CATALOGUING GUIDELINES FOR MEMBER LIBRARIES

Requesting Changes to Bibliographic Records

Goals:

1. To enable libraries to add items to the catalogue at a faster rate
2. Reduce the number of items needing to be shipped and returned
3. Fulfill patron requests in a more efficient, and speedier manner

Criteria for Bibliographic modifications:

1. Items must meet match points as outlined
2. Restricted to print publications only [Books]
3. All requested copies/photos and the information sheet must be filled out in full and present

Outline of Process:

1. Libraries will assess item against a bibliographic record
2. If matches are present on all points will copy/photograph required – cover, title page and title page verso and fill out the information sheet
3. Library will send via van run OR via a HelpDesk ticket the required copies and sheet.
4. NLLS will receive and make requested changes, in order of priority items
5. Copies of the completed request will be shipped via van run

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in cooperation with

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Cataloguing Guidelines for Member Libraries

1. **Standards for adding item record at the library level**

Match point	Same / Different	MARC TAG
Standard numbers (LCCN* and/or ISBN)	Same	010 / 020
Title (including subtitle) and statement of responsibility are the same	Same	245
Edition statement	Same	250
Place of publication	Same	264 [a]
Publisher	Same	264 [b]
Date of publication	Same	264 [c]
Extent of item [pages or volumes]	Same	300
Series, if there	Same	490

*LCCN = Library of Congress Control Number

Member libraries can then add an item record to the database.

2. **Standards for sending in an item for cataloguing using an information sheet**

Match point	Same / Different	MARC TAG
Title (including subtitle) and statement of responsibility	Same	245
Edition statement	Same	250
Place of publication	Same	264 [a]
Publisher	Same	264 [b]
Date of publication	Same	264 [c]
Extent of item [pages or volumes]	Same	300
Series, if there	Same	490

Member libraries can then send in the "Information Sheet for Items Already in Polaris" including photo/copy of the cover, title page, and title page verso as well as the cataloguing sheet.
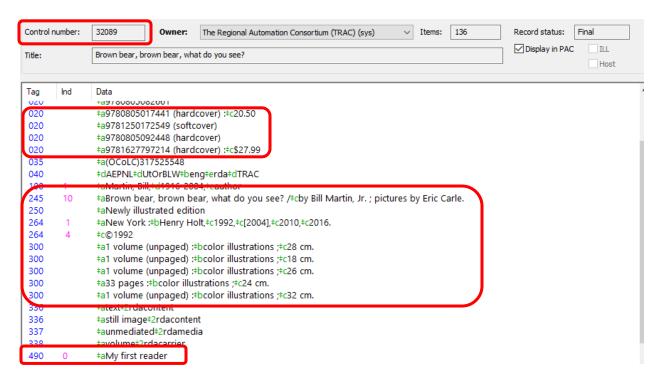
These items will be catalogued in sequence unless they are marked as RUSH.

3. Standards for physically sending in an item for cataloguing

Match point	Same / Different	MARC TAG
Standard numbers (LCCN and/or ISBN)	Different	010 / 020
Title (including subtitle) and statement of responsibility are the same	Different	245
Edition statement	Different	250
Place of publication	Different	264 [a]
Publisher	Different	264 [b]
Date of publication	Different	264 [c]
Extent of item [pages or volumes]	Different	300
Series, if there	Different	490

Member libraries then need to send in the item for cataloguing using the cataloguing sheet and following the processing instructions.
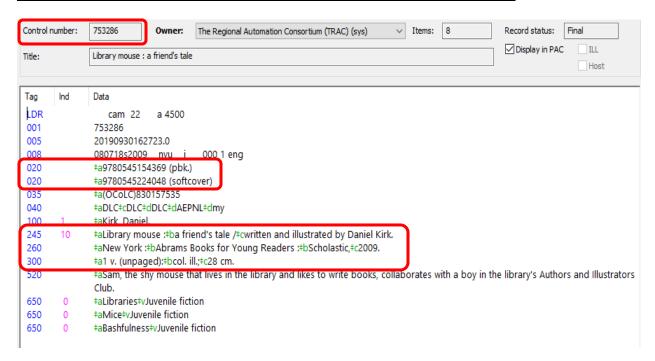
RDA bibliographic record example

AACR2 Bibliographic record example

NOTE: Match points are for the following MARC tags in AACR2

Match point	MARC TAG
Standard numbers (LCCN and/or ISBN)	010 / 020
Title (including subtitle) and statement of responsibility are the same	245
Edition statement	250
Place of publication	**260 [a]**
Publisher	**260 [b]**
Date of publication	**260 [c]**
Extent of item [pages or volumes]	300
Series, if there	490

Control number: 753286   Owner: The Regional Automation Consortium (TRAC) (sys)   Items: 8   Record status: Final

☑ Display in PAC   ☐ ILL   ☐ Host

Title: Library mouse : a friend's tale

Tag	Ind	Data
LDR		cam 22 a 4500
001		753286
005		20190930162723.0
008		080718s2009 nyu i 000 1 eng
020		‡a9780545154369 (pbk.)
020		‡a9780545224048 (softcover)
035		‡a(OCoLC)830157535
040		‡aDLC‡cDLC‡dDLC‡dAEPNL‡dmy
100	1	‡aKirk, Daniel.
245	10	‡aLibrary mouse :‡ba friend's tale /‡cwritten and illustrated by Daniel Kirk.
260		‡aNew York :‡bAbrams Books for Young Readers :‡bScholastic,‡c2009.
300		‡a1 v. (unpaged):‡bcol. ill.;‡c28 cm.
520		‡aSam, the shy mouse that lives in the library and likes to write books, collaborates with a boy in the library's Authors and Illustrators Club.
650	0	‡aLibraries‡vJuvenile fiction
650	0	‡aMice‡vJuvenile fiction
650	0	‡aBashfulness‡vJuvenile fiction

Information Sheet for items already in Polaris

Member Library:_____

Title:	
ISBN to add:	
Publisher:	
Publication Date:	
Number of pages:	
Add ISBN to Bibliographic Record # **[Title Control #]:**	

Add or attach photo of item cover, title page, and title page verso: