

## Copy Cataloging New Monographs: Fields to Check (RDA)

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**Audience:** primarily Kent Campus people, though most criteria are applicable in any library

**Scope:** primarily newly-acquired books; though most criteria are applicable to older books and other formats as well

### **Distinctive features of RDA:**

- **Capitalization**—Information may now be capitalized exactly as is on the title page
- **Brackets [ ]** – each subfield containing missing information is bracketed individually
- **Abbreviations**—Generally abbreviations are not used in RDA unless prescribed

1. **Search database (OCLC or KentLINK**, as workflow requires), for the best matching bibliographic record. If the best matching record is an AACR2 record, see Copy Cataloging New Monographs: Fields to Check (AACR2).  
AACR2 records will not contain an 040 \$e rda and 336, 337, 338 MARC fields.

### **2. Decide whether to Route**

Remember to remove CATDATE for all pieces routed to Catalog Librarians.

Route the following to the “Needs Cataloging Attention” shelves for a Catalog Librarian to complete

#### **1. Originals – No bibs found**

titles needing original cataloging (can’t find matching copy on OCLC)

#### **2. Could be Serial, could be Monograph – Two bibs found**

titles that have both a serial bib and a monograph bib record

#### **3. Encoding level**

copy with Encoding level that is less than full.

Less than full: K, M, E, 2, 3, 5, 7, or 8.

EnLv 4 and J: check additional fields as explained below; if any are missing or incorrect, route as needed.

EnLv 8: if the only information missing from a bibliographic record with encoding level 8 is the physical description (300: pagination, ill., and height), and you know how to make the changes in RDA to both the 300 and the fixed field, then do add the physical description to the OCLC bib record. Then click Alt F10 to replace. If you have any questions, ask a catalog librarian. If anything more than the physical description is needed, then route to the “Needs Cataloging Attention” shelf as usual.

FYI: Full = blank, letter I, L, 1 and 4. Note that RDA Core and Full records are both EnLv blank. Use guidelines below to route appropriately.

For explanations of all Encoding levels, see [OCLC Bib Formats and Standards, Encoding Level](http://www.oclc.org/bibformats/en/fixedfield/elvl.shtm)  
<http://www.oclc.org/bibformats/en/fixedfield/elvl.shtm>

#### **4. 040**

All RDA records should have \$e rda in the 040. If this is lacking, route to catalog librarian.

Also route

- copy when the only creating library is UK. That is, 040 UKM and no other
- copy where there the 040 contains a \$b with a language code. Notes and Subject headings will be in a foreign language

Example: 040 PCL \$b ger

If it passes the tests above, then look at the following.

**Route these Miscellaneous situations**

- copy that is a translation into English from another language
- copy that has more than one language of text (example: some in English, some in French)
- copy that has been published under a different title in the past
- copy for a book that includes accompanying material: a book with a CD, CD-ROM, or DVD, for example.

**Check that the bib record has the following components.**

**Bib lvl** = m

**Type** = a

**Language in fixed field.** (008 field, 29 and fixed field area)

Route if it doesn't match the main language of the book

**Call number 090 or 050**

Route if:

1. It doesn't have a complete LC-style call number  
(Typical class separately call number composed of: Classification number, one or two Cutters; plus new material has year of publication: example: G155.A1|bP67 2008)
2. If it has two LC call numbers
3. It's a bibliography but lacks a Z number.
4. Its call number is PZ3 or PZ4

**1xx Author**

1. Route if it isn't the same person as on the book
2. Check that it makes sense

**245 Title**

Accept capitalization if it matches what appears on the title page.

Route if:

- 1 title or subtitle doesn't match what's on the title page exactly
2. any word is misspelled
3. the subtitle is missing
4. some or all of the statement of responsibility is missing
5. the statement of responsibility contains the phrase "[and X others]"
6. names listed in the statement of responsibility aren't traced in 7xx fields

**250 Edition** -- Route if the edition doesn't match. Ignore "Paperback edition." when it's the only difference.

**260 Publication**

1. Route if the place of publication or the publisher doesn't match
2. If the publisher matches, but the bib record shows a shorter form of the name or a subsidiary's name, accept.

