

### **Slide 1: ABLE Course 5: Introduction to Technical Services and Cataloging**

Written by Catherine Poppino, MLS.

This course is paid for in part with funds from the federal Library Services and Technology Act (LSTA), administered by the Institute for Museum and Library Services (IMLS).

### **Slide 2: WELCOME!**

The course is designed for members of the library community who do not have formal library training. It will help you understand the basic processes of technical services and cataloging. Later courses will give you more specific information about cataloging materials.

This course is divided into six sections, which include information, links to explore and a self-evaluation test. The course takes approximately 1 ½ hours to complete. You can stop and re-enter the course at anytime.

During the course, you will be prompted to explore links to external websites. If you click on one of these, a new window will open. When you are ready to return to the course, just close that window.

Click on the Attachments tab to download a Word file providing Course Examples that will be used during this unit. You may want to print this document to have on hand for your reference as you complete the course.

After you complete the final examination, you will be prompted to access a course survey which will allow you to print your own certificate of completion for the course.

### **Slide 3: Course Objectives**

In this unit, you will learn:

- The workflow for technical services and acquisitions
- Creating a cataloging record
- The purpose of cataloging records
- General information of cataloging records and types of entries
- Descriptive information and the format of catalog records
- Sources for cataloging information

### **Slide 4: Course Sections**

This course contains the following sections:

- Introduction to Technical Services
- The Purpose of Cataloging
- Creating a Catalog
- The Catalog Record
- Providing Descriptive Information
- Sources for Cataloging Information

Use the links to navigate to the next section you need to complete. Once you have successfully completed all four sections, click on “Complete Final Survey and Print Certificate.”

### **Slide 5: Introduction to Technical Services**

What are technical services?

Technical services are jobs done in a library to obtain and prepare library materials for use by the patrons. This area of library service encompasses ordering materials, receiving materials, entering materials in the library catalog, and labeling materials for use by the patron. This section will cover a brief description of the process for ordering and receiving materials. The process of cataloging and labeling materials will be covered throughout the rest of this unit.

### **Slide 6: Ordering Materials**

After materials are requested by patrons and/or selected by the library staff, orders must be placed. Most libraries deal with various vendors, who provide a variety of library materials at a discounted cost to the library. Two well-known examples are Baker and Taylor and The Ingram Company.

These vendors are able to buy items directly from the publisher or producer at a reduced cost and then will pass on some of this discount to the libraries that purchase from them. These vendors make books and many non-book items available in one order, reducing the library staff time. Libraries can purchase materials directly from bookstores, who will often give a discount on the purchase. This option works well when a library needs an item quickly, or when the order being put together is a small one.

Many libraries have extensive collections of magazines for their patrons use. Vendors are also available to handle magazine and journal subscriptions for a library, so that library staff does not constantly have to keep track of renewals.

### **Slide 7: Ordering Materials, continued**

When an order is being assembled, it is important to make sure that the bibliographic information for each item being requested is correct. This can be double-checked through many possible sources. Books in Print is available in printed or online versions and contains most of the books currently in print. Many libraries will use the online catalogs of other libraries such as OCLC: FirstSearch, or sources such as Amazon or Barnes & Noble to quickly verify bibliographic information.

Online sources can be particularly useful for non-book items being ordered. It is important to provide accurate information when placing an order, as the vendor will be able to more quickly process the order, and the library will not be wasting the vendor's time with poor information.

Once an order has been prepared, the library must be sure to keep a copy of the materials order. Many libraries make an entry in their catalog for items on order so that library staff can know about updates to the collection. This also allows patrons to be aware of new, incoming materials. Most online library catalog programs have an option for creating a temporary record to include basic information about an item that is on order. This allows staff to avoid unwanted duplication in ordering and provides the library patron valuable information.

### **Slide 8: Receiving Materials**

Once an order arrives at the library, the technical services staff should take several steps before adding the material to the collection.

The original order should be compared with the invoice to make sure that the correct materials were sent.

The invoice should also be compared with the items that were shipped to make sure that the vendor packed the correct order.

The discounted price will be listed on the invoice and should be compared with the original order amount so that any adjustments in materials costs may be recorded.

Check the condition of each item and place a damage claim if needed with the vendor.

After the order has been checked in, the materials are ready to be added to the library catalog.

Please take the following quiz and then proceed to the next section.

