

MATCHING GUIDELINES FOR THE CONSORTIA CATALOG

Please follow the guidelines but, when in doubt, use the existing record.

Serials/magazines/continuing resources, etc.: Axe maintains separate duplicate records from the consortium as pertains to continuing resources (aka "Serials). If you are trying to find a match in the catalog, you (as a consortium member) will not want to match to an Axe record with a publication pattern. If an Axe record with publication pattern exists, it will list a subscription summary on the ipac. Reference materials which are published more than once, even if they are not published every year are candidates for serial records and please make sure you don't attach to an Axe record. If you do, the Axe subscription summary will display in your ipac view, potentially misleading you or your patrons (see **Appendix p. 1-3**).

Input different records for different editions (not necessarily different printings!) (see **Appendix p. 4-5**).

A record for a multipart item or serial and records for their individual parts or issues may coexist. You may also catalog accompanying material separately. Records for these items may coexist and are not duplicates (see **Appendix p. 6**).

Differences resulting from changes in cataloging rules do not justify a new record; do not create a new record because of disagreement with the main entry. Do not consider access points (fields 1xx, 7xx, 4xx, 6xx, 8xx) when deciding whether to create a new record. In general, use fields 245 through 5xx when deciding whether a record is a match.

CIP Cataloging: When the record's encoding level is 8, this indicates a CIP record, which means it was created before the piece was published (usually, a 263 (projected publication date) is also present). For CIP records (when the encoding level is 8), variations in field 245, field 260 subfield "c", field 300, and 4xx do not justify a new record. (The inputting library should edit at least the 245, 260 \$c, 300, and delete the 263 field of a CIP record to avoid confusion in the future). If you encounter a level 8 record in Dynix (you will normally spot the 263) without a complete 300 field, please report to PSU (see **Appendix p. 7**).

Record quality: Errors do not justify new records. Please report errors to PSU.

Large-print: Libraries have been instructed that it is ok to load a record for the regular print item when a record is not available for the large print item (see **Appendix p. 8**). In this case the inputting institution must edit the record to indicate that their item represents a large print item.

1. Delete existing ISBN and add your ISBN if you have one, adding qualifier (large print) after it.

020 1234567890 (large print)

2. Add (large print) to 300.

300 265 p. (large print)

3. Add GMD to 245.

245 Cataloging is fun \$h [large print].

Field-by-field guidelines for new records:

Fixed fields: Differences in coding of fixed fields alone does not justify a new record. Compare other fields to determine a match.

010 LCCN, Library of Congress control number: The Library of Congress control number, if it matches, is a good indication of a match, but other fields must be compared in order to determine a proper match. Watch for Large-print derived records (as they will have the same LCCN but will represent a different item).

020 ISBN, International Standard book number: The ISBN, if it matches, is a good indication of a match, but other fields must be compared in order to determine a proper match. Absence of your ISBN in the record does not mean that your piece does not match the record. Compare other fields to see if you can add your ISBN to the record. Watch for Large-print derived records (editors for large-print editions should delete existing non-large-print ISBN, but may not have remembered to).

If everything in the record matches your piece except the ISBN, add your ISBN and use the existing record. Paper and cloth versions of the book share the same record unless there are significant differences between them, such as date of publication, paging, etc. (Note: the first occurrence of the ISBN in the 020 will drive the jacket content link.) If you add an ISBN, please add yours after existing ISBNs.

1xx Main entry: Absence or presence of field does not justify a new record. A difference in field alone does not justify a new record (difference in heading signals that authority work needs to be done, but does not require a new record).

These differences alone do not justify a new record:

Record in KLC has 100 main entry: Brown, B. J.

Record in Axe has 700 added entry: Brown, Betty Josephine.

245 Title: The following differences do not justify a new record:

- Absence, presence or difference in bracketed information, capitalization, diacritics, ellipses, initial articles, punctuation, or special characters (see **Appendix p. 9**).
- Absence, presence or difference in expanded forms of abbreviations, numerals, etc.
- Variation in length resulting from judgment of what constitutes the title proper (e.g. a difference in placement of subfield “b”) (see **Appendix p. 10**).
- Variation resulting from difference in selection of title proper (e.g. Keats’ poetry vs. Poetry).

Absence or presence of subfield “b” does not justify a new record. Compare other fields.

Absence or presence of subfield “c” does not justify a new record. Statements of responsibility may be present in the 245 \$c, field 500, or omitted. Compare other fields (see **Appendix p. 11-12**).

Absence or presence of subfield “h” does not justify a new record. Compare other fields.

250 Edition statement:

The following differences do not justify a new record:

- Absence or presence of “book club edition” statements if that is the only difference. (If the height varies by more than 2 cm., you may add a new record: see 300 field).
- Absence or presence of “first edition” statements if that is the only difference.
- Absence or presence of “paperback edition” statements if that is the only difference.
- Variation in position of edition information in the record (e.g. fields 250 vs. field 500).

