



Katherine Williams

4/24/2024

South Central Kansas Library System

# Cataloging Essentials

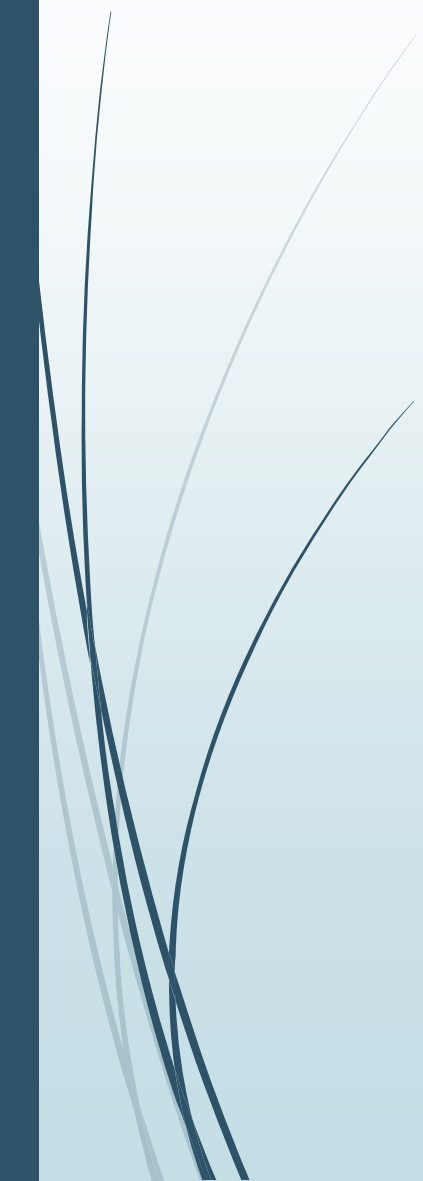
# Creating the map to find your library's treasures



Image generated in  
Copilot Designer:  
girl using vintage  
map in library



# The Catalog

- ▶ The library's catalog is an organized list of all the materials owned by the library.
  - ▶ The purpose of the catalog is to provide a way for patrons to identify, locate and use those materials.
  - ▶ Catalogs can be traditional card catalogs or automated catalogs.
- 

# The Catalog

## Automation Systems - OPACs and ILSs

- **Online Public Access Catalogs** are the public interface of an **Integrated Library System**
- **Stand alone catalogs** only contain records for materials owned by one library.
- **Shared catalogs** contain records for materials owned by more than one library. A group of libraries shares a catalog using an ILS from one company: for example, the former SCKAN network which used Polaris, or the KanShare consortium which uses Koha.
- **Union catalogs** pull information together from separate ILSs, and display records for many different libraries. They are not used for circulation. For example: Kansas Library Catalog which uses a platform by AutoGraphics.

# The Catalog

➤ Shared Catalog  
KanShare

➤ Union Catalog  
Kansas Library Catalog (KLC)

KanShare LIBRARIES

Search Library catalog GO

All libraries

Advanced search Authority search Libraries

Home

New at KanShare!

Fiction Non-Fiction Kids Teen Audiobooks

Safe in my arms / Sara Shepard  
Rabbit hole / Mark Billingham  
We have always been here / Lena Nguyen  
From the cradle / Louise Voss & Mark Edwards  
Iris Johansen / B.J. Daniels  
High stakes / Gillian Flynn

Password: LOG IN

South Central Kansas Library System

Title Advanced

Staff Dashboard Search History Blank ILL Request Training Sign-up 2021 SHARE Refreshers

