Procedures and Policies Manual

Cataloging Unit

Collection Management Department
James E Walker Library

Updated August 10, 2006
Work in Progress

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CATALOGING UNIT OVERVIEW

The Cataloging unit of the Collection Management Department is responsible for cataloging, authority control and database maintenance of Voyager, the University Library's online catalog, and for ensuring optimal access to the Library's collections and electronic resources. This mission is accomplished by:

Providing full descriptive and subject cataloging of titles in books, government documents, music scores, microform, and electronic formats.
Maintaining the bibliographic and structural integrity of the online catalog.

We follow AACR2, 1988 revision for our cataloging rule. Library of Congress authorities are used to control the names and subject headings in our catalog. The collections are classified according to the Dewey Decimal Classification except for Periodicals, Microform, Government documents in CDROM format, some pamphlet collection, and some electronic resources.

This document is a collection of current working guidelines and procedures . However, they are constantly updated and changed to accommodate our Online System Voyager's upgrade and for a more efficient way of doing cataloging.

SOURCES FOR CATALOGING

Most cataloging tools and reference materials can be found online or at the cataloging resource station.

The most frequently used tools for cataloging are:
- DDC 22: Dewey Decimal Classification 22nd edition
- AACR2: Anglo-American Cataloging Rules 2nd revision, 1988
- Library of Congress Subject Headings, 26th edition
- NISO Holding Statements for Bibliographic Items, 1999
- Voyager Unicode Cataloging Manual
- OCLC Bibliographic Formats and Standards, 3rd edition

Library of Congress documentation:
- MARC 21 standards
- MARC 21 documentation
- Subject Cataloging Manual: Subject headings

OCLC Documentation:
- OCLC documentation
- OCLC Cataloging Documentation
- OCLC Connexion (Via Web Browser) or (Via Client)
- OCLC Cataloging Service User Guide, 3rd edition
- OCLC MARC Code List

Cataloging Electronic Resources
- Cataloging electronic resources: OCLC-MARC coding guidelines
- Cataloging Internet resources: A manual and practical guide, 2nd edition – Nancy Olson, ed.
- CONSER cataloging manual, Module 31, Remote Access Electronic Serials

Dewey Decimal Classification:
- Dewey Decimal Classification OCLC Forest Press

Cutter Table:
- C. A. Cutter's Three-figure Author Table
- OCLC Four figure table

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WHOM TO SEE ABOUT WHAT

Name	Title	Job Description	Contact

Jane Davis	Cataloging Team Leader	Supervision, Book Cataloging, Dewey Call Number errors, Computer Support, Problems, Lost Books	898-2529
Kathy Field	Librarian	Authority Control, database maintenance	904-8520
Beverly Geckle	Librarian	Serials Cataloging, Government documents	904-8519
Momolu Massaquoi	Librarian	Book cataloging, microforms	898-5144
Lucinda Scanlon	Librarian	Book cataloging	904-8510
Jo Williams	Librarian	Book cataloging, electronic resources	904-8521
Susan Hanson	Library Assistant	Special collections cataloging, Special collections reference	904-8503
Wilma Marable	Library Assistant	Technical processing, physical processing, main collections binding, rush book	904-8516
Zinia Randles	Library Assistant	Student supervision, continuations, technical processing (CD/DVD), physical processing, book withdrawals, statistics,	904-8514
JoAnne Taeusch	Library Assistant	Technical processing, physical processing, rush book, problems, special cataloging projects	904-2809

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I. CATALOGING POLICIES

ACCESSIONING

Each book received is given a consecutive accession number. A prefix of the year ending June 30 is used. Beginning July 1, the number series starts over with the new year prefix.

Example: 90-10683
This book was number 10683 accessioned between July 1, 1989 and June 30, 1990.

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ASSIGNING DEWEY CALL NUMBERS

MTSU Walker Library uses the most recent edition of the Dewey Decimal Classification system to classify books. The current edition is DDC 22.

When copy-cataloging, verify the call number assigned in the 082 field by searching the Voyager catalog by call number and subject and comparing what records are in that number to the item the number was assigned to. Also search by title to see if there are any records in the catalog for previous editions, alternate copies, or duplicates. Many times the Library of Congress assigned Dewey number is incorrect, always double check by verifying that it is a valid number and it is valid for the subject of the work.

If the call number is suitable for the subject matter and fits into the collection, use the preassigned call number. If the call number is not suitable for the subject matter or the other instances of that call number do not match, the cataloger will research and assign the correct number.

If in the process of cataloging, older Dewey numbers are found; the records should be noted and flagged for reclassification. As time permits, older and discontinued DDC numbers should be reclassed to the current edition.

If a work is a later edition of a work already in the catalog and the call number has been changed, please assign the new number to the new work, and then pull the older items and reclass them according to the new number.

For example, previously books about Pakistan were classed in 954.7. In the process of cataloging a new book on Pakistan, the cataloger discovers in her subject search that some books on Pakistan are classed in 954.7 and some are in 954.9. After verifying that the current DDC calls for Pakistan to be classed in 954.9, the cataloger has the incorrectly cataloged items pulled and reclasses them to the correct location.

In most cases, co-location of numbers is preferred. Works about the same subject matter should be classed near each other if at all possible.

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ADDED VOLUMES AND COPIES

In the process of ordering new titles, it may be determined that the book requested is an ADDED VOLUME or a COPY of a title which has been cataloged.

ADDED VOLUMES

Added volumes of a title already cataloged are accessioned and added to the 866 field in the holdings record.

COPIES

Each "copy" must be compared carefully with the title previously cataloged. The books must agree in every detail to be considered copies. Reprints by different publishers and different editions are not considered copies and must be cataloged separately.

For example: *Fate of the Corp : what became of the Lewis and Clark explorers after the expedition* / by Larry E. Morris.

The hardback version of this title is published in 2004 and the paperback is published the same year. The pagination and illustrations are the same, as is the publisher and location. In this case we would treat the paperback as a copy 2.

However, if the pagination was different or the publisher of the paperback was different from the publisher for the hardback, then each version should have its own bib record and should be cataloged as separate works.

BIOGRAPHY

Biographies are classed within the call number range of the subject matter. For example a biography of an author is classed within the author's call number or a biography of a chemist would be classed within chemistry. For general biographies of an individual with no clearly defined subject matter, class in 920.

Books of biography are marked:

> Dewey number...........................813.21
> Cutter number of subject............H37
> Cutter number of author.............Sh2

Some very well-known authors have a special classification scheme. See Special Cutter Numbers for these authors.

Some subjects have been classified by an older method:

> Dewey number 847
> Subject Cutter followed...............R11p
> by author initial

If only this method has been used, keep new additions consistent. If there is a mixture of new and old methods, or if there are no other biographical entries, follow the current policy.

WARNING: Those entries classified in the Dewey standard subdivision for biography (92, 922, or 924) follow the Dewey number/subject Cutter followed by the author's initial scheme.

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CLASSICAL LITERATURE – CATALOGING AND CLASSIFYING

In each number the standard subdivisions .8, .85, and .9) are used as follows:

.(0)8 -- Collections in Latin or Greek.
.(0)85 -- Collections in translation
.(0)9 -- History, criticism of Latin or Greek literature.
Collections of biography.

Collections or translations containing both Latin and Greek selections, criticisms of both literatures, and biographical collections on both Latin and Greek authors are classified in 880.8, .85, or .9, as well as collections, translations, criticisms, and biographies of or on Greek only.

The classification of Classical literatures is based on that of the 14th edition of Dewey in which each author was assigned a separate Dewey number. In accordance with MTSU library usage each author has also been assigned a Cutter number, and Z is used to indicate biography and general criticism. The language into which a translation has been made is indicated by the capitalized initial letter of that language following the Cutter number. Tables are attached, showing Dewey numbers to be used for various authors and types of literature, and examples of completed call numbers.

Once a Dewey number has been established the completion of the call number depends on the contents of the book. All material classified in the .(0)8, .(0)85, and .(0)9 subdivisions are Cuttered in the usual manner. The components of the call number of other types of books are:

1. Latin or Greek text (no translation)

    A. Dewey number
    B. Cutter number
    C. Publication date of edition

    Example: A Latin test of Virgil's Aeneid, published in 1942:

    873.1
    V58a
    1942

2. Translation (including interlinear or side-by-side translation)

    A. Dewey number

B. Cutter number followed by capitalized initial letter of the language of translation
C. Cutter number for the translator

    Example: Pope's English translation of the <u>Aeneid</u>
        873.1
        V58aE
        P81

3.   Criticism of a translation

A. Dewey number
B. Cutter number with translation letter
C. Cutter number for translator followed by the last initial of the author of the criticism

    Example: A criticism by Kelly of Pope's English translation of the
        <u>Aeneid:</u>
        873.1
        V58aE
        P81k

4.   A criticism of a particular Latin or Greek work:

A. Dewey number
B. Cutter number for the work followed by Z
C. Cutter number for the author of the criticism

        Example: A criticism of Virgil's <u>Aeneid</u> by Greene:
        873.1
        V58aZ
        G41

5.   A book of general criticism or biography about a Roman or Greek author:

A. Dewey number
B. Cutter number for the Roman or Greek author, followed by Z
C. Author's Cutter number

    Example: a book of general criticism on Virgil, by Dillard:
        873.1
        V58Z
        D42

Later Latin and Greek (500 A.D.--) are entered in 879 or 889.
Modern Greek writings are also included in 889.

The division of Dewey numbers is as follows:

871 -- Latin poetry in general
                    .1 -- Lucretius Carus, Titus
                    .2 -- Ovid (Publius Ovidius Naso)
                    .3 -- Hyginus, Caius Julius
                    .4 -- Faliscus, Gratius
                    .5 -- Manlius, Marcus
                    .6 -- Phaedrus
                    .7 -- Lucilius Junior

872 -- Latin drama
                    .1 -- Andonicus, Livius
                    .2 -- Naevius, Cnaeus
                    .3 -- Plautus, Titus Maccius
                    .4 -- Ennius
                    .5 -- Terence (Publius Terentius Afer)
                    .6 -- Seneca. His philosophical works are also entered here.

873 -- Latin epic poetry
                    .1 -- Virgil (Publius Virgilius Maro)
                    .2 -- Lucanus, Marcus Annaeus
                    .3 -- Flaccus, Caius Valerius
                    .4 -- Silius Italicus, Tiberius Gaius
                    .5 -- Statius, Publius Papinius

874 -- Latin lyric poetry
                    .1 -- Catullus, Tibullus and Propertius
                    .2 -- Catullus, Valerius
                    .3 --Tibullus, albius
                    .4 -- Propertius, Sextus Aurelius
                    .5 -- Horace (Quintus Horatius Flaccus)
                    .6 -- Calpurnius Siculus

875 -- Latin oratory
                    .1 -- Cicero, Marcus Tullius
                    .5 -- Messala Corvinus, Maracus Valerius
                    .6 -- Quintilian (Maarcus Fabius Quintilianus)

876 -- Latin Letters
                    .2 -- Pliny (Caius Plinius Caecilius Secundus)
                    .3 -- Fronto, Marcus Cornelius

877 -- Latin satire and humor

        .1 -- Lucilius, Caius
        .2 -- Cato, Valerius
        .4 -- Persius Flaccus, Aulus
        .5 -- Petronius Arbiter, Caius
        .6 -- Martial (Marcus Valerius Martialis)
        .7 -- Juvenal (Decimus Junius Juvenalis)
        .8 -- apuleius Madaurensis

878 -- Latin miscellany

        .1 -- Caesar, Caius Julius
        .2 -- Sallust (Caius Sallustius Crispus)
        .3 -- Nepos, Cornelius
        .4 -- Livy (Titus Livius Patavinus)
        .6 -- Tacitus, Caius Cornelius
        .7 -- Suetonius Tranquillus, Caius
        .8 -- Curtius Rufus, Quintus
        .9 -- Other writers

879 -- Medieval and modern Latin

        .1 -- Poetry
        .2 -- Drama
        .3 -- Fiction
        .4 -- Essays
        .5 -- Oratory
        .6 -- Letters
        .7 -- Satire and humor
        .8 -- Miscellany

880 -- Greek literature -- see 1st paragraph

881 -- Greek poetry in general

        .1 -- Theognis
        .2 -- Aratus
        .3 -- Lycophron
        .4 -- Babrius

882 -- Greek dramatic poetry

        .1 -- Aeschylus
        .2 -- Sophocles
        .3 -- Euripides
        .4 -- Aristophanes
        .5 -- Epicharmus
        .6 – Menander

883 -- Greek epic poetry

                  .1 -- Homer
                  .2 -- Hesiod
                  .3 -- Apollonius Rhodius
                  .4 -- Oppian
                  .5 -- Orphic poems
                  .6 -- Other Greek epic poets

884 -- Greek lyric poetry

                  .1 -- Tyrtaeus
                  .2 --Sappho
                  .3 -- Anacreon
                  .4 -- Simonides of Ceos
                  .5 -- Pindar
                  .6 -- Theocritus
                  .7 -- Bion
                  .8 -- Callimachus
                  .9 -- Other Greek lyric poets

885 -- Greek oratory

                  .1 -- Andocides
                  .2 -- Lysias
                  .3 -- Isocrates
                  .5 -- Aeschines
                  .6 -- Demosthenes
                  .7 -- Hyperides
                  .8 -- Lycurgus
                  .9 -- Other Greek orators

886 -- Greek letters

                  .1 -- Themistocles
                  .2 -- Alciphron
                  .3 -- Phalaris

887 -- Greek satire and humor

                  .1 -- Archilochus
                  .2 -- Simonides of Samos
                  .3 – Hipponax

888 -- Greek miscellany

                  .1 -- Herodotus
                  .2 --Thucydides
                  .3 -- Xenophon
                  .4 -- Plato

.5 -- Aristotle
.6 -- Aesop
.7 -- Lucian
.8 -- Plutarch
.9 -- Other writers

889 -- Medieval and modern Greek
.1 -- Poetry
.2 -- Drama
.3 -- Fiction
.4 -- Essays
.5 -- Oratory
.6 -- Letters
.7 -- Satire and humor
.8 -- Miscellany

CRITICISM

Published criticism of an individual <u>author's</u> work or works, are marked with a **Z** following the subject Cutter number.

    Dewey number -------------------------------- 813.52
    Subject's Cutter number -------------------- H37Z
    Cutter no. of author or criticism ----------- Sh2

Example: A criticism of Christina Rossetti by Katherine J. Mayberry.
    821.8
    R73Z
    M45

CUTTER NUMBERS

Depending upon the material being classified, books may be arranged by date and / or editor after the author notation. Double Cutter numbers are often used. Try to group works by or about the same author in the same Cutter number where possible.

Dates are used in distinguishing different editions and in noting conference dates.

C.A. Cutter's Three-Figure Author Table or OCLC four figure table (Online) is consulted for the names and their corresponding numbers. The procedure follows:

1. For author's last name beginning with a consonant, except S, the first letter of the name is used with the first two Cutter numbers.

2. For author's last name beginning with a vowel, and S, the first two letters of the last name are used with the first Cutter number.

3. The first letter of the title not an article is used after the Cutter number. Check call number to see if the number is already in use. **No two books should have exactly the same call number.**

   a. If the number is the same but the author is different, use the third Cutter number.
   b. If the number is the same and the author is the same but the title is different, use the first letter of the title that is not an article.

4. The last name of the biographee is used rather than the name of the biographer.

5. The last name of the artist is used rather than the name of the critic.

6. In the case of a title main entry, use the first letter of the title that is not an article followed by the first two Cutter numbers.

7. If older editions of the work exist in the catalog and have been Cuttered based on an author no longer associated with the work, continue to Cutter on the previous author to promote co-location.

SPECIAL CUTTER NUMBER ASSIGNMENTS

823.81 -- Bronte Sisters

B7Z, B71 -- General criticism and biography of <u>all</u>
B72 -- Charlotte Bronte's works
B73 -- Books about Charlotte Bronte
B74 -- Emily Bronte's works
B75 -- Books about Emily Bronte
B76 -- Anne Bronte's works
B77 -- Books about Anne Bronte
B78 -- Miscellaneous items

821.17 – Chaucer

C3 – Complete works by editor
C3Z, C31 – General criticism and books about
C32 – Collections and anthologies, etc.
C33 – Open
C34 – <u>Canterbury tales</u>, complete and selections (by editor)
C34Z – Books about the <u>Canterbury tales</u>
C35 – Individual <u>Cant. Tales</u> (by title)
C35Z – Books about individual <u>Cant. Tales</u>
C36 – Other poetical works (by title)
C36Z – Books about other poetical works
C37, C38 – Special studies and topic; use Z when full

863.3 – Cervantes

C33 – Complete works (by date)
C33 a-z – Books by Cervantes (incl. selections, etc.)
C33d ---- Editions of <u>Don Quixote</u> (in Spanish)
C33dE – English translations (by translator)
A-Z
C33n – Novelas ejemplares
C33Z – General criticism and biography A-Z
Criticism of <u>Don Quixote</u> classified as C33d A-Z

851.1 – Dante

D23a-z – Books by Dante (incl. selections, etc.)

D23d – Editions of the <u>Divine Comedy</u> (by date)
D23i – Editions of the <u>Inferno</u>
D23p – Editions of the <u>Purgatorio</u>
D23pa – Editions of the <u>Paradiso</u>
D23v – <u>Vita nouva</u> (New life)
D23Z – General criticism and biography A-Z
Criticism of <u>Divine Comedy</u> classified as D23d A-Z

823.83 – Dickens

D5 – Complete works and complete editions of novels
D5Z, D51, D52 – General criticism and biography
D53 – Selections, anthologies, etc.
D54 – Short stories and short novels
D55, D56, D57 – Novels
D58 – Special studies and topics; use Z when full
D59 – Miscellaneous items

821.48 – Dryden

D8 – Complete works
D8Z, D81 – General criticism and biography
D82 – Anthologies, selections, etc. (by editor)
D83 – Open
D84 – Poetical works, complete and selections
D84Z – Criticism of his poetry
D85 – Individual poetical works
D86 – Dramatic works, complete and selections
D86Z – Criticism limited to his plays
D87 – Individual dramatic works
D88 – Miscellaneous items and special studies; use Z when full
D89 – Prose works (essays and critical writings)

813.33 – Nathaniel Hawthorne

H3 – Complete works
H3Z, H31, H32, H33 – General criticism
H34 – Selections, etc. by editor
H35 – Short stories and tales by editor
H35Z – Criticism of tales and short stories only
H36 – NOVELS
H36Z – Criticism of novels only

H37 – Notebooks; miscellaneous items
H38 – Special studies and topics; use H38Z when H38 begins to fill up
H39 – Biography; use H3Z when this begins to fill up

813.46 – Henry James

J2Z, J21, J22 – General criticism by author
J23 – Collections, anthologies, etc. by editor
J24 – Short stories, complete and selections
J25 – OPEN
J26 – Short novels, individual and selections by title
J27 – NOVELS
J28 –   "
J29 – Miscellaneous items (letters, critical writings, etc. by James)

822.34 – Ben Jonson

J7 – Complete works
J7Z, J71 – General criticism and biography
J72 – Selections. Anthologies, etc.
J73 -- Open
J74 – Dramatic works (complete and selections)
J74Z – Criticism limited to drama
J75 – Individual dramatic works
J76 – Masques
J77 – Poetical works
J77Z – Criticism limited to poetry
J78 – Special studies and topics; use Z when full
J79 – Miscellaneous items

821.47 – Milton

M6 – Complete works (by editor)
M6Z, M61 – General criticism and biography
M62 – Selections, anthologies, etc.
M63 – Poetical works, complete and selections (editor)
M64 – Individual poetical works (by title)
M65 – Paradise Lost by editor
M65Z – Criticism of Paradise Lost
M66 – Prose works; complete, selections and individual
M67, M68 – Special studies and topics; use Z when full
M69 – Miscellaneous items (e.g. letters)

842.4 – Moliére

M7 – Collected works (by editor)
M7Z – General Criticism and biography
M71 – <u>Tartuffe</u> by editor
M71Z – Criticism of <u>Tartuffe</u>
M73 – Individual works by title
M73Z – Criticism of individual works by editor

821.53 – Pope

P8 – Complete works (by editor)
P8Z, P81 –General criticism and biography
P82 – Anthologies, selections, etc.
P83 – Open
P84 – Poetical works, complete and selections
P84Z – Criticism limited to his poetry
P85 – Individual poetical works excluding satires
P86 – Satirical works
P87 – Prose works and drama; probably never needed
P88, P89 Miscellaneous items and special studies

Pope's translations of Homer classed with Homer (c.f. Merrill)

821.31 – Spenser

Sp3 – Complete works
Sp3Z, Sp31 – General criticism and biography
Sp32 – Anthologies, selections, etc.
Sp33 – Complete poetical works
Sp34 – Individual poetical works
Sp35 – <u>Fairie Queene</u>
Sp36, Sp36Z Criticism of the <u>Fairie Queene</u>
Sp37 – Prose works
Sp38, Sp39 – Special studies and topics

823.82 – Thackeray

T3 – Complete works
T3Z and T31 – General criticism and biography

T32 – Anthologies, selections, etc.
T33 – Short works, essays, etc.
T34 – Open
T35 – Historical novels
T36 – Other novels
T37 – Open
T38 – Special studies and topics
T39 – Miscellaneous items

823.87 – Anthony Trollope

T7 – Complete works
T7Z and T71 – General criticism and biography
T72 – Selections, anthologies, etc.
T73 – Open
T74 – Barsetshire novels (The Warden, Barchester Towers, Dr. Thorne, Framley Parsonage, The Small House at Allington, and The Last Chronicle of Barset)
T75 and T76 – Other novels
T77 – Open
T78 – Special studies and miscellaneous
T79 – Open

817.44 – Mark Twain

C5 – Complete works
C5Z and C51 – General criticism and biography
C52 – Selections, anthologies, etc. (by editor)
C53 – Miscellaneous individual works
C54 – OPEN
C55 – Essays
C56 – Letters
C57 – Travel books
C58 – Special studies and topics; use Z when full
C59 – Miscellaneous items
Class fiction in 813.4

LOST POLICY

Circulation generates reports of items that are lost. All items lost over 1 year and all lost items that have been paid for are suppressed. Items that have been lost for over one year or paid for will be evaluated by Acquisitions for re-order. Upon check-in, circulation sets aside all books that were lost and returned. These books are evaluated, if they were suppressed they are forwarded to Jane Davis who will remove the lost status and delete any extraneous MFHDs. If they were not suppressed, the lost status is removed and they are re-shelved. Follow the criteria below for dealing with lost books and suppression.

- **If only one MFHD and one item record are attached to the bib record:**
    - o Suppress the bib record
    - o Add 595 __ ‡a SUPPRESSED – LOST

- **If there are multiple items attached to one MFHD:**
    - o Create a new MFHD and suppress.
    - o 852 8_ ‡b Main ‡h Lost
    - o 595 __ ‡a SUPPRESSED – LOST
    - o Attach lost item to lost MFHD.
    - o Add 595 __ ‡z SUPPRESSED – LOST field to bib record.

- **If there are multiple MFHDs with one item record per MFHD:**
    - o Suppress MFHD with lost item attached.
    - o Add 595 __ ‡a SUPPRESSED – LOST to MFHD.
    - o Add 595 __ ‡z SUPPRESSED – LOST field to bib record.

GOVERNMENT DOCUMENTS

The Walker Library is a selective Federal Depository Library which currently receives 24.05% of the materials available. The University of Memphis Libraries is our Regional Depository which receives 100% of FLDP materials. Depository libraries do not own the material, but are required to preserve it, provide access and make it available to the public.

The Government Printing Office (GPO) distributes materials to depository libraries based on selection criteria. Depository libraries select materials using item numbers. These numbers may correspond to one title or multiple titles and may be distinguished by format. All depository titles are assigned a Superintendent of Documents (SuDoc) classification number by GPO. SuDoc classification is based on government organization rather than subject. Both the item number and SuDoc number are useful identifying numbers for Government Document materials.

The FDLP requires item level receiving of all depository material. The FDLP has specific procedures for withdrawing and discarding materials. As a selective depository the library is required to retain most items for at least five years at which time we may be able to withdraw them. The library must request permission from the Regional Depository Library to offer such items to other libraries before withdrawing them from our collection. However, some items, usually annuals, are superceded and can be withdrawn before five years.

Many Government Documents are available in electronic format. They are still managed as part of the FLDP. Some electronic versions may "substitute" for tangible items, but specific discard procedures must still be followed for the tangible items.
Electronic materials may be part of our selection list. These electronic titles should be cataloged in Voyager.

For more information regarding selection, see the Government Documents Librarian.

GIFT DOCUMENTS

Some federal documents are received separate from the depository program. They are treated as gifts. Eg. Southern Research Station (Forest Service)

STATE DOCUMENTS

Tennessee State Documents are received from issuing state agencies on an irregularly basis by University Library. The cataloger who processes Federal Documents catalog Tennessee Documents.

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ITEM NOTES & ENUMERATION

ITEM NOTES
All item notes should go in the item free text field in the item record.

ITEM ENUMERATION
Items with multiple parts (i.e. volumes, issues, supplements, etc) should have that information noted in the enumeration field of the item record and should follow the standard format of *year v. no. pt.*

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MULTIVOLUME MONOGRAPHS

Class as a set under one bib record if one or all of the following is true:
- It is the collected work of a literary author or an author writing in mainly one discipline
- The work has introductory or summary volumes, a separate index, or continuous paging.
- The work has one title and the individual volumes do not.
- The work covers a discrete topic chronologically or geographically.
- If cataloging the items separately would place them in the same call number.
- It is a two volume set.

Class as separate works with individual bib records for each item if one or all of the following is true:
- It is part of a serial publication but we only have one issue.
- Each item has an independent title that is more descriptive of the work than the overall series title.
- Cataloging the items separately would place them in different call numbers.
- It is a literary trilogy.

These are not hard and fast rule and the cataloger may use his/her discretion in applying them. As exceptions arise they will be noted in the manual.

OVERSIZE BOOKS

Books over 30 cm. are placed in the OS (oversized) collection. The "OS" notation is given before the Dewey number.

> OS
> Dewey number
> Cutter number

In the MFHD record, use the correct Oversize location for the call number. For example, if the call number is 795.4 you would use the location code "700-ov".

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QUIRKS IN THE MTSU VERSION OF DEWEY

1. ONLY collections of biography are put in the 920s.

2. Bibliographies classified for Reference are placed under their subject number, NOT 016 for bibliographies. Bibliographies of a particular author go in the regular collection with other critical books on him.

3. Books of Latin and Greek literature – see Classical Literature in the Cataloging and Classifying Procedures section.

4. If a specific area of literature (Old French Poetry, for example), becomes too crowded to consistently generate unique Cutter Numbers, a second Cutter Number will be added based on the translator or editor of the work.

REPRINTS

1. Books reprinted the same year they are published:

    The reprint is classified in the same number as the first edition. If it is necessary to distinguish between printings in the same year, use letters (a,b,c, etc.) after the date.

2. If reprinted in a different year:

    The same call number is used with date of publication added.

3. If reprinted in the same year as the first edition by a different publisher:

    The same call number is used with date of publication added followed by letters (a,b,c, etc.) after date.

SHAKESPEARE

Follow the special classification schedule followed for cataloging materials by and about William Shakespeare. The schedule is derived from the 16th edition of the Dewey Classification schedule and is to be followed regardless of what edition of Dewey is current.

SPECIAL CLASSIFICATION SCHEDULE FOR SHAKESPEARE (REVISED) FROM 16th ED., p. 2425-26

822.33 William Shakespeare

A Bibliography and authorship controversies; textual criticism; editors

B Biography

C Biographic collateral and source material, i.e. Shakespeare's personal views; knowledge and learning; friends and associates; homes and haunts; illustrations; religion and ethics; philosophy; etc.

D Higher criticism (mainly subdivision Criticism and interpretation)

E Minor criticism, i.e. Stage history; appreciation; characters; language; style; technique; dramaturgy; handbooks; etc. Does <u>not</u> include textual criticism.

G Miscellany: concordances (of individual play with editions); societies; curiosa; dictionaries

H Quotations; tales and plays based on Shakespeare's; condensations; adaptations; parodies; travesties, etc.

I Complete works without notes

J Complete works with notes

K Complete works in translation

L Partial collections without notes

M	Partial collections with notes
N	Partial collections in translation

O-Z Individual works
Under each, use first number for texts,
Second number for descriptive and
Critical works, e.g., text oh Hamlet S7,
Criticism of Hamlet S8

O	Comedies
O1-2	All's well that ends well
O3-4	As you like it
O5-6	The comedy of errors
O7-8	Love's labour's lost
P1-2	Measure for measure
P3-4	The merchant of Venice
P5-6	The merry wives of Windsor
P7-8	A midsummer night's dream
Q1-2	Much ado about nothing
Q3-4	The taming of the shrew
Q5-6	The tempest
Q7-8	Twelfth night
R1-2	The two gentlemen of Verona
R3-4	The winter's tale
S	Tragedies
S1-2	Antony and Cleopatra
S3-4	Coriolanus
S5-6	Cymbeline

S7-8	Hamlet
T1-2	Julius Caesar
T3-4	King Lear
T5-6	Macbeth
T7-8	Othello
U1-2	Pericles
U3-4	Romeo and Juliet
U5-6	Timon of Athens
U7-8	Titus Andronicus
V1-2	Troilus and Cressida
W-X	Histories
W1-2	Henry IV, parts 1-2 Use W1-pt.1, W1-pt.2, W2-pt.1, and W2-pt.2. Use only W1 for editions of both parts together, and only W2 For criticism of both parts.
W3-4	Henry V
W5-6	Henry VI, parts 1-3 As above
W7-8	Henry VIII
X1-2	King John

X3-4	Richard II
X5-6	Richard III
Y1-2	Poems
Y3-4	Venus and Adonis
Y5-6	The rape of Lucrece
Y7-8	Sonnets
Z	Spurious and doubtful works; also forgeries

SPECIAL COLLECTIONS

Special Collections cataloging follows policies and procedures as outlined in the department's Manual unless superseded by DCRB rules or the following guidelines.

Physical processing:
All rare books added to Special Collections are collected for their physical form as well as their content. Therefore, they are not marked, labeled or stamped. No rare books have barcodes. New titles ordered through acquisitions services should be handled according to this policy. However, Masters' theses are barcoded, stamped and have security strips. Reference books are treated as rare books with regard to processing *except* when they are part of a pre-existing series in which case they are processed with barcodes, etc.

Accession Records:
Accession records are produced by Special Collections staff for most items added to the collection. Accession records contain bibliographic and physical description,   publishing and printing history, author notes, condition notes and purchase or donor information. Accession records are created for all Tennessee Imprints, hand-press era volumes and artists' books. Records are not usually produced for newer (post '70s) pop-up/movable books. Special Collections staff may use discretion as to whether or not an accession record needs to be produced for all other materials in the collection.

Cataloging sources:
In addition to the sources referenced in the Collection Management manual, Special Collections cataloging utilizes the following sources:
Descriptive Cataloging of Rare Books, 2nd edition (DCRB)
Thesauri for rare books (Type, Provenance, Paper, Genre, Printing & Publishing, and Binding)
Standard citation forms
Allen, Ronald, ed. *Tennessee imprints, 1791*-1875. Knoxville, Tn. : R.R. Allen, 1987.
Carter, John. *ABC for book collectors*. New Castle, Del. : Oak Knoll Press, 2002.
Gaskell, Philip. *A new introduction to bibliography*. New Castle, Del. : Oak Knoll Press, 1995.
Subject specific indexes as applicable

Classification:

Special Collections uses DDC 22 for all materials. Whenever possible, call numbers in Special Collections should reflect the classification practice outlined elsewhere in the Collection Management manual. This should be modified as necessary by these guidelines:

- All books in the Dimensional and Artists' Books collection are classified by subject wherever possible. (i.e., books about 20th century artist books are classed in 709.04, books about paper engineering are in 745.54.)
- Rare serials are classified by subject if possible, otherwise class with periodicals.
- Theses are classified by type (honors 370 M58w; Masters 370 M58t; Doctoral 370 M58s) and numbered consecutively. Theses are treated as rare only in access, not cataloging and should conform to current standards.

Collections:

Special Collections divides its holdings into named collections as follows:

- *Dimensional and Artists' Books (DAB)* - includes all artists' books, pop-ups and movables, and miniature books.
- *Early Tennessee Imprints (TN Imprints)* - includes books printed in Tennessee before 1865. Use catalogers discretion to include books published after that date based on their rarity and significance of the title.
- *Ragland Collection* - includes books owned by Robert A. Ragland. No other books are added to this collection.
- *Theses* - includes all theses.
- *Reference* - includes books on bibliography, publishing and print history, history of the book, book illustration, and books on specific aspects of our collections. Books which include pop-ups or movables but are primarily reference works are located in the Reference collection.
- *General Collection (Gen Coll)* - includes all other items. MTSU materials (catalogs, etc) are part of this collection.

Description:

Special Collections cataloging for DAB, TN Imprints, Ragland and hand-press era titles in *Gen Coll* follows the rules as laid out in AACR2 and DCRB. Where the two diverge, follow DCRB. Cataloger uses discretion when applying DCRB to later 19th and 20th century titles in the Gen Coll.

Description should include all variant titles, complete pagination for single and multi-volume titles, notation of advertisements, and (as complete as possible) listing of pop-ups, movables, etc. in DAB titles. Descriptive terminology for pop-ups and movables should be taken from Montanaro's bibliographies where possible. Physical form of Artists' books should be fully described in note using terminology most appropriate to that item.

Description should include dust-jackets, binding, paper, inscriptions and other significant physical characteristics.

Documenting format or signatures *is not required* but this information is retained in imported records.

Include description of significant defects, edition or copy specific anomalies, and any other irregularities.

Records for items in named collections should include individual collection name.

References:

Standard index citations from such sources as Shaw and Shoemaker or Evans should be included. Include Allen citation for TN Imprints and Montanaro reference for DAB. Other subject specific indexes should be referenced as necessary (Nevins and Eicher, for example on the U.S. Civil War.)

Access Points:

Include access points for related titles, authors/creators other than main entry, illustrators, publishers, printers, paper engineers, and other names considered significant to the production of the item. Create access point for donor for single owner donations if so indicated in the donor agreement. Also create geographic access for publisher and/or printer for all TN Imprints and DAB items; use discretion for inclusion of this access for other items.

Subject and Genre Headings:

Include as many subject headings as are appropriate for the content of the item. Follow pre-existing usage in catalog wherever possible. Include genre headings as appropriate (i.e. Mechanical works; Artists' books) and headings for physical descriptors.

Digital Enhancement:

Records for all TN Imprints and hand-press era titles should be digitally enhanced with images of cover, title page, illustrations and/or other significant physical aspects of the item. For works with multiple illustrations, select representative samples. Digital enhancement for machine press books should be included if the images will convey visual, typographical or illustrative information not otherwise accommodated by the catalog record.

Records for DAB titles should include 1 animated illustration.

Miscellaneous

- Monograph vs. Serial Cataloging

Current serial titles housed in Special Collections should have standard serial records. When Special Collections' holdings of serials not currently published or received are substantial, use rare book level serials records with notes as to holdings. Serial titles where Special Collections holds only 1 or 2 volumes should have rare book level monograph records created locally (unless great rarity or pre-existing OCLC practice suggests the creation of an OCLC monograph record would be appropriate). Use catalogers' discretion.

- Multi-Volume Titles

In general, follow policy as set out for serials. If Special Collections holds more than half the volumes of a title, use or create a record for the complete item with note detailing library's holdings in bib record. Otherwise create monograph record. Again, catalogers' discretion is important.

SUPPRESSION POLICY

When suppressing a record, please put one of the following notes in the 595 field in the bib record. Follow the exact wording.

If the record is being suppressed because it is a bad record and cannot be deleted due to a purchase order:
SUPPRESSED – BAD RECORD

If the record is suppressed because it is lost, see the lost policy.

If the record is suppressed because it has been cancelled on a purchase order:
SUPPRESSED – CANCELLED

If the record is being suppressed by reserves:

SUPPRESSED – RESERVES

If the record is being suppressed by curriculum:

SUPPRESSED – CURRICULUM

If the item is being suppressed because it is damaged:

SUPPRESSED – DAMAGED

If the item is being withdrawn:

SUPPRESSED – WITHDRAWN

If the record is suppressed and we are waiting for a replacement:

SUPPRESSED – WAITING REPLACEMENT

If the record is in cataloging and is for librarian use only:

SUPPRESSED – CATALOGING

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II. CATALOGING PROCEDURES

PRE-CATALOGING SEARCH AND IMPORT

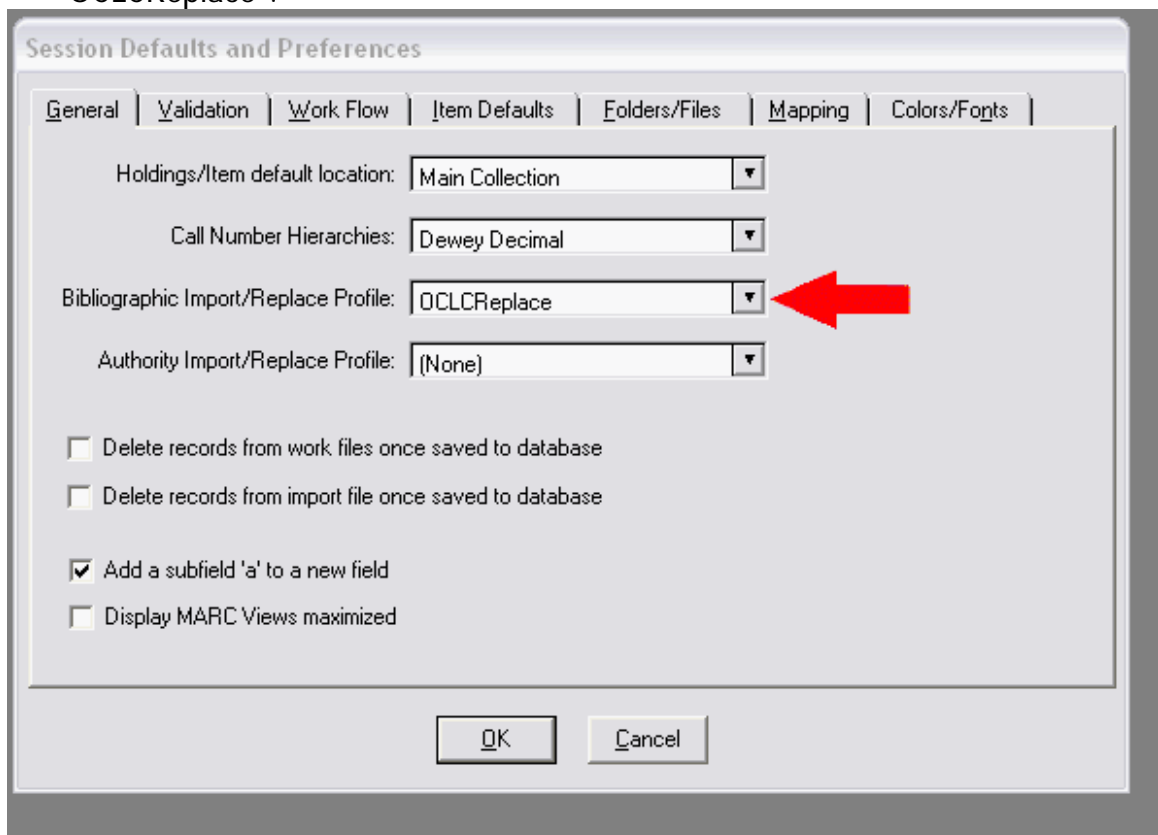### 1. Basic importing procedures

When acquisitions orders a book or cataloging staff starts cataloging, the first step is to search Voyager to make sure the book does not already have a record in the system. Searching the Voyager catalog by title and ISBN, the title does not exist in the catalog, a record needs to be imported from OCLC.