### **Slide 9: Quiz: Introduction to Technical Services**

### **Slide 10: Section 2. The Purpose of Cataloging**

What is the purpose of cataloging library materials? Library collections house a wide variety of materials on many different topics and in many different formats. The challenge is in letting patrons know what is in the library collection. Even if a library has a great collection, it will not be useful if patrons cannot identify or locate needed materials. This is the reason to have a library catalog and take the time to correctly catalog library materials. Cataloging makes these materials available for the use of library patrons.

### **Slide 11: Book Index vs. Library Catalog**

The library catalog might be compared to the index for a book. The index provides the reader with a way to locate information in the book without having to read every page. The index tells the reader the page on which the information about a specific subject can be found.

The library catalog does the same thing. It tells the library user exactly where materials meeting their specific needs can be found within the collection, with the call number of the book corresponding to the page number in an index.

The information contained in the cataloging record provides the many access points needed by the patron looking for information in the library. Traditionally, the library card catalog provided access by the author's name, the title of an item, and the subject or subjects covered by the item. Other points of access were additional authors, names of series, illustrators, and sometimes the table of contents.

### **Slide 12: Machine Readable Cataloging (MARC)**

Computer catalogs can, in theory, provide access to any part of the information contained in the record for an item in the library. The development of Machine Readable Cataloging (MARC) in the 1960's made it possible to encode all areas of a cataloging record to be searchable.

In MARC cataloging, each piece of information in a catalog record is given a numerical code, or field, and sometimes an alphabetical or numerical subfield. This coding makes it possible for a computer program to be written that looks for specific numbered fields when a particular type of search, such as a subject or title, is requested. Because all of the information in the cataloging record is encoded,

searches could optionally be done by ISBN number, by series, by publisher, by date, or by any of the pieces of information stored in the cataloging record.

### **Slide 13: MARC, continued.**

MARC has set the standard for all computer catalogs used in libraries today. If the records contained in the catalog comply with MARC requirements, the only restrictions on areas to be searched are the limits of the particular cataloging program.

Currently, computer cataloging programs being sold by a variety of vendors have been developed using MARC coding and design. The variations in these programs come from the level of detail of information they contain, the formats of their display, and the level of control the program allows the user to have. These three areas are some of the things that libraries look at when evaluating and choosing library catalog programs.

### **Slide 14: What is the Purpose of Cataloging Library Materials?**

When library materials are cataloged in a careful and complete manner, access is provided for the library patrons and staff to all sources of information available at the library on a particular topic, by a particular author, or in a particular format. The better the access, the more use the collection receives, and the more satisfied the patron is in his or her search for information in the library.

Please take the following quiz and then proceed to the next section.

### **Slide 15: Quiz: The Purpose of Cataloging**

### **Slide 16: Section 3. Creating the Catalog**

All libraries should have some sort of a catalog containing information about the materials in the library collection. The purpose of this catalog is to provide access to the collection for the patrons and staff of the library.

What information is needed in a cataloging record? The information contained in a cataloging record can be separated into three different areas: bibliographic information, subject headings and other access points, and call numbers.

This unit will deal with the bibliographic information needed, while later courses deal with subject headings (Library of Congress Subject Headings), classification numbers (Dewey Decimal Classification), and the formatting and coding needed to read and understand MARC cataloging records.

### **Slide 17: Entering Materials into the Library Catalog**

When a new title arrives in the library, a bibliographic record with information about that item is created for the library catalog. This information includes the author, title, edition, publisher and date of publication, the number of pages or format of the item, and any series that the item may be a part of.

Additionally, there may be other information that would be helpful for the library staff or patron, such as a

summary, a list of the contents or performers, information about bibliographies or additional items of local interest. These can be included in the record for the library catalog. Also included are subject headings that will help the patron locate this item, and additional points of access, such as illustrators or second authors, that a patron may want to be able to locate.

### **Slide 18: Entering Materials into the Library Catalog**

The final item of information added to the cataloging record is the call number, the address showing where to find the item in the library. For fiction, this usually begins with the author's last name and may include title and date of publication information. For non-fiction this usually is made up of a number indicating the subject matter of the item, the author's last name, and the date of the publication.

### **Slide 19: Entering materials into the library catalog**

Added together, the above-mentioned information makes up a catalog record. A catalog record is created for each individual title in the library. A library catalog is created when all of the catalog records are gathered and placed into a database.

