

WYLD Cataloging Standards 2023

WYLD Online Quality Committee

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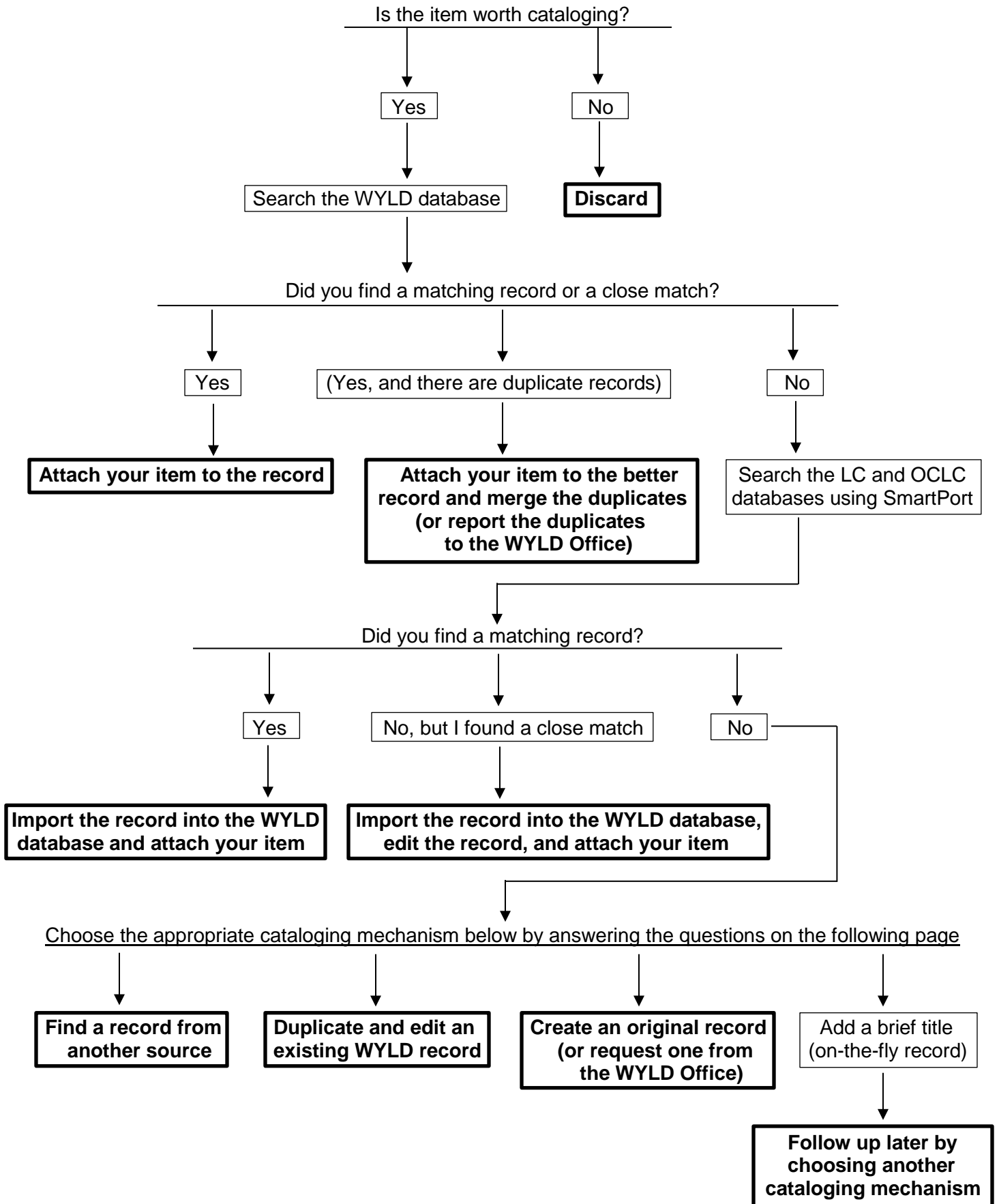
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WYLD CATALOGING WORKFLOW



CHOOSING THE APPROPRIATE CATALOGING MECHANISM

If unsuccessful in locating an existing record in WorkFlows that matches the material, the following mechanisms are the options from which to choose to enter the material into the WYLD database.

- Get record from another source
- Copy and edit existing WYLD record
- Original cataloging template
- Add brief title (on-the-fly)

Choose the appropriate mechanism by answering the questions at the far left in the chart below to identify the best potential mechanisms for access. Then, verify the choice on the following page by matching its features against the library's needs.

Question	Mechanisms possible if answer is "yes"	Mechanisms possible if answer is "no"
Need for quick circulation?	<ul style="list-style-type: none"> - Copy and edit existing record - Add brief title (on-the-fly) 	<ul style="list-style-type: none"> - Get record from another source - Copy and edit existing record - Original cataloging template
Need access from WYLDcat?	<ul style="list-style-type: none"> - Get record from another source - Copy and edit existing record - Original cataloging template 	<ul style="list-style-type: none"> - Add brief title (shadowed)
Is cataloging capacity limited?	<ul style="list-style-type: none"> - Get record from another source - Copy and edit existing record - Original cataloging template - Add brief title (on-the-fly) 	<ul style="list-style-type: none"> - Get record from another source - Copy and edit existing record - Original cataloging template
Need title or other data on notices?	<ul style="list-style-type: none"> - Get record from another source - Copy and edit existing record - Original cataloging template - Add brief title (on-the-fly) 	<ul style="list-style-type: none"> - Get record from another source - Copy and edit existing record - Original cataloging template - Add brief title (on-the-fly)

CHOOSING THE APPROPRIATE CATALOGING MECHANISM (Continued)

If unsuccessful in locating an existing record in WorkFlows that matches the material and a potential mechanism has been chosen from the preceding page, verify the choice by matching its features below against the library's needs.

Mechanism	Features
Get record from another source	<ul style="list-style-type: none"> - Minimal cataloging - Potentially permanent record - Ready to circulate quickly - Access from WYLDcat - Data on notices
Copy & edit existing WYLD record	<ul style="list-style-type: none"> - Minimal original entry - Minimal cataloging skills/knowledge - Editing skills - Potentially permanent record - Ready to circulate quickly - Access from WYLDcat - Data on notices
Original cataloging template	<ul style="list-style-type: none"> - Cataloging skills/knowledge required - Editing skills - Potentially permanent record - Slower to circulate - Access from WYLDcat - Data on notices
Brief title (On-The-Fly)	<ul style="list-style-type: none"> - Easy to input - Minimal MARC format - Not intended as a permanent record - Ready to circulate quickly - No access from WYLDcat (shadowed) - Data on notices

SECTION 1: INTRODUCTION

1.1 Cataloging in a Union Database

The Wyoming Libraries Database (WYLD) is a union database created from the bibliographic records of many libraries and special collections throughout Wyoming. The WYLD database is continually expanded and updated through the adding, editing, or enhancing of bibliographic records by participating institutions. Cataloging in WYLD requires a spirit of sharing and cooperation as well as a common understanding of what is expected of each participant. In the union environment, the concept of “ownership” or “authorship” of a bibliographic record vanishes. The WYLD Cataloging Standards have been created to maintain the integrity of the database by providing standards for institutions to follow.

Because the ultimate product of cataloging is the public access catalog, the presence of WYLDcat in the WYLD system makes it imperative that the system’s shared bibliographic database reflects standards that promote the most usability and impose the least confusion to library patrons in all of the WYLD member libraries. Therefore, the WYLD Cataloging Standards have been assembled by the Online Quality Committee and endorsed by the WYLD Governing Board. Each WYLD participating library is required to sign a governance agreement which contractually binds them to adhere to these standards.

In developing these standards and in recognizing that the bibliographic record is the foundation of WYLD’s public access catalog (WYLDcat), the committee adopted the philosophy that “quality records create a richer database.” These standards are intended for use by all catalogers in the WYLD Network. Their purpose is to provide the greatest benefit to the majority of WYLD catalogers.

1.2 Participants’ Roles in Maintaining the WYLD Database

1.2.1 *Participating Institution Obligations*

Participating institutions have the obligation to:

- a) Maintain the quality of the WYLD database by adhering to the provision of these standards.
- b) Verify with the WYLD Office staff that any current or proposed local cataloging practices do not compromise the integrity of the database.
- c) Direct questions affecting WYLD database quality, not answered by documentation, to the WYLD Office staff.
- d) Adhere to documentation provided by the WYLD Office, including documentation created by the system vendor.
- e) Attend WYLD database training on an ongoing basis to understand the provisions of these standards and to be aware of system changes.
- f) Stay informed of current cataloging practices.

- g) Submit questions concerning changes, additions, or revisions to these standards to the WYLD Online Quality Committee and the WYLD Office via e-mail. Working in partnership with the WYLD Office staff, the Committee will carefully consider all suggestions and comments for revision of these standards.

1.2.2 WYLD Online Quality Committee Obligations

The WYLD Online Quality Committee has the obligation to:

- a) Monitor database quality and recommend appropriate action to the WYLD Governing Board as needed.
- b) Set standards to maintain the integrity of the union bibliographic database.
- c) Review the WYLD Cataloging Standards at least every three years. It is the recommendation of the Online Quality Committee that the Cataloging Standards remain broad. Issues specific to the software vendor are addressed in Freshdesk.
- d) Support the WYLD Office staff in conducting training sessions for WYLD member libraries' staff related to cataloging in the union database environment.
- e) Poll members, solicit comments, and represent their interests on the committee.

1.2.3 WYLD Office Staff Obligations

The WYLD Office staff has the obligation to:

- a) Provide initial training to all new member libraries.
- b) Rely on the vigilance of participating institutions in maintaining the database so that WYLD Office staff may fulfill their roles as facilitators and problem solvers.
- c) Be the first and primary source for answers to questions regarding cataloging and database maintenance for WYLD member libraries. Such questions requiring further consensus of the consortium will be referred to the WYLD Online Quality Committee.
- d) Provide training for WYLD member libraries' staff responsible for creation and maintenance of records in the union database.
- e) Maintain documentation in Freshdesk related to the maintenance of the database.
- f) Engage in regular maintenance of the database.
- g) Keep current of changes in cataloging procedures by attending conferences/workshops and by reading professional publications.
- h) Keep current of local system changes, upgrades, and the implementation of new features.

SECTION 2: WYLD BIBLIOGRAPHIC RECORDS

2.1 Bibliographic Standards

All bibliographic records added to or created in WYLD must adhere to the following standards:

- a) All records intended to be permanent bibliographic records in WYLD must be full MARC cataloging records.
- b) International Standard Bibliographic Description (ISBD) punctuation must be used for all records.
- c) All records must follow Resource Description and Access (RDA) rules and Anglo-American Cataloging Rules (AACR2R), and latest revisions, as adapted by the Library of Congress and Library of Congress Rule Interpretations of AACR2R.
- d) All access points must be in RDA form.
- e) Library of Congress subject headings (LCSH) serve as the primary thesaurus for subject heading formation. Genre, LC Annotated Card (Children's), Medical Subject Headings (MeSH) from the National Library of Medicine, and bidex Spanish headings may also be used.

2.2 Editing Records

An accurate and complete MARC record is the basis for providing access to library holdings in WYLD. WYLD participants are prohibited from deleting fields used by another participating institution to provide additional access to a record. WYLD participants are encouraged to enhance and correct bibliographic records. The OCLC documentation [OCLC Input Standards Tables](#) and [Bibliographic Formats and Standards](#) should be followed with regard to the question of when to edit an existing record or create/request a new record. Within Bibliographic Formats and Standards, Chapter 4 entitled [When to Input a New Record](#), is a particularly helpful guideline.

2.2.1 Enhancements to Bibliographic Records

It is desirable for WYLD participants to add subject headings, added entries, and descriptive information (e.g., contents notes, etc.) to WYLD records. Do not delete contents notes (505 field). Do not alter dates on serial bibliographic records to reflect specific holdings. Do not add local notes (59x fields) or item-specific 5xx notes to the shared bibliographic record. Indicate differences in the notes area of the item record. Do not alter existing 300 field information to reflect the specific item in hand unless the record is missing that information. Indicate differences in the notes area of the item record. Refer to [Section 2.6](#) on *Item Records*.

Update records using AACR2R cataloging rules to RDA cataloging rules:

- Change the Description (Desc) fixed field from a to i
- Add relator terms in subfield "e" of 1xx and 7xx fields (e.g., author, illustrator, actor)
- Add 336, 337, and 338 fields with the appropriate information
- Change the 260 field to a 264 field. Edit indicators and subfield information as needed. Add a second 264 field if needed (copyright date, etc.)

- Edit the Date Type (Dat_Tp), Date1, and Date2 fixed fields if needed
- Change abbreviations to the full words where needed
 - 250 field - The edition statement should be transcribed as written on the resource
 - 264 field - The city/state/country and publisher name should be transcribed as written on the resource
 - 300 field - Change abbreviations such as p. and ill. to the full words such as pages and illustrations (sizes such as centimeters and inches should remain cm and in.)
- Edit punctuation throughout the record as needed

2.2.2 Corrections to Bibliographic Records

Because errors in bibliographic records may interfere with retrieving an item in WYLD, standards have been established for revising or correcting elements of a bibliographic record. Cataloging practice and heading formation may be verified through the Library of Congress. Endeavor to correct errors and omissions as time and resources permit. Each library may correct errors as they are found, or errors may be reported to the WYLD Office via e-mail or Freshdesk. Provide information from the item's title page and verso of the title page.

2.2.2A General

Typographical errors in bibliographic records should be corrected. Typographical errors in access points should be verified against the item in hand before corrections are made. (Sample access points: 1xx fields, 2xx fields, 4xx fields, 5xx fields (keyword), 6xx fields, 7xx fields, 8xx fields)

Add fields in the correct sequence. For instance, a 2xx field should not be added at the end of a record nor should a 7xx field be added at the beginning of a record or among 5xx fields.

When adding or editing enhanced contents notes (505 fields), the second indicator should be a zero.

In an enhanced contents note, do not add subfield "t" to terms such as Introduction, Foreword, Preface, Bibliography, Notes, Glossary, or Index. These generic terms should be entered in the subfield "g." Do add subfield "r" for author information and subfield "g" for numbering or duration information if it is available.

For bibliographic records for the print version of the title, if there are 856 fields, remove those 856 fields with URLs that do not link to an online version of the print material. Remove those fields with URLs that are for Cover images, Publisher descriptions, Tables of contents, Sample texts, or Contributors' biographical information.

2.2.2B Fixed Fields

Fixed field elements control the retrieval of a title if the search strategy used for retrieval is limited by the type of material, language, or date. Errors in the fixed fields should be corrected. Missing information should be entered. The encoding level should be updated if the record is enhanced. Fixed field elements are described in [Appendix C](#).

2.2.2C Field Tags and Subfield Codes

All MARC field tag and subfield code errors must be corrected. For example, if information that belongs in a 651 field is in a 650 field, correct the tag number, and if information that belongs in subfield “c” is in subfield “b,” correct the subfield code. In the display, the subfield code and delimiter for subfield “a” is not shown when it is the first subfield in the field. If deleting a field, remove the entire field. Do not leave empty tags or subfields. Make sure fields are placed in the correct order if changes are made.

2.2.2D Indicators

Errors in assigning indicators should be corrected. Particular attention should be paid to filing indicators used in title fields. The most generally used filing indicators are: zero (0) if there is no initial article; two (2) if the initial article is “A”; three (3) if the initial article is “An”; four (4) if the initial article in “The.” Foreign language initial articles should also be considered and can be found in the [Library of Congress MARC Code List](#) for Languages.

2.2.2E Name Headings

The form of the heading may be changed to conform to RDA. Choice of entry for a record should be corrected if appropriate to do so or in consultation with the WYLD Office.

2.2.2F Uniform Titles

The form of entry should be corrected for uniform titles. Choice of entry for a record should be corrected if appropriate to do so or in consultation with the WYLD Office.

2.2.2G GMDs

Libraries should no longer add general material designations (GMDs) to WYLD bibliographic records. However, some imported records still have GMDs in the 245 field. WYLD libraries are responsible for removing these GMDs that display in square brackets in subfield “h” of the title field.

Examples:

|h[sound recording]

|h[videorecording]

The information previously provided by the GMD is now found in the combination of RDA tags 336, 337, and 338. Refer to [Section 2.4.4D](#) on RDA tags 336, 337, and 338.

There are instances of phrases or single words displaying in square brackets in the 245 field that are not in subfield “h” and are not GMDs. These are added to clarify specific types of local records.

Example: [book club kit] Refer to [Section 2.4.3B](#).

2.2.2H Series Statements

Series tracing status (traced vs. untraced) may be changed to conform to Library of Congress tracing practice, although such editing should not be necessary as the Authority Control processing will make the necessary corrections. All 490 0_ series are indexed in the WYLD database. MARC21 Format for

Bibliographic Data indicates an 800, 810, 811, or 830 field should be present if a 490 1_ field is used. Do not change a 490 tag into a 440 tag, which is obsolete. When you see a 440 tag, change it to a 490 tag with the appropriate indicators. 490 and 8xx fields should only be used for actual series information. Publisher information such as “Brilliance Audio” and “HarperCollins paperbacks” are not true series information and should be deleted.