Remember to update the record in OCLC to reflect our holdings when exporting the record to Voyager.

2. Overlaying records

If a record is in Voyager, but is not a matching record or a desirable record, the correct record should be imported from OCLC. Import the record as normal into Voyager, but before saving the record follow these procedures:

- Copy the 035 field from the imported record and paste into the existing bib record. Save the record to the database.
- Verify the Bibliographic Import/Replace Profile in Voyager is set to "OCLCReplace".

- Save the new, correct record to the database, the system should respond "The record was added to the database. It replaced existing duplicate # [record number]".

3. Problem records

If a record is in Voyager and is incorrect, and attached to a purchase order; it cannot be deleted. If the correct record is also in the database and attached to a purchase order, the incorrect record cannot be overlaid. At this point, the incorrect record needs to be suppressed and noted according to the Suppression Policy.

If the record has an indication of volumes or the title indicates it may be part of a multivolume set, please insure that the correct record according to the Multivolume Monograph policy is added to the catalog.

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COPY CATALOGING (Monographs)

Most cataloging done in MTSU library is copy cataloging using full MARC records through OCLC. The acquisitions unit imports OCLC records that are linked to purchase orders. As books are received, the books are barcoded, security strips are added, the bib record number associated with the item is written on the first page of the book, and items records are added to the system. The acquisitions staff then brings the books to the cataloging shelf and notes the date on which they were received. Catalogers then take books from the shelf and begin cataloging.

- Search Voyager to confirm that the record is in the system and that there is no duplicate record. Search by title, this should pull up the correct record in the Voyager catalog. Also search by author to determine if there are any other books by that author in the catalog. This is particularly helpful with works of fiction. When dealing with fiction, poetry, or other literary works, make sure to assign a call number and cutter number that matches the other works by the same author.
- Determine that the record matches the item in hand. Verify this by checking the title, author, edition statement, physical description, publication date, publication location, and ISBN. If the record does not match, search OCLC Connexion for the correct record, and import and overlay the record.
- Examine the fixed fields. Click on LEADER. Choose the right one for each item. 006, 007, and 008 fields are edited if needed.
- Examine variable fields.
  - **020** (ISBN) – Each book has its own unique ISBN. Check if one in the record matches one in the book. Currently, Walker Library is still on the 10-digit ISBN system. However, many newer books have a 13-digit ISBN in addition to the 10-digit standard. Following the current OCLC standard, the 13-digit ISBN is added in the 024 with first indicator "3". See OCLC documentation.
  - **022** (ISSN) – Each serial has a unique ISSN.
  - **035** (System control number) – Confirm that it is an OCLC number.
  - **040** (Cataloging Source) – DLC record is preferred.
  - **049** (Local holdings) – TXMM is the default for books in the library.
  - **082** (Dewey Decimal Call Number) – The Dewey Decimal call number assigned by the Library of Congress, National Library of Canada or other National library agencies. This number is typically the basis for the locally assigned call number.
  - **092** (Locally Assigned Dewey Call Number) – Our local call number goes in this field. Use subfield *a* for the Dewey number and subfield *b* for the Cutter number. Catalogers should determine and write the correct Dewey number and cutter number and year if

necessary on the upper left corner of the page after the title page verso. Pay close attention to shelving newer editions with previous editions (assuming the previous call number has not been discontinued). Also make sure that works by the same author in fiction are grouped together if at all possible. Catalogers should also note special location information such as "R" for reference, and "OS" for oversize books. Catalogers should also enter this full number into the 092 field. Noting the special location information in the location field of the holdings (MFHD) record.

- Examine bibliographic fields.
  - **1xx** fields (Main Entry) – Check if they match the author of the book in hand
    - 100 – Personal Name
    - 110 – Corporate Name
    - 111 – Conference Name
  - **245** (Title statement) – Verify the title matches the book in hand, also confirm that the non-filing indicators are correct.
  - **246** (Varying form of the title) – Confirm that the non-filing indicators are correct. Add varying forms if necessary, for example, if the title includes "&", make sure to add a 246 for the title with "and".
  - **250** (Edition statement) – Check to see if there is another edition of the same title and use the pre-existing call number with the year of the edition noted.
  - **260** (Imprint) – Examine all subfields for accuracy. Place of publication, publisher and publication date should match the piece in hand.
  - **300** (Physical description) – Confirm that pagination is correct, if necessary add other information using correct punctuation. Books over 30 centimeters are designated as Oversize (OS).
  - **4xx** (Series statement) – Check to see if the series has been cataloged together or separately. 440 _ 0 is traced, while 490 0 _ is not. Do not use the 490 0_ field, use 490 1_ instead.
  - **500** (General note) – Add other notes if appropriate.
  - **505** (Formatted contents note) – Use for table of contents information. Add if it would assist users in accessing or evaluating the work.
  - **520** (Summary note) – Add if it would assist users in accessing or evaluating the work.
  - **595** (Local note) – Use only if the bib record is to be suppressed. See the suppression policy for further information
  - **6xx** (Subject added entries) LC Subject headings are assigned. The first indicators are blank but the second indicator should be 0. Delete all non-English subject headings. See Subject authority records for further clarification.

- **610** – Personal name heading
- **650** – Topical term
- **651** – Geographic name heading
- **7xx** (Added entries)
- **830** (Series Added entry Uniform Title) – Use to trace.
- **856** (Electronic location and access) – make sure all the indicators and subfields are correctly chosen. If the record contains electronic links to table of contents, publisher information, or other information provided by Library of Congress, change the subfield "u" to an "a". For all electronic books, the 856 should only be in the bib record. For serials, the 856 should be in both the bib record and the MFHD. See serials cataloging procedures for further details.

ORIGINAL CATALOGING (Monographs)

There are four ways to do original cataloging:

- [Using the OCLC workform or deriving from an existing record in Connexion.](#) (See the OCLC Connexion site for further info.)
- Creating a new record by using a bibliographic template in Voyager
- Edit a short record attached to the item already in Voyager database and make a full Marc record.
- Pay attention to all necessary fields.

SERIALS CATALOGING

For questions regarding serials cataloging procedures or assistance with complex problems, see the Serials Cataloging librarian.

When serial bib records are added check the following fields for accuracy:
- **008** (fixed fields)
  - **Blvl** - *s* for serial
  - **S/L -** should be *0* for successive entry
  - **DtSt -** *c* for current; *d* for dead. Should be *d* if title changed or ceased.
  - **Dates -** dates should reflect the dates on the piece, not necessarily the same as the publication date. This field should match the **362** dates. Current serials will have *9999* in the second date field.
  - **Freq -** frequency code (see standardized frequency code list.)
  - **SrTp -** *p* for periodical
- **040** (source) - DLC or NSD are preferred.
- **042** (authentication) - look for lcd (CONSER), nsdp (National Serials Data Program), or lc (Library of Congress).
- **049** (location) - Use for locations only (except Gov't Docs.)
  - TXME - For electronic titles that we do not have in tangible form, use only TXME
  - TXMP - Use only for tangible items actually located in the Periodicals Section
  - TXMG - Add TXMG to titles we get through the FDLP in addition to the actual location.
  - Multiple locations are likely to occur. Example: Gov't Doc with holdings in Periodical (print), Microfiche & Online would look like:
    049     $a TXMP $aTXMZ $aTXME $a TXMG
- **130** (uniform title) - Distinguishes serials with the same title. (Online) for online version.
- **245** (title proper) - ‡h will indicate format such as "electronic resource" or "microform". Please use the correct format.
- **246** (variant title) - Some minor title changes can be taken care of with this field. 2nd indicator can explain where variant title comes from, e.g. "8" is spine title.
- **310** (current frequency)
- **321** (previous frequency)
- **362** (dates of publication) - Should be used from the first piece to the last piece. 1st indicator 0 is used when the dates are formatted and from pieces in hand. 1st indicator 1 is used with the dates are not gathered from pieces in hand, "Began in 2000."
- **580** (linking entry note) - note that explains relationships among titles, especially complicated merges.

- **780** (preceding title) - 2nd indicator indicates what kind of relationship. 0 is "continues". ‡t should be used for title. *If there is more than one 780, change indicators to 0 0 so they show up in the OPAC.*
- **785** (succeeding title) - 2nd indicator indicates what kind of relationship. 0 is "continued by". ‡t should be used for title. *If there is more than one, change the last 785 indicators to 0 0 so they show up in the OPAC.*
- **856** (Electronic location and access) - See [ELECTRONIC ACCESS](#) for more information on the use of this field. Use the indicators as follows:
  - **4 1 -** print record that has an electronic version
  - **4 0** - electronic record for the electronic resource
  - **4 2** - related resource and usually a ‡3 that describes the type of resource.

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TITLE CHANGES

A new record is not always needed for a title change. Sometimes just a 246 needs to be added.

Add a new record if the change is within the first <u>five</u> words of the title, with some exceptions.
Ask serials cataloger if:
- the change involves an abbreviation or acronym
- the words "newsletter" or "magazine" or "journal" are added or dropped
- the corporate body changes
- you just aren't sure.

If a record for the new title is found in OCLC and it is a good record import it, making sure that the 780 field indicates the preceding title.

After a new record is added the old record needs to be changed to reflect the title change. The record can be closed out manually or overlaid with an updated version from OCLC. Before overlaying be sure to check for any local fields that may be lost with the overlay, especially the 246 or 5xx fields. These fields may need to be added.

The following fields should be updated in the old record to reflect a title change:
- **008** - DtSt should be "d". 2nd date should match last issue.
- **260** - publication date closed
- **362 0** - closed out with volume & date of last issue. If you don't have the issue in hand, use 1st indicator "1".
- **785** - succeeding entry, make sure title is after ‡t. If there is more than one 785 change the last 785 to have indicators of 0 0 so that "continued by" displays in the OPAC.

ELECTRONIC ACCESS

General Guidelines for adding electronic access to periodicals in the catalog:

1. Search for a record in the catalog. A record might not have a check-in record so start in Cataloging Module. Search the OPAC also. Look out for title changes.

2. If we have title in tangible form (print, microform), add MFHD to that record. See below: *Adding Electronic Access to an existing BIB*

3. Overlaying: if you want to overlay a bib with an updated record from OCLC, be sure to check for any locally added fields that may be lost with the overly, especially 246, 5xx fields*.* These fields should be added to updated record.

4. If we don't have in tangible form and access in the catalog has been requested, import an Electronic bib record for the title from OCLC. Update holdings in OCLC. See below: *No existing BIB in catalog*

5. If print ceased and replaced by online, add MFHD to print record but there should be a 500 note: "no longer available in print as of [date]." Confirm in OCLC.

6. If print ceased and replaced by online with a *different title*, we may need a new record. This will be determined on a case by case basis.

7. 856=URL indicators 4 0 versus 4 1.

    a. Use 4 1 on print records. The link is to an electronic version of print.

    b. Use 4 0 on electronic records. The link is to the e-resource described in the bib

8. 866=summary holdings

Free sources (not GovDocs):

1. If we get access through our print sub and IP access is available set up access, add link and MFHD to catalog. Check the URL. Try to use a url that gives access directly to the journal rather than the publisher's website. See: *Sports Medicine* or *Journal of instruction delivery systems* or *Magazine of concrete research* as examples. If you are not sure about the best url, ask the Serials Cataloger.