If the catalog is a computer catalog, the information may be directly entered into the computer by filling in each area of the record when prompted to do so by a cataloging program, or the information may be copied from a cataloging database and downloaded directly into the computer. Libraries may also be able to purchase the cataloging for the items in their order directly from their vendor, and receive a disc with the cataloging information on it to download into their online public access catalog (OPAC).

### **Slide 20: Labeling Library Materials**

Once materials for the library collection are cataloged, they must also be labeled for use by the patrons. This involves making sure that the library name is stamped in several places on the item and on any packaging it may have. The call number is placed in at least one obvious place, usually the base of the spine.

Most libraries use an automated system for checking out their items, so a barcode unique to each item is placed in an obvious and consistent place for use when checking materials out. If needed, date due slips may be placed in the item to be stamped when the item leaves the library.

Special labels, such as reference, genre or other special use markings may also be added to the item, along with any needed security treatments to prevent theft. Once materials are marked according to standard library guidelines, they are placed on the library shelves, ready for use by the patron.

Please take the following quiz and then proceed to the next section.

### **Slide 21: Quiz: Creating the Catalog**

### **Slide 22: Section 4. The Catalog Record**

The bibliographic information needed in a cataloging record is found and entered into that record according to cataloging rules that have been developed by the American Library Association, the British Library, the Canadian Library Association, the Chartered Institute of Library and Information Professionals, Library of Congress, and Library and Archives Canada.

These rules, last revised in 2002 and updated in 2005, are called the Anglo-American Cataloging Rules, 2nd edition, which is often abbreviated AACR2. They are an effort to create a standard of information that will enable both library staff and patrons to find the information that they need in any library worldwide.

When using AACR2, the various areas of information are listed in the same order and style in all cataloging records. This means that the language or format of the item is not a barrier to being able to find out the title, author, publisher or other piece of bibliographic data. Punctuation-based coding is used to set different categories of information apart from each other. This coding can be interpreted by the computer catalog program to indicate areas to be searched when looking up information.

### **Slide 23: Computer Catalog Entry**

When AACR2 was first developed, computer catalogs were rare and generally rather primitive. AACR2 was used for many years in records in card catalogs before computer catalogs became the standard for most libraries. However, MARC and AACR2 set the standards that enabled the development of the computer catalogs in use today.

The same vision of what information should be in a catalog record and how it might be displayed for use by library staff and patrons still sets the standards for libraries using computer catalog programs. No matter which format a library's catalog takes, the AACR2 rules can be used effectively in standardizing cataloging information for any type of library.

### **Slide 24: Card Catalog Entry**

Here is an example of how a card catalog entry would look, using AACR2 rules:

In looking at the bibliographic part of this entry, we find the author, listed last name first, at the top of the entry. This is called the MAIN ENTRY. The main entry is usually the name of the author, but may also be the name of a business or corporation, government or department within a government, church, music group, or any other group of people who may have created a unique work of information. In this example, the main entry is Gorman, Michael.

### **Slide 25: Computer Catalog Format**

Here is the same entry, but shown in an example of a computer catalog format :

If you compare the two entries, you will see that much of the same information is included, though the computer entry allows extra information. While the information in both entries is in similar order, the computer catalog entry, with its labeled columns, makes it very easy for anyone to locate the specific pieces of bibliographic information they might be looking for. Both styles use the same AACR2 formatting with the coding punctuation appearing in the title, publisher and description areas of the record.

### **Slide 26: Elements of a Bibliographic Cataloging Record**

As mentioned before, the specific order of information in a computer catalog display will vary from program to program, but generally these displays will follow the traditional presentation of information based on years of card catalog entries and the layout of the AACR2 rules. These rules try to present the

bibliographic information in a logical order, taking into consideration the most commonly looked for pieces of information in a library catalog.

There are six main elements of a Bibliographic Cataloging Record:

- Main Entry
- Title Information
- General Material Designation
- Statement of Responsibility
- Edition Area
- Publication Area

### **Slide 27: Main Entry**

In most cases, the author, if there is one, is listed at the top or close to the top of the catalog display. If the author is a person, the listing will generally begin with the author's last name. This was seen in the entry provided earlier, where "Gorman, Michael, 1941-" was close to the top of both examples. An author is listed in this way so that all the works by an author may be displayed in an alphabetical listing in the catalog.

When an author is displayed in this manner, it is often referred to as the MAIN ENTRY. This is a carry-over from card catalog records, indicating that the author would be the first line of the cataloging record on a card entry. Most of the records found in a library catalog have an author and so will usually have an author main entry. While this used to be shown by putting that person on the top line of the catalog card, it is now done through different indicators in the MARC coding attached to a catalog record.