2.2.2I Topical Subject Headings

Subject headings are sorted and indexed in WYLD by the thesauri that produced the heading. No changes, other than corrections of obvious typographical errors, are made to subject headings. Do not delete any Library of Congress, LC Annotated Children’s, Medical Subject Headings (MeSH), or bidex Spanish subject headings. Do delete FAST, Sears, BISAC, and foreign language (other than Spanish) subject headings. Refer to [Subject Headings to Retain or Remove in Freshdesk](#). Do not strip any subfields from subject headings. WYLD member libraries may add local subject headings (69x fields) to enhance any record. Refer to [Local Subject Headings in Freshdesk](#). Refer to Sections [2.4.4D2](#) on Creating Subject Headings and [2.4.4D3](#) on Local Subject Headings.

2.2.2J Names Used as Subject Headings

Personal name headings used as subject headings have a MARC field tag of 600; corporate names have a field tag of 610; and conference names have a field tag of 611.

Geographic names used as subject headings have a MARC field tag of 651. Geographic names include names of places and names of geographic features (mountains, lakes, etc.).

Formulate the heading according to RDA. Follow Library of Congress practice for the assignment of subdivisions.

2.2.2K Index Terms – 6xx Fields

The 6xx subject heading fields (600, 610, 611, 630, 650, 651, 653, 654, 655, 656, 657, 658, 690, and 691) are not interchangeable. Do not change a MARC field of 653, 654, 656, 657, or 658 to a 650, 651, or 655 tag. Do not change a 650 tag with a second indicator of 1 (LC juvenile heading) to a 650 tag with a second indicator of 0. Do not change a 650 tag with a second indicator of 2 (MeSH, medical heading) to a 650 tag with a second indicator of 0. Do not change a 655 tag with a second indicator of 7 (genre heading) to a 650 tag. Refer to [Section 3](#) on Authority Control.

2.2.2L Cataloging-in-Publication (CIP) Records

WYLD participants should upgrade CIP records (encoding level 8) for all formats to full-level cataloging to reflect information appearing on the item as published. Changes in title and/or other access points may occur when the record is upgraded because of differences between prepublication information and final publication. Libraries should check all fields for needed changes and/or for the need to complete information, especially the 1xx (author), 245 (title), 264 (publication statement), and 300 (physical description) fields.

Libraries should delete the 263 field that appears in a CIP record. The 300 field of a CIP record will contain only “p” and “cm.” Pagination, illustrations (if applicable), and size should be supplied by the

cataloger using correct abbreviations and punctuation. Refer to [Cataloging in Publication \(CIP\) Record Enhancement](#) in Freshdesk.

2.2.2M Reading Levels (Lexile, Accelerated Reader, Guided Reading)

Reading levels can be found primarily in records for print materials (MARC format) and sound recordings (MUSIC format), although there are a few in the videorecording format (VM). When funding is available, Lexile and Accelerated Reader (AR) levels are added to bibliographic records quarterly by the software vendor. Libraries may choose to add reading levels to records if they don't want to wait for the next update. If libraries use Guided Reading levels, they will need to add them, as Guided Reading levels are not included in the quarterly updates.

Lexile measure is used to match readers with books. Readers and books are assigned a score on the Lexile scale. Lower scores reflect easier readability for books and lower reading ability for readers.

521 field. Use for Lexile information. The first indicator is 8. Use subfields "a" and "b."

Follow the format below. Do not add extra spaces, punctuation, information, etc.

521 8_ 680|bLexile

521 8_ 1010L|bLexile

A Lexile chart displays the typical Lexile ranges within a given grade level, for both readers and text. Use this chart to estimate the reader's Lexile range based on grade level. However, remember that not all students in the same grade level read at the same Lexile level. The chart can be found in NoveList Plus by clicking *Help*, searching for *Lexile* or *Lexiles*, and clicking *Lexiles*. Lexile measures can also be searched for particular books at <https://hub.lexile.com/find-a-book/search>.

Lexile measures are sometimes displayed without the "L" following the number. These values without the "L" are estimates of Lexile text measures and are not certified Lexile measures.

Lexile codes: These designations are used with the Lexile measures to indicate special characteristics of the text. BR and NP do not receive a Lexile measure; only the code is used.

AD (Adult Directed): Better when read aloud to a student rather than having the student read independently.

NC (Non-Conforming): Good for high-ability readers who still need age-appropriate content.

HL (High-Low): Content to engage older students who need materials that are less complex and at a lower reading level.

IG (Illustrated Guide): Nonfiction materials often used for reference.

GN (Graphic Novel): Graphic novels or comic books.

BR (Beginning Reader): Appropriate for emerging readers with a Lexile reader measure below 0L.

NP (Non-Prose): Poems, plays, songs, recipes, and text with non-standard or absent punctuation.

More information about these codes can be found in NoveList Plus by clicking *Help*, searching for *Lexile* or *Lexiles*, and clicking *Lexiles*.

These **Lexile codes** are entered in the same format as the Lexile measures.

521 field. Use for Lexile information. The first indicator is 8. Use subfields “a” and “b.”

Follow the format below. Do not add extra spaces, punctuation, information, etc.

521 8_ IG 780|bLexile

521 8_ BR|bLexile

Accelerated Reader (AR) is a computerized program that tests reading comprehension. Readers select books at their reading level, read independently, and take an independent comprehension test on the computer. Each book is worth a certain number of points based on its length and reading level.

526 field. Use for Accelerated Reader. The first indicator is 0 (zero). Use subfields “a” and “c.”

Follow the format below. Do not add extra spaces, punctuation, information, etc.

526 0_ Accelerated Reader|c4.5

Another website that can offer assistance is [AR Bookfind](#). This website will ask you to identify that you are a librarian, but it asks no further questions about yourself.

Within a title record in AR Bookfind, the following information is provided:

ATOS Book Level - Example: 5.4

Interest Level - Example: Middle Grades (MG 4-8)

AR Points - Example: 3.0

Rating - Example: 3 stars

Word Count - Example: 17858

Here is a brief representation of the elements:

ATOS Book Level

Book level 5.4 means the text could likely be read independently by a student whose reading skills are at the level of a typical fifth grader during the fourth month of school.

Interest Level

In this group, there are the following definitions:

LG = Lower Grades (K-3)

MG = Middle Grades (4-8)

MG+ = Upper Middle Grades (6 and up)

UG = Upper Grades (9-12)

Most MG books are marked as YA (young adult) for interest level.

Accelerated Reader (AR) Points

Each book that has a reading level practice quiz is given a point value. AR points are computed based on the difficulty of the book (ATOS book level) and the length of the book (word count). In the example above, the book is worth 3.0 AR points.

Guided Reading (a Scholastic program) is used in the classroom for small-group reading and for independent reading. The levels range alphabetically from A to Z. Level A represents the lowest level, and level Z is the highest. At [Scholastic Book Wizard](#), you can search a book title and, upon retrieval, view Guided Reading level, Lexile measure, and Accelerated Reading level.

521 field. Use for Guided reading level. The indicators are blank. Use subfields “a” and “b.”

Follow the format below. Do not add extra spaces, punctuation, information, etc.

521 __ Guided reading level|bM

2.2.3 Deletion of Bibliographic Records

WYLD participants may delete a bibliographic record from the database if their item is the last remaining copy. Duplicate records should be merged or reported to the WYLD Office via e-mail or Freshdesk.

2.3 Overlaying a WYLD Record

A WYLD record may be replaced by overlaying it with a record from an outside database accessible through the cataloging features provided by the current operating system.

2.3.1 Standards for Overlaying

WYLD participants may overlay an existing record if a record from LC or OCLC will:

- Replace the existing record with a more complete MARC record
- Enhance access points and/or notes

Libraries are encouraged to overlay, whenever possible, any Brief Title/On-The-Fly records with minimal level cataloging and minimal access points.

Libraries should never degrade a record by removing valid fields or subfields or by removing valid access points. Libraries should never change the description or forms of entry from current RDA standards to previous standards.

2.3.2 Standards for Editing When Overlaying

Edit the record in accordance with the standards established in [Section 2.2](#).

- a) Add MARC fields, from the existing WYLD record, which contain any unique numerical access points that are indexed and not included in the overlaying record (e.g., ISBN, ISSN, etc.). Any new ISBNs added to a bibliographic record should be added below the existing 020 fields in a separate 020 field. ISBNs for paperback versions of a title may be added to the record for the hardcover version instead of creating a separate bibliographic record, as long as the content of the publication is the same. Add the publisher name and format in parentheses in subfield “q” if they are different from that described in the 260/264 fields (publisher) and 300 field (size of a paperback is generally recognized as 18 cm).

Example: 020 __ 0345378490|q(Ballantine paperback)

- b) Add all access points from the existing WYLD record that are not represented in the overlaying record. Special attention must be paid to retain 490 and 8xx series headings, local subject headings (69x), and other access points in the 6xx or 7xx fields.
- c) Add all other bibliographic information, including contents notes (505 fields), from the existing WYLD record that is not local or copy-specific in nature and is not represented in the overlaying record.
- d) Correct invalid indicators or add correct indicators to fields where indicators are missing. Refer to [MARC21 Format for Bibliographic Data](#) or [Bibliographic Formats and Standards](#) for assistance in determining appropriate indicators to use.

2.4 Adding Bibliographic Records to WYLD

WYLD participants are able to add records to the WYLD database by:

- Importing records from another bibliographic database
- Copying and editing from the WYLD database
- Performing original cataloging

2.4.1 Standards for Adding

- a) Immediately prior to adding a new record, search the WYLD database using as many search keys or strategies as necessary to invoke a retrieval, in order to determine that a duplicate record will not be added.
- b) **Do not** add new records to:
 - Reflect new cataloging rules
 - Reflect local cataloging policies, except for differences allowed in [Section 2.5.3](#).
 - Reflect a different choice of main entry
 - Reflect additional information
 - Reflect new printing date

- c) **Do add** records to reflect successive entry cataloging for non-government serials. The WYLD bibliographic database should contain one record for each of these serial titles.
- Successive entry cataloging for non-government serial titles is generally practiced. Successive entry cataloging is the practice of creating a new record for a serial whenever a change is made to the title proper or the language of the publication changes.
 - **Do not** add an online serial record in addition to the record for paper issues. Simply add an 856 field with the valid URL to the existing record.
- d) **Do not** add an electronic resource record when there is an existing print record. *Refer to [Section 2.4.10](#) for specific procedures for handling federal document records.*
- e) **Do not** add a new serial record to reflect successive entry cataloging for state document serials. State document serials no longer reflect successive entry cataloging for title changes and continuations. State document serials are collapsed into a single record for the most recent title with notes added to describe title changes and years associated with each title variation.

2.4.2 Importing a Record into WYLD from Other Databases

More than one record may exist in an external bibliographic database to reflect the same bibliographic item. Choose the most complete record that matches the item in hand.

Editing of imported records must follow the standards of [Section 2.2](#).

2.4.3 Copying/Duplicating a Record in WYLD

Copy cataloging for the WYLD database may be accomplished by:

- Duplicating an existing record into the WYLD database and editing the new record to reflect the item in hand.
- Importing an existing record from one of the external bibliographic databases and editing the new record in the WYLD database to reflect the item in hand.

2.4.3A Copying an Existing WYLD Record and Editing It to Reflect the Item in Hand

- a) Editing of copied records must follow the standards of [Section 2.2](#).
- b) Do not copy records to reflect a paperback version of a title published in hardcover. Add the ISBN for the paperback copy in a 020 field below the existing ISBN (if there is one) to reflect the differences in publisher and format as described in [Section 2.2](#).
- c) Do not copy records to reflect a “Book-of-the-Month Club edition,” a “Book Club edition,” or any other print edition where only the font or formatting is changed but where the text is not altered. Do not copy records to reflect a “widescreen” or “full screen” version of a video. This edition information may be added to the item record as a note. *Refer to [Section 2.6](#) on Item Records.*

- d) Do not copy records to reflect a new printing date.

2.4.3B Creating Holdable Book Club Kit Records

Search WYLD for an existing book club kit record for the title you wish to add. If there is already a book club kit record, use it and add your library's specific information to that record.

If there isn't already a book club kit record in WYLD, copy the record of the title for which you need to create a book club kit record. If that title isn't already in WYLD, import the record from OCLC or LC.

Edit the record as described below to create the book club kit record. If an original record has to be created, include the fields shown here.

- a) Retain the 001 tag. Replace any prefix before the number in the field.

Replace the ocm/ocn/on designation that was before the number with the code: WYLD

Example: ocm41580492 becomes WYLD41580492

A record from LC doesn't have a prefix before the number, so just add WYLD in front.

Example: 18534988 becomes WYLD18534988

In order to be holdable, a bibliographic record must contain an ISBN, an OCLC number, or a 001 field with a unique number. Since ISBNs and OCLC numbers are removed from book club kit records, a unique 001 field must be present.

- b) Remove the 010 (LC number) field.
- c) Remove all the 020 (ISBN) fields.
- d) Remove all the 035 (local system number) fields.

The 010, 020, and 035 fields are SmartPort match points. Since SmartPort settings vary, it is important to avoid any possibility that these book club kit records would be overlaid.

- e) Add to the 245 field the simple indication [book club kit] immediately after subfield "a," or if subfield "b" is present, immediately after subfield "b."

Do not include any additional information, such as GMDs or library-specific information, in the 245 field.

Example: 245 10 Where rivers change direction [book club kit] /|cMark Spragg.

The phrase is in square brackets but not entered as a GMD, so there is no subfield "h."

- f) Add the 246 alternate title of Book club kits.

Example: 246 3_ Book club kits

That's first indicator 3, blank second indicator.

- g) Add the 250 field of Book club kit.

Example: 250 __ Book club kit.

- h) Leave the 300 field as it is. Do not add library-specific information to this field or replace the physical description with other kit information.

Example: 300 __ 267 pages :|billustrations ;|c23 cm

- i) Enter generic information that can be applied to all owning libraries in the first 500 field.

Example: 500 __ Entire kit must be checked out. Please ask librarian for assistance in locating these materials.

- j) Add a 500 field with library-specific information and identify it with the library's name. If the owning library is a branch library, use the branch name. Add libraries in alphabetical order. These multiple fields display in WYLDcat.

Example: 500 __ NATRONA: Multiple volumes plus looseleaf pages in a canvas bookbag. Kit includes 6-12 books, discussion questions, author biographies, suggested further reading, and list of other books by the same author.

Example: 500 __ SHERIDAN: Multiple volumes plus binder of looseleaf pages in a canvas bookbag. Each kit contains 10 books, discussion questions, author biographies, and suggested further reading.

- k) Add the 650 subject heading for Book clubs (Discussion groups) as the first subject heading so it is easy to find and not added multiple times.

Example: 650 _0 Book clubs (Discussion groups)

- l) Save the bibliographic record.

- m) Add holdings. Do not use subfield "z" (|Z) in the call number.

Delete holdings and bibliographic record when appropriate.

Delete the 500 field with library-specific information when deleting library holdings if the bibliographic record will not be deleted.

Example Record: Where rivers change direction

Label	Tag	Ind.	Contents
key	001		WYLD41580492
Data source	003		OCoLC
Date/time stamp	005		20000523113758.0
ISBN	020		9780874806175
Local system #	035		(Sirs) a2112764
Local system #	035		AFL-3960
Original study #	036		2015969
Cataloging Source	040		DLC cDLC dBFB
Geographic Area Code	043		n-us-wy
Local holdings	049		BBFA
LC Call Number	050	00	F767.P3 bS67 1999
Dewey Decimal Classification Number	082	00	978.7/42033/092 aB 221
Local LC call number	090		F767.P3 bS67 1999
Personal Author	100	1	Spragg, Mark, d1952-
Title	245	10	Where rivers change direction [book club kit] / cMark Spragg.
Variant title	246	3	Book club kits
Edition	250		Book club kit.
Publication info	260		Salt Lake City : bUniversity of Utah Press, cc1999.
Physical description	300		267 pages ; c23 cm.
Content type	336		text btxt 2rdacontent
Media type	337		unmediated bn 2rdamedia
Format type	338		volume bnc 2rdacarrier
General Note	500		Entire kit must be checked out. Please ask librarian for assistance in locating these materials.
General Note	500		NATRONA: Multiple volumes plus looseleaf pages in a canvas bookbag. Kit includes 6-12 books, discussion questions, author biographies, suggested further reading, and list of other books by the same author.
General Note	500		SHERIDAN: Multiple volumes plus binder of looseleaf p. in a canvas bookbag. Kit includes 19 books, discussion questions, author biographies and suggested further reading.
General Note	500		WASHAKIE: Kit contains 4 hardbound books.
Summary	520		Growing up in rural Wyoming, Mark Spragg learned early to read the stars. At 11 he was instructed to quit dreaming, and he went to work for his father on the land. The ranch is a sprawling place where winter brings months of solitude and summer brings tourists from the real world--city types who want a taste of the outdoors and stare at the author and his family as if they were members of some exotic tribe. By the age of 14, he and his younger brother are leading them on camping trips into deep woods. "No one ever asked why we had no televisions, no daily paper. They came for what my brother and I took for granted. They came to live the anachronism that we considered our normal lives." As Spragg comes to realize the strangeness of his life, he also detects flaws in his own character--a fear of suffering and mortality that first shows itself when he rides a sick horse too hard, until the animal hovers at the brink of death. He knows that if he had faced the possibility of sickness, if he had been brave, this animal would not have declined so quickly. Throughout his life, this inability to face death, this terror of losing the beauty of the world he so passionately witnesses, drives Spragg to distraction.
Held by	596		NATR SHER WASH
Personal subject	600	10	Spragg, Mark, d1952- xChildhood and youth.
Subject term	650	0	Book clubs (Discussion groups)
Subject term	650	0	Ranch life zWyoming zPark County.
Geographic term	651	0	Park County (Wyo.) vBiography.
Geographic term	651	0	Shoshone National Forest (Wyo.) vBiography.
Geographic term	651	0	Park County (Wyo.) xSocial life and customs.

