Katherine Williams

4/24/2024

South Central Kansas Library System

Cataloging Essentials
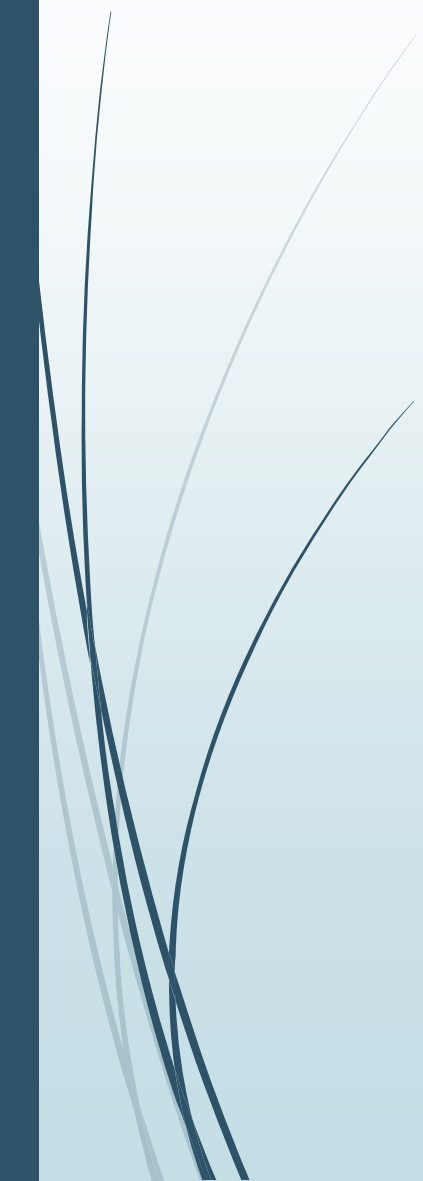
Creating the map to find your library's treasures

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

- **O**nline **P**ublic **A**ccess **C**atalogs are the public interface of an **I**ntegrated **L**ibrary **S**ystem

- **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)

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

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

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.)

▼ ⓘ 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.) :

▼ ⓘ 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

Where We Put It Matters--
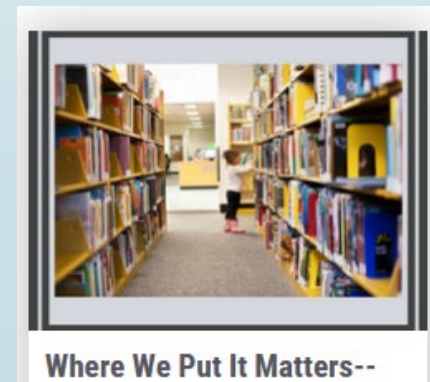
Classification

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

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?

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

Library of Congress Cataloging-in-Publication Data

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

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://lccn.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

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.

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
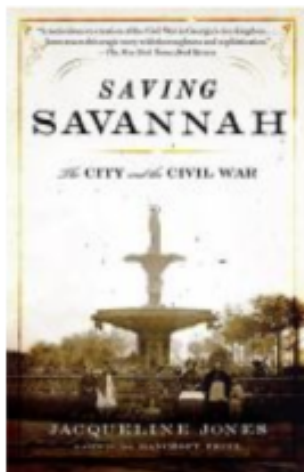
Format: **Book**

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

Actions:	Save Record	Copy Record
Views:	MARC View	Patron View
Status:	Active ⌄ **Added:** 8-22-2022 **Edited:** 8-22-2022 **Usage:** 0
	Circ Log	0 Reserves	☐ Holding-level reserves ☐ Exclude from Crawl
Medium:	Local: ⌄
	RDA: text, unmediated, volume Edit Delete
	Add RDA media
Language:	English Edit Delete
	Add Language
Numbers:	ISBN: 978-1-5381-0607-5 **Note:** alk. paper Edit Delete
	ISBN: 978-1-5381-0608-2 **Note:** alk. paper Edit Delete
	System Control: OCLC: 1004267775 Edit Delete
	Add ISBN (et al)
Titles:	Cataloging for school librarians Edit
	Add Title
Statement:	Marie Kelsey.
Uniform Titles:	Add Uniform Title
Authors:	100_aKelsey, Marie Ellen,_d1948- Detach Authority
	Add Author	Add associated title
Edition:	Second edition
Publication, etc (264):	**Publication:** Lanham, Md. : Rowman & Littlefield, [2018] Edit Delete
	©2018 Edit Delete
	Add Publication Show Magazine Options
Physical:	xvi, 395 pages, illustrations, 23 cm Edit Delete
	Add Physical

Apollo – Patron view

Title:	Cataloging for school librarians
	Marie Kelsey.
Author:	Kelsey, Marie Ellen, (1948-)
Location:	Professional Collection — 025.3 KEL
Summary:	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 (read more)
Subjects:	Cataloging — Handbooks, manuals, etc
	School libraries — Handbooks, manuals, etc
Number:	*ISBN:* 978-1-5381-0607-5
	ISBN: 978-1-5381-0608-2
Publication:	Lanham, Md., Rowman & Littlefield, [2018]
	©2018
Edition:	Second edition
Physical:	xvi, 395 pages, 23 cm, illustrations
Note:	**Bibliography:** Includes bibliographical references (pages 379-384) and index.
	Formatted Contents: 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.
	Summary: "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.

Holdings:	ID	Location	Status
	77007945	Professional Collection — 025.3 KEL	In

MARC Records

Destiny – Edit Title record

Destiny – Patron view

MARC Records

Koha – Add MARC record

Koha – Patron Normal view

MARC Records

Alexandria – Patron view

Alexandria – Staff Edit Title

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

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 with the Title, Author and ISBN

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.

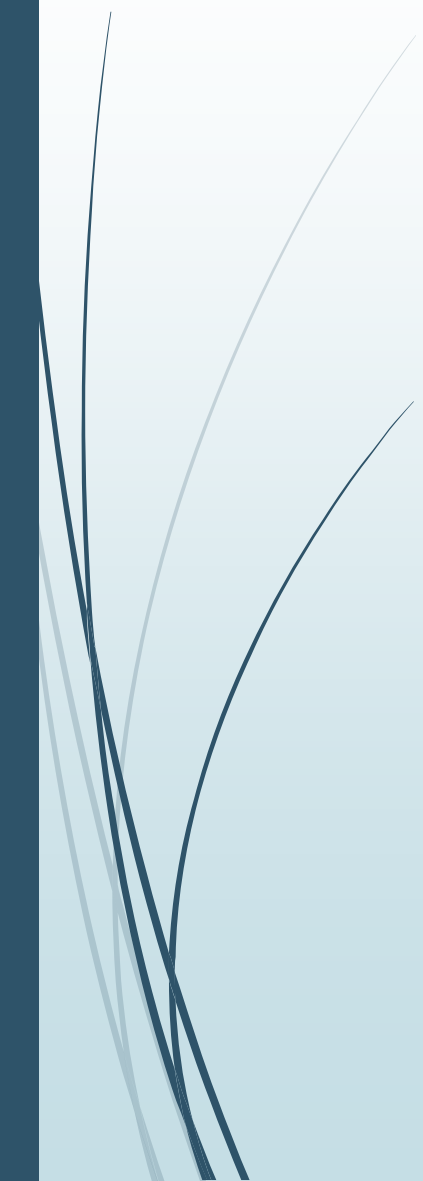- SCKLS provides original cataloging services. Contact Katherine@sckls.info

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

Questions??

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Facilitator
Katherine Hughes
katherineh@sckls.info

Presenter
Katherine Williams
katherine@sckls.info

SCKLS