The purpose of main entry in computer catalogs is to display some of the important pieces of bibliographic information at the top of the cataloging record, enabling the library staff or patrons to find things more easily as they use the catalog.

### **Slide 28: Main Entry**

Some library items don't have clear authors or any authors at all. When this happens, the title is considered to be the main entry, and will usually be listed at the top of the catalog display without an author shown above it. The AACR2 rules outline very specific situations when this will happen.

Sometimes an item displayed in a catalog doesn't have an author listed, but may have names of editors, organizations, or other contributors who may have helped create the work. If these various contributors do not fit the definition of author as outlined in the AACR2 rules, they can be listed in the cataloging record, but cannot be labeled as a main entry author. Again, these details are indicated through the MARC coding attached to the cataloging record and will affect how the information may be searched for in the library catalog program.

### **Slide 29: Title Information**

Whether an entry is an author or a title main entry, the TITLE is also found close to the top of a computer catalog display. AACR2 rules specify where title information may be taken from for the title section of the cataloging record. If the item is a book, the title is taken from the title page. It is taken from the actual item in the case of a video, cassette, compact disc or other non-book item.

The title must be written just as listed on the item itself, including any additional title information as a subtitle (separated by a colon) after the main title. This method of determining the title can cause some confusion when the item being cataloged has a slightly different title on the packaging or cover.

Later rules covering the notes area of the catalog record allow for variations of the title to be listed, so searches for these variations still retrieve the record from the computer catalog. The rules about where a title can be copied from are there to make sure that the bibliographic information being entered into the catalog is accurate, consistent and carefully done.

### **Slide 30: General Material Designation**

In the case of non-book materials, the title area should also include the GENERAL MATERIAL DESIGNATION (GMD), which is used to indicate to the catalog user that the record is not for a book. The GMD is one of the areas standardized in the cataloging rules, and a list of acceptable terms is found in the AACR2 rules. Terms that are used include 'videorecording' or 'sound recording' or 'electronic resource', as examples.

Some of this terminology may seem formal or dated, but consistency is important when using a GMD and the list specified in the AACR2 rules needs to be followed as is. Further clarification will be done in the physical description area, specifying that a sound recording is a CD, for example. Use of these terms is recommended as a way to let the patron know the format of the item in question.

### **Slide 31: GMD Example**

Here is an example of a catalog record. The GMD in this example is [videorecording].

### **Slide 32: Statement of Responsibility**

The title is separated from the STATEMENT OF RESPONSIBILITY by a diagonal slash, which is part of the punctuation-based MARC coding used in the AACR2 rules. This diagonal slash is followed by a statement crediting the person or group that is intellectually responsible for the item. This statement must be taken verbatim from the item being cataloged and may consist of just the author's name or may include explanatory information, depending on how it is listed on the item being cataloged.

For example, whether the word 'by' is listed in this statement depends on whether it appears on the title page.

### **Slide 33: Statement of Responsibility Example**

The statement of responsibility in this example is “a BBC production in association with Thirteen/WNET New York.”

### **Slide 34: Statement of Responsibility**

One to three authors may be listed in the statement of responsibility. If there are more than three authors named, the first one is listed, followed by an ellipse and the term [et al.] to indicate that some were omitted (for example: by Barbara Tuchman ... [et al.]).

The statement of responsibility may also include the names of editors, producers, or other people or organizations who contributed to the content of the item being cataloged. Use square brackets if you wish to include information taken from outside the title page or to include the general material designation in the title field. See the example provided later for Edition Area.

### **Slide 35: Statement of Responsibility example**

Here is another example of a computer catalog display, showing the various areas we have already covered. In this example, the statement of responsibility, taken verbatim from the item, indicates that the stories have been translated and edited, but not created originally, by the person compiling the content of this book. Therefore, instead of being listed as the author at the top of the record, the translator is listed further down, in an area of related names, indicating that he is only partially responsible for the content.

### **Slide 36: Edition Area**

The next specified area of bibliographic information in the AACR2 rules is the EDITION AREA. Any particular edition information listed on the item being cataloged, such as 1st ed., Rev. ed., 7th ed., New American ed., etc. is listed in this area. The example provided shows that this work has an edition statement, "1st Ballantine Books ed." The edition area is often listed following the title, so that the catalog user will see both pieces of information and be able to determine whether they are interested in the specific edition being shown.

