check as many fields as possible to be sure the record matches the physical item. Fields important to match include:

- 020 ISBN [International Standardized Book Number, a 10- or 13-digit number]
- 100 Primary author
- 245 Title statement [includes title, author and illustrator]
- 250 Edition information
- 260 Publisher name, publisher location, and copyright date
- 300 Physical description [includes height, length, and physical contents]
- 505 Content notes [to identify individual chapters or poem titles for anthologies]

## Never Judge a Book by Its Cover

When cataloging a book, avoid the temptation of using the information found on the outside cover. The cover is used for marketing and may not accurately reflect the item. Always use the title page and its verso (the back side of the title page) for cataloging. Take a look at both pages below.

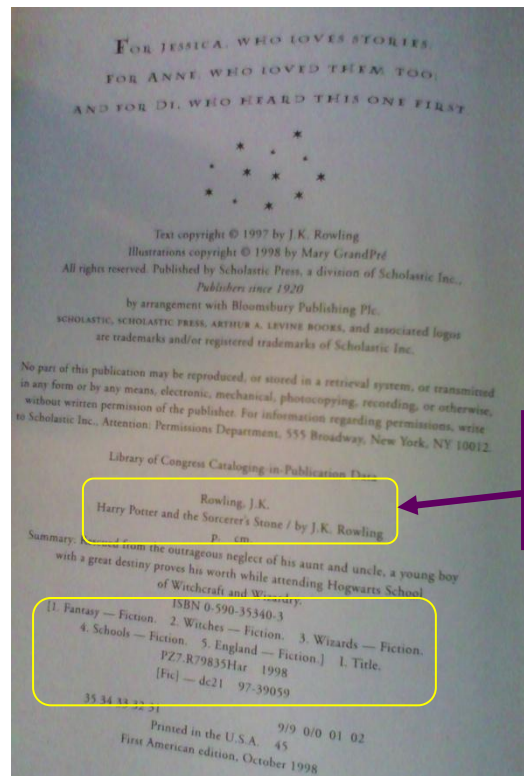
Title Page



Author (100)

Publisher (260)

Verso



Title Statement (245)

Subject Headings (6xx)

The information from the title page and verso can be found in the MARC record for the book in the following example. Note the fields showing the author, title statement, publisher, and subject headings.

**MARC Record for *Harry Potter and the Sorcerer's Stone***

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001 145036
005 20160612033844.0
008 971022s1998 nyua c 000 1 eng
010 $a 97039059
020 $a0590353403 (hardcover)
020 $a059035342X (pbk.)
035 $a(OCOLC)ocm37975719
040 $aDLC$cDLC$dUtOrBLW
082 00 $a[Fic]$221
100 1 $aRowling, J. K.
245 10 $aHarry Potter and the sorcerer's stone /$cby J.K. Rowling ; illustrations by Mary GrandPre.
250 $a1st American ed.
260 $aNew York :$bA.A. Levine Books/Scholastic,$c1998.
300 $avi, 309 pages :$billustrations ;$c24 cm.
336 $atext$btxt$2rdacontent
337 $aunmediated$bnc$2rdamedia
338 $avolume$bnc$2rdacarrier
490 1 $aHarry Potter series ;$vbk. 1
500 $aSequel: Harry Potter and the Chamber of Secrets.
520 $aRescued from the outrageous neglect of his aunt and uncle, a young boy with a great destiny proves his worth while attending Hogwarts School for Wizards and Witches.
521 8 $a880L$bLexile
526 $aAccelerated Reader$bMG$c5.5$d12$e12$z26759
650 0 $aWitches$vJuvenile fiction.
650 0 $aWizards$vJuvenile fiction.
650 0 $aSchoools$vJuvenile fiction.
651 0 $aEngland$vJuvenile fiction.
700 1 $aGrandPré, Mary,$eillustrator.
300 1 $aRowling, J. K.$tHarry Potter series;$vbk. 1.
914 $a586794
999 $bJ FICTION ROWLING J$c0$q4$h51$i7$j64$K4$z0$i2

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Author (100)

Title Statement (245)

Publisher (260)

Subject Headings (6xx)

Once a record has been found to match the item being cataloged, it can be downloaded and imported to the ILS where the item record will be edited to reflect the call number, barcode, and location in the library.

The specific steps for this stage of cataloging will be unique to each system. Since the processes are standardized to some degree, the functions you will be looking for are DOWNLOAD, IMPORT, and EDIT. The help functions or manual for the library's ILS will have more detailed instructions.

The following page provides a breakdown of the major MARC field divisions. Use it for reference in your work space while cataloging to understand more about the records you encounter in your work.

# MARC Fields

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In MARC, the high level fields are also known as “tags.” Tags are 3-digit numbers broken down into the following blocks:

0xx	Control Information Numbers Codes	Fields that contain standardized numbers that uniquely identify an item. Can also include fields for other coded information.
1xx	Main Entry	The primary access point in a record. There can be only one in each record.
2xx	Titles Edition Imprint	Includes the title (245 field), the bibliographic record, translated titles and abbreviated titles. 2xx fields also describe publishing information and edition.
3xx	Physical Description	May include a description of the physical item including number of pages, physical size, publication, and frequency.
4xx	Series Statement	If the item is a part of a series, it is recorded here. This does not, however, guarantee that it can be found by the series name in all catalogs. For that, catalogers will want to include the series information in the 8xx fields, too.
5xx	Notes	Used for notes about the item including summary, chapter listings, and target audience.
6xx	Subject Headings	Lists the subjects covered by the item. Most subject headings come from a common subject thesaurus of subject heading system like Library of Congress Subject Headings (LCSH).
7xx	Added Entries	Additional access points describing an item such as additional author names.
8xx	Series Added Entries	If an item is part of a series, include the series name here. This can also be used to identify access for electronic records.
9xx	Local Fields	if a library needs to add more descriptors for an item and a field for that descriptor does not already exist, that can be added here. This is where a library may want to include local processing information or notes.