Note that multivolume sets and loose-leaf materials with multiple publishers can have multiple 260 fields.

3. Route if the date doesn't match. Note that publication dates plus copyright dates in RDA records will appear like this: [2011], c2011.

### **300 field**

Route if:

1. Pagination is off by more than 2 pages
2. Height is off by more than 1 cm

### **336-338 fields**

1. Route if the fields 336 (content), 337 (media type), and 338 (carrier) do not appear. For print monographs, these will appear as follows: accept with or without \$b  
336 \_\_ text \$b txt \$2 rdacontent  
337 \_\_ unmediated \$b n \$2 rdamedia  
338 \_\_ volume \$b nc \$2 rdacarrier

### **4xx or 8xx Series**

Route if

1. Series is in a 490 0\_\_ (490 1\_\_ is acceptable)
2. Series on piece doesn't match either a 4xx or an 8xx field
3. Series appears in bib, but doesn't exist on piece.

Accept bibs that use either series practice: 440 alone; or the combination, 490 + 830.

Note about multiple practices: in the past, only a 440 was used to show that the series as it appeared on the piece matched the 1xx of the series authority record. The 440 is now obsolete. As of Nov. 2008, the 490 1\_\_ is used to transcribe a traced series as it appears on the piece, and the 830 (or sometimes other 8xx field) contains the series as it is recorded in the authority record. Sometimes the 490 1\_\_ and the 830 are identical. You are likely to see both the obsolete 440 practice and the new practice.

### **500 or 504 Index and Bibliographical references notes**

If the book has bibliographical references and/or an index, but the record lacks a note about them, then put in a generic note without pagination. Edit the fixed field also. **SEE** document [Adding Bibliographical References and Index Notes to OCLC records](#) for full instructions on adding these notes in Connexion Client

Examples

500 Includes index.

504 Includes bibliographical references.

504 Includes bibliographical references and index.

### **Subject headings 6xx**

Route if it has no LC Subject Headings

Acceptable LCSH: 6xx \_0

### **Access Points 7xx**

Route if any names or corporate bodies that appear in the 245 \$c do not have access points in either a 1XX or 7XX field.

### **Other**

If anything else seems off-base or unusual, such as notes that don't seem to describe the item in hand, then route it.

## **EDITING and CHECKING ACCEPTABLE COPY**

### **Call number**

1. Copy the call number, then perform a call number search in KentLINK using that call number
  - A. Make sure the call number of the piece you're checking isn't in use for a different work. However, it is correct if the call number is in use for an earlier/later edition of the same work, and the only difference is the year of publication.
  - B. Look at the subject headings of the bib records before and after the call number in question and make sure they generally match the item in hand.
2. If the call number lacks a year on the end, add it

#### **Exceptions:**

- A. Series that are classed together. Example: TT771 \$b .A35 v. 5
- B. Bib that already has item records for copies with no year in the call number, and you're adding another copy. Leave year out of copy in hand in order to keep all copies consistent

### **Subject headings**

Retain all 6xx fields, even those that aren't LC (e.g., 6xx \_4 fields, 650 \_2 fields (MeSH headings))

### **440 or 830 Series**

1. Check the series in the KentLINK Authority File for instructions. For how to read Series Authority Records (SARs), see Intranet document, Series Checking for Catalogers:  
[https://www.library.kent.edu/files/Series\\_for\\_Copy\\_Cataloging\\_TECHPRO.doc](https://www.library.kent.edu/files/Series_for_Copy_Cataloging_TECHPRO.doc)
2. If there is no Series Authority Record in KentLINK, check OCLC's Authority File.
3. If there is no Series Authority Record in KentLINK or OCLC, accept the series as recorded on the bib record.  
Assume that the series is cataloged separately and classified separately.  
However, if you think it possibly should be classified together (e.g., the call number in the bib record includes a numbering designation such as "v."), put it on a shelf for the Catalog Librarian to review.

Note: If any of the following situations occur, inform your supervisor.