Help Your Account Logout

Catalogs

Clear All Check All Set Default Collapse All

Kansas libraries

- Kansas Main Catalog
- Allen CC
- Ashland Public Schools
- Baxter Springs/Johnston PL
- Beloit/Port Liberty
- Buhrer PL
- Canton PL
- Clifton/Central Plains High School
- Coffey County Library
- Cunningham PL
- Ellinwood School/Community Library
- ESU/White Library
- Frankfort City Library
- Girard Public Library
- Gypsum/Southeast of Saline HS Library
- Hays Public Library
- Hesston Public Library
- Humboldt High School
- Hutchinson Public Library
- Johnson County/Olathe Public Library
- KanShare Consortium
- Kingman Carnegie Library
- KU Libraries
- SCOLS
- Anthony PL
- ATLAS
- Belle Plaine PL
- Bethany College/Wallerstedt Library
- Burrton/Ruth Dole Memorial Library
- Central Christian College, McPherson
- Clay Center Carnegie Library
- Colwich PL
- Dodge City Public Library
- Ellsworth Correctional Facility Library
- ESU/Forsyth Library
- Frankfort City CC
- Goodland School Libraries
- Halstead PL
- Haysville Community Library
- Holycross/Central Plains Elementary
- Humboldt High School
- Hutchinson CC/JFK Library
- Jewell School Library
- Johnson County CC Library
- KCKSP
- Kiowa County Library
- KU Med Libraries
- 2-Year Kansas Community Colleges Catalog
- Arkansas City PL
- Baker U/Collins Library
- Bellville Public Library
- Bethel College Library
- Caldwell Public Library
- Cheney PL
- Clearwater PL
- Council Grove HS Library
- Douglass PL
- Emporia Public Library
- Finney County Public Library
- Garden Plain PL
- Graham County Public Library
- Haven PL
- Hesston College/Mary Miller Library
- Hugoton Schools
- Hutchinson Correctional Facility
- Human Public Library
- Kansas Wesleyan University/Memorial Library
- KCKPL
- KCSU Libraries
- KSU Libraries
- Lawrence PL

Search 630103 Records

A dark grey arrow points to the right from the left edge of the slide. Below it, several thin, curved lines in shades of blue and grey sweep across the left side of the slide.

## What OPAC/ILS do you use at your library?

- **Koha**
- **Apollo**
- **Destiny**
- **Alexandria**
- **Verso**
- **Polaris**
- **Voyager**

# Additional training on your automation system

## ► SCKLS Library Learning Pathways

<https://www.sckls.info/services/automation/automation-training>

The image displays a collection of training pathway cards for three different library automation systems: Alexandria, Apollo, and Koha. Each card features a central graphic with the system's logo and a title for the training module. The cards are arranged in a staggered, overlapping fashion.

- Alexandria**
  - Alexandria--Finish the School Year
- Apollo**
  - Apollo Cataloging
- Koha**
  - Koha Cataloging
  - Koha Records Cleanup
  - Koha Reports

A dark grey arrow points to the right from the left edge of the slide. Below it, several thin, light blue lines curve upwards and to the right, creating a decorative background element.

# Cataloging

- ▶ There are three steps to cataloging
  - ▶ **Descriptive Cataloging:** describing the item
  - ▶ **Classification:** assigning a call number or shelf location
  - ▶ **Subject Analysis:** assigning search terms



A dark blue arrow points to the right at the top left. Below it, several thin, curved lines in shades of blue and grey sweep across the left side of the slide.

# Descriptive Cataloging

- ▶ Describes the item and the information it contains in a way that helps the patron decide if it is something they want to use.
- ▶ Includes the title, author, edition, format, publication information and many other things that describe the item.
- ▶ This information should come from the physical item: the title page, the cover, etc.



# Descriptive Cataloging

## **Rules, Rules, Rules.**

- ▶ The current rules used for descriptive cataloging are called RDA (Resource Description and Access).
- ▶ They tell you how to do everything from transcribing the title to formatting the table of contents.

# Descriptive Cataloging

- The rules make sure that there is consistency between libraries. This is very important for libraries that share catalogs or participate in Interlibrary Loan

▼ ⓘ Johnson County /Olathe Public Library Results 1 - 1 of 1 [Top of Page](#)

Select All/Clear All [Add to Cart](#) [View Cart](#) [Add to a List](#) [View My Lists](#)

**The garden thief [#130] / created by Gertrude Chandler Warner ; [interior illustrations by Robert Dunn].** ; Warner, Gertrude Chandler, 1890-1979. ; 2012. ; Albert Whitman, ; 9780807527511 (trade) ; ; 0807527513 (trade) ; 9780807527528 (pbk.) ; 0807527521 (pbk.)