As mentioned earlier, also note the use of brackets in the Statement of Responsibility to indicate information taken from somewhere other than the title page.

### Slide 37: Publication Area

The area that frequently is displayed next is the PUBLICATION AREA. This is where the city of publication, the name of the publisher, and the date of publication are listed. Again, there are specific rules in the AACR2 concerning how this information is to be listed and where the information may be found.

The city of publication is listed just as it is shown on the item being cataloged, either on the title page or on the item itself if it is not a book. The city may be followed by the abbreviation for the state if the city is not a well-known one.

The name of the publisher is also listed just as it is shown on the item. Words such as publications, publisher, incorporated, associates can be abbreviated using standard abbreviations as found in AACR2.

The date used in the cataloging record should be the publication date shown on the title page or on the item. If no date is shown, the copyright date is used instead. This is another area where punctuation-based coding helps indicate to the computer where separate pieces of information begin and end.

A colon is used to separate the location of the publisher from the name of the publisher, and a comma is always used before the publication date.

### **Slide 38: Publication Area Example**

This example shows how a state may be added with a lesser-known city, and how the formatting for the publication area looks.

Please complete the following quiz and then proceed to the next section.

### **Slide 39: Quiz: The Catalog Record**

### **Slide 40: Section 5. Providing Descriptive Information**

The main entry, title, general material designation, statement of responsibility, edition and publishing information comprise the first section of bibliographic information in a cataloging record. These areas of information are considered to be critical in uniquely identifying items being entered into a library catalog.

In most cases, this information will be enough to help most catalog users figure out whether the record they are looking at is what they were searching for. However, the AACR2 rules and MARC tagging allow for more detail than just these basic areas of information. There are several other areas of information included in a complete cataloging record.

Other areas for descriptive information in the catalog record include:

- Physical Description
- Series Area
- Notes Area, and

- ISBN Number.

### Slide 41: Physical Description

The next area of information usually found in a computer display is the PHYSICAL DESCRIPTION area. The purpose of the physical description area is to convey the physical make-up and format of the item being cataloged. As in the title and publication areas, this section of the cataloging record makes use of punctuation-based coding to separate the various pieces of information given.

The physical description area is made up of three sections: extent of item, other details, and dimensions. In the extent of item section, the number of pages is listed for a book while the number of items is listed for a non-book entry, along with the length of the playing time if applicable.

If the item is a book, the other details section contains information about whether or not the item is illustrated. It tells whether a non-book item has such features as sound, color, analog, digital, stereo, mono, etc.

Dimensions for books are measured in centimeters. This is measured along the length of the spine from top to bottom. For non-book items, it is the standard measure for the item, either diameter or speed, such as ½ in. VHS for a video, or 4 ¾ in. for a compact disc, or 1 ¾ ips (inches per second) for a cassette tape.

### **Slide 42: Physical Description Example**

Here is an example of a book computer catalog record. This description indicates that the book has 69 pages, has color illustrations and is 23 centimeters long.

### **Slide 43: Physical Description**

The punctuation in this area consists of a colon before the other details section, and a semicolon before the dimensions section. If either of these sections is missing, the punctuation that precedes that section is omitted.

For non-book items, this area does not normally include the size of packaging or storage boxes. However, if there is a booklet or some other items that are included with the item being cataloged, they can be listed after the initial physical description information. This will often be seen in cataloging records for CDs or computer programs that often include booklets, or with kits or other multi-media materials that have several parts.

### **Slide 44: Physical Description Examples (Non-book)**

For a non-book item, such as one with a GMD of [sound recording], this area provides the chance to indicate whether it is a cassette or compact disc, stereo or mono, digital or analog, etc. The physical description area for this item indicates a compact disc with 36 minutes of audio in digital, stereo format. The disc is 4  $\frac{3}{4}$  inches wide and is accompanied by a lyrics booklet.

### **Slide 45: Series Area**

The SERIES AREA is used to list the title of the series and any numbers that might be associated with that series. In the AACR2 rules, this is the final piece of the bibliographic description that is considered to be required.

In computer catalog displays, the series information may be listed anywhere in the record, depending on how the program being used displays the record. Most of the time, the series is considered to be lesser information and is shown closer to the bottom of the record.

### **Slide 46: Series Area**

The name, or title, of the series should be taken from the item being cataloged, though the AACR2 rules are not as particular for the series title as they are for the actual title of the item listed in the title area of the cataloging record.