2.4.4 Original Cataloging

2.4.4A How to Accomplish Original Cataloging for the WYLD Database

Original cataloging for the WYLD database may be accomplished:

- By contacting the WYLD Office. Requests for cataloging may be directed to the WYLD Bibliographic Services Librarian. If the request is for the cataloging of state document records, those requests will be forwarded to the State Publications Librarian at the Wyoming State Library.
- Online in WYLD by choosing the appropriate format for the item in hand. If so desired, WYLD Office staff will assist by reviewing records created online by member libraries when given the record's title control number.
- Libraries may request cataloging services from other libraries or cataloging resources. The information to be provided to the cataloging library or resource is determined by the partnership agreement.

2.4.4B Standards for Original Cataloging in WYLD

- a) WYLD participating libraries will use the appropriate format for the item in hand. [Appendix B](#) contains a listing and definition of record formats.
- b) Original records will include RDA Core Elements at a minimum. *Refer to [Section 2.4.4C](#).*
- c) Fixed field elements must be entered as completely as possible.
- d) All access points must conform to RDA.
- e) International Standard Bibliographic Description (ISBD) punctuation must be used.
- f) All applicable mandatory MARC fields and associated elements must be completed for the chosen record format. Correct indicators and subfield codes must be used. *Refer to [MARC21 Format for Bibliographic Data](#) or [Bibliographic Formats and Standards](#).*
- g) The primary subject thesaurus for WYLD is Library of Congress Subject Headings. Genre, LC Annotated Card (Children's), Medical Subject Headings (MeSH) from the National Library of Medicine, and bidex Spanish headings may also be used. All subject headings in the 6xx field must be formatted in accordance with Library of Congress practice. Correct indicators and subfield codes must be used.
- h) Locally-assigned subject headings must be tagged with the appropriate MARC field (69x). Do not assign the 69x field to headings established as valid LC subject headings. *Refer to [Local Subject Headings](#) in Freshdesk.*
- i) Local holdings and/or copy-specific information usually entered in the 049, 59x, or 9xx fields of the MARC bibliographic record are maintained by the owning library in the item record. These MARC fields should not be entered into the bibliographic record.

2.4.4C Minimum Requirements for Original Records

For original cataloging of records in the WYLD database, these are the Core Elements for Description under RDA.

020 or 022 or 024 - Standard number identifier (020 = ISBN, 022 = ISSN, 024 = UPC)

245 - Title proper and statement of responsibility relating to the title proper (if more than one, only the first recorded is required)

250 - Edition statement (designation of edition, designation of revision of edition)

264 - Production statement, publication statement, distribution statement, manufacture statement, and/or copyright date

264 with second indicator 0 - Production statement (date of production for a resource in an unpublished form)

264 with second indicator 1 - Publication statement

Place of publication : Publisher's name, Date of publication.

If there is more than one place of publication, only the first recorded is required. If there is more than one publisher's name, only the first recorded is required.

264 with second indicator 2 - Distribution statement (for a published resource, if publication information is not identified)

Place of distribution : Distributor's name, Date of distribution.

If there is more than one place of distribution, only the first recorded is required. If there is more than one distributor's name, only the first recorded is required.

264 with second indicator 3 - Manufacture statement (for a published resource if neither publication information, distribution information, nor copyright date is identified)

Place of manufacture : Manufacturer's name, Date of manufacture.

If there is more than one place of manufacture, only the first recorded is required. If there is more than one manufacturer's name, only the first recorded is required.

264 with second indicator 4 - Copyright date (if neither date of publication nor date of distribution is identified)

The 264 with second indicator 4 should be used in addition to another 264, not alone.

300 - Carrier type/extent/description (Extent of item : other physical details ; dimensions)

336 - Content type (the form of communication through which a work is expressed)

337 - Media type (the general type of intermediation device required to view, play, run, etc. the content of a resource)

338 - Carrier type (the format of the storage medium and housing of a carrier in combination with the media type)

For examples of 336, 337, and 338 fields, as well as the charts of subfield information to choose from, refer to [Elements for RDA tags 336 \(Content Type\), 337 \(Media Type\), & 338 \(Carrier Type\) in Freshdesk](#).

490 - Series statement (If applicable. Title proper of series ; numbering within series. Title proper of subseries ; numbering within subseries.)

The core elements shown above are for a monograph. For other record formats, core elements could vary slightly.

In addition to the RDA Core Elements, WYLD libraries should include a summary (520) and at least one subject heading (650) but preferably three or more subject headings when possible. Other information may be added to help describe the material.

RDA records can be identified by:

- the value of “i” or “c” in the Description (Desc) fixed field
- the inclusion of “rda” in subfield “e” of the 040 field
- the inclusion of 336, 337, and 338 fields and possibly others which can vary depending on the record format being cataloged

Figure D-2: Sample Record of RDA Core Elements with Subject Headings

ISBN	020	1931398135
ISBN	020	9781931398138
Personal Author	100	1 Rosa-Mendoza, Gladys. eauthor.
Title	245	10 Animals at the farm = bAnimales de granja / cby Gladys Rosa-Mendoza ; edited by Patricia Abello & Amy Weber ; illustrations by Jason Wolff.
Edition	250	Bilingual edition.
Publication	264	1 Wheaton, Illinois : bMe+mi Pub., c[2004]
Copyright date	264	4 c@2004
Physical description	300	1 volume (unpaged) : bcolor illustrations ; c18 cm.
Content type	336	text btxt 2rdacontent
Media type	337	unmediated bn 2rdamedia
Format type	338	volume bnc 2rdacarrier
Series Statement	490	1 English-Spanish foundations series ; vv. 13
Series Statement	490	1 La serie de fundamentos en ingles-espanol ; vv. 13
Subject term	650	0 Domestic animals vJuvenile literature.
Subject term	650	0 Livestock vJuvenile literature.
Subject term	650	1 Domestic animals.
Subject term	650	1 Livestock.
Subject term	650	1 Spanish language materials xBilingual.

2.4.4D Process of Original Cataloging in WYLD

2.4.4D1 Creating Material Descriptions

Enter ISBN in a 020 field: 020 __ ISBN with no hyphens or spaces within the number

Enter valid Main Entry headings in uppercase and lowercase according to standardized headings. Do not enter main entries (authors or titles) in all upper case unless they are entered as such in their authorized forms.

- a) All Main Entry headings should use the correct tags, indicators, and subfield codes. These vary depending on type of entry. Refer to [MARC21 Format for Bibliographic Data](#) or [Bibliographic Formats and Standards](#).
- b) Follow standards in [Section 2.4.4B](#).
- c) Create a 1xx field if the work has an author. An editor is not considered an author and should be entered as an added entry (7xx field).

100 = Personal Name Main Entry
 110 = Corporate Name Main Entry
 111 = Meeting Name Main Entry
 130 = Uniform Title Main Entry

- d) Identify valid Main Entry headings
- e) Conduct an author search online in the WYLD bibliographic database to see what authors have already been used. To determine if the heading is authorized, check the WYLD Authority File. If the heading is not in the WYLD Authority File, conduct a search of the [Library of Congress Authorities website](#).
- f) Verify the correct form of heading, the correct heading construction, and correctly constructed subdivisions.
 Example: 100 1_ Turner, R. M.|q(Raymond M.)
- g) Identify dates of a personal name subject heading if the dates are included in the authorized heading:
 Example: 100 1_ Bridger, Jim,|d1804-1881.
- h) Display the record in MARC format to identify the proper MARC tags and subfield codes for subdivisions.

In a bibliographic record in WYLD, an author followed by the word “UNAUTHORIZED” indicates it is not a valid heading. Verify this by checking the WYLD Authority File.

Create title entry (245 field)

The indicators vary depending on the type of entry. The first indicator is the number 1 if there is an author (1xx field). If there is no 1xx field, the first indicator is a 0 (zero). The second indicator determines the number of characters to skip for the purposes of indexing. If the title begins with an initial article (the words “A,” “An,” or “The”), the second indicator should be set to omit these words in indexing. If the initial article is “A,” the second indicator should be set to 2. If the initial article is “An,” the second indicator should be set to 3. If the initial article is “The,” the second indicator should be set to 4.

Examples:

No 1xx field

245 00 Everything Irish

245 02 A train to Moscow
245 03 An apple a day
245 04 The baker's daughter

1xx field present

100 1_ Lee, Katie, |eauthor.
245 10 All my rivers are gone /|cKatie Lee.

100 1_ Wilson, Casey, |d1966- |eauthor.
245 12 A dog's chance /|cCasey Wilson.

100 1_ Pilcher, Robin, |eauthor.
245 13 An ocean apart /|cRobin Pilcher.

100 1_ Pike, Norman, |eauthor.
245 14 The peach tree /|cNorman Pike.

Create other fields to further describe the material

a) **250 __ Edition statement** (no indicators)

Transcribe this as found on the material.

Examples:

250 __ Second edition.

250 __ 2nd ed.

b) **264 __ Production, Publication, Distribution, Manufacture, and/or Copyright Date**
(indicators vary depending on the function)

264 First indicator - Sequence of Statements

Blank - Not applicable/No information provided/Earliest. To be used when the material is first cataloged.

"No information provided" is defined for monographs that are complete as originally issued. This is the most common.

2 - Intervening. To be used when the Place or Name changes. More common with serials or monographic series where the original location or publisher is no longer the same as the current place or publisher name.

Example: 264 21 |3April 1954-April1996: |aHauppauge, New York :|bBarron's
(In the past in WYLD, this has been recorded in a note field.)

3 - Current/Latest. To be used when the Place or Name associated with the earliest statement changes. The current statement would be added with a first indicator of 3.

Example: 264 31 |3<1992->: |aNew York :|bFodor's Travel Publications
(In the past in WYLD, this has been recorded in a note field.)

264 Second indicator - Function of entity

0 (zero) - Production. The statement relating to the creation of material in an unpublished form.

Example: 264 _0 [Salt Lake City, Utah] :|b[producer not identified],|c[1926?]

1 - Publication. The statement relating to the publication, release, or issuing of the material.

Examples:

264 _1 New York :|bRandom House,|c2015.

264 _1 [Place of publication not identified] :|b[publisher not identified],|c2019.

2 - Distribution. The statement relating to the distribution of the material.

Example: 264 _2 Arlington, Virginia :|bPBS Distribution,|c2015.

3 - Manufacture. The statement relating to the printing or duplicating of the material in a published form.

Example: 264 _3 [Place of manufacture not identified] :|bPanda Game Manufacturing

4 - Copyright date.

Example: 264 _4 |c©2009

The copyright symbol can be added in the ILS by going to the *Tools* menu and choosing *Symbol Table*. Another way to enter the copyright symbol is by typing ALT+0169.

The 264 tag can display multiple times on a bibliographic record depending on the indicator value.

c) **300 __ Physical description** (no indicators)

With RDA cataloging, the elements in this tag are not abbreviated.

Example: 300 __ 245 pages :|bcolor illustrations ;|c24 cm

(cm here is not an abbreviation; it is considered the symbol for centimeters, therefore it is not spelled out nor is it followed by a period)

d) **336, 337, and 338 RDA fields** were created for the replacement of GMDs (General Material Designation) found in 245 fields. Even though the GMD wasn't typically used for print materials, these three RDA tags are used in records for print materials as well as in the records for other cataloging formats. For a list of the terms available for each of these three fields, refer to [Elements for RDA tags 336 \(Content Type\), 337 \(Media Type\), & 338 \(Carrier Type\)](#) in *Freshdesk*. Examples are given along with a table from the Library of Congress that

provides the combinations of terms used for all three fields when describing specific materials. Use both subfield “a” and subfield “b” in these fields, as well as subfield “2.”

Example of combination of elements for a map:

336 __ text|btxt|2rdacontent

337 __ unmediated|bn|2rdamedia

338 __ sheet|bnb|2rdacarrier

336 __ Content of the material being described (no indicators)

Example for a printed book:

336 __ text|btxt|2rdacontent

If the printed material has a lot of illustrations, like a book of photography or a children’s picture book, it is appropriate to add a second 336 field for the illustrations.

Example:

336 __ text|btxt|2rdacontent

336 __ still image|bsti|2rdacontent

Example for a DVD: 336 __ two-dimensional moving image|btdi|2rdacontent

Example for a book on CD: 336 __ spoken word|bspw|2rdacontent

Example for music on CD: 336 __ performed music|bprm|2rdacontent

337 __ Media type reflects the intermediation device needed to view, play, or run the contents of the material. (no indicators)

Example for a printed book: 337 __ unmediated|bn|2rdamedia

Example for a DVD: 337 __ video|bv|2rdamedia

Example for a book on CD: 337 __ audio|bs|2rdamedia

Example for music on CD: 337 __ audio|bs|2rdamedia

338 __ Carrier (format) type reflects the format for storage and housing of the material based on what the media is in the 337 tag. (no indicators)

Example for a printed book: 338 __ volume|bnc|2rdacarrier

Example for a DVD: 338 __ videodisc|bvd|2rdacarrier

Example for a book on CD: 338 __ audio disc|bsd|2rdacarrier

Example for music on CD: 338 __ audio disc|bsd|2rdacarrier

e) **Other RDA fields** can be added

340 for physical characteristics of material that requires technical equipment for its use or material that has special storage needs (no indicators)

In WYLD this is seen primarily in large print records.

Example for large print: 340 __ |nlarge print|2rda

Subfield “n” is used to indicate font size. It can be entered as a general indication of font size or more specifically.

Example: 340 __ |ngiant print (36 point)|2rda

344 for technical specifications of sound characteristics for sound recordings or videorecordings (no indicators)

Example for a sound recording: 344 __ digital|boptical|gstereo|2rda

Example for a DVD: 344 __ digital|boptical|gsurround|hDolby|2rda

Other subfields can be added.

345 for technical specifications of projection characteristics for moving images (no indicators)

Example for a DVD: 345 __ IMAX|b24fps|2rda

346 for technical specifications of video characteristics (no indicators)

Example for a DVD: 346 __ |bNTSC|2rda

Example for a VHS recording: 346 __ VHS|bNTSC|2rda

In older bibliographic records, the information in fields 345 and 346 is often found in a note and not in these specific fields.

347 technical specifications of digital file characteristics for the digital coding of text, image, audio, or video (no indicators)

Example for an MP3: 347 __ audio file|bMP3|f32 kbps|2rda

Example for a DVD: 347 __ video file|bBlu-ray|eregion A|2rda

f) **490 __ Series** (indicators vary, zero or 1)

In WYLD the 490 field with a first indicator of zero does serve as a series access point so users can retrieve titles associated with that series without having to know the official form of entry for the series.

In WYLD the 490 field with a first indicator of 1 has a corresponding 8xx field which contains the authorized (official) form of the series.

Example:

490 1_ Magic tree house ;|v#12

800 1_ Osborne, Mary Pope.|tMagic tree house series ;|v#12.

g) **5xx __ Notes** (indicators vary)

Refer to [MARC21 Format for Bibliographic Data](#) or [Bibliographic Formats and Standards](#) for additional information on these and other fields and subfields.

h) For large print materials, a 007 field containing “tb” can be added (optional). This is an additional way to identify a large print record. When a 007 field is created, a pop-up appears. Select “t” for “text” as the TypeCode and click OK. On the next line for Type_Mat, click the drop-down arrow and select “b” for “Large print.”

2.4.4D2 Creating Subject Headings

Enter valid Library of Congress (LC) subject headings in upper and lower case according to standardized headings. Do not enter subjects in all uppercase.