# Summary

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Cataloging is an important function in the library. While staff focus should be on and with the library user as much as possible, it is important to recognize that the ability of users to discover, locate, and check out library materials in any format is key to meeting their information needs. Cataloging is the method through which the library staff help connect users with the material.

It is also important to remember that cataloging is not just for books. Books were used as examples in this lesson as they are common and a good starting place for understanding the cataloging process. Anything can be cataloged and libraries catalog videos, electronic documents, photos, newspapers, digital artifacts, and even musical instruments along with the many books in their collections. The descriptors of content and physical characteristics are what make the materials findable by the user. From describing the object to describing its location, the bibliographic catalog holds the key to the library's inventory.

The catalog is simply a database made up of records. Each record follows a standardize format known as MARC, machine readable cataloging. Those MARC records contain fields labeled with numbers and subfields within them. The catalog also contains records describing the patrons. When patrons check out library materials, the ILS connects the two records for the brief time when the item is being used by the patron. Upon return of the library materials, the connection is released, and the item record's status is changed to indicate it is available for another patron to check out.

With thousands of items available in a library building that serves thousands of individuals, there is no way to know where every item is at every moment. The ILS is the tool that allows the library staff to focus their energy on the users while managing a large inventory. Copy cataloging is the skill that makes it possible to manage it efficiently.

# Check Your Knowledge

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Before wrapping up this lesson, take a few minutes to check your knowledge of some key points that will help you in your cataloging efforts. Answer the following multiple choice questions, then check your answers on the next page.

## Question 1

Which of the following is NOT a reason to catalog?

- A. To help library users locate books in the library.
- B. To assist staff in identifying who is using a video at a particular time.
- C. To provide a way to read ebooks online in the web browser.
- D. To track the library's inventory.

## Question 2

The ILS contains which of the following records?

- A. Patron records
- B. Bibliographic records
- C. Item records
- D. All of the above

## Question 3

In which field of the MARC record will you find the copyright date?

- A. 100
- B. 245
- C. 260
- D. 650

## Question 4

What information will you find in the 245 field?

- A. Copyright date
- B. Publishing company
- C. Title and author
- D. Author's name

## Question 5

True or False: A book cover's front and back will include all the details needed to match a book with a MARC record.

- A. True
- B. False

# Check Your Answers

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Check below to see how you did on the quiz.

## Question 1

Which of the following is NOT a reason to catalog?

- A. To help library users locate books in the library.
- B. To assist staff in identifying who is using a video at a particular time.
- C. To provide a way to read ebooks online in the web browser.**
- D. To track the library's inventory.

While many catalogs may provide hyperlinks to online ebooks in the library's collection, the act of cataloging is helps users and staff access materials and manage the inventory.

## Question 2

The ILS contains which of the following records?

- A. Patron records
- B. Bibliographic records
- C. Item records
- D. All of the above**

All of these records help to make up the library's catalog, which is really a database of records.

## Question 3

In which field of the MARC record will you find the copyright date?

- A. 100
- B. 245
- C. 260**
- D. 650

The 260 field includes the publisher's name, location, and the copyright date.

## Question 4

What information will you find in the 245 field?

- A. Copyright date
- B. Publishing company
- C. Title and author**
- D. Author's name

The information in the 245 field is also known as the Title Statement. It includes the title and the author(s).

## Question 5

True or False: A book cover's front and back will include all the details needed to match a book with a MARC record.

- A. True
- B. False**

Catalogers should always use the information on the inside title page and its verso.

# More Cataloging Training Opportunities

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## **ABLE Technical Services Sequence**

<http://libraries.idaho.gov/page/able>

These four self-paced, online modules provide an introduction to technical services and cataloging and build with more information on subject headings, Dewey classification schemes, and MARC cataloging.

Created by the Idaho Commission for Libraries

## **Beginning Cataloging: First Steps to Becoming a Fantastic Copy Cataloger**

<http://libguides.nekls.org/friendly.php?s=copy-cataloging-webinar>

This online guide include video, downloadable slides, and cheat sheets to provide assistance to the new cataloger.

Created by the Northeast Kansas Library System

## **Introduction to MARC Tagging**

<http://www.oclc.org/support/training/portfolios/cataloging-and-metadata/marc/tutorials/intro-marc-tagging.en.html>

Tutorial explaining MARC format; what it is, how it is used, and how to read MARC bibliographic records.

Created by OCLC.

## **MARC Bibliographic Basics**

[http://www.oclc.org/support/training/portfolios/cataloging-and-metadata/marc/tutorials/marc-bib-basics.en.html#par\\_text\\_c30](http://www.oclc.org/support/training/portfolios/cataloging-and-metadata/marc/tutorials/marc-bib-basics.en.html#par_text_c30)

A six-minute video providing a very brief introduction to MARC format.

Created by OCLC



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