The title of the series might be listed on the title page, but is just as likely to be found on the cover or spine, or on packaging or accompanying materials in the case of non-book items. If there is also a number associated with the series, it is included just as found on the item. (For example, include the # sign with the number if it provided that way on the item.) For specific punctuation-based coding, AACR2 rules indicate the use of a semicolon between the name of the series and the number.

### **Slide 47: Series Area Example**

In the record shown here, there is a series statement listed just above the call number at the bottom of the record. Note the semicolon between the series title and the number, as well as the inclusion of the # sign as it was provided on the book itself.

### **Slide 48: Notes Area and ISBN Number**

The remaining area of bibliographic-related information in the cataloging record is the NOTES AREA. Notes can be any information that is relevant or interesting to the library staff or patrons using the catalog.

In the AACR2 rules, there can be two different types of notes: formal and informal. Formal notes have a specific structure for how they should be written while informal notes can be phrased in any way that makes sense for the library user.

Depending on the type of material being cataloged, there are also some notes that are required and many notes that are optional, dependent on the judgment of the cataloger and knowledge of the needs of the patrons for each library. Notes can include information such as a summary of a work, credits for performers, lists of contents of various kinds, indicated age levels, special format information, system requirements for computer files, and the ISBN number if there is one.

### Slide 49: Notes Area Example

The notes area can be used to include information for which there is no specified area in the previous cataloging rules. The notes area in this example includes two formal notes. The first one is the ISBN number and the second one is the summary. Formal notes usually have their own designated areas in the catalog record display, in contrast to information notes, which are usually grouped together in a general notes area in the display.

There are two information notes in the example above. One indicates that this is one of the several books about Josefina while the other note quotes the suggested age reading level. The AACR2 rule book contains many examples of different types of notes, showing when and how they can be used to add to clarity of information in a cataloging record.

### Slide 50: Summary

We have now covered all of the bibliographic information required in most cataloging records. There are specific rules that cover more specialized types of materials, such as multi-media kits, photographs, three-dimensional objects, musical scores and other types of manuscripts. These more specialized items have not been covered because they are not often cataloged in smaller libraries.

However, if a library does need to catalog any of these more complicated items, a basic understanding of the intent and design of bibliographic cataloging will be helpful. Support materials are available in the AACR2 rulebooks and in many different guide and interpretation books that help catalogers with AACR2.

As you have seen from the examples displayed so far in this course, the way that computer catalogs display information for the user is different in different databases. Depending on the abilities of the cataloging program and the choices selected for display when the program was installed in the library, the style of display may vary considerably from library to library.

The basic information that should always be shown is the call number, author, title, publication information, series and/or edition, and ISBN number. It is often helpful to display any notes that have been added by the cataloger, whether formal or informal, as library staff, in particular, often benefit from the more detailed level of knowledge about the library item that they provide.

Please take the following quiz and then proceed to the next section.

### **Slide 51: Quiz: Providing Descriptive Information**

### **Slide 52: Section 6. Sources for Cataloging Records**

While it is important to know the various types of information needed and how they are arranged in a cataloging record, our intent as librarians is generally to catalog items as infrequently as possible. Cataloging is a very time-intensive job, and since most librarians have several jobs to do in the course of a day, doing one job more efficiently can make a difference in the level of service for the library as a whole.

For this reason, most libraries choose to purchase or obtain their cataloging from other sources. No matter what program a library may be using for its online catalog, cataloging records can be purchased or found from other sources for most of the items added to a library's collection. This process is often

referred to as copy cataloging.

There are four primary sources for libraries looking for cataloging records:

- Jobbers
- Existing library catalogs, including the Library of Congress
- Cataloging databases, and
- Cataloging in Publication (CIP).

### **Slide 53: Jobbers**

Many libraries purchase materials through a jobber, a company that collects materials from a variety of publishers and makes them available in one location at a discounted price. These vendors will often provide the cataloging along with the item, if requested, when purchases are made.

This cataloging is usually in the form of an online download or computer disc ready to download into the catalog. These cataloging records can either be added to the catalog just as they come, or minor editing can be done to change call numbers, add local notes and alter subject headings as needed.

The cost for purchasing the cataloging from the jobber is usually just \$1-2 per item, adding a reasonable amount to the purchase price when one considers the time required for library staff to do the same job.

