



## A Quarterly Newsletter of Bright Ideas for the Technical Services Division

# TechKNOW

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### PCC Core Records – Some History and Practice

by Margaret Shen, Head Catalog Dept., Cleveland Public Library, and Louisa Kreider, Authority & Quality Control Coordinator, Cleveland Public Library

The Program for Cooperative Cataloging (PCC) started in early 1994. It aimed to expand access to library collections by providing a cost-effective cataloging alternative that met mutually accepted standards. It recognized the important role of name authorities and the value of catalogers' judgment. As the number of new NACO (Name Authority Cooperative Program) participants increased, the PCC Standards Committee worked on the requirements of bibliographic core records.

By mid-1995, with well-established NACO participation, which is a prerequisite for BIBCO (Bibliographic Cooperative Program) participation, libraries started to create PCC core records. A group of librarians from the first 11 BIBCO libraries was trained to be PCC BIBCO record trainers. These trainers were then dispatched to train new participants and become resource persons for those participants, until declared independent (able to contribute core records on their own).

In late 1998, the Library of Congress (LC) announced that the core standard would be their default operation. Once LC implemented the core record in February 1999, a multitude of program records began to appear in OCLC.

At the ALA Midwinter Conference in New Orleans, PLA's Cataloging Needs of Public Libraries presented the program "Cooperative Cataloging Goes Public." This program concentrated on how to recognize a PCC record, and a core record in particular. The procedure for participation in the program was also presented. Inquiries from both public and academic libraries followed.

Certain elements in PCC BIBCO core records identify them as program records. An 042 field is added to the record that contains the code pcc. The "042 pcc" in a bibliographic record signifies the seal of approval from PCC, indicating that the authority work has been done. The encoding level (ELvl) is 4 for PCC core level records. Bibliographic records from OCLC libraries that meet the core record requirements currently display the ELvl: 4 in field 039 as core in OCLC. CIP records that will eventually be cataloged to the PCC standard have an ELvl of 8 and an 042 field with pcc.

Though these CIP records may not have their physical description entered in, the field 042 conveys to users that the authority work has been done. Users seeing this element in a CIP record need to be concerned only with adding the physical description information - the authority work has already been done.

Currently, the two libraries that contribute the largest number

of core records are Cornell University and Cleveland Public Library. At Cleveland Public Library, we accept LC and PCC records with minimal review. After the clerical staff fill in the descriptive portion (when necessary), the material goes through without any verification from the catalogers, who concentrate on original cataloging and enhancing problem records. Catalogers also can spend more time on newer types of library service materials.

Cleveland Public Library, as a member of the PCC, is a major contributor to both NACO and BIBCO. The average monthly contribution is 230 name authority records and about 320 core bibliographic records (original cataloging). In copy cataloging, initially only 28% of PCC records in the local database were downloaded from OCLC. Major changes started in March 1999 (with the policy change at LC) and 45% of the PCC records in the local database were downloaded from OCLC. Of this 45%, 80% were from the Library of Congress.

At Cleveland Public the core record approach is an economical solution to reducing backlogs without sacrificing the quality of the cataloging, and it is a job-saver, too. For more information on the PCC core record program visit the Library of Congress WWW page at <http://lcweb.loc.gov/catdir/pcc/>.

### CATALOGING NOW!

#### AN ALCTS INSTITUTE ON THE PCC CORE RECORD

October 15, 1999 — 9:30 am - 4:00 pm

This workshop will help to make your cataloging operation more effective. Learn about the bibliographic community's new initiatives for creating and maintaining quality cataloging that is authoritative and cost-effective. Create a culture of cooperation! This workshop is a must for catalog librarians, catalog department and technical service administrators, and public service librarians.