All subject headings should use correct tags, indicators, and subfield codes. Refer to the [MARC Bibliographic Format Guide](#).

Follow standards in [Section 2.4.4B](#).

600 = Personal Names

610 = Corporate Names

650 = Topical Headings

651 = Geographic Names/Headings

Identify valid LC Subject Headings.

Conduct a subject search in the WYLD database to see what subjects have already been used. To determine if the heading is authorized, check the WYLD Authority File. If the heading is not in the WYLD Authority File, conduct a search of the [Library of Congress Authorities website](#).

Verify the correct form of heading, the correct heading construction, and correctly constructed subdivisions.

Example: 650 _0 Economic forecasting|zWyoming|y21st century.

Identify dates of a personal name subject heading if the dates are included in the authorized heading:
600 10 Bridger, Jim,|d1804-1881.

Display the record in MARC format to identify the proper MARC tags and subfield codes for subdivisions.

In a bibliographic record in WYLD, a subject followed by the word “UNAUTHORIZED” indicates it is not a valid heading. Verify this by checking the WYLD Authority File.

2.4.4D3 Local Subject Headings

The Online Quality Committee maintains a list of local subject headings. Refer to [Local Subject Headings in Freshdesk](#). Libraries are welcome to use any subject heading on this list, in the format listed to maintain consistency in indexing. If a library is interested in using an unauthorized subject heading that is not on this list, they should contact a representative from the Online Quality Committee to request the addition of a new local subject heading.

Wyoming Book Award winners should have a local subject heading of Award. Wyoming Book Award nominees should have a local subject heading of Honor Book.

Examples:

- 690 __ Buckaroo Award.
- 690 __ Buckaroo Honor Book.
- 690 __ Indian Paintbrush Award.
- 690 __ Indian Paintbrush Honor Book.
- 690 __ Soaring Eagle Award.
- 690 __ Soaring Eagle Honor Book.

Use 69x fields with no indicators for other local subject headings. Do not tag as a local heading an LC subject heading to which has been added a geographic subdivision (Wyoming) or a free-floating subdivision such as “Statistics.”

Example: School libraries|zWyoming|vStatistics.

This is not considered a local subject heading and should not be entered in a 69x field.

Refer to [MARC21 Format for Bibliographic Data](#) or [Bibliographic Formats and Standards](#) for valid subfield codes.

Examples:

- 690 = Topical Headings
- 691 = Geographic Headings

Online sources are available for establishing geographic subject headings. For example, data from the Geographic Names Information System (GNIS) can be found on the [U.S. Board on Geographic Names website](#), which also has a [Geographic Names Information Guide](#). The GNIS also has a [query form](#).

There are also several sources listed in WYLDcat that may be useful in establishing a standard form for Wyoming geographic locations and topics. For a list of sources, conduct the following subject search in WYLD: *Wyoming geographical names*

Example titles:

- Wyoming geographic names
- Wyoming geographic names information system
- Wyoming place names

2.4.4D4 Authority Control

Invalid subject headings and name headings are identified in a bibliographic record by the appearance of “UNAUTHORIZED” after the heading.

Search the WYLD Authority File to identify which headings are valid. If a heading already exists in the database, edit the entry to conform to the authorized form of the heading. Often a heading is invalid simply because of misspellings, incorrect dates, incorrect spacing, or placement in the wrong field (such as placement in a 650 instead of a 651).

WYLD participating libraries should correct these errors within bibliographic records. Refer to [Viewing Authority Records](#) and [Validating Headings in Bibliographic Records in Freshdesk](#).

Errors in some UNAUTHORIZED headings in bibliographic records can be fixed easily by any cataloger editing the bibliographic record. If the term is in the WYLD Authority File but the entry in the bibliographic record still displays UNAUTHORIZED, there may just be a minor error in the form of entry in the bibliographic record. These types of errors include:

- a) Personal name heading that is missing the birth year when that information is necessary to distinguish that author from another with the same name.

Example: 100 1_ Patterson, James.

This author with no dates associated with his name is not the popular fiction author.

The valid entry for the popular fiction author is: 100 1_ Patterson, James,|d1947-

- b) Personal name headings that are missing a death year. In this case, the authority record contains both birth and death years but the new bibliographic record has just the birth year. Simply adding the death year to the heading in the bibliographic record will fix this error and validate the heading.

Example: 100 1_ Sharif, Omar,|d1932-

Add his death year (2015) to correct this entry.

Correct: 100 1_ Sharif, Omar,|d1932-2015.

- c) Personal name headings that have birth or death years that are not the correct dates. In this case it is often just a typographical error that is causing the heading to display as UNAUTHORIZED. Entering the correct year will validate the heading.

Examples:

600 10 Sharif, Omar,|d1933-2015.

600 10 Sharif, Omar,|d1932-2014.

Correct his birth or death year to correct this entry.

Correct: 600 10 Sharif, Omar,|d1932-2015.

- d) Personal name headings that are incorrectly spelled.

Example: 600 10 Anderson, Hans Christian,|d1805-1875.

Correcting this last name to Andersen and using the correct form of his name will validate this author's name.

Correct: 600 10 Andersen, H. C.|q(Hans Christian),|d1805-1875.

- e) Corporate names can have similar errors in spelling which can be corrected easily to make the heading valid.

Example: 610 20 Conference of Cheif Justices.

Validate the heading by correcting the spelling of *Chief*.

Correct: 610 20 Conference of Chief Justices.

- f) Topical and geographic subject headings can also be corrected by fixing spelling errors.

Example: 650 _0 Cemetaryies.

Correct: 650 _0 Cemeteries.

Example: 650 _0 Passtimes.

Correct: 650 _0 Pastimes.

Example: 651 _0 Cheyenne, WY

Correct: 651 _0 Cheyenne (Wyo.) (when this is in subfield "a" of the 651 tag)

If the geographic name appears as a subdivision in a topical heading, it is entered as:
650 _0 Cooking|zWyoming|zCheyenne.

- g) Errors in format and use of subfields can also be corrected. Formatting errors are those that don't use the subfields but designate the separation within the heading by using dashes.

Example: 650 _0 Cooking -- Wyoming -- Cheyenne.

To correct this entry, replace the dashes with the correct subfield.

Correct: 650 _0 Cooking|zWyoming|zCheyenne.

- h) Other errors in the use of subfields are related to the subfield code that has been entered. These can be easily corrected.

Example: 600 10 Patterson, James,|x1947-

Correct: 600 10 Patterson, James,|d1947-

Note also that there is no period at the end of these open-ended entries.

- i) Additional errors occur in validating a heading when the wrong tag is used. For instance, a personal name subject heading will appear as UNAUTHORIZED if it is entered as a topical subject heading (650 tag).

Example: 650 _0 Patterson, James,|d1947-

Correct: 600 10 Patterson, James,|d1947-

- j) A geographical subject heading (651 tag) entered as a topical subject heading (650 tag) will also result in the entry appearing as UNAUTHORIZED.

Example: 650 _0 Laramie (Wyo.)

Correct: 651 _0 Laramie (Wyo.)

Questions regarding the proper form of headings or reports of incorrect headings should be made to the WYLD Office. *For more information on Authority Control, refer to [Section 3](#).*

2.4.5 On-The-Fly Records

On-the-fly items can be created in the Check Out function in Circulation. These generally consist of only the 245 title field. Use the correct indicators in the 245 field. Other fields that are sometimes used include the 020, 100, and 500. Inclusion of the ISBN and/or author makes it easier to match the on-the-fly record to a full bibliographic record at a later time.

It is expected that on-the-fly items be fully cataloged as quickly as possible. These are not to be considered as permanent records. Libraries should check regularly for these records in the database and remove them. If the item needs to be attached to a full bibliographic record, the library should either transfer the item to the appropriate record or delete the item and then add it to the appropriate record. Reports can be run to retrieve these on-the-fly records.

2.4.6 Serial (Periodical) Records

2.4.6A General

For more system-specific details on serials maintenance, *refer to the [Serials group of articles](#) in Freshdesk.*

2.4.6A1 Full Level Bibliographic Records

WYLD participating libraries are encouraged to create a summary holdings statement on the MARC holdings record to reflect their holdings on the full bibliographic serial record even if they are not maintaining their serials through serial control. If copies are added, item barcodes should be added to the full bibliographic serial record that reflects a serial in continuous, current publication.

2.4.6A2 On-The-Fly Records

Create on-the-fly records only for the ease of quick circulation of a specific issue that is not otherwise attached. Use correct indicators in the title field (245). These records should be deleted on a regular basis by the library that created them. Summary holdings statements should not be added to these records.

2.4.6B Full Bibliographic Serial Records

The WYLD database may not have the most recently updated version of a serial record. Libraries should rely on the publication in hand to determine when a title changes or when a publication ceases. If a serial record in WYLD needs to be updated or replaced, libraries may contact the WYLD Office.

Do not alter any serial bibliographic records to reflect the holdings of any specific collection. Do not change dates to reflect specific holdings. Do not add "Library has..." notes to reflect specific holdings. Holdings notes belong in a MARC holdings record.

Annual publications should be attached to edition-specific records, not serial records.

2.4.6B1 Open Serial Records

WYLD participating libraries must be able to identify the appropriate full bibliographic serial record to use when attaching holdings. Libraries should use the serial record that reflects continuous publication of the title in its current form. There are some easy ways to identify these open publications.

Fixed fields

- a) The Bibliographic Level (Bib_Lvl) should be "s" to indicate it is a serial record.
- b) The Date Type: (Dat_Tp) is generally "c" to indicate the serial is currently being published. This means an issue has been produced within the past three years and there is no clear evidence that the publication has ceased. Sometimes this Date Type can be "u," which means that there is no clear indication that the serial has ceased publication.
- c) Date1 and Date2: The year the publication began goes in Date1, while Date2 will not contain an actual year. To indicate an ongoing publication, Date2 may contain four nines (9999) or, as in some older publications, the letter "u" to indicate missing digits (198u). The letter "u" may also appear in the Date1 position if it is unknown exactly what year the publication began. Beginning dates and ending dates must not be changed to reflect the dates held by any specific library.

Variable fields

- d) 260 field (AACR2R): Subfield "c" may display the year the publication began followed by just a hyphen.

Example: 260 __ |c1921-

- e) 264 field (RDA): 264 __ Production, Publication, Distribution, Manufacture, and Copyright Date (Indicators vary depending on the function)

264 First indicator - Sequence of Statements

Blank - Not applicable/No information provided/Earliest. To be used when the material is first cataloged. Information present when this indicator is blank is not changed, unless incorrect or earlier issues of a serial are later available with differing publishing information.

2 - Intervening. To be used when the Place or Name changes. More common with serials or monographic series where the original location or publisher is no longer the same as the current place or publisher name.

Example: 264 21 |3April 1954-April1996: |aHauppauge, New York :|bBarron's
(In the past in WYLD, this has been recorded in a note field.)

3 - Current/Latest. To be used when the Place or Name associated with the earliest statement changes. The current statement would be added with a first indicator of 3.

Example: 264 31 |3<1992->: |aNew York :|bFodor's Travel Publications
(In the past in WYLD, this has been recorded in a note field.)

264 Second indicator - Function of entity

0 (zero) - Production. The statement relating to the creation of material in an unpublished form.

Example: 264 _4 [Salt Lake City, Utah] :|b[producer not identified],|c[1926-1930?]

1 - Publication. The statement relating to the publication, release, or issuing of the material.

Example: 264 _1 Irvine, CA :|bI-5 Publishing LLC,|c2015-

2 - Distribution. The statement relating to the distribution of the material.

Example: 264 _2 Arlington, Virginia :|bPBS Distribution,|c2015-

3 - Manufacture. The statement relating to the printing or duplicating of the material in a published form.

Example: [Place of manufacture not identified] :|bPanda Game Manufacturing

4 - Copyright date.

Example: 264 _4 |c©2009

Example for the periodical title *Country*:

264 _1 |31987-|aGreendale, Wisconsin :|bReiman Associates, Inc.

264 31 |3<2012->|aGreendale, Wisconsin :|bReiman Media Group, LLC

- f) 300 field: Subfield "a" should display "volumes" or another spelled-out word indicating that the number of physical items is not yet known. Libraries must not add the number of volumes to reflect the number owned locally.

Example: 300 __ volumes

- g) 362 field: Subfield "a" should display the beginning date of publication for the serial.

Example: 362 __ Vol. 48 (Sept. 1921)-

- h) 78x fields: There should be no 785 field on a serial title that is still being published. The 785 field appears on serials that have closed because of a title change. However, there can be a 780 field on an open serial record. The 780 field displays the previous title of that serial publication.

2.4.6B2 Closed Serial Records

When a serial title ceases publication or undergoes a title change, the serial record is closed to reflect that no new issues will be published under that title. Even though these may be full level bibliographic records, they are not appropriate to use for attaching barcodes (except past issues) or creating serial control records for check in of currently received issues. There are some easy ways to identify these closed publications.

Fixed fields

- a) The Bibliographic Level (Bib_Lvl) should be “s” to indicate it is a serial record.
- b) The Date Type (Dat_Tp) should be “d” to indicate the serial has ceased publication or has been superseded by a new title.
- c) Date1 and Date2: The fixed fields should have the year the publication began in Date1 and the year the publication ceased in Date2. Beginning dates and ending dates must not be changed to reflect the dates held by any specific library.

Variable fields

- a) 260 (AACR2R) and 264 (RDA) fields: Subfield “c” may display the year the publication ceased.
 - i. Example: 260 __ |c1921-2001.
- b) 300 field: Subfield “a” may display the total number of volumes that cover the years the serial was published. Libraries must not change the number of volumes to reflect the number owned locally.
 - i. Example: 300 __ 80 volumes
- c) 362 field: Subfield “a” should display the years of publication, including both beginning and ending dates.
 - i. Example: 362 __ Vol. 48 (Sept. 1921)-Vol. 128 (Mar. 2001)
- d) 785 field: Subfield “t” should display the title of the publication that continues the closed title if applicable.

2.4.6C Serial Control Records

The creation of a serial control record is necessary only if a WYLD participating library is checking in its periodicals in the ILS. WYLD libraries are strongly encouraged to use this feature as a means of

tracking and claiming their serial publications. Refer to the [Serials Control Training Guide](#) provided by the software vendor.

2.4.6D MARC Holdings Records (MFHD – MARC21 Format for Holdings Data)

MARC holdings records contain the summary holdings statement that briefly describes a library's holdings for that title. This statement displays in WYLDcat. Users can see the range of issues owned by any WYLD participating library without looking at each barcoded issue. Each library is responsible for entering and maintaining the accuracy of these summary holdings statements.

These should contain general retention information about the title so that it is unnecessary to constantly update the summary holdings statements. For this reason, prefer a statement such as CURRENT 2 YEARS over one with a beginning date of retention if that beginning date ever changes (such as 2017-).

The summary holdings statement should accurately reflect the range of barcodes attached to the bibliographic record. For example, if the summary holdings statement indicates the library retains from July 2017 to the present, there should be no barcoded issues attached to the bibliographic record that reflect a date prior to July 2017. If a more general statement of CURRENT 2 YEARS is used, there should be no barcoded issues attached to the bibliographic record that reflect a date older than the current 2 years.

MARC holdings records should be added to serial records. Libraries are discouraged from adding a MARC holdings record and summary holdings statement to a bibliographic record for a monograph, as these are merged more frequently than serial records. There is no guarantee that these MARC holdings records will transfer to another bibliographic record when records are merged. MARC holdings records must be recreated manually.

Libraries do not need to maintain an item record on the bibliographic serial record for every barcoded issue owned. A summary holdings statement may be used to indicate a range of permanently retained back issues and the number of issues within that range of years.

Example: 1954-2000 (2395 issues, some missing)

If a library ceases to receive the serial and withdraws all issues, the MARC holdings record should be deleted so the summary holdings statement will not display in WYLDcat.

2.4.7 Pamphlet/Vertical File Materials

2.4.7A Accessing Pamphlet/Vertical File Materials in WYLDcat

Pamphlets and vertical file materials are often valuable resources of information, especially for local history collections. Therefore, subject access to these collections is important in making such material accessible in an understandable manner to users when searching WYLDcat.

2.4.7B Creating Bibliographic Records

Each WYLD participating library may enter bibliographic records that describe its pamphlet/vertical file collections. For example, there may be one record for *Park County vertical file -- General* and

another record for *Park County vertical file -- Wyoming*. Do not enter separate records for each topic file in a vertical file. Use broad categories if it is necessary to create more than one bibliographic record.

These bibliographic records should be agency-specific to ease the maintenance of holdings, minimize circulation-related questions, and make it easier for users to identify a specific library's holdings.

Remember that these standards have been established for the creation of a specific type of record and do not strictly adhere to standard cataloging practices. The role of some MARC fields has been redefined solely for use in these records, and that redefinition should not be applied to other record types.