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▼ ⓘ KC-LSP Results 1 - 1 of 1 [Top of Page](#)

Select All/Clear All [Add to Cart](#) [View Cart](#) [Add to a List](#) [View My Lists](#)

**The garden thief / created by Gertrude Chandler Warner ; [interior illustrations by Robert Dunn].** ; Warner, Gertrude Chandler, 1890-1979. ; Park Ridge, Ill. : 2012. ; Albert Whitman, ; 9780807527511 ; ; 0807527513 ; ; 9780807527528 (pbk.) ; ; 0807527521 (pbk.) :

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▼ ⓘ Manhattan Public Library Results 1 - 1 of 1 [Top of Page](#)

Select All/Clear All [Add to Cart](#) [View Cart](#) [Add to a List](#) [View My Lists](#)

**Garden thief ;** Warner, Gertrude Chandler ; 9780807527511 :

---

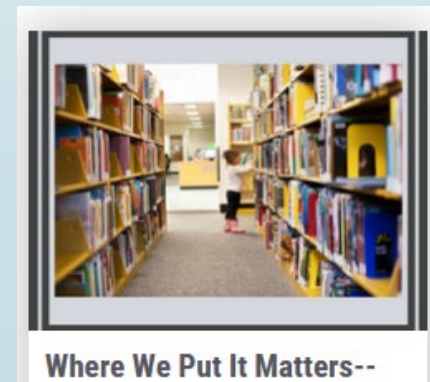
▼ ⓘ KCKPL Results 1 - 1 of 1 [Top of Page](#)

Select All/Clear All [Add to Cart](#) [View Cart](#) [Add to a List](#) [View My Lists](#)

**The Garden Thief / (The Boxcar Children Mysteries #130).** ; Warner, Gertrude Chandler. ; 2012. ; Albert Whitman ; 9780807527511 ; ; 0807527513 :

# Classification

- ▶ Classification is the way that materials are arranged on the shelves.
- ▶ The two most common classification systems in the United States are the Dewey Decimal System and the Library of Congress System.
- ▶ Most public and school libraries use Dewey.
- ▶ Many academic libraries use Library of Congress
- ▶ BISAC and custom schemes





# Classification

## Dewey Decimal System

- ▶ Ten Main Classes (the Hundreds place)
  - ▶ 000 Computer Science & Information
  - ▶ 100 Philosophy and Psychology
  - ▶ 200 Religion
  - ▶ 300 Social Sciences
  - ▶ 400 Language
  - ▶ 500 Science
  - ▶ 600 Technology
  - ▶ 700 Arts & Recreation
  - ▶ 800 Literature
  - ▶ 900 History & Geography

# Classification

## Dewey Tens Place: 700

- 700 Fine & Decorative art
- 710 Civic & Landscape Art
- 720 Architecture
- 730 Plastic Arts
- 740 Drawing
- 750 Painting
- 760 Graphic Arts
- 770 Photography
- 780 Music
- 790 Recreational & Performing Arts

## Dewey Ones Place: 790

- 791 Public performances
- 792 Stage presentations
- 793 Indoor games & amusements
- 794 Indoor games of skill
- 795 Games of chance
- 796 Athletic & outdoor sports and games
- 797 Aquatic & air sports
- 798 Equestrian sports & animal racing
- 799 Fishing, hunting, shooting

# Classification

## Dewey after the decimal: 796

- 796.1 Miscellaneous games
- 796.2 Activities and games requiring equipment
- 796.3 Ball games
- 796.4 Weight lifting, track and field, gymnastics
- 796.5 Outdoor life
- 796.6 Cycling and related activities
- 796.7 Driving motor vehicles
- 796.8 Combat sports
- 796.9 Ice and snow sports

## Dewey even further: 796.9

- 796.91 Ice skating
- 796.92 Snowshoeing
- 796.93 Skiing and snowboarding
- 796.94 Snowmobiling
- 796.95 Sledding and coasting
- 796.96 Ice games
- 796.97 Ice boating
- 796.98 Winter Olympic Games

A dark grey arrow points to the right from the left edge of the slide. Below it, several thin, curved lines in shades of blue and grey sweep across the left side of the slide.

# Classification

## **Dewey Decimal System**

- ▶ You can keep going with the decimal and classify an item so precisely that you include upwards of 9 decimal places... but should you?
- ▶ How many decimal places do you include at your library?



A dark grey arrow points to the right from the left edge of the slide. Below it, several thin, curved lines in shades of blue and grey sweep across the left side of the slide.

# Classification

## **Where do you find classification numbers?**

- ▶ Look for CIP information in the front of the book
- ▶ Many records will come with Dewey Numbers in them already. They are usually in the 082 field.
- ▶ Search the KLC
- ▶ Email Katherine Williams, [Katherine@sckls.info](mailto:Katherine@sckls.info)

# Library of Congress Cataloging-in-Publication Data

## Library of Congress Cataloging-in-Publication Data

Kaplan, Allison G.

Crash course in cataloging for non-catalogers : a casual conversation on organizing information / Allison G. Kaplan.

p. cm. — (Libraries Unlimited crash course series)

Includes bibliographical references and index.

