

JULAC Bibliographic Services Committee  
General Guidelines for Copy Cataloguing

1. General Standards and References

1.1. Copy Cataloguing Using RDA

<https://www.loc.gov/catworkshop/RDA%20training%20materials/LC%20RDA%20Training/LC%20RDA%20course%20table.html>

1.2. RDA Copy Cataloguing Guidelines

[http://digitalcommons.liberty.edu/cgi/viewcontent.cgi?article=1118&context=lib\\_fac\\_pubs](http://digitalcommons.liberty.edu/cgi/viewcontent.cgi?article=1118&context=lib_fac_pubs)

1.3. Types of Cataloguing: There are three categories of online cataloging activity:

- Copy cataloguing: If a matching record exists in WorldCat, modify the record for local use and create a copy of the record with your modifications. WMS users may instead create Local Bibliographic Data records.
- Original cataloguing: If no matching record exists in WorldCat, input a new master record created in accord with current cataloging practices, e.g. Resource Description & Access (RDA).
- Transcribing cataloguing copy: If no matching record exists in WorldCat and an existing printed catalogue record is available, input a new master record using data found in the existing non-MARC record. Usually you would transcribe an older catalogue record, but you may also transcribe current catalogue record if available.

For information on determining whether an existing record matches an item to be catalogued versus the need to create a new original catalogue record, see OCLC Bibliographic Formats and Standards, Latest edition, chapter 4, "When to Input a New Record".

Since most libraries have completed retrospective conversion of their card catalogues, transcription of printed catalogue record is no longer common practice.

Excerpt from: 2. Online Cataloging, OCLC Bibliographic Formats and Standards, latest edition

<https://www.oclc.org/bibformats/en/onlinecataloging.html>

2. General Workflow

2.1. Records Found in NZ

If a bibliographic record is found in NZ, and its ISBN and edition statement are the same as the title in hand, attach the holding information of your library to the record.

## 2.2. Records Found in OCLC

If a record is found in OCLC, verify that it is for your edition and its language of cataloguing is English (040 \$b with code "eng"). In general, do not use non-English language record for copy cataloguing, create a new record instead.

If an OCLC record is used as the basis for cataloguing a variant edition, be sure to delete all the fields related only to the original record (e.g., 001, 010, 035, etc.), and replace the 040 field with a new one in this pattern:

040 \$a [OCLC symbol for your library] \$b eng \$e rda \$c [OCLC symbol for your library]

From Yale:

<http://web.library.yale.edu/cataloging/minimal-level/copy-cataloging-minimal-workflow>

## 3. Fullness of Record

Only fully catalogued records are accepted. OCLC's definition for full level cataloguing are as follows:

Full-level: The most complete MARC record. The record's information is derived from a physical inspection of the item. Code blank is used by authorized national bibliographic agencies and libraries participating in PCC (BIBCO and CONSER).

Excerpt from: ELVI : Encoding Level, OCLC Bibliographic Formats and Standards, latest edition

<https://www.oclc.org/bibformats/en/fixedfield/elvi.html>

Usually Library of Congress records are chosen as the best quality copy. If LC records are not found, choose the fullest record with LC call number and LCSH.

## 4. Basic Requirements of Copy Cataloging

Duplicate records	<ul style="list-style-type: none"><li>• Duplicates should always be avoided.</li><li>• Follow OCLC Bibliographic Formats and Standards, Latest edition, Chapter 4: When to input a new record to determine when to create a new record.</li></ul>
One format per record	<ul style="list-style-type: none"><li>• Preferred.</li></ul>
Analysis practice	<ul style="list-style-type: none"><li>• Individual titles in a series should be catalogued in separated records.</li></ul>
Reproductions	<ul style="list-style-type: none"><li>• Catalogued in separate records.</li></ul>
Accompanying and supplement	<ul style="list-style-type: none"><li>• One record is preferred.</li></ul>

materials	
RDA and AACR2 records	<ul style="list-style-type: none"> <li>• Will coexist.</li> <li>• Hybrid records from other sources are accepted.</li> <li>• Libraries are encouraged to upgrade AACR2 and hybrid records to full RDA records.</li> </ul>
Choice of entry and access points	<ul style="list-style-type: none"> <li>• Record names of corporate bodies as creators (MARC tag 110) according to RDA chapter 19 (19.2.1.1.1).</li> <li>• If in doubt, do not record them as creators in the MARC 110 field; record them in the 710 field instead.</li> </ul>
Subject headings and classification	<ul style="list-style-type: none"> <li>• For LCSH, LCCN usage and interpretations, refer to Subject Cataloging Manual, and Classification and Shelving Manual</li> </ul>