- a) Duplicate the vertical file or pamphlet template record (title control number: a1154044) and edit the record to meet local needs. Do not enter library-specific information into the template record. Do not add item barcodes to the template record. Do not enter any information in all uppercase.
- b) The bibliographic records describing pamphlet or vertical file collections should have an Encoding Level of "v" to ease database management.
- c) Use the 260 field to instruct users how to locate or access the vertical file. For example, a useful statement to include in the 260 field could be: "Please ask librarian for assistance in locating these materials."
- d) Add a note in the bibliographic record stating the library's circulation and/or interlibrary loan policies for these items.
- e) Enter the following as the first two subjects of the record (690 fields): Pamphlets or Vertical file (whichever is appropriate) and the specific library's name followed by Pamphlet or Vertical file collection.

Listing these as the first two subjects minimizes confusion on the initial display of the bibliographic record.

Example:

690 __ Western vertical file.

690 __ Casper College Western vertical file collection.

- f) Sequence any additional subject headings by grouping all types of subject headings together, then list all headings in alphabetical order. For example, list all of the 600 (personal name) headings in alphabetical order, then list all of the 610 (corporate name) headings in alphabetical order.

Be consistent in the manner in which headings are entered so it is easier for the user to identify and search the topics available in the pamphlet or vertical file collection. Be sure to use the authorized form of heading by checking the WYLD Authority File for the established headings.

- g) Delete from the new bibliographic record any field or information that was copied from the template that does not apply. Do not delete or edit the template record.

Conduct a title search on “vertical file” to find examples of vertical file bibliographic records. It is helpful to view these records in both in the ILS and WYLDcat to see how information entered in specific fields is displayed.

- h) Refer to [Section 2.4.4](#) for details on *Original Cataloging*.

2.4.7C Adding a Barcode for Holdings Display

Add an item and enter a brief general, informational statement such as: VERTICAL FILE in the call number field to further direct users. Add the appropriate subfield to the call number to designate folder or file numbers. Refer to [Subfield Z in Call Numbers](#) in *Freshdesk*.

Throughout this process, view the record in WYLDcat to determine if the information displays in an understandable manner. Conduct a subject search on a term entered to see how the record displays in the result list. Modify the record as needed.

2.4.7D Circulating Pamphlet/Vertical File Material

To track the circulation of vertical file or pamphlet material in WYLD, libraries may use any of the following procedures:

- a) Circulate pamphlets “on-the-fly.”
- b) Assign barcodes to generic envelopes and insert pamphlets or materials in envelopes to circulate.

Envelope barcodes should be attached to the same general bibliographic record describing the pamphlet/vertical file collection.

- c) Assign barcodes to specific vertical file material or pamphlets. These barcodes should be attached to the library’s single vertical file bibliographic record. A portion of the title can be entered in the item’s call number field to identify the specific item.

Example of vertical file call number: VF FAMILY HISTORY MONTANA

2.4.8 Reserve Item Records

In order to use the Reserve Item program, all items must be attached to a bibliographic record in WYLD. The same standards recognized for adding and/or editing records should be maintained.

All materials will be attached to a complete bibliographic record. If a bibliographic record exists, attach to it. If no record is available, a title must be added. Do not create a different record for reserve materials.

Attach multiple copies of the same title to a single record. Do not create separate records for each copy. For example, create a record for Biology 1010 exams and link all Biology 1010 exams to that

record. Use the call number to identify a specific exam or chapter covered, rather than creating a separate record for each exam.

If an item-specific field (such as a 690 field to identify library reserves – e.g., NWCRESV) is added to any existing WYLD record, that field must be removed when the item is removed from Reserves.

2.4.8A Adding a Reserve Item Record

If there is no existing WYLD record, search one of the external databases if appropriate. If the record is found, import it into WYLD. The record may be edited to include a 690 field for the library's reserves (e.g., NWCRESV).

If no database yields a record for the item, create an original record in WYLD by copying the Reserve Item sample record with the library's title control number (e.g., a1508455 for NWC). The title of the sample record for each library begins with "Reserve Desk Cataloging Template." Do not enter library-specific information into the sample record. Do not add item barcodes to the sample record.

- a) The record format should match the type of item being cataloged. Do not change the record format or fixed field information on an existing WYLD record. In records created originally specifically for Reserves, the Encoding Level fixed field should be set to "r" for ease of database management.

The originally created WYLD record must have a 245 field for the title of the material on reserve. Include any appropriate indicators and subfields in the standardized manner. *Refer to [Section 2.4.4 on Original Cataloging](#).*

Example: 245 00 Donner party.

- b) Include the following fields in any record that will be used for Reserves. If using an existing WYLD record, these fields must be deleted when the item is no longer on Reserve. *Refer to [Section 2.4.4 on Original Cataloging](#).*

690 Subject heading for library reserves

Example: 690 __ NWCRESV

2.4.8B Deleting a Reserve Item Record

When there is no further use for a reserve record, delete all attached items associated with the reserve function. If the bibliographic record was an existing WYLD record, remove the 690 fields added specifically for the reserve function. If the bibliographic record was created specifically for Reserves, remove it from WYLD. However, if it is known that the record will be needed for another course later, do not remove it from WYLD. For more detailed information on Reserves, *refer to the [Academic Reserves Training Guide](#) provided by the software vendor.*

2.4.9 Library of Things Records

While WYLD libraries typically share records whenever possible, Library of Things records are an exception. Libraries should use the Library of Things template in the ILS (title control number

a2495467) to create a record specific to their item(s). All WYLD libraries share the template, so the template must be duplicated, not edited. Libraries should not share Library of Things records. If you would like an image to show in WYLDcat, send the title control number and image to the WYLD Office.

2.4.10 Federal/State/Local Documents Records

WYLD participating libraries are responsible for maintaining their item records. Maintaining the bibliographic records is primarily the responsibility of the State Library.

Federal documents:

- a) All tangible formats, such as print, microform, and CD, are attached to their own individual bibliographic record.

Examples: If a title is available in WYLD in both print and microform, separate print and microform records are used. If a title is available in both print and CD, separate print and CD records are used. If a title is available in both microform and CD, separate microform and CD records are used.

If the material is also available online, an 856 field is added to the record for the paper format to reflect the URL for online access. 5xx and 7xx fields are created to reflect publication history.

All other records for electronic versions of the title are deleted.

- b) If the title is not available in WYLD in a tangible format and is available only online, only the bibliographic record for the electronic format is retained in WYLD. The current URL for online access is maintained in the 856 field. 5xx and 7xx fields are created to reflect publication history.

All other records for tangible formats of the title are deleted.

The Wyoming State Library is responsible for the cataloging of state documents and is primarily responsible for maintaining those bibliographic records. WYLD participating libraries are responsible for maintaining their item records.

WYLD libraries may create bibliographic records for local government documents or may request cataloging be done by the State Library.

2.4.11 Electronic Records

Because of licensing agreements, some databases require a unique URL for each library to access the website. These URLs are contained in the 856 field (for electronic location and access) in the bibliographic record for that electronic resource. Multiple 856 fields can be added, one for each library with the URL specific to the individual library. Subfield "z" should be used to indicate the library for which that URL has been designated. Example text for subfield "z": *Central Wyoming College Link*.

Do not create a duplicate bibliographic record for these electronic resources. Libraries should use a single bibliographic record and either add a new 856 field to the bibliographic record or add a MARC holdings record with an 856 field for their unique online access information and an 866 field for their unique textual holdings information. Because of the nature of these records, they are less likely to be merged as monographic records are merged. Refer to [Creating a MARC Holdings Record in Freshdesk](#).

Figure 2.4.11-1 856 Field in Bibliographic Record

Title	245	00	Jane Austen / ceditor, Jack Lynch.
Publication	264	1	Pasadena, California : bSalem Press, c[2010]
Copyright date	264	4	c 2010
Physical description	300		vii, 349 pages ; c24 cm.
Content type	336		text btxt 2rdacontent
Media type	337		unmediated bn 2rdamedia
Format type	338		volume bnc 2rdacarrier
Series Statement	490	1	Critical Insights
Bibliography note	504		Includes bibliographical references and index.
Contents	505	00	tOn Jane Austen / rJack Lynch -- tBiography of Jane Austen / rRosemary M. Canfield Reisman -- tParis review perspective / rRadhika Jones -- tJane Austen: a cultural and historical context / rNeil Heims -- tJane Austen: the critical reception / rBonnie Blackwell -- tPride, prejudice, and persuasion: a comparison of two novels by Jane Austen / rDominick Grace -- tEmma / rBernard J. Paris -- tJane Austen and female reading / rRobert W. Uphaus -- tWhy there's no sex in Jane Austen's fiction / rSusan Morgan -- tLiberty, connection, and tyranny: the novels of Jane Austen and the aesthetic movement of the picturesque / rJill Heydt-Stevenson -- tOf woman borne: male experience and feminine truth in Jane Austen's novels / rSarah R. Morrison -- tRank and status / rChristopher Brooke -- tEarly phase versus major phase: the changing feelings of the mind / rWilliam Deresiewicz -- tConjecturing possibilities: reading and misreading texts in Jane Austen's Pride and prejudice / rFelicia Bonaparte -- tPride and prejudice and the beauty of justice / rSarah Emsley.
Held by	596		CSPC
Personal subject	600	10	Austen, Jane, d1775-1817 xCriticism and interpretation.
Added Entry--Personal Name	700	1	Lynch, Jack q(John T.), eeditor.
Series Added Entry--Uniform Title	830	0	Critical insights.
Internet	856	40	uhttps://casper.idm.oclc.org/login?url=https://online.salempress.com/toc.do?bookId=150&bookTitle=Critical%20Insights%3A%20Austen%2C%20Jane&bookCategory=Literature zCasper College Library

Figure 2.4.11-2 856 Field in MARC Holdings Record

Rec_Type	y	Enc_Lvl	4	Entrd	180417	Acq_Stat	
Acq_Meth		Can_Date		Gen_Retrn		Sp_Retrn	
Complete		Copies		Lending		Repr	
Lang	eng	Composit		Updated	200620		

Label	Tag	Ind.	Contents
key	001		23529
Location	852		cINTERNET
Electronic resource	856	41	uhttps://lccc.idm.oclc.org/login?url=https://pubs.asha.org/loi/ajslp yONLINE ACCESS AVAILABLE TO LCCC STUDENTS 2016-

2.5 Duplicate Records

Duplicate bibliographic records may occur in WYLD as a result of:

- Loading of records from OCLC.
- Dissatisfaction with the cataloging record that another library has added to WYLD previously for the same title.
- Multiple records for the same item from different vendors (such as Baker & Taylor and Ingram).
- Inadequate searching of the WYLD database before adding records.

2.5.1 Exact or Similar Duplicate Records

Merging items to bibliographic records that are not exact matches reduces the number of records that appear as duplicates in the result list when users search the WYLD database. Having multiple copies

of a title attached to the same bibliographic record ensures that the next available copy/item will be used to fill a hold request.

Duplicates represent the same bibliographic item. The descriptive information in the MARC records may be exact or may vary as to completeness. Examine the entire record before determining whether the record is or is not a duplicate. Non-print and serial publications should be evaluated carefully because cataloging choices for the determination of the title proper and the inclusion of a statement of responsibility may vary. Records determined to be duplicates should be merged. If another library's item needs to be transferred, contact the WYLD Office.

Determining a Duplicate Record:

- a) 1xx or 7xx: A heading may appear in one field or the other, depending on the choice of entry. Even though these should be authorized headings, the form of the heading may vary with duplicate bibliographic records, depending on the quality of the cataloging done by the record source. For instance, one record may have the full name including dates, while the other heading may be just the name without the dates.

Example: Patterson, James. or Patterson, James, 1947-

- b) 245: The title proper must match; however, additional title information may be found in other fields such as the 5xx fields. Choice of a title proper may vary for non-print and serial items.
- c) 260: Publisher information and copyright date may vary. The form of the publisher's name may differ, and additional publisher information may or may not be present. A subsidiary of a publisher may be used instead of the parent company, as is often the case with paperbacks.

Production dates may vary (e.g., printing, pressing, etc.).

- d) 264: Production, Publication, Distribution, Manufacture, and Copyright Date may vary.

Often records may have a 260 field and a 264 RDA field. Or one record may have a 260 field, while the other record will have the same information in one or more 264 fields. *Refer to [Section 2.4.4D1](#) for additional information on 264 fields.*

- e) 3xx: Variation in pagination or size should not be the sole determinants of duplication.

2.5.2 Suspected Duplicate Records

In the case of records suspected of being duplicates when the library is unsure how to proceed, it should report the records to the WYLD Office by e-mail or Freshdesk. WYLD Office staff will review the information and take appropriate action.

2.5.3 Merging of Materials, Both Print and Non-Print

Often materials may look different, but their content is still the same. Works are merged unless there is a statement on the item indicating that there is a difference, such as a special introduction, preface, foreword, afterword, or illustrations. Anniversary editions or other special commemorative editions are

not merged unless the other record also describes the same anniversary or commemorative edition. This is true for both fiction and nonfiction.

If the primary difference is in the physical presentation (e.g., hardcover vs. paperback), the items are merged onto one record. This narrows the result list of records displayed to the user in WYLDcat.

Libraries are encouraged to use the appropriate item type and/or circ/public/staff notes in their item record to indicate the type of presentation of their copy. Records are not merged if it appears the content of the text is no longer the same or if there is a need to preserve a record for historical collections or research needs at some special libraries.

2.5.3A Print: Paperback to Hardcover

- a) If the paperback has the same publisher as the hardcover edition even when size and pagination differ, the material is merged. The difference in size and pagination are the result of formatting and font changes.
- b) If the paperback publisher is a subsidiary of the parent company which published the hardcover edition, it is considered to be the same publishing family. Size and pagination may differ. The websites of most publishers also list their associated publishing companies and imprints.
- c) Book Club editions and Book-of-the-Month Club editions are merged in the same way. These appear identically on the result list; publisher and date are the same as the original hardcover edition. Generally the only place the Book Club edition information appears on the item is on the front, inside flap of the dust jacket. The difference between this version of the title and the original hardcover edition is merely in size and pagination, a result of use of a different font in printing. The text has not been altered. This edition information may be added to the item record as a circ/public/staff note. Refer to [Section 2.6](#) on *Item Records*.
- d) Records are evaluated for differences in catalogers' interpretation of information from the chief source of information and their interpretation of cataloging rules. Catalogers have different opinions on which name to use for the publisher. Some choose Kensington Publishing Corp., while others choose Zebra Books. Some choose the printing date as the publication date and create a new record for that printing date. Others choose one date in a series of copyright dates. These differences in publisher names or publication dates may be added to the item record as a note. Refer to [Section 2.6](#) on *Item Records*.
- e) Edition statements are evaluated carefully. Different numeric editions (e.g., 1st ed., 8th ed.) are not merged together because there are often differences in the content.
- f) Publication dates are evaluated carefully. Different dates and a different numeric designation in the edition statement may indicate a different version of the title where content has been changed.
- g) Records are not merged if there is a difference in the creator of a prologue, introduction, foreword, afterword, or illustrations.
- h) If the ISBN of the record being merged is different from any of the ISBNs on the record being retained, that new ISBN should be added to the record being retained. The 020 field for this

new ISBN is entered directly below the 020 field(s) containing the original ISBN(s). Add brief publisher information in parentheses in subfield “q.”

Examples:

020 __ 0312986769|q(St. Martin’s paperback)

020 __ 9780312986766|q(St. Martin’s paperback)

020 __ 0679774122|q(Pantheon paperback)

- i) If the record being retained has no 020 field (no original ISBN), add the new 020 field in numerical order within the existing fields so that it appears after a 010 field but before a 035 field.

2.5.3B Print: Large Print Materials

Large print materials are merged only to other large print records. They are merged in the same way as paperback and hardcovers are if there is another large print record that meets the merging criteria.

2.5.3C Non-Print: Sound Recordings

Sound recordings include cassettes, CDs, MP3, and other MUSIC format non-print materials.

- a) Sound cassettes and audio discs are not merged together because different equipment is required to use the material. MP3 audiobooks are not merged to CD audiobooks because different equipment is required.
- b) If the producer of the sound recording on one record is a subsidiary of the parent company which produced the sound recording of the other record, it is considered to be the same publisher family. The records should be evaluated carefully for differences in catalogers’ interpretation of information from the chief source of information and their interpretation of cataloging rules. Catalogers have different opinions about which name to use for the producer. Some choose Books on Tape, while others choose Random House Audio. The publisher’s edition of Books in Print may be consulted to determine relationships between producers. The websites of most publishers also list their associated publishing companies.
- c) Catalogers also interpret dates differently on non-print records. One cataloger may choose the copyright date, while another may choose a different production date. These should be evaluated carefully.
- d) If the sound recordings have the same narrators/performers, they can be merged unless one record is for the abridged version and the other record is for the unabridged version. Add an edition statement (250 field) to these records to help identify on the result list what makes the records different.

Examples:

250 __ Unabridged.

250 __ Abridged.