ISBN 978-1-59158-401-8 (alk. paper)

1. Cataloging. 2. Information organization. I. Title.

Z693.K283 2009

025.3—dc22 2008050216

British Library Cataloguing in Publication Data is available.

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Library of Congress Catalog Card Number: 2008050216

ISBN: 978-1-59158-401-8

First published in 2009

## Library of Congress Cataloging-in-Publication Data

Taylor, Paige.

Dewey & the decimals : learning games & activities / by Paige Taylor, Kent Brinkmeyer, and Sue Brinkmeyer.

p. cm.

ISBN 1-57950-050-1 (alk. paper)

1. Classification, Dewey decimal--Problems, exercises, etc. 2. Elementary school libraries--Activity programs. I. Title: Dewey and the decimals. II. Brinkmeyer, Kent. III. Brinkmeyer, Sue. IV. Title.

Z896.D7 T39 2001

025.4'31--dc21

2001002278

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# Subject Analysis

- Figuring out what the item is about so you can add subject terms to the record.
- Subject analysis uses controlled vocabulary so that everyone uses the same words to describe the same subject.
- In the U.S., most libraries use Library of Congress Subject Headings or Sears List of Subject Headings

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# Subject Analysis

## Subject Headings

- ▶ You can use as many subject headings as you want for an item.
- ▶ The goal is to accurately describe the item so that a patron can find it with a catalog search

# Subject Analysis

## Where do you find subject headings?

- Cataloging-in-Publication data

### Library of Congress Cataloging-in-Publication Data

Names: Kaplan, Allison G., author.

Title: Catalog it! : a guide to cataloging school library materials / Allison G. Kaplan.

Description: Third edition. | Santa Barbara, CA : Libraries Unlimited, [2016] | Includes bibliographical references and index.

Identifiers: LCCN 2015031399 | ISBN 9781440835803 (paperback) | ISBN 9781440835810 (ebook)

Subjects: LCSH: Cataloging—Handbooks, manuals, etc. | School libraries. |

BISAC: LANGUAGE ARTS & DISCIPLINES / Library & Information Science / Cataloging & Classification. | LANGUAGE ARTS & DISCIPLINES / Library & Information Science / School Media.

Classification: LCC Z693 .K28 2016 | DDC 025.3—dc23 LC record available at <http://lcn.loc.gov/2015031399>

ISBN: 978-1-4408-3580-3

EISBN: 978-1-4408-3581-0



# Subject Analysis

## Where do you find subject headings?

- ▶ Library of Congress Authority headings (searchable)  
<http://authorities.loc.gov>
- ▶ Library of Congress Subject Headings (PDF files)  
<https://www.loc.gov/aba/publications/FreeLCSH/freelcsh.html>

# Subject Analysis

## Where do you find Genre/Form headings?

- ▶ Library of Congress Genre/Form Terms PDF files  
<https://www.loc.gov/aba/publications/FreeLCGFT/freelcgft.html>
- ▶ Cooperative Computer Systems LCGFT wiki  
[https://www.ccslib.org/Catalogers/index.php?title=Genre/form\\_headings](https://www.ccslib.org/Catalogers/index.php?title=Genre/form_headings)



Time for a Quick breather 😊

➡ Questions so far??



# MARC Records

- MARC: Machine-Readable Cataloging.
- The MARC record contains all of the cataloging information about an item in a format that is readable by computers.

```
Will it float or sink?
532.25
Ste Stewart, Melissa.
    Will it float or sink? / by Melissa
    Stewart ; consultants, Andrew Fraknoi,
    Cecilia Minden-Cupp. -- New York :
    Children's Press, ©2006.
    31 p. : col. ill. ; 19 cm.
    Includes index.
    ISBN 978-0-516-24955-1

    1. Floating bodies--Juvenile
    literature. 2. Buoyant ascent
    (Hydrodynamics)--Juvenile literature.
    I. Title

KHu PMEPdc 2005-21755
```



# MARC Records

- **MARC:** Machine Readable Cataloging
- **Fields:** sections that a record is divided into- each field contains specific information
- **Tags:** 3 digit numbers that represent each field
- **Subfields:** sections for different types of information within a field.
- **Subfield Codes:** lowercase letters or sometimes numbers that represent each subfield
- **Delimiters:** a character used to separate subfields (depends on system you are using- examples: \$, #, @, etc.)
- **Indicators:** Two character positions that follow each tag (except Fields 001 through 009). One or both of these character positions may contain a number from 0 through 9.