2. If the link takes you to the website, but you can't find a useful e-version of the journal (you don't see volume, issues etc) suppress link/no MFHD unless specifically requested. Option: if we get access through a database add 590 to bib "Also available online via [database name]"

3. If you can only get the issues from website by username/password suppress link/no MFHD unless specifically requested. Optional: if we get access through a database, add 590 to bib "Also available online via [database name]"

If you have any questions, ask the Serials Cataloger.

a.) PAID SOURCES (e.g. JSTOR, PROJECT MUSE & INGENTA)
Adding Electronic Access to an existing BIB

Edit Bib:
049 - Add $a TXME
530 - There should be a note: "Also available online."
500 - If print ceased and replaced by online there should be a note "no longer available in print as of [date]."
856 4 1 - Keep "active" url's we use. They will also have a MFHD.
URL - $u http://ezproxy.mtsu.edu/login?url=[paste journal url here]

PUBLIC NOTE - indicate source:
$z CONNECT TO ELECTRONIC VERSION (Jstor)
$z CONNECT TO ELECTRONIC VERSION (Project Muse)
$z CONNECT TO ELECTRONIC VERSION (Ingenta)
Other 856's we don't use: change $u to $a to suppress

Add New MFHD

Leader:
                Record status = new
                Type = y (serial)
                Encoding Lvl = 2
                Project Muse = 4
007:
                computer file
                new
                remote
                color - multi
008:
                4 (currently received)
                method of acquisition = u (unknown)
                retention = 8
                completeness = 1
                language = English

852 8 0 - $b ej-jstor OR $b ej-muse OR $b ej-catchwd (for Ingenta)

856 4 1 - $z CONNECT TO ELECTRONIC VERSION: access restrictions apply.
  $u http://ezproxy.mtsu.edu/login?url=[paste journal url here]
866 - for JSTOR = 866 # 1 $a Back Issues
      for Project Muse = 866 4 1 $a [enter summary holding statement]

<u>No existing BIB in catalog (we don't have tangible form)</u>

Find an Electronic Record in OCLC for online title.
In addition to the other guidelines for a "good" record, the record should have the following:
- **006**
- **007**
- **245** - $h [electronic resource]
- May have: **130**   (Online)

Edit Bib:

049 - $a TXME

856 4 <u>0</u> - Keep "active" url's we use. They will also have a MFHD.
URL - $u http://ezproxy.mtsu.edu/login?url=[paste journal url here]

PUBLIC NOTE - indicate source:
$z CONNECT TO ELECTRONIC VERSION (Jstor)
$z CONNECT TO ELECTRONIC VERSION (Project Muse)
$z CONNECT TO ELECTRONIC VERSION (Ingenta)
Other 856's we don't use: change $u to $a to suppress

<u>Add MFHD:</u>

Leader:
Record status = new
Type = y (serial)
Encoding Lvl = 2
Project Muse = 4
007:
computer file
new
remote
color - multi
008:
4 (currently received)
method of acquisition = u (unknown)
retention = 8
completeness = 1
language = English

852 8 0 - $b ej-jstor OR $b ej-muse OR $b ej-ingenta

856 4 <u>1</u> - $z CONNECT TO ELECTRONIC VERSION: access restrictions apply.

$u http://ezproxy.mtsu.edu/login?url=[paste journal url here]
866 - for JSTOR = 866 # 1 $a Back Issues
       for Project Muse = 866 4 1 $a [enter summary holding statement]

b.) FREE SOURCES (e.g. free w/ print)

Adding Electronic Access to an existing BIB

Edit Bib:

049 - Add $a TXME

530 - There should be a note: "Also available online."
500 - If print ceased and replaced by online there should be a note "no longer available in print as of [date]."

856 4 1 - $u Keep "active" url's we use. They will also have a MFHD.
$z CONNECT TO ELECTRONIC VERSION
Other 856's we don't use: change $u to $a to suppress

Add New MFHD:

Leader:
Record status = new
Type = y (serial)
Encoding Lvl = 2
007:
computer file
new
remote
008:
4 (currently received)
method of acquisition = u (unknown)
retention = 8
completeness = 1
language = English

541 - Optional Acq note.
Examples: 541 $a EBSCO $c Free with print

541 $c Free
541 $c Site
License
852 8 0 - $b Internet (no $h)

856 4 1 - $z CONNECT TO ELECTRONIC VERSION
When appropriate: 856 4 1 $z CONNECT TO ELECTRONIC VERSION. See Reference Desk for Login.

<u>No existing BIB in Catalog (we don't have tangible form)</u>

Find an Electronic Record in OCLC for online title.
In addition to the other guidelines for a "good" record, the record should have the following:
- **006**
- **007**
- **245** - $h [electronic resource]
- May have: **130**   (Online)

<u>Edit Bib:</u>

049 - $a TXME
856 4 <u>0</u> - $u Keep "active" url's we use. They will also have a MFHD.
$z CONNECT TO ELECTRONIC RESOURCE
Other 856's we don't use: change $u to $a to suppress

<u>Add MFHD:</u>

Leader:
　　　　　　　　　Record status = new
　　　　　　　　　Type = y (serial)
　　　　　　　　　Encoding Lvl = 2
　　　　　　　　　Project Muse = 4
007:
　　　　　　　　　computer file
　　　　　　　　　new
　　　　　　　　　remote
　　　　　　　　　color - multi
008:
　　　　　　　　　4 (currently received)
　　　　　　　　　method of acquisition = u (unknown)
　　　　　　　　　retention = 8
　　　　　　　　　completeness = 1
　　　　　　　　　language = English

541 - Optional Acq note. Examples: 541 $c Free

541 $c Ordered

541 $c FAC Request

852 8 0 - $b Internet $h Internet Resource

Hint: add $h in MFHD if $h in 245 of Bib = "electronic resource")

856 4 0 - $z CONNECT TO ELECTRONIC RESOURCE
When appropriate: 856 4 0 $z CONNECT TO ELECTRONIC RESOURCE. See Reference Desk for Login.

c.) GOVERNMENT DOCUMENTS

Adding Electronic Access to an existing BIB

Edit Bib
049 - Add $a TXME
856 - Keep active the PURL link and add $z

856 4 <u>1</u> $z CONNECT TO ELECTRONIC
VERSION

If there isn't a purl in the record, try to find it using the PURL search form.
http://www.access.gpo.gov/su_docs/fdlp/tools/purlsear.html

Other 856: change $u to $a to suppress

530 - There should be a note like: "Available online."
500 - If print ceased and replaced by online there should be a note indicating no longer available in tangible format.

Add New MFHD:
Leader:

Record status = new
Type = y (serial)
Encoding Lvl = 2
Project Muse = 4

007:

computer file
new
remote
color - multi

008:

4 (currently received)
method of acquisition = u (unknown)
retention = 8
completeness = 1
language = English

541 - $a GPO $c FDLP

852 8 0 - $b Internet $h Government Documents Internet Resource

856 4 <u>1</u> - $z CONNECT TO ELECTRONIC VERSION

ELECTRONIC RESOURCES CATALOGING

We provide several ways of access to the electronic resources:
1. Database loaded on Library network -- Cataloged, Not Classified, MFHD, and No item record. e.g. MLA Bibliography
2. Web based databases -- Cataloged, Not classified, MFHD, no item record. e.g. Medline
3. CD-ROMS treated and shelved as monographs -- cataloged, classified with Dewey call number, MFHD, item record. e.g. Nurse Theorists
4. Government document CD-ROMS and DVDs -- cataloged, classified with Sudoc number, MFHD, item record. e.g. Monthly catalog
5. E-books with cataloging records bulk imported into Voyager. E.g. Smart way to buy information technology.
6. Web site resources -- cataloged, classified with Dewey call number only (no cutter), MFHD, no item record.

    Bib should have:
    - **049**   TXME
    - **082 04**   ‡a Dewey Number
    - **092**   ‡a Internet Resource
    - **856 0**   ‡z CONNECT TO WEB SITE ‡u url address

    MFHD should have:
    - **852 80**   ‡b Internet ‡h Internet Resource
    - **856 4**   ‡z CONNECT TO WEB SITE ‡u url address

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GOVERNMENT DOCUMENTS CATALOGING

The Library classifies much of its depository items with Dewey classification numbers and integrates them into the Main collection or Reference collection. Microforms are filed in the Microtext section by SuDoc number. Some other printed materials are shelved in the Government Documents area in the Microtext section. These are usually pamphlets or flyers that are difficult to process for the regular shelves. Congressional materials are also shelved there. For more information about these materials see the Government Documents Librarian. After shipments are processed, titles are received in the Voyager catalog. The FDLP requires item level receiving of all depository material.

Voyager is searched to see if items can be received on a Serial record. Items records with barcodes are added to the records. Some items which are superceded or eventually bound can be checked-in and do not need item records. Summary holdings (866) should be updated on serial records.

Most monographs are cataloged using OCLC records and are given a Dewey call number and shelved in the Main Collection or Reference.
Microfiche serials are received using check-in records and/or updating summary holding statements. Microfiche monographs should be cataloged using OCLC records. An item record should be created without a barcode. A microform type bib record should be used.
Electronic access is added to print or microform records in the catalog. A separate Holding Record (MFHD) is created for the electronic access. PURLs are used unless unavailable. If we do not have the item in tangible format, an electronic bib record is added to the catalog. The URL is added to the MFHD. See the Serials section for detailed procedures for adding electronic access to serial Government Documents.

Maps
Maps are shelved in Reference in the map case or on the shelf. Some are in the Government Documents area of the 2nd floor or in the main stacks with item.

Currently the Government Documents Library Assistant receives the materials and performs some copy cataloging. The Government Documents Librarian assigns locations and Dewey numbers and handles problems.

Special cataloging procedures for Government Documents

008 Gov't Pub f (federal)
Use TXMG in the 049 field.
Retain the 086, even if a Dewey number is used.
Add appropriate 074 (item number), if not in the record.

856 4 0 $z CONNECT TO ELECTRONIC RESOURCE
856 4 1 $z CONNECT TO ELECTRONIC VERSION

MFHD:
008: Method of Acquisition code should be d for depository.
852 8# ‡b Internet ‡h Government Documents Internet Resource
856 [same as bib]
Also add field 541 as follows:
                541 ## $a GPO $c FDLP
Optional actions notes can also be added:
Examples: 583 $x Latest edition only retained
                                583 $x Superceded by bound volume

Gift Documents: Add 541 to the MFHD to indicate *not* received through depository program
Example: 541 ## $a Southern Research Station $c Gift

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MICROTEXT CATALOGING

Microtext cataloging covers the cataloging of microtext, microfiche, microfilm, and microcards. Most microtext records are continuations of titles that the library receives regularly, however some titles may be new. Please follow the correct procedure for each one.

Continuations

Microfilm procedures:
1. Use the prefix **MFM** for microfilm in call numbers
2. When publications such as the *Daily News Journal* or the *New York Times* are received, look up the call number in the appropriate Accession Book or Voyager.
3. Write the call number on the leader (the beginning portion of the film) with a permanent marker. Type the call number and print it out on the Avery laser labels. There are 30 labels per sheet and each will hold two call numbers. Cut out the call number labels and place a label on the side of the microfilm reel and another on the front of the microfilm box (where title and call number are visible).
4. Add the following information in the Microfilm Accession book:
   a. Date when the item was entered in the Accession Book.
   b. Title of item
   c. Total number of microfilm reels and volumes received. One reel is usually a volume unless otherwise indicated.

Microfiche procedures:
1. Use the prefix **MFE** for microfiche in call numbers
2. Look up the call number in the appropriate Accession book or Voyager.
3. Type the call number as in the microfilm example. However, labels are placed on the envelope only and not on the fiche inside it. Each envelope will have a call number label affixed on the front upper left corner.
4. Add the following information in the Microfiche Accession Book:
   a. Date when item was entered in the accession book
   b. Title
   c. Total number of microfiche pieces and volume (if indicated).

New Titles

1. When you have determined that the library does not already own the title, search for it in OCLC and export the record as you would do for a monograph. (See COPY CATALOGING (Monographs))
2. Assign a call number. The call number is determined by the consecutive numbering in the accession book with the appropriated prefix **MFM** or

MFE. This rule applies to all the items except HPER dissertations and Theses collections which have a slight variation. Use the following:

        MFE
        6017   All PE titles and cutter under author's last name.
        6018   All PH titles and cutter under author's last name.
        6019   All RC titles and cutter under author's last name.
        6020   All HE titles and cutter under author's last name.
        6021   All PSY titles and cutter under author's last name.
        6022   Next future category.

3. Following the instructions for processing microfilm or microfiche in the preceding sections.

SPECIAL COLLECTIONS CATALOGING

a) General Procedures (Applies to all collections)

Accession Records and Numbering:
Accession records are usually created before the item is cataloged but in special circumstances (handling of a large donation, for example), priority might be given to cataloging. All items added to the collection should be entered in the Accession Number database. Items transferred from elsewhere in the library which have active Voyager records *are not added* to the database.

Routing slips:
Use routing slip to track items through the processing stages. Information recorded on these slips is used to generate statistics for the department.

Importing records:
All items acquired by Special Collections should be added into the system by Acquisitions staff. When items are delivered directly to Special Collections provide Acquisitions with a copy of the invoice and OCLC record for the item. *Search OCLC before updating any record in the system and make sure the proper record is being used.* If necessary, import the correct record and overlay the existing incorrect record in Voyager following standard [overlaying procedure](#). Update OCLC holdings as necessary. Import records for donated items, these do not need to pass through acquisitions. For all records, make sure the following areas match the item in hand:

> Title proper and subtitle
> Responsibility
> Imprint
> Date
> Edition
> Physical description

Labeling:
Print labels (following example below) for each item and attach to book ID card.
Do not mark book in any way or write call number in book.