- e) Do not merge records which have different numbers of physical units in the 300 field. If one record is for the unabridged version with 10 sound cassettes (or 10 sound discs, or 10 audio

discs) and the other record is for the unabridged version with 12 sound cassettes (or 12 sound discs, or 12 audio discs), do not merge them.

- f) If the records considered for merging have ISBNs, they may be manually copied from one record to another in the same way that this is done for paperback and hardcover titles. *Refer to [Section 2.5.3Ah](#).*

2.5.3D Non-Print: Video Recordings

Video recordings include VHS, DVD, Blu-ray, Blu-ray 3D, and 4k Blu-ray.

- a) VHS video recordings, DVD video recordings, and Blu-ray video recordings are not merged together because different equipment is required to use the material.
- b) These records should be evaluated carefully for differences in catalogers' interpretation of information from the chief source of information and their interpretation of cataloging rules. Catalogers have different opinions about which name to use for the producer and which date to use. Some catalogers use the date of the original film production, while others use the date the video recording was manufactured. A printing date should be ignored unless that is the only date available.
- c) If the video recordings have the same performers and other persons of importance are the same, they can be merged unless one record is for a specific type of edition such as a Classroom edition, or contains multiple types of video recordings, such as a record for a DVD + Blu-ray. Add an edition statement (250 field) to these records to help identify on the result list what makes the records different.

Examples:

250 __ Blu-ray.

250 __ DVD/Blu-ray/Digital HD.

250 __ Blu-ray 3D.

250 __ 4K Ultra HD.

- d) Do not merge records which have different numbers of physical units in the 300 field. If one record is for the unabridged version with 10 videocassettes (or 10 videodiscs) and the other record is for the unabridged version with 12 videocassettes (or 12 videodiscs), do not merge them.
- e) If the records considered for merging have ISBNs, they may be manually copied from one record to another in the same way that this is done for paperback and hardcover titles. *Refer to [Section 2.5.3Ah](#).*

2.5.4 Examples of Duplicate Records That Are Not Obviously Duplicates

The following duplicate bibliographic records exist in the WYLD database and should be merged.

Serial or Monographic Set vs. Individual Title Piece

Sometimes an individual piece of a serial or monographic set has been cataloged separately, while a record exists for the title as a whole. The serial/set records with complete access points are preferred, and the individual title records are merged to them.

Example: Harvard Classics

The record for the entire set of Harvard Classics with an enhanced 505 contents note is preferred over the 54 individual title records.

An exception to this practice is graphic novel titles such as Fruits basket. These records generally contain enumeration in the title field (245) and do not have separate titles for each volume.

Examples:

245 10 Fruits basket.|n2

245 10 Fruits basket.|n3

Another example of these types of records does have separate titles for each volume.

245 10 One piece.|nVolume 3,|pDon't get fooled again

There should not be both a serial record for all volumes *and* a monographic record for each volume. With these materials, the separate volume records are preferred.

2.6 Item Records

WYLD libraries are responsible for maintaining their own call numbers and item records.

2.6.1 Creating Item Records

For effective use of all WYLD system features and to provide accurate statistical information generated from the WYLD database, WYLD participating libraries should create an item record to reflect each physical representation of a bibliographic record that is owned by their institution, unless it is a serial record on which a summary statement has been created in a MARC holdings record. Item records should contain all information that is considered local in nature and copy-specific (e.g., local call numbers, missing pages, Book Club edition, Book-of-the-Month Club edition, etc.). While each library should develop its own guidelines regarding the use of item record fields, it is important to maintain consistency in how fields are used and consistency in which fields are used. Item categories can be used to determine what materials display in the juvenile catalog or can be used in conjunction with item types and locations to gather statistics. When subfield "z" is required in the call number, it should be used consistently and correctly. Standard abbreviations should be used consistently at all times in call numbers. Refer to [Subfield Z in Call Numbers](#) and [Abbreviations for Call Number Information](#) in *Freshdesk*.

2.6.2 Removing Item Records

It is possible to remove copies (barcoded items) individually or through a report. Running the report provides statistics on the number of items removed. Items cannot be removed if there are still transactions associated with those barcodes.

Libraries should establish maintenance guidelines to address outstanding fines and to address items that remain unavailable to patrons because they are missing, lost, or long overdue.

Open orders will prevent another library from being able to remove their barcodes. This often requires intervention of the WYLD Office staff to correct this problem.

SECTION 3: WYLD AUTHORITY CONTROL

3.1 Authority Records

Authority records are the basis for the validation process and provide cross references between headings. The purpose of authority records is to establish one authorized form of an access point and to link that form to all other variant forms so that all bibliographic records related to the heading may be retrieved. Authority records are used in cataloging for the validation process and to produce cross references in WYLDcat.

The WYLD Authority File consists of Name Authority records and Subject Authority records. The Name Authority portion of the file consists of records for personal, corporate, meeting/conference, and geographic names; uniform titles; and series. The primary thesaurus for the WYLD Authority File is the Library of Congress MARC Name and Subject Authority File. LC authority records can be viewed on the [Library of Congress Authorities website](#). Topical subject headings are used in 6xx fields with second indicators of 0 (zero). The WYLD Authority File also contains authority records for the MeSH subject headings of the National Library of Medicine (6xx fields with second indicators of 2), LC's Annotated Children's Catalog headings for children's literature (6xx fields with second indicators of 1), and genre headings from the LCGFT file (Library of Congress Genre/Form Terms) and the GSAFD file (Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc.) (655 fields with second indicators of 7 and subfield "2" indicating the source of the heading, either "lcfgft" or "gsafd").

3.2 Ongoing Authority Processing

Authorities Vendor

(if funding is available to provide this service)

WYLD bibliographic records are extracted quarterly and sent to the authorities vendor for processing against their most current master authority files. New or updated authority records are imported into the WYLD Authority File at the same time the WYLD bibliographic records are returned from the authorities vendor. This ongoing process helps keep the WYLD Authority File current and reduces the need for editing of the WYLD authority records.

When not working with an authorities vendor, WYLD authority records are added and maintained by the WYLD Office.

WYLD Participating Libraries

Because the ongoing vendor processing of authority files occurs only quarterly, WYLD libraries should continue to validate headings daily against the WYLD Authority File on newly imported, originally cataloged, or modified bibliographic records. Problematic, non-validated headings may be reported to the WYLD Office.

WYLD Office

Only the WYLD Office will have the authorization to create or edit WYLD Authority File records. Contact the WYLD Office to report problematic headings or to request the creation of an authority record. Local authority records are created only for names with Wyoming significance. Because the quarterly authority updates ignore local records, those names will not be caught if a Library of Congress authority record is later created. The names in local authority records must be checked manually, which is the reason for limiting local records to names with Wyoming significance. For a list of local subject headings, which do not have local authority records, *refer to [Local Subject Headings in Freshdesk](#)*.

APPENDIX A: GLOSSARY

A

AACR2R. Anglo-American Cataloging Rules, 2nd edition. 2002 revision. This term, as used in this document, refers to the latest edition. AACR2R has been replaced by Resource Description and Access (RDA). *Refer also to RDA. Resource Description and Access.*

Accelerated Reader (AR). A reading program developed for K-12 schools to assess students' reading comprehension levels.

Access point. The elements that may be searched from which a bibliographic record may be retrieved. Access points for WYLD bibliographic records include names, subject terms, titles, etc. *Refer also to Heading.*

Added entry. An additional access point; i.e., any other than the main entry, by which a bibliographic record may be retrieved. This could include a joint author, an illustrator, an editor, a series, a subject, etc.

Alternative title. The second title of a work, which is joined to the first title with "o" or its equivalent in another language (e.g., *The age of fable, or, Beauties of mythology*). Both titles are considered to be the title proper. *Refer also to Title proper.*

Appendix. Supplementary section at the end of a document which contains material relating to the main body of the document.

Article, initial. *Refer to Initial article.*

Authority control. The process of maintaining consistency in the form used to represent an access point. Also the process of showing the relationships among names, works, and subjects.

Authority file. A grouping of records of the authorized forms of names, titles, or subjects chosen for use in the bibliographic record.

Authority record. A record whose purpose is to establish one form of an access point and to link that form to all other variant forms so that all bibliographic records related to the heading may be retrieved. Authority records are used in cataloging for the validation process and to produce cross references in the public access catalog.

B

Bibliographic database. A source that provides electronic MARC cataloging records as one of its functions, such as OCLC or LCMARC.

Bibliographic record. A record that describes the physical characteristics and the intellectual content of a title.

Brief title record. A temporary bibliographic record with minimal information created when a more complete bibliographic record is unavailable.

C

Call number. The notation used to identify and locate a particular item on a library's shelves.

Cartographic material. Any material that represents the Earth or any celestial body either in part or as a whole such as maps, globes, and atlases.

Cataloging. The process of describing an item in a library's collection and assigning subject headings and a call number.

Cataloging template. A workform used by catalogers to create an original bibliographic record by supplying appropriate information in the fields provided. Additional fields may be added as needed; unused fields should be deleted.

CIP. Cataloging-in-publication records. Created by the Library of Congress from information provided to it by publishers for pre-publication titles. These records lack descriptive elements (e.g., pagination, illustrations, etc.). Other supplied elements may change by the time the title is published, such as the title, authors, publisher, etc.

Computer file. *Refer to Electronic resource.*

Connexion. OCLC cataloging service that allows the editing and creating of bibliographic records.

Copy cataloging. Adapting a copy of the bibliographic record created by another library.

Copyright date. The date material has its copyright registered with the Library of Congress. This date sometimes becomes part of the bibliographic record and is designated by a copyright symbol (e.g., ©1996). In older records, it is designated by a "c" immediately before the date (e.g., c1996).

Core Elements for RDA description. RDA name for elements required in a description if it applies to the resource being described, and if it is readily apparent. *Refer to [Section 2.4.4C](#).*

Cross references. *Refer to See reference and See also reference.*

D

Database. A collection of records stored electronically, such as bibliographic records which contain all the holdings of libraries, or the circulation information for libraries.

Default. A pre-set value that a computer assumes or an action that it takes unless otherwise instructed.

Delimiter. A symbol that separates data elements within a MARC field. In WYLD this symbol is a vertical bar [|], called a pipe, created by the combination of the shift key and the backslash key [\]. Symbols used as delimiters outside of WYLD include ≠ and \$.

E

Electronic resource. Material encoded for manipulation by a computer (e.g., CD-ROM, the Internet).

Encoding level. One of the fixed field elements which indicates the completeness of that bibliographic record.

Enhance. The process of adding more information to a bibliographic record to make the description of the material more complete. It may include providing additional access points to allow for better retrieval by the user.

Entry. A representation of a bibliographic record at a particular point in the database. There can be one or more entries for any one heading. *Refer also to Heading.*

E

Field. Organization of a specific type of data in a specific place in a MARC record. Fields identify title information, author information, call number, etc.

Field tag. *Refer to Tag.*

Filing indicator. The indicator associated with a title field. The value for this indicator identifies to the computer the number of characters, including spaces, to skip before indexing the field. It is used to skip initial articles; for example, a title with the first word of "The" would have a filing indicator of 4 to identify to the computer that the title begins in the 5th position of the field.

Fixed field. The part of the MARC record that refers to the field in which elements are fixed in length and in relationship to each other.

Free-floating subdivision. A subheading that can be added, as needed, to headings in a published list. It is not necessarily already written in the published list following those headings.

G

Genre heading. A type of access point that indicates what the work *is* rather than what it is *about* (e.g., Mystery fiction, Western stories).

GMD. General material designation. *Obsolete.* A term given in square brackets in the bibliographic record, in subfield "h" of the 245 field, to indicate the class of material to which an item belongs (e.g., [sound recording] - used for sound cassettes, phono discs, CDs, etc.). GMDs have been replaced by the 336, 337, and 338 fields in RDA.

Guided Reading. A Scholastic reading program which is used in schools to assess and assign a guided reading level based on knowledge of words, comprehension, and reading fluency.

H

Heading. A name, word, or phrase placed in a field in a bibliographic record to provide access to a library's material. *Refer also to Access point.*

I-J

ILS. Integrated Library System. A software system for libraries with modules for Circulation, Cataloging, and other library functions.

Indicator. The first two character positions at the beginning of each MARC variable data field that contain values which interpret or supplement the tag definition for the field. For example, a 0 (zero) in the second indicator position of the subject heading field identifies the data that follows as being a Library of Congress subject heading. Each indicator is interpreted independently. *Refer also to Filing indicator.*

Initial article. “A,” “An,” and “The,” or their foreign language equivalents, used at the beginning of titles. For filing purposes, they are ignored so that the title entry does not begin filing on these words. *Refer also to Filing indicator.*

ISBD. International Standard Bibliographic Description. Punctuation convention used for entering data into a bibliographic record. The usage of punctuation is determined by the International Standard Bibliographic Description committee.

ISBN. International Standard Book Number. A number that identifies a specific edition of a title. Intended to be a unique number, it often is not.

ISSN. International Standard Serial Number. A number that identifies a specific serial publication title. Intended to be a unique number, it often is not.

Item record. A template to be filled in with a barcode number and other information unique to each library in the WYLD Network. The item record is attached to a bibliographic record describing the item belonging to the library. Several item records from several different libraries can be attached to a single bibliographic record.

K

Keyword. A significant word from a title or from the text of the bibliographic record used as an index entry.

L

LC. Library of Congress.

LCCN. Library of Congress Control Number. A Library of Congress system control number to identify its own cataloging records. This number is found in the 010 field of a MARC record.

LCMARC. The bibliographic database maintained by the Library of Congress and used as a source of electronic MARC cataloging records.

LC's Annotated Children's Catalog. The subject headings used for children's literature maintained by the Library of Congress.

LCSH. Library of Congress subject heading. An access point from the Library of Congress, from either an online list or a print list. This also includes all subject headings that may be created by combining headings and subdivisions to create new headings that do not appear as a single heading in LCSH.

Lexile Reading Level. The Lexile Reading Level is developed by the Lexile Framework for Reading which assesses reading development, both the reader and the material, through established reader measures and text measures.

Library identification code. The brief code designated for unique identification of each WYLD library (e.g., ALBY, CRK, EWC, WEST-UPTN). *Refer also to WYLD code.*

M-N

Machine-readable format. Information organized so that the computer can understand it.

Magazine. A publication with a distinctive title which appears in successive numbers or parts at stated or regular intervals and which is intended to continue indefinitely. *Refer also to Periodical or Serial.*

Main entry. 1) The major access point chosen; the other access points are added entries. 2) A full catalog entry headed by the access point chosen as main entry, which gives all the information necessary for the complete identification of a work. This entry also bears the tracings of all the other headings under which the work is entered.

Mandatory field. A field in a bibliographic cataloging template that **MUST** be completed before the record will be saved to the database. *Refer also to Cataloging template.*

Manufacturer. The agency that has made the item being cataloged (e.g., the printer of a book, the company creating the piece of equipment).

MARC. MACHine Readable Cataloging record. For purposes of this document, MARC is the MARC21 format maintained by LC. *Refer also to MARC21.*

MARC holdings record. A separate record attached to the bibliographic record used to briefly describe a library's holdings for that title. It is generally used to describe a library's serial holdings.

MARC21. A machine readable bibliographic record format originally developed by the Library of Congress and formerly called LC-MARC, then USMARC. MARC21 was adopted in 2001 by the British Library to replace UK MARC.

Merge. The process of transferring holdings (call numbers and items) with the result of eliminating a bibliographic record. Can also apply to the process of transferring items with the result of eliminating a call number.

MeSH. Medical Subject Headings. The National Library of Medicine's controlled vocabulary thesaurus that facilitates searching.

MFHD. MARC Format for Holdings Data. A means of providing holdings information for bibliographic records. *Refer also to MARC holdings record.*

Monograph. An item that is complete in one part or intended to be completed in a finite number of separate parts.

Monographic record. A bibliographic record for a monograph.

Monographic set/series. A group of separate items related to one another by the fact that each bears, in addition to its own title, a collective title applying to the group as a whole. Individual items may or may not be numbered.

MRDF. Machine Readable Data File. A former name for Computer file or Electronic resource. *Refer also to Electronic resource.*

O

OCLC. Online Computer Library Center. An international bibliographic database based in Dublin, Ohio.

OCLC Bibliographic Formats and Standards. A guide to machine-readable cataloging records (MARC). Available [online](#).

On-order record. A brief, temporary bibliographic record used to identify a title that is being purchased. These are usually vendor records but can also be staff-created.

On-the-fly. One of the cataloging options in WYLD created through Circulation by means of a Brief Title record. This temporary record allows for quick circulation of barcoded material that has not yet been fully cataloged.

Online Quality Committee. *Refer to WYLD Online Quality Committee.*

OPAC. Online Public Access Catalog. An online catalog that is available for use by the general public. *Refer also to WYLDcat and PAC.*

Original cataloging. The process of creating a bibliographic record for the first time, especially without reference to other records for the same item.

