ACCEPTABLE CATALOGING FOR MINERVA LIBRARIES

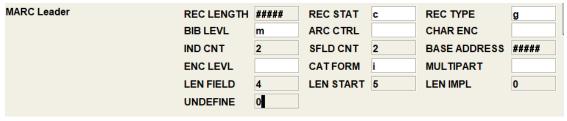
 INCLUDES CORE ELEMENTS found in the linked document "Minerva RDA Cataloging Standards"

https://www.maineinfonet.org/wp-content/uploads/2018/05/RDA-February2018-update.pdf

- Bibliographic records in the Minerva Catalog will conform to RDA rules except in special circumstances allowed by the Cataloging Standards Committee.
- Records must be in correct MARC format and will include all appropriate MARC tags, indicators, and subfields.
- The **Fixed Fields** section of the Bibliographic Record will be complete with all required information:

LA	NG	eng	CAT DATE	11-22-2023	BIB CODE 3	-
sk	IP .	0	INPUTLIBR	-	COUNTRY	cau
LO	CATION	multi	MAT TYPE	5		

- **LANG**: language (must match the 008 entry)
- **SKIP**: non-filing characters
- **LOCATION**: (add your library three letter code)
- CAT DATE: New records will have the cataloging date entered.
- **INPUT LIBR**: enter code (if your library has that) otherwise "-" AND use a 929 field with your library's three letter code and your initials (ex: litch). If you are adding to an already created 929 field add your initials with a slash (ex: litch/swhjc).
- MAT TYPE: be careful when importing records to check this. Correct material type (Wonderbooks/Vox books are given the mat type for "audio-enabled book"
- **BIB CODE 3**: use "0" if bib is an on-order record without complete cataloging information. Once you have the book in hand and you correct the bib to minimal standards, even if it is before the shelf date, you can change the "0" to a "-" and it will show up in MaineCat.
- **COUNTRY**: (must match the 008 entry)
- The MARC Leader will be complete with correct codes for Record Type, Status, and Cat Form "i" (ISBD/RDA) in particular.



•	The record shoul oclc/RLIN#	001 14	the following 409337540 CoLC	g fields if	information	can be	found i	n WorldCat	:
	001 field, used for fields containing		,		, , ,	oroved M	1inerva	standard.) ()01
003 field – must be OCoLC IF the 001 is an OCLC number. If there is no OCLC number available 003 can be something else (like DLC or SkyRiver, etc.) to let the cataloger k where the record came from.							'		
•	007 field - Nonpr description.	·							
	WARC	(Mat Catg v Color m Med Snd i	Fo	ec Mat d rmat v nens z	So	ndefine oundSep onfPlay	a q	
•	008 field with co	Dmplete inform Date Ent Date Two Illustr2 Audience Content2 Govt Pub Index 0 Biog Cat Srce	C C U	ding date at Type s ountry cau ustr3 ormitem ontent3 onf Pub 0 ndefine anguage eng	s and coun	Date One 19 Illustr1 Illustr4 Content1 Content4 Festsch Lit Form Modified			
•	010 field contain the number – del	•		er if assig	ned. This of	ften has	1 or 2 s	spaces in fro	ont of
•	019 field – delete	e as this field	1360264465		ed by the Lo 1 a141672010		3966 <mark>a</mark> 14	17384722	
•	IDENTIFIER (02X): the identifier for the manifestation is Core, and serves to differentiate a manifestation from other manifestations. 020 fields with ISBN if one has been assigned and it appears inside title page verso or on the cover of the item (or ISSN in the 022 or DVD UPC in the 024) ISBNs that do not pertain to the item in hand will be removed from the record. The cover image of the item that appears in the OPAC comes from the FIRST 020 listed. If a paperback is attached to a hardcover bib the paperback ISBN should be listed 2nd.								
•	040 field should	have the entr	ry erda som						
	MARC		040		DLC <mark>c</mark> DL	CIdDL	Clerd	a	
•	049 – delete as t	his field has ı	no local sign	ificance i	n Minerva.				
	MARC		049	9	СТМА				

• 050 is for LoC call numbers 082 is for Dewey decimal system call numbers

050	4	PN6727.D586 bH63 2001
082 0	4	741.5973 bD643ho 221

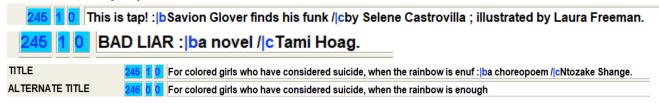
• 09x - Remove 09x call number fields (090, 092, 099) that come with imported records.

050 0 0	MLCM 2016/41824 (GV)
082 0 4	793.93 223

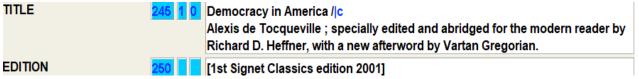
• 1XX field for the main entry if applicable. RDA requires the use of a "relationship designator" following the authorized version of the creator's name. This element is presented in subfield "e". Verify entry.



• 245 field - Title information will be entered in 245 field - continue the current practice of capitalizing the first word of the title and proper nouns only and the "rule of 3" which provides only the first 3 names followed by [and others]. Add other names in the 7XX field. Following RDA rules for transcription - use exact spelling as found on the source. Add a 246 field for an alternative title with correct spellings to aid patrons in finding the item in the OPAC. Correct indicators and subfields will be present, and correct punctuation will be observed. In compliance with RDA cataloging rules. When importing bib records from remote sources - If the item is not yet published the title should be IN ALL CAPS.