Visit the OLC website [www.olc.org](http://www.olc.org) for details and to register

Cuyahoga County

Public Library Administration Building

2111 Snow Road, Parma, Ohio 44134

## Fundamentals

# Numeric Tags: What Are They? Do I Have To Use Them?

By Jeanne Poole, Assistant Manager

Technical Services, Toledo-Lucas County Public Library

What are all those tags at the top of the bibliographic record? Do I really need them? Some of these tags are numeric tags, and as the name says, contain numeric information. This is where we store numeric search terms like ISBNs or classification numbers. No one has to use them all, but there are some fields which are used most of the time, and there are some fields which are used only with specific formats, such as videos, recordings, or maps. Be very careful to type as accurately as possible when using these fields. Here is a list of the tags that should be included, as needed and required, in bibliographic records:

**010 – LCCN** (Library of Congress Control Number) is required where applicable and is non-repeatable. It is entered as a continuous string of numbers. The number is generally found on the verso of the title page and appears in the following format: 98-87065. When transcribing the number in the bibliographic record, drop the hyphen and run the numbers together (9887065). If the LC number has a zero after the hyphen, simply delete it along with the hyphen and enter it as a complete string of numbers. For example 96-04567 would be entered as 964567.

**020 – ISBN** (International Standard Book Number) is required where applicable. Ideally it is a unique number assigned to a particular title, rather like its social security number. However, there is a growing trend among publishers to use the same ISBN for regular and large print copies of the same title and to recycle ISBNs. If a title has more than one ISBN they must all be entered into the bibliographic record. There is some controversy over whether or not information such as paperback, library binding, etc. should be added to the tag. If one desires to add this information, then enter the notation in parentheses following the ISBN. For example 0914378260 (pbk.). For public library use, this is usually very useful information, determining whether or not a library owns the hardcover, paperback, or both versions of a particular title.

**022 – ISSN** (International Standard Serial Number) is also required where applicable. It is a unique number assigned only to serials. The ISSN, a group of eight numbers, is separated in the center by a hyphen. The presence of this number helps determine whether the publication in hand is the same one described in the record. If the ISSN has been corrected by the National Serials Data Program then the correct ISSN will be in subfield la, an invalid ISSN may be in subfield ly, or a canceled ISSN may be in subfield lz.

**028 – PUBLISHER NUMBER** is assigned by publishers to sound recordings, scores, videos, and DVDs, and is stored in subfield la of the 028 field, a field which is required where applicable, and repeatable. Subfield lb is used to store the source of the number, often the publisher. The information is also repeated in a 500 note. Publisher numbers can be found printed on the cassette, CD, video, or

DVD, and on the printed material accompanying the item. Each publisher number found should be given in a separate 028. Scores have two kinds of numbers. A plate number is printed on each page of music, and may also be found on the title page; a publisher number is found only on the title page, the cover, or the first page of music.

**050 – LCCN** — The Library of Congress Call Number is assigned by the Library of Congress or other national library. If your library does not use LC call numbers, then the tag can be deleted.

**074 – GPO ITEM NUMBER** is the number assigned by the Government Printing Office to track the distribution of publications within its depository library system. The number is not unique and can't serve as an order number. Unless your library is a depository library and needs these numbers, by all means delete them from the record.

**082 – DEWEY DECIMAL CALL NUMBER** is the call number assigned by the Library of Congress. If your library prefers another call number, enter it into the 092 tag and delete this one.

**086 – GOVERNMENT DOCUMENT CLASSIFICATION NUMBER**, a required where applicable and repeatable tag, is used for any government publication which has a unique GPO identifying number. This number can be viewed as a government-assigned call number, and, depending upon the library's online system, can be used as an access point.

**090 – LOCALLY ASSIGNED LC Call Numbers** are stored here when a library assigns its own Library of Congress call number. If your library does not use LC classification, this tag can be deleted.

**092 – LOCALLY ASSIGNED DEWEY Call Number** is used when a library assigns its own DDC call number or its own biography number. If your library does not use the Dewey Decimal system, this tag can be deleted.

## FYI

*TechKnow* is published by the Technical Services Division of the Ohio Library Council and is received by individual members of the Division. For more information, or to submit articles, please contact Margaret Maurer at Kent State University Libraries and Media Services at (330) 672-3022 x57; at home (330) 628-0313; or via the Internet at [mmaurer@lms.kent.edu](mailto:mmaurer@lms.kent.edu).