# MARC Records

Indicators (1, 4)

Delimiters (\$)

Title field represented  
by the 245 tag

```
245 14 $a The emperor's new clothes /  
$c adapted from Hans Christian Andersen  
and illustrated by Janet Stevens.
```

Subfields (a, c)

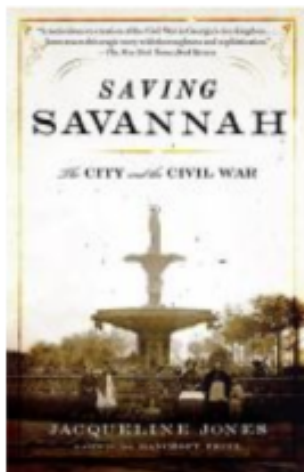
# MARC Records

## Polaris – MARC view (Librarian's view)

```
LDR          cam 22   i 4500
001          392771
005          20121213084202.0
008          100921t20092008nyuab  b   001 0 eng
010          #a 2010513235
020          #a9781400078165
020          #a1400078164
035          #a(OCoLC)672300484
035          #a(OCoLC)ocn672300484
040          #aDLC#erda#beng#cDLC#dBDX
042          #apcc
043          #an-us-ga
050          00      #aF294.S2#bJ65 2009
082          00      #a975.8/7240#222
100          1      #aJones, Jacqueline,#d1948-
245          10     #aSaving Savannah :#bthe city and the Civil War /#cJacqueline Jones.
250          #aFirst Vintage Civil War library edition.
260          #aNew York :#bVintage books,#c2009, ©2008.
300          #aviii, 510 pages :#billustrations, maps ;#c21 cm.
504          #aIncludes bibliographical references (pages 471-493) and index.
520          #aA panoramic portrait of the city of Savannah before, during, and after the Civil War--a poignant story of the African American
freedom struggle in this prosperous southern riverport, set against a backdrop of military conflict and political turmoil.--From
publisher description.
650          0      #aAfrican Americans#zGeorgia#zSavannah#xHistory#y19th century.
650          0      #aFreedmen#zGeorgia#zSavannah#xHistory#y19th century.
650          0      #aSlavery#zGeorgia#zSavannah#xHistory#y19th century.
650          0      #aElite (Social sciences)#zGeorgia#zSavannah#xHistory#y19th century.
650          0      #aSocial classes#zGeorgia#zSavannah#xHistory#y19th century.
651          0      #aSavannah (Ga.)#xHistory#y19th century.
651          0      #aGeorgia#xHistory#yCivil War, 1861-1865.
```

# MARC Records

## Polaris – Patron view



Format: **Book**

Author: **Jones, Jacqueline, 1948-**

Title: *Saving Savannah : the city and the Civil War / Jacqueline Jones.*

Edition: **First Vintage Civil War library edition.**

Publisher, Date: **New York : Vintage books, 2009, ©2008.**

Description: **viii, 510 pages : illustrations, maps ; 21 cm.**

Subjects: *African Americans -- Georgia -- Savannah -- History -- 19th century.*  
*Freedmen -- Georgia -- Savannah -- History -- 19th century.*  
*Slavery -- Georgia -- Savannah -- History -- 19th century.*  
*Elite (Social sciences) -- Georgia -- Savannah -- History -- 19th century.*  
*Social classes -- Georgia -- Savannah -- History -- 19th century.*  
*Savannah (Ga.) -- History -- 19th century.*  
*Georgia -- History -- Civil War, 1861-1865.*  
*Savannah (Ga.) -- Race relations -- History -- 19th century.*  
*Savannah (Ga.) -- Social conditions -- 19th century.*

