<u>Checklist</u> for importing bibliographic records into the Minerva catalog

Records imported into the Minerva catalog from an outside source must be carefully reviewed to see if they meet RDA requirements. If a record does not include RDA specific fields, or if it appears to be a "hybrid" (contains both AACR2 and RDA elements), you will need to edit the record and add missing fields. Use the following prompts when importing new bibs or updating existing ones.

- ☐ Have you searched the Minerva catalog by title, author and ISBN without a match?
- ☐ Double click "Location" in the fixed fields and enter your library's 3 letter code. Click OK.
- ☐ Correct initials for the INPUT LIBR field if your library has a unique code. Otherwise use " - "
- ☐ Is the material type in the fixed fields correct? Double click in the MAT TYPE box to see a complete list.
- ☐ Is the language correct (must match 008 entry) in the fixed fields?
- ☐ Is the SKIP field correct for non-filing characters? (a, an, the) Research non-filing characters in other languages.
- ☐ Is the BIB CODE 3 set to "0" for pre-publication items? Otherwise it should be " - "
- ☐ Expand the MARC Leader. Is the "cat form" coded "i"?
- ☐ If the item is a serial is the BIB LEVL set to "s"? Double click to get a complete list.
- ☐ Is the ENC LEVL set to pre-pub if appropriate? (8)
- ☐ Is the ENC LEVL changed to "complete" (no number) if the item is now in hand?
- ☐ Verify the 001 number if it is listed as an OCLC# in 003. If no OCLC# match, delete.
- ☐ Retain the 003 as imported if no OCLC# can be found (examples: SKY, DLC, etc.).
- ☐ Is there an 006 field if required for appropriate types of non-print material?
- ☐ Is the 007 field present for the appropriate type of non-print material?
- ☐ Is 008 complete with language and country codes?
- ☐ If the item is a continuing resource are there 2 dates present and is the 2nd date "9999"?
- ☐ Keep only the 020 ISBNs from the item in hand, delete all others.
- ☐ If an 040 field is present, does it include subfield "**|e**rda"?
- ☐ Have you deleted 019 and 049 fields? (they should show red)
- ☐ Have you removed or changed the 09x fields that import? If you wish to retain the CALL # in the record, change the 09x to 082 and/or 050, save, then change the MARC TAG code from "c" to "y", then save again. Be sure to do this in order.

☐ Does the 1XX include the relationship designator in subfield **|e**? Have you verified?

☐ If the record has extra descriptors in the 245 field (Nobel Prize Winner, Bestselling author, Award winning illustrator), have you removed them?

☐ Is there a 250 edition statement and does it match your item? If not, be sure you have the correct bib!

☐ Did you delete the 263 field if it exists? (Expected Publication Date)

☐ Is the publisher information described in a 264 #1 field instead of a 260? 260 is now obsolete.

☐ If a 264 #4 field is included it must have the © symbol after the |c.

☐ Review information and remove outdated abbreviations in the 300?

☐ Do the required RDA fields 336 content, 337 media, and 338 carrier fields exist in the record? (check New RDA fields by material type document)

☐ Do series statements appear in a 490? 440 is obsolete.

☐ Examine 5xx notes - review their content and order. For Audiovisual bibs use 500 for "compact discs" and 538 for other media types. This should be the first 5xx field in the record (right click, choose "move field to top of group").

☐ Is the 504 field, if present, giving specific pagination in parentheses for bibliographical references?

☐ Is the 520 field in the general range of 50 words? Rewrite or go find a shorter one if longer. Remember - with mobile devices the entry in the OPAC should not require the patron to scroll down multiple screens just to get to the end of the description.

☐ If there are 532 (Accessibility Note) and 546 (Language Note) fields for video recordings are they appropriate?

☐ Are the subject fields verified & NOT duplicated in the record?

☐ Are the 655 genre fields verified?

☐ Do the 7XX added entries include a relationship designator (subfield **|e**") and verified?

☐ Do the 8xx fields match what is allowed in the authority record for the series? 800 for author series, 830 for title series? Check the Series Cheat Sheet for tracing in the authority record.

☐ Did you add a 929 field for your "initials" as the importer of the record?

☐ Verify all fields when done (use upper right icon "Verify")

- [ ] Use the "View Public Display" function to proofread your bib and item record in the OPAC. Make edits for spelling, grammar, etc. along with display of information related to spacing, punctuation, capitalization, etc.