## Recommended Reading

By Margaret Maurer

Cataloging Manager, Kent State University Libraries and Media Services

I want to call your attention to a little book of meditations by Michael Gorman: *Our Singular Strengths: Meditations for Librarians* (ALA, 1998 ISBN: 0-8389-0724-5). Most of the books I've recommended in TechKNOW involved practical tactics for specific situations. While Gorman firmly grounds these meditations in the realities of library work his purpose here is more diffuse. "My aim is to present a topic...as an aid to understanding or reassessment." Gorman's chosen format—a quotation, short essay, and resolution—uses knowledge from many disciplines seen through a librarian's lens to attain this goal.

This is a book we can open randomly to get at a little bit of quiet reflection, the mental equivalent of a deep breath. We can dip our fingers and toes into it quickly and come away refreshed and strengthened. This happens because the book is written with true humility, and a deep conviction that what we do has value and grace. This is an excellent book just to have around for those little ten minute gaps in our otherwise totally hectic schedules.

## MARC21?

Early this year the Library of Congress (LC) and the National Library of Canada (NLC) announced that the harmonization of the USMARC and CAN/MARC bibliographic formats had been completed and published in a single edition, *MARC21 Format for Bibliographic Data*. Although MARC21 is not a new format, it does supersede the *USMARC Format for Bibliographic Data*. LC plans on issuing MARC21 versions of the authority, holdings, classification, and community information formats as time permits.

The publication of this set of standards is the culmination of years of work harmonizing the differences between USMARC and CAN/MARC. CAN/MARC was implemented in 1973, partially to accommodate Canada's two official languages. Variations between the two formats have always been kept to a minimum, according to the NLC. This harmonization is all part of a broader process to align bibliographic formats worldwide, with the eventual goal being a single international set of MARC formats.

While it is clear that the NLC made changes to CAN/MARC to bring it into alignment with USMARC, surprisingly little information is available on the differences between *USMARC For Bibliographic Data* and *MARC21 For Bibliographic Data*. OCLC has not yet published any information regarding its use. Libraries who maintain current sets of MARC documentation will need to purchase *MARC21 For Bibliographic Data*, but those following OCLC guidelines should wait for their recommendations before implementing any changes. Smaller libraries might just as well wait for the concise version.

*MARC21 for Bibliographic Data* is available from LC as a two volume, loose-leaf set for \$70.00 (0-8444-0989-8) or as part of their Cataloger's Desktop product. A concise version is also available free at LC's WWW site: <http://lcweb.loc.gov/marc/bibliographic/ecbdhome.html>.

## OLC Annual Conference Picks

OLC's annual conference takes place in Dayton this year, from September 29 to October 1. Come enjoy the programs the Technical Services Division is sponsoring:

An interesting and entertaining pre-conference has been scheduled on digitizing photo collections. Jeanne Poole and Greg Miller from Toledo-Lucas County Public Library will provide information on digitizing a photo collection and making the data available to the public through the library catalog.

"You Want Me to Catalog What?" features Georgianne Balcas Wiersch from Cuyahoga County Public Library. Catalogers must keep up with a sense of humor and creativity to provide meaningful access to toy collections, tools, cake pans, and other non-book materials. Georgianne will tell us how.

Jennifer Bull will challenge us all with "Why Do We Matter?" Come and hear exciting ways to heighten awareness of the functions of technical services.

Finally, it's only one little subfield in one little MARC field, but the impact on your automated catalog is ENORMOUS!! Hear a clear explanation of what subfield lv is, what it is not, and how libraries are coping with its implementation when Margaret Maurer from Kent State University Libraries and Media Services presents "Subfield lv: What's It All About?"