741.54	Sabuda
R35s	Snow White
SCPop	2001

Truncate author/title information as necessary.

Enclosures:

Some books will require enclosure before shelving. Depending on the condition issues, dust-jackets or boxes should be produced to stabilize the book on the shelf. Make a separate label for all enclosures.

Shelving:
All Gen Coll, TN Imprints, and Ragland Collection titles are shelved together. DAB and Theses are shelved separately as are uncataloged newspapers.

b) Rare Book Cataloging Procedures

Copy Cataloging:
All records edited in Special Collections should be brought up to current AACR2 and DCRB standards as discussed in policy section above. Validate headings for all 1xx, 4xx, 6xx and 7xx fields consulting LC authorities as necessary. For DAB items without title page, take title from front cover and use whole item as supplementary source of information citing in note/s specific information sources. *Guidelines provided here do not cover every cataloging situation. Review Cataloging Examples Supplement for further information.*

- Examine the fixed fields. Click on LEADER. Choose the right one for each item. 006, 007, and 008 fields are edited if needed.
- Examine variable fields.
    - **020-040** - *See Collection Management Manual*
    - **043** - Add geographic code as appropriate.
    - **049** - TXMT is the code for Gen Coll and all other rare books. TXMH is used for Special Collections Reference.
    - **082-092** - Follow standard procedures for copy cataloging.
    - **1xx** - Create authority record if necessary.
    - **245** - Verify title. Titles should be fully transcribed from the item in hand. Do not transcribe additional punctuation or descriptive author information following statement of responsibility. Instead, quote this information in a note.
    - **246 -** Add for cover, spine, running, etc titles.
    - **250 -** Transcribe edition statement
    - **260 -** Transcribe elements from chief source. Use ‡e and ‡f for printers or manufacturers when the name does not appear on *t.p.* or appears in subordinate fashion. Transcribe full printer/manufacturer statement in note.
    - **300 -** Follow DCRB. Give complete pagination for multi-volume items here or in note if very long. For un-paginated DAB items, supply pagination wherever applicable. If endpapers have content, include in pagination with note.
    - **4xx** - Transcribe series statement/s
    - **500** - Use standardized language wherever possible and add notes as necessary to cite source/s of information, transcribe additional

information, and provide detailed physical description. Also make note for edition information not included in 250. Transcribe relationship between publishing entities. Create 500 note for unrecorded TN Imprints. If warranted, make note regarding publishing history. Make note for index. If item contains title page in addition to the title page which serves as chief source of information and the title on the subsequent title page was never independently published (paging might be separate or continuous), transcribe information from subsequent title page using ISBD format and add access points as appropriate. If additional titles have publishing history, treat as a "Bound with" situation.

- o **501** - "Bound with" note, use for items containing independently published items. For first title in item, include here all titles bound together. In bib records for subsequent titles, include only the first title here.
- o **504** - Bibliographical references note
- o **505** - Use where appropriate, that is where chapter or divisional titles express substantive information.
- o **510** - Cite index references following standard citation practice. Local citation practice includes:
  - ‡a Allen $c 2340
  - ‡a Montanaro 2000, $c p. 231
- o **520 -** Include if possible for DAB titles.
- o **545 -** Use where appropriate, but particularly for authors of local interest.
- o **561 -** Use to document collection name or former owner
- o **590 -** Record here any significant features particular to the item being described but especially inscriptions, copy numbering, copy specific faults affecting the text block, missing pages, and modern bindings.
- o **6xx -** Include fullest subject analysis possible. Use collection specific subject headings (where applicable) as established:

  - DAB:
    - ◆ **650** - Toy and movable books ‡x Specimens
    - ◆ **655** - Mechanical works ‡y [See catalog for chronology] ‡2 gmgpc
    - ◆ **655** - Artists' books ‡2 rbgenr
  - TN Imprints
    - ◆ 651 Tennessee ‡x Imprints
  - All collections
    - ◆ 655 Pamphlets ‡y [date range]. ‡2 gmgpc
- o **7xx** - Add as indicated in policy section.
- o **752 -** Add geographic access for publisher for TN Imprints and DAB

- o **755 -** [Local practice] Use for physical characteristics (binding, paper, etc.)
- o **856 -** Supply link for digital images with public language: "Connect to view scanned images of this item." Modify language as necessary to identify copy or volume. See the digital imaging instructions for further information.
- o **852** - Locations are:

    Spec Coll (Gen Collection and TN Imprints)
    SpecColRef (Reference)
    SCRag (Ragland Collection)
    SCAB (Artists' books)
    SCPop (Pop-ups and movables)
    SCMin (Miniature books)
    Theses
    SCOver (Oversize, more than 12")

    For DAB items, location classification hierarchy is given by the order above. That is, a miniature artists' book with pop-ups would be classified as an artists' book.
- o **866** - Follow articulation of holdings as established.

Original Cataloging
Create original record in OCLC according to OCLC policy. ***Do not create rare book level record (as established above) for 19-20th century titles in OCLC—create full level record, import to Voyager and add information to meet local standard.***
Unless the item is of specifically local interest, create OCLC records as necessary.

c) Theses and Honors papers cataloging

Original records are created for all theses. Create an OCLC record for DA/PhD. level theses and local record for all others.
Follow local practice as established in these examples:
- **300** 53 leaves : ‡b ill. ; ‡c 28 cm.
- **440** Thesis (Ph.D.) Middle Tennessee State University, 2005 *(or)*
- **440** Honors Program Independent Study, M.T.S.U., 2006.
- **504** Includes bibliographical references (p. 123-127)

AUTHORITY CONTROL/DATABASE MAINTENANCE

Authority control is a set of procedures intended to ensure that the headings (subject, name, title) assigned to bibliographic records are consistent with other headings in the catalog and conform to current national standards.
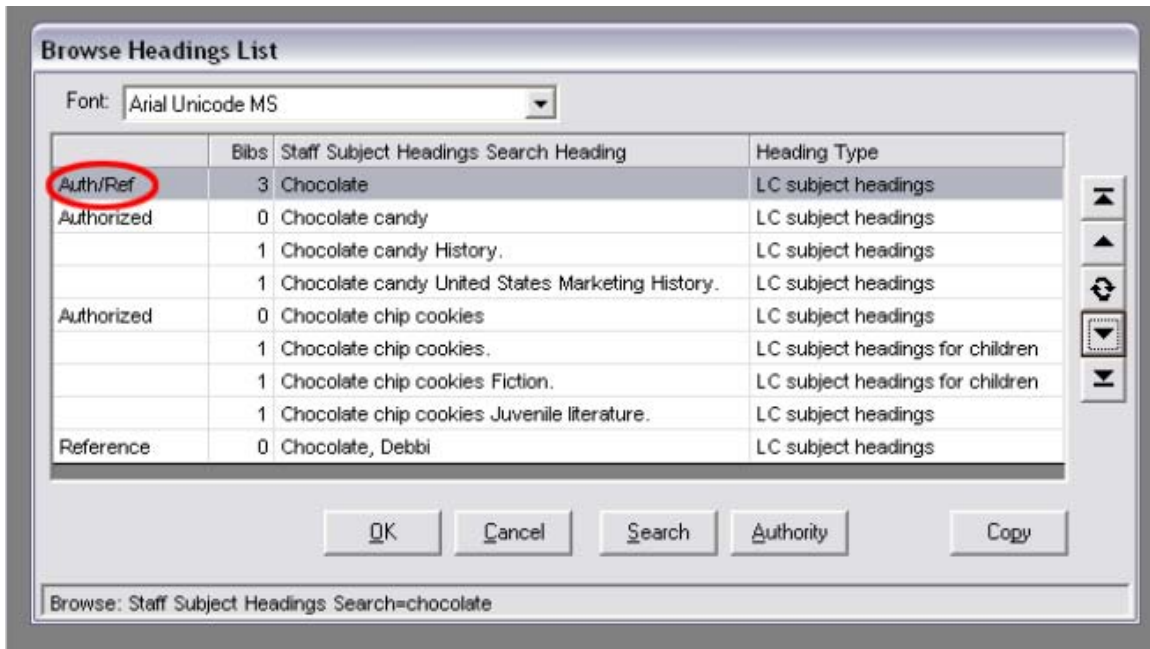
Database maintenance is a broader term, covering authority control as well as monitoring database quality. This includes post-cataloging routines such as upgrading older bibliographic records, correcting problems with records, monitoring changes in subject and name headings made by the Library of Congress (LC), importing changed authority records from OCLC and changing incorrect and outdated headings in Voyager bibliographic records individually or globally.

Current authority work is done in-house; these procedures deal with subject and name headings.

Subject authority records

One of the main activities involving subject authorities is reviewing the Voyager report "Unauthorized Subject Headings." This report is run for a specific period (usually one to two months). It lists all subject headings added to the database during the specific period that do not have an authority record that is an exact match to the heading. The report also gives the type of heading (LC, Medical, Children's), the date added, and the number of bibliographic records containing that heading. The following procedures are used for the topical and geographical headings in this report.

1. Check each heading in the Voyager cataloging module. Use the Index selection tab, check "Find" and select "Staff Subject Headings Search" from the drop down menu. Enter the heading in the "Search For" block. It is not necessary to enter the complete heading; usually the first word or two will be sufficient.
2. From the resulting list of headings, select the heading that appeared on the report.
3. If an authority record that matches all or part of the subject heading is in Voyager, it will be indicated in the left column as "Authorized."

Browse Headings List

Font: Arial Unicode MS

	Bibs	Staff Subject Headings Search Heading	Heading Type
Auth/Ref	3	Chocolate	LC subject headings
Authorized	0	Chocolate candy	LC subject headings
	1	Chocolate candy History.	LC subject headings
	1	Chocolate candy United States Marketing History.	LC subject headings
Authorized	0	Chocolate chip cookies	LC subject headings
	1	Chocolate chip cookies.	LC subject headings for children
	1	Chocolate chip cookies Fiction.	LC subject headings for children
	1	Chocolate chip cookies Juvenile literature.	LC subject headings
Reference	0	Chocolate, Debbi	LC subject headings

OK   Cancel   Search   Authority   Copy

Browse: Staff Subject Headings Search=chocolate

If the heading from the report has an authority that is an exact match, no further action is needed. Typically this may happen because the authority record was added during the time between the time the report was run and the time you are checking it. If there is a partial match (for example, there is an authority record for Chocolate, but your heading is Chocolate - Health aspects), check the OCLC authority file to determine if there is an established authority for your heading, including the subdivision. If so, export the record and add it to Voyager. If not, the subdivision is probably a free-floating subdivision.

4. With free floating subdivisions, check to ensure it is valid for use with main headings by looking in LC's Free-Floating Subdivisions book, or check it in the OCLC authority file. If the bib record is a DLC record, the heading will usually be acceptable. The subdivision could also be geographic. The authority record will indicated whether the heading can be subdivide geographically (the fixed field Geo Subd will be coded "i"). To look at the authority record in Voyager, highlight the line containing the heading and click on the Authority button at the bottom of the search results box. You do not need to create an authority record for these headings.
5. Determine whether the heading is acceptable as is or needs correction.
6. In general, we only use headings that are established Library of Congress Subject Headings (LCSH). A general guideline for subject headings is as follows:
    a. **65x   0** - LCSH. Keep for all records
    b. **65x   1** - LSCH for children. Keep only for items designated for the Curriculum collection or Library Service
    c. **65x   2** - NLM (National Library of Medicine). Delete.
    d. **65x   4 -** Local headings. Delete.
    e. **65x   5 -** Canadian Subject headings. Delete

f. **65x   6 -** Répertoire de vedettes-matière. Delete unless the item is in French.
g. **65x   7 -** Source specific. Keep genre subject headings, and keep foreign language subject headings if the book is in the foreign language represented. For example, German subject headings would only be kept if the work was in German or an English translation of a German work.

7. If there is no authority record in OCLC for the heading and the bib record appears to be a "good" record, it may be that the authority will soon be established. Note these records and after a period of time, go back through the report to determine if a new authority record was indeed created. If the record could be incorrect, change the heading to an authorized form.

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Name authority records

The Unauthorized Subject Headings report also lists personal and corporate name headings that are used as subjects. The same procedures are used for these headings as for the topical and geographic headings. If a personal name authority has not been established, creation of a new record is up to cataloger discretion. If the name is unique and no cross references are needed, an authority record usually is not necessary. We participate in NACO (Name Authority Cooperative Program), so as an institution we can create and contribute authority records to OCLC for personal and corporate names. Kathy Field and Susan Hanson have attended NACO training and if you think an authority for a personal or corporate name should be established, especially for Tennessee names, please contact either one of them.

If LC has updated a name authority record by adding a death date or revising the preferred form of the name, the new authority record should be imported into Voyager and corrections made to all the bibliographic records with the name as a heading. In addition to the subject headings that result when using the "Staff Subject Heading" search, the name should also be searched using the "Staff Name Headings Search". Additional records will be retrieved, since this search brings up records with the name in the 100 fields.