Overlay. Replacing an existing WYLD bibliographic record with a record imported from another bibliographic database.

P-Q

PAC. Public Access Catalog. *Refer also to WYLDcat and OPAC.*

Pamphlet. An unbound, printed work on a subject of interest, usually with a paper cover.

Periodical. A publication with a distinctive title, which appears in successive numbers or parts at stated or regular intervals and which is intended to continue indefinitely. *Refer also to Magazine or Serial.*

Physical description area. The portion of the bibliographic record, the 300 field, that includes the extent of the item, its dimensions, and other physical details about it, if applicable.

Publication statement. Publication, distribution, etc. area. The portion of the bibliographic description which includes the place, name, and date of publication/distribution/production/manufacture.

Publisher. The person, corporate body, or firm responsible for issuing printed material.

R

RDA. Resource Description and Access. A descriptive cataloging standard first released in 2010 to replace Anglo-American Cataloging Rules, Second edition (AACR2). RDA provides instructions for formulating bibliographic records.

Required field. A phrase used to identify mandatory fields in cataloging templates.

S

See Also reference. Direction to other forms of headings or entries that are related.

See reference. A direction from one form of heading or entry that is not authorized to one that is authorized.

Serial. A publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. *Refer also to Magazine or Periodical.*

Serial control record. A separate record attached to a serial bibliographic record used by libraries to maintain specific information about their subscription to that serial publication.

Series. A group of separate 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.

SirsiDynix. Software vendor.

Sound recording. An aural recording, including discs (e.g., phonograph records), cartridges, cassettes, CDs, etc.

Square brackets. Used in a bibliographic record to indicate words supplied by the cataloger.

Statement of responsibility. A statement in the item being described that names persons responsible for intellectual or artistic content, corporate bodies from which the content emanates, or persons or bodies responsible for performance.

Subdivision. *Refer to Subject subdivision.*

Subfield. A separate portion of data elements in a field in a bibliographic record. The order of the subfields is determined by the field in which they are assigned.

Subfield code. A code that precedes data elements within a MARC field that requires separate manipulation. A subfield code consists of a delimiter and a lower case alphabetic or numeric character. Subfield codes are defined independently for each field.

Subject heading. A word or group of words indicating a subject.

Subject subdivision. A restrictive word or group of words added to a subject heading to limit it to a more specific meaning.

Subtitle. A secondary title preceded by a colon [:], often used to expand or limit the title proper.

Successive entry cataloging. For the purposes of this document, the practice of creating a new record for a serial whenever a change is made to the title proper or the language of the publication changes.

Summary holdings statement. A brief statement within the MARC holdings record that summarizes a library's holdings for that title.

I

Tag. The numeric designation for a field in a MARC record.

Thesaurus ; Thesauri (plural). A specialized authority list of terms used with automated information retrieval systems; very similar to a list of subject headings.

Title control number. An identifying number, assigned to each bibliographic record, which is searchable and allows for easy retrieval of a specific record.

Title proper. The chief name of an item, including any alternative title.

Tracing. The record on the main entry record of all the additional entries under which the work is listed in the catalog.

Transfer. Moving items to another call number or moving call numbers/items to another bibliographic record.

U

Unauthorized headings. Those access points for which no valid matching entry is found in the WYLD Authority File.

Uniform title. A title that is used for cataloging purposes to bring together the same works published with variant titles. A uniform title can be in the work's original language, e.g., French.

Union database. A database that lists, completely or in part, the holdings of more than one library or collection.

URL. Uniform Resource Locator. Commonly informally termed a web address, a URL is a reference to a web resource that specifies its location on a computer network and a mechanism for retrieving it.

V

Validation. A WYLD process of comparing a heading appearing on a bibliographic record against headings in the authority file to ensure uniformity and consistency. This process also may be referred to as Verification.

Variable fields. Those fields of a MARC record that may or may not be used when cataloging a specific item. These fields are variable in length. *Displayed on the Bibliographic tab of figures in [Appendix B](#).*

Verification. *Refer to Validation.*

Verso. In a book, the page on the left; the side intended to be read second. As in the verso of the title page; the reverse side of the title page. Opposite of recto, the right-hand page.

Vertical file. A collection of resource material, such as pamphlets, clippings from periodicals, or photographs, arranged for quick reference.

Video recording. The term for videodiscs (DVDs), videotapes, and videocassettes.

W-X-Y-Z

Wizard. The function in system software that enables the performance of a specific task. *Refer to [Appendix B](#) for examples.*

WYLD. Wyoming Libraries Database. For the purposes of this document, WYLD is the union database created from the bibliographic records of Wyoming's public and community college libraries and some special and school libraries that are members of the WYLD Network; also name of library consortium.

WYLD authority file. *Refer to Authority file.*

WYLD code. The main code designated for unique identification of each WYLD library (e.g., ALBY, CRK, EWC, HSPG). *Refer also to Library identification code.*

WYLD Network. Consortium of Wyoming libraries paying membership fees and contributing to the development of the WYLD database.

WYLD Office. Staff at the Wyoming State Library who administer the operations of the WYLD system software.

WYLD Online Quality Committee. Representatives of WYLD participating libraries who assist in the monitoring of database quality and make recommendations to WYLD governing bodies.

WYLDcat. The name given to the WYLD Libraries' online public access catalog. *Refer also to OPAC or PAC.*

APPENDIX B: BIBLIOGRAPHIC TEMPLATES/SAMPLE RECORDS

Templates are available in WYLD for adding new bibliographic records to the database when no other option besides original cataloging is available. Templates are available through the Add Title wizard for selected material formats based on the type of item being cataloged. Each template contains variable fields appropriate for the format, with the mandatory fields identified by ****REQUIRED FIELD****. The words **REQUIRED FIELD** should be replaced with specific bibliographic information. The title is not the only required field for records in WYLD. For original cataloging of records in WYLD, the use of Core Elements is required as described in [Section 2.4.4C](#).

The following templates or sample records contain a brief explanation for each MARC variable field. Some MARC field tags and associated indicator values may vary and are determined by the content of the field (e.g., the tag for a corporate name is different from the tag for a personal name). Consult appropriate MARC sources for guidance in using MARC fields. With the exception of the On Order template, the other templates contain additional tags for the Core Elements of RDA. For the sample records, libraries must duplicate the samples and then edit those duplicate records. Changes should not be made to the original sample records.

Templates and sample records:

- Acquisitions On-Order (ONORDER) Template Fig. B-1
- Book (MARC) Template Fig. B-2
- Electronic Resource (MRDF) Template Fig. B-3
- Equipment (EQUIP) Template Fig. B-4
- Map (MAP) Template Fig. B-5
- Serial (SERIAL) Template Fig. B-6
- Sound Recording (MUSIC) Template Fig. B-7
- Visual Material (VM) Template Fig. B-8
- Library of Things Sample Record Fig. B-9
- Reserve Item Sample Record Fig. B-10
- Vertical File Sample Record Fig. B-11

Figure B-1: Acquisitions On-Order (ONORDER) Template

This type of record is not intended for permanent retention. It is created for ordering purposes and should be deleted or overlaid when the title has been received.

Add Title *

Title

****REQUIRED FIELD****

Control Bibliographic MARC Holdings Call Number/Item

Shadow title

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	230126	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

Label	Tag	Ind.	Contents
ISBN	020		
Personal Author	100	1	
Title	245		**REQUIRED FIELD**
Edition	250		
Physical description	300		
Series Statement	490		
General Note	500		
Contents Note	505		
Summary	520		
Subject term	650		
Geographic term	651		
Genre index term	655		
Added Entry-Personal Name	700		
Series Added Entry-Personal Name	800		

Figure B-2: Book (MARC) Template

This MARC template is used for print materials.

Add Title *

Title

REQUIRED FIELD

Control Bibliographic MARC Holdings Call Number/Item

Shadow title

Rec_Status	n	Rec_Type	a	Bib_Lvl	m	TypeCtrl	
Enc_Lvl		Desc		Entrd	230126	Dat_Tp	n
Date1		Date2		Ctry		Illus	
Audience		Repr		Cont		GovtPub	
ConfPub	0	Festschr	0	Indx	0	Fiction	0
Blpg		Lang	eng	Mod_Rec		Source	u

Label	Tag	Ind.	Contents
<input type="checkbox"/> ISBN	020		
<input type="checkbox"/> Personal Author	100	1	
<input type="checkbox"/> Title	245		**REQUIRED FIELD**
<input type="checkbox"/> Edition	250		
<input type="checkbox"/> Production, Publication, Distribution, Manufacture, Copyright	264		
<input type="checkbox"/> Physical description	300		
<input type="checkbox"/> Content type	336		
<input type="checkbox"/> Media type	337		
<input type="checkbox"/> Format type	338		
<input type="checkbox"/> Series Statement	490		
<input type="checkbox"/> General Note	500		
<input type="checkbox"/> Contents Note	505		
<input type="checkbox"/> Summary	520		
<input type="checkbox"/> Subject term	650		
<input type="checkbox"/> Geographic term	651		
<input type="checkbox"/> Genre index term	655		
<input type="checkbox"/> Added Entry-Personal Name	700		
<input type="checkbox"/> Series Added Entry-Personal Name	800		

Figure B-3: Electronic Resource (MRDF) Template

MRDF stands for Machine-Readable Data File.

This format is used for electronic resources, including computer files.

Add Title *

Control **Bibliographic** MARC Holdings Call Number/Item

Shadow title

Rec_Status	n	Rec_Type	m	Bib_Lvl	m	TypeCtrl	
Enc_Lvl		Desc		Entrd	230126	Dat_Tp	n
Date1		Date2		Ctry		Audience	
Repr		FileType		GovtPub		Lang	eng
Mod_Rec		Source	u				

Label	Tag	Ind.	Contents
ISBN	020		
ISSN	022		
Uniform title	130		
Title	245		**REQUIRED FIELD**
File characteristics	256		
Production, Publication, Distribution, Manufacture, Copyright	264		
Physical description	300		
Content type	336		
Media type	337		
Material type	338		
General Note	500		
Type of file/data	516		
Subject term	650		
Added Entry-Corporate Name	710		
Technical file specs	753		
Electronic access	856		

Figure B-4: Equipment (EQUIP) Template

Note that there are no fixed fields in the Equipment template.

Add Title *

Title

****REQUIRED FIELD****

Control Bibliographic MARC Holdings Call Number/Item

Shadow title

Label	Tag	Ind.	Contents
Equipment name	245		**REQUIRED FIELD**
Model name	246		
Prod, Pub, Dist, Manuf, Copyright	264		
Equipment list	300		
Content Type	336		
Media Type	337		
Carrier Type	338		
General note	500		
Corporate author	710		

Figure B-5: Map (MAP) Template

Use for cartographic materials, including topographic maps, some atlases and gazetteers, and navigational charts.

Add Title *

REQUIRED FIELD

Control Bibliographic MARC Holdings Call Number/Item

Shadow title

Rec_Status	n	Rec_Type	e	Bib_Lvl	m	TypeCtrl	
Enc_Lvl		Desc		Entrd	230126	Dat_Tp	n
Date1		Date2		Ctry		Relief	
Base		Map_Type (CrTp)		GovtPub		Form	
Indx	0	Spec_Fmt		Lang	eng	Mod_Rec	
Source	u						

Label	Tag	Ind.	Contents
ISBN	020		
ISSN	022		
Corporate Author	110	1	
Title	245		***REQUIRED FIELD***
Mathematic map data	255		
Production, Publication, Distribution, Manufacture, Copyright	264		
Physical description	300		
Content type	336		
Media type	337		
Format type	338		
General Note	500		
Language	546		
Geographic term	651		

Figure B-6: Serial (SERIAL) Template

Use the Serial template for adding original bibliographic records for magazines, journals, newsletters, and newspapers.

Add Title x

****REQUIRED FIELD****

Control Bibliographic MARC Holdings Call Number/Item

Shadow title

Rec_Status	n	Rec_Type	a	Bib_Lvl	s	TypeCtrl	
Enc_Lvl		Desc		Entrd	230126	Dat_Tp	n
Date1		Date2		Ctry		Frequ	
Regulr		Ser_Type		Phys_Med		Repr	
Pub_Type		Cont		GovtPub		ConfPub	
Alphabt		SLI_Ent		Lang	eng	Mod_Rec	
Source	u						

Label	Tag	Ind.	Contents
ISSN	022		
Corporate Author	110	1	
Title	245		**REQUIRED FIELD**
Variant title	246		
Production, Publication, Distribution, Manufacture, Copyright	264		
Physical description	300		
Current frequency	310		
Content type	336		
Media type	337		
Format type	338		
Volume/date range	362		
General Note	500		
Indexes	555		
Title history note	580		
Description source	588		
Subject term	650		
Added Entry--Corporate Name	710		
LIC	936		

Figure B-7: Sound Recording (MUSIC) Template

Use this MUSIC record format for all sound recordings, including books on CD, MP3 audiobooks, books on cassette, and Playaways.

Add Title *

j Title

Control Bibliographic MARC Holdings Call Number/Item

Shadow title

Rec_Status	n	Rec_Type	j	Bib_Lvl	m	TypeCtrl	
Enc_Lvl		Desc		Entrd	230126	Dat_Tp	n
Date1		Date2		Ctry		Comp	
Format		Parts		Audience		Repr	
Accomp		Ltxt		Arrang		Lang	eng
Mod_Rec		Source	u				

Label	Tag	Ind.	Contents
ISBN	020		
Personal Author	100	1	
Title	245		**REQUIRED FIELD**
Edition	250		
Production, Publication, Distribution, Manufacture, Copyright	264		
Physical description	300		
Duration	306		
Content type	336		
Media type	337		
Material Type	338		
Sound characteristic	344		
Digital file	347		
General Note	500		
Performer	511		
Summary	520		
Subject term	650		
Added Entry-Corporate Name	710		
Added title	740		

Figure B-8: Visual Material (VM) Template

Use this template for DVDs, VHS, slides, and realia such as toys, board games, and puzzles.

Add Title ×

Title

****REQUIRED FIELD****

Control Bibliographic MARC Holdings Call Number/Item

Shadow title

Rec_Status	n	Rec_Type	g	Bib_Lvl	m	TypeCtrl	
Enc_Lvl		Desc		Entrd	230126	Dat_Tp	n
Date1		Date2		Ctry		Time	
Audience		GovtPub		Form		Type_Mat	
Tech		Lang	eng	Mod_Rec		Source	u

Label	Tag	Ind.	Contents
ISBN	020		
Standard identifier#	024		
Title	245		**REQUIRED FIELD**
Production, Publication, Distribution, Manufacture, Copyright	264		
Physical description	300		
Content type	336		
Media type	337		
Format type	338		
Physical Medium	340		
Sound characteristic	344		
Projection	345		
Video characteristic	346		
Digital file	347		
General Note	500		
Credits	508		
Performer	511		
Summary	520		
Audience	521		
Subject term	650		
Added Entry-Personal Name	700		
Added Entry-Corporate Name	710		
Added title	740		

Figure B-9: Library of Things Sample Record

A sample record exists for creating a Library of Things record. The title control number is a2495467.

Either duplicate this sample record and then edit the duplicate record, or use this as an example of what to include in a Library of Things record.

Library of things cataloging template - Enter title (required field). DUPLICATE THIS RECORD. DO NOT EDIT. DO NOT DELETE / Corporate name. - Delete this field if not used.

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Shadow title

Rec_Status	n	Rec_Type	r	Bib_Lvl	m	TypeCtrl	
Enc_Lvl		Desc	i	Entrd	221103	Dat_Tp	n
Date1		Date2		Ctry		Time	nnn
Audience		GovtPub		Form		Type_Mat	r
Tech	n	Lang	eng	Mod_Rec		Source	d

Label	Tag	Ind.	Contents
UPC	024	1	UPC number - Delete field if not used.
Title	245		Library of things cataloging template - Enter title (required field). DUPLICATE THIS RECORD. DO NOT EDIT. DO NOT DELETE.
Manufacture	264	3	Place of manufacture : bManufacturer, cDate of manufacture. - If any subfield is unknown use [____ not identified]
Copyright date	264	4	c@Year - Delete field if not used.
Physical description	300		Specific description (number of pieces, container, sizes/dimensions)
Content type	336		three-dimensional form btdf 2rdacontent
Media type	337		unmediated bn 2rdamedia
Format type	338		object bnr 2rdacarrier
Physical Medium	340		plastic 2rdamat - Delete this field if not used. Okay to use more than one 340 field.
Physical Medium	340		metal 2rdamat - Delete this field if not used. Okay to use more than one 340 field.
Physical Medium	340		wood 2rdamat - Delete this field if not used. Okay to use more than one 340 field.
Physical Medium	340		cardboard 2rdamat - Delete this field if not used. Okay to use more than one 340 field.
Physical Medium	340		If a different material type is needed, see https://www.rdaregistry.info/termList/RDAMaterial/ - Delete this field.
General Note	500		Note - Delete this field if not used.
Contents	505	0	Contents -- Contents -- Contents. - Delete this field if not used.
Summary	520		Summary - Delete this field if not used.
Held by	596		WYLD
Subject term	650	0	Subject heading. See Display Authority wizard or https://authorities.loc.gov/ . Okay to use more than one 650 field. ?UNAUTHORIZED
Local subject	690		Library of things.
Added Entry-Corporate Name	710	2	Corporate name. - Delete this field if not used. ?UNAUTHORIZED
CATKEY	977		u2495467

Figure B-10: Reserve Item Sample Record

A sample record exists for each of the community colleges.