## Technical Services Division Elects Winning Team!

Thanks to all of you, we have once again elected a winning team for the Technical Services division. Congratulations to our newly elected Action Council members. The new terms of office begin on January 1. Here's how to contact your representatives:

- COORDINATOR: **Jeanne Poole**, Toledo-Lucas County Public Library, 324 Michigan Ave., Toledo, OH 43624. 419-259-5263 [poole@tlc.lib.oh.us](mailto:poole@tlc.lib.oh.us)
- ASSISTANT COORDINATOR: **Marihelen Hatcher**, Columbus Metropolitan Library, 96 S. Grant St., Columbus, OH 43215-4781. 614-645-2800 [mhatcher@cml.lib.oh.us](mailto:mhatcher@cml.lib.oh.us)
- OUTGOING COORDINATOR: **Georgianne Balcas Wiersch**, Cuyahoga County Public Library, 2111 Snow Road, Parma, OH 44134. 440-794-9374 [gwiersch@cuyahoga.lib.oh.us](mailto:gwiersch@cuyahoga.lib.oh.us)
- SECRETARY: **Margaret Maurer**, Kent State University Libraries and Media Services, 370 Library, P.O. Box 5190, Kent, OH 44242-0001. 330-672-3022, x57 [mmaurer@lms.kent.edu](mailto:mmaurer@lms.kent.edu)
- ACTION COUNCIL: **Jennifer Bull**, Ashland Public Library, 224 Claremont Ave., Ashland, OH 44805-3093. 419-289-8188 [bullje@oplin.lib.oh.us](mailto:bullje@oplin.lib.oh.us)
- ACTION COUNCIL: **Bonnie Doepker**, Dayton and Montgomery County Public Library, 215 E. Third St., Dayton, OH 45402-2103. 937-227-9500 [cat\\_bonnie@dayton.lib.oh.us](mailto:cat_bonnie@dayton.lib.oh.us)
- ACTION COUNCIL: **Dale Greenbaum**, Euclid Public Library, 631 E. 222nd Street, Euclid, OH 44123. 216-261-5300 x120 [dale.greenbaum@euclid.lib.oh.us](mailto:dale.greenbaum@euclid.lib.oh.us)
- ACTION COUNCIL: **Rhonda Marr**, Portage County District Library, 10482 South St., Garrettsville, OH 44231. 330-527-5082 [marrh@oplin.lib.oh.us](mailto:marrh@oplin.lib.oh.us)

Many thanks to everyone who ran for office this year. You made a difficult personal choice by deciding to run for office, and then your excellence made our choices most difficult at election time!



## TechKNOW

Ohio Library Council  
35 E. Gay Street, Suite 305  
Columbus, Ohio 43215

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## One Stop Shopping on the 'Net

There are comparison shopping sites on the Internet that actually rank vendors by cost for acquisitions librarians. At these sites all you need is a WWW browser to search multiple online bookstores simultaneously, locating the very best prices for your titles.

These sites are not about purchasing the materials, but rather gathering information on purchasing options. They all have meta search engines that are easy to use, usually offering access by author, title, subject, keyword, and ISBN. The searcher first locates the title and then executes a separate availability search. Sites searched by the services include both large and small vendors, and all the services provide direct hot links to their vendors to facilitate ordering.

These comparison shopping services don't cost anything to use. Each site ranks the titles by cost, which is displayed in American dollars, even when purchasing from another country, and which can include shipping and local taxes. Most of them compare delivery times and availability. They also often provide some way for you to keep track of selections while searching for others. The next time you need to find a title, try one of these sites:

### **Acses: <http://www.acses.com>**

At Acses you can search for books, CDs, and movies from "online shops." An author search for Georgette Heyer resulted in 158 matches, most of which were for her fiction, in a variety of formats. You can even register to be notified if a better price becomes available in the future for specified items.

### **AddALL book searching and price comparison: <http://www.addall.com>**

AddALL allows you to search and compare prices at 40 online bookstores, and features a nice list of the stores. However an author search for Georgette Heyer resulted in only nine matches, only two of which were for her books. Confusing hits such as the 1995 National Equestrian Yellow Pages were included in the list. A unique feature of AddALL is the inclusion of very detailed shipping information. This site has a sister site, AddANY (<http://www.addany.com>) for comparing music prices at ten online stores.

### **Best book buys.com: <http://bestbookbuys.com>**

This site searches 25 electronic bookstores. Our Georgette Heyer search found 74 matches in multiple formats, all of which were for her titles. This site features a separate section listing titles on the *Publisher's Weekly* bestsellers list. Titles featured here have extensive annotations and book jacket photos.