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III. TECHNICAL PROCEDURES

BIB RECORD
- Check if fixed fields, leader and 008 are appropriately filled in.

- **049** field -- Fill in correct location. (default is TXMM).
  - TXMA   Music Score
  - TXMB   Music Score-miniature
  - TXMC   Curriculum books
  - TXMD   Curriculum reference
  - TXME   Electronic Resources
  - TXMG   Government documents
  - TXMH   Special collection reference
  - TXMI   Industrial Studies (Voorhies)
  - TXML   Instructional media resources (LRC)
  - TXMM   Main Collection
  - TXMO   Oversize
  - TXMP   Periodicals
  - TXMR   Reference
  - TXMS   Library Service Collection
  - TXMT   Special Collections
  - TXMW   Microprint
  - TXMX   Microfilm
  - TXMY   Micro card
  - TXMZ   Microfiche
  - TPJB   Center for Popular Music (CPM) - Scores
  - TPJC   CPM - Special collections
  - TPJD   CPM - Sound recordings
  - TPJJ   CPM - Books
  - TPJM   CPM - Microform
  - TPJR   CPM - Reference
  - TPJV   CPM - Video
- **092** Field - Make sure that call number written in the book matches the call number in the 092 field. Check for duplicate call numbers. Also check to make sure newer editions are shelved with previous editions.
- Double check bib record for any errors. Paying attention to dates, page numbers, any noted additional items, etc. If any errors or questions arise, return the book to the cataloger who processed it or Jane Davis.
- Suppression area: make sure work is not suppressed. If the bib needs to be suppressed, make sure to follow suppression policy.
- Update the record (Click the sailboat icon on the toolbar) when any input or editing is made.

HOLDINGS RECORD (MFHD)
- Fixed field: Leader -- check the type of record in the leader
  - Single-volume monograph = x
  - Multi-volume monograph = v

- o Serial = y
- Fixed field 008 -- most fixed field elements are built into the appropriate template
  - o Single-volume monograph - you should not have to change 008 values
  - o Multi-volume monograph - verify completeness.
    - 1 = complete
    - 2 = incomplete
  - o Serial - verify completeness.
    - 0 = other
    - 1 = complete
    - 2 = incomplete (default setting)
    - 3 = scattered
- 852 field indicators:
  - o First indicator
    - 1 = Dewey
    - 3 = Sudoc classification
    - 8 = Other
  - o Second indicator:
    - 0 = single volume monograph (default)
    - 1 = multi-volume monograph and serials, primary enumeration.
    - 2 = multi-volume monograph and serials, alternative enumeration. For example, a multivolume title in an all-in-one series call number; or a serial within a series numbered by the series.
  - o Location code (‡b): Fill in correct location code according to type of book.
- 852 note field
  - o ‡x - staff notes.
  - o ‡z - public notes.
- 866 field: used for library holding information
  - o 1st indicator = 4 (for detailed enumeration and chronology)
  - o 2nd indicator = 1 (ANSI/NISO Z39.71 standard)
  - o Subfield ‡8: be sure to include an initial ‡8 0
  - o Subfield ‡a: contains volume information.
- Suppression area: The box marked "Suppress from OPAC" is located under the "System" folder tab. Click on this box when the holding record should not show in the OPAC. See suppression policy for further information.
- After double checking, update the record and close.

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ITEM RECORD

Most books from Acquisitions come with barcode affixed and the barcode entered item records. When the holding record is updated, location and call number are automatically entered in the item record. If an item does not have a barcode, affix a barcode and create the item record. Permanent location and item type will need to be selected on all item records.

- **Permanent location:** select the correct permanent location from the drop down menu. See location codes for more information.
- **Item type:** "Book" for books, "Reference" for all reference materials, "CDROM" for CD, "Software" for all computer materials, etc. (See item type list further information.)
- **Enumeration:** Fill in for multivolume monographs and for serials. Use the following format; v.1 or 2002, etc.
- **Copy number:** The default copy number is 1 for new title cataloging. Fill in the appropriate number as needed.
- **Item status:** All new books should be "Not Charged" and "In Process". The in process status is removed in circulation.
- **Update and save**
- **Relinking:** If the item was associated with an incorrect holding, it will need to be relinked to the correct holding record.
    - Write down the holdings record number of the record to which the item should be linked.
    - With the item record open, click on *Record* then *Relink to a different holding…*
    - In the box, enter the correct holding record number and click okay.
    - Before closing the item record, double check the title, location, permanent location and call number to make sure that the item record has been linked to the correct holdings record.

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LOCATION CODES

049 CODE	Permanent Location Code	Item Type	Physical Location
TXMA			Music Library
TXMB			Music Library
TXMC	Curr Award Curr Big Curr Easy Curr Fiction Curr Folio Curr Games Curr Post Curr Soft Curr Text Curr Per	Book	Curriculum Collection
TXMD	Moved to Reference		Reference
TXME	Internet	Internet resources	
TXMG		Government documents Pamphlets	Microtext
TXMH	SpecColRef	Spec Coll	Special Collections
TXMI			Industrial Studies
TXML			LRC
TXMM	000-900	Book CDROM Software	Main Collection
TXMO	000ov-900ov	Book	Main Collection
TXMP	Periodicals	Periodicals	Periodicals
TXMR	Reference Ref EIC Ref Desk	Reference	Reference
TXMS	Library Service	Book	Curriculum Collection
TXMT	Spec Coll SCAB SCMin SCPop SCRag Theses	Spec Coll Theses	Special Collections

TXMW	Microtext	Microtext	Microtext
TXMX	Microtext	Microtext	Microtext
TXMY	Microtext	Microtext	Microtext
TXMZ	Microtext	Microtext	Microtext

PRINTING LABELS

From the item record, click on File/Print Label. Make sure to print to the Del Sol printer. Line up the call number as follows:

372
.53
H41d
2003

R
735
W58a

OS
456
.234654
H45
R34

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BULK IMPORTS

From time to time, large collections are added. When possible, these large collections are added in bulk. Specifically in the case of digital e-books like NetLibrary Collections and the Early Encounters in North America collection, the records are downloaded and added to Voyager via a bulk import. For further information about bulk imports, please contact Jane Davis

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IV. PHYSICAL PROCESSING

BOOKS

Most of the call number labels will be made by the staff as the books are processed in the computer. If the call number labels are already made, proceed with the following instructions. Books should be magnetic stripped by acquisitions upon receipt.

1. **Cover label strip with tape:**
   Cover the strip of call numbers with Scotch tape. Get the tape lined up on the call number strip as close as possible. If you need to, use two strips of tape to get the label completely covered. This is done to keep the print on the label from smearing and wearing off as it is handled.

2. **Put labels on books:**
   Cut the labels apart, taking care to get them as straight and even as possible. The labels should be placed on the book with the top of the label 2″ from the bottom edge of the book. If the call number will fit on the spine of the book, it needs to go on the spine. You might need to trim off some of the label that has no printing on it, in order to make it fit the spine. If it doesn't fit on the spine, place it in the bottom left corner on the front cover, with the top of the label 2″ from the bottom edge of the book. If the label is put on the front cover, place it near the spine, but not so close that it might come off when the book is opened.

3. **Iron labels:**
   Using the specialized library equipment called the "Brewmaster" hotplate, hold the book with the call number label against the metal plate until heated. This causes the label to bond to the book. Be careful not to scorch the book, or your fingers.

4. **Stamp title page and ends of book:**
   Stamp the MTSU ADDRESS in the bottom right corner of the title page. Stamp MTSU LIBRARY on both ends of the book, use the appropriate size stamp for that particular book.

5. **Accession on page that call number is written on:**
   Stamp ACCESSION number on the bottom right hand corner of the page that the call number is on.

6. **Attach DATE DUE or REFERENCE stickers:**
   Attach to the back page of the book, avoiding covering text or graphs if at all possible.

DISKETTES, CDROMS, DVDS

Diskettes:
- Put call number on original and duplicate diskettes (label or handwritten). File originals in call number order in the file case in storage room.
- Put copyright notice on duplicate diskette pocket or beside it (except government documents).
- Put "DO NOT DESENSITIZE" label by the book barcode on the front cover and by the call number label.
- Stamp near the date due slip "CHECK FOR ACCOMPANYING MATERIALS" in red ink.
- Put "SOFTWARE INCLUDED" label on the front cover.
- Stamp where possible "DO NOT USE SELF-CHECKOUT".

CDROMs, CDs, & DVDs:
- Put call number label on the duplicate.
- Put "PROPERTY OF MTSU" on the CD (except for government documents).
- Put security strip on CD.
- Put copyright notice on the pocket holding the CD.
- Stamp near the date due slip "CHECK FOR ACCOMPANYING MATERIALS" in red ink.
- Put "SOFTWARE INCLUDED" label on the front cover.

GOVERNMENT DOCUMENTS on CD-ROM and DVD

CD-ROM and DVD discs come to the government documents catalog librarian in a jewel case from the government documents receiving unit after check in. The barcode is placed at the back top of the jewel case.

The items are searched in OCLC for a matched bib and are cataloged and processed as follows:
- **049** - TXMR (Shelved in Government Documents CD-Rom in Reference section)
- **092** - delete.
- **086** - Sudoc number is used instead of Dewey for the call number. And add CDROM or DVD in parenthesis as following:
    086 _ _ ‡a Y1.29/54 (CDROM)

In the holdings record:
- **852 -** use first indicator 3 to reflect Sudoc call number. Indicate CDROM or DVD in parenthesis following the call number:
    852 3 _ ‡b Reference ‡h Y1.29/54 (CDROM)

In the item record:
- Location, permanent location and item type should all be "Reference".
- Do not accession.
- Do not duplicate.
- Print call number label with the Sudoc number. This is placed on the front lower left corner of the jewel case.
    R
    C3.277
    CD-92
    AG-2A
    (CDROM)
- Processed discs are sent to the Reference area.

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MICROTEXT

In the bib record:
- **049** - TXMX (for Microfilm) TXMZ (for Microfiche)
- **092** - Delete.
- **099** - Enter call number following correct microtext policy

In the holdings record:
- **852 -** use first indicator 8 to reflect local classification policy. Location should be Microtext.
- **866 -** indicate the appropriate volumes.

In the item record:
- Location, permanent location, and item type should be Microtext.
- Add reel number or number of fiche for that item and other information in the enumeration field
- Print call numbers. Affix call number label on the top left corner of the envelope for microfiche. For microfilm, call number goes on the box, on the reel and film.
- Attach barcodes to center of envelope for microfiche or on the reverse side of the title on the box for microfilm.
- Processed microtext are sent to Microtext.

QUALITY CONTROL AND ERROR CHECKING

Records are checked for correctness and completeness many times during the cataloging process. Joanne Taeusch is primarily responsible for error checking and quality control after processing.

Physical Check:

- Compare call number written in book to the label on the spine to make sure correct label was printed and attached.
- Check to be sure second copies are labeled "c.2"
- Check title page for MTSU Address stamp.
- Check title page verso for call number and accession number stamp.
- Top and bottom of volume should be stamped with MTSU Library stamp. Stamp should be facing reader holding the front of book toward them, not upside down.
- Date due slip should be on last page at top. If text appears on that page, the single slips that can be lifted should be used. Otherwise use the solid sticky slip from the roll.
- If the book is Reference, make sure the Reference sticker is used on the last page NOT date slip, since reference books do not circulate.
- If a CD/DVD comes with the book, check the pocket to be sure the original has been copied. If not, copy the original which will be retained and use the copy in the pocket of the book.
- CD/DVD should have the property sticker, label, and tattle tape strip adhered. The pocket should have the copyright sticker at the bottom right. "Check for Accompanying Materials" should be stamped in red across the top of the date slip. The sticker that says "Software included/Do not use self-checkout" should be at the top right of the book.
- If a diskette comes with the book, the "Do Not Desensitize" sticker should be on the book.
- For all accompanying materials (diskettes, CDs, DVDs), an additional barcode should be on the book for each item and an item record should be created as well.

Computer Check after Physical Check:

- Search for the title in Voyager. Errors in the title, like misspellings or incorrectly coded non-filing characters can lead failures in a title search. It could also mean that the record has changed or the title on the title page is not the title in the record. Further investigation is needed.

- Verify that the bib number written on the first page matches the bib that the book is associated with. Also verify that the barcode is properly associated with the bib record.
- Notice if the record is suppressed, determine why.
- Check the language listed in the 008. If the book is non-English, change to the appropriate language in the bib, MFHDs and item records
- Verify that the call number in the 092 is the call number on the spine and on the title page verso.
- Determine as best one can, if this is the correct record for the book. Paying close attention to page numbers, date, former editions, etc.
- Check to make sure the call number was filled in correctly in the 852 field of the holdings record. If the book has multiple holdings verify that the correct volume information has been entered in the 866 field.
- Verify that the item permanent location is correct and that item type has been filled in.
- In the item record, click on the bib title tab and check to see if the item is linked to more than one bib record.
- If a CD/DVD is in the book, make sure additional item records were created.
- Check for any enumeration needed for volumes, parts, etc.
- If a Reference book, be sure all three locations say Reference (MFHD 852 ‡b, Item Location, and Item Permanent Location).
- In item record, click on the ellipsis next to the barcode and make sure there aren't any additional barcodes. Sometimes, when multivolumes are received, the barcodes are replaced instead of creating a new item record.
- Make sure the barcode matches the record in the system.