## 5. Language Issues in Cataloging

Language of cataloging	<ul style="list-style-type: none"> <li>• Subfield \$b of the 040 field contains a code for the language used in cataloging, e.g. language used in notes, subject headings, etc.</li> <li>• Note: Do not confuse this with the language of text (008/35-37)</li> </ul> <p>LC Guidelines for Use of Records in OCLC for Copy Cataloging: Language of Cataloging  <a href="https://www.loc.gov/aba/pcc/naco/040bib.html">https://www.loc.gov/aba/pcc/naco/040bib.html</a></p>
Monolingual, bilingual or multilingual works	<ul style="list-style-type: none"> <li>• Transcribe the title proper in the language of the <u>content</u>, choose the title proper by reference to the <u>order</u> of titles on, or the <u>layout</u> of, the chief source of information.</li> </ul> <p>From: AACR2, 1.1B8</p>
Multilingual works	<ul style="list-style-type: none"> <li>• Uniform title without language designation: If you cannot determine the original language when item is issued in a <u>single</u> edition in two or more languages.</li> <li>• Uniform title with language designation: If you cannot determine the original language when item is issued in <u>separate</u> editions in different languages, select one of the editions as the original according to AACR2 25.3C and treat the others as translations.</li> </ul> <p>Excerpt from: Cataloging Service Bulletin, No. 99</p>

	(Winter 2003) p. 54 <a href="http://www.loc.gov/cds/PDFdownloads/csb/CSB099.pdf">http://www.loc.gov/cds/PDFdownloads/csb/CSB099.pdf</a>
--	--

## 6. Local Notes in Bibliographic Records

Local holdings, item or loan specific notes	<ul style="list-style-type: none"> <li>Record them in item records.</li> <li>Record them in 59X and 95X-999 fields.</li> </ul> <p>Note: Local fields can only contain information intended for local users, and can only be viewed by local users.</p>
---	--

## 7. Guidelines for Editing Copied Records (RDA)

7.1. Refer to: Foust, Anne, "Jerry Falwell Library RDA Copy Cataloging" (2014). Faculty Publications and Presentations. Paper 94.

[http://digitalcommons.liberty.edu/lib\\_fac\\_pubs/94](http://digitalcommons.liberty.edu/lib_fac_pubs/94)

7.2. Also refer to JULAC monograph cataloguing guideline for detailed MARC information.

## 8. Fields to Be Deleted

Delete the following fields in records copied from OCLC and any other sources:

Field Tags	Field Names and Notes
019	OCLC Control Number Cross-Reference (NR)
029	Other System Control Number (R)
055	Classification Numbers Assigned in Canada (R)
061	National Library of Medicine Copy Statement (R)
072	Subject Category Code (R)
079	OCLC Master Record Number (NR)
085	Synthesized Classification Number Components (R)
086	Government Document Classification Number (R)
088	Report Number (R)
09X	Local call numbers Note: To support shared cataloging, always copy the local call number to the 050 field when it becomes available; with 2 <sup>nd</sup> indicator 4.

9. Fields to Be Kept

Field Tags	Field Names and Notes
050	Library of Congress Call Number (R) 2nd indicators: 0 Assigned by LC 4 Assigned by agency other than LC
037	Source of Acquisition (R)
042	Authentication Code (NR)
082	Dewey Decimal Classification Number (R)
084	Other Classification Number (R)
060	National Library of Medicine Call Number (R)
650	Subject Added Entry--Topical Term (R)
655	Index Term--Genre/Form (R) Note: Keep Genre headings

4th draft prepared by:

Shen Liming

The Education University of Hong Kong Library

29 May, 2017

Confirmed 12 June 2017

Updated 21 August 2017