Notes: **Includes bibliographical references (pages 471-493) and index**

# MARC Records

## Apollo – Staff Biblio record

Save	Actions:	Save Record   Copy Record
	Views:	MARC View   Patron View
e	Status:	Active <input type="checkbox"/> <b>Added:</b> 8-22-2022 <b>Edited:</b> 8-22-2022 <b>Usage:</b> 0 <input type="checkbox"/> Circ Log <input type="checkbox"/> 0 Reserves <input type="checkbox"/> Holding-level reserves <input type="checkbox"/> Exclude from Crawl
	Local:	<input type="text"/>
Copy	Medium:	text, unmediated, volume <input type="button" value="Edit"/> <input type="button" value="Delete"/> RDA: <input type="button" value="Add RDA media"/>
	Language:	English <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add Language"/>
y	Numbers:	ISBN: 978-1-5381-0607-5 <b>Note:</b> alk. paper <input type="button" value="Edit"/> <input type="button" value="Delete"/> ISBN: 978-1-5381-0608-2 <b>Note:</b> alk. paper <input type="button" value="Edit"/> <input type="button" value="Delete"/> System Control: OCLC: 1004267775 <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add ISBN (et al)"/>
	Titles:	Cataloging for school librarians <input type="button" value="Edit"/> <input type="button" value="Add Title"/>
	Statement:	Marie Kelsey.
	Uniform Titles:	<input type="button" value="Add Uniform Title"/>
	Authors:	<b>100_a</b> Kelsey, Marie Ellen_ <b>d</b> 1948- <input type="button" value="Detach"/> <input type="button" value="Authority"/> <input type="button" value="Add Author"/> <input type="button" value="Add associated title"/>
	Edition:	Second edition
	Publication, etc (264):	<b>Publication:</b> Lanham, Md. : Rowman & Littlefield, [2018] <input type="button" value="Edit"/> <input type="button" value="Delete"/> ©2018 <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add Publication"/> <a href="#">Show Magazine Options</a>
	Physical:	xvi, 395 pages, illustrations, 23 cm <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Add Physical"/>

## Apollo – Patron view

<b>Title:</b>	Cataloging for school librarians Marie Kelsey.						
<b>Author:</b>	Kelsey, Marie Ellen, (1948-)						
<b>Location:</b>	Professional Collection — 025.3 KEL						
<b>Summary:</b>	Cataloging for School Librarians presents the theory and practice of cataloging and classification to students and practitioners needing a clear sequential process to help them overcome cataloging anxiety. With the instructions in this book, the new cataloger will become proficient at creating bibliographic records that meet current national standards and at making library materials accessible ( <a href="#">read more</a> )						
<b>Subjects:</b>	Cataloging — Handbooks, manuals, etc School libraries — Handbooks, manuals, etc						
<b>Number:</b>	ISBN: 978-1-5381-0607-5 ISBN: 978-1-5381-0608-2						
<b>Publication:</b>	Lanham, Md., Rowman & Littlefield, [2018] ©2018						
<b>Edition:</b>	Second edition						
<b>Physical:</b>	xvi, 395 pages, 23 cm, illustrations						
<b>Bibliography:</b>	Includes bibliographical references (pages 379-384) and index.						
<b>Formatted Contents:</b>	Introducing the library catalog and access to resources -- Supporting resource discovery : RDA and FRBR -- Obtaining online catalog bibliographic records -- Understanding cataloging in publication (CIP) -- Creating primary and secondary access points -- Creating authorized forms of names -- Creating MARC 21 records -- Cataloging books -- Cataloging nonprint and electronic materials -- Cataloging serials, books in series, and graphic novels -- Using Sears list of subject headings -- Using Abridged Dewey decimal classification -- Building Dewey numbers in three major areas -- Resource discovery and the common core state standards.						
<b>Note:</b>	"Presents the theory and practice of cataloging and classification to students and practitioners needing a clear sequential process to help them overcome cataloging anxiety. By following the instructions in this book, new catalogers can become proficient at creating bibliographic records that meet current national standards and make library materials accessible to students."--Back cover.						
<b>Holdings:</b>	<table border="1"> <thead> <tr> <th>ID</th> <th>Location</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>77007945</td> <td>Professional Collection — 025.3 KEL</td> <td>In</td> </tr> </tbody> </table>	ID	Location	Status	77007945	Professional Collection — 025.3 KEL	In
ID	Location	Status					
77007945	Professional Collection — 025.3 KEL	In					

# MARC Records

## Destiny – Edit Title record

[Brief Title](#) | [Series/Notes](#) | [Subjects](#) | [Resources](#) | [Added Entries](#) | [RDA Types](#)

[Use MARC Editor](#)

This title has more information available from the MARC Editor

### Title Information

Leading Article

\* Title 

Subtitle 

Authors 

Edition 

### Standard Numbers

LCCN  ISBN  ISSN 

### Material Type

Material Type 

Subtype 

### Author

Name 

Dates 

### Publication Information

Place 

Publisher 

Date 

Copyright 

### Physical Description

Extent 

Other Details 

Size 

\* Required Field

## Destiny – Patron view

### OVERVIEW

When the Chamber of Secrets is opened again at the Hogwarts School of Witchcraft and Wizardry, second-year student Harry Potter finds himself in danger from a dark power that has once more been released on the school.