Those libraries are asked to find their library's sample record, duplicate it, and edit the duplicate for new items going on reserve.

Sample record title control numbers:

CSPC - a1374289

CWC - a2250737

EWC - a1376958

LCCC - a1077164

NWC - a1508455

SHRC - a1728104

SHRC-GILC - a1728106

WWCC - a2250738

Reserve Desk Cataloging Template for SHRC (title) : remainder of title / Last name of course instructor - delete field if not used.

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Shadow title

Rec_Status	c	Rec_Type	a	Bib_Lvl	m	TypeCtrl	
Enc_Lvl		Desc		Entrd	070205	Dat_Tp	n
Date1		Date2		Ctry		Illus	
Audience		Repr		Cont		GovtPub	
ConfPub	0	Festschr	0	Indx	0	Fiction	0
Biog		Lang	eng	Mod_Rec		Source	u

Label	Tag	Ind.	Contents
Local system #	035		(Sirs) a1728104
Local system #	035		(Sirs) a1376958
Title	245	00	Reserve Desk Cataloging Template for SHRC (title) : remainder of title
Edition	250		DO NOT DELETE THIS TEMPLATE. DUPLICATE IT AND EDIT THE DUPLICATE.
Content type	336		text btxt 2rdacontent
Media type	337		unmediated bn 2rdamedia
Format type	338		volume bnc 2rdacarrier
General Note	500		Dates item is to be in Reserve Room, Course notes (OPTIONAL) - delete field if not used
Held by	596		SHRC
Local subject	690		Course number
Local subject	690		SHRC Reserve
Local subject	690		SHRCRESV
Added Entry--Personal Name	700	1	Last name of course instructor - delete field if not used. ?UNAUTHORIZED
Added Entry--Corporate Name	710	2	Lajnah al-Sūriyah li-Huqūq al-Insān.
Internet	856	41	uURL of online document - delete field if not relevant
CATKEY	977		u1728104

Figure B-11: Vertical File Sample Record

A sample record exists for creating a vertical file record. The title control number is a1154044.

Either duplicate this sample record and then edit the duplicate record, or use this as an example of what to include in a vertical file record.

Vertical file template

Control **Bibliographic** MARC Holdings Call Number/Item Bound-with

Shadow title

Rec_Status	c	Rec_Type	a	Bib_Lvl	m	TypeCtrl	
Enc_Lvl	v	Desc		Entrd	970727	Dat_Tp	
Date1		Date2		Ctry		Illus	
Audience		Repr		Cont		GovtPub	
ConfPub		Festschr		Indx		Fiction	0
Biog		Lang		Mod_Rec		Source	

Label	Tag	Ind.	Contents
Local system #	035		(Sirsi) a1154044
Local system #	035		a1154044 (SAMPLE RECORD)
Title	245	00	Vertical file template
Publication info	260		Please ask librarian for assistance in locating these materials.
Physical description	300		Multiple file folders for subjects displayed.
Content type	336		text btxt 2rdacontent
Media type	337		unmediated bn 2rdamedia
Format type	338		volume bnc 2rdacarrier
General Note	500		In library use only, or limited check-out. Limited Interlibrary loan availability.
Local subject	690		Vertical file.
Update catalog data	948		09/09/1997 b09/16/1999
Held by	596		WYLD

APPENDIX C: FIXED FIELD ELEMENTS

The listing below of fixed field elements is not complete, nor are all the possible codes represented.

Different fixed field elements are available depending on the type of material being cataloged. *For a complete listing of fixed field elements and their codes, refer to the OCLC documentation [Bibliographic Formats and Standards - Fixed Fields](#).*

Mandatory:

Rec_Type (Record Type):

a = language material (books, pamphlets)

b = archival and manuscript control

c = music, printed or microform

d = manuscript music (including microform manuscript)

e = map, printed or microform

f = manuscript map (including microform manuscript)

g = projected media (motion pictures, filmstrips, slides, transparencies, videorecordings)

h = microform publications (option is available in WYLD but not used; prefer using record type for material in its original format)

i = nonmusical sound recording

j = musical sound recording

k = two-dimensional nonprojectible graphic (charts, computer graphics, drawings, flash cards, paintings, pictures)

m = computer file

n = special instructional material (option is available in WYLD but not used)

o = kit

p = mixed material (materials in two or more forms, usually related because they have been accumulated by or about a person or body; archival and manuscript collections with mixed forms of materials such as print, photographs, and sound recordings)

r = three-dimensional artifact or naturally occurring object (e.g., models, games, puzzles, sculptures, exhibits, toys)

t = manuscript language material (includes handwritten, typescript, or computer printouts, usually for materials existing in a single instance; galley proofs, manuscript books, legal papers, unpublished theses and dissertations)

Bib_Lvl (Bibliographic Level):

a = monographic component part

b = serial component part

c = collection

d = subunit (component of an archival unit - folders, boxes)

i = integrated resource (used for updating loose-leaf publications, databases, and websites)

m = monograph/item (used for most items except periodicals)

s = serial (used most often for periodicals, newspapers, yearbooks)

TypeCtrl (Type of Control):

blank = no type of control is specified

a = archival control

This is used for archives material. If material is described according to archival descriptive rules, code "a" is used.

Enc_Lvl (Encoding Level):

blank = full level, the most complete MARC record

3 = abbreviated level (a brief record that does not meet minimal level cataloging specifications)

7 = minimal level cataloging (access points have been checked against authority files, record format is accurate)

You would not use the following but should be able to recognize them.

1 = full level cataloging, material not examined

2 = less than full level cataloging, material not examined

4 = core level (record is less than full but greater than minimal cataloging specifications)

5 = partial cataloging - record is in process

I = full level cataloging, input by OCLC participants *This code will become obsolete

K = less than full level cataloging, input by OCLC participants *OCLC is working on eliminating K

You are expected to enhance CIP records which have an encoding level of "8."

8 = record is CIP (enhance the record according to the procedure outlined in [Cataloging in Publication \(CIP\) Record Enhancement](#))

Desc (Description):

i = record is in ISBD form (use for RDA compliant records)

You would not use the following but should be able to recognize them.

blank = record is not cataloged according to ISBD

a = record is AACR2R

Entrd (Date entered):

System supplied, 8-digit number: YYYYMMDD

Dat_Tp (Date type):

Used to describe the type of date(s) found in the Date1 and/or Date2 fixed field(s). The following is not a complete list of codes.

c = continuing resource currently published (used for serials)

d = continuing resource ceased publication (used for serials)

n = unknown dates

s = single date

t = publication date and copyright date

Dates:

For books:

Date1 = publication date

Date2 = copyright date

Date(s) are from subfield “c” of field 260/264.

Example:

Date type: t Date1: 2016 Date2: 2014

In this example, Date type “t” is for publication date and copyright date. Date1 is for the publication date; Date2 is for the copyright date.

For serials:

Date1 = beginning date of publication

Date2 = ending date of publication

Date(s) are from field 362, or if no date in field 362, use date(s) in subfield “c” of field 260/264.

Example:

Date type: d Date1: 197u Date2: 2014

In this example, Date type “d” is for a serial publication that is no longer published. Date1 indicates that the publication began sometime in the 1970s; the use of the letter “u” means the specific year is unknown. Date2 is the year the journal or magazine ceased publication.

Ctry (Country):

Used to indicate the state or country of publication. The listing is provided in the [MARC Code List for Countries](#).

Illus (Illustrations):

Codes used here are closely related to what is used in subfield “b” of the 300 field for physical description.

Example:

300 __ 240 pages :|billustrations, maps, photographs ;|c24 cm

Illus (fixed field): abo (a = illustrations, b = maps, o = photographs)

Audience:

Codes here describe the intellectual level of the audience for whom the material was intended.

Examples:

a = preschool

e = adult

j = juvenile

Repr (Representation):

This is the format in which the material is represented.

Examples:

d = large print

o = online

q = direct electronic

Cont (Contents):

The nature of the contents is represented in the code(s) used here. Generally a code is used here if all, or a significant part of the item, is of this material.

Examples:

d = dictionaries

m = theses

y = yearbooks

GovtPub (Government publication):

blank = not a government publication

f = federal government publication

l = local government publication

s = state government publication

Use the single letter code that indicates the type of government or governmental subdivision publishing the material.

ConfPub (Conference Publication):

0 (zero) = not a conference publication

1 = it is a conference publication

Examples of materials that are not conference publications:

Works based on a single paper, legislative hearings, courses given in a school.

Examples of materials that are conference publications:

Proceedings, preprints of conference papers

Festschr (Festschrift):

0 (zero) = publication is not a Festschrift

1 = publication is a Festschrift

A Festschrift is a memorial publication, often with different authors that is presented as a tribute to an individual, institution, or society. It is usually in the form of a collection of essays or addresses.

Examples may often have within the title phrases such as:

Papers in honor of...

In memory of...

Example:

Papers, in memory of Charles de Young Elkus / Julian Samora.

Indx (Index):

0 (zero) = no index is present in the publication

1 = an index is present in the publication

There is usually a 500 field or 504 field that indicates that the material contains an index.

Example: 500 __ Includes index.

Example: 504 __ Includes bibliographical references (pages 112-114) and index.

Fiction:

- 0 (zero) = not fiction
- 1 = fiction
- d = dramas
- e = essays
- f = novels
- j = short stories
- p = poetry

Use the single letter code to identify the type of literary content.

Biog (Biography):

- blank = no biographical information
- a = autobiography
- b = individual biography
- c = collective biography
- d = contains biographical information

Genealogies, interviews, and conversations are not biographies.

Lang (Language):

A three-character code used to represent the language of the item. Language codes are listed in the [MARC Code List for Languages](#).

Examples:

- eng (English)
- ger (German)
- spa (Spanish)

Mod_Rec (Modified Record):

WYLD libraries do not use this fixed field element for indicating a record has been modified.

Source (Cataloging source):

- d = other

Cataloged by an organization other than a national bibliographic agency or a participant in a cooperative cataloging program. WYLD libraries can use this code for original records created directly in WYLD.

Codes of *blank*, “a,” “b,” and “c” will be seen but indicate cataloging done totally, or in part, by the Library of Congress.

Figure C-1: Fixed Field Elements for Record Type “a” (Examples: books, pamphlets)

Rec_Status	n	Rec_Type	a	Bib_Lvl	m	TypeCtrl	
Enc_Lvl		Desc	i	Entrd	230126	Dat_Tp	t
Date1	2022	Date2	2022	Ctry	mnu	Ilus	a
Audience	j	Repr		Cont		GovtPub	
ConfPub	0	Festschr	0	Indx	0	Fiction	0
Biog		Lang	eng	Mod_Rec		Source	d

APPENDIX D: SAMPLE ONTHEFLY (ADD BRIEF TITLE RECORD)

Remember to replace the ****REQUIRED FIELD**** text in the 245 with a valid title for the item.

Options for fields to enter in an on-the-fly record can be set in the Properties of the Add Brief Title wizard.

This type of record is not intended for permanent retention. It is created for circulation purposes and should be deleted or replaced when the item is returned.

Add Brief Title ×

Δ Brief Title

****REQUIRED FIELD****
XX(2505110.1) Copy:1 ID:2505110-1001

Title info

Personal Author:	100	1		
Corporate Author:	110	1		
Conference Author:	111	1		
Uniform title:	130			
Title:	245			**REQUIRED FIELD**
Edition:	250			
Publication info:	260			
Physical description:	300			
Other forms:	530			
Subject term:	650			

Call number and copy info

New call number: XX(2505110.1)

Class scheme: AUTO

Library: WYLD

Item type: BOOK

Home location: CATALOGING

Item ID: 2505110-1001

Item cat1:

Item cat2:

Item cat3:

Item cat4:

Item cat5:

APPENDIX E: LISTS OF WYLD ITEM TYPES, HOME LOCATIONS, AND ITEM CATEGORIES

These lists are automatically updated overnight.

[Item Type](#)

[Home Location](#)

[Item Category 1](#)

[Item Category 2](#)

[Item Category 3](#)

[Item Category 4](#)

[Item Category 5](#)

APPENDIX F: SUGGESTED RESOURCES

Books

Bowman, J. H. Essential cataloguing. London: Facet Publishing, 2007.

Brenndorfer, Thomas. RDA essentials. 2nd edition. Chicago, IL: American Library Association, 2023.

Farkas, Lynn. Learn Dewey Decimal Classification. Friendswood, Texas: TotalRecall Publications, Inc., 2015.

Furrie, Betty. Understanding MARC (machine readable cataloging). 8th edition. Washington, DC.: Cataloging Distribution Service. Library of Congress, 2009.

Gao, Fang Huang, Tennison, Heather, & Weber, Janet A. Demystifying serials cataloging: a book of examples. Santa Barbara, CA: Libraries Unlimited, 2012.

Hart, Amy. RDA made simple: a practical guide to the new cataloging rules. Santa Barbara, CA: Libraries Unlimited, 2014.

Hart, Amy. The RDA primer: a guide for the occasional cataloger. Santa Barbara, CA: Linwoth, 2010.

James, Kate. RDA in practice: a workbook. Chicago, IL: ALA Editions, 2024.

Joint Steering Committee. RDA: Resource Description and Access. Chicago, IL: ALA Editions, 2015.

Jones, Ed. RDA and serials cataloging. 2nd edition. Chicago, IL: ALA Editions, 2024.

Joudrey, Daniel N., Taylor, Arlene, G. Miller, David P. Introduction to cataloging and classification. 11th edition. Washington, DC: Library of Congress, 2015.

Kaplan, Allison G. Crash course in cataloging for non-catalogers: a casual conversation on organizing information. Westport, CT: Libraries Unlimited, 2009.

Maxwell, Robert L. Maxwell's Handbook for RDA: explaining and illustrating RDA: Resource Description and Access using MARC21. Chicago, IL: American Library Association, 2023.

Mering, Margaret. The RDA workbook: learning the basics of Resource Description and Access. Santa Barbara, CA: Libraries Unlimited, 2014.

Moulaison, Heather Lea, Wiechert, Raegan. Crash course in basic cataloging with RDA. Santa Barbara, CA: Libraries Unlimited, 2015.

Myntti, Jeremy. Sudden position guide to cataloging and metadata. Chicago, IL: ALCTS Publishing, 2021.

Oliver, Chris. Introducing RDA: a guide to the basics after 3R. 2nd edition. Chicago, IL: American Library Association, 2021.

RDA Steering Committee. RDA glossary. Chicago, IL: ALA Editions, 2021.

Scott, Mona L. Dewey Decimal classification: a study manual and number building guide. 22nd edition. Westport, CT: Libraries Unlimited, 2005.

Snow, Karen. A practical guide to Library of Congress Classification. Lanham, MD: Rowman & Littlefield, 2017.

Weber, Mary Beth, Austin, Fay Angela. Describing electronic, digital, and other media using AACR2R and RDA. New York: Neal-Schuman Publishers, 2011.

Weihls, Jean, Intner, Sheila S. Beginning cataloging. 2nd edition. Santa Barbara, CA: Libraries Unlimited, 2017.

Welsh, Anne. Practical cataloguing for the hybrid environment. UK: Facet Publishing, 2024.

Welsh, Anne, Batley, Sue. Practical cataloguing: AACR2, RDA and MARC21. Chicago, IL: Neal-Schuman, 2012.

Websites/PDFs

[Bowker's Books in Print](#)

[IFLA's Full ISBD Examples - Supplement to the 2021 Update to the 2011 Consolidated Edition of the ISBD: International Standard Bibliographic Description](#)

[IFLA's ISBD: International Standard Bibliographic Description - 2021 Update to the 2011 Consolidated Edition](#)

[LC's Authorities](#)

[LC's Bibliographic Data](#)

[LC's Free-Floating Subdivisions](#)

[LC's MARC 21 Concise Formats](#)

[LC's MARC Code Lists](#) for Countries, Geographic Areas, Languages, Relators, Other Values, and Sources (Links are in the blue column on the left side of the website.)

[LC's Subject Headings](#)

[LC's Understanding MARC Bibliographic: Machine-Readable Cataloging](#)

[OCLC's Bibliographic Formats and Standards](#)

APPENDIX G: SKILLS CHECKLISTS

These checklists are stored in Freshdesk.

[Cataloging Skills Checklist](#)

[Periodical Linking & Serial Control Skills Checklist](#)

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