260 Publication, distribution, etc.

Concentrate on publisher and date as matching points in this catalog (subfield \$b and \$c).

Publisher: Concentrate on whether it is the same publisher, not on whether or not the publisher is recorded in the same form. For example: Putnam’s can be considered the same publisher as Putnam’s Sons; one is simply entered more fully than the other.

Date: The following differences do not justify a new record:

- Absence or presence of a publication or copyright date. (“Absence or presence” does not mean “difference”; different publication/copyright dates usually justify new records).
- Variation in printing, manufacture or distribution date alone (**see Appendix p. 5**).
- Variation in copyright dates if the publication dates are the same.
- Variation in opening or closing dates for incomplete multipart items. If the date of the same part of a multi-part monograph clearly differs, a new record may be justified (if one v. 3 says 1995 and one v. 3 says 2001, a new record is justified).

300 Physical description

The following differences do not justify a new record:

- Minor variations because of bracketed or estimated data. NOTE: UKM CIP records contain estimated data in 300 (040 UKM \$c UKM; Fixed field encoding level: 8) For UKM CIP records, ignore paging as matching criteria.
- Minor variations in paging if that is the only difference (351 p. vs 353 p.).
- Variation caused by local binding.
- Variation in recording data because of different cataloging rules.
- Variation in the number of parts for an incomplete multipart item (e.g. record has 300 <-4,5-> and you have v. 1-3).

A difference of more than 2 cm. in height which is not the result of local binding may justify a new record. Rules for measuring the book height require that if the book is a little past a whole centimeter measure, that the next highest measure be used. For example, your book measures 10 ¼ cm. use **11 cm.** in the record.

Absence or presence of the 300 field does not necessarily justify a new record. Some records have come in with incomplete 300 fields. The inputting library, if not able to edit in the source (i.e. say Kansas Library Catalog) should edit the record after loading to complete the 300 field.

4xx Series statement

The following differences do not justify a new record:

- Absence or presence of series statement. Compare other fields for significant differences.
- Variation in form of series statement.

- Variation in tracing decision (i.e. one record has 440, while one has 490/830) (**see Appendix p. 13**).

5xx fields Notes

The following differences only **may justify a new record**:

- Notes indicating the need for different equipment in the case of audiovisual media (e.g. Beta vs. VHS)

538 VHS.

538 DVD.

- Notes indicating differences in the language, edition, format, or content of the item

546 Essays in Spanish; introduction in English. (your book is in English)

500 Contains four new chapters in 2002 5th printing.

- Presence of a 533 reproduction note

533 Photocopy. \$b Seattle, Wash.: \$c University of Washington, \$d 1979. \$e 28 cm.

6xx Subject access

Absence, presence or difference in fields does not justify a new record.

7xx Added entries

Absence, presence or difference in fields does not justify a new record unless you encounter a 773 (the absence, presence or difference of which does justify a new record) (**see Appendix p. 14**).

8xx Series added entries

Absence, presence or difference in fields does not justify a new record.

856 Electronic location and access

When the original electronic address is still active but now represents a different resource, the difference justifies a new record.

There are a couple different uses of the 856 in the catalog.

- 1) to provide access to related information such as Web pages related to the work cataloged, tables of contents, reviews, etc. (**see Appendix p. 15**).
- 2) to provide access to the work being cataloged (**see Appendix p. 16**).

The guideline above is referring to the second use of the 856. When the link connects to a different resource and the resource is the one the bibliographic record describes, a difference justifies a new record.

Please do not attach holdings for a print resource to its electronic version. In other words, do not attach holdings for your print copy of "Chicken soup for the horse lover's soul" to the electronic version (even if the 300 field matches). When our subscription/access ends for the e-version and we're maintaining the records, your holdings will be problematic. Records and negative holdings for electronic resources (even those available to consortium members) will be controlled at Axe. Call if you have questions.

When the 856 on the existing record refers to related information, please ignore it as a match point. We may wish to retain 856 information for related material when overlaying records or merging records, but they are not relevant to matching bibliographic records.

9xx Local use

Absence, presence or difference in fields does not justify a new record.

In this catalog, we can handle holdings information in both 852 and 949 fields. If incorrect 949 information appears in the record you are loading (say, a record from the KLC), your holdings may be corrupted with the 949 information from the bib record (even though you (or PSU record loader) may have used a correctly-coded holdings default).

If you have questions, feel free to ask PSU.

If you have changes you'd like to suggest for the existing record, to bring it up to better standards or to facilitate proper access in your ipac, please contact PSU.

The source for most of the information contained here is OCLC's Bibliographic Formats and Standards (or "Bib Formats") chapter 4 "When to input a new record."

<http://www.oclc.org/bibformats/en/input/>