GLOSSARY OF TERMS USED IN THE LIBRARY

ACCESSION NUMBER:
>   A consecutive number assigned to each document as it is added to a library collection.

ACCESS POINT:
>   A name, term, code, etc., under which a bibliographic record may be searched and identified (AACR2).

ACCESS TIME:
>   In computer-based information retrieval, the interval between the time when data is requested from a storage device and the time delivery begins.

ADDED ENTRY:
>   An access point other than a main entry. There may be added entries for joint author, editor, translator, illustrator, title, series, subject, etc.

ALTERNATIVE TITLE:
>   The second part of a title proper that consists of two parts, each of which is a title; the parts are joined by the word "or" or its equivalent in another language, e.g., *The tempest; or, The enchanted island.* (AACR2)

ANALYTIC or ANALYTICAL ENTRY:
>   An access point to part of a bibliographic item for which a comprehensive bibliographic record has been made, e.g., to the author and title of a poem in an anthology, to the subject of a chapter of a monograph, or to the title of a separately titled volume of a multivolume set of books.

ANONYMOUS CLASSIC:
>   A work of unknown or doubtful authorship, commonly designated by title, which may have appeared in the course of time in many editions, versions, and/or translations.

AUTHOR NUMBER:
>>   See Cutter number.

AUTHOR MARK:
>   A symbol following the class number in the call number of a bibliographic item to represent the name of the person or corporate body that is the main entry heading; used as a device to facilitate alphabetical arrangement by the name of the person or corporate body responsible for

the content of bibliographic items with the same class number. Synonymous with author number and cutter number.

BACK MARGIN:

In the ordinary book, the margin at the binding edge of the page: at the left of the printed recto and the right of the printed verso. The back margins of facing pages together for the gutter.

BIBLIOGRAPHIC RECORD:

A record of a bibliographic item which comprises all data contained in or accommodated by a bibliographic format such as MARC.

BIBILIOGRAPHIC UTILITY:

An organization which maintains online bibliographic databases, enabling it to offer computer-based support to any interested user. It provides a standard interface by which bibliographic records are available to libraries either directly of through bibliographic service centers. University Library subscribes to the bibliographic utility, OCLC.

BOOK NUMBER:

The combination of symbols in a call number which distinguishes an item in a library collection from all other items in the same class number; ordinarily includes an author mark and a work mark.

CAPTION TITLE:

The title of a work given at the beginning of the first page of the text or, in the case of a musical score, immediately above the opening bars of the music. Synonymous with head title. (AACR2)

CARD CATALOG:

A catalog in which bibliographic records, references, etc., are on separate cards of uniform size arranged in any desired order in card trays.

CLASS NUMBER:

The combination of notational symbols, taken from the classification schedule, and used to denote a particular class of classification system. Synonymous with classification number.

CLASSIFICATION NUMBER:

See class n umber.

COLLATION:

It cataloging, the physical description area.

COMPILER:

One who produces a collection by selecting and putting together matter from the works of various persons or bodies. Also, one who selects and puts together in one publication matter from the works of one person or body.

COMPOUND NAME:
A surname consisting of two or more proper names, often connect by a hyphen, conjunction, or preposition. (AACR2)

CONTINUATION:
A part issued in continuance of a monograph, a serial, or a series. (AACR2) A supplement.

CONTINUATION CARD:
A card that continues a bibliographic record from a preceding catalog card.

COPYRIGHT DATE:
The year as it appears in the copyright notice. The 1976 U.S. Copyright Act (Public Law 94-553, Sec. 401) specifies that this will be the year of first publication.

CORPORATE ENTRY:
The name of a corporate body used as an access point to a bibliographic record. A bibliographic record with the name of a corporate body as the heading.

COVER TITLE:
A title printed on the cover of a publication as issued by the publisher.

CROSS REFERENCE:
See reference.

CUTTER NUMBER:
An alphanumeric code for a main entry heading, the first word other than an article of the bibliographic description, based on a Cutter Table or the Cutter-Sanborn Table and forming part of the book number assigned to a bibliographic item.

DECIMAL CLASSIFICATION:
In general, any classification system which uses a notation based on decimal numbers. Specifically (and capitalized), the classification system by Melville Dewey, first published in 1876, which divides knowledge into

ten main classes, with further subdivisions, accompanied by decimal notation.

DICTIONARY CATALOG:
A catalog in which all the entries (author, title, subject, series, etc.) and their related references are arranged together in one alphabet. The subarrangement frequently varies from the strictly alphabetical.

EDITION:
In the case of books and booklike materials, all those copies of a bibliographic item produced from substantially the same type image, whether by direct contact or by photographic methods. (AACR2)

EDITOR:
One w ho prepares for publication a bibliographic item containing a work or works not his or her own. The editorial labor may be limited to the preparation of the item for the manufacturer, or it may include supervision of the manufacturing, revision (restitution) or elucidation of the text, and the addition or an introduction, notes, and other critical matter. (AACR2, mod.)

ENTRY:
An access point to a bibliographic record, under which the record may be searched and identifies. A record of an item is a catalog. (ACR2)

ENTRY WORD:
The word by which an entry is primarily arranged in a catalog or searched in a bibliographic database, usually the first word (other than an article) of the heading. Synonymous with filing word. (AACR2, mod.)

EXTENSION CARDS:
See continuation cards.

FILING WORD:
See entry word.

FIRST INDENTION:
10 typewriter spaces from the left edge of the card.

GUIDE CARD:
A card inserted into a card catalog to indicate arrangement; has a tab or a raised edge which projects higher than the other cards in the file.

GUTTER:

The area formed by the inside or back margins of facing pages in an open book.

HALF-TITLE:
The title of a book, in full or in brief, appearing on the recto of a leaf preceding the title page. When so defined, synonymous with bastard title. The title of a book, in full or in brief, appearing on the recto of a leaf placed between the front matter and the first page of the text.

HANGING INDENTION:
A form of indention in which the first line of a paragraph is set flush with the left margin and succeeding lines are indented.

HEADING:
An access point to a bibliographic record in the form prescribed by a catalog code, under which the record may be searched and identified. In a unit entry catalog, such as a card catalog, the access point is at the head of the record.

ISBN- INTERNATIONAL STANDARD BOOK NUMBER:
A four-part, ten-character code given a book (a nonserial literary publication) before publication as a means of identifying it concisely, uniquely, and unambiguously.

ISSN- INTERNATIONAL STANDARD SERIAL NUMBER:
The international numerical code that identifies concisely, uniquely, and unambiguously a serial publication, based on American National Standard Identification Number for Serial Publications.

ILLUSTRATION:
A photograph, drawing, map, table, or other representation or systematic arrangement of data designed to elucidate or decorate the contents of a publication. Narrowly defined, an illustration appears within the text, or on a leaf with text on the reverse side.

IMPRINT (PUBLISHING):
In a book, the publisher's imprint, giving the publisher's name and place and date of publication, usually on the recto of the title leaf, and the printer's imprint, giving the printer's name and place of printing, usually on the verso of title leaf. In a bibliographic description, the data elements that give such information.

IMPRINT DATE:
The year of publication, distribution, manufacture, etc., as it appears in a bibliographic item. In descriptive cataloging, the year of publication,

distribution, manufacture, etc., as it appears in a bibliographic item or as determined from other sources.

JOINT AUTHOR:
A person who collaborates with one or more other persons to produce a work in relation to which the collaborators perform the same function. Synonymous with co-author. (AACR2).

LEAF:

One of the units into which the original sheet or half sheet of paper, parchment, etc., is folded to form part of a book; each leaf consists of two pages, one on each side, either or both of which may be blank. (AACR2)

MAIN CARD:

See main entry.

MAIN ENTRY:
The access point to a bibliographic record. The complete catalog record of a bibliographic item, presented in the form by which the entity is to be uniformly identified and cited. The main entry may include the tracings of all other heading under which the record is to be represented in the catalog. (AACR2).

MONOGRAPH:
In cataloging, a nonserial bibliographic item, i.e., an item either complete in one part of complete or intended to be completed, in a finite number of separate parts. (AACR2) A systematic and complete treatise on a particular subject.

MONOGRAPHIC SERIES:
A group of monographs, usually related to one another in subject, issued in succession, normally by the same publisher and in uniform type with a collective title applying to the group as a whole. Monographic series may be numbered or unnumbered.

OCLC:
Online Computer Library Center. The online bibliographic utility subscribed to by University Library.

PERIODICAL:
A serial appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which is numbered or dated consecutively and normally contains separate articles, stories, or other writings.

PERMANENT-DURABLE PAPER:
> A paper made to resist the effects of aging. Durability is reflected by the retention of physical qualities under continual use, while permanence is judged by resistance to continual use, while permanence is judged by resistance to chemical action wither from impurities in t he paper or from environmental conditions... an alkaline-buffered paper or alkaline reserve paper which has a pH value of 8.5 and a 3 to 5 percent alkaline reserve, is preferable for archival materials. Such buffered papers not only are stable from the environment.

PHYSICAL DESCRIPTION AREA:
> That part of the bibliographic description which describes the physical item, including the specific material designation; the number of physical units, such as pages of a book or frames of a filmstrip; playing time of a audiotape, videotape, etc; illustrative matter; dimensions; and accompanying material. Formerly called collation.

PREFACE DATE:
> The date given at the beginning or end of the preface.

PSEUDONYM:
> A name assumed by an author to conceal or obscure his or her identity. (AACR2)

RECTO:
> The right-hand page of a book, usually bearing an odd page number. (AACR2) The side of a printed sheet intended to be read first. (AACR2)

REFERENCE:
> In cataloging and indexing, a direction from one heading to another.

SECOND INDENTION:
> 12 typewriter spaces from the left edge of the card.

SECONDARY ENTRY:
> See added entry.

"SEE ALSO" REFERENCE:
> A reference to a name, term, etc., used as a heading to one or more related names, terms, etc., which are also used as headings.

"SEE" REFERENCE:

A reference from a name, term, etc., used as a heading form another form of the name, term, etc., which is not used as a heading. Synonymous with "see" cross reference.

SERIAL:

A publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals; newspapers; annual (reports, yearbooks, etc.); the journal, memoirs, proceedings, transactions, etc., of societies; and numbered monographic series. (AACR2)

SERIES:

A group of separate bibliographic items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered. (AACR2)

SERIES AUTHORITY FILE:

A set of records indicating the authorized forms of series entries used in a particular set of bibliographic records; the references made to and from the authorized forms; the information, and its sources, used in the establishment of the headings and the determination of references to be made; and series treatment.

SERIES STATEMENT:

That area of the bibliographic record consisting of data elements relating to the series to which the bibliographic item belongs. In addition to the title proper of the series, it may include the parallel title, other title information, statement of responsibility, ISSN, the number of the item within the series, and the name and details of a subseries.

SHELF LIST:

A catalog of the bibliographic items in a library collection, arranged by call number, with each item represented by one record. It frequently contains the most up-to-date information on copy and volume holdings.

SPINE:

The part of the binding that connects the front and back covers and conceals the back or bound edge of a book. Usually bears the title and frequently the name of the author.

SUBJECT AUTHORTY FILE:

A set of records indicating the authorized forms of terms used as subject headings in a particular set of bibliographic records; the references made to and from the authorized forms; and the information used, and its

sources, in the establishment of the headings and the determination of the references made to and from the authorized forms; and the information used, and its sources, in the establishment of the headings and the determination of the references to be made.

SUBJECT CARD:
The card for a book in the catalog under the subject heading.

SUBJECT HEADING:
An access point to a bibliographic record, consisting of a word or phrases which designates the subject of the work(s) contained in the bibliographic item.

SUBTITLE:
A secondary title, usually an explanatory phrase, added to the main title of a bibliographic item.

THIRD INDENTION:
14 typewriter spaces from the left of the card.

TITLE ENTRY:
An access point consisting of the name of a bibliographic item, a work contained in it, a document which is part of the item, or the series to which the item belongs. A bibliographic record with a title as the heading.

TITLE PAGE:
A page at the beginning of a bibliographic item bearing the title proper and usually, thought not necessarily, the statement of responsibility and the date relating to the publication. The leaf bearing the title page is commonly called the *title page*, although properly it should be the *title leaf*. (AACR2)

TRACINGS:
The record of the headings under which a bibliographic item is represented in a catalog or bibliographic database. In an authority file, the record of references made to and from headings to be used in a particular set of bibliographic records.

VERSO:
The left-hand page in an open book, usually bearing an even page number. The side of a printed sheet intended to be read second.

WORK MARK:
One or more symbols added to the author mark to provide subarrangement by title and to arrange editions of the same title in order.