- A. You notice that we own several titles in the same series that have no authority record
- B. You notice that we own several titles in the same series, but treatment has been mixed: some have a class together call number, while others have been classed separately.
- C. You find an authority record, but the instructions are unclear.

### **Final Action on Bib Records**

If the record is acceptable at Kent, update holdings on OCLC.  
Note that PromptCat records are already updated.

## Fields to Check to Determine if a Monograph is acceptable as-is; or if it gets Routed to Cat. Librarian

<b>Field or Step</b>	<b>Route if :</b>	<b>Editing Action to Take</b>
Search OCLC for copy	<ul style="list-style-type: none"> <li>No matching record</li> <li>Two matching records: one serial bib and one monograph bib</li> </ul>	
Call number	<ul style="list-style-type: none"> <li>No complete LC call # (exception for a class together call #)</li> <li>Bibliography, but not a Z call #</li> <li>PZ3 or PZ4</li> </ul>	<ul style="list-style-type: none"> <li>Add year to call number if missing *Unless it's a class together no.</li> <li>*Unless we already have dateless copies on the same bib</li> <li>Check against catalog for "fit" – route to Catalog Librarian if it's odd</li> </ul>
040	<ul style="list-style-type: none"> <li>Only UKM</li> <li>contains \$b with a language code</li> <li>lacks \$e rda</li> </ul>	
6xx fields	<ul style="list-style-type: none"> <li>no 6xx _0 fields</li> </ul>	<ul style="list-style-type: none"> <li>Retain all fields</li> </ul>
Encoding level	<ul style="list-style-type: none"> <li>K, M, E, 2, 3, 5, 7, or 8.</li> </ul> (Use your best judgment for "4" and "J". Some of them may be fine.) Note that RDA Core and Full are EnLv blank	
Type = a / (6) TYPE = a	<ul style="list-style-type: none"> <li>Any code that's not "a"</li> </ul>	
BLvl = m / (5) Bib lvl = m	<ul style="list-style-type: none"> <li>Any code that's not "m"</li> </ul>	
LANG in fixed field, and 008 field, position 29	<ul style="list-style-type: none"> <li>Doesn't match the main language of the book</li> </ul>	
1xx field	<ul style="list-style-type: none"> <li>Doesn't match</li> </ul>	<ul style="list-style-type: none"> <li>Check that it makes sense</li> </ul>
245 field	<ul style="list-style-type: none"> <li>title or subtitle doesn't match</li> <li>there are misspellings</li> <li>\$b is missing</li> <li>\$c is missing</li> <li>\$c some names from \$c aren't in 1xx or 7xx fields</li> </ul>	
250 field	<ul style="list-style-type: none"> <li>Edition doesn't match (ignore "Paperback edition" when it's the only difference)</li> </ul>	
260 field	<ul style="list-style-type: none"> <li>Doesn't match</li> </ul>	
300 field	<ul style="list-style-type: none"> <li>Pagination differs more than 2 pages</li> <li>Height is off by more than 1 cm.</li> </ul>	
336-338 fields	<ul style="list-style-type: none"> <li>Route if lacking .</li> <li>Accept with or without \$b</li> </ul>	
490, 440 or 830	<ul style="list-style-type: none"> <li>Series is in a 490 0_</li> <li>Series doesn't match either a 4xx or an 8xx field</li> <li>Series appears in bib, but doesn't exist on piece.</li> <li>Series treatment doesn't match instructions in KentLINK Authority Record.</li> </ul>	<ul style="list-style-type: none"> <li>Check KentLINK authority record, and follow instructions in it. For example, use class together call # if found on series authority record.</li> </ul>
500 or 504	<ul style="list-style-type: none"> <li>If book has bibl. refs or index, check that there is a note</li> </ul>	<ul style="list-style-type: none"> <li>Edit and replace records on OCLC to include bibl. refs. and/or index note</li> </ul>
Update OCLC, for non-PromptCat records		
Transfer to KentLINK	<ul style="list-style-type: none"> <li>Remove CATDATE if going to Catalog Librarian or Backstage LW</li> </ul>	
Create item record		