

Practicing Safe Cataloging for the Universal Catalog

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This document originated as a ILC SO Users' Advisory Group-Consortial Cataloging and Authority Control Committee Forum presentation, in the early days of our Voyager implementation, when we changed our consortial catalog design from a single shared database to many individual library databases that feed into a union catalog, called the Universal Catalog (UC). Following are considerations and recommendations for local practices that may impact the Universal Catalog.

Is it okay to use local notes?

Yes, if you do the following:

590 \$a Your local note
Will not display in WebVoyage view of UC; or
500 \$a Your local note \$5 XYZ [where XYZ is your OCLC symbol]
Will display in WebVoyage view of UC

Not:

500 \$a Your local note.

Is it okay to use local subjects?

Yes, if you do the following:

6xx x4 \$a Your local subject; or
69x \$a Your local subject
Not included in Browse Subject searches

Not:

650 _0 \$a Your local subject.

Is it okay to delete unwanted subjects?

Headings from standard thesauri should not be deleted. Other libraries may require these headings.

650 _2 \$a Diabetes Mellitus [wanted by libraries using medical subjects]

Non-standard headings can be deleted when they duplicate standard thesaurus entries:

650 _0 \$a Birds

650 _4 \$a Birds

Okay to delete the second subject heading

Should I correct all the MARC coding errors?

New cataloging should be as good as you can make it

Turn on MARC validation to check coding

Turn on authority validation to check headings

There are *millions* of examples of obsolete MARC coding in our databases

Consortial MARC tag tables now allow validation for most obsolete data

Modernizing MARC may not always be practical or efficient use of time.

What about authority control?

New and updated Library of Congress name, subject, and title authority records are loaded weekly into the databases of each library that requests this service.

Authority control is the responsibility of each member library. Failure to perform authority work in your local database will result in corresponding authority problems in the Universal Catalog.

Tools and techniques for performing authority work are regularly discussed at cataloging forums.

What about bibs for personal reserve materials?

Consider OPAC suppression

Keeps these materials out of the Universal Catalog

Makes them invisible in your own catalog except through Course Reserves

Consider workflow

Add using Circulation template?

Add using Cataloging client?

What about bibs for ordering?

What sources will you use?

- OCLC—best selection, cost included in Group Services pricing
- Universal Catalog—smaller selection, may require more editing, may require additional searches if not found.
- Vendors—usually lack OCLC number, may cause dedupe problems
- Create short bibs—consider ELvl of 2 or 5
 - Create through Acquisitions template
 - Create in Cataloging client

Consider OPAC suppression [check box in System tab of bib record]

- Suppresses display of bib in local catalog and prevents loading to UC
- Makes replacement easier if bib turns out to be wrong
- Keeps public from requesting materials that are not yet available
- Library staff must use a staff client or reports to check order status
- Must remember to un-suppress when cataloged; or

Consider UC suppression [add 049 \$u nouc to bib record]

- Prevents loading of bib or holdings to UC while allowing display in local catalog
- Makes replacement easier if bib turns out to be wrong
- Allows staff and public to see order status in OPAC
- Must remember to remove 049 \$u nouc when fully cataloged

Entering order bibs as OPAC- or UC-suppressed makes replacement easiest

- Requires un-suppression or replacement at time of cataloging
- Consider pros/cons to public, staff regarding what can be seen in local catalog and UC

Entering order bibs unsuppressed makes replacement more complex

- Must analyze records in UC to choose action
- Multi-step process
- May result in permanent suppression in some cases
- Consider pros/cons to public, staff

What can I do when the bib used for ordering is wrong?

If you entered your bib as OPAC-suppressed or UC-suppressed, there will be no corresponding data in the UC. Replacement is easy and safe. If you did NOT enter your bib as OPAC- or UC-suppressed, you now have implications for the Universal Catalog to consider.

Consult the “Safe Bibliographic Replacement Routines” document at <http://www.carli.illinois.edu/mem-prod/I-Share/cat/safebibrep.pdf> for step by step instructions on how to proceed.