[EXPLORE](#)[REVIEWS](#)[MORE INFO](#)[AWARDS](#)[COPIES](#)[CITATIONS](#)

### BOOK DETAILS

**Edition**  
1st American ed.

**Published**  
New York : Arthur A. Levine Books, 1999.

**Format** LCCN  
viii, 341 p. : ill ; 24 cm. 98-46370

**ISBN**  
978-0-439-06486-6 (hardcover)  
978-0-439-82760-7 (set)

**Reviewed By**  
Elem. School Library Collection, June 2000.  
School Library Journal starred, July 1999.

[SHOW MORE +](#)

# MARC Records

## Koha – Add MARC record

**Add MARC record**

Save Q Z39.50/SRU search Link authorities automatically Settings Cancel

0 1 2 3 4 5 6

210 222 240 243 245 246 247 250 260 270

**Section 2**

210 ? - ABBREVIATED TITLE

222 ? - KEY TITLE

240 ? - UNIFORM TITLE

243 ? - COLLECTIVE UNIFORM TITLE

245 ? - TITLE STATEMENT

a Title

b Remainder of title

c Statement of responsibility, etc.

h Medium

246 ? - VARYING FORM OF TITLE

247 ? - FORMER TITLE

250 ? - EDITION STATEMENT

a Edition statement

b Remainder of edition statement

## Koha – Patron Normal view

Normal view **MARC VIEW** ISBD VIEW



Coce image from Amazon.com

**Heartland : a memoir of working hard and being broke in the richest country on Earth / Sarah Smarsh.**

**By:** [Smarsh, Sarah Q](#)

Material type: **Text**

Publisher: New York : [Scribner](#), 2018

Edition: First Scribner hardcover edition

Description: ix, 290 pages ; 22 cm

Content type: text Media type: unmediated Carrier type: volume

ISBN: 9781501133091 : HRD ; 1501133098 : HRD :

Subject(s): [Smarsh, Sarah Q](#) | [Poor -- Kansas -- Biography Q](#) | [Working poor -- Kansas -- Biography Q](#) | [Farmers -- Kansas -- Biography Q](#) | [Farmers -- Kansas -- Economic conditions Q](#) | [Farm life -- Kansas Q](#) | [Kansas Notable Book -- 2019 Q](#) | [Kansas -- Biography Q](#)

DDC classification: 978.1/033092 | B

LOC classification: CT275.S52373 | A3 2018

Contents:

→ Dear August -- A penny in a purse -- The body of a poor girl -- A stretch of gravel with wheat on either side -- The shame a country could assign -- A house that needs shingles -- A working-class woman -- The place I was from.






→

Summary: During Smarsh's turbulent childhood in Kansas in the '80s and '90s, the forces of cyclical poverty and the country's changing economic policies solidified her family's place among the working poor. Her personal history affirms the corrosive impact intergenerational poverty can have on individuals, families, and communities. Combining memoir with powerful analysis and cultural commentary, this is an uncompromising look at class, identity, and the particular perils of having less in a country known for its excess.




# MARC Records

## Alexandria – Staff Edit Title


**Titles** Copies   MARC   

**Publication** Subjects Terms Notes Other Programs

Non-Filing

Ghost girl 

a Blue Ridge Mountain story / Delia Ray

Ray, Delia 

Non-Filing

Volume

Edition

LCCN

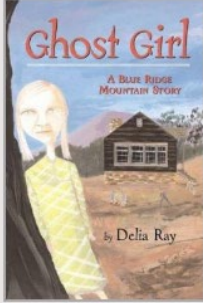
ISBN/ISSN

Place

Publisher

Year

Extent




0 of 1 copies available

Call Number


Policy

Medium

Genre  

Don't Show in Researcher

## Alexandria – Patron view

Ghost 

LCCN: 2016029678

International Standard 9781481450157

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Name: ; author.

Title Statement: Ghost  
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Production, Publication, Distribution, Manufacture, and Copyright Notice: New York :  
; Atheneum Books For Young Readers,  
; [2016]

Physical Description: 181 pages



# MARC Records

## How to get MARC Records

- ▶ Copy Cataloging: Find and download bibliographic records for your catalog.
  - ▶ **Cheating is encouraged, don't reinvent the wheel!**
- ▶ Original Cataloging: Creating a bibliographic record from scratch.
- ▶ Purchasing records from a vendor.
- ▶ Outsource by contacting [Katherine@sckls.info](mailto:Katherine@sckls.info)

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# MARC RECORDS

## **Your time is valuable!**

- ▶ Get your records from the source that requires the least amount of your time.



