

ORIGINAL CATALOGING

MODULE 8



OVERVIEW OF MODULE 8

- OCLC policies and principles of cooperation – regarding the importance of adding original records to the database.
- When to input a new record -- what to look for in an existing record to determine whether to use it or create an original record.
- OCLC encoding levels.
- How to create original records.

OCLC POLICIES AND PRINCIPLES OF COOPERATION

- WorldCat rights and responsibilities for the OCLC cooperative
<https://www.oclc.org/en/worldcat/cooperative-quality/policy.html>
- Shared values and membership principles of the OCLC Cooperative
https://www.oclc.org/content/dam/oclc/membership/values_principles.pdf
- Guidelines for Contributions to WorldCat
<https://www.oclc.org/content/dam/oclc/worldcat/documents/guidelines-for-contributions-to-worldcat.pdf>

WHEN TO INPUT A NEW RECORD

- Before adding a new record search OCLC Connexion
 - To avoid duplicate records
 - To see if a record exists that may be upgraded or used to derive a new record.
- Bibliographic Formats and standards ch. 4 When to input a new record <https://www.oclc.org/bibformats/en.html>

OCLC ENCODING LEVELS (CHAPTER 2.4)

- Full-level seeks to ensure inclusion of the essential data elements necessary to meet user needs. Full-level uses ELvl codes blank
- Minimal-level represents the minimum data necessary to identify an item. Minimal-level cataloging uses ELvl codes 7
- Abbreviated-level is a brief record that does not meet minimal-level cataloging specifications. Abbreviated-level uses ELvl codes 3
- <https://www.oclc.org/bibformats/en/onlinecataloging.html#level>

HOW TO CREATE ORIGINAL RECORDS

- First step is to follow Jackie's search strategies to make sure there are no existing records to match the item you have in hand.
- Bibliographic Formats and Standards: <https://www.oclc.org/bibformats/en.html>
- From workform:
 - Setup to display RDA fields in workform: Tools > Options > RDA
 - Cataloging > Create > Single Record; choose format and workform type
 - Apply Constant Data Edit > Constant Data > Local > Apply from List

DERIVE FROM EXISTING RECORD

- Derive from existing record:
 - Edit > Derive New Master Record
 - Setup for Derive Record: Tools > Options Derive records: select fields to transfer when using the derive command
 - When new record is completed, use Update or Produce command to add record to WorldCat: Action > Holdings > Update Holdings or Action > Holdings > Produce and Update Holdings