### **Slide 54: Existing Catalogs**

Another source of cataloging is the existing catalogs of other libraries. Many libraries now have their catalogs on the Internet. It is possible to search through these OPACs and find basic cataloging information and suggested call numbers for items in cases where the cataloging cannot be purchased from the jobber. Information found this way will take staff time, because it must still be copied or downloaded in some way to add it to the library catalog.

The Library of Congress also makes its cataloging records available through the Internet, and its records can be viewed in either a labeled computer display format or in the MARC record format. Finding records in these various computer sources takes some time and diligence, but for a small library that is not completely comfortable with its cataloging skills, being able to see what Dewey number or subject headings that the Library of Congress assigned to an item can be a great help.

With all of these computer sources, it must be remembered that the items that are available are those that have been cataloged or purchased by other libraries. Specialized local or unusual items will probably not be found in a national database.

### **Slide 55: Cataloging Databases**

A third source of cataloging information is a subscription to a cataloging database that provides access to cataloging records for the purpose of downloading or copying them into your catalog.

An example of this type of database is OCLC's Connexion, which contains millions of cataloging records. Member libraries contribute the cataloging records for their holdings into a database accessible by

anyone who becomes a member. In this way, libraries can save on cataloging time by downloading the records they need, editing them for local call numbers and subject headings, and entering them directly into their own catalogs.

There are many advantages to this service, though the cost may seem high for most small libraries. Nevertheless, it is important to factor in the time saved by having immediate access to quality cataloging. The staff time saved, compared to the more lengthy online searching and copying required by free sources of cataloging, may somewhat balance the cost for online cataloging databases.

OCLC does offer various levels of participation. It has a service for smaller libraries that want to access the cataloging records, but do not wish to enter their catalog into the OCLC system. If a library adds many materials to its collection each year, it may be economically feasible to check into the cost of minimum participation in a cataloging network and compare it with the staff time and costs for doing the same work.

### **Slide 56: Cataloging in Publication (CIP)**

A fourth source of cataloging information is what is called CIP, or Cataloging In Publication. This information is the preliminary cataloging record from the Library of Congress. This is available only for books and is usually found on the reverse, or verso, of the title page.

Since this record is preliminary, it is usually incomplete, as the cataloger did not have the item in hand to create a physical description. Sometimes the title or subtitle will have changed slightly from the preliminary proofs that the Library of Congress uses to create CIP.

The record rarely includes as many notes as most libraries desire. While not always the most complete record, it at least provides subject headings, classification numbers, and basic bibliographic information for the book. This source is probably the least helpful of these choices for copying cataloging from, but it is often better than having to do the work from scratch.

### **Slide 57: And finally...**

There are many sources of cataloging information available for most libraries today. So, while it is important to recognize correct cataloging, we do not expect to catalog each item in the library on our own. Knowing the information that should be in a cataloging record will insure that you can tell the difference between cataloging done correctly and cataloging done quickly and left incomplete.

No matter what option a library may choose for obtaining cataloging, all catalog records should be checked to verify that the bibliographic information is correct and that the subject headings and call number have been accurately assigned. Proofreading is an important part of a cataloger's job, whether the cataloging record is purchased, copied or originally created. All cataloging entered into a library catalog should meet AACR2 standards and be thoughtfully done, but libraries should feel free to obtain that cataloging from the easiest source available to them.

If we make sure that the records we place in our catalogs are carefully and professionally done, the job of maintaining computer catalogs, merging several catalogs into a small network, or joining a larger network to share resources, will be easier and more smoothly accomplished.

Today's libraries are becoming less isolated, tending to share information whenever possible, and library catalogs are one of the areas where this happens most often. Quality cataloging helps our patrons and

gives a boost to the sharing of resources for the future.

Please take the following quiz and then proceed to the conclusion of the course.

### **Slide 58: Quiz: Sources for Cataloging Information**

### **Slide 59: Conclusion**

For additional resources, download the files provided under the Attachments tab in the upper right corner of the course window.

The next slide will be the Final Exam for this course.

### **Slide 60: ABLE 5: Final Exam**

### **Slide 61: Certificate of Completion**

Click on the link to access the course survey. Completing this survey will allow you to print a personalized Certificate of Completion for your continuing education files.

Be sure to check the attachment “States Recognizing ABLE” to see if your state is on the list of recognizing ABLE as a continuing education credit for your state’s required library certification.

Thank you for taking the Alternative Basic Library Education Introduction to Technical Services and Cataloging course.