# MARC Records

## Copy Cataloging

- ▶ Your first search should be by ISBN or UPC
- ▶ Make sure the record matches the item you have.
  - ▶ Different formats require different records.
  - ▶ Different publishers require different records.
  - ▶ Different publication dates require different records.
- ▶ Make sure it is a good record, with subject terms, a summary and complete description.
- ▶ Download the record and import it into your catalog.



# MARC Records

## Copy Cataloging

- ▶ At minimum a bib record should have:
  - ▶ 020 – ISBN
  - ▶ 100 – Author
  - ▶ 245 – Title
  - ▶ 264 – publication information including place, publisher and date
  - ▶ 300 – physical description
  - ▶ 5xx – a notes field, could be a summary
  - ▶ 6xx – subjects

# MARC Records

## Where to get MARC Records

- ▶ Z-Targets through your ILS
- ▶ Kansas Library Catalog
- ▶ **SCKLS!**
  - ▶ SCKLS can get records for you. Contact [katherine@sckls.info](mailto:katherine@sckls.info) with the Title, Author and ISBN

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# MARC Records

## Original Cataloging

- ▶ Sometimes, there are no records available for an item and one needs to be created.
- ▶ Original cataloging is creating a record from scratch using the rules of RDA to describe an item, applying subject analysis and classification and then formatting all that information with MARC tags.
- ▶ SCKLS provides original cataloging services. Contact [Katherine@sckls.info](mailto:Katherine@sckls.info)

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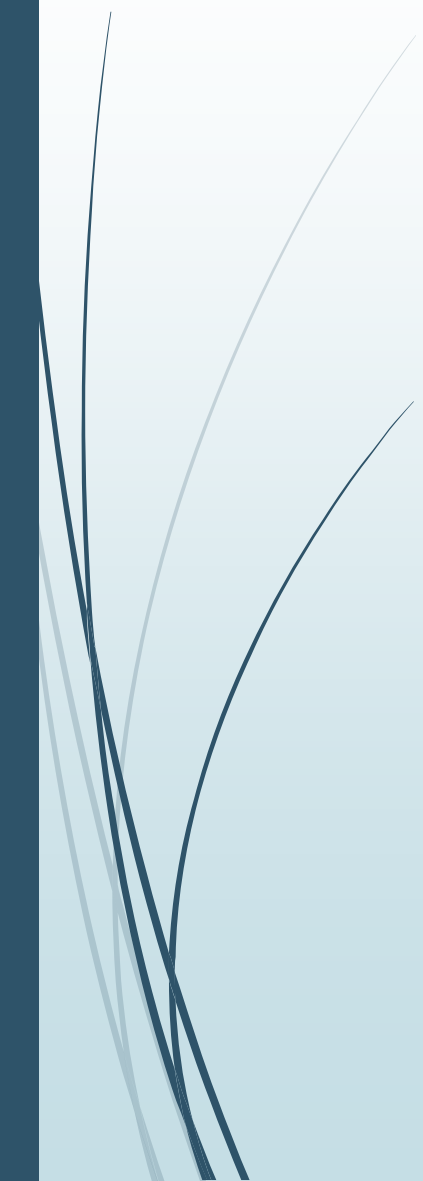
# Item Records

- ▶ After the bibliographic record is in your system, you can create item records for each individual item.
- ▶ Item records have barcodes and are attached to one and only one bib record. However, one bib record can have many item records attached if you have multiple copies.





# Weeding

- ▶ When you remove items from the library, you have to remove them from the catalog.
    - ▶ This is sometimes called “de-selection,” “de-accessioning,” or “deletion.”
  - ▶ If you are removing one copy of many, delete only the item record. If you are removing the last copy in your collection, delete the item record and the bibliographic record.
  - ▶ SCKLS Weeding training  
<https://www.sckls.info/services/continuing-education/video-recordings/evaluating-and-weeding-your-library-collection>
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# Questions??

Contact Katherine  
[katherine@sckls.info](mailto:katherine@sckls.info)



**Facilitator**  
Katherine Hughes  
[katherineh@sckls.info](mailto:katherineh@sckls.info)



**Presenter**  
Katherine Williams  
[katherine@sckls.info](mailto:katherine@sckls.info)