• 250 edition statement if applicable. If the edition is not explicitly specified but it is known, put the information in brackets, for example [2nd revised edition].



 263 - delete – instead use 500 field for note about future date of publication if your bib is for items not yet published.



264 fields containing place of publication, publisher, and date, using correct subfields. In the
absence of any of those details, repeated 264 fields will provide place, name, and date of
distribution, manufacture, copyright, in the order described by RDA. The MARC 260 field is

obsolete and will not be used - replace with a 264_1. If the bib is for a reprint, put the original publication date (as entered in the 008) in a 264_4 field with a copyright symbol.

264 1	New York : bBallantine Books, c2001.
264 4	c©1990

 300 physical description field with pagination, illustration details (including maps), and size in centimeters. Information regarding additional materials will be included as needed. Books without page numbers will be designated "1 volume (unpaged)"

PHYSICAL DESCRIPTION 300 1 volume (unpaged) :|bcolor illustrations ;|c22 cm

336, 337, 338 MARC fields for content, media, and carrier description.

PHYSICAL DESCRIPTION 300	320 pages : bcolor illustrations, color maps ; c29 cm.	
PHYSICAL DESCRIPTION 336	text btxt 2rdacontent	
PHYSICAL DESCRIPTION 336	still image 2rdacontent	
PHYSICAL DESCRIPTION 336	cartographic image 2rdacontent	
PHYSICAL DESCRIPTION 337	unmediated bn 2rdamedia	
PHYSICAL DESCRIPTION 338	volume bnc 2rdacarrier	

- 490 fields for series information if applicable. If it is a traced series it should be 490 1_ and have an 8xx in the bib. If the series is NOT traced, it should only have a 490 0_ and no 8xx. MARC 440 is obsolete and will not be used change to 490 and check the tracing. Use the link below for the Series Entry Cheat Sheet.
 https://www.maineinfonet.org/wp-content/uploads/2018/10/SeriesEntryCheatSheet.docx
- 500 fields Examine 5XX notes. For AV bibs, use 500 for "compact discs" or 538 for other media types. This should be the first 5xx field in the record. (right click, move field to top of group).
- 504 bibliography note (optional) will include pagination when possible.
 - 504 Includes bibliographical references (pages 451-509) and index.
- 520 field for the summary note (optional field but really an essential field for patrons using the OPAC) should be kept to no longer than 50 words in length. Content should be objective and non-judgmental in nature and should not include excessive plot detail. The summary note is not a review of the material.
 - The story behind one of the most consequential presidential transitions in US history, from Franklin Roosevelt to Harry Truman, and the legacy Truman struggled to overcome to lead America into a new, post-war world.
- 532 is for accessibility notes such as "English closed captions"
 - 532 1 English subtitles for the deaf and hard of hearing (SDH); English audio-described.

- 538 note with system details for audiovisual materials, as described in previously approved MCSC standard policy.
 - DVD, NTSC, region 1; widescreen (2.35:1); Dolby Digital 5.1, ADS 5.1 described video.
- 546 is for language notes on video recordings both dialog and subtitles
 - English dialogue; Spanish or English subtitles.
- 6XX subject access field will be entered with correct indicators and subdivisions. Be sure to
 use the Verify funcion when you are done working on your bib record.

Only verified Library of Congress subject headings will be used. https://authorities.loc.gov/

• 650_0 for adult subject headings



650_1 for LoC children's subject headings



Do not repeat headings that are the essentially the same from adult subject

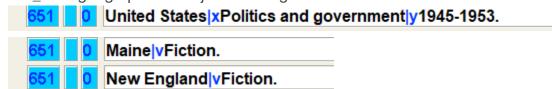
LC Annotated Children's Catalog subject headings

650_1 Gardens|vFiction rather than the 650_0 Gardens|vJuvenile fiction

headings and Children's subject headings - in the above example, since it is a

651_1 for geographical subject headings

children's book, use the



• 655 _7 Library of Congress genre fields, verified, should be used. Avoid **GSAFD** and delete **fast** entries. All genre entries should be: |2|cgft

d 655 7 Fantasy fiction.|2lcgft

• 7XX added entry fields (contributors) are included when applicable; the correct authority form of names will be used along with RDA approved contributor terms.



- 8XX series added entry fields are included when applicable.
 - URL links to non- site specific resources are given in 856 notes.
 - Check 8xx series entry: use 800 for author series, 830 for title series. If the bib has a series statement that is traced, it should also have a corresponding 8xx field.
 - S 800 1 Tolkien, J. R. R.|q(John Ronald Reuel),|d1892-1973.|tLord of the rings ;|vpt. 1.
- 9xx fields.
 - Add a 929 field with your cataloger initials.
 - After the record has been returned from authority processing it will have a 902 and 907 field that is specific to the Minerva catalog. Do not remove these fields.



VERIFY ALL FIELDS WHEN DONE



- In addition to the specific requirements listed above, bibliographic records will observe all previously approved Minerva Cataloging Standards and practices, including those that detail the proper handling of special formats and material types.
- When a new library is admitted to Minerva, its bibliographical records must be examined and approved by the Maine InfoNet cataloging specialist and/or representatives of the Cataloging Standards Committee before loading.
- Any standards that are approved in the future must also be observed.